



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

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

- AGENDA:** ADOPTION OF AGENDA
- MINUTES:** REGULAR MEETING MINUTES SEPTEMBER 22, 2008
- DELEGATIONS:** COMMUNITIES IN BLOOM CLARESHOLM COMMITTEE
RE: Wainwright Trip
- ACTION ITEMS:**
1. CORRES: ALBERTA TRANSPORTATION – Minister Luke Ouellette
RE: HUB Water Treatment Plant & Regional Waterline
 2. BYLAW #1515 – PINE COULEE DEBENTURE BORROWING
RE: 2nd & 3rd Readings
 3. BYLAW #1518 – BYLAW #1515 AMENDMENT
RE: All Readings
 4. CORRES: MPE ENGINEERING LTD.
RE: Tender Closing – Water Treatment Plant & Highway Pump Station
 5. CORRES: ALBERTA SPORT, RECREATION, PARKS & WILDLIFE FOUNDATION
RE: Support of Claresholm Museum Tourist Rest Area
 6. CORRES: ALBERTA DEFENSIVE TACTICS TRAINING INC
RE: Emergency Vehicle Operations Course
 7. MUNICIPAL SUSTAINABILITY INITIATIVE FUNDING
 8. MUNICIPAL HERITAGE PARTNERSHIP PROGRAM
RE: Main Street Gathering & Municipal Heritage Forum 2008
 9. COMMUNITY CENTRE INTERIM FINANCING – Councillor Sutter
 10. MODULAR REQUEST
 11. CREATION OF GOLF COURSE COMMITTEE
RE: Golf Course Agreement
 12. INTER-MUNICIPAL DEVELOPMENT PLAN PROPOSAL
 13. EMERCOR/ESIP HOLDINGS AIRPORT LAND PURCHASE AMENDMENT
 14. ADOPTION OF INFORMATION ITEMS
 15. IN CAMERA – DEVELOPMENT / PERSONNEL

INFORMATION ITEMS:

1. Claresholm Elementary News – October 2008
2. Claresholm Elementary School Principal's Update – September 22, 2008
3. Claresholm Elementary School Principal's Update – October 6, 2008
4. RCMP Claresholm Detachment Monthly Policing Report – October 2008
5. The Bridges at Claresholm Golf Club Minutes – August 27, 2008
6. The Bridges at Claresholm Golf Club Minutes – September 17, 2008
7. Claresholm & District Museum Board Minutes – July 24, 2008
8. Claresholm & District Museum Board Minutes – August 28, 2008
9. Claresholm & District Transportation Society Minutes – September 23, 2008
10. Southgown Regional Initiative Management Board Minutes – September 25, 2008

ADJOURNMENT:



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
SEPTEMBER 22, 2008**

PRESENT: Deputy Mayor: David Moore, Councillors: Shirley Isaacson, Don Leonard, Doug MacPherson, Connie Quayle and Daryl Sutter; Chief Administrative Officer: Kris Holbeck; Secretary-Treasurer: Karine Wilhauk

ABSENT: Mayor Rob Steel

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

CARRIED

MINUTES: **REGULAR MEETING – SEPTEMBER 8, 2008**

Moved by Councillor Leonard that the Regular Meeting Minutes of September 8, 2008 be accepted as presented.

CARRIED

DELEGATIONS: 1. **ALBERTA SHOCK TRAUMA AIR RESCUE FOUNDATION – M. Campbell**
RE: Updates about STARS

Mr. Murray Campbell, the Major Gifts Manager for STARS in Southern Alberta, presented information regarding STARS. Currently there are five helicopters being used in Alberta. STARS is only one link in the chain of survival, with their vision being "Saving lives through partnership, innovation and leadership." A new helicopter is coming in January, the AW139, which will be much faster, have a greater capacity, greater range, and the ability to be de-iced. First one will go to Edmonton and then one to Calgary in 2010. Currently 94% of the province is serviced by STARS. STARS is requesting that the Town of Claresholm consider a partnership with them with \$2.00 per capita for the next three years.

2. **CLARESHOLM MUSEUM – Rae Trimble**
RE: Alberta Museums Association Operational Staffing Grants

Mrs. Rae Trimble spoke to Council about the new Alberta Museums Grant for operational staffing which could provide up to a maximum of \$25,000. This staffing grant would provide up to 70% of the cost of core museum staff. The deadline to apply for this grant is November 1st. The Museum Board would like to apply for this grant with the Town's approval, with the funding going towards the Collections Assistant position.

ACTION ITEMS:

1. **BYLAW #1517 – WATER & SEWER BYLAW AMENDMENT**
RE: 2nd & 3rd Readings

Moved by Councillor MacPherson to give Bylaw #1517, regarding a water & sewer amendment, 2nd reading.

CARRIED

Moved by Councillor Leonard to give Bylaw #1517, regarding a water & sewer amendment, 3rd and final reading.

CARRIED

2. **CORRES: ALBERTA TRANSPORTATION**
RE: Pedestrian Crossing at Hwys 2 & 520

Referred to administration.

3. **CORRES: CHINOOK ARCH REGIONAL LIBRARY SYSTEM**
RE: 2009 – 2011 Budget

Moved by Councillor Sutter to approve the Chinook Arch Regional Library System 2009-2010 budget as presented.

CARRIED

4. **CORRES: FORTIS ALBERTA**
RE: Electric Distribution Franchise Fee for 2009

Moved by Councillor Isaacson to keep the electric distribution franchise fee from Fortis Alberta the same at 2% for 2009.

CARRIED

5. CORRES: COMMUNITIES IN BLOOM CLARESHOLM COMMITTEE
RE: Banners

Referred to administration.

6. CORRES: BRADEY STRONG
RE: Documentary

Moved by Councillor MacPherson to authorize administration to enter into an agreement with Bradey Strong for skateboard park filming in Claresholm.

CARRIED

7. EDA ALBERTA
RE: Community Economic Development Training

Received for information.

8. LEASE AGREEMENT
RE: Old CPR Spur Line

Moved by Councillor Leonard for administration to sign the lease agreement with Ed & Doreen Toews for a portion of the old CPR spur line as presented.

CARRIED

9. SUPERIOR SAFETY CODES INC.
RE: Contract

Moved by Councillor Sutter for administration to enter into a new agreement with Superior Safety Codes Inc. for 2008 to 2011.

CARRIED

10. CORRES: H.R.H. SEYMOUR
RE: Pathway System

Referred to budget.

11. CPR ACCESS – Councillor MacPherson and Councillor Leonard

Referred to administration.

12. RESOLUTION FOR FUNDING TO LIBRARIES – Coun. Sutter

Received for information.

13. WATER TREATMENT PLANT UPGRADE COST OVERAGE

Received for information.

14. TOWN OF CLARESHOLM 2008 BUDGET TO ACTUAL UPDATE

Received for information.

15. POLICY #76 – TAX PENALTY FORGIVENESS – Councillor Moore

Moved by Councillor MacPherson to adopt Policy #84 regarding Tax Penalty Forgiveness as amended effective September 22, 2008.

CARRIED

Moved by Councillor Leonard that all tax accounts that were penalized in 2007 and 2008 as a direct result of making a payment through electronic funds transfer (EFT) and the Town receiving it late receive a refund of the penalties.

CARRIED

16. ADOPTION OF INFORMATION ITEMS

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

CARRIED

17. IN CAMERA – DEVELOPMENT / PERSONNEL

Moved by Councillor MacPherson that this meeting go In Camera.

CARRIED

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

CARRIED

ADJOURNMENT: Moved by Councillor Leonard that this meeting adjourn.

CARRIED

DEPUTY MAYOR – DAVID MOORE

SECRETARY-TREASURER – KARINE WILHAUK

DELEGATIONS



2008
Alberta Provincial Edition

Town of Claresholm

2,001 - 5,000 Category



Sustainable Environmental Awareness

Ted Blowes

E.S. "Ted" Blowes
National Chairman
Communities in Bloom



Dan Chambers

Dan Chambers
Provincial Coordinator
Communities in Bloom

ACTION ITEMS



ALBERTA
TRANSPORTATION

Office of the Minister

OCT 14
AGENDA

AR37432

October 6, 2008

His Worship Rob Steel
Mayor
Town of Claresholm
P.O. Box 1000
Claresholm, AB T0L 0T0

Dear Mayor Steel:

I am pleased to advise you and your council that your request for additional funding associated with the upgrade of the HUB Water Treatment Plant and Regional Waterline to Granum project has been approved under the Alberta Municipal Water/Wastewater Partnership.

The approved project cost has been increased from \$11,414,000 to \$13,908,225. The associated grant will remain at 67.45% of eligible project costs or \$9,381,098 grant funding.

My colleague, Mr. Evan Berger, M.L.A., Livingstone-Macleod, and I support this program and the grant funding it provides for the regional water system.

Alberta Transportation staff will contact your administration shortly to make the necessary arrangements for processing the financial assistance for this project.

I appreciate your continued support in working with us to develop the Claresholm and area municipal infrastructure.

Sincerely,

A handwritten signature in black ink, appearing to read 'L. Ouellette'.

Luke Ouellette
Minister of Transportation
M.L.A., Innisfail-Sylvan Lake

cc: Mr. Evan Berger, M.L.A., Livingstone-Macleod



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1515**

This Bylaw authorizes the Council of the Town of Claresholm to incur indebtedness by the issuance of debenture(s) in the amount of \$ 3,500,000 for the purpose of **construction of a raw water pipeline from Pine Coulee Reservoir and an upgrade of the South Water Plant ("Pine Coulee Water Project")**.

WHEREAS Section 258 of the *Municipal Government Act* allows a Council to pass a bylaw to authorize financing, undertaking and completion of the **Pine Coulee Water Project**.

AND WHEREAS plans and specifications have been prepared and the total cost of the project is estimated to be \$ 16,549,000 and the Town of Claresholm estimates the following grants and contributions will be applied to the Project:

Capital Reserves:	\$ nil
Provincial Grants	\$ 13,049,000
Debenture(s)	<u>\$ 3,500,000</u>
Total Cost	<u>\$ 16,549,000</u>

In order to complete the project, it will be necessary for the Town to borrow the sum of \$ 3,500,000 for a period not to exceed **twenty-five (25) years**, from the **Alberta Capital Finance Authority** or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw.

The estimated lifetime of the project financed under this bylaw is equal to, or in excess of **twenty-five (25) years**.

The principal amount of the outstanding debt of the Town of Claresholm at December 31, 2007 is \$2,333,100 and no part of the principal or interest is in arrears.

All required approvals for the project have been obtained and the project is in compliance with all *Acts* and *Regulations* of the Province of Alberta.

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

1. That for the purpose of constructing the **Pine Coulee Water Project**, the sum of **Three Million Five Hundred Thousand Dollars (\$ 3,500,000)** be borrowed from the **Alberta Capital Finance Authority** or another authorized financial institution by way of debenture on the credit and security of the Town at large, of which amount the full sum of \$ 3,500,000 is to be paid by the Town at large.
2. The proper officers of the Town are hereby authorized to issue debenture(s) on behalf of the Town for the amount and purpose as authorized by this bylaw, namely the **Pine Coulee Water Project**.
3. The Town shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest installments not to exceed **twenty-five (25) years** calculated at a rate not exceeding the interest rate fixed by the **Alberta Capital Finance Authority** or another authorized financial institution on the date of borrowing, and not to exceed **eight (8) percent**.
4. The Town shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Town.
6. The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.

7. That this Bylaw shall come into effect on the date of the third reading.

Read a first time in Council this **8th** day of **September** 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 #1518**

This Bylaw authorizes the Council of the Town of Claresholm to amend Bylaw #1515 being a borrowing bylaw for the purpose of **construction of a raw water pipeline from Pine Coulee Reservoir and an upgrade of the South Water Plant ("Pine Coulee Water Project")**.

WHEREAS Section 258 of the *Municipal Government Act* allows a Council to amend a borrowing bylaw when the cost of the capital property has increased by less than 15% of the original cost.

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

1. The total cost of the project is **\$19,043,225**.

2. The breakdown of costs is:

Capital Reserves:	\$ nil
Provincial Grants	\$ 15,043,225
Debenture(s)	<u>\$ 4,000,000</u>
Total Cost	<u>\$ 19,043,225</u>

3. The amount to be borrowed by the Town is **\$4,000,000**.

4. That this Bylaw shall come into effect on the date of the third reading.

5. Bylaw #1515 is hereby amended.

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

Suite 300, 714 5 Avenue South
Lethbridge, AB T1J 0V1
Phone: 403-329-3442
1-866-329-3442
Fax: 403-329-9354



Town of Claresholm
Box 1000
221 45th Avenue West
Claresholm, Alberta T0L 0T0

September 4th, 2008
File: 14\66\004\L28

Attention: Kris Holbeck, CAO

Dear Kris:

**Re: Town of Claresholm - Water Treatment Plant and Highway Pump Station
Tender Closing**

The public tender opening for the above mentioned project took place at 2:00 p.m. on Thursday, September 4th, 2008 in the MPE Engineering Ltd. 3rd Floor boardroom. We have reviewed the tenders for arithmetic errors and have found none. The following summarizes tenders received from lowest to highest.

<u>Tender</u>	<u>Tender Amount</u>
1. Parcon Construction Ltd.	\$8,336,107.50
2. Tanex Inc.	\$8,740,166.66

All prices include a \$450,000.00 extra work allowance and 5% G.S.T. Our engineer's estimate for the tender was \$8,911,000.00 including contingencies and 5% GST. Our engineer's estimate is based on our letter dated September 4th, 2008 summarizing the entire project costs, including the raw water pipeline from Pine Coulee and the treated water pipeline from Claresholm to the Town of Granum.

MPE Engineering Ltd. has worked successfully with Parcon Construction Ltd. on previous projects and can indicate that the Contractor has the capability to perform the work required. We therefore recommend the acceptance of the low tender submitted by Parcon Construction Ltd., contingent upon receiving additional funding approval from Alberta Transportation.

If you wish to proceed with this project please inform our office so that we may prepare the necessary contract documents for execution between the Town of Claresholm and the Contractor. Please contact the undersigned, if you have any questions, comments or concerns at (403) 329-3442.

Yours truly,

MPE ENGINEERING LTD.

A handwritten signature in black ink, appearing to read "Peter Brouwer", written over a white rectangular area.

Peter Brouwer
Senior Project Manager
PB:mw

Agenda
~~57~~
OCT 6

September 24, 2008

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

Dear Mayor Steel:

I am pleased to announce support to the Claresholm Museum Tourist Rest Area in the amount of \$6,000 (Six Thousand Dollars) as awarded by the Alberta Sport, Recreation, Parks, and Wildlife Foundation for the 2008 Municipal Recreation/Tourism Area annual operating grant. This funding will be forwarded to you shortly. The Alberta Sport, Recreation, Parks and Wildlife Foundation receives an annual allocation from the Alberta Lottery Fund, as well as support from the private and corporate sectors. As General Manager responsible for the Foundation, I am pleased that we can assist you in providing sport and recreation opportunities in Alberta.

You are required to account for this funding in your audited financial statement, which you are to provide within the next 12 months. As well, we ask that you acknowledge the Alberta Government and the Alberta Sport, Recreation, Parks and Wildlife Foundation in any promotion associated with your projects.

Please feel free to contact Fred Wilton should you have any questions with respect to this funding. Mr. Wilton can be reached at Alberta Tourism, Parks and Recreation, Sport and Recreation Branch, 905 Standard Life Centre, 10405 Jasper Avenue, Edmonton, Alberta T5J 4R7, or by phone at (780) 415-0267. A toll-free connection is available through the Service Alberta Operator by first dialing 310-0000.

I am pleased to know that a portion of our lottery dollars is being put to such valuable use through organizations such as yours. Please accept my best wishes for your continued success.

Sincerely,



Lloyd Bentz
General Manager

supported by



Alberta

Alberta Defensive Tactics Training Inc

PO Box 1482
5215 52 Street
Provost, AB T0B 3S0
Canada

Phone: 780-753-8489
Cell: 780-209-4289
Email: provost_8879@hotmail.c

Monday, September 29, 2008

Town of Claresholm
221 - 45 Avenue West
PO Box 1000
Claresholm, Alberta
T0L 0T0

Attn: Mayor and Town Council

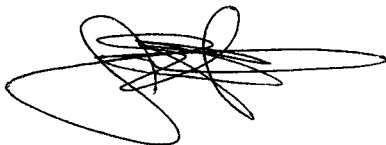
RE: Emergency Vehicle Operations Course

I would just like to take this opportunity to thank the Town of Claresholm for their hospitality during the week of September 18-22, 2008. I have conducted courses throughout Alberta for the past 6 years and have yet to see the level of hospitality and welcoming as we seen in your town. From the welcome message on the town sign to the Mayor visiting the classroom with gifts for all the Peace Officers, it was a very pleasurable stay and enjoyed by all.

A special thank you to Community Peace Officer Nigel Young who went above and beyond what was required or previously seen in other communities. Nigel made efforts with local business to host get togethers and meals. I would also like to thank the town for the sponsored BBQ at the airport.

The commitment on behalf of the town to ongoing training is refreshing, and I look forward to returning to Claresholm in the future.

Respectfully;



Jamie Erickson
Owner/Head Instructor
Alberta Defensive Tactics Training Inc.

Memo

To: Council
From: Administration
Date: October 8, 2008
Re: Municipal Sustainability Initiative Conditional Operating Funding

OVERVIEW

The Town of Claresholm has \$168,796.65 in MSI conditional operating funding from 2007 and 2008 that has to be allocated to projects and spent by the end of 2008.

MSI conditional operating funding has program objectives like: to work in partnership with municipalities to manage growth pressure, to provide municipalities with sustainable funding, and to support infrastructure needs. Communities are strongly encouraged to work together.

Qualifying operating expenses can be those of the municipality but these expenses must be on the listing approved by the government. (program guidelines are attached).

The estimated funding for the future under this program is \$140,667 until 2016/2017. This funding cannot be used for capital projects as those are funded under the MSI Capital funding.

For this round of grant funding the following are the projects/programs Administration is recommended that are funded:

- \$40,000 for Town's portion of inter municipal area structure plan for airport (Contractor)
- \$44,000 for area structure plan for southwest ASP area: \$35,000 will be the cost of the contractor and \$9,000 will be Town costs for staff wages and administration
- \$25,000 for a community needs assessment (FCSS initiative)
- \$10,000 each for operating expenses for the nonprofit organizations that oversee Town facilities and are currently funded by the Town by grants or not funded at all (as follows):
 - Golf Course
 - Agriplex
 - Senior's Drop-In Centre
 - Curling Rink
 - Community Centre
 - Library

The total for these proposed projects/funding is \$169,000.

Future projects that need to be addressed are an intermunicipal development plan for fringe area by the MD and the Town, potential annexation of the southeast industrial area and a master capital infrastructure plan which will result in an offsite levy bylaw for developers.

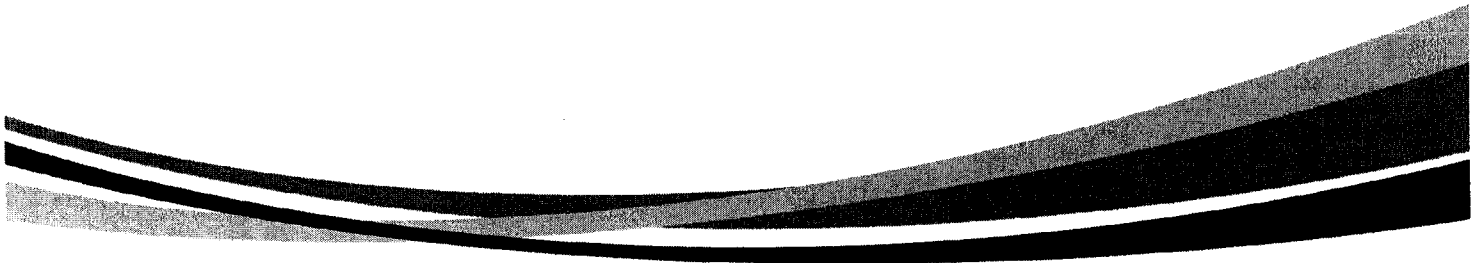
Administration also would recommend that a grant funding committee be developed so that each year a portion of the total MSI operating funding (\$140,667) can be referred to this committee and it can determine which not for profit organizations will receive a portion of this funding. The Town has many worthy organizations that would be able to take advantage of this help to fund their operations, but Administration would rather another body determine who gets the funding and what amount they are to receive after this initial year.

Kris Holbeck, CAO Town of Claresholm

Municipal Affairs

Municipal Sustainability Initiative Conditional Operating Funding Program Guidelines

Effective January 1, 2008
www.municipalaffairs.alberta.ca



Alberta

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1. What's New?

The Minister of Municipal Affairs and Housing hosted a series of eight consultation sessions on the Municipal Sustainability Initiative (MSI) with local government representatives from across Alberta in July and August of 2007. These guidelines reflect input gathered during these consultations, and will allow municipalities greater flexibility in completing projects that are local priorities. The major changes to the MSI Conditional Operating funding component (MSI Operating funding) include:

- All 2007 MSI Operating funding that a municipality has elected to carry forward into 2008 is subject to these guidelines, and must be spent on qualifying 2008 operating expenses incurred within the calendar year: January 1, 2008, to December 31, 2008.
- For 2008 and each future program year, MSI Operating funding of \$50 million will be distributed to municipalities as a portion of the overall MSI funding allocation. This allocation includes sustainable investment funding for communities with limited local assessment bases.
- All qualifying 2008 operating expenses must be incurred within the calendar year: January 1, 2008, to December 31, 2008.
- 2008 MSI Operating funding may not be carried forward for use in future years.
- Project Profiles for 2008 MSI Operating funding can be submitted to Municipal Affairs at any time prior to **June 1, 2008**. In future years, Project Profiles can be submitted at any time prior to April 1.
- Additional reporting requirements are now in place for municipalities electing to provide a portion of MSI Operating funding to non-profit organizations either directly, or indirectly through a municipal grant funding board. See **Section 4 (page 6)** and **Schedule 3 (page 14)**.
- The Goods and Services Tax (GST) is not a qualifying operating expense for the purposes of the MSI program.
- Important information is provided in the following schedules:
 - **Schedule 1 (page 11)**: provides a list of qualifying operating expenses.
 - **Schedule 2 (page 12)**: provides a list of suggested operating projects. Reasonable flexibility will be used in determining whether specific projects qualify for funding.

2. General Information

2.1) Key Dates

- Project Profiles are due April 1 of each year.

Exception for 2008 Funding

Project Profiles for 2008 are due on June 1, 2008.

- Statement of Funding and Expenditures forms for the prior year are due on May 1 of the current calendar year.

2.2) Contact Information

Acceptable electronic file templates for the Project Profile and Statement of Funding and Expenditures are available at www.municipalaffairs.alberta.ca under Municipal Grants.

All correspondence and questions should be directed to the contact information below. Signed Project Profiles and Statements of Funding and Expenditures may be submitted by mail, e-mail or fax.

Alberta Municipal Affairs
Municipal Services Branch
Municipal Grants and Information Services Unit
17th Floor, 10155 – 102 Street
Edmonton, AB T5J 4L4

Ph: (780) 427-2225 (or toll-free: 310-0000)

Fax: (780) 422-9133

E-mail: mah.msioperatinggrants@gov.ab.ca

Web site: www.municipalaffairs.alberta.ca

3. Program Description (MSI Capital and Operating)

3.1) Overview

The MSI represents the Province of Alberta's commitment to provide municipalities with long-term funding to assist them in meeting growth-related challenges and enhancing their long-term sustainability. These objectives are being met by providing new conditional grants to municipalities for the ten year period from 2007/08 until 2016/17.

In 2007, municipalities received a total of \$400 million. This will increase to \$500 million in 2008, \$600 million in 2009, and \$1.4 billion annually beginning in 2010. The funding provided under this program is in addition to other provincial grant funding.

The Province sets the general criteria by which projects and activities qualify for funding under this program, and the municipality sets the individual priorities for those projects that qualify.

3.2) Program Objectives

The objectives of the MSI Program are:

- To work in partnership with municipalities to manage growth pressures;
- To provide municipalities with sustainable funding; and
- To support infrastructure needs.

Municipalities are encouraged to consider these program objectives when determining their funding priorities. Municipalities are also strongly encouraged to support their communities by working together.

3.3) Funding Formula

Municipalities will be advised of their annual MSI funding allocation once the provincial budget has been approved. This allocation is based on the following formula.

The majority of MSI funding will be allocated by a formula incorporating the following: 48 per cent allocated on a per capita basis; 48 per cent allocated based on education property tax requisitions; and four per cent allocated based on kilometres of local roads.

All municipalities with populations of 100 or greater will receive \$35,000 in base funding in 2008 and 2009. Starting in 2010, the annual base funding will increase to \$120,000.

Municipalities with populations less than 100 will receive pro-rated base funding of \$350 per capita in 2008 and 2009. Starting in 2010, this amount will increase to a sum of \$20,000, plus \$1,000 per capita. Summer villages will receive 50 per cent of this base allocation.

Municipalities with populations under 10,000 and limited local assessment bases will also receive sustainable investment funding. A total of \$15 million will be allocated in each budget year to qualifying municipalities.

For 2008, 2009, and 2010, no municipality will experience a decrease in its total allocation from the previous year. After 2010, municipalities will receive funding according to the formula outlined above. A municipality's allocation may vary from year to year due to relative changes in population, education tax requisition, and kilometres of local road.

Of the total MSI funding provided in each year, \$50 million will be provided in the form of MSI Operating funding to municipalities. MSI Operating funding is a designated portion of each municipality's overall MSI funding allocation. This includes a base amount and, if applicable, sustainable investment funding.

3.4) Program Eligibility

For the purposes of this program, an eligible municipality means any municipality (city, town, village, summer village, specialized municipality, municipal district, improvement district, and special area) or Metis settlement.

These Program Guidelines only apply to MSI Operating funding, and have been updated from the 2007 version. Information on the MSI Capital Project Funding can be found on the Municipal Affairs at:
www.municipalaffairs.alberta.ca.

4. Definitions

“Capital cost” includes the cost of planning, design, construction, purchase, betterment, or rehabilitation of a capital asset. Capital costs do not generally qualify for funding under MSI Operating funding. However, these costs may qualify under MSI Capital funding.

“Maintenance” means any routine, recurring, superficial, or cosmetic activity necessary to ensure that an asset reaches its normal design life and/or retains an acceptable appearance throughout its life. Maintenance costs are qualifying operating expenses eligible for MSI Operating funding.

“Municipal Grant Funding Board” means a board or similar entity that allocates municipal grant funds to non-profit organizations. A recreation board is one example.

“Non-profit organization” is typically defined as an organization that is:

- non-governmental (i.e., is institutionally separate from governments),
- not profit distributing (i.e., does not return any profits generated to its owners or directors),
- self-governing (i.e., is independent and able to regulate its own activities), and
- voluntary (i.e., benefits to some degree from voluntary contributions of time or money).

“Operating expense” means most routine non-capital expenses incurred by a municipality or organization during normal operations. See Schedule 1 (page 11) for a list of qualifying operating expenses.

“Project” means any undertaking by a municipality that generates qualifying operating expenses or results in the allocation of MSI Operating funding to a non profit organization, library board, or municipal grant funding board.

“Regional Services Commission” means a regional services commission established under Part 15.1 of the *Municipal Government Act*.

“Rehabilitation” means any activity intended to extend the useful life of a fixed asset beyond its original expected or design life. Rehabilitation costs do not generally qualify for funding under MSI Operating funding, however these costs may qualify under MSI Capital funding.

Schedule 1 – Qualifying Operating Expenses

Further to the general definitions in Section 4 on page 6, qualifying operating expenses include, but are not limited to the following:

- **Resources:** salaries, wages, benefit and training costs for municipal administrators, municipal staff, non-profit organization staff, program personnel, executive directors and other staffing; consultant fees; councillor honoraria; and volunteer development.
- **Support Costs:** rent, utilities, insurance costs, mileage, floor space rental, electricity, computer maintenance contracts, software maintenance contracts, management fees; property taxes; technology support and training; and, fees or dues pertaining to a municipality's membership in a regional services commission.
- **Operating Supplies and Small Equipment:** computer hardware and software, copiers, fax machines, desks, tables, chairs, phones, paper, program supplies, specialized program or service equipment, and handheld or hand-operated tools.
- **Maintenance:** minor maintenance costs include paint, carpet, light bulbs, and cleaning supplies, as well as life cycle maintenance costs such as roof repairs, heating, ventilation, and air conditioning system (HVAC) repairs, and window replacements.

Expenses that do not qualify

The following **do not qualify** as operating expenses:

- capital costs, excluding any of the qualifying expenses identified above;
- depreciation;
- GST;
- income taxes;
- interest;
- loan fees;
- debt principal payments; and
- costs funded under other grant programs.

Schedule 2 – Operating Funding Project Examples

Various examples of the types of projects related to planning activities, administration, recreation and other services, and assistance to non-profit organizations which could be supported by MSI Operating funding, are outlined below. Municipalities are encouraged to consider these types of projects when determining where to allocate their MSI Operating funding.

Planning Activities

The funding can be used to support qualifying operating expenses related to planning activities, such as the development or updating of land use plans. The funding can also be used to promote and facilitate intermunicipal cooperation in planning matters.

Qualifying operating expenses can be related to the preparation of statutory and non-statutory plans and studies, such as land use and development studies, intermunicipal development plans, municipal development plans, area structure plans, area redevelopment plans, environmental plans, or economic development plans. The resources and equipment necessary to conduct this planning work and expenses related to carrying out public consultations in developing a plan would also qualify for funding.

Administration

The funding can be used to support qualifying operating expenses related to municipal administration, either individual municipal administrative expenses, or for shared administration.

The funding can also be used to support consultation costs to explore opportunities for shared administration.

There are various shared administrative options that municipalities may wish to explore, including the shared use of municipal personnel such as: chief administrative officers; bylaw enforcement officers; finance staff; public works staff; licensed water facility operators; engineering staff; assessment staff; and parks staff.

Municipal Services

The funding can be used to support qualifying operating expenses related to the provision of municipal services. The funding will support the sustainability of municipalities by ensuring that they are able to provide adequate services for Albertans.

There are various types of municipal services that municipalities may wish to allocate operational funding to, including: water treatment; sanitary sewage collection; garbage collection; policing; emergency and fire services; solid waste management; economic development; regular and accessible transit services; affordable housing, and seniors housing.

Municipalities may also wish to allocate funding to support the operation of public recreation facilities and parks, and activities related to recreational programming and operations. For instance, this could include operating expenses for swimming pools, arenas, gymnasiums, community halls or campgrounds.

The funding can also be used to support costs to explore opportunities for shared service arrangements, and operating expenses related to new or existing cost-sharing agreements, partnership activities and service delivery.

Operating expenses related to activities carried out by regional services commissions are eligible for funding; however a regional services commission cannot itself apply for funding. Municipalities are responsible for allocating operating funding to regional services commissions.

Assistance to Non-Profit Organizations

Municipalities can access operating funding to enhance their support of non-profit organizations. Often, non-profit organizations provide cost-effective infrastructure and services to communities. The funding could be used to enable municipalities to provide funding to support the operations of non-profit organizations.

Each municipality would have to determine the non-profit organization or organizations that it wants to provide operational funding support to, and in what amount. Municipalities are not restricted with respect to the type of non-profit organization they may support. Non-profit organizations can include either formally incorporated or informally structured organizations.

Once the project is approved by Municipal Affairs, the municipality will be able to provide funding to the non-profit organization.

See Schedule 3 (page 14) for more information on allocating MSI Operating funds to non-profit organizations.

Schedule 3 – Allocation of MSI Operating Funding to Non-Profit Organizations

For any municipality allocating part of its MSI Operating funding to non-profit organizations, either **directly**, or **indirectly** through a municipal grant funding board, the municipality must attach to its Project Profile the following information at the time of submission:

1. the **names** of the non-profit organizations to receive MSI Operating funding support;
2. the **total amount** of the municipality's MSI Operating funding that each supported non-profit organization will receive;
3. a **breakdown** of the qualifying operating expenses incurred by the non-profit organization to which the MSI Operating funding will be used. An indication by type of qualifying operating expense, as outlined in Schedule 1 of these guidelines, is necessary. For example: wages, rent, volunteer development, utilities, and office supplies; and
4. a **statement** from the municipality asserting that it has communicated to each recipient non-profit organization (if funding has been allocated directly to non-profit organizations), or that it has communicated to the applicable municipal grant funding board (if funding has been allocated indirectly to non-profit organizations), the requirement that any MSI Operating funds received by non-profit organizations must only be used for qualifying operating expenses as outlined in Schedule 1 of these guidelines.

5. Operating Funding Conditions

5.1) Project Qualification

MSI Operating funding is being distributed to municipalities for operating purposes. This funding is intended to be used on qualifying operating expenses related to planning activities, administration, recreation and other municipal services (see Schedules 1 and 2), and as assistance to non-profit organizations (see Schedule 3).

However, the Province recognizes that each municipality faces different challenges associated with sustainability. Therefore, municipalities can access MSI Operating funding for any municipal priority, with the condition that the funding must be used for qualifying operating expenses.

MSI Operating funding is project-based and can be applied to any qualifying operating expense. The choice and definition of a project is up to the municipality, but it should be a project and not a list of unrelated items.

5.2) Incurring Operating Expenses

All qualifying operating expenses must be incurred between January 1 and December 31 of the funding year.

5.3) Time Period to Use Allocated Funds

Operating funding must be spent on an annual basis and may not be carried forward for use in future years.

Funding that a municipality has carried forward from 2007 into 2008 will need to be spent in 2008.

Funding that is not expended within this period must be returned to the Province of Alberta, unless a time extension is requested and approved (see Section 6.8 (page 10)).

MSI Operating funding is subject to program changes and the availability of provincial funding for the program.

5.4) Application of Other Grant Funds

MSI Operating funding may be used as the municipal contribution to, or combined with, funding from other provincial-municipal or federal-municipal grant programs, unless doing so is prohibited by that program.

5.5) Funding Allocations and Municipal Restructuring

Municipal restructuring will not negatively affect the funding allocations to municipalities under the MSI. In cases where amalgamation or dissolution

has occurred, the unexpended portion of the funding allocation will be transferred to the amalgamated or receiving municipality.

Restructured municipalities will receive the equivalent funding allocation as would have been calculated pre-restructuring for five years of the program. This does not apply to municipalities that underwent restructuring prior to April 1, 2007.

For example, if two municipalities amalgamated on June 1, 2008, the restructured municipality will receive the benefit of an MSI allocation that will be calculated separately, as if the two municipalities had not amalgamated, until December 31, 2012. The restructured municipality will receive the combined total of the two calculated amounts.

Municipalities involved in an amalgamation or dissolution should bring any concerns regarding their MSI funding and/or any proposed expenditures that are awaiting acceptance to the attention of program staff.

6. Application Process

6.1) Annual Application Process

The following table summarizes the annual application process. Further details regarding each step are provided in Sections 6.3 to 6.8.

Activity	Date
Submit Project Profile	By April 1 of each year (contact program staff if an extension is needed) Exception: For 2008 year only, by June 1
Review Process	Ongoing
Submit Statement of Funding and Expenditures for the prior year's funding	By May 1 of each year
Payment of Grant Allocation	By June 30 of each year, pending provincial budget approval, and acceptance of the municipality's MSI Operating Statement of Funding and Expenditures for the previous year
Notification of Application Status	Up to twelve weeks from receipt of Project Profile

6.2) Memorandum of Agreement

MSI funding will be administered through a long-term Memorandum of Agreement (funding agreement) that was mailed to municipalities in October, 2007. This funding agreement will cover grant payments under the program from 2008 through 2016. A separate MSI Conditional Operating agreement,

which was also mailed to municipalities in October, 2007, pertained to the 2007 MSI Operating funding.

Under the terms of the funding agreement, the municipality will be required to provide Municipal Affairs with:

- a Project Profile for each project; and
- an annual Statement of Funding and Expenditures for the previous year.

6.3) Project Profiles

The municipality must submit a separate Project Profile form to Municipal Affairs for each proposed project. The objective of the Project Profile is to provide basic information regarding the proposed project, to demonstrate that qualifying operating expenses have been assigned to the project, and to provide a budget breakdown of how the grant funds are to be applied.

The Project Profiles can be submitted to Municipal Affairs at any time prior to April 1 of each year. For example, Project Profiles for 2009 MSI funding must be submitted by April 1, 2009. Please contact program staff if an extension is required.

Exception for 2008 Project Profiles

For 2008, Project Profiles must be submitted by June 1, 2008.

For 2008, a municipality will not be required to submit Project Profiles prior to receiving its MSI funding. However, it must still submit its 2007 Statement of Funding and Expenditures prior to receiving funding.

If during the normal course of events the project changes significantly in either scope or scale, the profile should be updated and re-submitted in accordance with the amendment process described in Section 6.8 (page 10).

6.4) Review Process

Project Profiles submitted to Municipal Affairs will be reviewed to ensure that each project meets the requirements set out in the program guidelines. A recommendation will then be forwarded to the Minister.

It is anticipated that Project Profiles will be processed in up to twelve weeks and municipalities will be advised of Project acceptance status.

A municipality may not apply its annual funding allocation to a project until the Minister has accepted the corresponding Project Profile in writing.

6.5) Receipt of Funds

Payment of the annual allocation will follow approval of the provincial budget and receipt of the municipality's prior year's MSI Operating Statement of Funding and Expenditures (see Section 6.7 below).

6.6) *Municipal Administration of Funds*

The municipality must maintain a separate accounting of the grant funds.

6.7) *Statement of Funding and Expenditures*

The municipality will submit a Statement of Funding and Expenditures (SFE) for the previous calendar year in prescribed form summarizing the grant amounts received and the actual amounts applied to accepted projects.

The SFE for expenditures from the previous calendar year must be submitted by May 1 of each year.

The SFE is signed by the Chief Administrative Officer, who certifies that the municipality is in compliance with the terms of the funding agreement and the program guidelines. The project(s) listed on the SFE will be reviewed for consistency with the accepted project(s) listed on the Project Profile form(s).

The SFE may be subject to a review by the Provincial Auditor General.

6.8) *Amendment Process*

In some cases, a municipality may find that a project cannot be completed as originally described. It is the department's intent to accommodate reasonable delays and problems where possible. Where the scope, budget, or completion date of a project has significantly changed, the municipality must submit a written request for an amendment that includes at minimum the following:

- an explanation for the change;
- a revised Project Profile (if budget or scope has changed); and
- an accounting of the funds expended at the date of the request.

Upon receipt of such a request, program staff will consider the request and provide recommendations to the Minister or representative. Municipalities will be advised in writing of the outcome of the request.

6.9) *Site Visits*

On an annual basis, program staff will select and visit a number of municipalities to discuss activities and view completed projects related to the MSI.

The main objectives of the site visit are to review a municipality's experiences with its project(s) and expenditures under the program, and to explore the resulting benefits impacting the community.

A site visit offers an opportunity for municipal and program representatives to discuss how the program works, explore suggestions for improving the program, review the municipality's particular experiences and circumstances, and to tour or view project results where applicable.

Main Street Gathering 2008

“A New Paradigm for Main Street”

Calgary - Thursday November 20, 2008

McDougall Centre, Azure Room Calgary, 455 – 6 Street SW, Calgary

AGENDA – TENTATIVE

- 8:30am Venue open to Main Street Gathering Attendees
9:00am Welcome and Introduction of Keynote Speaker
9:15am **Keynote Speaker** (Donovan Rypkema)
- 10:00am Q & A with Donovan Rypkema over refreshment break
- 10:15am **Looking Back on Main Street in Alberta** (Merinda Conley)
10:30am **Overview of Current Active Main Street Projects in Alberta**
- Camrose Main Street Project (Robert Earley)
- Lethbridge Main Street Project (Ted Stilson)
- Wainwright Main Street Project (Gord Snyder)
- 11:15 am **Looking Forward to Main Street in Alberta – A New Paradigm**
(Matthew Francis)
- 12:00pm Depart McDougall Centre by Motor Coach and transport all attendees to the Deane House in Historic Inglewood
- 12:15 pm **LUNCH at the Deane House in Historic Inglewood**
- 1:30pm **Tour of Historic Inglewood's Main Street Area**
2:45pm Depart Deane House by Motor Coach and return to McDougall Centre
- 3:00pm Refreshment Break
- 3:15pm **Alberta Main Street Program Membership – the Package**
(Matthew Francis)
- 4:00pm Wrap-up (Merinda Conley & Matthew Francis)



Municipal Heritage
Partnership Program



Canada's
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Alberta

Main Street Gathering Fees

The Program is pleased to be able to this Gathering session, including the full program, refreshments & lunch, *free of charge* to all attendees.

Accommodation

Overnight accommodation for attendees at the Main Street Gathering is the responsibility of all attendees. There are a number of Hotels located conveniently near the McDougall Centre, the venue for the Main Street Gathering.

Hotel Arts

119 - 12th Avenue SW
Calgary, AB T2R 0G8
Phone: 403.266.4611
Toll-free: 1.800.661.9378

Best Western Suites Downtown

1330 8th Street SW
Calgary, AB T2R 1B6
(403) 228-6900

Sheraton Suites Calgary Eau Claire

255 Barclay Parade SW
Calgary, AB T2P 5C2
(403) 266-7200

Palliser Hotel

133 9th Avenue SW
Calgary, Alberta T2P2M3
Toll-free: (866) 540-4477
Phone: (403) 262-1234

Downtown Calgary Sandman Hotel

888 - 7 Avenue SW
Calgary, AB T2P 3J3
(403) 237-8626

Westin Calgary

320 - 4 Avenue SW
Calgary, AB T2P 2S6
(403) 266-1611

Parking

The McDougall Centre has underground parking available on a first-come first-served basis and is accessible on the south side along 5th Avenue. Plan to arrive early to get a parking spot. Additional 2-hour metre parking is also available, as well as Calgary Parking Authority and Impark lots in the immediate vicinity. Those staying at nearby Hotels may find it best to park there and walk to the McDougall Centre.



Municipal Heritage
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The McDougall Centre

Excerpt from www.abheritage.ca/abpolitics/process/mcdougall.html

McDougall Centre, the Alberta Government Centre for southern Alberta, was for most of its life a school for student teachers and grade school students. The government decided upon Calgary as the site for the province's first Normal School, as teachers' colleges were then called, after Premier Rutherford announced that the University of Alberta would be built in Strathcona, near Edmonton. Allan Merrick Jeffers, who also designed the province's Legislature, drafted plans for the new school in the "Renaissance Revival" style. Construction began in 1906, and the building was opened in 1908.

From 1908 to 1922, the Normal School trained thousands of student teachers from throughout Canada, the United States and Britain. Pupils attended four months of teacher training, during which they observed and taught in classroom settings at the Calgary Practice School. In 1922, the Normal School moved to the Provincial Institute of Technology and Art campus in Calgary. The Calgary Public School Board took over the building and renamed it McDougall School, in honour of Reverend George McDougall and his son John. These methodist missionaries from Morley helped to prepare the way for settlement in Alberta. The Board operated the building as a junior high school and later an elementary school until 1981.

With high-rise office buildings replacing families in Calgary's central core, the fate of McDougall School was in doubt. Then in 1982, the old school was declared an historic site. The Alberta government re-purchased the building and restored it to its former magnificence. The Honourable Helen Hunley, Lieutenant Governor of Alberta officially reopened the building on September 8, 1987. Since then, McDougall Centre has hosted numerous conferences and international dignitaries and has served as the Alberta government's southern headquarters.

Municipal Heritage Forum 2008

"Living Historic Places"

Calgary - Friday November 21, 2008

Lougheed House, Calgary - 707 - 13 Avenue SW, Calgary

AGENDA – TENTATIVE

- 9:00am Venue open to Forum Attendees
9:30am Welcome and Introduction (Matthew Francis)
9:45am Minister's Remarks (Honourable Lindsay Blackett)
9:55am Mayor's Welcome (His Worship Mayor Dave Bronconnier)
10:00am Introduction of Keynote Speaker (Matthew Francis)
10:05am Keynote Address (Donovan Rypkema)
"Living Historic Places: A Look at the Economics"
11:15am Q & A with Donovan Rypkema
12:00am LUNCH with Municipal Affinity Groups – Cities, Towns, Villages,
Municipal Districts & Counties
1:00pm Workshop Options: TBA – more info coming your way
2:00pm Workshop Options: TBA – more info coming your way
3:00pm Panel Discussion
3:45pm Wrap-up (Matthew Francis)



Municipal Heritage
Partnership Program



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"Details" to Keep in Mind

Forum Fees

Once again, we are glad to be able to offer this year's Municipal Heritage Forum, including the full program & lunch, *free of charge* to attendees.

Accommodation

Overnight accommodation for attendees at the Municipal Heritage Forum is up to you. There are some Hotels located conveniently to Lougheed House, the venue for this year's forum.

Hotel Arts

119 - 12th Avenue SW
Calgary, AB T2R 0G8
Phone: 403.266.4611
Toll-free: 1.800.661.9378

Palliser Hotel

133 9th Avenue SW
Calgary, Alberta T2P2M3
Toll-free: (866) 540-4477
Phone: (403) 262-1234

Best Western Suites Downtown

1330 8th Street SW
Calgary, AB T2R 1B6
(403) 228-6900

Downtown Calgary Sandman Hotel

888 - 7 Avenue SW
Calgary, AB T2P 3J3
(403) 237-8626

Parking

Lougheed House has a limited number of parking spots (approximately 20) available for the use of Forum attendees, on a first-come, first-served basis. Plan to arrive early to get a parking spot. Additional 2-hour metre parking is also available. Those staying at nearby Hotels may find it best to park there and walk to Lougheed House.



Municipal Heritage
Partnership Program



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A home with history

Lougheed House, also known as Beaulieu, was home to *Senator James Alexander Lougheed, Lady Isabella Hardisty Lougheed*, their six children and staff.

This grand sandstone prairie mansion was built in 1891 and enlarged in 1907; the impressive scale and the high quality of the design, materials and interior furnishings of the house reflected the wealth and prestige of the Lougheeds. An article in the *Calgary Daily Herald* claimed it was "one of the finest residences in the Canadian northwest."

In their day, when the population of this pioneer town was under 4,000, the Lougheeds were among Calgary's most influential citizens; they would remain so for decades. Their house was a political and social hub of this young and fast-growing prairie center, and received many renowned visitors.

Subject: community hall floors

From: "Daryl B. Sutter B. A., B. ED., M. A." <dsutter@telusplanet.net>

Date: Wed, 24 Sep 2008 06:40:17 -0700

To: Kris Holbeck <kris.holbeck@townofclaresholm.com>

CC: Karine <karine.wilhauk@townofclaresholm.com>, Rob Steel <rob.steel@townofclaresholm.com>, David Moore <techgeek@telus.net>, Doug MacPherson <compltd@telusplanet.net>, Don Leonard <don.leonard@townofclaresholm.com>, Connie Quayle <connie.quayle@townofclaresholm.com>

Good morning everyone - finally was able to connect with Glen Alm regarding the comm hall - the MD will be assisting with alternate funding (50%) until the grant money materializes - it will be on thier next agenda - Karine please put the comm hall interm finnacing back on the agenda - the community hall floor work begins in Oct for up to 3 weeks - it is the understanding that the floor boards are in good condition, but once they are stripped surprises cuold occur.

Daryl

--

Daryl B. Sutter B. A., B. ED., M. A.

JoAnna M. Sutter

_____ NOD32 3467 (20080924) Information _____

This message was checked by NOD32 antivirus system.

<http://www.eset.com>

September 22, 2008

Claresholm Community Centre Hall Board
Box 183
Claresholm, AB T0L 0T0

RE: INTERIM FINANCING AGREEMENT

This is formal documentation that the Town of Claresholm and the Claresholm Community Centre Hall Board have an arrangement regarding interim financing for the Community Centre improvements.

1. The Town is the owner of property and agrees to lend the Hall Board up to \$14,500 on an interim basis to cover upfront costs on the renovation of the facility.
2. The Town's financing is a zero interest and is to be repaid in full within six months from the date of this agreement.
3. If for any reason the Hall Board cannot fulfill its obligation to repay the loan, they must write a letter asking for an extension to Town Council.

If you accept the conditions of this agreement please sign both copies of this agreement and send one back to our office.

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

Yours truly,

Kris Holbeck, CA
CAO
Town of Claresholm

Community Centre Board Chair – Daryl Glimsdale

Date

Town of Claresholm CAO – Kris Holbeck, CA

Date

**TOWN OF CLARESHOLM
DEVELOPMENT DEPARTMENT**

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



MEMO

To: Claresholm Town Council
From: Jeff Gibeau, Planner / Development Officer
Date: October 10, 2008
Re: Modular Building Placement – West Meadow School
Owner: Livingstone Range School Division #68
Applicant: Calgary Family and Child Services

Urgent For Review Please Comment Please Reply Please Recycle

Comments:

According to the Town of Claresholm Land Use Bylaw 1384 the West Meadow School property (Lot 1, Block 1, Plan 8610193) is zoned (P) – Public. Given the information provided thus far, the proposed development would most likely fall under the *Public and Social Services* use in the discretionary use category. Therefore, the proposed development will require a development permit application, approval from the Municipal Planning Commission and adhere to any other applicable stipulations from the Land Use Bylaw 1384. (Example: Requirements set out in Schedule 5 – Moved-in Building Regulations)

The proposed development would also require the appropriate Safety Code Permits (Building, Electrical, Gas/Plumbing).

Regards,

Jeff Gibeau
Planner / Development Officer



townofclaresholm.com

Phone: (403) 625-3381

Fax: (403) 625-3869NG

Subject: [Fwd: FW: modular request]
From: Kris Holbeck <kris.holbeck@townofclaresholm.com>
Date: Tue, 07 Oct 2008 14:04:27 -0600
To: Karine <karine@townofclaresholm.com>

Please get on the next Council agenda.
KRIS

----- Original Message -----

Subject: FW: modular request
Date: Tue, 7 Oct 2008 12:52:39 -0600
From: Debbie Goeseels <claresholmfcss@shaw.ca>
To: 'Don Olsen' <OlsenD@lrzd.ab.ca>, 'Kris Holbeck' <kris.holbeck@townofclaresholm.com>

Hi Don and Kris

Marg Cutler is moving forward with the next stage of the modular's and has noted some of the questions we had about "who is on the hook" for the expenses. So far it appears the modular's would be owned by Children's Services (child and youth services) and the set up costs are all covered. On-going heat, lights, janitorial, and the like will have to be negotiated; for example whether the school board bills the operator for our share of utilities or covers them would be up to us to discuss. In the meantime, see Marg's request below, a letter (on letterhead I presume) is required from the School Division to indicate full support and awareness.

AND another letter is required from the municipality to state support from the Town and that the modulars would comply with by-law requirements.

You can see again the timeline is tight and they are needed before the 16th. I know it's a busy time of year for both of you but would sure appreciate it if you would find a few minutes to send a letter of support to Marg. Even an emailed letter would work for her I think.

Thanks again for your time and support of this program! If you will cc me on your letter of support that would be great.

Debbie Goeseels, Director
Claresholm & District FCSS
Box 1297, 107 - 50 Ave. W.
Claresholm, AB, T0L 0T0
Tel: 403-625-4417 FAX: 403-625-4851
www.townofclaresholm.com/socialServ.html
<<http://www.townofclaresholm.com/socialServ.html>>

From: Marg Cutler [<mailto:Marg.Cutler@gov.ab.ca>]
Sent: Tuesday, October 07, 2008 11:33 AM
To: Debbie Goeseels
Subject: RE: modular request

Hi Debbie

Just a note to remind you that we will require a letter of support from the school board as well as the municipality before the 16th .

The letter should be brief - but should indicate awareness and support of the project. The municipal letter should indicate that the modular can indeed be placed on the specified site - i.e. meets by law requirements

From: Debbie Goeseels [<mailto:claresholmfcss@shaw.ca>]
Sent: Wednesday, July 16, 2008 3:50 PM
To: Marg Cutler

Cc: livingstone.macleod@assembly.ab.ca
Subject: modular request

Hi

I thought I would send you a letter summarizing our on-going dilemma to provide Out of School Care Programs in our area. We are currently licensed for 25. I'm not sure what our new "rental" space will be licensed to hold. Lack of space has been a chronic problem for our program. The attached letter will outline our concerns.

If you have any information on the process to get one of the new modular's that can be attached to a school or can assist us to apply for one of the new modular buildings that will be available through the new "out of school care" partnership and funding recently announced we would appreciate it! The school and school division in our area are very supportive of this request.

Debbie Goeseels, Director

Claresholm & District FCSS

Box 1297, 107 - 50 Ave. W.

Claresholm, AB, T0L 0T0

Tel: 403-625-4417 FAX: 403-625-4851

www.townofclaresholm.com/socialServ.html
<<http://www.townofclaresholm.com/socialServ.html>>

This communication is intended for the use of the recipient to which it is addressed, and may contain confidential, personal, and or privileged information. Please contact us immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.

_____ NOD32 3502 (20081007) Information _____

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<http://www.eset.com>

_____ NOD32 3502 (20081007) Information _____

This message was checked by NOD32 antivirus system.
<http://www.eset.com>



**INTER-MUNICIPAL
CLARESHOLM INDUSTRIAL
AIRPORT COMMITTEE**



MEMO

To: Town of Claresholm Council
Municipal District of Willow Creek #26 Council

From: Inter-Municipal Airport Committee

Date: October 10, 2008

Re: Inter-Municipal Development Plan Proposal Recommendation

At the recommendation of the Claresholm Industrial Airport Committee and the directive of both the Council of the Town of Claresholm and the Municipal District a Request for Proposal & Terms of Reference was distributed to six Engineering/Planning firms in the Lethbridge area. Only two firms, namely Stantec Engineering and UMA-AECOM Consulting, submitted proposals for the work detailed in the Request for Proposal document.

The table below shows the evaluation criteria employed and the scores assigned the two proposals.

EVALUATION CRITERIA	WEIGHT	MAXIMUM SCORE	MINIMUM SCORE	UMA – AECOM *AVG. SCORE	STANTEC *AVG. SCORE
Overall response to RFP	45 %	135	81	126	103
a. format and clarity		45	21	42	30
b. proposed approach and how well it addresses the stated project objectives.		65	45	61	53
c. availability and ability to meet project deadline		25	15	23	20
Demonstrated experience, creativity, and technical competence of the firm(s) and assigned personnel.	30 %	75	45	71	63
a. Proponent experience in successfully completed project of equal or similar scope.		25	15	23	20
b. Project Personnel qualifications and experience		35	21	33	30
c. Technical Capacity and Capability		15	9	15	13
Demonstrated experience in successfully engaging public and private stakeholders in the planning process.	15 %	60	36	45	55
Price – (including costing rationale).	10 %	30	18	20	30
TOTAL	100	300	180	262	251

* Average score of the Town of Claresholm's and the Municipal District's separate

RECOMMENDATION:

Upon review and evaluation of the two proposal submissions the Inter-Municipal Airport Committee recommends the UMA-AECOM proposal for the respective Council's consideration.

**TOWN OF CLARESHOLM
DEVELOPMENT DEPARTMENT**

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



MEMO

To: Claresholm Town Council
From: Jeff Gibeau, Planner / Development Officer
Date: October 10, 2008
Re: Emercor / ESIP Holdings Airport Land Purchase Amendment

Urgent For Review Please Comment Please Reply Please Recycle

At the request of the Town of Claresholm, Emercor / ESIP Holdings has proposed the below changes/modifications to the Airport Land Purchase Agreement.

Changes:

1. As per the Town's request, four titles are removed from the Purchase Agreement.
2. Emercor is proposing that the closing date is extended until their Springbank property sells.

Recommendation:

The closing date should not be open ended. The Development Department recommends that Council sign the amendment, subject to a modification that would include a deadline. It is not recommended that the deadline is long term; a one, two or three month extension would be ideal.

Regards,

Jeff Gibeau
Planner / Development Officer



townofclaresholm.com

Phone: (403) 625-3381

Fax: (403) 625-3869NG



September 22, 2008

Town of Claresholm
Box 1000
Claresholm, Alberta
T0L 0T0

Attention: Ms. Kris Holbeck, CA Chief Administrative Officer

Dear Sirs:

Re: Amending Agreement to purchase Town's Property at Claresholm Airport Industrial Site

Pursuant to an offer made by ESIP Holdings Ltd. ("ESIP") dated September 5, 2007 and revised October 4 2007, a copy of which is attached, the Town of Claresholm ("Claresholm") agreed to sell to ESIP 36.71 acres of land represented by 17 titles upon certain terms and conditions. (the "Land Purchase Agreement")

As a result of due diligence conducted by ESIP and Claresholm since the execution of the Land Purchase Agreement, it would appear that four of the titles containing approximately 8.59 acres of land cover municipal reserve lands (the "MR Lands") and are beneficially owned by The Municipal District of Willow Creek. Consequently the MR Lands, more particularly described in Schedule A to this letter, should not have been included in the Land Purchase Agreement.

The Land Purchase Agreement contains the following provision:

"Written notice shall be provided to the Town that the above conditions are satisfied or waived by the Purchaser on or before October 8, 2008. The timeframe within which the conditions are to be satisfied or waived may be extended by the mutual written agreement by the Town and the Purchaser so long as such an agreement to extend the date is entered into prior to October 8, 2008."

ESIP has entered into agreements to purchase hangars 3, 4, and 5 at the Claresholm Airport Industrial Site and plans to move into hangar 5 and commence manufacturing operations by October 16, 2008. To move into hangar 5, ESIP has been required to install a new structural diaphragm on the roof of the hangar, totally replace the waterproofing membrane and refurbish the office area in order to repair major roofing problems and to meet the current building code requirements. The cost of these unbudgeted building improvements will exceed \$600,000.

ESIP owns 104 Commercial Court in Calgary (the "Springbank Property") in which Emercor has been operating since 1999. This building will be vacated when Emercor moves to Claresholm in October 2008. ESIP has engaged Colliers International to sell the Springbank Property and it has just been placed upon the market. A copy of the most current selling brochure draft is attached for your information.

ESIP proposes that in consideration for ESIP agreeing to remove the MR Lands from the Land Purchase Agreement, the Land Purchase Agreement be amended by the following provision:

The MR Lands represented by four titles shall be deleted from the 17 titles that ESIP is otherwise entitled to purchase and the October 8, 2008 written notice date shall be extended to that date which is 30 days following the closing of the sale of the Springbank Property by ESIP/Emercor.

If you agree with the proposed amendment to the Land Purchase Agreement, please so indicate by signing and returning a copy of this letter to ESIP.

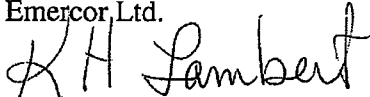
Yours truly,

ESIP Holdings Ltd.



Per Kenneth H Lambert
Chief Executive Officer

Emercor Ltd.



Per Kenneth H Lambert
Chief Executive Officer

Accepted this ____ day of September, 2008

The Town of Claresholm

Per:
Title

3

EMERCORE Airport Land Purchase
 ATTACHMENT TO SEPTEMBER 22, 2008 LETTER TO TOWN OF CLARESHOLM
 SCHEDULE A

	LEGAL LAND DESCRIPTION			TOTAL LAND AREA	
	LOT	BLOCK	PLAN	ACRES	HECTARES
1	8	1	7910032	0.58	0.24
2	7	4	7910032	3.02	1.22
3	8	4	7910032	2.35	0.95
4	9	4	7910032	2.61	1.06
5	11	4	7910032	1.23	0.50
6	3	6	7910032	0.63	0.25
7	3	10	7910032	1.63	0.66
8	1	10	7910032	1.71	0.69
9	2	10	7910032	5.28	2.14
10	4	10	7910032	2.23	0.90
11	1	11	7910032	4.29	1.74
12	1	12	7910032	2.26	0.91
13	3	12	7910032	0.30	0.12
				28.12	11.38
	MUNICIPAL RESERVE LANDS (Municipal District of Willow Creek)				
14	R12	4	7910032	1.42	0.57
15	R1	7	7910032	0.22	0.09
16	R2	12	7910032	1.20	0.49
17	R4	12	7910032	5.75	2.33
				8.59	3.48
				36.71	14.86

ORIGINAL PURCHASE
AGREEMENT

EMERCOR

September 5, 2007 (Revised October 4, 2007)

Town of Claresholm
Box 1000
Claresholm, Alberta
T0L 0T0

Attention: Ms. Kris Holbeck, CA Chief Administrative Officer

Dear Sirs:

Re: Offer to purchase Town's Property at Claresholm Airport Industrial Site

Further to our recent presentation to your town Council, ESIP Holdings Ltd. ("ESIP"), the parent company of Emercor Ltd, hereby offers to purchase all 17 titles listed in your AIRPORT LAND INVENTORY prepared by your Development Department for a purchase price of \$10,000 per acre. Our calculation of the aggregate total acreage of 36.71 acres is based upon the acreage allocated to each title in your document. As requested, ESIP is enclosing a bank draft payable to Town of Claresholm in the amount of \$36,710 plus \$2,202.60 totaling \$38,912.60 representing a 10% deposit on the purchase price plus 6% GST.

This offer to purchase is subject to the following conditions applicable on a title by title basis, which conditions may be waived by ESIP, at its sole discretion, with regard to all of the 17 titles or some only of the 17 titles:

1. The M.D. of Willow Creek ("MD") issuing a development permit for the title to use the land for the business purposes of Emercor. The wording of the development permit shall be satisfactory to the MD and ESIP in their sole discretions.
2. The M.D. issuing a temporary development permit at a location satisfactory to the MD and ESIP in their sole discretion for the development of temporary worker housing for a number of workers satisfactory to the MD and ESIP. The term of the temporary permit shall be until ESIP or others are able to develop alternate affordable rental accommodation in the Town of Claresholm. The wording of the temporary development permit shall be satisfactory to the MD and ESIP in their sole discretions.
3. The Town of Claresholm accepting an Offer to Purchase from ESIP for the Town's approximately 4.12 acres R4 site adjacent to Highway 520, for the purposes of developing affordable rental accommodation, such Offer to be subject to conditions precedent acceptable to ESIP.
4. The receipt by ESIP of a satisfactory independent environmental report for each title, by a recognized professional consultant acceptable to ESIP to be undertaken at ESIP's cost and upon ESIP's terms and conditions. The type of environmental report required will be that which is necessary to obtain financing approval for ESIP's purchase and proposed project on the airport lands. ESIP is not obliged to obtain the environmental report until the issue of development permits, by the MD of Willow Creek, as contemplated in conditions 1 and 2 above.

5. The favorable determination that the location of the disposal area of the non operating landfill site to the north of the Town's lands will not interfere with the use of the lands for the purposes of implementing Emercor's business plan.

Written notice shall be provided to the Town that the above conditions are satisfied or waived by the Purchaser on or before October 8, 2008. The timeframe within which the conditions are to be satisfied or waived may be extended by the mutual written agreement of the Town and the Purchaser so long as such an agreement to extend the date is entered into prior to October 8, 2008. If such notice is not given to the town, the Offer to Purchase is at an end and the Town shall within 10 days refund the deposit to ESIP without bonus, penalty or interest.

The closing of the purchase of the 17 lots or all of those of the 17 upon which the conditions are satisfied or removed will be 30 days after the date upon which notice that the conditions are waived or notice of their satisfaction is provided to the Town. The closing will be on reasonable trust conditions and the purchase price shall bear GST.

If any of the above conditions present you with a problem, please contact the writer and we will attempt to resolve the problem.

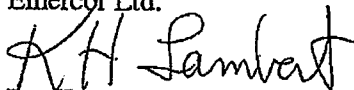
Yours truly,

ESIP Holdings Ltd.



Per Kenneth H Lambert
Chief Executive Officer

Emercor Ltd.



Per Kenneth H Lambert
Chief Executive Officer

INFORMATION ITEMS

October
2008

Claresholm Elementary News

Three-Way Conferences This Week

We are very excited to meet with students and parents this week during our first three-way conference of the year. Different than the traditional parent/teacher interview, a three-way conference allows students to take the lead as they provide the teacher and their parents with examples of their academic progress. It encourages students to take responsibility for their learning and to share their work.

Please call the school to book a three-way conference with your child's teacher. Conference times are scheduled for 15 minutes and can be booked for Wednesday, October 1 from 4:00 to 7:00 pm or Thursday, October 2 from 4:00 to 6:00 pm.



Please note:

- * Mrs. Beer will be scheduling conferences for Monday, September 29 and Wednesday, October 1
- * Mr. Sutter will be scheduling conferences for PE for Monday, October 6 and Wednesday, October 8.

We recognize that there may be some issues to be discussed with the teacher that should not involve the child. If parents are wishing a separate meeting with just the teacher, they may:

- * Schedule a 10 minute conference with just the teacher between 6-7 pm on Thursday, October 2. This time will be reserved for just parent-teacher conference times.
- * Arrange an alternate time to meet with the teacher.

Any meetings scheduled with the teacher should be in addition to the three-way conference. It is very important that your child has an opportunity to be involved in this process.

At Claresholm Elementary, we believe:

- * in the positive partnership of the school and home working together to meet the needs of our students.
- * that all students and parents should be involved in conferencing.
- * in the value of children learning to recognize their educational strengths and challenges (eg. 2 stars and a wish)

Claresholm Elementary School

5318—2nd St. W.
Box 728
Claresholm, AB
ToL oTo

Ph: (403) 625-3371
Fax: (403) 625-4920
Email: s-ces@lrsd.ab.ca
www.lrsd.ab.ca/schools/ces

**October 1-2
Three-Way
Conferences
4-7 pm**

**October 7
School Pictures**

**Oct. 13
Thanksgiving**

**Oct. 24
Staff planning—
no school**

**Oct. 27
Picture re-takes**

School Fees Now Due

Grades 1-4

\$40—Classroom materials
\$10—Technology fees

Supplies fees

\$40—Grade 1-4
\$25—Kindergarten

School fees are now overdue
If you are unable to make
this deadline, please talk to
Bev at the office.

Receive School Information by Email!



Another way to find out what's happening at the school!

Each week, our school sends out by email a Principal's Update, highlighting activities happening in the school that week. In addition, we will also be sending out our newsletter and any other information going home from the school by email as well (we will still continue to send home paper copies of the newsletter as well). This will hopefully ensure if any information is lost between the school and the home, families will still receive it. If you are not currently receiving information from email and would like to, please contact the office.

Daily Schedule Update



With the inclusion of grade four at our school, we have been working to find the best possible schedule in the school to accommodate all of our needs. We have now moved to a single schedule in the school, as shown below:

Monday—Thursday	Friday
8:28 Warning Bell	8:28 Warning Bell
8:30 Period 1	8:30 Period 1
9:00 Period 2	9:00 Period 2
9:30 Period 3	9:30 Period 3
10:00 Recess	10:00 Recess
10:15 Period 4	10:15 Period 4
10:45 Period 5	10:45 Period 5
11:15 Period 6	11:15 Period 6
11:45 Lunch	11:45 Lunch
12:05 Recess	12:05 Recess
12:20 DEAR	12:20 DEAR
12:40 Period 7	12:40 Daily Physical Activity
1:10 Period 8	1:15 Dismissal
1:40 Period 9	
2:10 Recess	
2:25 Period 10	
2:55 Period 11	
3:25 Dismissal	

Schedule Notes:

- * We will be reviewing this schedule in December to ensure it is effectively meeting the needs of our students.
- * Bells are now turned off during class time. Bells only sound at 8:28, end of recesses and end of the day (first bell at 3:22 for bus kids, second bell at 3:25 for town kids).
- * We are investigating how intervention periods and a literacy block could be incorporated into our schedule school-wide to improve student learning. We will keep parents informed as we plan for these inclusions.



Information regarding Halloween activities will be sent home by each classroom in the coming weeks. Please ensure that you find out classroom expectations for costumes and activities for the day.



School Council Highlights

We had a great turnout for our first school council meeting of the school year on September 16. At that meeting, the following positions were elected:

Chairperson—Ruth Lindquist

Vice-Chairperson—Marci Woodruff

Secretary—Rotating

Following each meeting, copies of the minutes will be available at the front bulletin board of the school entrance and on the school website, when received from the secretary of that meeting.

The date for the next meeting will be sent home in an upcoming newsletter or Principal's Update. As we are attempting to establish a joint council with West Meadow School, some details are still be worked out. Once a date is established, it will be communicated with parents.

The school council meeting agenda package is always available on the school website and at the office approximately a week prior to the meeting. If you would like to have the agenda package regularly sent home prior to the meeting, please contact the office.



From the Health Unit

Children are back in school. Since they are spending more time indoors, it is easier for germs to spread. Here are some tips to reduce the risk of getting colds, coughs and sniffles:

1. Cover a sneeze or cough.
 - * after sneezing or coughing
 - * when children get home from school
 - * before meals & snacks
 - * after going to the washroom
3. Avoid putting your hands near your nose, mouth and eyes.
4. Get enough sleep—sleep helps your immune system protect you from illness
5. Drink lots of water – 8 glasses a day
6. Eat well – plenty of fresh fruits, vegetables, & whole grains. Take a multi-vitamin supplement.
7. Exercise at least 3-4 times a week in the fresh air.
8. Reduce stress
9. Have a smoke free environment.
10. Consider getting a flu shot for your child.

For more info. contact the Health Unit.

625-4061

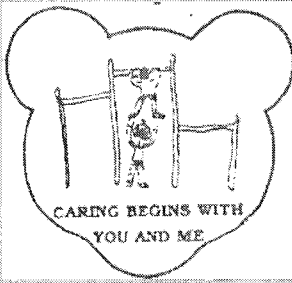
Remember: cool weather does not cause colds, viruses cause colds. Fresh air is actually good for your child. Also remember antibiotics do not cure colds—time is the best cure for the sniffles!



Cover up when you cough or sneeze.

October 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Three-way conferences 4-7 pm	2 Three-way conferences 4-7 pm Emma M.	3 School Assembly <i>Color Day!</i>	4 Cade P.
5 Breanna D.	6	7 Hot dog day School Pictures	8 Seth T.	9 Pizza Day Taya C. Mrs. McKee	10	11 Cole D.
12	13 Thanksgiving No school	14 Hot dog day Bailey K.	15 Author visit Judy Crawford Sofia H.	16 Pizza Day	17	18
19	20	21 Hot dog day School Council 6:30 pm	22	23 Pizza Day Thomas L.	24 Staff planning No school Ali H., Terril O., Daniel S.	25
26	27 School Picture Retakes	28 Hot dog day	29 Hot Dog/Pizza forms due!	30 Pizza Day Kane P.	31 School Assembly <i>Halloween</i> Jared E.	



Principal's Update

Claresholm Elementary School

Monday, September 22



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

Week at a Glance

Monday,
Sept. 22

Tuesday,
Sept. 23

Wednesday,
Sept. 24

Thursday,
Sept. 25

Friday,
Sept. 26

Reminder
that school
fees are
due
September
30.

Claresholm Elementary School

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

Daily Schedule Update

This year, we have experimented with a few different schedule options and ideas, finding the best possible fit for our new K-4 configuration. After discussion and attempting a few different scenarios, we will be going with a single schedule in our school with a few interesting features:

- We will be reducing the number of bells in our school, allowing for teachers to stagger the times students are using the boot rooms to limit congestion. Bells now will only ring at the start of the day, at the end of recesses and at the end of the day. At the end of the day, the first bell is for the dismissal of bus students. The second bell is for the dismissal of all other students.
- We have drastically increased the supervision on the playground, as well as added soccer nets and other activities to our recess times to give students lots of options for the recess times.

We are confident that the move to a single schedule in the school is going to continue to provide the best support possible for our students! A complete copy of the daily schedule will be posted on the website this week, included in next week's newsletter or available by request (from your child's teacher or the office)



Hot Lunch Program

After discussion at last week's school council meeting (with a great attendance of 29 people), a small parent committee was organized to review our hot lunch program. The decision has been made to continue with our typical offerings of hot dogs and pizza, along with Subway lunches throughout the year (dates to be announced monthly). There will be some slight adjustments to how our food is ordered and organized with parent volunteers, as well as the move to whole wheat buns for our hot dogs. Hot lunch order forms will be going home this week with students, with the program

Looking Ahead...



- Oct. 1-2 Three-Way Conferences
4-7 pm
- Oct. 3 School Assembly
Colour Day!
- Oct. 7 School Pictures

Three-Way Conferences Next Week

Our first three-way conferences of the school year are happening next Wednesday and Thursday from 4-7 pm. Please call the school to book a time for you and child. For the three-way conferences, Claresholm Elementary School believes:

- the positive partnership of the school and home working together to meet the needs of our students.
- that all students and parents should be involved in conferencing.
- in the value of children learning to recognize their educational strengths and challenges (eg. 2 stars and a wish).

More information regarding three-way conferences will be included in the October newsletter coming home next week.





Principal's Update

Claresholm Elementary School

Monday, October 6



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, Oct. 6	
Tuesday, Oct. 7	School pictures Hot Dog Day begins
Wednesday, Oct. 8	
Thursday, Oct. 9	Pizza Day begins
Friday, Oct. 10	

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

It was great to see the number of families and students who took part in our fall three-way conferences! If you were unable to make it for the October 1-2 evenings, please contact your child's teacher to arrange an alternate time. A reminder that Mr. Sutter will be available to meet with families and students from 4-7 pm on October 6th and 8th—please call the school to book an appointment!



Looking Ahead...



- Oct. 7 School Pictures
- Oct. 13 Thanksgiving Day—no school
- Oct. 21 School Council meeting—6:30 pm
- Oct. 23 Bobby Boogaloo at CES! Family Boogie Night



School Photos Tuesday, October 7

A reminder for families that school pictures will be happening this Tuesday. For Kindergarten families, you may choose to bring your child to school for their photo or wait until picture retake day on October 27. This year, families will be sent home an order form in a few days following picture day (with proofs to look at prior to ordering). Please contact the school if you have any questions once you receive the order form.



School Council Meeting Tuesday, October 21



At our annual general meeting, it was announced that we would be initiating a joint council meeting for October. However, it has been decided that each school will hold its own meeting for October, with our first joint meeting to occur in November. Our next CES council meeting will be Oct. 21 at 6:30 pm—we will have an agenda package available for families for this meeting next week.

Bobby Boogaloo is Coming!

Performer and songwriter Bobby Boogaloo is coming to our school on Thursday, October 23! Bobby will be with classes for the day, using student and staff ideas to write a Claresholm Elementary School Song related to our focus on Growing with Respect. By the end of the day, we will have a new school song recorded with Bobby!

In conjunction with Bobby visit during the day, we will be hosting a **Family Boogie Night** that evening. All students and families will be invited for a fun evening of song and dancing, along with the premiere of our school song! More information regarding this great family evening will be coming home next week.



To learn more about Bobby and hear some of the songs you'll be sure to hear on October 23, visit Bobby's webpage at www.bobbyboogaloo.com. We will also be putting some song clips and more information about Bobby on our school website.



Royal Canadian
Mounted Police

Gendarmerie royale
du Canada

Security Classification/Designation
Classification/désignation sécuritaire

Town of Claresholm
MD of Willow Creek
Town of Stavely

Your File - Votre référence

Our File - Notre référence

Claresholm RCMP Detachment
Box 1209
Claresholm, Alberta
T0L 0T0

Date

October 6, 2008

**Re: Monthly Policing Report
October 2008.**

Dear Sir,

1. Claresholm Detachment dealt with 331 occurrences in the month of September. This is an increase from August.
2. Our Traffic plan is progressing according to our targets. I am also aware that the new Security firm operating in Claresholm has now contracted with 14 businesses to provide overnight security. This will greatly enhance the efforts to reduce thefts and vandalism in the dealership and industrial areas of Claresholm. This company has been in touch with us and has kept us informed, and in some cases has given us tips on some of our files.
3. There have not been any crime trends which have caused us any alarm in the last month. We have been getting periodic enquiries or complaints regarding potential phone/internet/mail frauds. As a consequence we have conducted one public presentation at the Library in the past month, and are scheduled to do another presentation at the Claresholm Continuing Care Centre this month.
4. Please find attached a statistical breakdown for our calls for service for the month of September. If you have any questions or concerns please give me a call.

Yours truly,

Robin Alexander Sgt
NCO i/c Claresholm RCMP Detachment
(403) 625-4445

Canada

Occurrence Stats (All Violations)

Special Unit: k2174

All codes

Mayor's Report
From 2008/09/01 to 2008/09/30

Violation group - Traffic Offences - Traffic Accidents				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9930 0020 Traffic Collision(s) - Non - Fatal Injury	1	0	1	0	1	100.0%
9930 0030 Traffic Collision(s) - Property Damage - Reportable	14	0	14	1	9	71.4%
9930 0040 Traffic Collision(s) - Property Damage - Non - Reportab...	2	0	2	0	3	150.0%
	17	0	17	1	13	82.4%
Violation group - Traffic Offences - Provincial Traffic Offences				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9510 0010 Fail to Stop or Remain at Accident Scene (Provincial/Te...	2	0	2	0	0	0.0%
9530 0010 Driving While Disqualified or License Suspension (Provi...	1	0	1	1	0	100.0%
9900 0010 Non-Moving Traffic - Occupant Restraint/Seatbelt Violat...	1	0	1	1	0	100.0%
9900 0020 Moving Traffic - Intersection Related Violations - Prov...	9	0	9	5	0	55.6%
9900 0030 Moving Traffic - Speeding Violations - Provincial/Terri...	76	0	76	74	0	97.4%
9900 0040 Other Moving Traffic Violations - Provincial/Territoria...	19	1	18	3	5	44.4%
9900 0050 Motor Vehicle Insurance Coverage Violations-Provincial/...	1	0	1	1	0	100.0%
9900 0070 Other Non-Moving Traffic - Provincial/Territorial	11	0	11	11	0	100.0%
9910 0010 Roadside Suspensions - alcohol related - No grounds to ...	3	0	3	1	1	66.7%
	123	1	122	97	6	84.4%
Violation group - Traffic Offences - Other Criminal Code Traffic Offences				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9320 0010 Driving while disqualified/prohibited	2	0	2	3	0	150.0%
	2	0	2	3	0	150.0%
Violation group - Traffic offences - Impaired Operation Related Offences				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9230 0010 Impaired Operation (by Alcohol) of Motor Vehicle	5	0	5	5	0	100.0%
9235 0010 Impaired Operation (by a Drug) of Motor Vehicle	1	0	1	1	0	100.0%
	6	0	6	6	0	100.0%
Violation group - Traffic offences - Dangerous Operation of Motor Veh./Vessel/Aircraft				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9130 0010 Dangerous operation of Motor Vehicle	1	0	1	1	0	100.0%
	1	0	1	1	0	100.0%
Violation group - Provincial Statutes {except traffic}				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
7100 0012 Liquor Act (Provincial/Territorial) - Offences Only	7	0	7	5	0	71.4%
8840 0281 Liquor Act (Provincial/Territorial) - Other Activities	2	0	2	1	0	50.0%
8840 0336 Mental Health Act - Other Activities	4	0	4	0	5	125.0%
8840 0341 911 Act - Other Activities	12	1	11	1	6	63.6%

Occurrence Stats (All Violations)

Report
8/09/30

Special Unit: k2174
All codes

Ma
From 2008/09/01 to

Violation group - Provincial Statutes {except traffic}				Clearance	
Rate	Reported	Unfounded	Actual	By Charge	Otherwis
0.0%	1	0	1	0	
72.0%	26	1	25	7	1
Violation group - Provincial Statues - Municipal By-laws				Clearance	
Rate	Reported	Unfounded	Actual	By Charge	Otherwis
00.0%	2	0	2	0	
00.0%	2	0	2	0	
Violation group - Other Criminal Code - Other Criminal Code				Clearance	
Rate	Reported	Unfounded	Actual	By Charge	Otherwis
00.0%	1	0	1	1	
0.0%	0	0	0	1	
75.0%	5	1	4	0	
00.0%	1	0	1	1	
00.0%	1	0	1	0	
00.0%	8	1	7	3	
Violation group - National Survey Codes				Clearance	
Rate	Reported	Unfounded	Actual	By Charge	Otherwis
0.0%	1	0	1	0	
00.0%	2	0	2	2	
16.7%	6	0	6	1	
00.0%	9	0	9	3	
Violation group - FES - Other FES Statutes				Clearance	
Rate	Reported	Unfounded	Actual	By Charge	Otherwis
00.0%	1	0	1	0	
00.0%	1	0	1	0	
Violation group - FES - Consumer Protection				Clearance	
Rate	Reported	Unfounded	Actual	By Charge	Otherwis
00.0%	1	0	1	0	
00.0%	1	0	1	0	
Violation group - Drug Enforcement - Possession				Clearance	
Rate	Reported	Unfounded	Actual	By Charge	Otherwis
00.0%	1	0	1	1	
00.0%	1	0	1	1	

Occurrence Stats (All Violations)

Special Unit: k2174
All codes

Mayor's Report
From 2008/09/01 to 2008/09/30

Violation group - Crimes Against the Person - Sexual Offences				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
1330 0010 Sexual Assault	1	0	1	1	0	100.0%
1340 0010 Sexual Interference	1	0	1	0	0	0.0%
	2	0	2	1	0	50.0%
Violation group - Crimes Against the Person - Robbery/Extortion/Harassment/Threats				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
1627 0010 Uttering threats against a person	6	1	5	1	3	80.0%
	6	1	5	1	3	80.0%
Violation group - Crimes Against the Person - Assaults {excluding sexual assaults}				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
1430 0010 Assault	4	2	2	2	0	100.0%
	4	2	2	2	0	100.0%
Violation group - Crimes Against Property - Theft under \$5000.00				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
2140 0011 Other theft under \$5000 334(b) CC	8	2	6	0	0	0.0%
2140 0051 Theft of bicycle under or equal to \$5000 334(b) CC	1	0	1	0	0	0.0%
2142 0011 Theft under or equal to \$5000 From a motor vehicle 334(...	6	0	6	0	0	0.0%
	15	2	13	0	0	0.0%
Violation group - Crimes Against Property - Theft over \$5000.00				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
2130 0005 Other theft over \$5000 334(a)	1	0	1	0	0	0.0%
2131 0041 Theft of other motor vehicle over \$5000	1	0	1	0	0	0.0%
	2	0	2	0	0	0.0%
Violation group - Crimes Against Property - Mischief				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
2174 0010 Mischief equal to or under \$5,000 - Damage to, or Obstr...	11	4	7	0	3	42.9%
	11	4	7	0	3	42.9%
Violation group - Crimes Against Property - Fraud				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
2160 0075 Fraud (money/property/security) less than or equal to \$...	1	0	1	0	0	0.0%
2160 0080 Personation with intent	0	0	0	1	0	0.0%
	1	0	1	1	0	100.0%
Violation group - Crimes Against Property - Break and Enter				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
2120 0010 Break and Enter - Business	1	0	1	0	0	0.0%

Occurrence Stats (All Violations)

Special Unit: k2174
All codes

Mayor's Report
From 2008/09/01 to 2008/09/30

Violation group - Crimes Against Property - Break and Enter	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
2120 0020 Break and Enter - Residence	2	1	1	0	0	0.0%
2120 0040 Break and Enter - Other	1	0	1	0	0	0.0%
	4	1	3	0	0	0.0%
Violation group - Common Police Activities - Related Police Activities	Reported	Unfounded	Actual	Clearance		
8550 0010 Index Checks	52	0	52	0	24	46.2%
8550 0020 Abandoned Vehicles	2	0	2	0	2	100.0%
8550 0030 Suspicious Person/ Vehicle/ Property	6	0	6	0	5	83.3%
8550 0040 Animal Calls	3	0	3	0	3	100.0%
8550 0050 False Alarms	11	0	11	0	11	100.0%
8550 0060 Items Lost/Found - except passports	9	0	9	0	3	33.3%
	83	0	83	0	48	57.8%
Violation group - Common Police Activities - Information Files	Reported	Unfounded	Actual	Clearance		
8535 0010 Information Files	2	0	2	0	0	0.0%
	2	0	2	0	0	0.0%
Violation group - Common Police Activities - Assistance to General Public	Reported	Unfounded	Actual	Clearance		
8550 0080 Person Reported Missing	3	0	3	0	3	100.0%
	3	0	3	0	3	100.0%
Violation group - Common Police Activities - Assistance Files	Reported	Unfounded	Actual	Clearance		
8545 0020 Assistance to Canadian Provincial/Territorial Dept/Agen...	1	0	1	0	0	0.0%
	1	0	1	0	0	0.0%
Totals	Reported	Unfounded	Actual	Clearance		
	331	13	318	127	101	71.7%

The Bridges at Claresholm Golf Club
REGULAR MEETING
Wednesday, August 27, 2008 at 7:00 p.m.

Present: *Board:* Dave Baptie, Wes Wiebe, Kathy Davies, John Stewart, Daryl Sutter
Staff: Lyle Broderson, Rod Andrews

Regrets: Marj Flanagan, Larry Ford, Sue Gour, Tim Perry, Doug Symonds

Call to Order Chairman Dave Baptie called the meeting to order at 7:05 p.m.
As there is not a quorum, no motions will be passed at this meeting.

Agenda Wes moved the agenda as presented.

Minutes Wes moved the minutes be accepted as presented.

Correspondence: Notified that we had not requested the municipal portion of the taxes to be reimbursed. It was discovered that we had not received our tax notice in the mail. It was discussed to pay the total amount and then ask for the reimbursement from Town Council.

Committee Reports:

Discussion/Decision/Resolution

Greens The following is a list of items that the crew have been working on:
Morkins have donated fertilizer for the fairways and greens;
The compressor has been booked for the end of Oct. to blow out the lines;
Cutting down the dead trees and doing some pruning;
Working on completing #7 tee box;
Roundup has been put on the bunkers, but it did not take. There is a possibility that it has been frozen, so will purchase new;
Rolling the greens 3 times/week
Will start to cut at a higher level for the winter;
Fixing vales
Have cut some of the cat tails around holes #1 and #4.

Club Pro & Marketing Al Munro family would like to plant two trees (oak or mt. ash) on #8 - Rod will work with them as to where they will be planted. They also would like a plaque on the ground. We require it to be just below the level of the ground for easy maintenance. They plan on having a ceremony on Oct. 12.

Aug. 27, 2008

Lyle has applied for a credit card for the Golf Club with a limit of \$1,000.00. Suggested that tarps for the green be added to the list of items on the casino application.

The Clubhouse contract was discussed.

Aug. has been slow. Comparison of memberships: 2007 single memberships were 140 and 2008 is 128; for couples, 2007 was 67 and 2008 is 56.

We are up in green fees and tournament revenue. The inventory in the Pro Shop is at \$42,000.00 and should be down to \$20,000.00 at the end of the season.

Finances John presented the financial statement.

Town Rep. Raw water line is at the plant, working along 8th Street. Lyle and Larry attended a meeting with the Town to discuss the plan of where and how the waterline is to go along the golf club road (access for Granum). They hope to bore under the road. Some of the grounds will be disturbed (tee boxes of the driving range and gravel on parking lot/road), but they will restore to present condition. It has been recommended to have this work done between Nov. 1/08 and March 1/09.

Tournaments: Lyle reported that there are a few tournaments booked for the fall.

New Business: Survey: It was mentioned that we should do a survey of the membership on recommendation and satisfaction of the golf club and course.

Presentation to Town Council
The Golf Club will make their presentation to Town Council on Sept. 8.

Adjournment Meeting was adjourned at 8:25 pm.

President

Secretary

Date

The Bridges at Claresholm Golf Club
REGULAR MEETING
Wednesday, September 17, 2008 at 7:00 p.m.

Present: *Board:* Larry Ford, Kathy Davies, Marj Flanagan, John Stewart, Daryl Sutter, Tim Perry, Doug Symonds
Staff: Lyle Broderson, Rod Andrews

Regrets: Dave Baptie, Wes Wiebe, Sue Gour,

Call to Order Past President Tim Perry called the meeting to order at 7:10 p.m.

Agenda Larry moved the agenda as presented.

Minutes Marj moved the minutes be accepted as presented.

Business Arising from the minutes:

Town Council Presentation:

Daryl reported that the Council will appoint 3 Councillors and one Administration person to the Ad-Hoc committee.

Survey:

Marj has a copy of a survey which George Gish gave to her. She will send this to Lyle and they will revise it and bring to the next board meeting. Then it will be sent out to members.

Committee Reports:

Discussion/Decision/Resolution

Greens

The following is a list of items that the crew have been working on:

At the end of the season will be down to 3 staff on the outside crew;

Have fertilized the front greens, will complete the back 9 and also the tee boxes. - to get them ready for winter.

The #7 tee box has been worked on and it requires seeding;

Darcy Ranch Golf Club has an 100 gal. tank sprayer for sale for \$1,500.00.

Moved by Tim that Rod approach Darcy Ranch Golf Club to make the best deal for us on this sprayer.

CARRIED

Rod was asked to see that the position of tee markers on tee boxes MUST be a minimum of 2 club lengths from the back of the tee box.

We have a problem with red and white stakes be removed and not replaced. It was brought up again the concern of seeing outside crew talking on their cell phones while they are working.

A discussion on the value of using tarps on the greens for the winter..

Discussion on replacing of dead trees

Larry moved that appropriate holes be shut down for the time of the Al Munro memorial service on Oct. 12. CARRIED

We need to look into the policy regarding memorial pagues and trees.

Larry recommends that for next year the rough be cut at 2" length.

Club Pro & Marketing

Lyle reported that Sept. Stats are down in green fees and cart rental.

Presented the idea of a 2009 coupon. The Board approved. Lyle will send out to Board member the final version.

Lyle would like to put together an aggressive tournament package for next year.

We received a grant of \$5,376.00 for labor.

We need to set early membership rates for next year. It was dicided that if anyone leaves for the winter before this is done, Lyle can charge this years rate and they can pay the difference in the spring with no penalty.

We discussed what our options are regarding the Food & Bar Operators for the 2009 season.

Options 1 is to find new operators who will work with the Club in a positive manner.

Options 2 is to run it ourselves.

Moved by Marj that after Oct. 19/08 we advertize for tenders for the Food & Bar Operation. CARRIED

Lyle will contact LCC to see if they have any suggestions or can help.

Lyle and Rod's contract need to be reviewed by the Finance committee.

Bridges of Claresholm Golf Club

RM

Sept. 17, 2008

Town Rep.

Approval granted for refunding of the municipal portion of the property taxes.
Mike has access to trees.
waterlines will be flushed in the nest few weeks.
Tenders for the Granum line have not gone out as of yet.

Finances

John and Lyle will present actual and projected figures for expenses and revenue to the end of the year for the next meeting.
John moved that the financial statement be presented.

CARRIED.

Casino

Need people to help with the casino on Dec. 14 & 15.

Tournaments:

Lyle reported that there are a two tournaments coming up: Kinsmen and Tombstone.

New Business:

Community fdacility Enhancement Grant: Doug Symonds will look into this to see if any funds are available.
Kinsmen request to rent a room in the basement of the Club House for their meetings (approx. 8 times ayear) at the rate of \$100.00/month.
Moved by Daryl that the Golf Club allow the Kinsmen to utilize a room in the Club house for \$1200.00/year.

CARRIED.

Adjournment

Meeting was adjourned at 10:15 pm.

President

Secretary

Date

Claresholm and District Museum Board
REGULAR MEETING
Thursday, July 24, 2008

Present: Rae Trimble, Rita Burton, Bette Slovak, Doug Leeds, Harold Seymour
JoAnn Peach and Bernice Case.

Absent: Doug McPherson, Bob Mackin, George Bishop and Don Clark.

1. Chairman Rae Trimble called the meeting to order at 7.45 P.M.
2. Approval of Agenda – moved by Rita Burton.
Carried.
3. Approval of June, Regular Meeting Minutes. Moved by Doug Leeds, with corrections: 6.2 Mannequins- should have stated that Doug Leeds was reimbursed for purchases for the Museum. 7.1 Amy Jennings re: Harold Seymour- no plaque that he was aware of.
Carried.
4. Correspondence: everyone received a copy.
 1. General newsletters.
 2. Resume: Penelope Arcos-Rabago- Heritage Restoration. Rae suggested she send a letter to Historic Resources.
 3. Kris Holbeck- ongoing ads, very expensive, no thanks.
 4. Alberta Museums Association- evaluation accepted. (Archival boxes)
5. Collections Assistant Report- by Jo-Ann Peach. Everyone received a copy. Everything is going good, stats are up to date. Looking positive.
6. Old Business:
 - 6.1 Expansion: progress-cement floor poured Tues. July 22/08. It appears that no Electrical installation was in the centre of building cement. Wed. July 23 they made a centre cut in the floor.(electrical ??) Rae needs help estimating labor for for display construction and cost of materials before grant application can be submitted.
 - 6.2 Deaccession: ledger now in office.(gov't rules, Museum Policy)
 - 6.3 Communities in Bloom-July 18, Judges tour. Positive response.
 - 6.4 Tea on Lawn- Ad Aug. 6. servers confirmed. Doug Leeds volunteered to help get chairs to Museum.

6.5 Carpenters for Rural School Project no information.

7. New Business:

7.1 Professional development grant(Collections Management, Preventive conservation) Collection Management Course-Medicine Hat Sept. Jo-Ann, Rae and Bernice are interested in attending. Jo-Ann Peach costs will be covered by a grant and educational Budget funding.

Preventive Conservation- St. Albert, Nov. Jo-Ann is also interested in attending this Course. Grants will be applied for to cover her costs.

7.2 Band Uniforms located in Town Basement- located in FCSS Cupboards.
Moved by: Doug Leeds that the Museum accepts the uniforms. Carried.

7.3 Fund raising- Credit Union- Doug Leeds will talk to Don Leonard about sponsoring a luncheon: (eg.Hot dogs and drink) proceeds for Museum Expansion.

7.4 Employee- Evaluation Procedures- everyone received a copy to read and bring back for discussion next meeting.

7.5

General discussion

- Expansion development displays.

-Grants: Jury scoring sheet explanation on scoring.

-Doug Leeds has short 2x4's; do we want them for anything? Boardwalks? etc.

-Ask Mike if Museum could get recycle bin for pop cans etc. funds for expansion

Donations: Memorials re: Robert LeBorgne \$100.00

Adjournment: by Harold Seymour. Carried

Next Meeting: Thursday, August 28, 2008. 7:30 P.M. Town Chambers.

Claresholm and District Museum Board
REGULAR MEETING
Thursday, August 28, 2008

Present: Rae Trimble, Rita Burton, Doug Leeds, Harold Seymour
Doug McPherson, Bob Mackin, JoAnn Peach and Bernice Case.

Absent: Bette Slovak and Don Clark.

1. Chairman Rae Trimble called the meeting to order at 7.45 P.M.
2. Approval of Agenda – moved by Bob Mackin with one addition 7.5
Oliver Seward: Carried.
3. Approval of June, Regular Meeting Minutes. Moved by Harold Seymour.
Carried.
4. Correspondence:
 1. Judith Tucker (Moffat) Donation \$250.00 and an Artifact (Bag) made by Grandma.
 2. AMA Annual Report
5. Collections Assistant Report- by Jo-Ann Peach. Everyone received a copy.
Computer went down and is up and going. Virus program was out of date.
One Stone from the chimney repairs was saved.
6. Old Business:
 - 6.1 Expansion: Grant Application re: Construction Materials to develop displays.
Everyone received a copy of proposed display areas. (Plan and Budget)
Insulation and Drywall being installed this week in expansion Bldg.
Stucco scratch coat and second coat on the building.
 - 6.2 Fair/Tea on the Lawn- went well.
 - 6.3 Professional development-Collections Management, Medicine Hat.
Grant applications sent.
 - 6.4 Band Uniforms- no information to report.
 - 6.5 Fund raising re: Credit Union Doug Leeds reported Don Leonard will
add us to the List.
 - 6.6 Employee performance appraisal- Annually- Moved by Bob Mackin
Seconded by Doug McPherson nominated Rae Trimble and Bernice Case
to evaluate staff at the Museum. Using the forms provided by Rae Trimble

For one year to see if they are workable for our Museum.

7. New Business:

7.1 Keith Clark-1928 Hart Parr Tractor for Loan- not ready to make a decision this year.

7.2 Memorial Donations-Rae Trimble and JoAnn will make envelopes to be given to Leydens Funeral Home, instructions inside.

7.3 Operational Grant – moved by Rita Burton that Rae Trimble apply for the grant.
Carried.

7.4 Galt Museum-"Receipt for Donation of Cultural Property" re: Tax Receipt.
Information was acquired from the Galt but needs further researching.
Everyone was asked to read it for the next meeting.

7.5 Oliver Seward- Doug Leeds reported on his Rock Collection.
Horace Grey Typewriter. Etc. Require further information.

General discussion:

George Bishop deceased Board Member- Vacancy.
Advertise position in Claresholm Local Press.

Donations: Tea on the Lawn \$ 284.60
 Judith Tucker \$ 250.00
Memorial: George Bishop \$ 320.00

Adjournment: by Rita Burton. Carried

Next Meeting: Thursday, Sept. 25, 2008. 7:30 P.M. Town Chambers.

CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY
Board of Directors Sept 23, 2008

ATTENDEES: Debbie Millar – Wandering Willows
 Gerry Cleaver – Lay Representative
 Neil Ohler – Lay Representative
 Brydon Saunders – F.C.S.S. Stavely
 Shirley Isaacson – Town of Claresholm
 Ron Hanson– Town of Granum
 Anna Mae Mifflin – Porcupine Hills Lodge
 Bob Thompson – Seniors Center
 Earl Hemmaway – M. D. of Willow Creek
 Lyal O’Neill – Office Coordinator
REGRETS:

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

1.0 APPROVAL OF ADDITIONS TO AGENDA

Earl Hemmaway motion to accept the agenda with 2 additions. Carried.

2.0 APPROVAL OF MINUTES

Motion by Shirley Isaacson and seconded by Earl Hemmaway to accept the minutes of the meeting held June 17, 2008. Carried.

3.0 BUSINESS ARISING

- 3.1 Casino – Very successful on August 4 & 5. Our new application has been received to be scheduled by draw April-May-June 2011.
- 3.2 Lyal has filed for our rebate on fuel – Federal Excise Tax Refund
- 3.3 Letter to Governments not completed
- 3.4 The bus has been cleaned and paid for by Wandering Willows

4.0 CORRESPONDENCE

- 4.1 None

5.0

REPORTS

- 5.1 Financial Report –Moved by Bob Thompson seconded Anna Mae Mifflin to accept the report. Carried
- 5.2 Office Coordinator Report- New W/C van has been purchased is working well for both passengers & Drivers. Audit od UFA Cardlock concluded fuel log sheets were not always completed. No other problems noted. Motion by Anna Mae Mifflin and seconded by Brydon Saunders that the office be man from 9:00-12:00 Monday – Friday when the office coordinator is on vacation or sick. Carried.
- 5.3 Advertising & Fundraising- Any new grant info needs to be forwarded to Lyal.
- 5.4 Casino – scheduled for April-May-June 2011
- 5.5 Chairman’s Report- No Report

6.0 NEW BUSINESS

- 6.1 Motion by **Debbie Millar** and seconded by **Earl Hemmaway** that **Lyal** go ahead and sell 2005 Grand Caravan. Carried
- 6.2 Motion by **Debbie Millar** and seconded by **Shirley Isaacson** that we purchase our insurance from the co-operators in **Claresholm**. Carried.
- 6.3 Driver pay rates Tabled to November meeting
- 6.4 Motion by **Shirley Isaacson** and seconded by **Bob Thompson** to accept the 2009 Budget as proposed. Carried.
- 6.5 **Anna Mae Mifflin** will check with the **PHL Board** regarding paying for the cost of the driver when using the bus.
- 6.6 Motion by **Debbie Millar** and seconded by **Ron Hanson** that the lift removed from van 2 can be sold by **Neil Ohler** for \$250. Carried. 3 members abstain.
- 6.7 A short discussion on the services provided by **Genesis** to our communities.

7.0 NEXT MEETING is 10:00 am. October 21, 2008 at Claresholm Town Office

8.0 The meeting was adjourned by **Bob Thompson** at 11:25 am.

Minutes of the Meeting of **SouthGrow Regional Initiative Management Board** held Wednesday, September 25, 2008 at 6:00 p.m., in the Alberta Finance and Enterprise Boardroom.

“draft”

Present:

Bob Tarleck
Sandra Nelson
Don Wentz
Paul Goldade
Ron Lagemaat
Kym Nichols
Daryl Sutter

Linda Erickson, Director, Alberta Finance and Enterprise
Mary Swanek, Alberta Finance and Enterprise (Recording)

Excused: Jon Stevens, Harley Frank, and Harlan Cahoon

1. Call to Order

In the absence of Chair, Jon Stevens, Vice-Chair, Bob Tarleck called the meeting to order at 6:00 p.m.

2. Approval of Minutes

Motion: # 01-25/09/08: Ron Lagemaat **moved** that the Minutes of June 25, 2008 be approved. **CARRIED**

3. Business Arising

Bob Tarleck read an email from Jon Stevens advising that he will be stepping down as Chair of SouthGrow due to health reasons. Jon indicated that he would like to remain on the Management Board of SouthGrow.

Motion: # 02-25/09/08: Sandra Nelson **moved** that Jon Stevens' resignation be accepted. **CARRIED.**

Actionable: Send a letter of appreciation to Jon Stevens.

Bob Tarleck advised that Sandra Nelson is willing to let her name stand as Chair of SouthGrow Regional Initiative.

Motion: # 03-25/09/08: Don Wentz **moved** to approve Sandra Nelson as Chair. **CARRIED.**

Sandra Nelson accepted the position.

4. Changes/Additions to the Agenda

Linda Erickson added the following bullet under New Business.

- Consultation on new Vision for Regional Economic Development Alliances

Motion: # 04-25/09/08: Kym Nichols **moved** to approve the agenda as amended. **CARRIED.**

5. New Business

- **Community Futures Speaker Series** – October 17, 2008 – *(Handout provided)*
As sponsors, SouthGrow received 12 tickets valued at \$50.00 each. Don Wentz, Sandra Nelson, Ron Lagemaat, and Paul Goldade expressed an interest in attending and each was provided with a ticket to the event.

Motion: # 05-25/09/08: Bob Tarleck **moved** that Linda Erickson receive a ticket to this event. **CARRIED**

Linda Erickson accepted.

Motion: # 06-25/09/08: Don Wentz **moved** that Shilpa Stocker be invited to this event. **CARRIED**

Actionable: Send an email to the SouthGrow EDO's, CAO's, elected officials and designates to see if they are interested in attending.

- ***REDA Immigration – Web-Content Initiative***

Linda Erickson made reference to an email dated August 27th, 2008 sent on behalf of Rick Siddle to the REDA Chairs. Linda noted that this initiative is aimed at maximizing and tailoring the REDA's current website immigration materials. Alberta Employment and Immigration has offered to meet with SouthGrow in this regard.

Recommendation: Linda Erickson and Shilpa Stocker will arrange a conference call with Alberta Employment and Immigration to discuss and find out more about the initiative, attain samples of what could be included on the website and report back to the Marketing Committee, who is responsible for website content.

- ***Upcoming Events and Dates***

- Community Futures Speaker Series – October 17, 2008 – Lethbridge, Lodge, 8:00 am – 12:00 noon;
- Innovative Manufacturing Works (IMW) Plant Tour – October 8, 2008 Lethbridge, (meet at Park Place Mall), 7:30 am – 1:30 p.m.
- Regional Economic Development (REDA) Consultations – December 3, 2008 from 6:00 p.m. to 9:00 p.m. (dinner at 5:30) in Lethbridge; Venue to be determined. Management Board and Committee Members invited.

- ***Consultation on new Vision for Regional Economic Development Alliances***

- Bob Tarleck (*REDA Consultation Steering Committee Member*) provided background information. The Chairs of the 14 REDAs in Alberta agreed to undertake a consultation process in collaboration with Alberta Finance & Enterprise to explore and define how REDAs and the REDA should evolve on a go forward basis.

REDAs will be asked to host REDA member representatives to participate in regional discussion sessions to take place between October and December 15, 2009. All interested parties will have access to a questionnaire both online and at the discussion sessions. December 3rd, 2008 from 6:00 p.m. – 9:00 p.m. (with dinner being served at 5:30 p.m.) will be the date for the SouthGrow session. The Management Board and Committee members will be invited to participate. The venue will be confirmed at a later date. If need be SouthGrow will cover mileage for those attending in accordance with SouthGrow's Bylaws.

Motion: # 07-25/09/08: Ron Lagemaat **moved** that Bob Tarleck continue as a member of the REDA Consultation Steering Committee. **CARRIED.**

Motion: # 08-25/09/08: Kym Nichols **moved** that the Executive Summary be released to George Brosseau, Director, Regional Alliance Development, Edmonton, as requested. **CARRIED.**

6. Committee Reports

Marketing and Communications

- Recognition Event will be held on January 22nd or 29th. Goal is to receive one nomination from each of the 27 municipal members. A new category for “*Excellence in Innovation*” has been added.
- This year the Ambassador Program will be delivered through a series of five “Community Presentations” styled in the same manner as “all council meetings”. Information about SouthGrow’s current and future projects’ status will be provided along with a guest speaker about economic development (as identified in the Visitation and Validation Study) will round out the dinner meeting. County and MD boundaries will determine the location of the event. Committee members will organize event and/or solicit other members for assistance or coordination of date, venue and meal arrangements. This project will be completed by December 15th, which is the deadline for nominations for the Recognition Event. The nomination forms will be posted on SouthGrow’s website.
- Industry and Opportunity Profiles are ready to go to print. These will target key industry sector leaders and government offices nationally and internationally.

Economic Development & Innovation Committee

- Water Situational Analysis. Committee will receive the report in December. If accepted by committee, a large public meeting will be held and the University of Lethbridge will present report to members, industry, water groups and irrigation districts in February, 2009 (date to be determined)
- Alternative Energy. A “*Frequently Ask Questions*” article on the Southern Alberta Alternative Energy Partnership will be provided to members, CAO’s, EDO’s and members five days prior to viewing it in the October SouthGrow Newsletter.
- Innovation and Productivity. The committee approved the preliminary Terms of Reference and will move forward with this project in November.

Strategic Collaboration

- Visitation and Validation Study. Recommendations and timelines have been forwarded to appropriate committee. Strategic Collaboration Committee will be determining the training requirements as identified in the study.
- Economic Community Profiles. Local information requirements from the CAO’s and EDO’s are just about complete. Final layout and proofing is scheduled for October. Printing will be done in November.
- Policies and Procedures. The committee will be determining the development of new policies at their next meeting. The committee will present recommendations for by-law revisions at the management board meeting.

Motion: # 09-25/09/08: Kym Nichols **moved** to accept the Committee Reports as presented. **CARRIED**

6. Financial Report

Motion: # 10-25/09/08: Don Wentz **moved** adoption of the financial report as presented. **CARRIED**

7. Correspondence

- **Canada Customs & Revenue Agency Letter re GST (handout)** – On December 14, 2007, SouthGrow wrote a letter to Canada Customs & Revenue advising that they may qualify as a “Para-Municipal Organization” for the purposes of the Excise Tax Act. The response letter dated July 16th, 2008 advised that SouthGrow does not meet the requirements for such a determination. Linda Erickson noted that last year SouthGrow spent \$8,200.00 in GST and received \$4,125.00. Over the last three years (at 50%) it is estimated that SouthGrow would recover \$15,000.00. After a lengthy discussion it was decided to challenge Canada Customs’ decision. The Management Board empowered the Chair of SouthGrow to negotiate with Nyrose & Saito, Chartered Accounts, the fees and services required to resubmit the application.

Motion: # 11-25/09/08: Ron Lagemaat **moved** that the Chair of SouthGrow approach Nyrose & Saito, to act on SouthGrow’s behalf re this matter. **CARRIED**

- **Canadian Home Builders Association Letter (handout)** – requesting the opportunity for their executive board to make a presentation to the SouthGrow Management Board.

Motion: # 12-25/09/08: Don Wentz **moved** that the Canadian Homes Builders’ Association meet with the SouthGrow Economic Development & Innovation Committee on November 19th, 2008 at 7:00 p.m., said meeting to be open to all SouthGrow Management Board members. **CARRIED**

Actionable: Draft a letter to the Canadian Home Builders’ Association and advise them of this date and time.

8. Scheduled Meetings of the SouthGrow Management Board **November 26th, 2008**

January 21, 2009

March 4, 2009

All Meetings will be held in the Boardroom of Alberta Finance and Enterprise and will begin at 5:45 p.m.

9. Adjournment

Motion: # 13-25/09/08: Sandra Nelson **moved** to adjourn the meeting at 8:15 p.m.
CARRIED