



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
SEPTEMBER 8, 2008
AGENDA

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

- AGENDA: ADOPTION OF AGENDA
- MINUTES: REGULAR MEETING MINUTES AUGUST 20, 2008
- FINANCES: AUGUST 2008 BANK STATEMENT
- DELEGATIONS: 1. CALGARY HEALTH REGION – Debbie Goulard & Nancy Guebert
RE: Ambulance Transition
2. CLARESHOLM GOLF CLUB
RE: Management Agreement
- ACTION ITEMS:
1. BYLAW #1515 – PINE COULEE DEBENTURE BORROWING
RE: All Readings
 2. BYLAW #1516 – ASSESSMENT REVIEW BOARD
RE: All Readings
 3. BYLAW #1517 – WATER & SEWER BYLAW AMENDMENT
RE: All Readings
 4. CORRES: ALBERTA MUNICIPAL AFFAIRS – Minister Ray Danyluk
RE: Municipal Sponsorship Program for 2008
 5. CORRES: ALBERTA MUNICIPAL AFFAIRS – Minister Ray Danyluk
RE: Patterson Watermain Project
 6. CORRES: ALBERTA MUNICIPAL AFFAIRS – Minister Ray Danyluk
RE: South Sanitary Sewer Outfall Project
 7. CORRES: ALBERTA TRANSPORTATION – Minister Luke Ouellette
RE: Alberta Municipal Infrastructure Program
 8. CORRES: ALBERTA TRANSPORTATION
RE: AUMA Convention and Trade Show
 9. CORRES: ALBERTA TRANSPORTATION
RE: Streets Improvement Program
 10. CORRES: ALBERTA MUNICIPAL AFFAIRS
RE: Municipal Sponsorship Program for 2008
 11. CORRES: MPE ENGINEERING LTD.
RE: Change Order No. 1 for INFILCO Degremont, Inc.
 12. CORRES: MPE ENGINEERING LTD.
RE: Change Order No. 2 for INFILCO Degremont, Inc.
 13. CORRES: OLDMAN RIVER REGIONAL SERVICES COMMISSION
RE: Orthophotography Project
 14. CORRES: MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26
RE: Claresholm Fire Department
 15. CORRES: RCMP CLARESHOLM DETACHMENT
RE: Meeting with Commanding Officer "K" Division
 16. CORRES: CLARESHOLM RCMP DETACHMENT – Robin Alexander
RE: Policing Agreements
 17. CORRES: TERRY FOX FUN COORDINATOR – Debbie Lozeman
 18. CORRES: LEARN-A-LOT PLAYSCHOOL
RE: Invitation to Open House
 19. CORRES: BRIDGES AT CLARESHOLM GOLF CLUB
RE: 2008 Property Taxes
 20. CORRES: ALBERTA URBAN MUNICIPALITIES ASSOCIATION
RE: 2008 Municipal Sustainability Award
 21. ASSESSMENT REVIEW BOARD APPLICATIONS
 22. CLARESHOLM COMMUNITY CENTRE – COUNCILLOR SUTTER
RE: Interim Floor Financing

23. CANADIAN CANCER SOCIETY – COUNCILLOR SUTTER
RE: Relay for Life Proposal
24. CORRES: ED TOEWS
RE: Request for fence
25. POLICY #80 – TOWN EMPLOYEES PURCHASING TOWN PROPERTY
26. POLICY #82 – CONFERENCE ATTENDANCE
27. POLICY #83 – MACKIN HALL USE
28. POLICY #60 – RECREATIONAL FACILITY & MISCELLANEOUS USER CHARGES
29. ADOPTION OF INFORMATION ITEMS
30. IN CAMERA – DEVELOPMENT / PERSONNEL

INFORMATION ITEMS:

1. AMHSA – Southern Alberta Safety Council Meeting – October 8, 2008
2. Oldman River Regional Services Commission Agenda – September 4, 2008 (full report available)
3. Claresholm Elementary News – September 2008
4. Claresholm Elementary School – What's New for 2008-2009

ADJOURNMENT:



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
AUGUST 20, 2008**

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

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

20. GENERAL DISCUSSION

CARRIED

MINUTES: **REGULAR MEETING – JULY 22, 2008**

Moved by Councillor MacPherson that the Regular Meeting Minutes of July 22, 2008 be accepted as presented.

CARRIED

FINANCES: **1. JUNE 2008 BANK STATEMENT**

Moved by Councillor Moore to accept the June 2008 bank statement as presented.

CARRIED

2. JULY 2008 BANK STATEMENT

Moved by Councillor Isaacson to accept the July 2008 bank statement as presented.

CARRIED

PUBLIC HEARING: BYLAW #1513 – LAND USE AMENDMENT

Mayor Rob Steel declared the hearing reopened at 7:04pm.

Mayor Steel made the first, second and third calls for representation for or against the bylaw.

No representations, either verbal or written, were noted.

Mayor Rob Steel declared the hearing closed at 7:07pm.

CARRIED

ACTION ITEMS:

**1. BYLAW #1513 – LAND USE AMENDMENT
RE: 2nd & 3rd Readings**

Moved by Councillor Leonard to give Bylaw #1513, a land use amendment, 2nd Reading.

CARRIED

Moved by Councillor Moore to give Bylaw #1513, a land use amendment, 3rd and final reading.

CARRIED

**2. CORRES: ALBERTA TRANSPORTATION
RE: AMIP & NDCC Grants**

Received for information.

**3. CORRES: HON. LUKE OUELLETTE, MINISTER OF TRANSPORTATION
RE: AMIP & NDCC Grants**

Received for information.

**4. CORRES: CLARESHOLM RCMP DETACHMENT
RE: Provincial Policing Service Agreements (PPSA)**

Received for information.

**5. CORRES: CALGARY HEALTH REGION
RE: EMS Ground Ambulance Transition Planning**

Referred to administration.

**6. CORRES: CLARESHOLM & DISTRICT HEALTH FOUNDATION
RE: 2nd Annual Concert Series Sponsorship**

Moved by Councillor Moore to support the Claresholm & District Health Foundation's 2nd annual concert series with a sponsorship of \$500.00.

CARRIED

7. TERRY FOX TOUR OF HOPE

Received for information.

8. CORRES: COMMUNITIES IN BLOOM CLARESHOLM COMMITTEE

Received for information.

9. COMMUNITIES IN BLOOM PRESENTATION – MAYOR STEEL

Moved by Councillor MacPherson that the Town of Claresholm approach Arnold McAulay and Rosemary Wishart to represent the Town of Claresholm at the Communities in Bloom awards ceremony this September in Wainwright, Alberta.

CARRIED

**10. CORRES: THE TRAILER RANCH
RE: Michael Petrovich Storage Facility**

Received for information.

**11. CORRES: CLARESHOLM CURLING CLUB
RE: 2008 Property Taxes**

Moved by Councillor Leonard to forgive the municipal portion of the Claresholm Curling Club's 2008 property taxes in the amount of \$1,093.85.

CARRIED

**12. CLARESHOLM COMMUNITY CENTRE – COUNCILLOR SUTTER
RE: Interim Floor Financing**

Moved by Councillor Issacson to table this topic to the next meeting.

CARRIED

**13. CANADIAN CANCER SOCIETY – COUNCILLOR SUTTER
RE: Relay for Life Proposal**

Moved by Councillor Moore to table this topic to the next meeting.

CARRIED

14. MACKIN (SCOUT) HALL USE – ADMINISTRATION

Referred to administration.

15. HIGHWAY 2 & 520 INTERSECTION – COMMUNITY STANDARDS

Moved by Councillor Moore to forward the concerns presented to Council regarding the Highway 2 and 520 intersection to the Minister of Transportation.

CARRIED

16. CENTENNIAL PARK MASTER PLAN OPEN HOUSE COMMENTS

Moved by Councillor MacPherson to leave the Frog Creek drainage through Centennial Park open and uncovered.

CARRIED

17. POLICY #80 – TOWN EMPLOYEES PURCHASING TOWN PROPERTY

Referred to administration.

18. POLICY # 82 – CONFERENCE ATTENDANCE

Referred to administration.

19. POLICY #60 – RECREATIONAL FACILITY & MISCELLANEOUS USER CHARGES

Referred to administration.

20. GENERAL DISCUSSION

Received for information.

21. ADOPTION OF INFORMATION ITEMS

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

CARRIED

22. IN CAMERA – DEVELOPMENT / PERSONNEL

Moved by Councillor MacPherson that this meeting go In Camera.

CARRIED

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

CARRIED

ADJOURNMENT: Moved by Councillor Moore that this meeting adjourn.

CARRIED

MAYOR – ROB STEEL

SECRETARY-TREASURER – KARINE WILHAUK

**TOWN OF CLARESHOLM
AUGUST 2008 BANK STATEMENT**

RECONCILED BALANCE JULY 31, 2008 **-\$212,687.79**

DEPOSITS TO BANK	DEBITS	CREDITS	BALANCE
RECEIPTS FOR MONTH	\$3,545,437.51		
REVOLVING LOAN RECEIVED	180,000.00		
CURRENT ACCOUNT INTEREST	30.41		
GIC REDEEMED	2,106,858.29		
GIC INTEREST	7,790.60		
U. S. EXCHANGE	0.00		
SUBTOTAL	\$5,840,116.81		
CHARGES TO ACCOUNT			
ACCOUNTS PAYABLE		\$1,614,485.02	
PAYROLL CHARGES		132,955.17	
INTEREST ON REVOLVING LOAN		87.54	
REVOLVING LOAN PAID		180,000.00	
LOAN PAYMENTS		0.00	
MASTERCARD PAYMENT		1,287.63	
GIC PURCHASES/TRANSFERS		3,436,652.80	
NSF CHEQUES		0.00	
SERVICE CHARGES		204.92	
SCHOOL FOUNDATION PAYMENT		0.00	
SUBTOTAL		\$5,365,673.08	
NET BALANCE AT END OF MONTH			\$261,755.94

BANK RECONCILIATION

BALANCE PER BANK	480,983.03		
PLUS OUTSTANDING DEPOSITS	0.00		
LESS OUTSTANDING CHEQUES		-219,227.09	
RECONCILED BALANCE AUGUST 31, 2008			\$261,755.94

OTHER BALANCES:

EXTERNALLY RESTRICTED GIC'S	\$2,012,881.43	
NON-RESTRICTED GIC'S	\$1,700,000.00	
PARKING RESERVE	\$3,499.35	
WALKING PATHS RESERVE	\$1,885.69	
OFFSITE LEVY RESERVE	\$20,443.41	
SUBDIVISION RESERVE	\$68,318.47	
REVOLVING LOAN BALANCE		\$0.00

SUBMITTED TO TOWN COUNCIL THIS 8TH DAY OF SEPTEMBER 2008

MAYOR

SECRETARY-TREASURER

DELEGATIONS

Claresholm Golf Club Presentation to Town of Claresholm

Background

In January 2009 it will have been 20 years since the Management Agreement between the Town of Claresholm and the Claresholm Golf Club came into effect. The Golf Club proposes that it is time for the Town of Claresholm and the Golf Club to reexamine and update the agreement to reflect current environment.

Overview of Key Events in the History of the Claresholm Golf Course

As a basis for discussion, it was seen as helpful to provide an overview of the various events that have lead to the present day arrangement between the Claresholm Golf Club and the Town of Claresholm in regards to management and operation of the golf course.

Prior to 1989

- Course located on east side of Town, sand greens and limited access to water
 - New Nine hole golf course completed on south end of town in 1979.
 - Prime motivators for moving golf course from east side to new site was; lack of water supply on east side site, improving surface drainage from streets and storm run off, opportunity to collect surface water in lagoons both to irrigate Golf Course, and create a water way to drain excess run off into Willow Creek. Also to free up land on east side for residential construction.
 - Building of course funded through Town revenue.
 - Course maintenance equipment purchased by Town of Claresholm
- Town had Operational responsibilities for course.
- Course maintenance assigned to Town employees (along with responsibility for other recreational facilities i.e swimming pool, arena parks etc.).
 - Annual operational deficits were funded by the Town of Claresholm.
 - Golf Club given percentage of memberships and fees collected for selling memberships and fees and for managing tee box.

Golf Club constructed clubhouse on golf course land on a 25 year lease from town. Clubhouse construction funded through grants, donations, money raised by members and volunteer work of Club members.

Bylaw #1292 (Town of Claresholm/Golf Club Agreement of 1989)

- Golf Course remains a public course and property of Town of Claresholm but Golf Club took over management and operation of the nine hole course.
- Prime motivator for Club assuming operations was: concerns over lack of golf course expertise in town employees assigned to course groundskeeping and issues over poor course and greens conditions.
- Existing, and future equipment to be purchased by Golf Club but to remain property of Town.

- Town to cover insurance and Town owned utilities.
Management fee of \$20,000 paid to Golf Club annually.

After 1989 until Present Time

Not for profit society formed with an elected Board of Directors with assumed overall responsibility for management of golf course.

Professional groundskeeper in charge of grounds maintenance.

- Ongoing replacement of, upgrading of, and addition to course and grounds equipment ongoing over the next 12 years.
- High level of volunteerism ongoing on course by club members.
- Golf Club embarked on expansion to 18 holes in 2002, and completed in 2005.
- Funding for course expansion provided by a 1.2 million dollar loan to Golf Club backed by Town of Claresholm (Bylaw #1426).
- Relocation and expansion of the club house completed in 2004. Funding included \$261,000 of grants and donations and \$245,000 funding from Town of Claresholm.
- Golf Professional in charge of Pro Shop and golf course,
Golf Club Loan of \$150,000 for equipment for course maintenance equipment and golf carts backed by Town of Claresholm.
- Terms and conditions of 1989 Agreement remain in effect with the exception of Town response to Golf Club request for a raise in management fee of \$10,000 in 2006, \$20,000 in 2007.
- Adequate quantity and quality of water supply remained an ongoing problem.

Rationale for Reexamining and Updating Management Agreement

Original agreement was structured for a relatively small nine hole operation. Golf Course was seen then as primarily a recreational facility for a limited number of local residents.

Over the ensuing years the Golf Course has become a prime local draw, motivating in-migration, new construction, business activity and tourism (e.g. Alberta Golf Association provincial Junior Tournament held at the course brought in 144 juniors and their families to Claresholm for the four day tournament, filling all available motel space as well as increased activity at camp grounds,, restaurants, and local shopping).

The annual budget for operation of the course has grown from under \$100,000 in 1990 to \$700,000 in 2008.

Proposal

The Golf Club therefore proposes that a joint committee of Town Council representatives and Golf Club representatives be formed to draft an updated Management Agreement, whereupon this revised agreement would be directed back to Town Council and the Golf Club for ratification.

ACTION ITEMS



**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 Chief Elected Official (CEO) and the Chief Administrative Officer (CAO).
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 **4.475 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 day of 2008 A.D.

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

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

Rob Steel, Mayor

Kris Holbeck, CAO



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1516**

A Bylaw of the Town of Claresholm to establish an **Assessment Review Board**.

WHEREAS pursuant to Part 11 of the *Municipal Government Act*, S.A. 1994 c. M-26.1, Council may establish one or more Assessment Review Boards;

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

Definitions:

In this bylaw:

“**Board**” means the Assessment Review Board of three or more members;

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

“**Chair**” means a person chosen as chair of an Assessment Review Board under Section 6 of this bylaw;

“**Complaint**” means a complaint under Part 11 of the *Municipal Government Act*;

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

“**Mayor**” means the Chief Elected Official (CEO) of the Town of Claresholm;

“**Member**” means a member of a Board and includes a Chair and a Presiding Officer;

“**Municipal Government Act**” means the *Municipal Government Act*, S.A. 1994, c.M-26.1;

“**Presiding Officer**” means a member chosen by the members to be the Presiding Officer at one or more hearings under Part 11 of the *Municipal Government Act*;

“**Vacancy**” means an absence from a hearing due to:

- direct or indirect interest in a matter before the Assessment Review Board, or
- an inability or refusal by a member to continue to fulfill his/her obligation as a member of the Board.

Duties:

1. The Board will hear and decide Complaints and related matters.

Membership:

2. Council may by resolution appoint three or more Members to the Board.

Term of Office:

3. Council may by resolution specify the dates of the beginning and end of the term of office of a Member.
4. Council may by resolution appoint a Member for more than one term.

Vacancies:

5. The Mayor may appoint an individual as acting Member of the Board in the case of a Vacancy.

Chair:

6. Before its first hearing after Council appoints its Members, the Members of the Board will choose a Chair from among themselves.
7. The Chair shall be the Presiding Officer at all hearings of the Board, unless a majority of the Members present at a hearing choose another Member to be the Presiding Officer for that hearing.

Duties of Presiding Officer:

8. The Presiding Officer will:
 - a) ensure that hearings are conducted fairly;
 - b) prepare and sign written reasons, if required by the *Municipal Government Act*, for any hearings over which the Presiding Officer presides; and
 - c) review and where appropriate, approve any other documents the CAO may prescribe from time to time for any hearings over which the Presiding Officer presides.

Remuneration and expenses:

9. Council may, by resolution, set the level of remuneration and rate of reimbursement for expenses to be paid to the Members.

Refund of filing fee:

10. Council may by resolution set fees that must be paid to the Town when a Complaint is filed.
11. The CAO may refund a fee paid under section 10:
 - a) to a complainant who withdraws a Complaint as a direct result of the Town issuing an amended assessment notice or amended tax notice; or
 - b) to a complainant who withdraws a Complaint before the CAO has scheduled a hearing of the Complaint.

Fee for copies:

12. A person who wishes to obtain copies of a document or an audio tape relating to Complaints must pay fees in accordance with general policies established by the CAO or Council from time to time.

Solicitor:

13. An independent solicitor may be appointed by the CAO to advise the Board and the CAO about assessment review and related matters.

Number and gender references:

14. All references in this Bylaw will be read with such changes in number and gender as may be appropriate according to whether the reference is to a male or female person, or a corporation or partnership.

Passage:

15. This Bylaw shall come into effect on the date of the third reading.

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

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

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

Rob Steel, Mayor

Kris Holbeck, CAO



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1517**

A Bylaw of the Town of Claresholm to amend Bylaw #1510 being a bylaw respecting water-works, sewers and plumbing in the Town of Claresholm.

WHEREAS it is deemed expedient and proper pursuant to the provisions of the *Municipal Government Act* that the Council of the Town of Claresholm shall issue a Bylaw to amend its existing Water & Sewer Bylaw.

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

1. The Town of Claresholm Water & Sewer Bylaw #1510 shall be amended as follows:

REMOVE: Current Section 7.6
ADD: Revised Section 7.6

External pre-meter spigots / hydrants / taps will not be allowed after July 1, 2009. Property owners must have these devices capped/removed to connect post-meter. These costs are all at the property owner's expense. Once these devices are capped/removed or replumbed, the property owner must contact the Town Superintendent to inspect the work and sign off that it is acceptable by the Town.

If the required changes are not completed by the deadline, the Town will disconnect the water service to the property. Once the work is done and inspected by the Town Superintendent, the water service will be reconnected.

It is the responsibility of the property owner to contact the Town to verify there is no pre-meter spigot/connection on their property. In the interim period, the cost to property owners for the unmetered spigot / hydrant / tap is per Schedule "A". Once the Superintendent has inspected the removal of the spigot, the replumbing to post-meter or determined the property has no external spigot / hydrant / tap pre-meter, an order will be written for the Utilities Administrator to discontinue the charge per Schedule "A" on the property owner's bimonthly invoice.

2. This Bylaw shall take effect on the date of final passage.
3. Bylaw #1510 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

Sept 8



ALBERTA
MUNICIPAL AFFAIRS

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

AR39210

August 20, 2008

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

Dear Mayor Steel:

I am pleased to announce the Municipal Sponsorship Program (MSP) for 2008.

This is the eleventh year of a program that seeks to provide support for projects that improve municipal governance or administration, enhance municipal services or service delivery, and/or increase intermunicipal co-operation.

The budget for this year's program is \$14.7 million. Bonuses for intermunicipal and/or priority projects remain integral components of this program. For approved projects, grant funds can now be used to pay for work done or materials obtained between April 1, 2008 and December 31, 2009. This means that projects your municipality has already initiated may be eligible for grant support. Also, as government is transferring responsibility for ground ambulance services to the province, expenditures related to ground ambulance services are no longer eligible under the 2008 MSP guidelines. Please refer to the program guidelines for more details on program changes.

The program guidelines and application form will be mailed to each municipality, and your chief administrative officer should receive this package soon. The guidelines and form will also be available on the Municipal Affairs website, located at www.municipalaffairs.alberta.ca.

The application deadline is September 30, 2008. Therefore, I strongly encourage you and your administration to start working on your grant application(s) as soon as possible.

We look forward to receiving your application(s) before the deadline of September 30, 2008. I wish you the best of luck with your projects.

Sincerely,

Ray Danyluk
Minister

Sept 8



ALBERTA
MUNICIPAL AFFAIRS

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

AR39275

August 13, 2008

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

Handwritten initials, possibly 'R.S.', in black ink.

Dear Mayor Steel:

Thank you for your project application under the capital funding component of the Municipal Sustainability Initiative (MSI).

I am pleased to inform you that your project described as Patterson Watermain Project has been accepted as a qualifying project under the capital funding guidelines.

As requested, your municipality may apply up to \$405,722 of your MSI capital funding to the qualifying costs of this project.

I wish you, your council, and the municipality's staff success with the project.

Sincerely,

Handwritten signature of Ray Danyluk in black ink.

Ray Danyluk
Minister

cc: Evan Berger, MLA, Livingstone-Macleod
Kris Holbeck, Chief Administrative Officer, Town of Claresholm

Sept 8



ALBERTA
MUNICIPAL AFFAIRS

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

AR39275

August 13, 2008

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

Dear Mayor Steel:

Thank you for your project application under the capital funding component of the Municipal Sustainability Initiative (MSI).

I am pleased to inform you that your project described as South Sanitary Sewer Outfall has been accepted as a qualifying project under the capital funding guidelines.

As requested, your municipality may apply up to \$191,364 of your MSI capital funding to the qualifying costs of this project.

I wish you, your council, and the municipality's staff success with the project.

Sincerely,

Ray Danyluk
Minister

cc: Evan Berger, MLA, Livingstone-Macleod
Kris Holbeck, Chief Administrative Officer, Town of Claresholm



ALBERTA
TRANSPORTATION

Office of the Minister

Sept 8
Agenda

AR36338

August 6, 2008

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

Dear Mayor Steel:

The Government of Alberta is pleased to offer the Alberta Municipal Infrastructure Program (AMIP), which is being administered by the Department of Transportation. We appreciate receiving your municipality's submission of the 2008 Application for Program Acceptance (APA) under the AMIP. Based on our review of the information provided, we are pleased to advise that the projects listed on the attached list are eligible under the terms of the AMIP.

In the event that new projects are proposed for funding under the AMIP, please ensure that a supplementary APA is submitted to Alberta Transportation's regional office.

We would also like to recognize our colleague, Mr. Evan Berger, M.L.A. for Livingstone-Macleod, for his continued support for your projects.

We look forward to working with your municipality regarding your infrastructure needs and wish you success with your projects.

Sincerely,

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

Ray Danyluk
Minister of Municipal Affairs

Attachment

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

Project Location	Phase Name or Limits	Details and Comments	2008	Total
CLARESHOLM			SOUTHERN REGION	

Preliminary Estimated Project Cost by Year Subject to Year-End Reporting to Reflect Actual Project Costs

APPLICATION	Phase Name or Limits	Details and Comments	2008	Total
Outfall Sewer Trunk Line Project	SOUTH FROM 43RD AVENUE AND THEN EAST TO MH 21 (AIRPORT)	CONSTRUCTING A 375MM DIAMETER GRAVITY MAIN FROM SW CORNER OF CHRISTIE ESTATES SOUTH TO SW CORNER OF DEVELOPMENT AND THEN DUE WEST TO MANHOLE 27 AT SW CORNER OF THE AIRPORT.	\$603,110	\$603,110
HIGHWAY #2 WATERMAIN PROJECT	PRIMARY HIGHWAY #2 WITHIN CORPORATE LIMITS	REPLACEMENT OF APPROXIMATELY 545 LINEAR METERS OF 200MM WATER MAIN AND 135 LINEAR METERS OF 25MM SERVICE PIPE ALONG WITH THE REPLACEMENT OF MONOLITHIC SIDEWALK AND CURB AND GUTTER.	\$427,714	\$427,714
Status Subtotals			\$1,030,824	\$1,030,824
Total this application			\$1,030,824	\$1,030,824

Sept 18

Office of the Regional Director
SOUTHERN REGION

Box 314
3rd Floor, Administration Building
909 3rd Avenue North
Lethbridge, Alberta T1H 0H5

Toll-Free Connection
Outside Edmonton – Dial 310-0000
Telephone (403) 381-5426
Fax (403) 382-4412
www.trans.gov.ab.ca

File No. 1515-AUMA-Fall 2008

August 20, 2008

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

Dear Mayor Steel,

RE: FALL 2008 AUMA CONVENTION

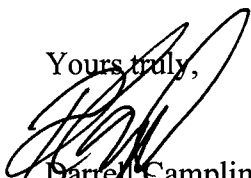
I am pleased to advise that staff from Alberta Transportation will be attending the upcoming Alberta Urban Municipalities Association Convention and Trade Show in Edmonton on October 1-3, 2008.

Representatives from the Southern Region will be available to discuss the department's various financial programs and other transportation matters that may be of interest to you or your council.

Should you wish to arrange a meeting time, please contact Catherine Vachon at (403) 382-4060 or by email at catherine.vachon@gov.ab.ca prior to Monday, September 15, 2008 with your agenda items or specific issues that you wish to discuss. Meetings will be held on Oct 1 and 2, 2008 in Salon 13 at the Shaw Conference Centre located at 9797 Jasper Avenue NW Edmonton, Alberta.

Please note we have limited meeting times available during the conference. Department staff will be available to meet at your convenience if meeting times during the convention are not available.

Yours truly,



Darrell Camplin, P. Eng.
Regional Director

/cv

Sept 8

Office of the Regional Director
SOUTHERN REGION

Box 314
3rd Floor, Administration Building
909 Third Avenue North
Lethbridge, Alberta T1H 0H5

Toll-Free Connection
Outside Edmonton - Dial 310-0000
Telephone 403/381-5426
Fax 403/382-4412
www.trans.gov.ab.ca

File No: 1560-SIP-CLAR

August 13, 2008

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

Dear Mayor Steel:

Please be advised that a grant in the amount of \$222,000 is being electronically transferred to the Town of Claresholm under the Streets Improvement Program.

We look forward to working with your town in continuing to meet your capital infrastructure needs. If you have any questions or concerns regarding this program, please contact Mr. Keith Schenher, Infrastructure Grants Technologist, at (403) 382-4069.

Yours truly,



Darrell Camplin, P.Eng.
Regional Director

for

KS/clh

cc: Mr. Evan Berger, MLA, Livingstone-Macleod
Municipal Programs

August 19, 2008

Ms. Kris Holbeck
Chief Administrative Officer
Town of Claresholm
PO Box 1000
Claresholm, Alberta T0L 0T0

Dear Ms. Holbeck:

On behalf of the Honourable Ray Danyluk, Minister of Municipal Affairs, I am pleased to announce the Municipal Sponsorship Program (MSP) for 2008.

This is the eleventh year of a program that seeks to provide support for projects that improve municipal governance or administration, enhance municipal services or service delivery, and/or increase intermunicipal co-operation.

The budget for this year's program is \$14.7 million. Bonuses for intermunicipal and/or priority projects remain integral components of this program. For approved projects, grant funds can now be used to pay for work done or materials obtained between April 1, 2008 and December 31, 2009. Also, as government is transferring responsibility for ground ambulance services to the province, expenditures related to these services are no longer eligible under the 2008 MSP guidelines.

Your municipality's base grant for the 2008 MSP is \$30,900 based on your 2007 Official Population of 3,700. I have enclosed the MSP program guidelines and application form. These documents are also available on the Municipal Affairs website, located at www.municipalaffairs.alberta.ca.

The application deadline is September 30, 2008, and we are now accepting applications. Therefore, I strongly encourage your municipality to start working on your grant application(s) as soon as possible. If you require assistance, please contact a grant policy advisor by dialing 310-0000, then 780-427-2225.

I wish you success with your projects.

Yours truly,



Michael Merritt
Assistant Deputy Minister

Attachments

\$ 30,900

Memo

To: Council
From: Administration
Date: September 4, 2008
Re: Municipal Sponsorship Grant 2008

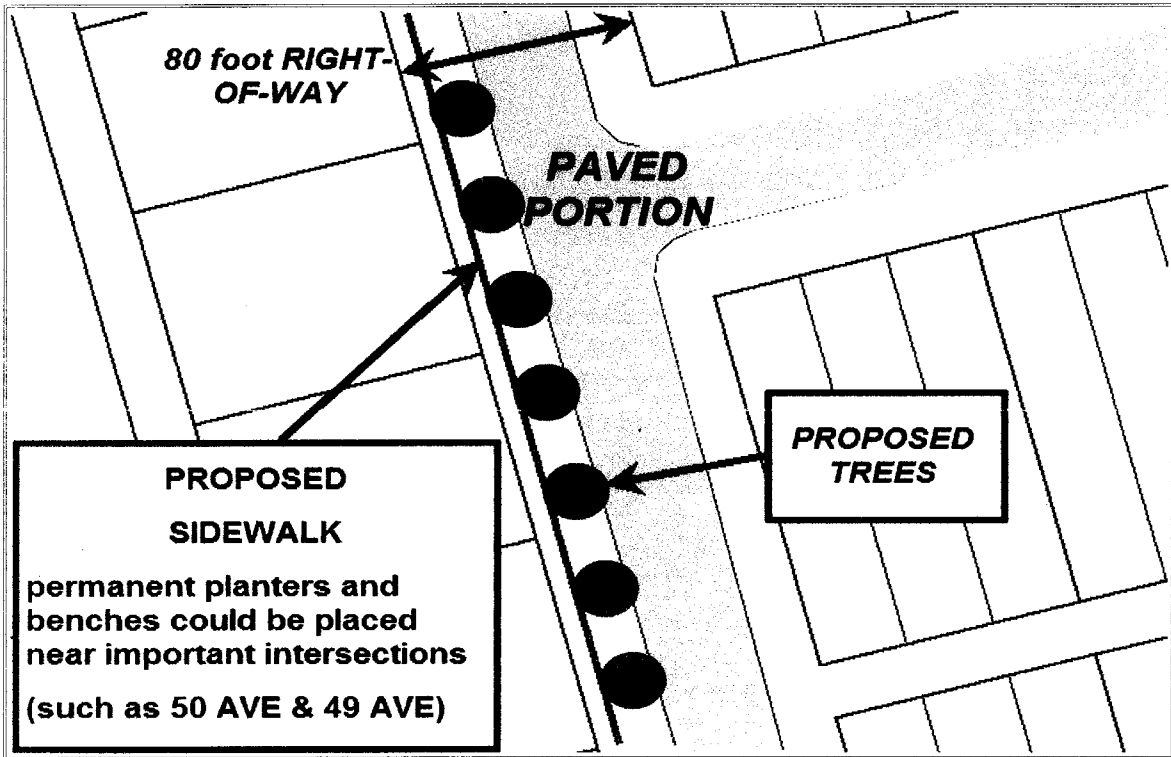
OVERVIEW

The Municipal Sponsorship Grant for 2008 has been received in the amount of \$30,900. ORRSC is requesting the Town enter into an intermunicipal project for a GIS orthography project and allocate 45% of the base grant to this project. Administration is in favor of this project as our orthography needs to be updated (last one May 2005).

This leaves \$16,995 in base amount for potentially two other projects. If these projects are priority projects (per attached examples) there is a 60% bonus which gives us \$27,192 in grant monies available. As the Frog Creek Storm Drainage Project is finished we no longer need to use this grant for that project.

Administration and the Development Department are proposing the remainder of grant funding be used for the following two sustainable projects. These are in line with the intent of our MSP which was completed in 2008.

1. \$10,000 allocated to a rain barrel program where the Town purchases 100 rain barrels at approximately \$60 each and stores them in cold storage. A brochure and advertising is developed to introduce the project to the Town and we have residents purchase the rain barrels for a 10% markup. The development of brochures and ads would occur over the winter by a third party contractor and the program would be rolled out in early spring at the Trade Fair booth. The monies received back would be put in a separate trust fund as seed money for other sustainable projects in the future and the continuation the rail barrel program.
2. \$17,192 allocated to a street tree program on 3rd Street. This street was chosen for two reasons; first the right-of-way width is 80 feet (as opposed to the current 66 foot standard) resulting in 25 feet of boulevard space on the west side of the street. Secondly, the Town has designated this as the Walking Path route. The Town Superintendent has not been in favor of street trees as they can buckle sidewalks and interfere with underground infrastructure via root penetration. Preference would be given to the types of trees that have a less evasive root system than, for instance, the traditional poplar tree which is currently prevalent on streets in Town. The allocation of the 2008 municipal sponsorship grant monies would allow administration to develop a plan for 3rd Street to be implemented over the next 5 – 10 years and once the project was done this street would be a showpiece for all members of the community with trees, plantings and benches.



6. APPENDICES

Appendix A: Shared Provincial – Municipal Priority Projects for 2008

Sections 1 to 6 contain a listing of the general types of priority projects that may be funded under the Municipal Sponsorship Program. The list is not intended to be inclusive and reasonable flexibility will be used in determining the eligibility of specific projects.

1. ENERGY EFFICIENCY

- Energy efficient components of new building construction, such as the increased design costs as a result of including energy efficient options, and the increased construction costs as a result of implementing energy efficient solutions.
- Building retrofits that serve to improve the energy efficiency of current operations, for example:
 - Architectural retrofits that reduce heat transfer (gain or loss) through building components (e.g. walls, roofs, doors and windows);
 - Modifying or upgrading Heating, Ventilating and Air-Conditioning systems (HVAC) to newer, more energy efficient models (e.g., Energy Star qualified furnaces, air conditioners and programmable thermostats);
 - Upgrading insulation, weather-stripping and/or replacing windows with modern sealed-glass windows;
 - Upgrading to an energy efficient furnace/hot water heater;
 - Upgrading or retrofitting the interior and/or exterior lighting to energy saving alternatives;
 - Installation of lighting timers, occupancy sensors and/or dimmers;
 - Building control systems;
 - Retrofitting ice resurfacers to energy efficient alternatives; and
 - Green power generation (e.g., solar pool, geothermal pool, or ground-source heat pump).
- Transportation infrastructure retrofits that includes traffic signal conversion to light emitting diodes (LEDs) and streetlight retrofits.
- Replacing domestic appliances in municipal buildings with new Energy Star qualified appliances (e.g., refrigerators, dishwashers, laundry facilities and water coolers).
- Vehicle fleet retrofits that include conversion of on-road vehicles to, for example, natural gas or the conversion of off-road vehicles, such as ice resurfacers, to, for example, natural gas or battery operation.
- Renewable and alternative energy projects, for example, wind power, photovoltaic (solar), district energy, landfill gas capture, and cogeneration (combined heating and power facilities).
- Energy, greenhouse gas and air pollutant emissions inventory and energy audits of facilities.
- Related initiatives aimed at reducing greenhouse gas and air pollutant emissions.
- Development and implementation of sustainable planning strategies and regulations related to energy efficiency and conservation (e.g. strategies incorporated into the integrated community sustainability plan (ICSP), bylaws).
- Related education and awareness initiatives.
- Related training under this category.

2. INFRASTRUCTURE MANAGEMENT SYSTEMS

- Implementation of the Municipal Infrastructure Management System (MIMS) or other infrastructure management systems, including the purchase of software and the collection, conversion and input of data for:
 - Water distribution systems;
 - Water treatment systems;
 - Wastewater collection systems;
 - Wastewater treatment systems;
 - Stormwater systems;
 - Road systems;
 - Gas systems; and
 - Buildings.
- Data costs include data gathering, data creation and data maintenance efforts.
- Data gathering includes field survey, location by global positioning system, ortho-photo, as-built or record drawings, visual or video inspections, flow tests, structural analysis, condition assessments, modeling, etc.
- Collecting information on the asset type, asset valuation, length or size of asset, location, installation year, condition of the infrastructure, etc.
- Conversion of paper records to digital formats, including Geographic Information System (GIS) or CAD (Computer Assisted Drawing, such as AutoCAD) formats.
- Acquiring a cadastral base or other geographic reference for creation and use with infrastructure data.
- Development of infrastructure system master plans.
- Development of long-term capital plans.
- Purchase of any hardware/software and support to facilitate the infrastructure management including computers, printers, scanners, Global Positioning System (GPS) equipment, network connectivity, technical support, desktop and GIS and GPS systems software, etc.
- Related training under this category.

3. EMERGENCY SERVICES

- Facilities, equipment, vehicles and support related to the following services:
 - Police;
 - Fire; and
 - Disaster and Emergency Measures.
- Typical examples, include:
 - Development of emergency plans and programs such as disaster prevention and recovery programs;
 - Development of safety services programs;
 - Emergency services training facilities;
 - Communications equipment and systems (e.g., pagers, radios, towers);
 - Global positioning and automatic vehicle location systems for emergency service vehicles;
 - Emergency operations centres;
 - Firehall upgrades;
 - Fire fighting equipment (e.g., hoses, pumps, generators, turnout gear and boots, foam packs, air tanks, etc.);
 - Specialized fire fighting vehicles (e.g., pumper trucks, rapid attack trucks, aerial trucks, water delivery tanks (or tanker shuttles), dangerous goods spill recovery tankers and related equipment, mobile command post vehicles, etc.);
 - Specialized rescue equipment and vehicles (e.g., confined space rescue systems, rescue boats, equipment transport vehicles and personnel carriers, etc.);
 - Emergency vehicle storage facilities; and
 - Directional and addressing signage.
- Related training under this category.

4. SUSTAINABILITY AND LAND USE PLANNING

- The development or review of plans, practices and policies related to the sustainability, allocation, management and use of lands and resources, including water based resources. These plans and policies could address a number of development-related issues concerning:
 - The environment;
 - Agricultural, residential, commercial, and industrial development;
 - Parks and open space;
 - Transportation;
 - Servicing (utilities);
 - Economic development; and
 - The coordination of land use, future growth patterns and infrastructure.
- The preparation of statutory and non-statutory plans and related studies, including:
 - Assessments (e.g., environmental impact assessments);
 - Land use and development feasibility studies and modeling;
 - Background studies and research for plan formation;Examples include:
 - Area Structure Plans;
 - Intermunicipal Development Plans;
 - Area Redevelopment Plans;
 - Municipal Development Plans;
 - Growth studies;
 - Tourism studies;
 - Agricultural Diversification studies;
 - Cultural Facilities Plans;
 - Recreation Master Plans (e.g., natural spaces management plan, multi-use utility recreational plan); and
 - Environmental Plans (e.g., lakeshore management studies).
- Conducting sustainable strategic planning, community planning, and development initiatives and the related resources and equipment necessary to conduct this planning work.
- Expenses related to carrying out public consultations in developing a sustainability plan or on any land use planning project.
- Implementing automated systems for the planning, management, modeling, and forecasting of development and land resources.
- The development of educational materials for land use and planning (e.g., a municipal guide).
- The development of design guidelines.
- Purchase of any hardware/software and support to facilitate land use management including computers, printers, scanners, Global Positioning System (GPS) equipment, Geographic Information Systems (GIS), mapping software, network connectivity, technical support, etc.
- Related training under this category.

5. WATER/ WASTEWATER / SOLID WASTE MANAGEMENT SYSTEMS

- Upgrades to water and wastewater infrastructure, including:
 - Water and wastewater treatment facilities;
 - Water and wastewater pumping facilities;
 - Raw water supply line to storage facilities;
 - Raw water storage facilities;
 - Raw water supply lines from storage facilities to treatment facilities;
 - Sewer lift stations;
 - Sewer lines from the collection system to the wastewater treatment facilities;
 - Outfall sewer lines from the wastewater treatment facilities to the point of discharge of disposal and related works;
 - Sewage collection system extensions, upgrades and replacements, including service mains to the property line;
 - Water distribution system extensions, upgrades, and replacements, including individual services to the property line;
 - Treated water supply lines; and
 - Treated water storage facilities and related works (e.g., drinking water facilities in recreation areas; bulk water fill stations, etc.).
- Developing and implementing regional water and wastewater systems.
- Upgrades to Storm Sewer Drainage Systems and Facilities, including:
 - Implementation of storm sewer infrastructure management systems, including the purchase of software and collection and input of data;
 - Construction of new storm water ditches or pipes and major relocation of existing storm water pipes or ditches (does not include routine maintenance or reconditioning of existing ditches or pipes);
 - Replacement or rehabilitation of storm sewer collection lines including service lines, and catch basins;
 - Construction of storm water detention ponds;
 - Construction of new storm water treatment facilities; and
 - Outfall storm sewers to the point of discharge or disposal and related works.
- Planning and/or studies directly related to eligible projects, including:
 - Preparation of infrastructure management systems and plans;
 - Preparation of water conservation plans;
 - Preparation of water source protection plans;
 - Preparation of watershed management plans; and
 - Aquatic ecosystem assessments.
- Monitoring systems to monitor and report on surface water quality and wastewater effluents, the quality of groundwater and water in watersheds, and aquatic ecosystems.
- Conservation strategies, such as:
 - Development of water and wastewater conservation policies;
 - Public education and awareness initiatives;
 - Water and wastewater reuse and recycling technologies;
 - Water meters;
 - Water pricing and billing systems; and
 - Systems and equipment to monitor and report actual water use (e.g., water readers).
- Solid waste management initiatives, such as:
 - Waste collection depots;
 - Waste diversion – recycling and material recovery facilities;
 - Organics management;

- Waste transfer vehicles, landfill compactors, loaders, and material handlers;
- Thermal treatment;
- Waste disposal landfills; and
- Residential garbage bins.
- Programs, initiatives, and audits related to recycling or recovery of waste materials (e.g., residential scrap metal recycling).
- Maintenance expenses related to this category (e.g. sewer flushing).
- Related training under this category.

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
221-45 Avenue West
Claresholm, AB
T0L 0T0

August 20th, 2008
File: N:\1466\004\00\L21

Attention: Kris Holbeck
Chief Administrative Officer

Dear Ms. Holbeck:

**RE: Water Treatment Plant Upgrade
Change Order No. 1 for INFILCO Degremont, Inc.**

In order to facilitate the high rate dissolved air floatation system design in the existing filter bay within the Claresholm South WTP, it was necessary to remove concrete sludge troughs and widen the system. The resultant design change increased the cost of the DAF basin due to the addition of stainless steel sludge troughs and four (4) mixers. The attached "*Change Proposal*" has been submitted by INFILCO Degremont, Inc. in the amount of **\$76,000 USD** not including GST and is ready for execution. The new contract amount for all DAF equipment will be \$806,800 USD.

Please execute appropriate section on "*Change Proposal*" document and forward to:

Ruediger Spielkamp, Project Manager
Infilco Degremont, Inc.
PO Box 71390
Richmond, VA 23255-1390
8007 Discovery Dr
Richmond, VA 23229

I have also included a covering letter for the document that includes all personnel that are to be copied. Should you have any questions or concerns, please contact me at (403) 317-3631.

Yours truly,

MPE ENGINEERING LTD.

A handwritten signature in black ink, appearing to read "M. Stusick", is written over the company name.

M. Jason Stusick, P. Eng.
Project Manager

JS:mw
Enclosure



Water and Wastewater Treatment Solutions

Infilco Degremont, Inc.
PO Box 71390 Richmond, VA 23255-1390
8007 Discovery Dr, Richmond, VA 23229
Telephone: 804.756.7600 Fax: 804.756.7643
Email: idi.info@infilcodegremont.com
Internet: www.infilcodegremont.com

Change Proposal

Date: August 11th 2008

Proposal Number: 50073563.01 - REV 1

Page: 1 of 1

To: Municipality of the Town of Claresholm
221 - 45 Avenue West
Box 1000
Clareshol, AB

Telephone: +1 403 625 3381

Fax: +1 403 625 3869

Email:

Description: Change Proposal Revised Footprint

Reference: 1108620

Attn: Kris Holbeck, CAO

(Hereinafter referred to as "Purchaser")

In order to comply with the revised footprint requirements, as discussed with Jason Stusick from MPE Engineering, we have adjusted our design as follows:

The new footprint of the AquaDAF will be 9.6 m wide x 9.27 m long. This requires the following changes:

- Replacement of the concrete sludge trough with a 304SS, 1/4" thick plate trough
Deeper concrete tanks (0.75 m)
Shorter floc zone
Addition of 1 mixer across each stage - additional 4 mixers

These adjustments will change the total contract value by the amount specified underneath. This amount is based upon all of the Conditions of Sale and other provisions as stated in our Proposal No. 50073563.01 - REV 1, your Purchase Order No. 2481 and the final agreement, signed by you on March 5th.

Table with 5 columns: Quantity, Part Number, Description, Unit Price, Extension. Row 1: 1, [blank], 2 Sludge Troughs + 4 Additional Mixers, 76,000.00, \$76,000.00. Summary row: Order Total: \$76,000.00.

The new contract value will be USD 806,800.--.

Purchasers Acceptance:

INFILCO DEGREMONT INC

Company: Municipality of the Town of Claresholm

By: _____

Title: _____

Date: _____

By: [Signature]

Ruediger Spielkamp, Project Manager

Date: 08/11/2008

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
221-45 Avenue West
Claresholm, AB
T0L 0T0

August 21st, 2008
File: N:\1466\004\00\L24

Attention: Kris Holbeck
Chief Administrative Officer

Dear Ms. Holbeck:

**RE: Water Treatment Plant Upgrade
Change Order No. 2 for INFILCO Degremont, Inc.**

In order to facilitate cost savings and building foot print savings, the compressed air requirements for the High Rate Dissolved Air Floatation system were integrated into the Claresholm WTP compressed air system. The resultant design change decreased the cost of the DAF system due to the removal of two (2) screw compressors and spare parts. The attached "*Change Proposal*" has been submitted by INFILCO Degremont, Inc. in the contract deduct amount of **\$17,000 USD** not including GST and is ready for execution. The new contract value for all DAF equipment will be \$789,800.

Please execute appropriate section on "*Change Proposal*" document and forward to:

Ruediger Spielkamp, Project Manager
Infilco Degremont, Inc.
PO Box 71390
Richmond, VA 23255-1390
8007 Discovery Dr
Richmond, VA 23229

I have also included a covering letter for the document that includes all personnel that are to be copied. Should you have any questions or concerns, please contact me at (403) 317-3631.

Yours truly,

MPE ENGINEERING LTD.

A handwritten signature in black ink, appearing to read "M. Stusick".

M. Jason Stusick, P. Eng.
Project Manager

JS:mw
Enclosure





Water and Wastewater Treatment Solutions

Infilco Degremont, Inc.
PO Box 71390 Richmond, VA 23255-1390
8007 Discovery Dr, Richmond, VA 23229
Telephone: 804.756.7600 Fax: 804.756.7643
Email: idi.info@infilcodegremont.com
Internet: www.infilcodegremont.com

Change Proposal

Date: August 18th 2008

Proposal Number: 50073563.01 - REV 1

Page: 1 of 1

To: Municipality of the Town of Claresholm
221 - 45 Avenue West
Box 1000
Clareshol, AB

Telephone: +1 403 625 3381
Fax: +1 403 625 3869
Email:
Description: Change Proposal Compressor
Reference: 1108620

Attn: Kris Holbeck, CAO

(Hereinafter referred to as "Purchaser")

Infilco Degremont, Inc. ("IDI") will exclude the following described materials and equipment ("Products") and/or services at the prices ("Purchase Price") stated below from its offer and reduce the total contract value by the amount specified underneath. This amount is based upon all of the Conditions of Sale and other provisions as stated in our Proposal No. 50073563.01 - REV 1, your Purchase Order No. 2481 and the final agreement, signed by you on March 5th.

Table with 5 columns: Quantity, Part Number, Description, Unit Price, Extension. Row 1: 1, (blank), 2 Compressors + Spare Parts, (17,000.00), (\$17,000.00). Summary row: Order Total: (\$17,000.00)

The new contract value will be USD 789,800.--.

Purchasers Acceptance:

INFILCO DEGREMONT INC

Company: Municipality of the Town of Claresholm

By: _____

By: [Signature]

Title: _____

Ruediger Spielkamp, Project Manager

Date: _____

Date: 08/18/2008



OLDMAN RIVER REGIONAL SERVICES COMMISSION

Refer to File: 60G-1

July 16, 2008

Kris Holbeck
 Chief Administrative Officer
 Town of Claresholm
 Box 1000
 Claresholm, Alberta
 T0L 0T0

*Received Friday July 18/08
 KH*

2008 Base Grant

\$ 30,900.00 x 45%

= 13,905.00

① - ②

16,995.00

Dear Ms. Holbeck:

Re: 2009 Oldman River Region Urban Orthophotography Project

With the rapid growth that many municipalities have experienced since our May 2005 photography and with the addition of 10 municipalities to the GIS since 2005, several Urban GIS participants have expressed an interest in updating the orthophotography for their municipality.

We propose making a submission to the Municipal Sponsorship Program. Because this would be an intermunicipal project and would be deemed a "priority project", bonuses of 35% and 60% (based on rates from the 2007 program) would be available. This project should qualify as a priority project due to the orthophotography being an integral part of an Infrastructure Management System. This bonus funding in effect doubles your Municipal Sponsorship Grant. In other words, by allocating 45% of your base grant and applying the bonuses, the amount is greater than 100% of the base grant calculation.

For example:

Grant Allocation		35% Bonus		Subtotal		Priority Bonus		Total
\$10,000	+	\$3,500	=	\$13,500	+	\$8,100	=	\$21,600
		(\$10,000 x .35)				(\$13,500 x .60)		

Preliminary investigation indicates the project would cost around \$500,000 and would require a 45% allocation of your municipality's "Base Grant Amount".

The Village of Nobleford has graciously offered to be the managing partner for the proposed project and as such will be submitting the grant application on your behalf, with assistance from ORRSC.

For your attention, please find enclosed a Council Resolution that requires signature and return by August 15, 2008. Program documents outlining project information and projected costs are also enclosed.

If your municipality does not intend to participate, please contact me at (403) 329-1344. Once this initial stage is completed, an Update Meeting will be scheduled.

Yours truly,

A handwritten signature in black ink, appearing to read 'S. Ellert', with a long, sweeping horizontal stroke extending to the right.

Steven Ellert
GIS Technologist

SE/bj

Enclosures (4):

- Project Outline for Municipal Sponsorship Program
- Council Resolution
- Orthophotography Cost Estimate
- Base Grant Calculations

Municipal Sponsorship Program

Town of Claresholm

COUNCIL RESOLUTION

1. "Be it resolved that Council authorizes the Town of Claresholm to participate in a Municipal Sponsorship Program grant application for **2009 Oldman River Region Urban Orthophotography Project** under the Alberta Municipal Affairs and Housing Municipal Sponsorship Program; further
2. That the Town of Claresholm agrees that the **Village of Nobleford** be designated the managing partner of **2009 Oldman River Region Urban Orthophotography Project** for the purpose of applying, receiving, administering, allocating, reporting, and accounting for the grant funds on behalf of the partners; further
3. That the Town of Claresholm agrees to allocate **45%** of its Municipal Sponsorship Program base grant to **2009 Oldman River Region Urban Orthophotography Project**; and further
4. That the Town of Claresholm agrees to enter into a Conditional Grant Agreement governing the purpose and use of the grant funds if it is managing partner, or if not agrees to abide by the terms of the Conditional Grant Agreement signed by the managing partner on behalf of the other eligible municipal partners governing the purpose and use of the grant funds."

Chief Elected Official or Signing Officer
Duly Authorized by Council

Date

2008 Municipal Sponsorship Program Outline for: 2009 Oldman River Region Urban Orthophotography Project

Municipality Information

Village of Nobleford (managing municipality)
Box 67
Nobleford, AB T0L1S0

- The purpose of the Municipal Sponsorship Program is to provide support to municipalities for projects designed to improve the delivery of municipal governance or services and to enhance intermunicipal cooperation.
- The program is available only to Municipalities, Improvement Districts, Special Areas and Métis Settlements with populations between 1 and 20,000.
- A separate grant application is required for each project being undertaken.
- A municipality participating in a project must assign a minimum of 10 percent of its base grant amount to the project.
- In the case of an Intermunicipal Project only one application is required from the managing partner municipality, accompanied by supporting resolution(s) from each participating municipality (including the managing municipality).
- Each municipality is eligible to apply for up to three projects.
- Municipal Sponsorship Program funding must not be used for the municipal share of a provincial-municipal cost shared program or project where the use of other provincial funding is prohibited by that program or project.
- Municipal Sponsorship Program funding must not be used to pay for work done or materials obtained before the Minister signs the conditional grant agreement.
- Projects for this program year will be completed by December 31, 2009.

Project Information

1. Project Name: **2009 Oldman River Region Urban Orthophotography Project**

2. Provide a description of what is to be done. *(Point form is acceptable)*

What:

The 31 Urban Municipal participants of the Oldman River Region Urban GIS Project are jointly seeking high resolution color orthophotography to enhance the capabilities of their GIS. This important project will enable the participants to confirm locations of infrastructure for reporting purposes as outlined by PSAB PS 3150 (tangible capital assets). Infrastructure Management is an important component of the Oldman River Region Urban GIS Project and current high resolution orthophotography is essential to this component.

The procedure involves:

- the capture of high resolution color aerial imagery
- generation and supply of DEM (digital elevation model)
- generation and supply of digital color orthophotography
- generation and supply of 0.5 or 1.0 metre interval contours in CAD format
- authoring of the digital data to the individual GIS's

How:

With the contracted services of a photogrammetric mapping firm and subcontracted aerial photography firm, the Oldman River Regional Services Commission (ORRSC) GIS department, acting as coordinator will receive the digital data as per contract outline. Additional computer hard drive purchase will be required to store the additional digital data. Then, the GIS department will author the digital orthophotography and contours to the individual municipalities' GIS. The digital data resides in ORRSC's office in a secure backed-up environment.

Each Municipality will be able to access this new orthophotography and contour information via their GIS portal. This digital orthophotography will act as a backdrop to the vector mapping that ORRSC, on behalf of the participating municipalities, presently makes available.

Furthermore, the DEMs (digital elevation models) that are created, will be available to each Municipality or their engineering contractor.

3. Identify which of the Municipal Sponsorship Program objective(s) this project meets, and **describe how** it meets the identified objective(s). (Program objectives are: improved governance or administration, enhanced services or service delivery, and/or increased intermunicipal cooperation.)

This proposed project meets all of the Municipal Sponsorship Program objectives and has enabled municipalities to share in a success that would have otherwise been unavailable due to prohibitive costs and manpower requirements. Numerous advantages have been realized as a result of proceeding with the implementation of the regional GIS and in the case of this proposed project, municipalities will see an enhancement in municipal services in particular Infrastructure Management.

4. Provide or attach a detailed breakdown of the cost estimates for each of the Project components that will be funded by the grant. (Note: the total grant dollars allocated **must be equal** to the total grant amount requested in question 8)

Component	Estimated Cost	Grant Dollars Allocated to this Component
Aerial Photography	\$ 127,390.00	\$ 127,390.00
Triangulation	\$ 28,395.00	\$ 28,395.00
Survey	\$ 26,150.00	\$ 26,150.00
Scanning	\$ 23,630.00	\$ 23,630.00
DEM (Digital Elevation Model)	\$ 194,760.00	\$ 194,760.00
Contours	\$ 37,420.00	\$ 37,420.00
Orthophoto	\$ 67,540.00	\$ 67,540.00
Large format plotter and hard drives	\$ 30,000.00	\$ 30,000.00
Authoring and audit costs	\$ 20,000.00	\$ 20,000.00




TOTAL GRANT DOLLARS ALLOCATED \$ 555,285.00 4(a)

If you **ARE** requesting priority bonus funding, calculate what percentage of the Grant Dollars Allocated in 4(a) will be applied to one or more of the priority project categories, and insert that amount in 4(b). **100% 4(b)**

(Note: to qualify for priority bonus funding, the amount in 4(b) must be at least 70%.)

5. Intermunicipal Grant Calculation

(List each participating municipality, (including the managing municipality), and indicate the percentage each municipality is allocating to the project. If necessary attach a separate sheet.)

			
All 31 Municipalities (\$566,778) (see attached spreadsheet)	45.00 %	=	\$ 255,050.10
	Subtotal:		\$ 255,050.10
	x 0.35	=	\$ 89,267.54
	TOTAL		\$ 344,317.64

5(a)

6. Priority Bonus

- Energy Efficiency
- Infrastructure Management
- Systems
- Emergency Services
- Sustainability and Land Use
- Planning
- Water/Wastewater/Solid Waste
- Management Systems
- Recreation

<i>Enter amount from 6(a)</i>	\$	344,317.64
x 0.60	\$	206,590.58

6(a)

7. **TOTAL** grant amount requested. Add amounts from 5(a) and 6(a)

\$	550,908
-----------	----------------

Location	Amount	Rate	Calculation	Amount	Rate	Calculation	Amount	Rate	Calculation	Amount	Rate	Calculation	Amount	Rate	Calculation
Milio	122	\$3,000	\$4,098	\$1,844.10	\$645.44	\$2,489.54	\$1,493.72	\$3,983.26							
Lomond	175	\$3,000	\$4,575	\$2,058.75	\$720.56	\$2,779.31	\$1,667.59	\$4,446.90							
Hill Spring	192	\$3,000	\$4,728	\$2,127.60	\$744.66	\$2,872.26	\$1,723.36	\$4,595.62							
Cowley	219	\$3,000	\$4,971	\$2,236.95	\$782.93	\$3,019.88	\$1,811.93	\$4,831.81							
Arrowwood	224	\$3,000	\$5,016	\$2,257.20	\$790.02	\$3,047.22	\$1,828.33	\$4,875.55							
Carmangay	261	\$3,000	\$5,349	\$2,407.05	\$842.47	\$3,249.52	\$1,949.71	\$5,199.23							
Barons	297	\$3,000	\$5,673	\$2,552.85	\$893.50	\$3,446.35	\$2,067.81	\$5,514.16							
Courts	305	\$3,000	\$5,745	\$2,585.25	\$904.84	\$3,490.09	\$2,094.05	\$5,584.14							
Warner	383	\$3,000	\$6,447	\$2,901.15	\$1,015.40	\$3,916.55	\$2,349.93	\$6,266.48							
Champion	384	\$3,000	\$6,456	\$2,905.20	\$1,016.82	\$3,922.02	\$2,353.21	\$6,275.23							
Granum	445	\$3,000	\$7,005	\$3,152.25	\$1,103.29	\$4,255.54	\$2,553.32	\$6,808.86							
Staveley	497	\$3,000	\$7,473	\$3,362.85	\$1,177.00	\$4,539.85	\$2,723.91	\$7,263.76							
Barnwell	613	\$3,000	\$8,517	\$3,832.65	\$1,341.43	\$5,174.08	\$3,104.45	\$8,278.52							
Nobleford	689	\$3,000	\$9,201	\$4,140.45	\$1,449.16	\$5,589.61	\$3,353.76	\$8,943.37							
Milk River	846	\$3,000	\$10,614	\$4,776.30	\$1,671.71	\$6,448.01	\$3,868.80	\$10,316.81							
Stirling	951	\$3,000	\$11,559	\$5,201.55	\$1,820.54	\$7,022.09	\$4,213.26	\$11,235.35							
Vauxhall	1,069	\$12,000	\$12,483	\$5,617.35	\$1,966.07	\$7,583.42	\$4,550.05	\$12,133.48							
Coalhurst	1,523	\$12,000	\$15,661	\$7,047.45	\$2,466.61	\$9,514.06	\$5,708.43	\$15,222.49							
Picture Butte	1,592	\$12,000	\$16,144	\$7,264.80	\$2,926.35	\$9,807.48	\$5,884.49	\$15,691.97							
Vulcan	1,940	\$12,000	\$18,580	\$8,361.00	\$3,053.14	\$11,287.35	\$7,065.83	\$18,059.76							
Nanton	2,055	\$12,000	\$19,385	\$8,723.25	\$3,081.80	\$11,886.95	\$7,132.17	\$19,019.12							
Magraith	2,081	\$12,000	\$19,567	\$8,805.15	\$3,091.80	\$11,886.95	\$7,132.17	\$19,019.12							
Fort Macleod	3,072	\$12,000	\$26,504	\$11,926.80	\$4,174.38	\$16,101.18	\$9,660.71	\$25,761.89							
Raymond	3,363	\$12,000	\$28,541	\$12,843.45	\$4,492.21	\$17,338.66	\$10,403.19	\$27,741.85							
Cardston	3,578	\$12,000	\$30,046	\$13,520.70	\$4,732.25	\$18,252.95	\$10,951.77	\$29,204.71							
Pincher Creek	3,625	\$12,000	\$30,375	\$13,668.75	\$4,784.06	\$18,452.81	\$11,071.69	\$29,524.50							
Clareholm	3,700	\$12,000	\$30,900	\$13,905.00	\$4,866.75	\$18,771.75	\$11,263.05	\$30,034.80							
Crowsnest Pass	5,749	\$40,000	\$43,745	\$19,685.25	\$6,889.84	\$26,575.09	\$15,945.05	\$42,520.14							
Coaldale	6,177	\$40,000	\$45,885	\$20,648.25	\$7,226.89	\$27,875.14	\$16,725.08	\$44,600.22							
Taber	7,591	\$40,000	\$52,955	\$23,829.75	\$8,340.41	\$32,170.16	\$19,302.10	\$51,472.26							
High River	10,716	\$40,000	\$68,580	\$30,861.00	\$10,801.35	\$41,662.35	\$24,997.41	\$66,659.76							
Total:			\$566,778	\$255,050.10	\$89,267.54	\$344,317.64	\$206,590.58	\$550,908.22							

The Municipal District of Willow Creek No. 26



OFFICE OF THE ADMINISTRATOR • P.O. Box 550 • Claresholm, AB T0L 0T0

www.mdwillowcreek.com

Office (403) 625-3351

Fax (403) 625-3886

Shop (403) 625-3030

August 26, 2008

Claresholm Fire Department
Box 1000
Claresholm, Alberta
T0L 0T0

Dear Members:

Please be advised that the Council has passed a resolution approving the following:

- a) that fire pay for the Claresholm Fire Department as listed below shall be retroactive to January 1, 2008, with the M.D. funding 100% of the cost of rural calls; and further that the cost of meetings and practices be split on a 50% basis with the Town of Claresholm, retroactive to January 1, 2008.
 - i) Fire Chief - \$19.00 per hour
 - ii) Deputy Fire Chief - \$18.00 per hour
 - iii) Fire Captains - \$17.00 per hour
 - iv) Fire Fighters - \$15.00 per hour

- b) that the M.D. of Willow Creek fund 100% of the cost of 24 hour/7 day per week accidental death and dismemberment insurance coverage for all fire fighters listed on the roster including coverage for their spouse and dependent children.

The above funding is subject to receipt of fire pay invoices showing the breakdown of hours for calls, meetings and practices for each individual fire fighter and the provision of a complete roster showing the names of the fire fighters and family members to be covered by VFIS AD&D insurance. These rosters will have to be submitted on a yearly basis to ensure adequate coverage.

This insurance policy is not a life insurance policy but rather a policy covering AD&D insurable incidents up to a maximum of \$300,000. We advised that individual fire fighters do not cancel their existing personal insurance policies without out seeking the advice of their own insurance provider.

..... Page 2.

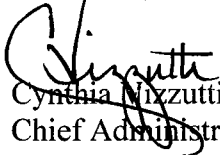
Claresholm Fire Department
August 26, 2008

Page 2.

The cost of the premium for this insurance policy, for all members of the six fire departments will be approximately \$30,000.00 per year, to the M.D.

If you have any further questions, please do not hesitate to contact me in this regard.

Yours truly,


Cynthia Nizzutti CLGM
Chief Administrative Officer

c.c. Town of Claresholm – C.A.O Kris Holbeck



Royal Canadian Gendarmerie royale
Mounted Police du Canada

**FACSIMILE /MESSAGE ENVOI D'UN MESSAGE
TRANSMITTAL PAR TÉLÉCOPIEUR**

Security Classification/Designation Classification/désignation
Precedence - Priorité

TO À	Town of Claresholm	Date	2008-08-27
FOR YOUR INFO. POUR VOTRE INFORM.	Kris Holbeck	Reference No. - N° de référence	
FROM DE	Name - Nom Robin Alexander	Your File - Votre n° de dossier	
	Div. Sub-Div. - S.-div. Branch - Service	Our File - Notre n° de dossier	
	K S.A.D.	PIRS ORI IND SRRJ	CPIC ORI IND CIPC
	Section Unit - Unité Claresholm	OSR - RSO	
		Unit Coll. - Code d'interclass. de serv.	

SENDER - EXPÉDITEUR		RECIPIENT - DESTINATAIRE		
Fax No. - N° de téléc.	Tel. No. - N° de tél.	Fax No. - N° de téléc.	Bus. Tel. No. - N° de tél. bur.	Res. Tel. No. - N° de tél. rés.
403 625-3484	403 625-4445	403 625-3886		

SUBJECT OBJET	AADD&C Convention Meeting with Commanding Officer "K" Division November 12 & 13 Edmonton	Total number of pages including this one: Nombre total de pages, y comprise celle-ci :	2
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COMMENTS
COMMENTAIRES

Good day Kris

This is to advise that this Convention will be occurring on the above noted dates in Edmonton. As a part of this convention, elected officials and senior administrators are invited to meeting with the Commanding Officer of "K" Division to discuss issues concerning policing in Alberta. Your concerns can be local and specific in nature or more general. If you simply wish to meet with him that is fine as well. They have asked me to attempt to pre-determine any issues you may wish to discuss so that the Commanding Officer can prepare. Please advise at your earliest convenience if you wish to attend and any issues you may wish to discuss.

Robin Alexander Sgt
NCO i/c Claresholm Detachment

This message is intended for the use of the addressee. Disclosure of message content may breach one or more laws. If you have received this communication in error, notify the sender immediately by telephone.	Cette communication est exclusivement destinée à qui elle est adressée. La divulgation de son contenu peut constituer une infraction à une ou plusieurs lois. Si vous avez reçu cette communication par erreur, veuillez en aviser immédiatement l'expéditeur par téléphone.
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Operator - Opérateur		Telephone No. - N° de téléphone		Daily No. - N° quotidien
TO BE DELIVERED BY À LIVRER D'ICI LE	Date	Time - Heure	Authorizing Signature - Signature de l'approbateur	Date
REPLY REQUIRED BY RÉPONSE D'ICI LE				2008-08-27
				Time - Heure

Subject: [Fwd: PPSA meetings]
From: Kris Holbeck <kris.holbeck@townofclaresholm.com>
Date: Mon, 18 Aug 2008 16:25:55 -0600
To: Karine <karine@townofclaresholm.com>

Please add to agenda for Sept 8th.

----- Original Message -----
Subject: PPSA meetings
Date: Mon, 18 Aug 2008 17:22:19 -0400
From: Robin ALEXANDER <Robin.Alexander@rcmp-grc.gc.ca>
To: <kris.holbeck@townofclaresholm.com>

Good day,

Earlier this summer I sent out letters wondering if either or you, or the elected officials representing your communities might be interested in attending a short presentation and Q & A period regarding the policing agreements which cover your areas.

The length of the presentations for both Agreements will NOT be more than 3 hours, allowing time for Q&A's. Issues to be discussed are things like resourcing and allocation of policing etc. The schedules will be set up to do a meet and greet, deliver the presentation and then a lunch either before or after the session. With the upcoming 2010 Olympics, provisions exist in these agreements for the Commissioner to 'temporarily withdraw up to 10%' of RCMP members to handle 'emergency' situations. (as was done during the Brooks strike) Also, both of these agreements are being renegotiated. Thus the timing of these information sessions will assist our community partners in becoming aware of possible potential impacts and allow them to make "informed" commentary/input on any existing or proposed amendments to them. We will also touch upon our Resource Methodology and its relationship to the ARLU process and the MPSA/PPSA and Enhanced Policing Agreements in the various jurisdictions.

1) Could you please advise whether or not you would be interested in attending this sort of presentation, and if so, how many people may be interested.

2) I would also appreciate you advising me of any PARTICULAR areas in these agreements you or your communities feel should be specifically addressed. I would like to have your input on both these items by August 15, 2008 to discuss with Client Services the information that will be shared.

PLEASE PROVIDE A RESPONSE, "NIL" responses are required. Thank you.

Robin Alexander (Sgt)
NCO i/c Claresholm Detachment
(403) 625-4445
FAX (403) 625-3484

--
No virus found in this incoming message.
Checked by AVG. Version: 7.5.524 / Virus Database: 270.6.5/1618 - Release Date:
8/18/2008 6:51 AM

September 2, 2008

Mayor Rob Steel & Councillors

Town of Claresholm

The annual Terry Fox Run will take place on Sunday, September 14th, commencing at 2 p.m. at the Fire Hall. Once again the route is 8 km in length and the participants can walk, bike, jog, wheelchair or in-line skate the event.

We are looking forward to another fun and successful afternoon. So come on out and if you cannot, make a donation to the Terry Fox Run or pledge someone who is participating. Become part of a very unique team.....Terry Fox's Team.

Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Debbie Lozeman".

Debbie Lozeman

Terry Fox Run Coordinator

Town of Claresholm

We would like to invite you to our Open House to view the renovations to our school which were made possible by your donations.

Please join us on September 16 at 7:00pm for some donuts and refreshments.

Thank you and we look forward to sharing this with you!

Learn-A-Lot Playschool
Board.



The Bridges at Claresholm Golf Club

Box 2080
Claresholm, AB. T0L 0T0

August 27, 2008

Mayor Steel and Council
Town of Claresholm
Box 1000
Claresholm, AB. T0L 0T0

Re: Request to Waive the Municipal Portion of the 2008 Property Taxes.

Dear Mayor Steel and Council,

The Bridges at Claresholm Golf Club executive would like to make a request to the Town Council for a waiver of the municipal portion in the amount of \$ 4,561.03 of the 2008 property taxes.

Your consideration in this matter is very much appreciated. Thank you.

Yours truly,

A handwritten signature in black ink that reads "Dave Baptie". The signature is written in a cursive style with a long horizontal stroke extending to the right.

Dave Baptie
President

TOWN OF CLARESHOLM

BOX 1000 221 - 45 AVE WEST
 CLARESHOLM, AB T0L 0T0
 (403) 625-3381



**2008
 TAXATION NOTICE
 and PROPERTY ASSESSMENT**

MAILING DATE	2008-Jun-12
DUE DATE	2008-Aug-29
ASSESSMENT COMPLAINT MUST BE RECEIVED ON OR BEFORE	
	2008-Jul-21

ROLL NO.	PROP. SIZE	PORTION	QUAD	SEC	TWP	RGE	MER
11630.000	2.02 AC	YB: 1981+s		0	0	0	0
SUBDIVISION NAME		GOLF CLUB HOUSE					
CIVIC ADDRESS		349 39 AVE W					
MORTGAGE NUMBER		PLAN	BLOCK	LOT			
		7810016	2	B			
MORTGAGE CO. NAME							

TOWN OF CLARESHOLM (GOLF CLUB)
 BOX 2080
 CLARESHOLM, ALBERTA T0L 0T0

PREVIOUS ASSESSMENT		CURRENT ASSESSMENT	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
GOLF COURSE IMPROVEM	314,9	GOLF COURSE IMPROVEM	308,0
GOLF COURSE LAND	29,0	GOLF COURSE LAND	29,0
PREVIOUS TOTAL ASSESSMENT	343,9	CURRENT TOTAL ASSESSMENT	337,0

A COPY OF THIS NOTICE HAS BEEN SENT TO

Take notice that you have been assessed under the provisions of the Municipal Government Act for the above mentioned property and taxes are now due and payable as shown. In the event of non-payment, the said taxes may be recovered as provided in the Municipal Government Act.

IMPORTANT PENALTY INFORMATION

PENALTY CHARGES ON ALL OUTSTANDING TAXES WILL BE LEVIED AS FOLLOWS: 14% AGAINST ALL CURRENT TAXES REMAINING UNPAID AFTER AUGUST 29, 2008 AFTER 4:00 P.M.. A FURTHER 14% PENALTY WILL BE ASSESSED ON ALL TAXES REMAINING UNPAID AFTER DECEMBER 31, 2008 AFTER 4:00 P.M..

FOR COMPARISON 2007 TAXES (NOT INCLUDING LOCAL IMPROVEMENTS) WERE **8,083.52**

TAX INSTALLMENT PAYMENT PROGRAM

CURRENT INSTALLMENT AMOUNT **0.00**

BY JOINING THE PAYMENT PROGRAM YOUR MONTHLY PAYMENTS COULD BE AS LOW AS **575.85**

Your property has been assessed as shown for the above taxation year. The assessment roll will be open for 30 days, after date of mailing, for inspection during office hours. If you or your agent wish to file a complaint to the Assessment Review Board, you or your agent must submit your complaint, and \$50.00 fee per parcel, in writing on or before July 21, 2008 to Kris Holbeck, CAO at the above address. Inquiries concerning assessments should be directed to Lisa Chilton, Tax Administrator at 403-625-3381 or Lance Meeks at Southern Assessment Services, Lethbridge at 403-329-1729. An assessment openhouse will be held on July 8th and 9th at the Town Office by appointment only. Please call 403-625-3381 to set your appointment time.

EDUCATION TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
LIVINGSTONE RANGE SCHOOL DIVISION	0.0053790	26.23898	1,813.15
TOTAL 2008 EDUCATION TAXES			1,813.15

MUNICIPAL AND OTHER TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
BUSINESS LEVY	0.0013600	6.63416	458.43
HOME FOR AGED	0.0002300	1.12197	77.53
MUNICIPAL PURPOSES	0.0135310	66.00489	4,561.03
TOTAL 2008 MUNICIPAL AND OTHER TAXES			5,096.99
SUB-TOTAL 2008 TAXES 11630000			6,910.14

TOTAL 2008 TAXES 11630000			6,910.14
ARREARS OR CREDIT			0.00
TOTAL CURRENT TAXES PAYABLE FOR 2008			6,910.14
THIS AMOUNT DUE AFTER AUGUST 29, 2008		7,877.56	

TOWN OF CLARESHOLM

BOX 1000 221 - 45 AVE WEST
 CLARESHOLM, AB T0L 0T0
 (403) 625-3381



ROLL NUMBER	11630.000
LAST DATE BEFORE PENALTY	2008-Aug-29

**2008
 TAXATION NOTICE
 and PROPERTY ASSESSMENT**

ARREARS OR CREDIT	CURRENT LEVY	NET DUE
0.00	6,910.14	6,910.14

AMOUNT DUE PLEASE PAY
6,910.14
AMOUNT PAID

PLEASE SUBMIT THIS PORTION WHEN MAKING PAYMENT. THANK YOU.

TOWN OF CLARESHOLM (GOLF CLUB)
 BOX 2080
 CLARESHOLM, ALBERTA T0L 0T0

11630000



ALBERTA URBAN MUNICIPALITIES ASSOCIATION

10507 Saskatchewan Drive NW, Edmonton, AB T6E 4S1
Toll Free: 310-AUMA (2862) • Toll Free: 1-800-661-2862
Main: (780) 433-4431 • Fax: (780) 433-4454
e-mail: main@auma.ca • www.auma.ca

September 5, 2008

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

Fax: (403) 625-3869 Plus Hard Copy

Dear Mayor Steel:

**Re: AUMA's Annual Convention and AMSC Trade Show
September 30 – October 3, 2008
SHAW CONFERENCE CENTRE EDMONTON**

I am very pleased to inform you that Town of Claresholm has been nominated and chosen to receive AUMA's **2008 Municipal Sustainability Award: Founder Communities, as one of the five MSP Pilot communities**. The Municipal Sustainability Award recognizes Association members, other organizations and individuals who play a significant role in implementing a municipal sustainability initiative.

This year's Awards Presentation takes place during our AUMA Annual General Meeting, on Thursday October 2, 2008, beginning at 8:00 AM, in Salon A, at the Shaw Conference Centre in Edmonton.

While we would like you or your designate to accept the Award on behalf of the Town, all Council members and your CAO are welcome to join you on the stage for the presentation of the Award.

Please contact Joanne McGill, Provincial Coordinator, MSP Initiative, at the AUMA office (direct line 780-9897409 or toll-free 1-800-661-2862 or e-mail: jmcgill@auma.ca) to RSVP and confirm your attendees.

Also, please be advised that AUMA may contact you to obtain additional presentation material, as necessary.

Congratulations on your accomplishments. I look forward to seeing you at the Convention.

Sincerely,

R. Lloyd Bertschi
AUMA President

Doug Kemery
P.O. Box 1182
Claresholm, Alberta
T0L 0T0

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

RE: Application for Assessment Review Board

As a long time resident of the Town of Claresholm I am applying to become a member of your Tax Assessment Review Board.

I have been employed by the Provincial Government for over thirty-one years in the Property Management Branch and am presently working as a Project Manager. Throughout my career I have had plenty of experience with government policies, procurement practices, maintaining accurate documentation and the importance of confidentiality and fairness.

I believe my contributions on your Tax Assessment Review Board will yield positive results in an atmosphere of openness, fairness and cohesiveness and as a result pronounce this review board as being successful.

Sincerely,

A handwritten signature in black ink, appearing to read 'Douglas Kemery', with a long horizontal line extending to the right.

Douglas Kemery

Aug. 1 - 08

Dear Sir:

I am interested in sitting on
the assessment review board

I have been through the whole
process of assessment review
including the Municipal board
as I now understand how it
all works

Philip Elder
625-3743
B 07 1861

Box 1314
CLARESBOLM AR.

5th Aug. '08

CLARESBOLM TOWN COUNCIL

ATTENTION - CHRIS HOLBECK

I WOULD LIKE TO ASK THE
CLARESBOLM TOWN COUNCIL TO CONSIDER ME AS
A CANDIDATE FOR THE POSITION ON THE A. R. B.
WITH MY LIMITED EXPERIENCE IN TOWN
MATTERS WHILE ON THE M. P. C. I BELIEVE
I HAVE SHOWN THAT I AM ACTIVELY CONCERNED
WITH MATTERS THAT AFFECT THE CITIZENS OF
THIS NICE LITTLE TOWN, AND HOPE THAT I
COULD BE OF A POSITIVE INFLUENCE WITH THIS
COMMITTEE.

THANK YOU.

GRANT JORDAN

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

August 19, 2008

**Town of Claresholm
Box 1000
Claresholm, AB.
T0L 0T0**

Town Council Members

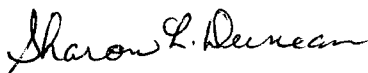
Re: Assessment Review Board Position

Please accept my attached resume as my expression of interest for a position on the Assessment Review Board, as advertised in the Claresholm Local Press.

As a committed community member, I am confident that I can make a significant contribution to the sustainability of Claresholm, through my continued support, with a fair and unbiased assessment of issues, if given the opportunity.

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

Yours truly,



Sharon L, Duncan

Sharon L Duncan
P.O. Box 2601
Claresholm, Alberta, T0L 0T0
Home: 403 – 625-3816 Calgary: 403 – 456-4795
sjduncan@telus.net

Personal Statement:

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

Strengths:

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

Business Experience:

- **2008 – Present – Sobeys** **Claresholm, AB**
Bakery Specialist
- **2007 – 2007 – Bragg Creek BBQ Steak Pit** **Bragg Creek, AB**
General Office and Bldg. duties
- **2005 – 2006 – Bragg Creek Community Association** **Bragg Creek, AB**
Bragg Creek Centre building maintenance, janitorial and special events manager and coordinator
- **1995 – Present – As You Like It Catering, etc.** **Bragg Creek, AB.**
Owner/Operator – Full event catering. Home care services including house sitting with child care, home maintenance and pet care.
- **1991 – 1993 – Lucky Dollar Foods** **Bragg Creek, AB.**
In-store management and cash flow operations, inventory control, training and supervision of staff and retail clerk.
- **1990 – 1991 – Lily Transportation Corporation** **Needham, MA.**
Payroll Coordinator - Payroll and accounting administration, including input and multi-state tax filing. Human resources management, including maintenance of employee records, compensation and benefits administration.
- **1987 – 1989 – Auto Engineering Inc. / BMW Division** **Lexington, MA.**
Office Manager - Accounting services; payables, receivables and ledgers and inventory control. Coordination of dealer transfers and customer relations
- **1986 – 1987 - James Lincoln – Mercury Inc.** **Wakefield, MA.**
Assistant Bookkeeper – Managed inventory control, payables, receivables, costing and compensation, employee records and office administration of benefits and insurance. Additional responsibilities included audit, application of wholesale agreements and loan pay outs
- **1983 - 1986 - Rix-Dunnington, Inc.** **Auburndale, MA.**
Payroll Manager - Increasing responsibilities from payroll clerk to senior accounting clerk and promoted to office management in 1984 for all payroll and compensation administration.

Education:

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

References: References available upon request

Sharon L. Duncan
P. O. Box 2601
Claresholm, AB. T0L 0T0
Home: 403-625-3816 Calgary: 403-456-4795
sjduncan@telus.net

Achievements:

- **2008 – Present – Alberta Easter Seals**
- Director – Program & Government Relations Committee
- **2007 – Present – Town of Claresholm**
- Member Municipal Planning Committee and Subdivision Authority
- **2007 – Present – Claresholm Public Library Board**
Member - Policy/Personnel Committee and Finance Committee
- **2004 – Present - Conservative Party of Canada – MacLeod EDA**
President, 2nd Vice President, Director, Chair-Candidate Nomination Selection Committee, Newsletter Editor & Communications Committees
- **2004 – 2008 – Bragg Creek Community Parade & Pancake Breakfast Committee Coordinator**
Plan, Coordinate and Manage Bragg Creek Days Parade and Breakfast activities
- **2004 – 2007 - M.D. Of Rocky View # 44**
Greater Bragg Creek & Area Structure Plan Commercial Sub Committee - Bragg Creek Chamber of Commerce Representative
- **2001- 2006 – Bragg Creek & Area Chamber of Commerce**
Member, Vice- President, Secretary/Treasurer, Bragg Creek Days Parade and Pancake Breakfast coordinator
- **2001 – 2003 – M.D. Of Rocky View # 44**
Bragg Creek Water & Sewer Citizens Advisory Committee - Bragg Creek Chamber of Commerce Representative
- **1999 – Present - BRAGG CREEK SENIORS' SNOWBIRDS FELLOWSHIP**
Member, Transportation Program Coordinator, Volunteer Coordinator, Support Services Coordinator
- **1998 - Present – Bragg Creek Ladies Auxiliary**
Member and current President
- **1991 – Present - Bragg Creek Community Association**
Lifetime Member, Vice-President, Executive Committee, Treasurer, Director, Events Coordinator, Chair - Facility Management Committee, Bragg Creek Days Committee, Outdoor Sports Committee, Community Groups Committee - Co- Chair-Performing Arts Committee.
- **2004 & 2001 M.D. Of Rocky View # 44 Municipal Councillor Candidate**
- **2004 – Campaign Manager for Spence Bozak**
Foothills-Rocky View Candidate Nomination Race
- **2003 – Bragg Creek Community Coordinator**
Bragg Creek Business Community/Tourism Alberta/Bragg Creek & Area Chamber of Chamber Marketing Travel Brochure Committee
- **2003 - 2004 Canadian Alliance Party - MacLeod Constituency**
Past Director, Member of Candidate Nomination Selection Committee
- **1991 – 2006 – Banff – Cochrane Constituency & Foothills-Rocky View Constituency**
Past Director, Past Vice-President Membership & Member

Awards:

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

Interests: Theatre, Traveling & Writing

Jeff Lee's
try + go +
a map
ready for
Hunters the
air? the

Sept. 22/08
To whom it may concern
We would like to put ~~a~~ in a
request for the use of the
CR. spur-line property. We
would fence the above property
and maintain the fence. Use
would be for horse pasture
at which we have used
this property before for
horse pasture.

Thank-You

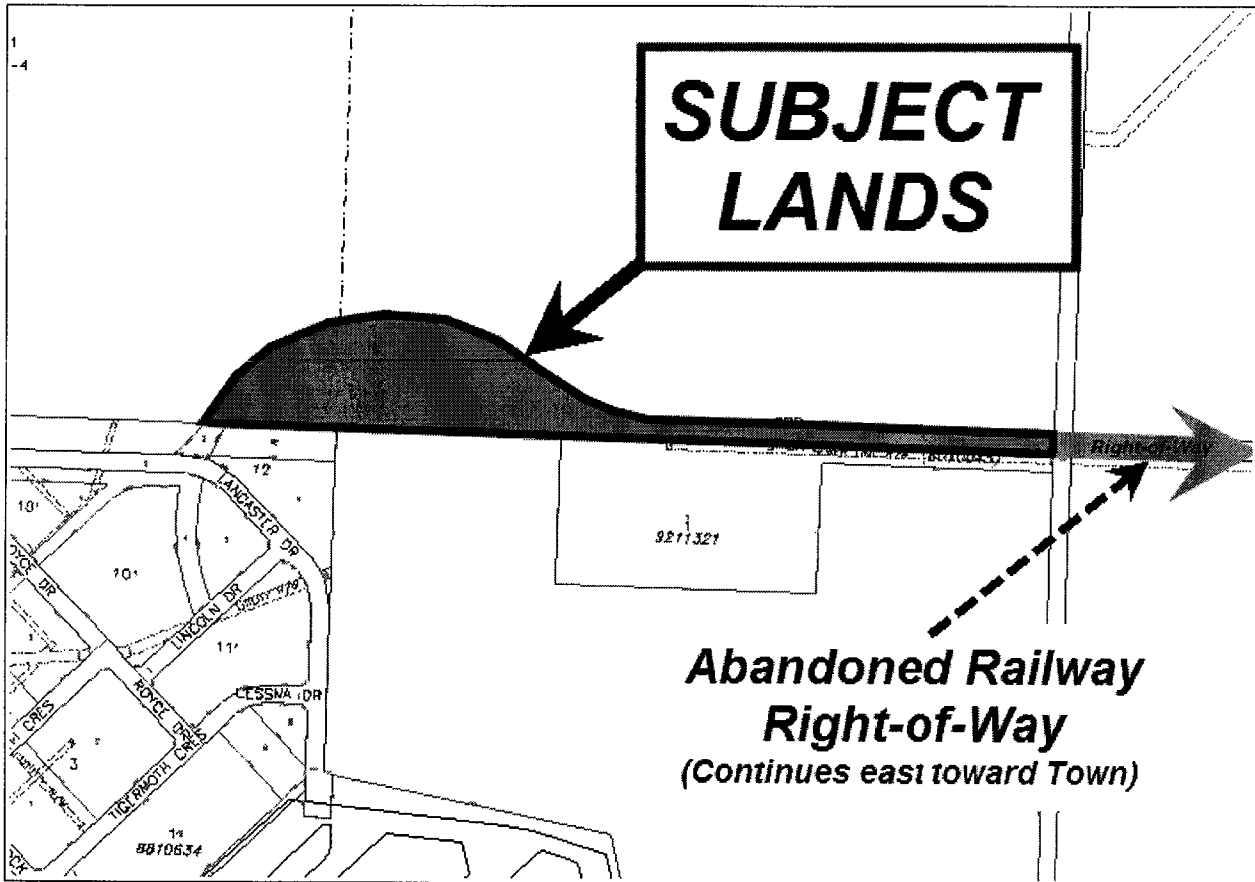
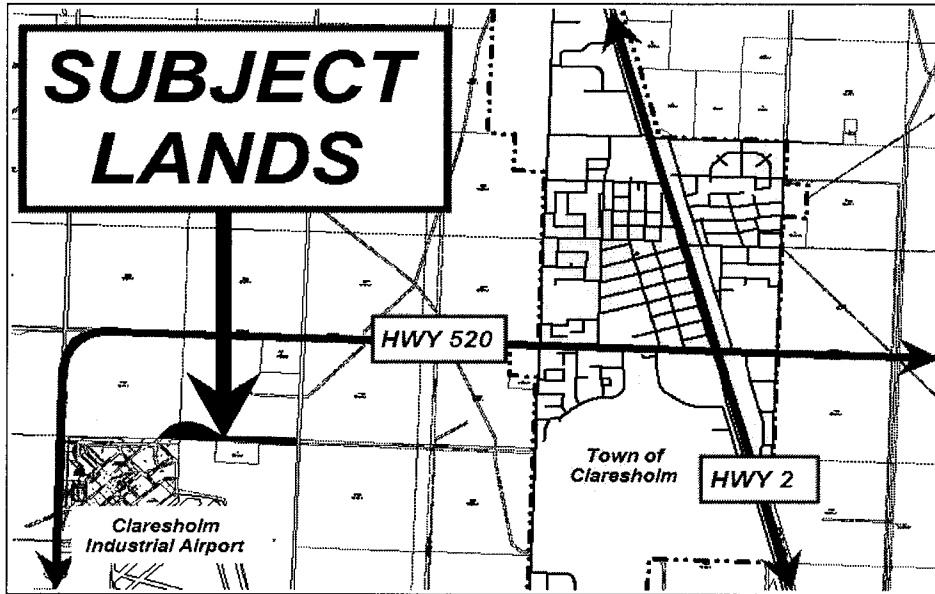
Ed Towars

x. Ed Towars

403-625-2262

**TOWN OF CLARESHOLM
DEVELOPMENT DEPARTMENT**

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





TOWN OF CLARESHOLM

POLICY

POLICY # 80

EFFECTIVE DATE _____

SUBJECT Town Employees Purchasing Town Property

DEPARTMENT Administration

AUTHORITY Council Resolution

DATE PASSED _____

PURPOSE: To establish a consistent policy when Town employees wish to purchase town property that is available to be sold.

GUIDELINES:

1. Tangible capital assets/equipment (with an initial cost greater than \$5,000) with a salvage value of less than \$500 will be available for purchase by Town employees on a first-come first-serve basis.
2. Tangible capital assets/equipment with a salvage value of more than \$500 will be sold at auction or by advertisement to the general public. The highest monetary offer will be the one accepted.
3. Other assets with an initial cost less than \$5,000 (such as computers and equipment) that have not been capitalized and have a nominal salvage value, may be purchased by employees at the cost negotiated between management and staff.
4. Salvage value for the purposes of this Policy will be determined by the Chief Administrative Officer (CAO) and the Town Superintendent.



Conference Attendance Policy #82

PURPOSE: To establish a consistent policy regarding Town Council members and designated staff of the Town of Claresholm attending conferences each year.

POLICY:
Members of Town Council and designated staff members can attend one conference per year that will be paid for by the Town.

GENERAL:
The Town of Claresholm recognizes the importance of Town Council and designated staff attending conferences each year. To show fiscal responsibility while continuing to encourage the pursuit of information, parameters must be placed and enforced on attendance of said conferences. This policy does not cover training/education (one day or half day workshops and seminars).

PARAMETERS:

Town Council

Members of Town Council are permitted one conference per year, which means they can choose to attend the annual AUMA Convention or another comparable convention per year of which the expenses will be paid for/reimbursed by the Town. If a Council member chooses to attend additional conferences, it will be at their own expense, could be funded by another organization or the Councillor can submit their request to the Administrative Committee to approve the additional conference attendance. If the Committee approves the request, the additional conference will be paid for by the Town.

Designated staff members

Designated staff are permitted one professional conference per year of which the expenses will be paid for/reimbursed by the Town. If the designated staff member wishes to attend another conference they can submit their request to the Administrative Committee to approve the additional conference attendance. If the Committee approves the request, the additional conference will be paid for by the Town. Expenses for conferences attended by designated staff will not exceed \$2,000 per year. These expenses are inclusive of mileage, meals, lodging, parking, etc and exclusive of wages.

NOTE:

Policy #66 - Staff Education and Training and Policy #70 - Convention Delegates Expenses should be reviewed for details on allowable expenses and other restrictions.

EFFECTIVE DATE:



Mackin Hall Use Policy #83

PURPOSE: To establish a consistent policy regarding the use of Mackin Hall by the public.

POLICY:

Mackin Hall will remain exclusively for the use of not-for-profit organizations with a focus towards youth activities, mainly the Scouts, with other groups at the discretion of the Scouts designated representative and the Chief Administrative Officer (CAO) of the Town of Claresholm.

GENERAL:

The construction of Mackin Hall was originally intended to provide a space for the Scouts to conduct their weekly meetings, and for the use of youth within the community. Mackin Hall is not to be used by any for-profit groups or for private functions (weddings/birthdays etc).

PARAMETERS:

Formal requests to use Mackin Hall must be presented to the CAO, who will then determine if the request should proceed to the Scouts designated representative.

Any requests for use of Mackin Hall that are for profit purposes or private functions will be refused.

NOTE:

EFFECTIVE DATE:



Recreational Facility & Miscellaneous User Charges Policy #60

PURPOSE: To establish a document showing user fees for recreational facilities under the control of the Town of Claresholm and other miscellaneous user charges that are not clearly defined in the Town of Claresholm bylaws or other policies.

POLICY: Recreational facility user fees and miscellaneous user fees shall be charged based on the attached schedule of costs to users of these facilities or services.

PARAMETERS: The attached schedule shows the user fees charged at the arena, aquatic center, campground, airport et cetera which are not part of a bylaw or another policy.

This policy is to be reviewed annually to ensure the user fees being charged are adequate to Council's policy on cost recovery for that item or facility.

NOTE: Fees on this policy may be changed by Council resolution and updated to the policy at the next formal review of the fees and charges.

EFFECTIVE DATE:

**TOWN OF CLARESHOLM
RECREATIONAL FACILITY & MISCELLANEOUS USER FEE/CHARGES**

Changed from.

DESCRIPTION FEE

CLARESHOLM ARENA

- PRIME TIME ICE RENTAL 57.20/HOUR ~~_____~~ 52.00
- NON PRIME TIME ICE RENTAL 37.30/HOUR ~~_____~~ 33.90
- AA AND OUT OF TOWN RENTAL 82.50/HOUR ~~_____~~ 75-
- OUT OF TOWN 99.65/HOUR ~~_____~~ 90.60
- CONCESSION RENTAL 1,000/YEAR NO CHANGE
- SKATE SHARPENING BUSINESS 300/YEAR ✓
- STORAGE - MEZZANINE 300/YEAR ✓
- STORAGE - ICE LEVEL (SM) 300/YEAR ✓
- STORAGE - ICE LEVEL (LG) 600/YEAR ✓
- ARENA ADVERTISING (RINK) 400/YR - 1ST YR ✓
- ARENA ADVERTISING (RINK) 275 EACH YR THEREAFTER ✓
- ARENA ADVERTISING (FOYER) CMHA AND CSC BE ALLOWED ½ EACH ✓
- ARENA MEZZANINE/LOBBY(non profit) 55/DAY NO CHANGE
- ARENA MEZZANINE/LOBBY(for profit) 100/DAY New
- ARENA MEZZANINE/LOBBY(non profit) 30/EVENING — NO CHANGE
- ARENA MEZZANINE/LOBBY(for profit) 50/EVENING New
- DAMAGE DEPOSIT 400/GROUP NO CHANGE
- PUBLIC SKATING \$500/SEASON FOR CORPORATE NO CHANGE.
- SCHOOLS SPONSORS NO CHARGE PER JOINT USE AGREEMENT ✓

SUMMER RATES (RINK FLOOR)

- RECREATIONAL USE 30/HR, 200/DAY ✓
- COMMUNITYNON-PROFIT 150/DAY ✓
- COMMERCIAL USE 650/DAY ✓

CLARESHOLM AQUATIC CENTRE

- ADULT - DROP IN 4.00, 10 PUNCH 35, ¼ PASS 80, MONTHLY ALL INCLUSIVE 39
- CHILD - DROP IN 2.00, 10 PUNCH 17, ¼ PASS 35, MONTHLY ALL INCLUSIVE N/A
- PRESCHOOL - DROP IN 1.00, 10 PUNCH 8, ¼ PASS 25, MONTHLY ALL INCLUSIVE N/A
- STUDENT/SENIOR - DROP IN 3.00, 10 PUNCH 27, ¼ PASS 52, MONTHLY ALL INCLUSIVE 34
- FAMILY - DROP IN 11.00, 10 PUNCH 90, ¼ PASS 175, MONTHLY ALL INCLUSIVE 100
- PRIVATE RENTAL - 75/HOUR
- SCHOOLS - 40/HOUR
- SWIM CLUB - 30/HOUR
- LESSONS - 30

No CHANGE

WATER/SEWER/GARBAGE

- PER BYLAW
- DUMPSTER RENTAL 40/MONTH

✓

**TOWN OF CLARESHOLM
RECREATIONAL FACILITY & MISCELLANEOUS USER FEE/CHARGES
PAGE 2**

DESCRIPTION **FEE**

CAMPGROUND FEES

- | | | | |
|-----------------------|--------|---|-----------|
| • 30 AMP SERVICED LOT | 25/DAY | } | NO CHANGE |
| • 15 AMP SERVICED LOT | 20/DAY | | |
| • UNSERVICED SITE | 15/DAY | | |
| • TENT SITE | 12/DAY | | |

MISCELLANEOUS FACILITY/USER FEES

- | | | |
|---------------------------|----------------------------|-------------------|
| • AIRPORT HANGAR RENTAL | 100/MONTH | NO CHANGE |
| • AIRPORT TERMINAL BLDG | 125/DAY | ✓ |
| • AIRPORT RUNWAY RENTAL | 125/DAY | ✓ |
| • MAPS | COST + 50% | ✓ |
| • DOG LICENSE (SPAY/NEUT) | 15/YR | ✓ |
| • DOG LICENSE (INTACT) | 40/YR | ✓ |
| • DAYCARE RENT | 100/MONTH | ————— 475/MONTH ★ |
| • PLAYSCHOOL RENT | 150/YEAR | NO CHANGE |
| • FOOD BANK RENT | NO CHARGE | ✓ |
| • ASSESSMENT APPEAL FEE | 50, REFUNDED IF SUCCESSFUL | ✓ |

★ Per Council Resolution THIS WAS LOWERED.

INFORMATION ITEMS



*AMHSA is pleased to announce
the formation of the
Southern Alberta Safety Council!*

We invite all Southern Alberta counties, municipal districts, towns, cities, villages and summer villages to participate. The Council meetings will provide a valuable forum for networking with your peers — members will present information on their health and safety trends, significant incidents, and innovations.

The first meeting will be hosted by the Town of Cardston on

Wednesday, October 8th, 2008 from 10:00 a.m. – 3:00 p.m.

Jim Moroney, Executive Director of AMHSA, will present an update on our recent activities, and the new Formal Workplace Inspections video will be viewed. Alberta Employment and Immigration and Workers' Compensation Board-Alberta are being invited to attend. Lunch will be catered. *See attached agenda and participant report form.*

For more information, please contact Shannon Thomas at AMHSA:

- Email: shannon@amhsa.net
- Telephone: (780) 417-3900
- Toll-free: 1-800-267-9764

RSVP to Wayne Quinton, Town of Cardston (wayne@cardston.ca) by October 3, 2008. Thank you!

Southern Alberta Safety Council Draft Agenda

Wednesday, October 8, 2008 10:00 a.m.
Location: 2nd Floor, Civic Centre, 67 – 3 Avenue West
Town of Cardston

- ❖ **Introductions and Welcome - Jim Moroney** 10:00

- ❖ **Updates** 10:15
 - Workers' Compensation Board
 - Alberta Employment & Immigration
 - Alberta Municipal Health & Safety Association

- ❖ **Information Sharing** 11:00
 - All participants (Please be prepared to report on your municipality's highlights: significant incidents, trends, projects, initiatives, innovations, etc., 5 - 10 minutes – see *enclosed report form*)

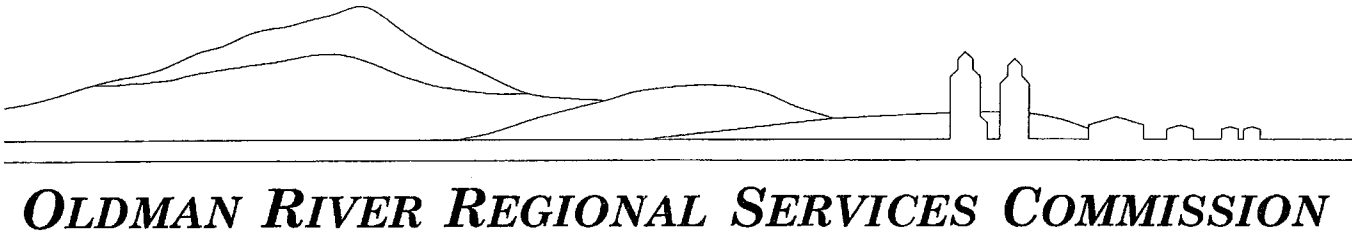
- Lunch**

- ❖ **Information Sharing (Continued)** 1:00

- ❖ **Education Sessions** 2:00
 - Viewing of AMHSA's Formal Workplace Inspections Video
WCB – Modified Work

- ❖ **Set Next Meeting** 3:00
 - Location/Host
 - Date
 - Education Session (volunteer speaker/topic)

- ❖ **Adjournment**



AGENDA - 3 (2008)

**OLDMAN RIVER REGIONAL SERVICES COMMISSION
GENERAL BOARD OF DIRECTORS' MEETING**

Thursday, September 4, 2008 – 7:00 p.m.
RAMADA HOTEL – SCENIC ROOM
2375 Mayor Magrath Drive South, Lethbridge

1. **Approval of Agenda** – September 4, 2008
2. **Approval of Minutes** – June 5, 2008 (attachment)
3. **STAFF PRESENTATION** –

by Lenze Kuiper, Director & Gavin Scott, Planner
“TRANSFER OF DEVELOPMENT CREDITS”
4. **Reports**
 - (a) Executive Committee Report (attachment)
 - (b) 2009 Oldman River Region Urban Orthophotography Project
5. **Business**
 - (a) 2006 and 2007 Financial Statements (attachment)
 - (b) Open Forum – Provincial Land Use Framework Discussion
6. **Accounts**
 - (a) Summary of Balance Sheet and Statement of Income for the
6-month period: January 1 to June 30, 2008 (attachment)
7. **Adjournment** – Next meeting December 4, 2008.....

September
2008

**Claresholm
Elementary School**

5318—2nd St. W.

Box 728

Claresholm, AB

T0L 0T0

Ph: (403) 625-3371

Fax: (403) 625-4920

Email: s-ces@lrsl.ab.ca

www.lrsl.ab.ca/schools/ces

Claresholm Elementary News



Welcome Back!!

Welcome back to another great year at Claresholm Elementary School! It is absolutely fantastic to see so many shining faces lighting up our hallways once again and see so many children excited to start a new year!

Mark Your Calendar

September 2

Breakfast program begins

September 12

Terry Fox Walk

Welcome Back Lunch

Parent Open House

September 19

Staff Planning Day

September 16

School Council Meeting—6:30 pm

October 1-2

Three-Way Conferences

4-7 pm

October 7

School Pictures

I would first like to welcome all of our new students and families to the school. To our returning students and families, it's great to see you once again. I would encourage each of you to get involved in the school and your child's learning—our children are the winners when the link between home and school is strong.

We are extremely excited to offer a special welcome to the new staff joining our team this year:

Mrs. Denea Beer—grade one

Ms. Sheena Conrad—grade two

Mrs. Christy Rossiter—grade three

Mr. Don Mackin—grade four

Mrs. Susan Rasmussen—grade four

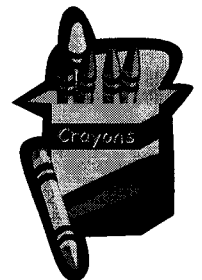
Ms. Melissa Gleeson—Family School Liaison Counsellor

We would also like to extend best wishes to two staff members not returning to our school following the summer—**Mrs. Cheryl Gunderson** and **Mrs. Beth Roemmele**. We will miss you both!

Each month (and sometimes twice a month), we will be sending home a newsletter highlighting the great things happening in our school. These newsletters are also available at the school and on the website. In addition, a Principal's Update is available weekly, highlighting activities happening that week and sharing recent news. To receive the Principal's Update, please submit an email address to the office, make a request in your child's agenda to receive a paper copy or check the website or front entrance for the latest copy.

This will be a year of transition, as we welcome grade four students into our building this year and prepare to make the move to a K-6 school sometime in the following year. We would encourage all families to stay informed by reading information coming home from the school and attending school council meetings. This is an excellent opportunity to work together as a community to continue to ensure the very best schools for our kids!

Together, we can make this another great year of learning and growing for students at Claresholm Elementary School!



School Fees Now Due

Grades 1-4

\$40—Classroom materials

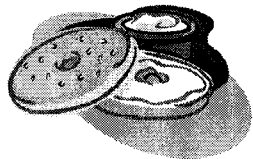
\$10—Technology fees

\$40—Supplies fees

Kindergarten

\$25—Supplies fees

**School fees are due by
September 30. If you are
unable to make this
deadline, please talk to Bev
in the office.**

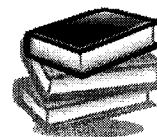


Breakfast Program

Mrs. Deb Bronson is once again coordinating our Breakfast Program every morning at our school. This is available for all students and will be served from the kitchen on the south end of the school. We are asking that students access the program from outside the south doors of the school.

From the Library

Students are scheduled to come to the library for two classes per week (1 class per week in grade four). However, they are able to and encouraged to come in and change their Library Books whenever they want to.



Book Orders

If you order for gifts please note on the order form and write down your phone # so we can call you.

Milk

Milk is available daily for students to buy. The milk sells for \$.70 ea. and is available in white or chocolate. You can pay daily or in advance to your child's teacher.

To reduce the amount of students in the front of the school in the morning, we are asking once again that all students enter the school using the north or south doors. We would like to utilize the front door for adults entering the school and visitors.



~~~~~

## Daily Schedule

*With the inclusion of grade four students in our school, a continued focus on literacy and a divisional move to an early dismissal Friday, the following changes have been made to our daily schedule.*

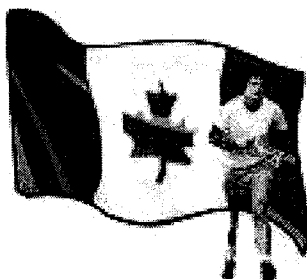
| K-2 Classes     |                 |         | Gr. 3-4 Classes |                 |         |
|-----------------|-----------------|---------|-----------------|-----------------|---------|
| Monday-Thursday |                 | minutes | Monday-Thursday |                 | minutes |
| 8:30            | Period 1        | 30      | 8:30            | Period 1        | 30      |
| 9:00            | Period 2        | 30      | 9:00            | Period 2        | 30      |
| 9:30            | Period 3        | 30      | 9:30            | Period 3        | 30      |
| 10:00           | Recess          | 15      | 10:00           | Period 4        | 30      |
| 10:15           | Period 4        | 30      | 10:30           | Recess          | 15      |
| 10:45           | Period 5        | 30      | 10:45           | Period 5        | 30      |
| 11:15           | Period 6        | 30      | 11:15           | Period 6        | 30      |
| 11:45           | Lunch           | 20      | 11:45           | Lunch           | 20      |
| 12:05           | Recess          | 15      | 12:05           | Recess          | 15      |
| 12:20           | DEAR            | 20      | 12:20           | DEAR            | 20      |
| 12:40           | Period 7        | 30      | 12:40           | Period 7        | 30      |
| 1:10            | Interventions   | 30      | 1:10            | Period 8        | 30      |
| 1:40            | Recess          | 15      | 1:40            | Interventions   | 30      |
| 1:55            | Period 8        | 30      | 2:10            | Recess          | 15      |
| 2:25            | Period 9        | 30      | 2:25            | Period 9        | 30      |
| 2:55            | Literacy Block  | 30      | 2:55            | Literacy Block  | 30      |
| 3:25            | Dismissal       |         | 3:25            | Dismissal       |         |
| Friday          |                 | minutes | Friday          |                 | minutes |
| 8:30            | Period 1        | 30      | 8:30            | Period 1        | 30      |
| 9:00            | Period 2        | 30      | 9:00            | Period 2        | 30      |
| 9:30            | Period 3        | 30      | 9:30            | Period 3        | 30      |
| 10:00           | Recess          | 15      | 10:00           | Period 4        | 30      |
| 10:15           | Period 4        | 30      | 10:30           | Recess          | 15      |
| 10:45           | Period 5        | 30      | 10:45           | Period 5        | 30      |
| 11:15           | Period 6        | 30      | 11:15           | Period 6        | 30      |
| 11:45           | Lunch           | 20      | 11:45           | Lunch           | 20      |
| 12:05           | Recess          | 15      | 12:05           | Recess          | 15      |
| 12:20           | DEAR            | 20      | 12:20           | DEAR            | 20      |
| 12:40           | School-wide DPA | 35      | 12:40           | School-wide DPA | 35      |
| 1:15            | Dismissal       |         | 1:15            | Dismissal       |         |

**Please remember all Claresholm Schools have moved to an early dismissal on Friday. Students at CES will be dismissed at 1:15 pm.**



# Friday, September 12

## Terry Fox Walk Welcome Back Lunch Parent Open House



Friday, September 12 is going to be a very special day at CES and we invite all families to join us for all or portions of the day as we celebrate Terry Fox's dream to find a cure for cancer, enjoy a welcome back lunch together and host a parent open house.

**10:45 am Terry Fox Assembly**

*We will be meeting in the gym to learn about Terry and the importance of his Marathon of Hope*

**11:00 am Terry Fox Walk**

*As a school, we will join in a walk to help remember and celebrate Terry's dream*

**11:30 am Welcome Back Lunch**

*Join us outside for a welcome back lunch. Hot dogs and drinks provided for all*

**12:00 pm Parent Open House**

*While students stay outside on the playground, supervised by teacher assistants, parents are invited to visit their child's classroom and learn more about things happening in classrooms this year. Teachers will be available to share important information with parents and some of the routines and expectations in each classroom.*

**12:45 pm Great Canadian Head Shave**

*This year, two staff members will be shaving their heads to support cancer research in Canada. Join us at the end of the day to see who is losing their hair!*



## Bussing

The bussing system at CES operates in the following manner:

**a.m.** - all buses stop at our school to drop off students.

**p.m.** - only 2 buses stop here after school to pick up students.

They travel over to the Willow Creek Composite High School where they meet the rest of the buses. The Principal or other staff members goes over to the High School on the bus every afternoon to ensure and help our CES students transfer to their regular buses.

To keep this system working effectively and efficiently we need help from parents by notifying the school by a note in the agenda or a telephone call if your child does something different than his normal routine. The parents of country students need to notify the bus driver as well. It is also very important that children have a clear understanding in the morning as to how they will be getting home in the afternoon.

**Thanks for your help.**

## Hot Lunch

Hot Lunch Days will start in October. All food is pre-ordered and pre-paid. Order forms will be sent home mid-September.

This year we need 2 new hot dog ladies/gents to cook hot dogs every Tuesday

This takes about 1.5 hours in the morning, so if you would be able to commit to helping, please contact the office.

# September 2008

| Sunday                 | Monday                    | Tuesday                                                                     | Wednesday                | Thursday                          | Friday                                                                                      | Saturday                          |
|------------------------|---------------------------|-----------------------------------------------------------------------------|--------------------------|-----------------------------------|---------------------------------------------------------------------------------------------|-----------------------------------|
|                        | <b>1</b><br>Mrs. Lindsell | <b>2</b><br><b>Welcome Back!</b><br>Kindergarten Parent<br>Orientation 7 pm | <b>3</b><br>Mike B       | <b>4</b><br>James P               | <b>5</b><br>John-Henry F.                                                                   | <b>6</b>                          |
| <b>7</b>               | <b>8</b>                  | <b>9</b><br>Mrs. Tolley                                                     | <b>10</b>                | <b>11</b><br>Dorian M<br>Aidian W | <b>12</b><br><i>Terry Fox Walk</i><br><i>Welcome Back Lunch</i><br><i>Parent Open House</i> | <b>13</b><br>Lyndon H.<br>Josh T. |
| <b>14</b>              | <b>15</b><br>Mrs. Penner  | <b>16</b><br>School Council<br>@ 6:30 pm                                    | <b>17</b><br>Mackayla A. | <b>18</b>                         | <b>19</b><br><b>Staff Planning<br/>Day</b><br>No school for<br>students                     | <b>20</b>                         |
| <b>21</b><br>Lucas D.  | <b>22</b><br>Kaydence A.  | <b>23</b><br>Jordyn W.                                                      | <b>24</b>                | <b>25</b><br>Brock W.             | <b>26</b><br>Mrs. Thompson                                                                  | <b>27</b>                         |
| <b>28</b><br>Jeremy L. | <b>29</b><br>Austin F.    | <b>30</b><br>Liam M.                                                        |                          |                                   |                                                                                             |                                   |

## What's New for 2008-2009!

*This bookmark is designed to share important changes for 2008-2009 at CES! For more information, visit our website or watch for our back to school newsletter, coming home today!*

### Bell Times

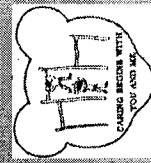
|                    |                                    |
|--------------------|------------------------------------|
| Monday to Thursday | 8:30 am start<br>3:25 pm dismissal |
| Friday             | 8:30 am start<br>1:15 pm dismissal |

### School Supplies

All school supplies have been purchased for students. A discounted school supply has been added to our regular school fees. Students only need a backpack, lunch kit, indoor shoes and two boxes of Kleenex.

### Split Recesses

With the addition of grade four classes, we will be running two separate morning and afternoon recesses for K-2 and 3-4 students. Additional supervision will also be in place for all recess times.



**Clareholm  
Elementary  
School**

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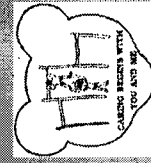
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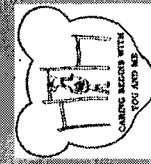
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## Parent Open House

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## Staff Changes

As announced last Spring, there are a number of staff changes at our school this year, including 5 teachers and a new family school liaison counselor. Read the Back to School Newsletter to find out more!

## Student School Entrances

|                |                                                                    |
|----------------|--------------------------------------------------------------------|
| North Entrance | Mrs. McKee's grade 1<br>All grade 2 classes<br>All grade 4 classes |
| South Entrance | Kindergarten<br>Mrs. Beer's grade 1<br>All grade 3 classes         |

## Milk Program

We will once again be offering a milk program, although the cost of milk has increased to 70 cents daily. Please send money with your child if you wish them to have white or chocolate milk for lunch.

We hope to see you at our  
September 12 Terry Fox Walk,  
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