



TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
DECEMBER 16, 2009  
AGENDA

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

CALL TO ORDER

AGENDA:

ADOPTION OF AGENDA

MINUTES:

REGULAR MEETING MINUTES NOVEMBER 23, 2009

FINANCES:

OCTOBER 2009 BANK STATEMENT

DELEGATIONS:

COMMUNITY FUTURES

ACTION ITEMS:

1. BYLAW #1535 – Harvest Square Area Structure Plan  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings
2. BYLAW #1536 – Prairie Shores Area Structure Plan  
RE: 1<sup>st</sup> Reading
3. CORRES: Hon. Ray Danyluk, Minister of Municipal Affairs  
RE: Municipal Sponsorship Program (MSP)
4. CORRES: Hon. Ray Danyluk, Minister of Municipal Affairs  
RE: Regional Consultation Sessions
5. CORRES: Hon. Ray Danyluk, Minister of Municipal Affairs  
RE: Emergency Management Training
6. CORRES: Alberta Transportation  
RE: Alberta Municipal Water/Wastewater Partnership
7. CORRES: Hon. Luke Ouellette, Minister of Transportation  
RE: Canada-Alberta Infrastructure Stimulus Fund
8. CORRES: Alberta Agriculture & Rural Development  
RE: Rat Control Program – Duty of Local Authority
9. SouthGrow Regional Initiative  
RE: Community Support Declaration
10. Southern Alberta Transmission Reinforcement Project – Mayor Steel
11. CORRES: Town of Fort Macleod  
RE: Delegation to Edmonton
12. CORRES: Summer Places Ltd.  
RE: 28 Saskatchewan Crescent, Lot 3
13. CORRES: Claresholm Animal Rescue Society (CAREs)  
RE: Letter of Support for Grant Application
14. CORRES: Arden Dubnewick  
RE: Board Member for Claresholm Library Board
15. Property Tax Exemption Application – Claresholm Golf Club
16. Property Tax Exemption Application – Prairie Winds Clubhouse
17. Museum Donation Approval – Councillor MacPherson  
RE: Antique Tractor
18. CAO Request to Attend Annual Local Government Administrator's Conference
19. DELEGATION RESPONSE: Willow Creek Recycling & Bottle Depot  
RE: Contract Renewal
20. CAPITAL PROJECTS FOR BUDGET DISCUSSION 2010 – 2012
21. ADOPTION OF INFORMATION ITEMS
22. IN CAMERA - LEGAL

**INFORMATION ITEMS:**

1. Cheque Listing for Accounts Payable – November 2009
2. Oldman River Regional Services Commission General Meeting Minutes – September 3, 2009
3. AMSC Insurance Services Ltd. - Pet Insurance Benefit Program
4. AMSC Insurance Services Ltd. - Schedule of Benefits & Rates for 2010 (with 2009 for comparison)
5. West Meadow Elementary Principal's Update – November 23, 2009
6. West Meadow Elementary News – December 2009
7. Olympic News for Parents – December 2, 2009
8. Claresholm & District FCSS Meeting Minutes – October 21, 2009
9. Claresholm & District Transportation Society Meeting Minutes – September 22, 2009
10. Claresholm & District Transportation Society Meeting Minutes – October 6, 2009
11. WC Regional Waste Management Services Commission Meeting Minutes – October 15, 2009
12. RCMP The Year in Review “K” Division 2008-2009 (full 80 page book available to view at office)
13. Oldman River Regional Services Commission Position Paper – November 18, 2009
14. Claresholm Senior's Drop-in Centre – Thank You

**ADJOURNMENT:**



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING MINUTES  
NOVEMBER 23, 2009**

- CALL TO ORDER:** The meeting was called to order at 7:00pm by Mayor Rob Steel
- PRESENT:** Mayor Rob Steel; Councillors: Shirley Isaacson, Don Leonard, Doug MacPherson, David Moore, Connie Quayle and Daryl Sutter; Chief Administrative Officer: Kris Holbeck; Secretary-Treasurer: Karine Wilhauk
- ABSENT:** None
- AGENDA:** Moved by Councillor Sutter that the Agenda be accepted as presented.  
**CARRIED**
- MINUTES:** REGULAR MEETING – NOVEMBER 9, 2009  
Moved by Councillor Moore that the Regular Meeting Minutes of November 9, 2009 be accepted as presented.  
**CARRIED**
- DELEGATIONS:** PLANNING PROTOCOL INC.  
**RE: Prairie Shores Area Structure Plan**  
Representatives of Planning Protocol Inc. failed to appear before Council.
- ACTION ITEMS:**
1. BYLAW #1534 – Unsightly Premises and Snow Removal  
**RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**  
Moved by Councillor Isaacson to give Bylaw #1534, regarding Unsightly Premises and Snow Removal, 2<sup>nd</sup> Reading.  
**CARRIED**  
Moved by Councillor Leonard to give Bylaw #1534, regarding Unsightly Premises and Snow Removal, 3<sup>rd</sup> and Final Reading.  
**CARRIED**
  2. BYLAW #1535 – Harvest Square Area Structure Plan  
**RE: 1<sup>st</sup> Reading**  
Moved by Councillor MacPherson to give Bylaw #1535, regarding the Harvest Square Area Structure Plan, 1<sup>st</sup> Reading.  
**CARRIED**
  3. BYLAW #1536 – Prairie Shores Area Structure Plan  
**RE: 1<sup>st</sup> Reading**  
Referred to Utility Planning Committee.
  4. DELEGATION RESPONSE: Willow Creek Recycling & Bottle Depot  
**RE: Contract Renewal**  
Moved by Councillor MacPherson to postpone discussion on the contract renewal discussion with Willow Creek Recycling & Bottle Depot until the next regular Council meeting.  
**CARRIED**
  5. CORRES: Government of Alberta Assessment Services  
**RE: Follow up to Detailed Assessment Audit of 2007 Roll**  
Received for information.
  6. CORRES: Royal Canadian Mounted Police  
**RE: Deployment of RCMP to the 2010 Olympic Games**  
Received for information.
  7. CORRES: Telus Communications  
**RE: Site Lease Renewal Option**  
Referred to administration.
  8. CORRES: Muniware  
**RE: 2010 Support Agreement**

Moved by Councillor Sutter for administration to sign the 2010 Support Agreement with Municipal Information Systems as presented.

**CARRIED**

**9. CORRES: Summer Places Ltd.  
RE: 28 Saskatchewan Crescent**

Referred to administration.

**10. CORRES: Saddle Ranch Developments Ltd.  
RE: Policy #85, Bylaw #1525**

Moved by Councillor Isaacson to deny the changes to Policy #85 and Bylaw #1525 as proposed by Saddle Ranch Developments Ltd.

**CARRIED**

**11. CORRES: Atco Gas  
RE: No Parking Stalls**

Moved by Councillor Sutter to accept the request of Atco Gas to designate one parking stall in front of their property at 5005 - 2<sup>nd</sup> Street West, where their manhole is located, as "Atco Gas parking only".

**CARRIED**

**12. WATER CONVEYANCE & SUPPLY AGREEMENT – Water Co-op**

Moved by Councillor MacPherson to sign the water conveyance and supply agreement with the Pipeline Water Co-op Ltd. as presented.

**CARRIED**

**13. CORRES: Claresholm Skating Club  
RE: Skate-a-thon**

Moved by Councillor Leonard to send Councillor Sutter as a representative of the Town to participate and the Town will donate \$200 towards the Claresholm Skating Club Skate-a-thon.

**CARRIED**

**14. CORRES: Claresholm Garden Club & Communities in Bloom  
RE: Proposal for a Dedicated Gardener**

Referred to budget.

**15. CAPITAL PROJECTS FOR BUDGET DISCUSSION 2010 -2012**

Received for information.

**16. DECEMBER 2009 COUNCIL MEETING DATE**

Moved by Councillor Quayle to set Wednesday, December 16, 2009 as the only regular Council meeting date in December 2009.

**CARRIED**

**17. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Moore that this meeting adjourn.

**CARRIED**

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Mayor – Rob Steel

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Chief Administrative Officer – Kris Holbeck, CA

**TOWN OF CLARESHOLM  
OCTOBER 2009 BANK STATEMENT**

<b>RECONCILED BALANCE SEPTEMBER 30, 2009</b>			<b>\$5,990.99</b>
<b>DEPOSITS TO BANK</b>	<b>DEBITS</b>	<b>CREDITS</b>	<b>BALANCE</b>
RECEIPTS FOR MONTH	\$511,700.65		
REVOLVING LOAN RECEIVED	0.00		
CURRENT ACCOUNT INTEREST	3.41		
GIC REDEEMED	0.00		
US EXCHANGE	2.05		
TRANSFERS FROM T-BILLS	140,000.00		
SUBTOTAL	\$651,706.11		
<b>CHARGES TO ACCOUNT</b>			
ACCOUNTS PAYABLE		\$267,079.75	
PAYROLL CHARGES		80,728.92	
INTEREST ON REVOLVING LOAN		0.00	
REVOLVING LOAN PAID		0.00	
LOAN PAYMENTS		0.00	
MASTERCARD PAYMENT		1,385.93	
TRANSFERS TO T-BILLS / GIC PURCHASE		152,957.00	
NSF CHEQUES		118.84	
SERVICE CHARGES		103.02	
SCHOOL FOUNDATION PAYMENT		0.00	
SUBTOTAL		\$502,373.46	
<b>NET BALANCE AT END OF MONTH</b>			<b>\$155,323.64</b>
<b>BANK RECONCILIATION</b>			
BALANCE PER BANK	140,101.46		
PLUS OUTSTANDING DEPOSITS	21,180.60		
LESS OUTSTANDING CHEQUES		-5,958.42	
<b>RECONCILED BALANCE OCTOBER 31, 2009</b>			<b>\$155,323.64</b>
<b>OTHER BALANCES:</b>			
EXTERNALLY RES GIC'S & T-BILLS	\$3,416,846.66		
NON-RESTRICTED GIC'S & T-BILLS	\$2,976,115.96		
PARKING RESERVE	\$3,557.51		
WALKING PATHS RESERVE	\$1,926.00		
OFFSITE LEVY RESERVE	\$26,073.04		
SUBDIVISION RESERVE	\$35,526.60		
REVOLVING LOAN BALANCE		\$0.00	

**SUBMITTED TO TOWN COUNCIL THIS 16TH DAY OF DECEMBER 2009**

**MAYOR**

**SECRETARY-TREASURER**

# **DELEGATIONS**

December 9, 2009

Mayor and Town Council  
Town of Claresholm  
Claresholm, Alberta T0L 0T0

Re: Information on Community Futures

We would like an opportunity to inform those present about Community Futures – who are we - what we do and how are we funded?

Sincerely,

Tony Walker  
General Manager

# **ACTION ITEMS**





**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1535**

A Bylaw of the **Town of Claresholm** to **adopt the Harvest Square Area Structure Plan.**

**WHEREAS** Section 633(1) of the *Municipal Government Act*, RSA 2000, Chapter M-26 permits the Council to pass a bylaw to adopt an area structure plan;

**AND WHEREAS** it is deemed expedient and proper to establish a framework for subsequent subdivision and development of land by bylaw;

**AND WHEREAS** the Council deems it desirable to establish an Area Structure Plan for the area of Harvest Square;

**NOW THEREFORE, THE COUNCIL OF THE TOWN OF CLARESHOLM, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:**

1. This Bylaw may be cited as the **“Harvest Square Area Structure Plan Bylaw”**.
2. That the Harvest Square Area Structure Plan attached hereto as Schedule “A” to Bylaw #1535 be adopted.
3. This Bylaw shall come into effect upon passage of Third Reading.

Read a first time in Council this <sup>23</sup> day of <sup>Nov.</sup> 2009 A.D.

Read a second time in Council this      day of      2009 A.D.

Read a third time in Council and finally passed in Council this      day of  
2009 A.D.

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**Rob Steel, Mayor**

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**Kris Holbeck, CAO**

**TOWN OF CLARESHOLM  
MUNICIPAL PLANNING COMMISSION**

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



**Harvest Square Area Structure Plan**

**Recommendation:**

The Town of Claresholm Municipal Planning Commission recommends the Area Structure Plan for the Harvest Square Neighbourhood to Council for their consideration.

**Background:**

The Town of Claresholm became involved in this project in June 2006, leading to its approval in September 2007. The former owners / developers of the property commenced construction, partially completing the development. 2009 brought new ownership of the subject lands and a proposal to make modifications to the previously approval subdivision plans. These modifications were eventually abandoned due to procedural tasks and monetary considerations that would delay the restart of construction.

**Purpose of an Area Structure Plan:**

Section 633 of the Municipal Government Act states that the purpose of an Area Structure Plan is to provide a framework for subsequent subdivision and development of an area of land. Typically, Council adopts an Area Structure Plan by bylaw.

**Municipal Planning Commission Considerations:**

In addition to the above mentioned purpose of an Area Structure Plan the Municipal Planning Commission feels that the Harvest Square Area Structure Plan would ensure that any future modifications to the area would receive adequate public consultation. This would be accomplished as a result of the required public hearing to amend a bylaw. In addition, its recommend that surrounding residents are notified in writing.

The process to amend a bylaw also makes certain that such modifications are considered at the Council level.





**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1536**

A Bylaw of the **Town of Claresholm** to adopt the **Prairie Shores Area Structure Plan**.

**WHEREAS** Section 633(1) of the *Municipal Government Act*, RSA 2000, Chapter M-26 permits the Council to pass a bylaw to adopt an area structure plan;

**AND WHEREAS** it is deemed expedient and proper to establish a framework for subsequent subdivision and development of land by bylaw;

**AND WHEREAS** the Council deems it desirable to establish an Area Structure Plan for the area of Prairie Shores;

**NOW THEREFORE, THE COUNCIL OF THE TOWN OF CLARESHOLM, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:**

1. This Bylaw may be cited as the **"Prairie Shores Area Structure Plan Bylaw"**.
2. That the Prairie Shores Area Structure Plan attached hereto as Schedule "A" to Bylaw #1535 be adopted.
3. This Bylaw shall come into effect upon passage of Third Reading.

Read a first time in Council this      day of      2009 A.D.

Read a second time in Council this      day of      2009 A.D.

Read a third time in Council and finally passed in Council this      day of  
2009 A.D.

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**Rob Steel, Mayor**

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**Kris Holbeck, CAO**

# TOWN OF CLARESHOLM MUNICIPAL PLANNING COMMISSION



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

## *Prairie Shores Area Structure Plan*

### **Recommendation:**

The Town of Claresholm Municipal Planning Commission recommends that Council thoroughly review the Prairie Shores Area Structure Plan. The MPC is willing to participate in further discussion and possible amendments, however at this point the MPC believes that the Area Structure Plan needs to be reviewed at the Council level. Appendices available at the Administration Office.

### **Purpose of an Area Structure Plan:**

Section 633 of the Municipal Government Act states that the purpose of an Area Structure Plan is to provide a framework for subsequent subdivision and development of an area of land. Typically, Council adopts an Area Structure Plan by bylaw.

### **Background:**

The Town of Claresholm became involved in this project in late 2007 by beginning discussions with Planning Protocol Inc. regarding an Area Structure Plan of the of a portion of the SE Quarter-34-12-27-4. Throughout 2008 and the beginning of 2009, numerous drafts were submitted by Planning Protocol and subsequent reviews were undertaken by the Town of Claresholm Development Department, Municipal Planning Commission (Subdivision Authority), Mayor and Oldman River Regional Services Commission. Many changes were made, including the expansion of the scope of the plan to include a portion of the NE Quarter-34-12-27-4, effectively doubling the size of the plan area. The Municipal Planning Commission feels that the Area Structure Plan needs to be reviewed at the Council level.

### **Municipal Planning Commission Considerations:**

The primary concerns stem from the large scale of the Area Structure Plan. The Municipal Planning Commission maintains that the vast size of the proposed ASP is an enormous undertaking and has the potential to affect every facet of the Local Government.

The Municipal Planning Commission suggests that Council thoroughly review the Prairie Shores Area Structure Plan, with emphasis on the following:

1. Storm water management system; in particular the technical details of the wet pond.
2. Lot configuration and design; in particular the 'bubble lots' on the cul-de-sac off the Derochie Drive connector.
3. The external impacts of the development of an area of this size.

2009

# The Town of Claresholm, Alberta Prairie Shores Area Structure Plan



CLARESHOLM

Terence Santiano

Planning Protocol Inc. (Calgary)

6/30/2009

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**Supporting Technical Reports and Related Information**

**APPENDIX 1 – OPEN HOUSE GUEST SIGN IN SHEET AND LOCAL RESIDENT COMMENTS**

FROM OPEN HOUSE FORUM HELD AT THE CLARESHOLM COMMUNITY CENTRE (10/29/2009)

**APPENDIX 2– GEOTECHNICAL INVESTIGATION STUDY, (UNDER SEPARATE COVER)**

SOIL & ENVIRON. CONSULTANT INC. (CALGARY, AB), NOVEMBER 2007

**APPENDIX 3 – STORM DRAINAGE AND POND REPORT, (UNDER SEPARATE COVER)**

LEE MAHER ENGINEERING ASSOCS (CALGARY, AB), APRIL 2008

**APPENDIX 4 - PHASE-1 ENVIRONMENTAL SITE ASSESSMENT, (UNDER SEPARATE COVER)**

SOIL & ENVIRON. CONSULTANT INC. (CALGARY, AB), NOVEMBER 2007

**APPENDIX 5 –TRANSPORTATION TRAFFIC REVIEW, (UNDER SEPARATE COVER)**

ITRANS CONSULTING INC. (CALGARY, AB), MARCH 2008



### Definitions & Interpretations

The **Prairie Shores Area Structure Plan** shall adopt the following definitions:

- i. "Subject Property or Subject or Plan Area or ASP Area" means the property defined as the combined 155.21 acres (62.81 hectares) being portions of SE 34-12-27-4 & NE 34-12-27-4.
- ii. "Council" means the Council of the Town of Claresholm
- iii. "ASP" stands for Area Structure Plan as defined in the Municipal Government Act of the Province of Alberta.
- iv. "MGA" stands for Municipal Government Act of the Province of Alberta (2000).
- v. "Town" means the Town of Claresholm
- vi. "Subdivision Approving Authority" means the Council of the Town of Claresholm
- vii. "Municipal Reserve" (MR) as defined by section 666(1) of the Municipal Government Act of the Province of Alberta.
- viii. "Pedestrian oriented green spaces" refers to a park like area that provides:
  - i. Hard surfaced walk/pathways
  - ii. Grass, possibly combined with any of:
    - Trees, shrubs, park benches, play ground equipment, lighting
  - iii. Separation from vehicular traffic sufficiently to provide feeling of safety

### Referenced External Materials

- i. Province of Alberta Municipal Government Act  
(With Amendments in Force as of May 14, 2002)
- ii. Town of Claresholm Municipal Development Plan Bylaw no. 1490  
(Adopted – 2007)
- iii. Town of Claresholm Land Use Bylaw no. 1525  
(Amended – May 2009)
- iv. Town of Claresholm Servicing Standards for Municipal Improvements  
(Revision - September 2007)

## 1.0 Introduction

The **Prairie Shores Area Structure Plan** ("ASP") has been prepared pursuant to Section 633(1) of the *Province of Alberta Municipal Government Act*, the *Town of Claresholm Municipal Development Plan no. 1490* and *Land Use Bylaw no. 1525*. This ASP provides a framework for the subsequent redesignation, subdivision and development of a 75.21 acre balance (located at SE 34-12-27-4) and an 80.00 acre balance (located at NE 34-12-27-4) for a combined planning area of 155.21 acres, located within the Town of Claresholm.

### 1.1 - PURPOSE

The **Prairie Shores Area Structure Plan** (ASP) provides a comprehensive land use rationale for the redesignation and subdivision of the combined 155.21 acres (62.81 hectares) parcels at SE 34-12-27-4 & NE 34-12-27-4. The policies set forth in the Prairie Shores ASP are intended to guide the development of the subject land for single family/medium density residential, neighbourhood commercial, public green space, and the required infrastructure and support services.

### 1.2 - AREA STRUCTURE PLAN OBJECTIVES

- Objective 1.2.1 - To establish a rational policy framework for the redesignation, subdivision and development of the Prairie Shores Area Structure Plan for multiple housing types (i.e. medium density multi-family & single-family dwellings), pedestrian oriented green space and the required infrastructure and support services in accordance with the *Town of Claresholm Land Use Bylaw no. 1525 & the Town of Claresholm Municipal Development Plan no. 1490*.
- Objective 1.2.2 - To provide a contextual basis to address development constraints and opportunities by describing physical characteristics within the ASP and the surrounding lands.
- Objective 1.2.3 - To institute urban-like design guidelines that assist in establishing a built form that is in character with the Town of Claresholm, enhances safety, creates a sense of place and community, and minimizes conflicts between different land uses.
- Objective 1.2.4 - To initiate a servicing plan that provides for the installation of utilities and infrastructure that is cost effective to service and maintain the area.

## 2.0 Policy & Legislative Context

This ASP is based on the authority and requirements outlined of the *Province of Alberta Municipal Government Act (MGA)*. Section 633(1) of the MGA states: “for the purpose of providing a framework for subsequent subdivision and development of an area of land, a council may, by bylaw, adopt an area structure plan”. The *Town of Claresholm Municipal Development Plan (MDP)* is a statutory plan that establishes the planning vision and direction for the future development of the Town. The Prairie Shores ASP must adhere to the policies within the MDP. Key MDP policies which provide direction for the ASP include the following:

### 2.1- RESIDENTIAL POLICIES FROM THE MDP PERTINENT TO THIS ASP

- ✦ *Future residential development shall be located in accordance with the Future Land Use map. Additional design considerations can be placed on any development upon the recommendation of the Municipal Planning Commission, Mayor and Council, Administration or the subdivision authority prior to approval.*
- ✦ *The Town will encourage residential neighbourhoods to be developed in areas that are in close proximity to schools and community facilities.*
- ✦ *The Town will encourage residential development on the west side of Highway No. 2, and in areas where vistas of the Porcupine Hills can be maximized.*
- ✦ *New residential development will be planned such that existing municipal infrastructure is utilized to the most sustainable extent possible.*
- ✦ *Multiple family dwellings and higher density developments will locate in areas:*
  - ✦ *accessible to an arterial or collector road;*
  - ✦ *where traffic, generated by the development, will not affect the use of roads in the area;*
  - ✦ *accessible to schools and community facilities;*
  - ✦ *where the appearance of an existing residential neighbourhood is not affected.*
- ✦ *New residential subdivisions, including manufactured home subdivisions, should include paved streets, curbs, gutters and sidewalks, and provide underground services that allow for future growth and are easily accessible. The design of these services should be such that during maintenance and reconstruction activities, the disruption of services is kept to a minimum.*
- ✦ *In situations where it is not possible to separate residential development from incompatible uses, a landscaped buffer, berm or some other screening will be required.*
- ✦ *The Town shall continue to depend on private interests for land development.*
- ✦ *Residential areas will be planned to accommodate a wide variety of housing types that enhance the appearance of the Town. By ensuring that residential areas are connected to the community via pedestrian walkways, shopping and educational facilities (including schools) will be located in such a manner that will provide access to all residential areas.*
- ✦ *Developers shall be encouraged to increase the use of low environmental impact materials during the construction of developments.*
- ✦ *Developers shall be encouraged to increase the use of locally reclaimed or recycled materials in the construction of roads, pavements, public spaces and parking lots.*

- ✚ *Developers shall be encouraged to increase the use of locally sourced materials in the construction process.*
- ✚ *Developers shall be encouraged to develop a sustainable water efficiency strategy at a master planning level for the whole site.*
- ✚ *Developers shall ensure that any development on site does not adversely impact upon local public or private water supply through polluting aquifers or groundwater.*
- ✚ *Developers shall reduce the impact of noise upon the development.*
- ✚ *Developers shall minimize the waste produced from the development during construction going to the landfill.*

## 2.2- COMMERCIAL POLICIES FROM THE MDP PERTINENT TO THIS ASP

- ✚ *Commercial development shall take place in accordance with the Future Land Use map. Additional design considerations can be placed on any development upon the recommendation of the Municipal Planning Commission, Mayor and Council, Administration or the subdivision authority prior to approval.*
- ✚ *The Town supports the continuation of the architectural standards set forth in the downtown revitalization plan, produced in cooperation with Alberta Municipal Development during the Alberta Main Streets Program in 1993.*
- ✚ *Given the high degree of public exposure, commercial developments located along the highway corridor shall be developed to a high standard, which will include:*
  - ✚ *Sufficient parking*
  - ✚ *Site landscaping*
  - ✚ *Screen outdoor storage areas*
  - ✚ *Attractive signage and building design*
  - ✚ *Integration with the highway system*
  - ✚ *Provision of services for the travelling public.*

## 2.3- RECREATION, PARKS & OPEN SPACE POLICIES FROM THE MDP PERTINENT TO THIS ASP

- ✚ *Council shall be responsible for coordinating the site selection and development of parks involving input from community recreation stakeholders.*
- ✚ *Council will compel developers to provide lands for neighbourhood parks as a part of residential neighbourhoods. These neighbourhood parks shall serve the local neighbourhood needs and will provide areas to accommodate several activities that may include tot lots, playgrounds and field sports.*
- ✚ *Council will maintain flexibility about park size and facilities in order to take advantage of opportunities as they arise.*
- ✚ *Council will disperse parks throughout Claresholm to make them available to the greatest number of people.*
- ✚ *Attempt to acquire land, for parks or recreational facilities, that is accessible by public transit or pedestrian and bicycle trails.*
- ✚ *Develop a network of recreational trails and bikeways throughout the community that will be accessible to all residents.*

- ✚ *Cooperate with developers to provide parks and recreation facilities, including trails, at the time that development occurs in low and high-density residential areas.*
- ✚ *Whenever possible, establish greenways to link open space areas located in close proximity to one another.*
- ✚ *Encourage the development of landscaping schemes that are attractive and appropriate to the local environment.*
- ✚ *Ensure that the specified trees and shrubs contribute to the ecological value of the site.*

#### 2.4- TRANSPORTATION POLICIES FROM THE MDP PERTINENT TO THIS ASP

- ✚ *The Municipality should enter into a development agreement with potential developers to provide for construction or upgrading of such amenities as roads, light standards, sidewalks, and curb and gutter systems.*
- ✚ *Parking facilities will be paved when connected to a paved street.*
- ✚ *Ensure that building frontages encourage pedestrian usage of streets contributing to vitality.*
- ✚ *The Municipality shall encourage the development of a network of safe bike routes to local facilities near to, and overlooked by, roads and pavements.*
- ✚ *The Municipality shall reduce any need or requirement to travel by car to essential facilities by having them within a reasonable walking distance.*

#### 2.5- MUNICIPAL INFRASTRUCTURE SERVICES POLICIES FROM THE MDP PERTINENT TO THIS ASP

- ✚ *Development will be required to provide a full range of municipal services and utilities, unless otherwise allowed by Town Council, at the expense of the developer and subject to a development agreement.*
- ✚ *The extension of infrastructure systems into future development areas will be planned and undertaken in a manner that is complementary to the land use plan for the area, and utilizes existing infrastructure to the extent feasible.*
- ✚ *In order to maximize the efficiency of existing infrastructure, infill development will be encouraged before the extension of services to new areas.*
- ✚ *The Town will plan and coordinate the installation of utilities with utility companies and rely on the Subdivision Approval Authority to notify developers of required easements and right-of-ways.*
- ✚ *The future design and layout of service extensions will relay on guidance from such reports as any future; Infrastructure Master Plans, an Offsite Levy Bylaw, and/or other infrastructure planning and budgeting strategies which shall be considered when deciding on future growth scenarios and extending municipal services to growth nodes.*

#### 2.6- COMMUNITY CULTURE, WELLNESS & SAFETY POLICIES FROM THE MDP PERTINENT TO THIS ASP

- ✚ *The Municipality will ensure that proposed developments support a vibrant, diverse and inclusive community which integrates with surrounding communities.*

- ✦ *The Municipality (shall) ensure that heritage, or archaeologically important features, are conserved or preserved if present.*

## 2.7- GROWTH STRATEGY POLICIES FROM THE MDP PERTINENT TO THIS ASP

- ✦ *The Town's growth strategy will be based on the general land use framework as outlined in Figure 5 (Town of Claresholm Municipal Development Plan No. 1490)*
- ✦ *The Town's growth strategy will reflect Council's values for effective land use, the provision of municipal services and not encumbering the Municipality with undue financial burdens while attracting new development.*
- ✦ *All development initiatives shall undergo a process to conform to the Alberta Subdivision and Development Regulation with respect to sour gas facilities.*
- ✦ *The Town will ensure that the most sustainable sites are used for development and that the design process, layout structure and form provide a development that is appropriate to the local context and supports a sustainable community.*
- ✦ *The Town will promote the sustainable use of resources, including the reduction and re-use of wastes, related to both the construction and operation of new developments.*
- ✦ *The Town will ensure that developments contribute to the sustainable economic vitality of the local area and immediate surrounding region.*

## 2.8- ASP IMPLEMENTATION REQUIREMENTS FROM THE MDP PERTINENT TO THIS ASP

- ✦ *Prior to the subdivision and/or development of land within the Town of Claresholm, Town Council may require the preparation of an Area Structure Plan. The Area Structure Plan will be required to address:*
  - ✦ *Future land uses*
  - ✦ *General layout for the subdivision of the land*
  - ✦ *Population numbers and density generated by the proposed development*
  - ✦ *Infrastructure requirements*
  - ✦ *General location of major transportation routes and public utilities*
  - ✦ *Sequence of development for the area.*

This ASP also adheres to the concepts of the *Town of Claresholm Municipal Sustainability Plan* that defines a process which: *"Meets the needs of the present generation without compromising the ability of future generations to meet their needs."*

More specific legislation/requirements will be applied to the ASP lands as they are considered for development; these include the *Town of Claresholm Land Use Bylaw no. 1525*, and Provincial Subdivision and Development Regulations and any other applicable policies/regulations.

### 3.0 Area Structure Plan Implementation

The **Prairie Shores Area Structure Plan**, when adopted by Bylaw in accordance with section 633 of the *Province of Alberta Municipal Government Act*, shall become a statutory document of the Town of Claresholm. Pursuant to Section 692 (1), (f) of the *Province of Alberta Municipal Government Act*, Council will hold a Public Hearing with respect to the proposed Bylaw.

This ASP does not supersede, repeal, replace, relegate or otherwise diminish any other statutory plans in effect in the planning area. No development or redevelopment shall be approved unless it conforms to this Area Structure Plan and any other applicable provisions of any other statutory plan in effect in the planning area.

#### 3.1 - AREA STRUCTURE PLAN PROCESS

This ASP is designed to establish long-term planning strategies and guidelines for the Study Area. Over time, changing economic, social or environmental considerations may require periodic review and occasional amendment to the Area Structure Plan. Council, through monitoring of subdivision and development approvals may initiate amendments to the ASP in accordance with the current Part 17 of the MGA. In addition, the landowner or his agents may request, by application, for an amendment of the ASP in accordance with the requirements and procedures of the same Part.

The process will include the following:

- ✦ *The preparation of a baseline assessment which will provide technical background information about the environmental characteristics and infrastructural requirements of the Plan Area. This will include: a transportation study, a stormwater management study, a geotechnical assessment and a Phase 1 Environmental Site Assessment.*
- ✦ *Identifying the needs of both the town & landowner and balance those with the physical and policy constraints outlined by the technical background information & the town's current development manuals to formulate land use policy recommendations*
- ✦ *Preparing a draft ASP with the information provided from the policy recommendations*
- ✦ *Conducting a public open house to gather resident and other stakeholder input.*
  - ✦ *A Public Open House was held on October 29, 2009 at the Claresholm Community Centre. Local area residents were invited through directed mail-out letters and through an advertisement which was published for two consecutive weeks in the "Claresholm Local Press". Copies of the newspaper advertisement, the guest sign-in sheet and collected comment sheets are included as Appendix 1.*
- ✦ *Analyzing the comments received and incorporating them (if comments have merit), into the draft ASP.*
- ✦ *Review of the documents by the Town administration and then the forwarding of them to Council to initiate the public hearing process.*
- ✦ *Adoption of the ASP by Council as a statutory bylaw.*

## 4.0 Planning Area

### 4.1 - PLANNING AREA LOCATION

The Plan Area is the combined +/- 155.21 ac. (62.81 ha.) east portions of SE 34-12-27-4 & NE 34-12-27-4, contained within the existing boundaries of the Town of Claresholm. 8<sup>th</sup> Street W runs adjacent to the entire eastern boundary of the Subject Property, and the easement extending west from 59<sup>th</sup> Avenue W acts as the southern property boundary. Highway 2 is about 600 M east of the Subject Property at 59<sup>th</sup> Avenue W. **Figure 1** shows the subject property location within the Town of Claresholm.

### 4.2 - LEGAL DEFINITION OF PLANNING AREA

MERIDIAN 4; RANGE 27; TOWNSHIP 12; SECTION 34;  
 LEGAL SUBDIVISIONS 1 AND 8  
 CONTAINING 32.4 HECTARES (80 ACRES) MORE OR LESS  
 EXCEPTING THEREOUT:                      HECTARES (ACRES) MORE OR LESS  
 A) PLAN 0713453 SUBDIVISION              1.94              4.79  
 EXCEPTING THEREOUT ALL MINES AND MINERALS  
 ESTATE: FEE SIMPLE  
 MUNICIPALITY: TOWN OF CLARESHOLM

&

MERIDIAN 4; RANGE 27; TOWNSHIP 12; SECTION 34;  
 LEGAL SUBDIVISIONS 9 AND 16  
 EXCEPTING THEREOUT ALL MINES AND MINERALS  
 AREA: 32.4 HECTARES (80 ACRES) MORE OR LESS  
 ESTATE: FEE SIMPLE  
 MUNICIPALITY: TOWN OF CLARESHOLM

### 4.3 - BOUNDARIES OF PLANNING AREA

The Plan Area is bounded to the:

- ▲ North by Township Road 130, and the east portion of SE 3-13-27-4 (adjacent and north of Township Road 130) & Plan 9210775; Block 1 (also adjacent and north of Township Road 130).
- East by 8th Street W.
- ▼ South by the 59<sup>th</sup> Avenue W easement extension, and
- ◀ West by the 80 acre portions of SE 34-12-27-4 & NE 34-12-27-4.

**Figure 2** – shows the property boundaries.

### 4.4 - CURRENT LAND USE

The Plan Area is currently being used for agricultural activities. The existing designation of the subject property is divided into two primary land districts. The 80 acre portion of NE 34-12-27-4 is designated as Agricultural (A); the 75.21 acre portion of SE 34-12-27-4



is designated as a Single-Detached Residential (R1) District as defined in the *Town of Claresholm Land Use Bylaw No. 1525*.

#### 4.5 - SURROUNDING ACTIVITY AND LAND USE

There are several land use districts that surround the subject property identified in the *Town of Claresholm Land Use Bylaw No. 1525*.

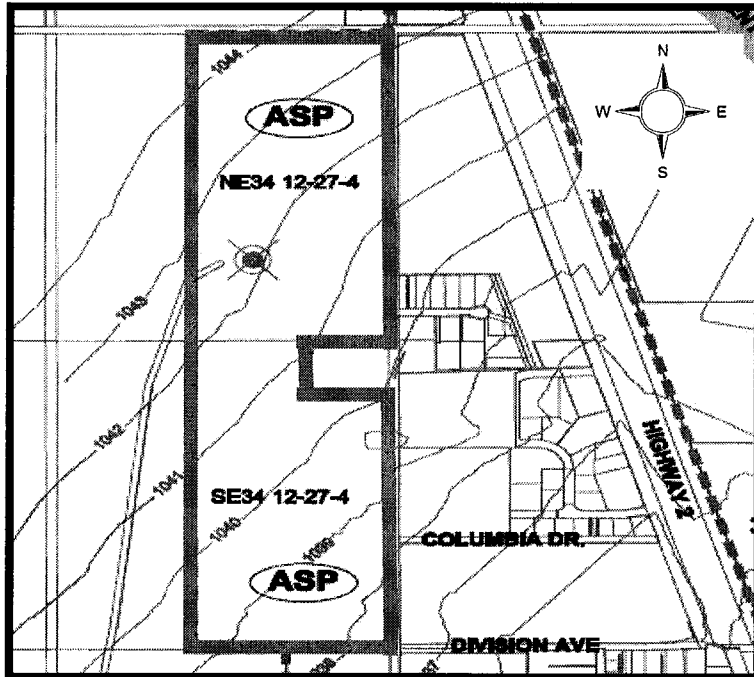
- North – North of Subject Property is Township Road 130 and beyond that is SE 3-13-27-4 and Plan 9210775; Block 1. The SE 3-13-27-4 (Municipal District of Willow Creek No. 26) is used for agricultural activity. Plan 9210775; Block 1 is currently used for commercial activities (implementation dealership/service) related to the agricultural industry
- East – the Subject Property is flanked by 8<sup>th</sup> Street W. East of Eighth Street W, are lands zoned for Industrial (I1) use and Public (P) use. There are amenities for public use on these lands such as ball diamonds, and an Agri-Plex.
- South – Plan 0810193; Block 1; Lot 1; accommodates West Meadow School, a middle school from grades 4 to 8 (the school is currently being renovated to accommodate Kindergarten through to grade 6), which is zoned for Public (P) use. The rest of the land (Municipal District of Willow Creek No. 26) to the south of the school is undeveloped agricultural land.
- West – The land to the west is outside of the Town of Claresholm boundaries in the Municipal District of Willow Creek No. 26 and is currently undeveloped and used for agricultural and farming activity.

The surrounding land uses in the immediate region of the study area is shown on **Figure 3**.

## 5.0 Physical Site Features

### 5.1- TOPOGRAPHY

The Plan Area is generally flat with a very slight southeast downward slope as seen on *Exhibit A and on Figure 4*.



*Exhibit A – Contour lines of the subject property  
(From the Town of Claresholm MDP)*

### 5.2- VEGETATION

The Plan Area is clear of any tree groups or shrubbery. The entire Plan Area is covered with native prairie grasses along the edges, with the balance covered in crop vegetation/stubble.

### 5.3- EXISTING DWELLINGS /STRUCTURES

There are no structures or development in the Plan Area except for a gas well that has been since drilled and cased. **Figure 4** – shows the property from an aerial perspective.

### 5.4- SUBSURFACE CONDITIONS

**Soil & Environ. Consulting Inc.** produced a *Geotechnical Investigation Report* for the Plan Area as required by the Town of Claresholm Land Use Bylaw. The investigation concludes that the in situ clay content is suitable for the combination of a retention pond/artificial lake design as well and building and infrastructure construction. The report also comments on the recommended loads for foundation systems, and fill placement. This report has been submitted under a separate cover as *Appendix 2*.

#### 5.5- STORMWATER MANAGEMENT

**Lee Maher Engineering Consultants Ltd.** was assigned to prepare a Storm Drainage and Pond Report as required by the Town of Claresholm. An analysis of the Hydrologic identified the catchment area, estimated surface run-off by the development and the drainage patterns to direct it to the pond & then discharge it at a pre-development flow rate in order to meet Alberta Environment Standards. All technical details are included as *Appendix 4*.

#### 5.6- ENVIRONMENTAL CONSIDERATIONS

**Soil & Environ. Consultants Inc.** produced a Phase I Environmental Site Assessment of the Subject Property. The investigation included a historical land titles search, an aerial photograph interpretation, a site inspection, and interviews. It concluded that there was no indication of contamination on the property and that no further environmental investigation is required at this time. This report has been submitted under a separate cover as *Appendix 4*.

Property of Planning Protocol Inc. / For Discussion Purposes Only

## 6.0 Proposed Development

The goal of the **Prairie Shores Area Structure Plan** is to create a comprehensively planned multiple housing types within the area incorporating a 4-season wet storm pond with inter connection to adjacent lands. The ASP proposes that the subject lands be redesignated to allow R1, R2, R4 Residential Districts, a small neighbourhood commercial parcel and Municipal Reserve (for public green spaces, public utility lots and pedestrian pathways). It is anticipated that the development will be completely built out in 11 phases. A conceptual layout of land uses is shown in **Figure 5** with the areas calculated in *Table 1*.

### Policies

Policy 6.0.1 - Lands within the Prairie Shores Area Structure Plan shall be subdivided as generally shown in Figure and as calculated in *Table 1*.

**Table 1: Proposed Subdivision Statistics**

Land Use	Ac.	Ha.	%	Lots	Units
Single Detached Residential (R1) District	84.4	34.2	54	615	615
Duplex (R2) District	9.6	3.9	6	57	114
Multiple Residential (R4) District	3.5	1.4	2	4	70
Neighbourhood Commercial (C3) District	1.0	0.4	1	-	-
Roads (including future accesses & lanes)	35.7	14.4	23	-	-
Public (P) Space (Municipal Reserve)	18.4	7.4	12	-	-
Public Utility Lot (Storm Pond)	2.6	1.1	2	-	-
<b>Total</b>	<b>155.2</b>	<b>62.8</b>	<b>100</b>	<b>676</b>	<b>801</b>

This ASP proposes an average residential density of 5.1 UPA (12.6 UPH)

### 6.1- SINGLE DETACHED RESIDENTIAL (R1) DISTRICT

The low density residential component will be composed of single-family dwellings and occupy approximately 85.3 acres (34.5 hectares). Approximately 615 units are expected to be created. Corner R1 lots will have a minimum parcel area of 500 m<sup>2</sup> (0.12 acres/0.05 hectares). Interior R1 lots will have a minimum parcel area of 464.5 m<sup>2</sup> (0.11 acres/0.05 hectares)

### Policies

Policy 6.1.1 - Single detached residential lands subdivided within the ASP boundaries shall conform to the minimum requirements for parcel size, width, and front, side, and rear setbacks of the Single Detached Residential (R1) District as defined in the *Town of Claresholm Land Use Bylaw no. 1525*.

Policy 6.1.2 - Lands designated under the Single Detached Residential (R1) District within the ASP boundaries shall conform to the permitted land uses and discretionary land uses set forth by the *Town of Claresholm Land Use Bylaw no. 1525*.

Policy 6.1.3 - To instill a sense of security while promoting an open esthetic quality, R1 type housing surrounding the pond/park areas will be

suitably integrated into the public space by the use of a uniform semi-permeable fence system (either a 4 foot high chain linked or post & cable fence system).

- Policy 6.1.4 - All housing and fence designs will be governed by architectural controls throughout the area.

## 6.2- DUPLEX RESIDENTIAL (R2) DISTRICT

Lands designated under the R2 land use designation are intended for duplex residential development. The Duplex Residential component will occupy approximately 9.6 acres (3.9 hectares) of the planning area. Approximately 114 units are expected to be created from 57 lots. Each R2 parcel will have a minimum area of 650.3m<sup>2</sup> (0.16 acres/0.07 hectares).

### Policies

- Policy 6.2.1 Duplex residential lands subdivided within the Prairie Shores Area Structure Plan shall conform to the minimum requirements for parcel size, width, and front, side, and rear setbacks of the Duplex Residential (R2) District as defined in the *Town of Claresholm Land Use Bylaw no. 1525*.
- Policy 6.2.2 Lands designated under the Duplex Residential (R2) District within the Prairie Shores Area Structure Plan shall conform to the permitted land uses and discretionary land uses set forth by the *Town of Claresholm Land Use Bylaw no. 1525*.
- Policy 6.2.3 To instill a sense of security while promoting an open esthetic quality, R2 type housing surrounding the pond/park areas will be suitably integrated into the public space by the use of a uniform semi-permeable fence system (either a 4 foot high chain linked or post & cable fence system).
- Policy 6.2.4 All housing and fence designs will be governed by architectural controls throughout the area.

## 6.3- MULTIPLE RESIDENTIAL (R4) DISTRICT

Lands designated under the R4 land use designation are intended for medium density residential development. The multiple residential portion of the proposed subdivision will be composed of row-house dwellings, townhouses and/or multi-unit dwellings. The medium residential component will occupy approximately 3.5 acres (1.4 hectares) of the planning area. The expected yield is 70 units, based on a density of 20 units/acre.

### Policies

- Policy 6.3.1 Medium density residential lands subdivided within the Plan Area shall conform to the minimum requirements for parcel size, width, and front, side, and rear setbacks as defined in the Multiple Residential (R4) District of the *Town of Claresholm Land Use Bylaw no. 1525*.

- Policy 6.3.2 Rear lane access will be provided unless lots are a minimum of 58m deep.
- Policy 6.3.3 Lands designated under the Multiple Residential (R4) District within the Plan Area shall conform to the permitted land uses and discretionary land uses set forth by the *Town of Claresholm Land Use Bylaw no. 1525*.

#### 6.4- NEIGHBOURHOOD COMMERCIAL (C3) DISTRICT

The commercial component of the Subject Property will be compliant with the Permitted or Discretionary uses as defined in the Neighbourhood Commercial (C3) District in the *Town of Claresholm Land Use Bylaw No. 1525*. One neighbourhood commercial lot is to be created within the Planning Area (**Figure 5**). Which will have a minimum area of 232.3m<sup>2</sup> (0.06 acres/0.02 hectares).

##### **POLICIES**

- Policy 6.4.1 Commercial land subdivided within the Prairie Shores Area Structure Plan shall conform to the minimum requirements for parcel size, width, and front, side, and rear setbacks of the Neighbourhood Commercial (C3) District as defined in the *Town of Claresholm Land Use Bylaw no. 1525*.
- Policy 6.4.2 Lands designated under the *Neighbourhood Commercial (C3) District* within the Prairie Shores Area Structure Plan shall conform to the permitted land uses and discretionary land uses defined by the *Town of Claresholm Land Use Bylaw No. 1525*.
- Policy 6.4.3 The Neighbourhood Commercial parcel will be located at the very north-east corner of the proposed development (At the intersection of Township Road 130 & 8<sup>th</sup> Street West).
- Policy 6.4.4 The Development of lands designated under the Neighbourhood Commercial (C3) District within the Prairie Shores ASP will be mixed-use (neighbourhood/residential), multi-tenant buildings with uses that are either permitted and or deemed discretionary by Town Council. For example, mixed use commercial/professional office operations with residential units above ground level.

#### 6.5- PUBLIC (P) SPACE

Several public green spaces (Municipal Reserve) are oriented around the proposed development. The public green spaces can be accessed by vehicular traffic directly access from the internal road system, or by residents using the pedestrian pathway system thereby linking every section of the Plan Area to the public green spaces. A year-round wet pond (integral to the storm water management system) is located in the southeast portion of the study area. The pathways on the Plan Area are designed to link every section of the proposed development to the immediate area and Town.

The general layout of the public green spaces and the interlinking linear parks/pathway systems are shown on **Figure 6**.

✦ Major Public (P) Spaces located in portion of NE 34-12-27-4 (refer to **Figure 6** for locations mentioned below)

- ✦ **P LOT 3** is a 3.16 hectare park situated in the southwest corner. It is designed to accommodate 100m required setback from the off-site petroleum well. This open space is designed to accommodate the storm water management system dry pond, labeled Pond B (seen on Figure 2 in Appendix 3).
- ✦ **P LOT 2** is a 1.34 hectare park situated centrally. This open space is designed to accommodate the storm water management system dry pond, labeled Pond A (seen on Figure 2 in Appendix 3).
- ✦ **P LOT 1** is a 0.58 hectare park situated near the north-center. It is intended as a tot lot.
- ✦ **PATH LOT A** is a 3m wide pathway with an approximate area of 198m<sup>2</sup>.
- ✦ **PATH LOT B** is a 3m wide pathway with an approximate area of 187.5m<sup>2</sup>.
- ✦ **PATH LOT C** is a 15.2m wide linear park with an approximate area of 542.4m<sup>2</sup>.

✦ Major public Green Spaces located in portion of SE 34-12-27-4 (refer to **Figure 6** for locations mentioned below)

- ✦ **P LOT 4** is a 0.22 hectare park situated near the southwest corner. It is intended as an open space.
- ✦ **P LOT 5** is a 0.46 hectare park situated near the north property line. It is designed to accommodate a storm water management system dry pond. When dry this lot is intended as a tot lot.
- ✦ **P LOT 6** is a 1.91 hectare dedication situated near the east boundary. It is designed to accommodate the 1.03 hectare storm water management system wet pond, labeled as Pond D (Seen on Figure 2 in Appendix 3). The remaining 0.88 hectares will be a public green space with a pathway surrounding the pond.
- ✦ **P LOT 7** is a 0.44 hectare park situated west of centre. It is intended as an open field and playground area.
- ✦ **P LOT 8** is a 0.24 hectare park situated near the southeast corner. It is intended to be a tot lot.
- ✦ **PATH LOT D** is a 14.9m wide linear park with an approximate area of 491.2m<sup>2</sup>.
- ✦ **PATH LOT E** is a 3m wide pathway with an approximate area of 231.1m<sup>2</sup>
- ✦ **PATH LOT F** is a 3m wide pathway with an approximate area of 203.7m<sup>2</sup>
- ✦ **PATH LOT G** is a 3m wide pathway with an approximate area of 100.5m<sup>2</sup>
- ✦ **PATH LOT H** is a 5m wide pathway with an approximate area of 330m<sup>2</sup>

**POLICIES**

- Policy 6.5.1 The Public Green Spaces (Municipal Reserve) shall be dedicated in accordance with **Figure 6** to the satisfaction of the Town, with final details to be worked out at the subdivision stage.
- Policy 6.5.2 Pedestrian and bicycle pathways will be designed within the open space system to link neighborhoods, schools, parks, and natural areas within and adjacent to the ASP area. Specifics to be detailed at the subdivision approved stage.
- Policy 6.5.3 Construction of the pathway/open space shall be the responsibility of the Developer, to the satisfaction of the Town of Claresholm. The maintenance of the pathway/open space will be the responsibility of the Town's Parks and Recreation Department.

**6.6- ARCHITECTURAL CONTROLS**

Architectural controls will be established by the developer prior to subdivision. The controls will include requirements relative to minimum house size, design, exterior colors, construction materials, and landscaping. A restrictive covenant will be placed on title for each property to ensure that the architectural standards are met for each house constructed in the subdivision. The architectural controls will be implemented by an independent architectural coordinator appointed by the Developer. In turn, the residents' association will monitor and enforce architectural controls at no cost to the tax payers

**POLICIES**

- Policy 6.6.1 Architectural controls shall be prepared and submitted prior to subdivision. The approved architectural controls shall be registered on each lot title as a restrictive covenant.
- Policy 6.6.2 The architectural controls shall be implemented during the construction of the development by an independent architectural coordinator appointed by the Developer.
- Policy 6.6.3 The resident's association shall be responsible for monitoring and enforcing the architectural controls after the development is complete.
- Policy 6.6.4 As a component of the architectural controls, the use of appropriate environmental technologies will be encouraged to promote energy and low impact constructions practices.
- Policy 6.6.5 Residential lots backing onto any of the designated public green spaces shall have a uniform semi-permeable fence system (either a chain link or post and cable fence system) with a maximum height of 4 feet which will be installed at the cost of the developer.
- Policy 6.6.6 Residential lots backing onto 8<sup>th</sup> Street W will be required to install a uniform opaque 6 foot high rear fence in conformance with the



design, materials and colour as set out in the architectural controls to ensure a certain level of privacy from the travelling public.

## 6.7- PHASING

The Plan Area will be developed in the 11 phases as shown in **Figure 7**. Development will commence with the 8.18 hectare portion Labeled **P1**. This development sequence strategy was chosen to take advantage of the existing infrastructure and location of existing municipal and sanitary services of the Town of Claresholm. While the phasing of development within the ASP Area is matched to a logical progression of servicing and transportation, application for subdivision approval may proceed out of sequence, provided it can be demonstrated that the required infrastructure is in place and / or available to sustain the proposed out-of-phase subdivision development. No amendment to the ASP would be required for phasing out of sequence.

### **POLICIES**

- Policy 6.7.1 The ASP area shall be developed in general compliance with the Phasing Plan shown in **Figure 7**. The initial phase of development is denoted on **Figure 7** as **P1** which is located at the intersection of 8th Street W and 59th Avenue W (portion of SE 34-12-27-4). Subsequent phases will generally follow the numerical order shown on **Figure 7**, with ultimate completion at **PE**, located at the south west corner of the portion of NE 34-12-27-4.
- Policy 6.7.2 Subdivision may proceed out of sequence and/or multiple phases can occur simultaneously without amendment to the ASP, provided the Applicant can demonstrate that the required infrastructure is in place and/or available to sustain the proposed subdivision plan.
- Policy 6.7.3 Construction traffic will be granted permission to access the ASP area via Township Road 130, 8<sup>th</sup> Avenue W, & 59<sup>th</sup> Street W;
- Policy 6.7.4 The developer will be required to submit, to the satisfaction of the Town, a Construction Management Report in support of each phase of development at time of subdivision. The Construction Management Report shall address, in detail; health, safety, traffic management and worker amenity issues relating to the construction site and adjoining community, as well as other broader obligations including recycling, waste management and environmental initiatives.

## 7.0 Servicing

### 7.1- TRANSPORTATION

**ITRANS Consulting Inc.** was commissioned to prepare a Transportation Traffic Review of the Plan Area. The review recommended that a traffic monitoring program be introduced to review the operational conditions as the development progresses in order to permit a better understanding of when and what improvements will be required for the three access roads; 8<sup>th</sup> Street W, 59<sup>th</sup> Avenue W, and Township 130. This review is submitted under a separate cover and included as *Appendix 5*.

### 7.2- EXTERNAL ACCESS

#### **POLICIES**

- Policy 7.2.1 Access to lots within the Plan Area will be provided by a combination of collector and local roads. Collector roads will provide access to 8<sup>th</sup> Avenue W, which is adjacent to the eastern property boundary. This road network is shown on **Figure 8**.

### 7.3- INTERNAL ROADS

The entire Plan Area will be serviced by a modified grid pattern of roads as shown in **Figure 8 - Transportation Plan**.

#### **POLICIES**

- Policy 7.3.1 The internal street pattern shall conform to the roads shown in **Figure 8**, subject to minor adjustments at the subdivision stage.
- Policy 7.3.2 Space shall be dedicated (as generally shown on Figure 8), at the time of subdivision, to provide for a continuous Major standard road to be constructed throughout the subdivision.
- Policy 7.3.3 Development Permits shall not be issued for show homes before a development agreement has been entered into and the required road system has been constructed and received a Construction Completion Certificate.
- Policy 7.3.4 To ensure the safety of the Prairie Shores ASP residents, reduced speed zones will be implemented on road sections adjacent to public green spaces and playgrounds.
- Policy 7.3.5 Residential collector and local road Rights of Way shall conform to *the Town of Claresholm Servicing Standards for Municipal Improvements*.

#### 7.4- SIDEWALKS

In order to provide a safe and comfortable pedestrian environment a system of sidewalks will be established and constructed within the development. The Developer will be responsible for the construction of any and all sidewalks throughout the ASP area.

##### **POLICIES**

- Policy 7.4.1 All residential collector roads shall include sidewalks on both sides of the road
- Policy 7.4.2 Local roads shall include sidewalks on only one side, whichever is considered to be safest for pedestrian traffic.
- Policy 7.4.3 Sidewalk construction standards shall be implemented as per the *Town of Claresholm Servicing Standards for Municipal Improvements*.

#### 7.5- WATER SUPPLY

Water is to be supplied to the Plan Area from the existing municipal water system. A **Professional Engineer qualified in such areas** will be assigned to develop a Detailed Servicing Plan. A Detailed Servicing Plan will be submitted under separate cover at the subdivision approval stage. The water servicing concept plan is shown in **Figure 9**.

##### **POLICIES**

- Policy 7.5.1 Water will be supplied to the proposed development by the existing municipal water system. Conditions for supplying the water will be met prior to registration of each phase of subdivision.
- Policy 7.5.2 The existing water supply will be sufficient enough to service the development of **P1**. Any future development will be required to demonstrate that additional water is available and sufficient meet its needs without adversely affecting the existing water supply to the Town.
- Policy 7.5.3 All water lines and services shall be constructed to the satisfaction of the Municipality, in accordance with town design requirements at the time of subdivision and in accordance with *Town of Claresholm Land Use Bylaw no. 1525*.
- Policy 7.5.4 Site servicing for water will be implemented as per a Detailed Service Plan, to be submitted under separate cover from a qualified professional engineer qualified in such areas at the subdivision approval stage.

#### 7.6- SANITARY SEWAGE DISPOSAL

Sewer servicing will be supplied to the Plan Area from the existing municipal sewage collection system. A **Professional Engineer qualified in such areas** will be assigned to develop a Detailed Servicing Plan. A Detailed Servicing Plan will be submitted under

separate cover at the subdivision approval stage. The water servicing plan is shown in **Figure 9**. The sanitary drainage concept plan is shown in **Figure 9**.

**POLICIES**

- Policy 7.6.1 All sanitary drainage lines and services shall be constructed to the satisfaction of the Town, in accordance with town design requirements at the time of subdivision and in accordance with *Town of Claresholm Land Use Bylaw no. 1525*.
- Policy 7.6.2 Site servicing for sewer will be implemented as per a Detailed Servicing Plan, to be submitted under separate cover at the subdivision approval stage.

7.7- STORMWATER MANAGEMENT

**Lee Maher Engineering Consultants Ltd.** was commissioned to prepare a *Storm Drainage and Pond Report* for the Plan Area. The calculation of the design capacity of the proposed pond system and stormwater quality control has been addressed in this report. This report has been submitted under a separate cover and included as *Appendix 3*.

**POLICIES**

- Policy 7.7.1 All storm water infrastructure shall be constructed to Alberta Environment and the Town of Claresholm Servicing Standards for Municipal Improvements. The wet pond/PUL (shown on **Figure 5**) will be constructed and completed as part of the first phase, **P1**.
- Policy 7.7.2 Site servicing for storm water management will be undertaken as per a Detailed Servicing Plan, to be submitted under separate cover at the subdivision approval stage.

7.8- GARBAGE DISPOSAL

Garbage disposal will be provided and managed by the Town for the Plan Area. The Town of Claresholm presently uses a waste management transfer site operated by the Town. This Transfer site has sufficient capacity to service the proposed development.

**POLICIES**

- Policy 7.8.1 Garbage disposal will be curb side pickup for all lots in the Single Detached Residential (R1) & Multiple Residential (R4) District.
- Policy 7.8.2 Garbage collection/disposal for the Duplex Residential (R2) District lots will be picked up from the rear lane.

7.9- LIGHT STANDARDS

Light standards will be established along all roads in order to enhance safety and security within the ASP Area. The light standards will be installed by the Developer to the satisfaction of the Town of Claresholm.

**POLICIES**

- Policy 7.9.1 Light standards shall be installed in accordance with the Town of Claresholm current lighting standards.

7.10- POTENTIAL FOR ENVIRONMENTAL INITIATIVES AND TECHNOLOGIES:  
SOLAR ENERGY

**POLICIES**

- Policy 7.10.1 Architectural controls will be established by the developer for buildings within the Plan Area to enhance solar gain, and encourage the use of additional glass.
- Policy 7.10.2 Solar panels for water and electricity shall be encouraged on south facing surfaces where they can be incorporated into the structure.

7.11- PRIVATE UTILITIES

Private utilities will be provided by:

- **ATCO Gas** – Natural Gas
- **Fortis Alberta** – Power
- **Telus, Rogers Communications Inc., or Shaw Communications Inc.** – Land Telephone Service
- **Telus, Rogers Communications Inc., or Shaw Communications Inc.** – Cable television

The specifics of servicing the proposed development will be confirmed during the subdivision approval process.

**POLICIES**

- Policy 7.11.1 Private utilities shall be provided within the appropriate easement adjacent to the rights-of-way of internal roads to the satisfaction of Public Works department of the Town of Claresholm.

## 8.0 Emergency/Disaster Services

### POLICIES

- Policy 8.0.1 Each lot will be clearly marked with a distinct lot/house number sign to enable prompt recognition of individual residences by emergency services.
- Policy 8.0.2 Homes within the Plan Area shall be connected to the 911 emergency services.

### 8.1- FIRE

The Town of Claresholm Fire Departments will provide fire protection services to the Plan Area. Hydrants will be installed on the water distribution system and sized to enable the conveyance of adequate volume and pressure for firefighting purposes as specified by the Town of Claresholm.

### POLICIES

- Policy 8.1.1 All fire protection services shall be constructed in conformance with the Town of Claresholm current standards and approved by the Town of Claresholm Fire Chief, at the time of subdivision.

### 8.2- POLICE

### POLICIES

- Policy 8.2.1 Police services will be provided by the Town of Claresholm special constables and/or by the local RCMP detachment.

## 9.0 Development Implementation

The **Prairie Shores Area Structure Plan** has been designed to be compatible with adjacent land uses in the Town of Claresholm, and to be consistent with the community vision and development requirements of the *Town of Claresholm Land Use Bylaw No. 1525*. Subdivision and development that follows the policies of this ASP will maximize the development potential of the planning area. Subdivision of the ASP will be implemented through conditions of subdivision approval by the Town of Claresholm.

### **POLICIES**

- Policy 9.0.1      The Town of Claresholm shall implement this ASP through land use redesignation, subdivision, and development approval processes.

Property of Planning Protocol Inc. / For Discussion Purposes Only

**Prairie Shores ASP Figures**

Figure 1 – Regional Location

Figure 2 – Property Boundary

Figure 3 – Surrounding Land Uses

Figure 4 – Aerial Photo

Figure 5 – Conceptual Site Plan

Figure 6 – Green Space Scheme

Figure 7 – Proposed Phase Plan

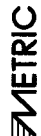
Figure 8 – Transportation Plan

Figure 9 – Proposed Servicing Plan

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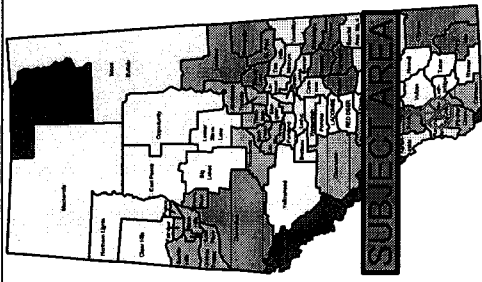


**PETERSON**  
**TOWN OF CLARESHOLM**  
 PLAN SHOWING  
**REGIONAL LOCATION**  
 AFFECTING  
 Ptn. of SE 34-12-27-W4M  
 Ptn. of NE 34-12-27-W4M  
 SCALE: NTS



ALL DIMENSIONS SHOWN ARE IN METERS & SUBJECT TO  
 CONFIRMATION IN THE "FIELD" AT THE LEGAL SURVEY STAGE

**KEY MAP**

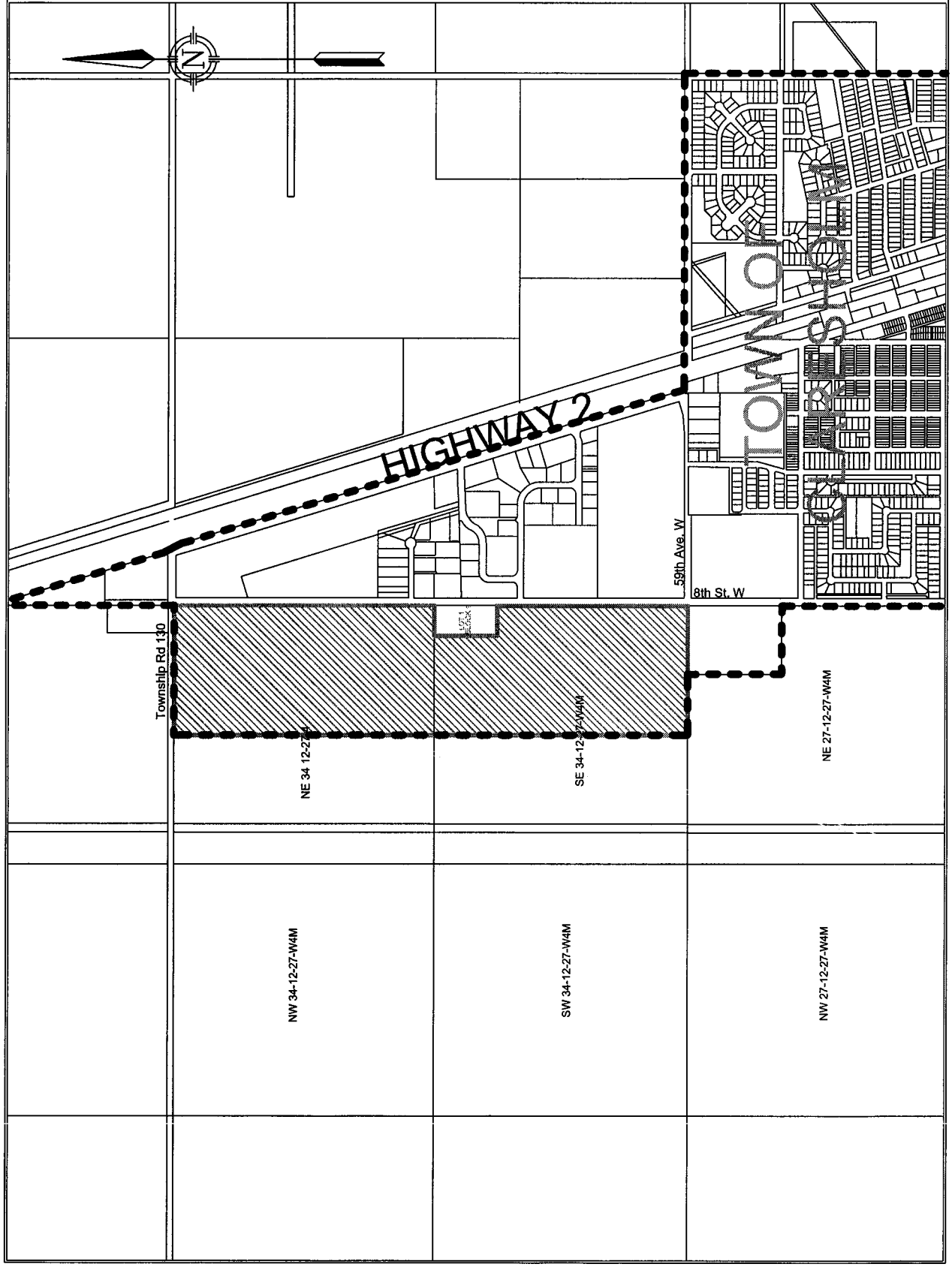


**LEGEND**

- SUBJECT AREA - [Hatched pattern]
- TOWN BOUNDARY - [Dashed line]
- RIGHT OF WAY - [Dotted line]

**Figure 1**

FILE NO. P 466-02  
 DRAWN BY: J. BAKER 8/17/2009  
 CHECKED BY: R. POTRINE 8/17/2009  
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PETERSON  
TOWN OF CLARESHOLM

PLAN SHOWING  
PROPERTY BOUNDARY  
MAP

AFFECTING  
Ptn. of SE 34-12-27-W4M  
Ptn. of NE 34-12-27-W4M

SCALE: 1:5000

**METRIC**

ALL DIMENSIONS SHOWN ARE IN METERS & SHD. BE SET TO  
CONFORMANCE WITH THE FIELD AT THE LEGAL SURVEY STAGE

**LEGEND**

SUBJECT AREA -

RIGHT OF WAY -

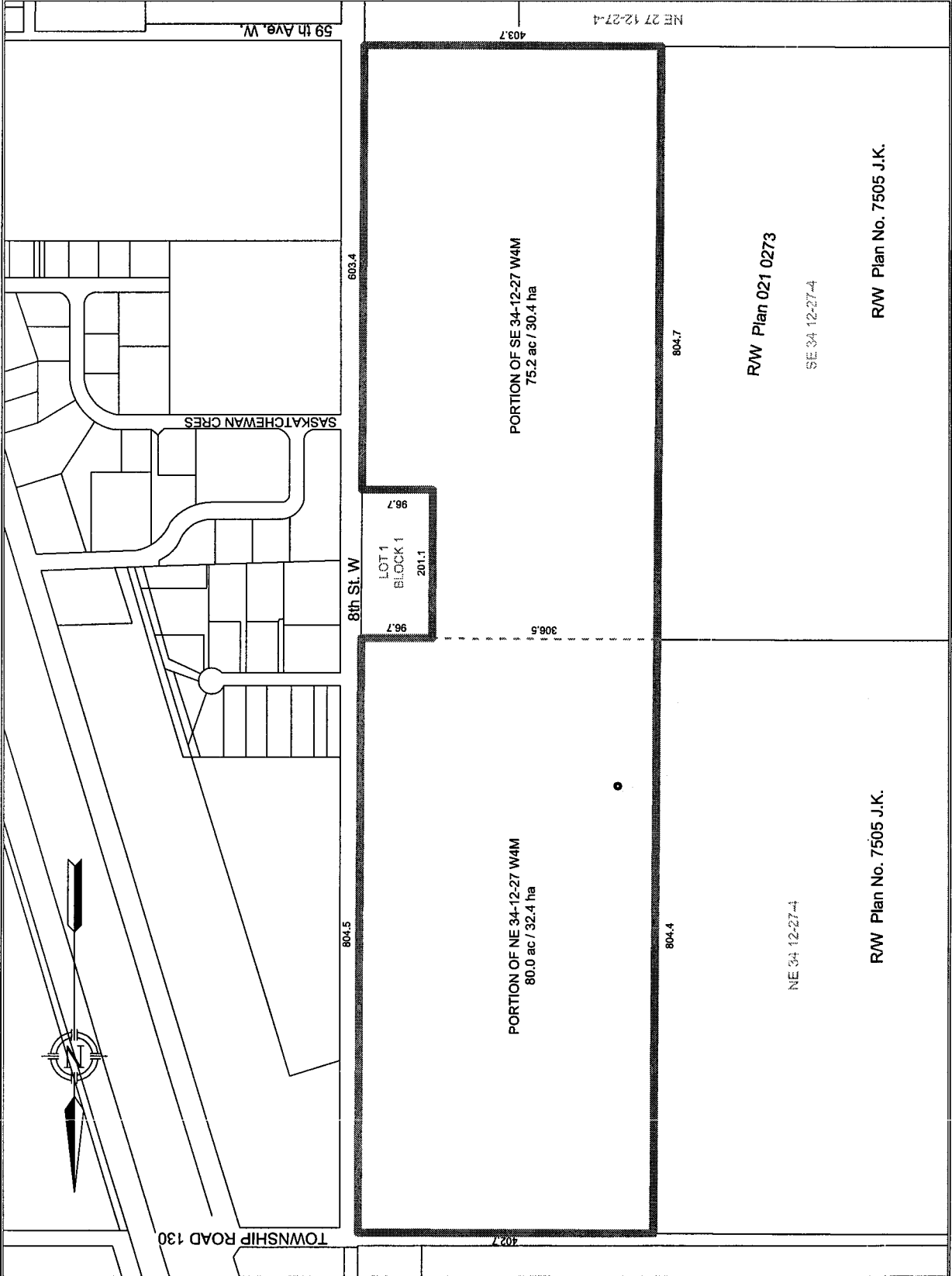
WELLSITE -

**Figure 2**

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CHECKED BY	R. POTRE		5/22/2008		

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Url: [www.planningprotocol.com](http://www.planningprotocol.com)

CAD FILE: 48602\_0308ASPBoundary3.dwg



PETERSON  
TOWN OF CLARESHOLM

PLAN SHOWING  
SURROUNDING LAND  
USES

AFFECTING  
Ptn. of SE 34-12-27-W4M  
Ptn. of NE 34-12-27-W4M  
NOT TO SCALE

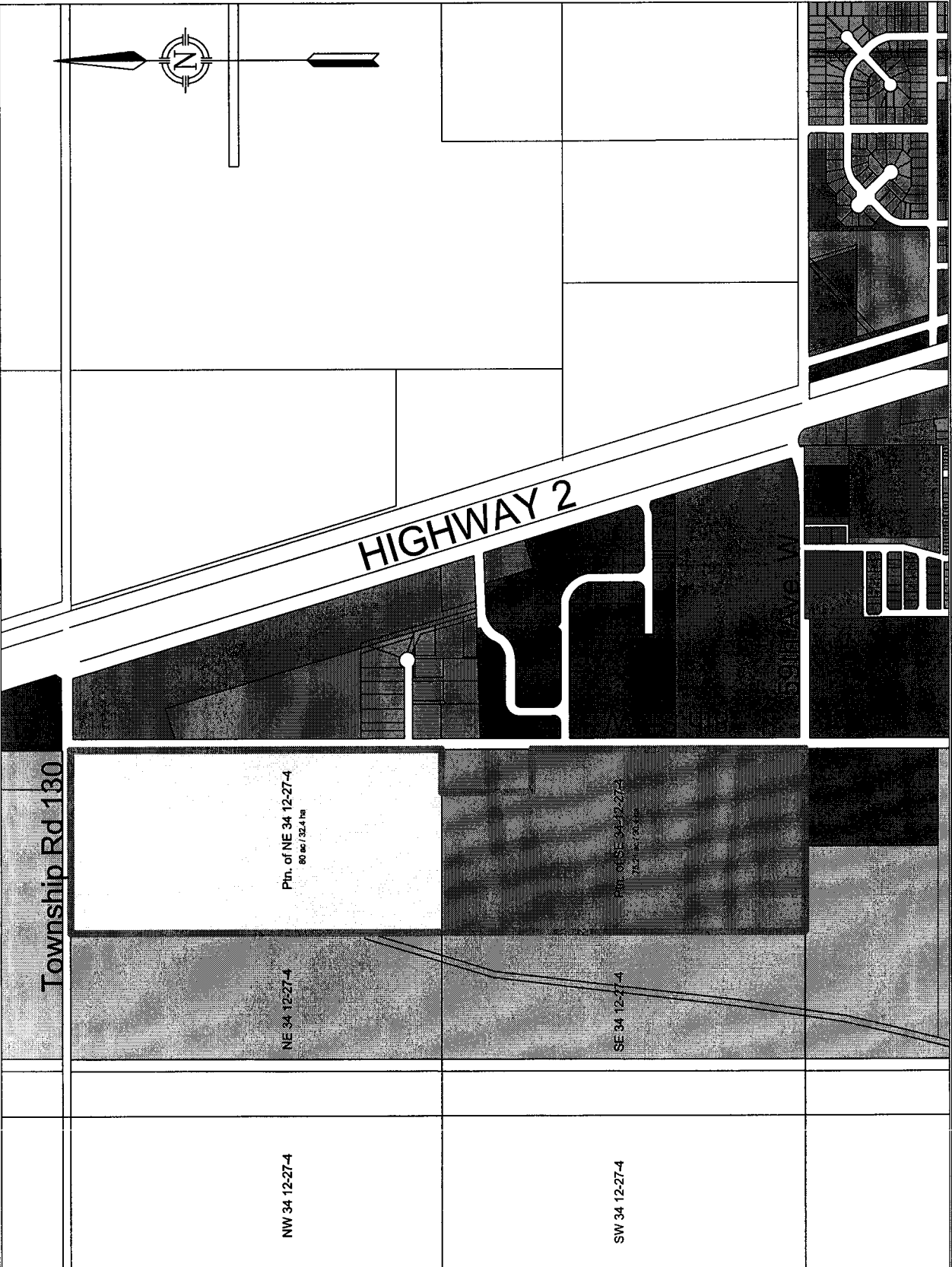
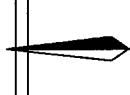
**METRIC**  
ALL DIMENSIONS SHOWN ARE IN METERS & SUBSEQUENT TO  
CONFIRMATION IN THE FIELD AT THE LEGAL SURVEY STAGE

- LEGEND**
- SUBJECT AREA - [Pattern]
  - SINGLE DETACHED RESIDENTIAL (R1) - [Pattern]
  - MULTI - FAMILY RESIDENTIAL (R2) - [Pattern]
  - MOBILE HOME RESIDENTIAL (R6) - [Pattern]
  - AGRICULTURAL (A) - [Pattern]
  - INDUSTRIAL (I1) - [Pattern]
  - NEIGHBORHOOD COMMERCIAL (C3) - [Pattern]
  - HIGHWAY COMMERCIAL (C2) - [Pattern]
  - PUBLIC (P) - [Pattern]
  - MD OF WILLOWCREEK LAND USES - [Pattern]
  - RURAL GENERAL (RG) - [Pattern]

**Figure 3**

DESIGNED BY: R. SOUTRE  
CHECKED BY: R. SOUTRE  
DATE: 5/22/2008  
FILE NO.: P 486-02

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PETERSON  
TOWN OF CLARESHOLM  
PLAN SHOWING  
PROPERTY AERIAL AND  
CONTOUR MAP

AFFECTING  
Ptn. of SE 34-12-27-W4M  
Ptn. of NE 34-12-27-W4M

SCALE: 1:5000



ALL DIMENSIONS SHOWN ARE IN METERS & SUBJECT TO  
COMPARISON IN THE FIELD AT THE LEGAL SURVEY STAGE

**LEGEND**  
 SUBJECT AREA -   
 RIGHT OF WAY -   
 WELLSITE -   
 CONTOUR INTERVAL - 0.5m

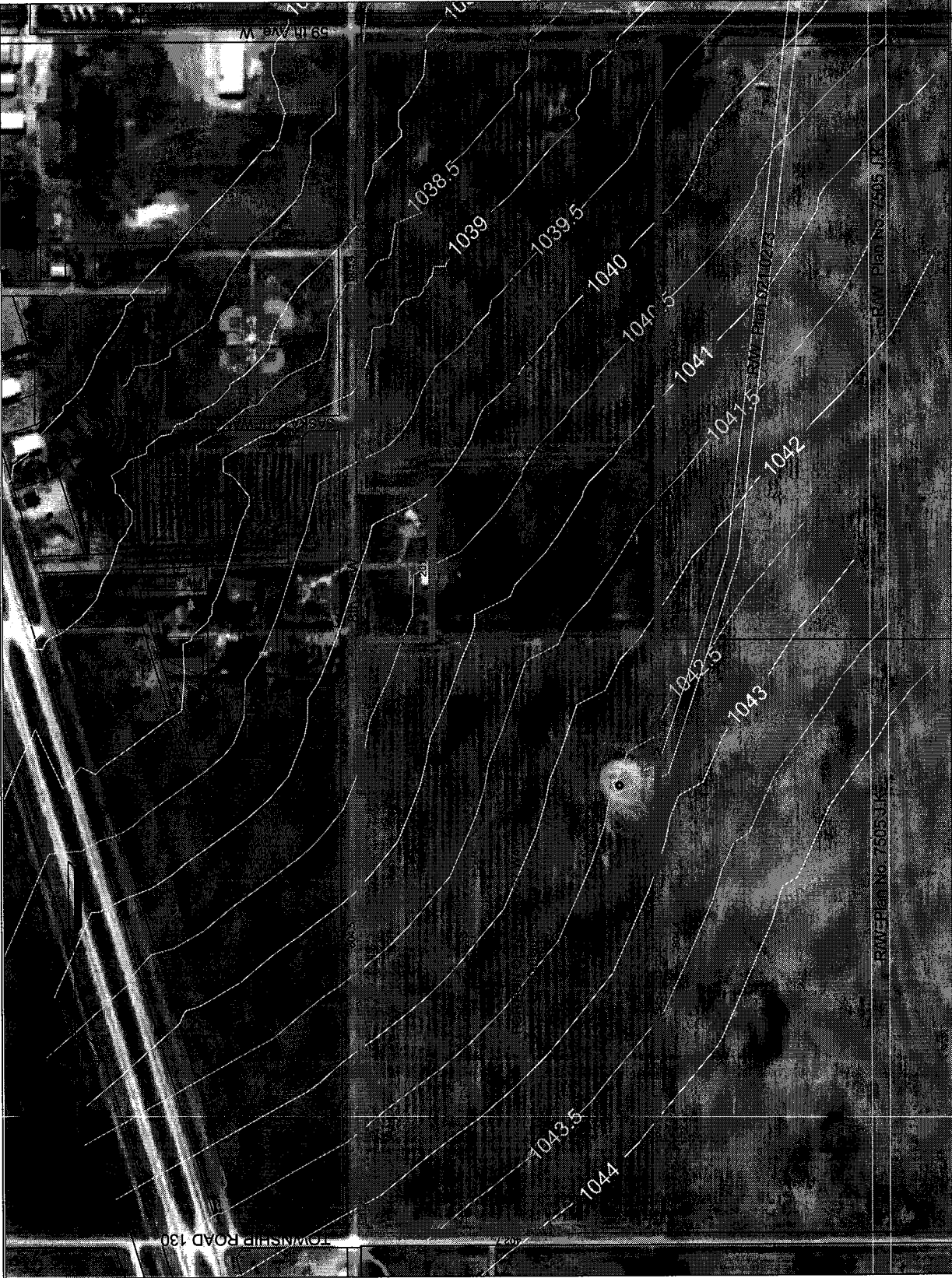


Figure 4

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R. POTRINE	07/20/09	

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CAD FILE: 48902\_0309.mxd

**PETERSON**  
**TOWN OF CLARESHOLM**  
**CONCEPTUAL SITE PLAN**  
 AFFECTING  
 P<sub>th.</sub> of SE 34-12-27-W4M  
 P<sub>th.</sub> of NE 34-12-27-W4M

SCALE: 1:5000

**METRIC**

ALL DIMENSIONS SHOWN ARE IN METERS & 3RD DEC TO CONFIRMATION IN THE FIELD AT THE LEGAL SURVEY STAGE

**LEGEND**  
 SUBJECT AREA -  
 RIGHT OF WAY -

PROPOSED DEVELOPMENT STATISTICS

Land Use	Ac.	Hb.	%	Lot Units
R1	84.9	34.2	54	617
R2	9.6	3.9	6	57
R4	3.5	1.4	2	4
P	33.4	13.5	22	-
PUL	2.3	0.9	1	-
C3	18.4	7.4	12	-
	2.6	1.1	2	-
	1.0	0.4	1	-
<b>Total</b>	<b>155.2</b>	<b>62.8</b>	<b>100</b>	<b>673</b>

TOWN OF CLARESHOLM LAND USE BY-LAW  
 NO. 1985 DISTRICTS IN ASP

R1 - SINGLE DETACHED RESIDENTIAL DISTRICT  
 R2 - DUPLEX RESIDENTIAL DISTRICT  
 R4 - MULTIPLE RESIDENTIAL DISTRICT  
 P - PUBLIC  
 PUL - PUBLIC OPEN SPACE  
 C3 - NEIGHBORHOOD COMMERCIAL

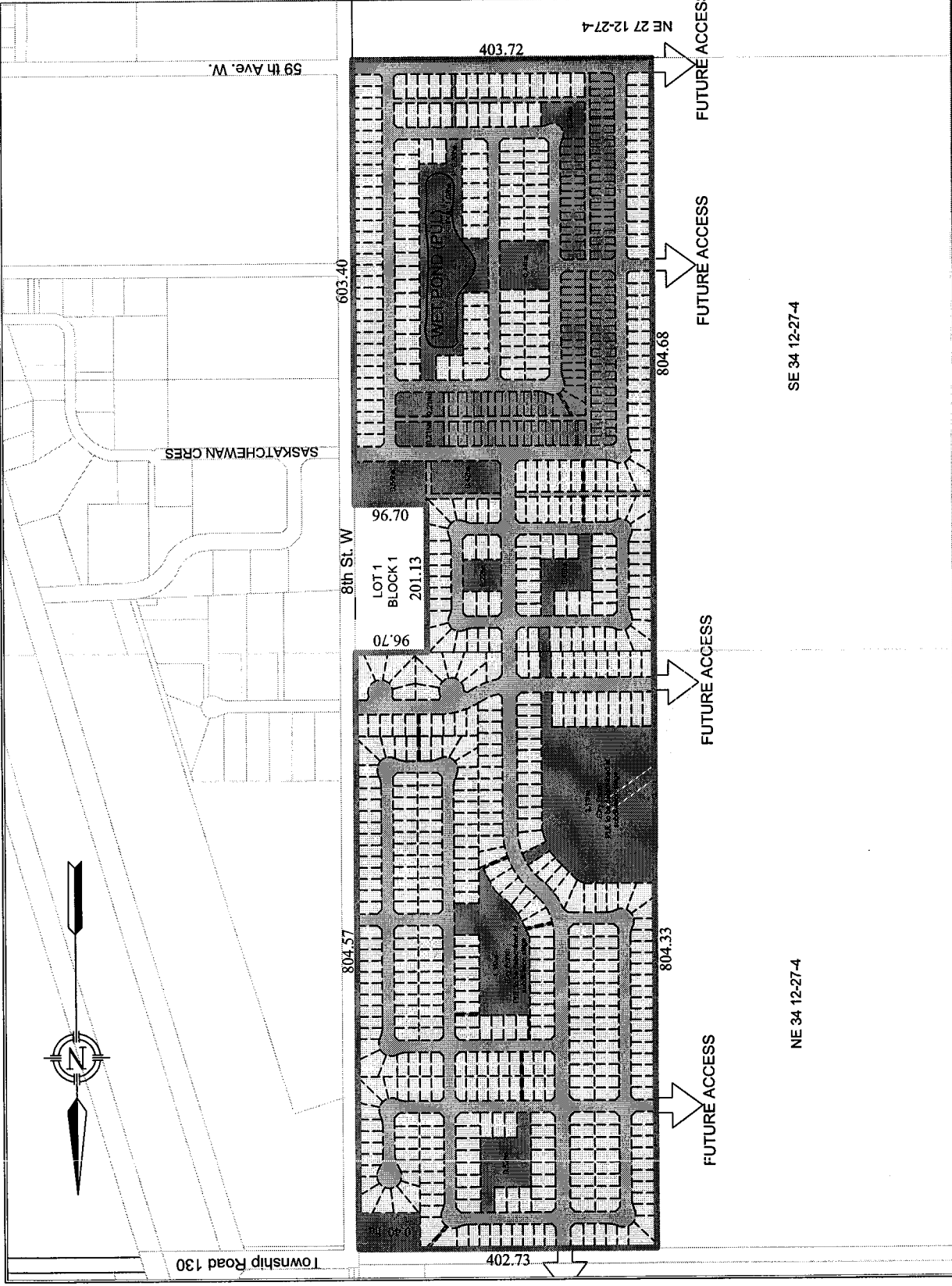
Anticipated Density Statistics

Total Developable Area	155.2 ac
Total DPA	5.15
Total Units	801

**Figure 5**

DATE: FILE NO:  
 DRAWN BY: J. BAKER 15227005 P 466-02  
 CHECKED BY: R. POTRIE 15226005

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**PETERSON**  
**TOWN OF CLARESHOLM**  
 PLAN SHOWING  
**PROPOSED PARKS -**  
**PUBLIC OPEN SPACE**  
**PLAN**

**AFFECTING**  
 Ptn. of SE 34-12-27-W4M  
 Ptn. of NE 34-12-27-W4M

SCALE: 1:5000  
  
**METRIC**  
 ALL DIMENSIONS SHOWN ARE IN METERS & DECIMAL TO  
 CONFIRMATION IN THE FIELD AT THE LEGAL SURVEY STAGE

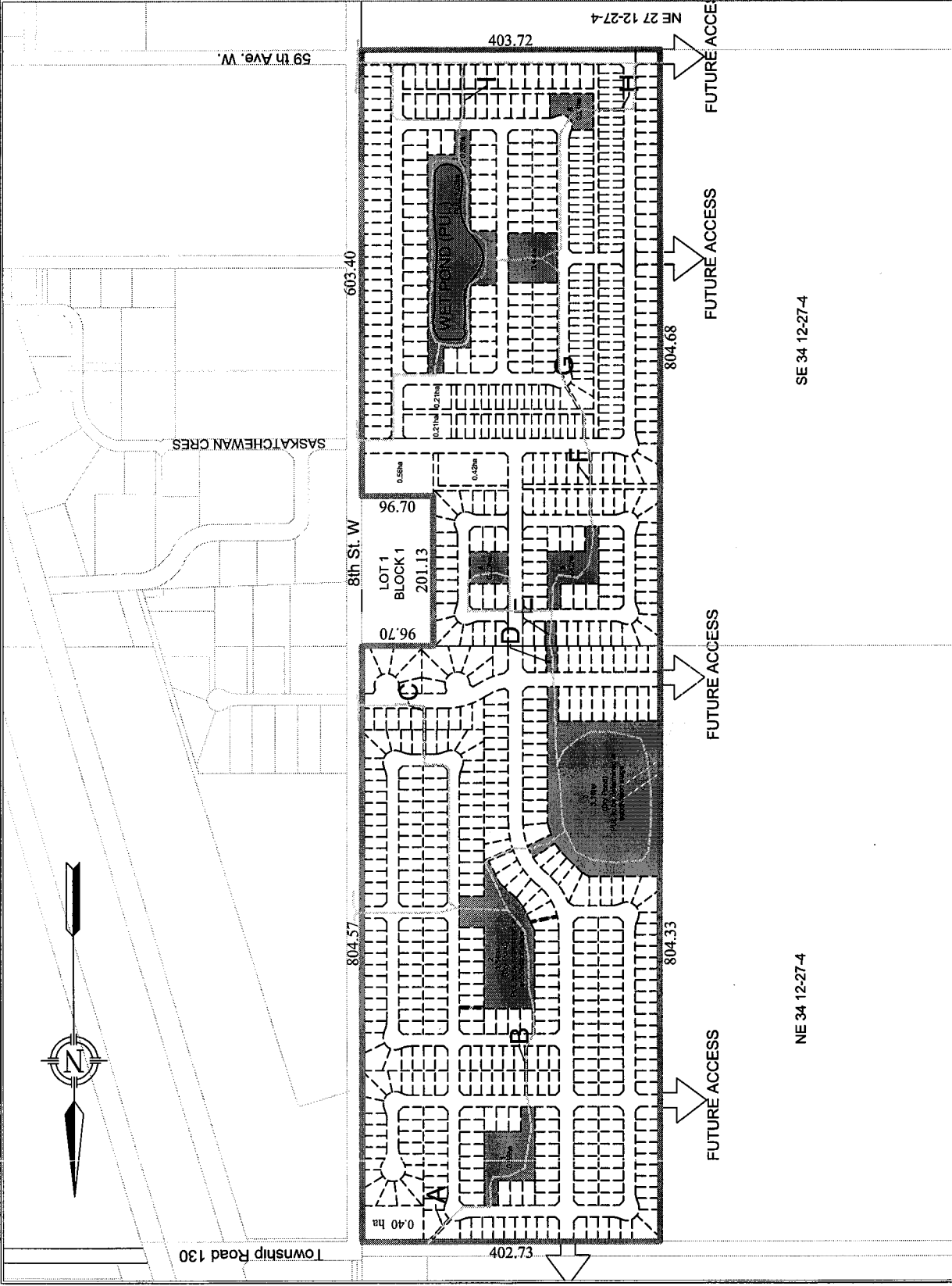
**LEGEND**  
 SUBJECT AREA -  
 RIGHT OF WAY -  
 PATHWAYS -

Green parcel	Ac.	Ha.
1	1.43	0.58
2	3.31	1.34
3	7.81	3.16
A	0.02	0.01
B	0.07	0.03
C	0.07	0.03
D	0.12	0.05
North Total	12.84	5.14
SE 34-12-27-W4M		
Green Parcel	Ac.	Ha.
4	0.57	0.23
5	1.04	0.42
6	4.82	1.95
7	1.08	0.44
8	0.59	0.24
E	0.15	0.06
F	0.07	0.03
G	0.07	0.03
H	0.05	0.02
South Total	8.57	3.40
Total P	21.40	8.66

**Figure 6**

DRAWN BY: J. BAKER  
 CHECKED BY: R. POTRE  
 DATE: 6/17/2009  
 FILE NO.: P 486-02

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804.57  
 804.68  
 804.33  
 804.73  
 603.40  
 403.72  
 402.73  
 59th Ave. W.  
 SASKATCHEWAN CRES.  
 LOT 1  
 BLOCK 1  
 201.13  
 96.70  
 96.70  
 0.40 ha  
 FUTURE ACCESS  
 FUTURE ACCESS  
 FUTURE ACCESS  
 FUTURE ACCESS  
 NE 34-12-27-4  
 SE 34-12-27-4

**PETERSON**  
**TOWN OF CLARESHOLM**  
 PLAN SHOWING  
**PROPOSED PHASE PLAN**  
 AFFECTING  
 Ptn. of SE 34-12-27-W4M  
 Ptn. of NE 34-12-27-W4M  
 SCALE: 1:5000



ALL DIMENSIONS SHOWN ARE IN METERS & SHOULD BE TO  
 CONFIRMATION IN THE FIELD AT THE LEGAL SURVEY STAGE

**LEGEND**  
 SUBJECT AREA -  
 RIGHT OF WAY -  
 PHASE AREAS -

Phasing for SE 34-12-27-W4M (P1-P6)

Phase	No.	%	Area (Ha)	Area (Ac)	Area (M <sup>2</sup> )	Area (Ac)	Area (M <sup>2</sup> )	Area (Ac)	Area (M <sup>2</sup> )
1	8.1	20	1.7	4.1	17,100	4.1	10,000	1.7	4,100
2	4.5	15	0.5	1.1	4,500	1.1	2,700	0.5	1,100
3	4.1	13	0.5	0.9	3,700	0.9	2,200	0.5	1,100
4	2.5	8.2	0.3	0.7	2,900	0.7	1,700	0.3	700
5	4.9	18	0.82	1.0	4,100	1.0	2,500	0.82	2,000
6	8.4	21	0.7	1.5	6,300	1.5	3,700	0.7	1,700
Total	30.5	100	3.3	6.7	28,500	6.7	16,800	3.3	8,100

Total area for Phases 1 includes the 0.82 ha P.U.L.

Phasing for NE 34-12-27-W4M (PA-PE)

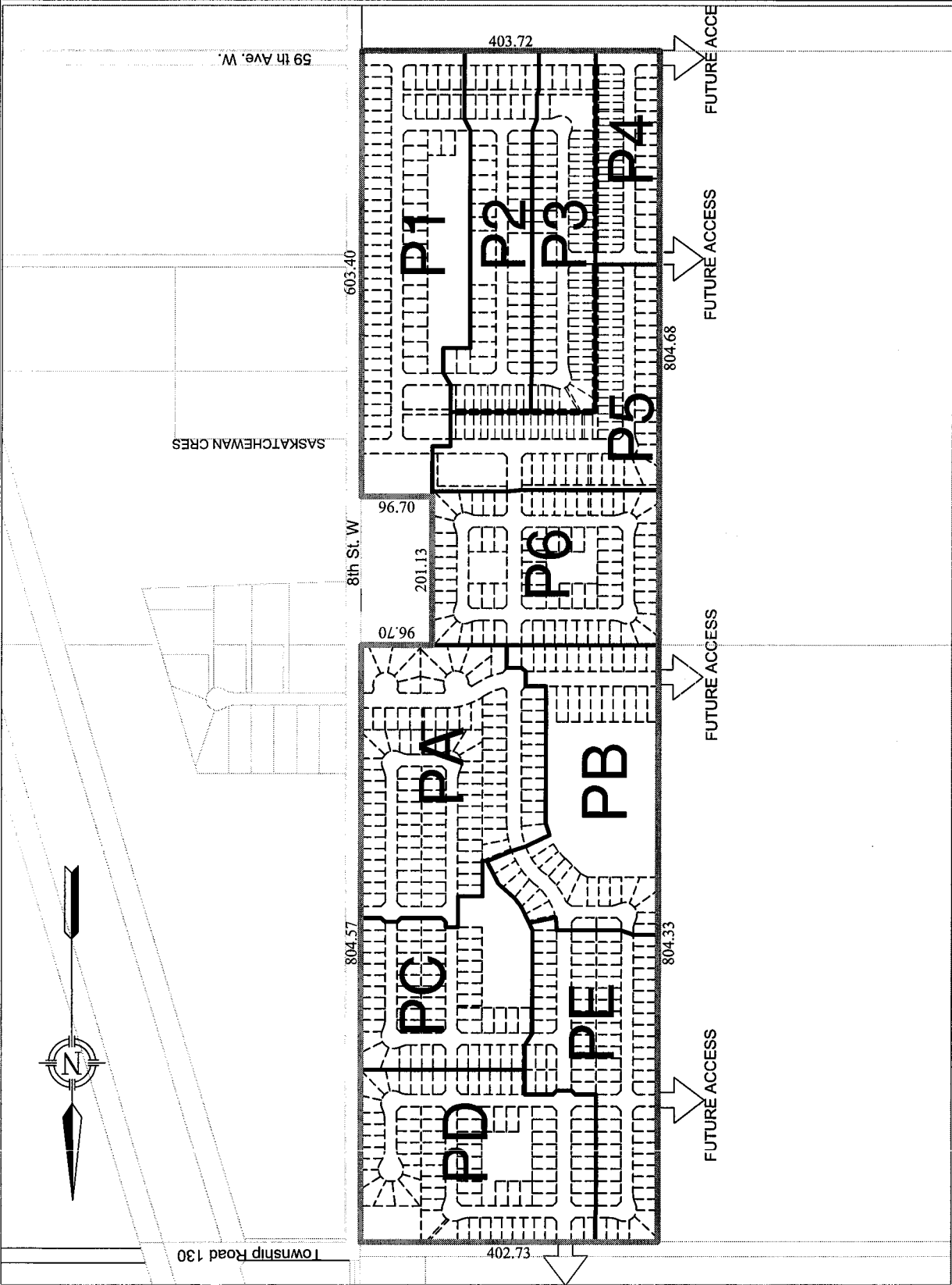
Phase	No.	%	Area (Ha)	Area (Ac)	Area (M <sup>2</sup> )	Area (Ac)	Area (M <sup>2</sup> )	Area (Ac)	Area (M <sup>2</sup> )
PA	8.7	21	3.2	7.9	34,800	7.9	19,800	3.2	7,900
PB	8.1	20	2.0	4.9	20,000	4.9	12,100	2.0	4,900
PC	5.1	16	1.3	3.2	13,000	3.2	7,900	1.3	3,200
PD	7.1	22	0.6	1.5	6,000	1.5	3,700	0.6	1,500
PE	5.5	17	0.6	1.3	5,300	1.3	3,200	0.6	1,500
Total	32.4	100	5.0	8.5	34,600	8.5	21,100	5.0	12,500

\*\* P - Public Space

**Figure 7**

DRAWN BY: J. BAKER  
 CHECKED BY: R. POTRE  
 DATE: 5/22/2009  
 FILE NO.: P 468-02

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**PETERSON**  
**TOWN OF CLARESHOLM**  
 PLAN SHOWING  
**TRANSPORTATION PLAN**  
 AFFECTING  
 Ptn. of SE 34-12-27-W4M  
 Ptn. of NE 34-12-27-W4M

SCALE: 1:5000

**METRIC**

ALL DIMENSIONS SHOWN ARE IN METERS & SUBJECT TO  
 CORRECTION IN THE FIELD AT THE LOCAL STREET SPACE

**LEGEND**

SUBJECT AREA - [Pattern]

RIGHT OF WAY - [Pattern]

RESIDENTIAL COLLECTOR - [Pattern]

LOCAL RESIDENTIAL - [Pattern]

REAR LANES - [Pattern]

**ROAD ROW STANDARDS**

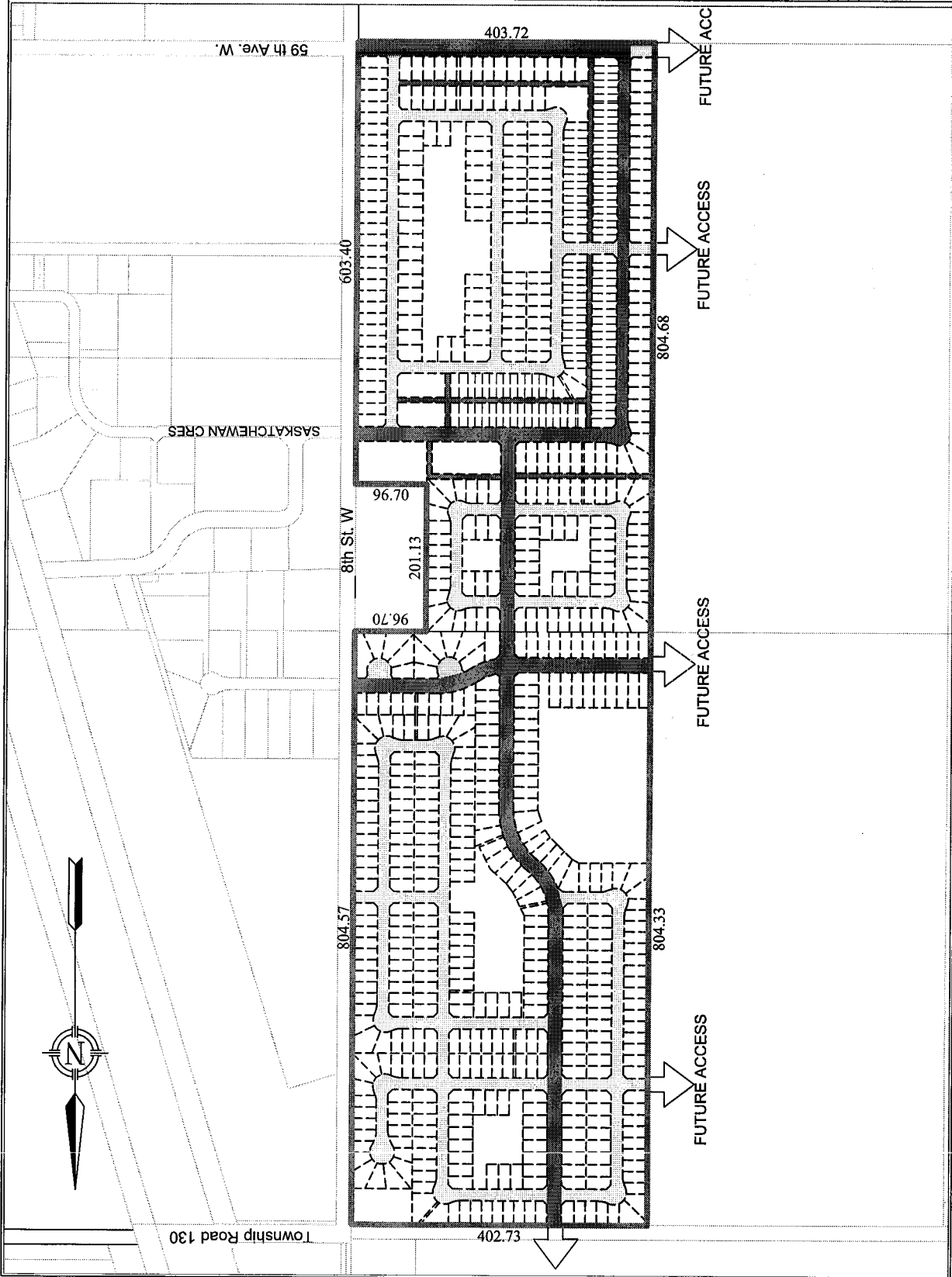
TYPE	ROW	PAVED
RESIDENTIAL COLLECTOR	20m	12m
LOCAL RESIDENTIAL	16m	9.5m
REAR LANES	6.1m	n/a

**Figure 8**

DATE: 5/22/2008 FILE NO: P-485-02  
 DRAWN BY: J. BAKER  
 CHECKED BY: R. POTRE 5/22/2008

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CAD FILE: 48502-0508 transportationplan\_4.0.1.dwg





**PETERSON**  
TOWN OF CLARESHOLM  
PLAN SHOWING  
PROPOSED SERVICE  
LOCATIONS

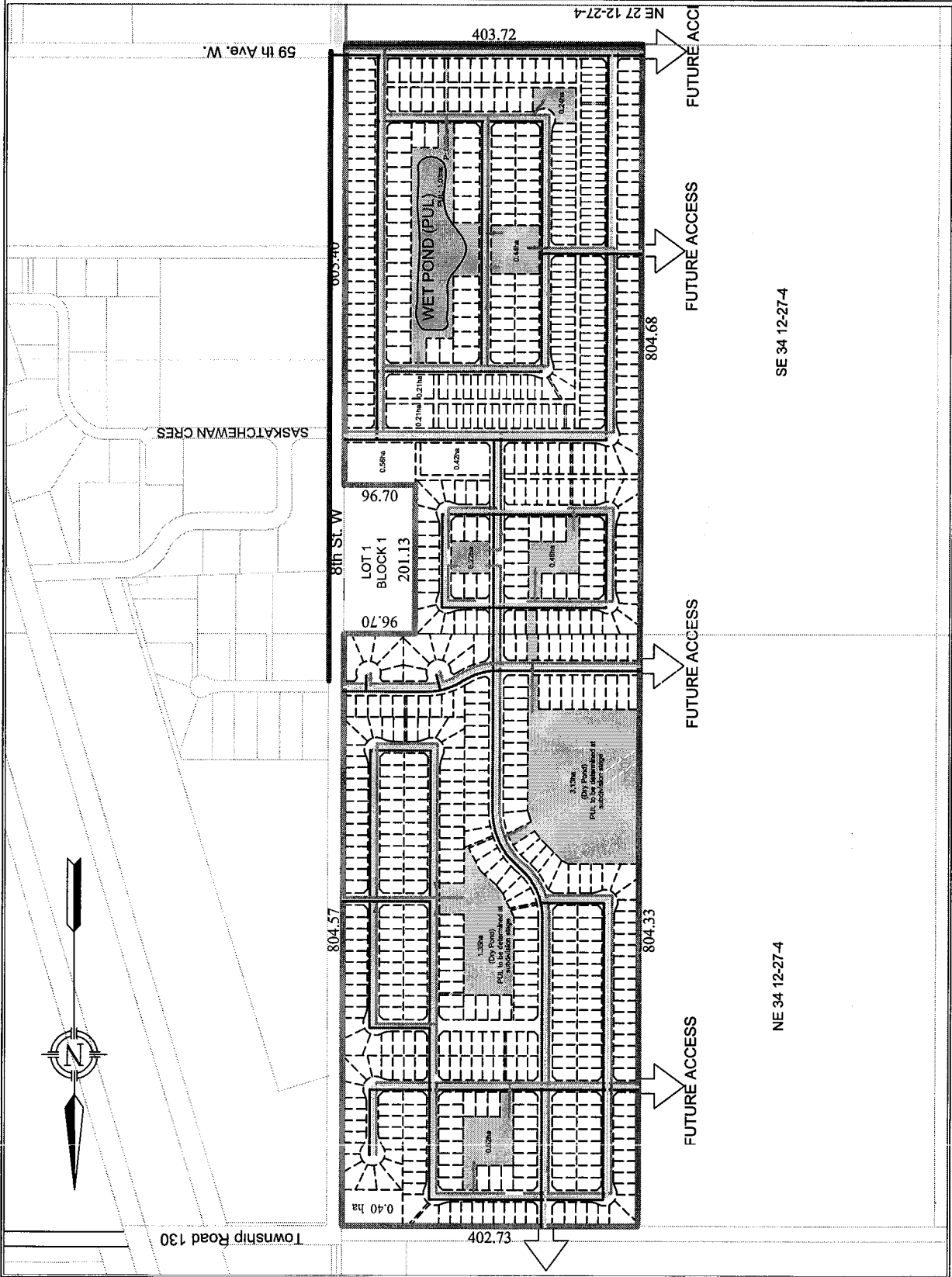
AFFECTING  
Ptn. of SE 34-12-27-W4M  
Ptn. of NE 34-12-27-W4M

SCALE: 1:5000  
METRIC  
ALL DIMENSIONS SHOWN ARE IN METERS & SHOULD BE TO  
CONFIRMATION IN THE FIELD AT THE LEGAL SURVEY STAGE

**LEGEND**  
SUBJECT AREA -  
RIGHT OF WAY -  
PROPOSED SEWER  
LINE -  
PROPOSED WATER  
LINE -  
PROPOSED STORM  
LINE -  
EXISTING SEWER  
LINE -  
EXISTING WATER  
LINE -

**Figure 9**  
DRAWN BY: J. BAKER  
CHECKED BY: R. POTRE  
DATE: 6/1/2009  
FILE NO.: P-498-02  
6/1/2009  
**PLANNING PROTOCOL INC.**  
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Calgary Alberta T2B 3R3  
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Fax: (403) 230-0333  
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Url: www.planningprotocol.com

CAD FILE: H6602\_0509\_servicemap\_4.03.1.dwg



SE 34 12-27-4

NE 34 12-27-4



ALBERTA  
MUNICIPAL AFFAIRS

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

*See No  
Agenda*

AR44020

November 27, 2009

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

Dear Mayor Steel:

The Municipal Sponsorship Program (MSP) will be offered for 2009.

This program, offered since 1998, is one of many programs the Government of Alberta has to build strong communities.

Your municipality's base grant for the 2009 MSP is \$30,900, based on your 2008 Official Population of 3,700. Program guidelines and application forms will be mailed to each municipality, and chief administrative officers should receive this package soon. The guidelines and form are also available on the Municipal Affairs website, located at [www.municipalaffairs.alberta.ca](http://www.municipalaffairs.alberta.ca).

This program helps municipalities with populations of up to 20,000 improve municipal governance or administration, enhance municipal services or service delivery, and increase intermunicipal co-operation. The application deadline for this conditional grant program is January 15, 2010.

Funding bonuses for intermunicipal and/or priority projects remain integral components of this program, and there are no changes to the intermunicipal project bonus or municipalities' base funding formula. The priority project bonus has been adjusted from 60 per cent to 35 per cent. Please refer to the 2009 guidelines for more details on program changes.

Building strong, sustainable communities is a priority for the Government of Alberta.

Sincerely,

Ray Danyluk  
Minister

cc: Kris Holbeck, Chief Administrative Officer, Town of Claresholm

# **MUNICIPAL SPONSORSHIP PROGRAM**

## **2009 Program Guidelines**

# 2009 Municipal Sponsorship Program

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## 1. PROGRAM HIGHLIGHTS

Alberta Municipal Affairs has incorporated these changes to the 2009 Municipal Sponsorship Program (MSP):

- Expenditures related to ground ambulance services, facilities, equipment, and vehicles are eligible under the 2009 MSP guidelines. Refer to Appendix A for more details.
- The priority project bonus has been adjusted from 60 per cent to 35 per cent.

No other changes have been made to the funding formula. Based on the type of project undertaken, your municipality may be eligible for the following bonus funding (see Section 3):

- an Intermunicipal Project bonus in the amount of 35 per cent of your project's base grant; or
- a Priority Project bonus in the amount of 35 per cent of your project's base grant; or
- an Intermunicipal and Priority Project bonus that is calculated as a 35 per cent intermunicipal bonus on your project's base grant **plus** an additional 35 per cent priority project bonus on the combined base grant and intermunicipal bonus total.

The deadline for submitting applications is **Friday, January 15, 2010.**

Grant funds for approved projects can be used to pay for work done or materials obtained between April 1, 2009 and December 31, 2011.

## 2. GENERAL INFORMATION

Alberta Municipal Affairs introduced the MSP in 1998. The objective of the MSP is to provide support for projects that:

- improve municipal governance or administration;
- enhance municipal services or service delivery; and/or
- increase intermunicipal co-operation.

The MSP is based on the premise that a municipal council will identify their municipal project needs. The Program will provide financial assistance for these projects through a conditional grant. These Program Guidelines apply to 2009 MSP project applications only. Please use the 2009 Municipal Sponsorship Program application form to apply for 2009 grants.

### **Is My Municipality Eligible?**

Any city, town, village, specialized municipality, municipal district, improvement district, special area, Metis settlement, or summer village with a population between 1 and 20,000 inclusively, based on the 2008 Alberta Municipal Affairs Official Population List, may apply for a grant under the 2009 MSP.

### **How Does the Grant Work?**

All grant funding is conditional and project-based. Grants can be applied to operating or capital expenditures, or both. The choice and definition of the project is up to the applying municipality, but it must be a project and not a list of unrelated items. Any project cost shortfalls or resulting ongoing funding requirements will be the responsibility of the municipality(ies), not the program.

Based on population size, a base grant has been calculated for each eligible municipality. The program also offers bonus funding for projects that are intermunicipal and/or based on a shared municipal-provincial priority, as described in these guidelines.

### **What Are the Terms for Using the Grant?**

Each approved applicant must enter into a Conditional Grant Agreement with Alberta Municipal Affairs regarding the use of the grant before the funds will be released. The terms of the Conditional Grant Agreement include the use of the grant for the approved project only, the eligibility, reporting and accountability requirements, the Minister's right to audit any grant project, and the Minister's right to require a refund of any grant funds not used in accordance with the agreement. Municipalities are required to apply any income earned (which includes interest, capital gains, dividends, etc.) on the approved grant for the project.

The following grant conditions must be met:

- MSP funds may be used to fund the municipal contribution of provincial-municipal or federal-municipal grant programs that require it, unless doing so is prohibited by that program.
- Grant funds for approved projects can be used to pay for work done or materials obtained between April 1, 2009 and December 31, 2011.

It is the ministry's intent to accommodate reasonable project delays and problems where possible. However, failure to comply with the terms of the agreement may result in the municipality having to repay the grant.

## **3. APPLICATION INFORMATION**

The following information is designed to guide municipalities in preparing and submitting a completed application form.

## How Do I Calculate My Municipality's Base Grant Amount?

Each eligible municipality qualifies for a base grant under the MSP. In addition, a municipality may choose to apply for bonus funding, depending on the project that is being undertaken.

The base grant is calculated as follows:

- For a municipality with a population from 1 to 1,000, a set grant of \$3,000 plus an additional \$9.00 per capita;
- For a municipality with a population from 1,001 to 5,000, a set grant of \$12,000 plus an additional \$7.00 per capita for the population in excess of 1,000; and
- For a municipality with a population from 5,001 to 20,000 a set grant of \$40,000 plus an additional \$5.00 per capita for the population in excess of 5,000.

Population Range	Set Grant Amount	Per Capita Rate	Grant Calculation
1 – 1,000	\$3,000.00	\$9.00	\$3,000.00 + (Population x \$9.00)
1,001 – 5,000	\$12,000.00	\$7.00	\$12,000.00 + ((Population minus 1,000) x \$7.00)
5,001 – 20,000	\$40,000.00	\$5.00	\$40,000.00 + ((Population minus 5,000) x \$5.00)

### Examples of Calculating Base Grants

	Population	Grant Calculation	Base Grant
Municipality A	500	\$3,000.00 + (500 x \$9.00)	\$7,500.00
Municipality B	3,500	\$12,000.00 + ((3,500 - 1,000) x \$7.00)	\$29,500.00
Municipality C	15,000	\$40,000.00 + ((15,000 - 5,000) x \$5.00)	\$90,000.00

## How Many Projects Can My Municipality Participate In?

Any eligible municipality may undertake or participate in up to three projects per year. A separate application form must be filled in for each project. If multiple projects are being undertaken, a minimum of 10 per cent of the municipality's base grant must be assigned to each project.

### Multiple Project Example

Municipality A has a population of 500 and a base grant of \$7,500. Municipality A is planning to apply for two projects. The municipality is allocating 30 per cent of its base grant to Project A and 70 per cent to Project B, as the example below illustrates:

	Base Grant	Project	% Allocation	Total Allocation
<b>Municipality A</b>	\$7,500.00	Project A	30%	\$2,250.00
		Project B	70%	\$5,250.00
		<b>Total</b>	<b>100%</b>	<b>\$7,500.00</b>

## How Can My Municipality Receive Bonus Funding?

Municipalities can receive bonus funding in three ways:

1. an Intermunicipal Project bonus in the amount of 35 per cent of your project's base grant; or

2. a Priority Project bonus in the amount of 35 per cent of your project's base grant; or
3. an Intermunicipal and Priority Project bonus that is calculated as a 35 per cent intermunicipal bonus on your project's base grant **plus** an additional 35 per cent priority project bonus on the combined base grant and intermunicipal bonus total.

You must indicate on the application form if the project is intermunicipal (Question 5) and/or a priority project (Question 6).

### **Intermunicipal Project Bonus**

Groups of municipalities are encouraged to work together on projects of common interest and benefit, and apply jointly for a grant under the program. Municipalities partnering on projects will receive an Intermunicipal Project bonus of 35 per cent of the proportion of your base grant that is going to be committed to the intermunicipal project.

One of the municipal partners must be designated as the managing partner for the project. All councils participating in an intermunicipal project, including the managing partner, must pass council resolutions designating the managing partner of the project (see Appendix B of these guidelines for a Sample Council Resolution). Only the municipality that is the managing partner can apply for a grant for an intermunicipal project. The managing partner must obtain resolutions from all the participating councils, prepare the application, administer the funding received, and report on the completion of the project.

For a project to qualify as intermunicipal, each municipal partner must contribute a minimum of 10 per cent of its base grant, and at least two eligible municipalities must participate in the project. Each municipal partner must provide a council resolution to the managing partner that indicates the base grant amount or proportion of the base grant (do not include bonuses) that they are assigning to the project. The managing partner will be required to show bonus calculations (see Questions 5 and 6 on the application form).

### **Intermunicipal Project Bonus Example**

Municipality A has a population of 500 and a base grant of \$7,500. Municipality B has a population of 3,500 and a base grant of \$29,500. Municipality A is allocating 30 per cent of its base grant to an intermunicipal project with Municipality B. Municipality B is allocating 50 per cent of its base grant to the intermunicipal project. The Intermunicipal Project bonus is 35 per cent of the total base grants, as the example below illustrates:

	<b>Base Grant</b>	<b>% Allocated</b>	<b>Project Total</b>	
<b>Municipality A</b>	\$7,500.00	30%	\$2,250.00	
<b>Municipality B</b>	\$29,500.00	50%	\$14,750.00	
		<b>Total</b>	\$17,000.00	→ <b>\$17,000.00</b>
		<b>Intermunicipal Bonus</b>	X 35%	
			\$5,950.00	→ <b>\$5,950.00</b>
			<b>Total Grant</b>	<b>\$22,950.00</b>



**Priority Project Bonus**

Certain types of projects are defined as having a shared provincial-municipal priority. Priority projects are eligible to receive a bonus of 35 per cent of the share of the base grant assigned to the project. Priority projects fall under the following six categories:

1. Energy Efficiency;
2. Infrastructure Management Systems;
3. Emergency Services (Including Ground Ambulance Services);
4. Sustainability and Land Use Planning;
5. Water/ Wastewater/ Solid Waste Management Systems; and
6. Recreation.

Information on the application form will need to clearly show that:

- a) the proposed project falls under one or more of the priority project categories (Questions 6 and 8); and
- b) at least 70 per cent of the "Total Grant Dollars Allocated" relate to one or more of the priority project categories (Question 8).

Refer to Appendix A of these guidelines for a detailed list of the types of priority projects.

**Priority Project Bonus Example**

Municipality C has a population of 15,000 and a base grant of \$90,000. Municipality C is proposing to undertake an energy efficiency project, which falls under the Energy Efficiency priority category, and allocate 100 per cent of its base grant to the project. The project entails the purchase and installation of new equipment and various energy efficient upgrades and systems for the municipality's public works building. The Priority Project bonus is 35 per cent of the base grant allocation amount, as shown below:

	<b>Base Grant</b>	<b>% Allocated</b>	<b>Project Total</b>	
<b>Municipality C</b>	\$90,000.00	100%	\$90,000.00	
		Total	\$90,000.00	→ <b>\$90,000.00</b>
		<b>Priority Bonus</b>	X 35%	
			\$31,500.00	→ <b>\$31,500.00</b>
			<b>Total Grant</b>	<b>\$121,500.00</b>

For this project to be considered eligible to receive the Priority Project bonus, at least 70 per cent of the \$121,500 must be used on project component costs that are related to the intent of the Energy Efficiency priority category. A descriptive example follows on the next page.

Project Component(s)	Estimated Project Costs	Project Component Costs as a % of TOTAL	Eligible Priority Project Component Costs as a % of TOTAL
1. Energy efficient heating, ventilation and air - conditioning (HVAC) system	\$66,825	55%	55% (priority)
2. Energy efficient lighting	\$6,075	5%	5% (priority)
3. Energy efficient windows	\$12,150	10%	10% (priority)
4. Energy efficient doors	\$18,225	15%	15% (priority)
5. Office equipment and furniture	\$18,225	15%	0% (non-priority)
<b>TOTAL</b>	<b>\$121,500</b>	<b>100%</b>	<b>85% } record in 8(b) on application form</b>

In this example, the proposed office equipment and furniture are not related to the intent of the selected priority category. However, Municipality C clearly demonstrates that 85 per cent of its "Total Grant Amount Requested" (i.e., the sum of the costs of priority project components 1, 2, 3 and 4) fits within the parameters of the Energy Efficiency priority project category. *Since more than 70 per cent of the project costs relate to a priority category, Municipality C would be eligible to receive both its base and Priority Project bonus funding.*

### **Combined Intermunicipal and Priority Project Bonus**

Bonuses for Intermunicipal Projects and for Priority Projects are cumulative: If the application is for a priority project being undertaken by an intermunicipal partnership, both bonuses will be given (an Intermunicipal bonus of 35 per cent of the municipal partners' total base grant amount for the project **plus** an additional 35 per cent Priority Project bonus calculated on the partners' total base grant amount **and** the intermunicipal bonus).

### **Combined Intermunicipal and Priority Project Bonus Example**

Municipality A has a population of 500 and a base grant of \$7,500. Municipality B has a population of 3,500 and a base grant of \$29,500. Municipality A is allocating 30 per cent of its base grant to an intermunicipal priority project with Municipality B. Municipality B is allocating 50 per cent of its base grant to the intermunicipal priority project.

Cumulative Intermunicipal Project and Priority Project bonuses are calculated as follows:

	Base Grant	% Allocated	Total
<b>Municipality A</b>	\$7,500.00	30%	\$2,250.00
<b>Municipality B</b>	\$29,500.00	50%	\$14,750.00
		Total	\$17,000.00 → \$17,000.00
		<b>Intermunicipal Bonus</b>	X 35%
			\$5,950.00 → \$5,950.00
		Sub-Total	\$22,950.00 → \$22,950.00
		<b>Priority Bonus</b>	X 35%
		Sub-Total	\$8,032.50 → \$ 8,032.50
		<b>Total Grant</b>	<b>\$30,983.00</b>

If your project qualifies for bonus funding, the bonus amount(s) must be included in the total grant amount requested.

**Please note that your municipality or partnership will NOT, under any circumstances, receive a larger grant than the amount for which it applied.**

#### **4. APPLICATION PROCEDURES**

##### **When Is the Application Deadline?**

The application deadline is **January 15, 2010**. Late applications may be considered if circumstances are warranted and Alberta Municipal Affairs is satisfied with the reason for the lateness.

##### **What Is the Application Review Process?**

Alberta Municipal Affairs staff will review each application for completeness. The review will ensure that the project falls within the parameters set for eligible projects. If there are any problems at this stage, staff will contact the Chief Administrative Officer (CAO) and work with them to resolve any outstanding issues or interpretations.

##### **When Will My Municipality Be Notified of the Grant Application Decision?**

Applications will be processed by March 31, 2010. Applicants will be notified in writing once a decision has been made.

##### **What are My Municipality's Reporting and Compliance Requirements?**

Each municipality receiving a grant must complete the following compliance requirements:

##### ***Acknowledgement of Compliance***

Within one month of project completion (by **January 31, 2012**, or sooner), the Chief Administrative Officer must complete, sign and file an Acknowledgement of Compliance (AOC) form, certifying that the grant was used for the approved project in accordance with the terms and conditions of the Conditional Grant Agreement. The AOC form is available on Municipal Affairs' website at [www.municipalaffairs.alberta.ca](http://www.municipalaffairs.alberta.ca) or by contacting ministry compliance staff.

##### ***Benefits Report***

In addition to the AOC, a municipality receiving a grant of \$50,000 or more is required to submit a Benefits Report form signed by the Chief Administrative Officer of the municipality receiving the grant, summarizing the benefits realized from the project within one month of project completion (by **January 31, 2012**, or sooner). The benefits of a project provide an important summary of its value to the municipality and should demonstrate how they support the objectives of the program.

The Benefits Report should:

- identify the objective(s) of the Municipal Sponsorship Program that the municipality's project has met (i.e. improved governance or administration, enhanced municipal services or service delivery, and/or increased intermunicipal co-operation);
- identify the main benefits of the project (e.g. improved water quality, emergency efficiency savings, enhanced municipal services); and
- wherever possible, indicate quantifiable measures that provide a numerical value for the project's impact on the community (e.g. number of residents impacted, savings, and change in emergency response time).

The Benefits Report form is available on Municipal Affairs' website at [www.municipalaffairs.alberta.ca](http://www.municipalaffairs.alberta.ca) or by contacting ministry compliance staff.

### ***Review Engagement Report***

In addition to the AOC and Benefits Report, if a municipality receives a grant of \$500,000 or more, a Review Engagement Report must be submitted by May 1 of the year following project completion. The Review Engagement Report must be prepared by a "public accounting firm" as defined by the Regulated Accounting Profession Act (Alberta) and the report should be in a format consistent with Section 8600 of the Canadian Institute of Chartered Accountants (CICA) Handbook. The municipality should instruct its accounting firm to complete the Review Engagement Report when completing the municipality's annual audited financial report for submission to Alberta Municipal Affairs.

Provincial government accountability requirements mean that the ministry must ensure an acceptable level of municipal compliance with the conditions outlined in these guidelines and the Conditional Grant Agreement. While the ministry want to be helpful when problems arise, it will employ follow-up and collection procedures to deal with municipalities that do not make reasonable efforts to meet the conditions of the Conditional Grant Agreement.

### **What Happens If My Project Changes?**

In some cases, a municipality may fall behind schedule and not be able to complete a project on time or as originally described. In these instances, a time extension and/or project description amendment may be required.

It is the ministry's intent to accommodate reasonable project delays and problems where possible. However, to meet program accountability and compliance conditions, municipalities requesting project description amendments or completion date extensions must submit a request in writing that includes at least the following:

- the project funds expended as at the date of the request;
- the reason for the delay or the project description change;
- the revised completion date; and,

- the revised project budget, any revised project components, and any other significant changes to the original proposal requested, in the case of project description amendments.

Municipalities are encouraged to submit their request for a project amendment and/or time extension using the Project Amendment and/or Time Extension Request form available on Municipal Affairs' website at [www.municipalaffairs.alberta.ca](http://www.municipalaffairs.alberta.ca) or by contacting ministry compliance staff.

Upon receipt of an amendment or time extension request, the ministry will review and determine the specifics of the change. If a change to the project completion date and/or project description is required, the ministry will prepare an amending Conditional Grant Agreement for the municipality's signature(s) in order to proceed with the requested change(s). Once signed and returned, a recommendation package will be prepared for consideration and ministry approval.

Municipalities are required to apply any interest earned on the grant to the project as per the Conditional Grant Agreement.

## 5. CONTACT INFORMATION

If you have any questions or require further information on the Municipal Sponsorship Program, please contact a grant policy advisor or a compliance advisor:

By phone at 780-427-2225 or toll-free by first dialing 310-0000, or  
By email at [municipal.sponsorship@gov.ab.ca](mailto:municipal.sponsorship@gov.ab.ca)

An electronic version of these guidelines, an electronic fillable version of the application form, the Acknowledgement of Compliance form, the Benefits Report form, and the Project Amendment and/or Time Extension form are available at [www.municipalaffairs.alberta.ca](http://www.municipalaffairs.alberta.ca).

**Signed applications and reporting documents may be submitted by mail, email or fax to:**

Alberta Municipal Affairs  
Municipal Services Branch  
Municipal Grants  
17<sup>th</sup> Floor, 10155 – 102 Street  
Edmonton, AB T5J 4L4

**APPLICATION DEADLINE IS  
January 15, 2010**

**Fax:** 780-422-9133

**Email:** [municipal.sponsorship@gov.ab.ca](mailto:municipal.sponsorship@gov.ab.ca)

## 6. APPENDICES

### ***Appendix A: Shared Provincial – Municipal Priority Projects for 2009***

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.

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#### **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 or tangible capital asset 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, modelling, 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;
  - Ambulance and First Aid; 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;
  - Ambulance equipment (e.g. cots, stretchers, ventilators, etc.);
  - 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.

## 6. RECREATION

- Development and maintenance of public recreation facilities and parks, such as:
  - Playgrounds;
  - Arenas;
  - Swimming pools;
  - Beaches;
  - Golf courses;
  - Skating and curling rinks;
  - Skateboard parks;
  - Ski areas;
  - Baseball and softball diamonds;
  - Sports fields;
  - Gymnasiums;
  - Community parks and trails;
  - Campgrounds;
  - Libraries;
  - Community halls;
  - Museums; and
  - Other cultural facilities.
- Recreation and parks related equipment, site improvements, and structures, such as:
  - Playground equipment;
  - Picnic tables and benches;
  - Fire pits;
  - Signage;
  - Campsite power hook-ups;
  - Washroom and shower facilities;
  - Ice surface maintenance and cleaning equipment (e.g. Zamboni); and
  - Park watering or related irrigation systems.
- Activities related to recreation programming and operations.
- Planning, engineering and related studies, site preparation, and drainage analysis for recreation area or park.
- Related training under this category.

**Appendix B: Sample Council Resolution**

**Municipal Sponsorship Program**

**COUNCIL RESOLUTION**

1. "Be it resolved that Council authorizes (Legal Status and Name of the Municipality) to participate in a Municipal Sponsorship Program grant application for (Project Title) under the Alberta Municipal Affairs Municipal Sponsorship Program; further
  
2. That (Legal Status and Name of the Municipality) agrees that (Legal Status and Name of the **Managing** Municipality) be designated the managing partner of (Project Title) for the purposes of applying, receiving, administering, allocating, reporting, and accounting for the grant funds on behalf of the partners; further
  
3. That (Legal Status and Name of the Municipality) agrees to allocate (\$ dollars or % percent) of its Municipal Sponsorship Program base grant to the (Project Title); and further
  
4. That (Legal Status and Name of the Municipality) agrees to enter into a Conditional Grant Agreement governing the purpose and use of the grant funds if it is the 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

**SUBMIT COUNCIL RESOLUTIONS ONLY  
FOR INTERMUNICIPAL PROJECTS**



ALBERTA  
MUNICIPAL AFFAIRS

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

*Agenda  
Dec 16*

AR44742

December 2, 2009

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

Dear Mayor Steel:

I greatly appreciated the opportunity to dialogue with over 400 elected and administrative municipal officials at this year's regional consultation sessions, held throughout the province from October 13 to 19, 2009. Hearing about local perspectives and innovative solutions is a priority for me.

The feedback that I received from you and the other participants on matters of importance to Alberta's municipalities, will be extremely valuable in discussions with my government colleagues as we move forward with our planning into 2010.

Although there were a range of comments brought forward by the municipalities at each session, there was a remarkable degree of consistency throughout the province. The key themes in the participants' comments were as follows:

1. The Municipal Sustainability Initiative is a good program, and the need for long-term, predictable funding still exists for municipalities.
2. There is a need for earlier notification of grant funding amounts to align with municipal budget dates.
3. There is strong support for streamlining provincial grants to municipalities, with a creation of a one-window grants management system.
4. The province needs to work with the federal government to ensure the success of federal funding programs.
5. The preservation of local identity is important, especially for smaller communities, when addressing sustainability.
6. Access to water and to funding for water projects is important for municipalities.
7. There is concern over the mill rate discrepancy between municipalities.
8. There is concern over Bill 202, which proposes the creation of a municipal auditor general.
9. Municipalities value open and clear communication from the province.

*Alberta*

.../2

His Worship Rob Steel, Mayor  
Page Two

Many participants also accepted my invitation to present messages for the Premier on any provincial issue. Please be assured that your comments have been forwarded to the Premier for his consideration.

I would also like to mention that many participants offered complimentary remarks about the support received from Municipal Affairs staff. A positive working relationship between the province and municipalities can only serve to benefit Albertans, and I am very pleased to hear that ministry staff provide a level of service and assistance that helps municipalities in achieving their goals.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Danyluk'.

Ray Danyluk  
Minister

cc: Kris Holbeck, Chief Administrative Officer, Town of Claresholm  
Alberta Association of Municipal Districts and Counties  
Alberta Urban Municipalities Association



ALBERTA  
MUNICIPAL AFFAIRS

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

Agenda  
Dec 16

AR43774

December 1, 2009

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

Dear Mayor Steel:

It is my pleasure to announce that Alberta Municipal Affairs is again funding emergency management training under the Municipal Sponsorship Program. This initiative has been very successful over the past ten years and I am pleased that it will continue for 2009/10.

This year \$150,000 is being made available to provide grant funding assistance for municipalities to deliver emergency management workshops, regional municipal exercises and incident command and exercise design courses. These grants will facilitate the training that municipal response personnel and volunteers need to protect Albertans in the event of emergencies and complements the training that the Alberta Emergency Management Agency delivers directly.

If you wish to apply, please complete the document titled Schedule A to Conditional Grant Agreement, Emergency Management Training Grant Application, which can be found on the agency website at [www.aema.alberta.ca/687.cfm](http://www.aema.alberta.ca/687.cfm).

Questions regarding the grant process should be directed to your agency field officer ([www.aema.alberta.ca/ab\\_contact\\_AEMA.cfm](http://www.aema.alberta.ca/ab_contact_AEMA.cfm)) or the Alberta Emergency Management Agency training staff, toll-free by dialing 310-0000, then 780-644-4811.

The deadline for receiving applications is January 15, 2010, and all approved training must be completed by May 31, 2011.

Sincerely,

Ray Danyluk  
Minister



AGEMP  
DEC 16/09

Office of the Regional Director  
SOUTHERN REGION

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

Toll-Free Connection  
Outside Edmonton - Dial 310-0000  
Telephone 403-381-5426  
Fax 403-382-4412  
www.transportation.alberta.ca

File No: 1560-VVWP-CLAR  
Upgrade of HUB WTP and Regional Waterline to Granum  
Raw Water Supply Line

December 2, 2009

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 \$2,530,000 is being electronically transferred to the Town of Claresholm under the Water for Life Strategy as part of the Alberta Municipal Water/Wastewater Partnership

This amount includes payment for the following grants:

- \$2,500,000 for the Upgrade of HUB Water Treatment Plant and Regional Waterline to Granum project.
- \$30,000 for the Raw Water Supply Line project.

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

KS/clh

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



ALBERTA  
TRANSPORTATION

*Office of the Minister*

Agenda  
Dec 16

November 16, 2009

AR42275

His Worship Rob Steel  
Mayor  
Town of Claresholm  
PO Box 1000  
221 - 45 Avenue West  
Claresholm, AB T0L 0T0

Dear Mayor Steel:

I would like to advise you that, after recent discussions with my federal counterpart, the federal government's March 31, 2011 deadline to substantially complete your project under the Canada-Alberta Infrastructure Stimulus Fund is a very real deadline and is non-negotiable. All funding by the federal and provincial governments will cease at March 31, 2011, whether your project has been fully funded or not. The expenses incurred up to March 31, 2011 must be submitted to the program office by May 15, 2011 to be considered for funding. You must also submit a Certificate of Substantial Completion for your project by March 31, 2011.

There is very little room for unforeseen project delays, as there is only one full construction season between now and March 31, 2011. I urge you to consider the risks involved, and if you are unsure of successfully completing the project by the deadline of March 31, 2011, that you consider either not starting the project, or how you can complete the project without full federal and provincial funding.

I know that to give up grant funding for a project is a very difficult thing to do, but please weigh the alternatives. I am confident that you will make the right decision.

I would like to wish you every success with your project and urge you to consider the information I have provided very carefully.

Sincerely,

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

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

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

November 20, 2009

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

Dear Mr. Holbeck:

Re: *Agricultural Pests Act* and the Pest and Nuisance Control Regulation  
Rat Control Program – Duty of Local Authority

As you are no doubt aware, the Alberta Rat Control Program came to the public forefront this past summer with confirmed Norway Rat sightings in Brooks, Medicine Hat, Calgary, Springbank, Fort Saskatchewan, and Edson. A massive media response pertaining to the program, its delivery, and effectiveness in keeping Alberta "Rat Free" also developed. I am happy to say that the program weathered the storm and is in fact stronger today because of the public awareness this brought to the program. These rat sightings were dealt with quickly and effectively by municipal, rural, and provincial employees thus maintaining our status.

The question has been asked if this activity has increased over other years. The answer is that it has not. Every year, Norway Rats enter into Alberta along the control zone, the border between Alberta and Saskatchewan. The Alberta Rat Control Program is administered by County Agricultural Fieldmen and trained provincial staff and eradicate any possible infestations prior to them becoming established. This program within the Rat Control Zone has been in place for over 50 years and continues to be successful in preventing the western migration of rats into Alberta.

Norway Rats also travel into our province outside of this Control Zone by means of planes, trains, and automobiles or are brought in as "pet rats". This past summer due to the public education on the program, numerous municipalities received complaints of possible rat sightings within their municipal boundaries. In almost all cases, the response to the municipal complainant was "We don't look after rats." The person was then referred to Fish and Wildlife, County Offices or the Ag Info Center. This often resulted in confusion and, frankly, does not portray a very positive message about the importance of this valuable program. The purpose of this letter is to seek the co-operation and support of our municipal partners in the delivery of the Rat Control Program within your municipal boundaries. In order to do this, I will start with the legislation covering this area.

Section 6 of the *Agricultural Pests Act* states that:

- A local authority of a municipality shall take active measures
- (a) to prevent the establishment of, or
  - (b) to control or destroy, pests in that municipality.

Section 9 of the Act states:

- (1) Inspectors may be appointed by a local authority or by the Minister to carry out this Act and regulations.

Section 10 of the Act states:

- (1) The local authority of a municipality shall appoint a sufficient number of inspectors to carry out this Act and the regulations within the municipality.
- (2) Two or more local authorities may
  - (a) jointly appoint inspectors to act within the municipalities represented by the local authorities, and
  - (b) enter into an agreement for the sharing of the costs of the inspectors appointed jointly.

Section 11 deals with the failure to appoint inspectors or properly enforce this Act and provides the recourse the Minister may take to recover costs incurred by the Crown in the enforcement of the legislation within the municipality.

The Pest and Nuisance Control Regulation, Section 2(1) identifies declared pests throughout Alberta and includes "Norway rat and any other rat species or strain derived from the genus *Rattus*" as well as numerous other insects and diseases.

In summary, the legislation requires the Municipality to deal with pests within the municipality.

It became apparent, as a result of the increased public awareness, that many municipalities in Alberta are unaware of their responsibilities under this legislation. Consequently, my staff responded to numerous reported rat sightings within municipal boundaries to either confirm a potential infestation or rule one out. It is also clear that if the municipality is responsible to attend these complaints that this message needed to be shared with the municipalities and that their appointed inspectors be given some resource material and training in this area. We will continue to be involved in the follow-up of a confirmed infestation.

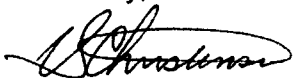
I am asking that your municipality determine who this responsibility will be assigned to and appoint them as pest inspectors as set out in the legislation. Once your pest inspectors are identified, we will offer a training seminar that will include the responsibilities of a pest inspector, what to look for, and how to deal with confirmed infestations.

We are currently setting up training sessions to occur in the Peace River, Edmonton, Red Deer, Calgary, and Lethbridge areas. We will advise the actual dates and locations prior to year's end and plan to start the sessions in January 2010.

We also have resource material consisting of pamphlets, posters, and educational DVD's that we would like to share. Should one of your pest inspectors identify or suspect an actual rat infestation, our office will assist in the development of an action plan for the eradication of that infestation and assist your staff in executing that plan.

If you have any questions or concerns please feel free to contact me.

Yours truly,



Vaughn Christensen  
Manager

Randy Keller has  
volunteered to be  
trained as our  
pest inspector under  
the legislation. *WJ* 12/4/09

# SouthGrow Regional Initiative - Community Support Declaration

The \_\_\_\_\_ of \_\_\_\_\_ by this  
(Legal Status) (Name of Municipality)

Resolution in council pledges its support to SouthGrow Regional Initiative for the three-year period covering January 1, 2010 to December 31, 2012

The \_\_\_\_\_ of \_\_\_\_\_ further agrees to provide membership fees at the rate of \$0.35 per capita per annum to support projects of SouthGrow Regional Initiative.

The above community further agrees to provide information and data specific to the community that may be required to maintain the accuracy and currency of information products and services that SouthGrow Regional Initiative may undertake to support economic growth in the SouthGrow Region.

The above community further agrees to designate two (2) voting representatives (one elected representative and one community representative). These representatives shall form the membership of SouthGrow as defined in SouthGrow's Articles of Association.

Passed by resolution # \_\_\_\_\_ at a duly held meeting of Council this \_\_\_\_\_ day of \_\_\_\_\_ 2010.

## Authorized Community Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date



# Potential Transmission Reinforcement in southern Alberta

For more information please contact the AESO at 1-888-866-2959  
[www.aeso.ca](http://www.aeso.ca) or [stakeholder.relations@aeso.ca](mailto:stakeholder.relations@aeso.ca)

## Who is the AESO?

Alberta's transmission system, sometimes referred to as the Alberta Interconnected Electric System (AIES), is planned and operated by the Alberta Electric System Operator (AESO). The transmission system is comprised of the high-voltage lines, towers and equipment (generally 69 kV and above) that transmit electricity from generators to lower voltage systems that distribute it to cities, towns, rural areas and large industrial customers. Our job is to maintain safe, reliable and economic operation of the provincial transmission grid.

## Why is transmission system reinforcement needed for southern Alberta?

Interest in wind development in southern Alberta is increasing. We are now planning the transmission system to interconnect new wind farms; however, since the existing transmission system in the south is at capacity (i.e., the system cannot carry additional electricity); system reinforcement is needed to move new wind generated power to areas that need it.

## What's happening right now?

The AESO has received applications for wind power development of over 11,500 megawatts (MW) in Alberta, with more than 7,500 MW distributed across southern Alberta. Currently, 563 MW of wind generation is installed on the Alberta grid. The AESO anticipates that up to 2,700 MW of additional wind generation may develop in southern Alberta over the next 10 years.

In response to the need for additional transmission capacity, the AESO developed possible transmission reinforcement solutions to integrate the additional wind generation anticipated for southern Alberta.

## A preferred option identified

The AESO conducted technical, economic and land impact studies on these alternatives to determine a preferred option to address the transmission challenges in southern Alberta. The AESO also gathered feedback from a broad range of stakeholders, including local landowners, as part of its investigation. The AESO concluded that a 240 kV Loop system is the best way to integrate new wind generation anticipated for southern Alberta. Our studies have identified areas where transmission lines and other related facilities could be added to improve the system. A map on the next page shows the wind interest in southern Alberta and the AESO's preferred option for integrating it into the grid.

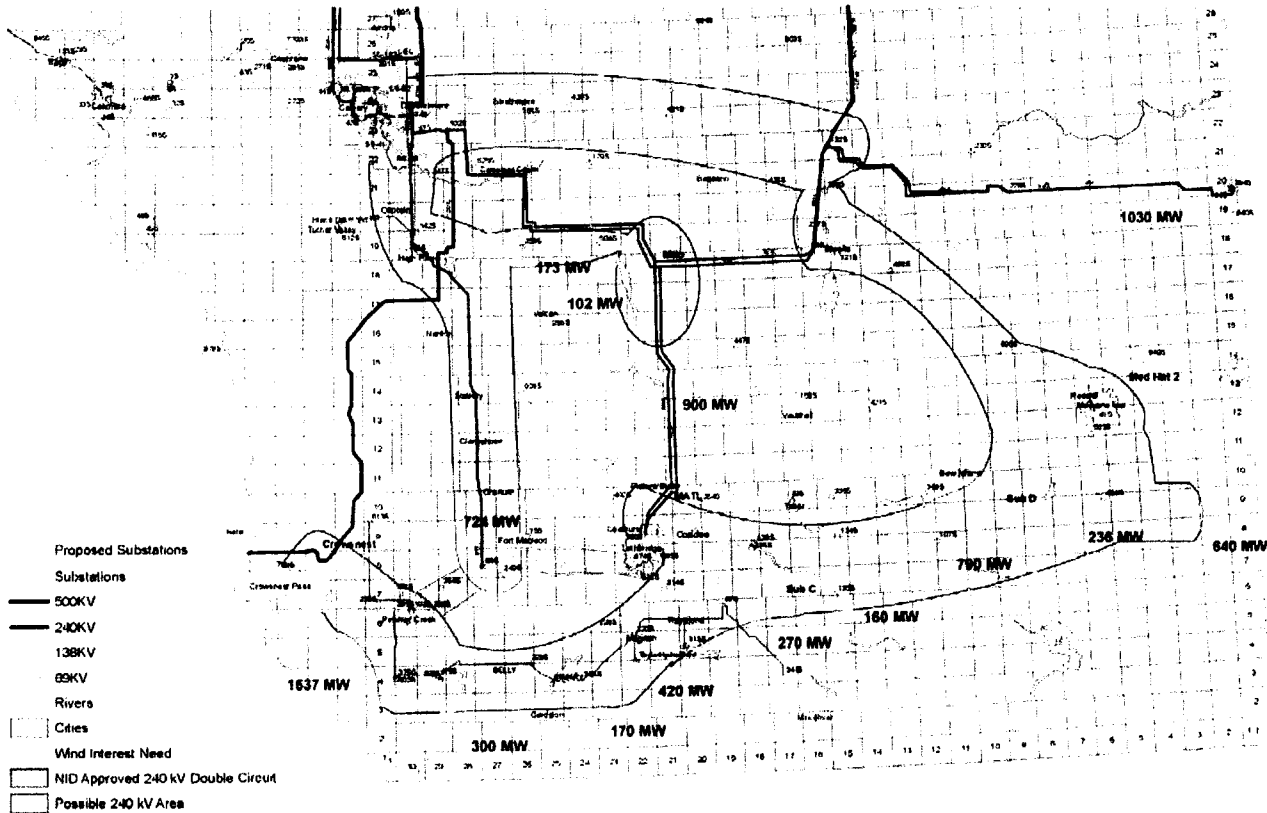
## When did the AESO file its application for this reinforcement?

The AESO submitted an application, known as a Needs Identification Document (NID), to the Alberta Utilities Commission (AUC) in December, 2008.

*More paperwork  
available!*

## A staged approach to developing transmission to integrate wind

This transmission development will be staged to integrate increasing levels of wind generation development, with the first stage proceeding as quickly as possible. The first stage is designed to connect over 1,200 MW of additional wind generation in southern Alberta. Facilities applications to build transmission described in this application are underway. Additional stages of transmission development would be implemented as additional generation develops.



The map above shows areas where wind power developments have been proposed; these areas are otherwise known as planning zones. The map also shows the AESO's preferred option for addressing the need to integrate these wind developments.

### Current situation

The AESO has directed transmission facility owner AltaLink to begin developing facility applications for transmission development described in our need application; this direction includes the search for line routes in or near the areas identified above. Before AltaLink can begin constructing these facilities, however, it must develop and submit Facility Applications to the AUC for approval. Further consultation with stakeholders, particularly on routing of transmission lines, will form a critical component of this application process.

The AUC approved the AESO's NID on September 8, 2009.

*The AESO is committed to protecting your personal privacy in accordance with Alberta's Personal Information Protection Act. Any personal information collected by the AESO with regard to this project may be used to provide you with further information about the project, may be disclosed to the Alberta Utilities Commission (and as a result, may become public), and may also be disclosed to the eligible Transmission Facility Owner(s). If you have any questions about how the AESO will use and disclose your personal information collected with regard to this project, please contact us at 888-866-2959 or at [stakeholder.relations@aes0.ca](mailto:stakeholder.relations@aes0.ca).*

# AltaLink in Southern Alberta

## In your community

AltaLink is working on several projects in Southern Alberta to make sure your lights come on at the flick of a switch and to connect you to renewable sources of electricity.

### Projects in your area

Project	Description	Status
Southwest 240 kV	New transmission line from the Pincher Creek area to the Lethbridge area.	Construction began in summer 2009
Saddlebrook Generating Station	New transmission facilities in the Aldersyde area to connect the proposed TransCanada Saddlebrook Power Station to Alberta's electrical grid.	Preliminary stages of planning
Castle Rock Ridge Wind Farm Connection	New transmission line and substation in the Pincher Creek area to connect the Castle Rock Ridge wind farm.	Preparing application for regulatory review
Blue Trail Wind Farm Interconnection	New transmission line south of Fort Macleod to connect TransAlta's Blue Trail Wind Farm.	In-service in September 2009
Fidler Substation and Interconnection	New substation and new transmission line located north of Pincher Creek area to connect new wind farms to the grid.	Public consultation to begin in fall 2009
Ardenville Wind Farm Connection	New transmission line south of Fort Macleod to connect the Ardenville Wind Farm.	Preliminary stages of planning

## We want your feedback!

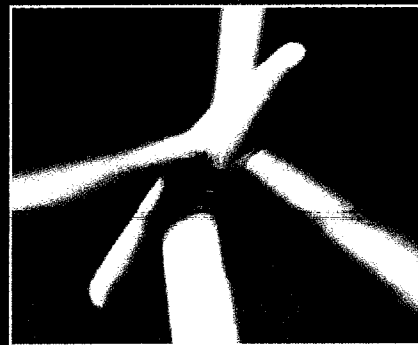
Let us know what you think – please visit us at:

Web: [www.albertaelectricityfuture.ca/satr](http://www.albertaelectricityfuture.ca/satr)

Phone: 1-877-767-4484 (toll-free)

E-mail: [satrinfo@altalink.ca](mailto:satrinfo@altalink.ca)

# ALTALINK



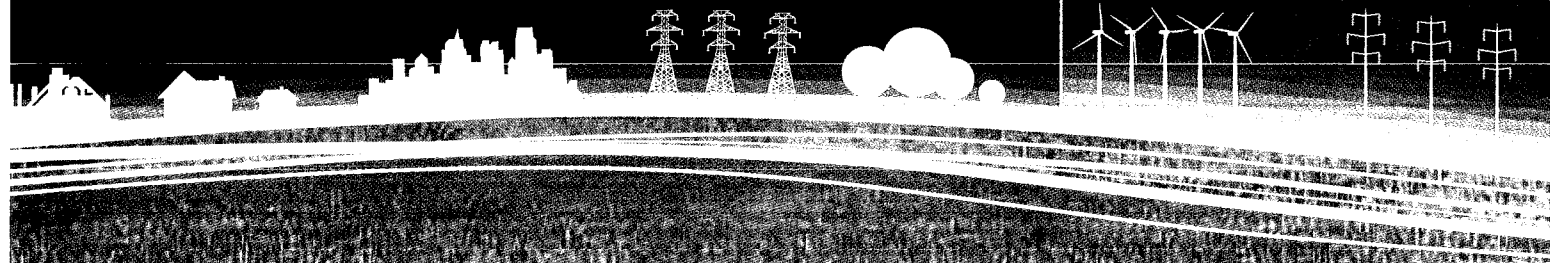
Wind is a clean, inexhaustible and plentiful resource and is an important part of the future of Alberta's electricity system. Reinforcing the transmission grid in southern Alberta not only connects wind power to the rest of the province, but makes sure our electricity system is reliable.



## Supporting your local 4-H clubs

As part of our partnership with Alberta 4-H, we support all 420 clubs across Alberta every year. Here are some of the clubs we're sponsoring in the towns and cities near you:

- Okotoks: Sheep, Horse, Beef and Multi Clubs
- High River: Horse and Life Skills Clubs
- Claresholm: Nimble Fingers, Beef, Judging and Horse clubs
- Fort Macleod: Beef and Horse Clubs
- And more!





# In your province

## Who benefits from a reinforced transmission system?

We all do. Whether electricity is generated from wind, water or other sources, it all gets to your house in the same way – transmission. AltaLink's transmission system is the essential link that connects Alberta's communities with power generated across the province.

A reinforced transmission grid, like an electricity highway, allows the competitive power generation market to work by connecting power plants to customers across Alberta. Transmission is the link that connects you to more and more renewable sources of electricity.

## Our commitment to the environment

At AltaLink, we strive to balance the effect of our operations on the environment and maintain the safety and reliability of our electricity system for our customers.

We're active in protecting birds and have several programs in place including the first-of-its-kind GREENJACKET™ program – a cover-up that protects wildlife in substations. And that's just the beginning! For more information, including our innovative recycling programs, please visit [www.altalink.ca/environment](http://www.altalink.ca/environment).



## About us

AltaLink is Alberta's largest transmission company, providing 85 per cent of Albertans with electricity transmission service. We own and operate the majority of the transmission grid in central and southern Alberta. With more than 11,800 kilometres of transmission lines and 270 substations, we work around the clock to make sure power is there when you need it.

# ALTALINK

[www.albertaelectricityfuture.ca/satr](http://www.albertaelectricityfuture.ca/satr)



Proud 4-H Supporter

## Energy conservation tips You can reap the solution!

Turn on all lights when you're not using them, and use a lamp when doing housework. Switching instead of leaving a room with a head light.

Replace your old light switches with dimmers. Replace your old timer switches with programmable timer switches. Local hardware stores and online stores have switches in your neighbourhood. The more things you do to save electricity, the more you'll save. (Not all CFLs are energy efficient. Bulbs) Replace your old timer switches with programmable timer switches.

Turn off your computer when you're not using it. Turn off your computer when you're not using it. Turn off your computer when you're not using it.

## Focus on safety

AltaLink and other utility companies in Alberta have come together as the Joint Utility Safety Council, working to keep Alberta safe by working around the clock.

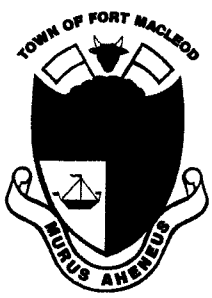
The team *Where's the Line?* public information campaign works to effect change in attitudes and behaviours toward electricity safety through ongoing communication and education initiatives.

For more information, visit [www.wtline.ca](http://www.wtline.ca).



© 2009 | Version 1





# Town of Fort Macleod

P.O. Box 1420 Fort Macleod Alberta  
Telephone 403-553-4425  
Fax 403-553-2426

Agenda  
Dec 16

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## OFFICE OF THE MAYOR

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December 10, 2009

Mayor Rob Steele  
Claresholm, Alberta

Dear Mayor Steele,

*Rob*

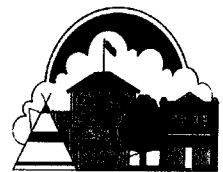
On behalf of myself, Town Council and the entire Town of Fort Macleod, I would like to thank you for taking the time to accompany our delegation to Edmonton to meet with the Government about the Alberta Police and Peace Officer Training Centre. Your support not only meant a lot to us, but was also very important in showing the Alberta Government that all of southern Alberta remains firmly committed to this important project.

It has been 3-1/2 years since we were announced as the successful bidder for the centre and no financial commitment has been made to this project by the government as of yet, nor does it appear on a capital list for funding. We believed that the time was right to travel to Edmonton to remind our representatives there of their original commitment to the project and to explore options for financing it sooner rather than later, including the use of a capital bond issue. We also felt it very important to show that support for this project extends far beyond the Town of Fort Macleod and into the surrounding communities in southern Alberta. Your presence in our delegation provided real and irrefutable evidence of that fact. It is one thing to speak of regional economic partnerships and cooperation, it is quite another to extend the effort required to make that possible.

We in Fort Macleod remain firmly convinced that this project will not only benefit our Town, but will also directly benefit all of southern Alberta, but ultimately all citizens of Alberta by providing a first-class training facility for our enforcement officers from all branches. We are committed to see this project through to completion, and are truly grateful for your willingness to stand beside us at this critical stage. Many thanks again!

Very sincerely,

Mayor Shawn Patience  
Town of Fort Macleod



## Alberta's Town of Firsts

*Home of the Alberta Police and Peace Officer Training Centre*

Kris Holbeck, CA

October 27, 2009

Chief Administrative Officer

Town of Claresholm

P.O. Box 1,000

Claresholm, AB

TOL 0T0

**Re; 28 Saskatchewan Crescent, Lot 3**

I am writing with regards to your letter dated October 22, 2009. I purchased two lots from the town in 2008. I accepted the "Option to Purchase" clause added by the town because I understand that the reason for this clause is to prevent hoarding or speculation of lot sales. This was never my intention.

I immediately commenced construction on lot 16 and this property is now for sale/lease. My plan is to build on lot 3 after lot 16 is sold or leased. However, due to the current economic environment sales and leasing activity is very slow.

I believe that I should not be placed in a loss position by the Town because of the current market conditions which are beyond my control. I believe the town should grant me an extension until the economy improves and I can continue with my original plan. If the town insists on taking back the lot then the Town should compensate me the full original purchase price and closing costs.

I still plan to build on lot 3 once the economy improves and will build an attractive and functional space.

Should you have any questions my phone number is 403-870-4953.

Your truly

A handwritten signature in black ink, appearing to read "Grant Potter", written over the typed name.

Grant Potter

President

Summer Places Limited

500, 530-8<sup>th</sup> Avenue S.W.

Calgary, Ab, T2P 3S8

Twn\_Claresholm\_Oct\_26\_09

**Claresholm Animal  
Rescue Society**

Box 2579, 4316 – 2<sup>nd</sup> Street East  
(Behind Pampered Pets)  
Claresholm, AB T0L 0T0

**LOOK FOR OUR ANIMALS ON  
PETFINDERS.COM TOO!!!!**

December 13, 2009

Town of Claresholm  
Box 1000  
Claresholm, AB T0L 0T0

**RE: LETTER OF SUPPORT FOR GRANT APPLICATION**

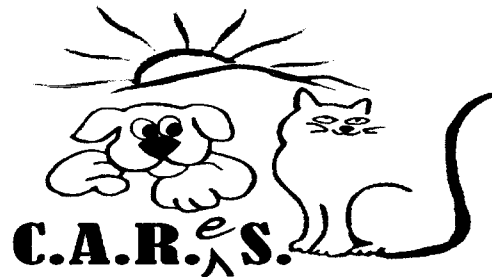
The Claresholm Animal Rescue Society is applying for the Community Initiatives Program operating grant for the 2010 fiscal year. We are requesting the Town of Claresholm assist our efforts by writing a letter of support for our application. We wish to thank the Town of Claresholm for its ongoing support of our Society and our efforts to combat the problem of stray and abandoned animals and feral cats in our community.

Yours truly,

*Christel Hutka*

*for*

Claresholm Animal Rescue Society Executive



Arden Dubnewick  
Box 1957  
Claresholm, AB.  
T0L 0T0  
Phone: 403-625-2717

November 13, 2009

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

**Re: Board Member for Claresholm Library Board**

To Whom It May Concern,

I, Arden Dubnewick, would like to submit my name for appointment to the Claresholm Public Library Board.

Thank you for your consideration.

Yours truly,

A handwritten signature in cursive script, appearing to read "Arden Dubnewick". The signature is written in black ink and is positioned above the printed name.

Arden Dubnewick

# Memo

**To:** Council  
**From:** Administration  
**Date:** December 2, 2009  
**Re:** Property Tax Exemption Application – Claresholm Golf Club

---

## **OVERVIEW**

Per Bylaw #1522, the Community Organization Property Tax Exemption Bylaw (COPTER), the Claresholm Golf Club has made an application for property tax exemption on the property at 349 – 39<sup>th</sup> Avenue West that they lease from the Town of Claresholm to substantiate for the provincial auditors the current assessment of “Community Association” which gives tax exemption to a portion of the property.

The application has been reviewed by the Town’s assessors to ensure the amount of property to be exempted is accurate and by Administration to ensure the community organization’s activities and purpose fall within the parameter of receiving an exemption per the Town’s bylaw and the provincial regulations.

The application has been found to be complete and the land and building to be exempted is accurate. Claresholm Golf Club’s activities fall within COPTER and the Town bylaw as eligible for property tax exemption on the portion of the building NOT used as a licensed premise. The remainder of the property that is licensed for liquor will continue to be assessed and taxed and the Claresholm Golf Club will need to continue to request the municipal portion of the property taxes be waived each year.

## **RECOMMENDATION**

**That the Property Tax Exemption Application for Claresholm Golf Club be approved for the taxation year 2010.**

*Kris Holbeck, CA CAO Town of Claresholm*

# Memo

**To:** Council  
**From:** Administration  
**Date:** November 25, 2009  
**Re:** Property Tax Exemption Application – Prairie Winds Clubhouse

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## **OVERVIEW**

Per Bylaw #1522, the Community Organization Property Tax Exemption Bylaw (COPTER), the Prairie Winds Clubhouse has made an application for property tax exemption on the property at 4621 – 2<sup>nd</sup> Street West that they own.

The application has been reviewed by the Town's assessors to ensure the amount of property to be exempted is accurate and by Administration to ensure the community organization's activities and purpose fall within the parameter of receiving an exemption per the Town's bylaw and the provincial regulations.

The application has been found to be complete and the land and building to be exempted is accurate. Prairie Wind Clubhouse's activities fall within COPTER and the Town bylaw as eligible for property tax exemption for the full property.

## **RECOMMENDATION**

**That the Property Tax Exemption Application for Prairie Winds Clubhouse be approved for the taxation year 2010.**

*Kris Holbeck, CA CAO Town of Claresholm*



**PRAIRIE WINDS CLUBHOUSE SOCIETY**

Box 1354  
Claresholm, Alberta T0L 0T0  
Phone 403-625-4975  
Fax 403-625-3004  
E-mail [club1@telusplanet.net](mailto:club1@telusplanet.net)

November 18,2009,

Re: Application for property Tax Exemption

Prairie Winds Clubhouse Society is a registered non-profit charity which offers adult community supports to persons living with a mental illness. We offer a safe place for people to go, a place for building and expanding abilities, a place that encourages integration in community. We strive to achieve our ultimate outcome of increased sense of independence, and improved quality of life.

Please consider our application for property tax exemption. If you have any further questions please contact me.

Thanks

A handwritten signature in cursive script that reads "Glenda Wall".

Glenda Wall  
Executive Director  
403-625-4975



Dec 11/2009

Request to Attend annual (2010)  
Local Government Administrators  
Conference: March 17-19.

Will be gone March 17 - 19 (Wednesday - Friday)

W. Hallock  
CAO

LGAA 10

CORNERSTONES FOR CHANGE

MARCH 17 - 19 | CAPRI CENTRE | RED DEER



# WILLOW CREEK RECYCLING & BOTTLE DEPOT

Box 394  
Claresholm, AB  
T0L 0T0  
Ph. / Fax 403-625-3956  
E-mail: [wcr@platinum.ca](mailto:wcr@platinum.ca)

09-November-2009

Town of Claresholm

Attention Council,

Three years have passed and it is once again time for the contract that Willow Creek Recycling has with the Town of Claresholm & the M.D. of Willow Creek to handle all the areas recycling needs to be reviewed and re-signed. The past three years have seen us face some major changes, volume increases, plastics being recycled and some difficult hurdles to overcome. 2008 saw the highest volume yet since the programs inception with 520 tonnes of materials kept out of the landfill.

The following information gives you a look at what other businesses with similar relationships and contracts with Towns and M.D.'s are doing, where they are at and where they are heading. This info, along with my own info generated by my costs etc., is the basis for the proposals I'm putting forth here for our next contract.

As most of you know, the recycling industry has been hit very hard with the commodity crunch and is still suffering. Since Dec. 2008 we have only had one month (August) where cardboard came off the zero for value mark. Newspaper has held its own better than cardboard but, it is still low at an average worth of \$50.00 per tonne. All the other materials are worth zero. The expected lost revenue due to the values being zero for 2009 will be approximately \$15,000.00. Add to that the increase in cost of freight which used to be paid by the purchaser of the cardboard and the cost of the trailer rental coming to a total of about \$819.00 per month. The Town of Claresholm and the M.D. of Willow Creek have been generous enough to cover the trailer rental cost knocking that cost down to \$554.00 per month. Boiling all that down to an increase in the cost to recycle for the year of 2009, above and beyond the constantly increasing costs of labor, heating, etc., of \$21,648.00 ( $\$15,000.00 + \$6648.00(12 \times 554)$ ). Divide that sum by last years total tonnes,  $\$21,648.00 \div 520 = \$41.63$  per tonne extra this year it has cost to recycle. This would indicate an immediate increase from the current rate of \$150.00 to \$191.00 per tonne just to get us back to levels in 2008. Another big hurdle for us this year has been recycling the plastics. Since January it has been much more difficult to keep the plastic recycling going. It's more labor intensive due to the required sorting of the film/foil plastics from the rest of the plastics. Also, the only place we can ship it to at the present time is a factory in Medicine Hat which basically refuses to pay anything for the plastics. Another freight cost to the business of about \$1100.00 per year that we never had before.

Basically speaking, not a good year for the recycling industry. Obviously we need an increase in rates to keep the program running as the business cannot keep losing money to provide a public service for the surrounding areas. It's not all doom and gloom though as; **#1**, we are keeping in excess of 520 tonnes of reusable materials out of the landfill; **#2**, hopefully markets will get better for the materials we are recycling in the not to distant future; **#3**, we are providing a reasonably smooth and trouble free user friendly program for a broad, multi-purpose population base.

Here are the other similar businesses:

**Pincher Creek:** they are at approximately 590 tonnes per year and are receiving a fixed amount of \$7000.00 per month = \$142.00 per tonne. The councils involved have purchased the business a used horizontal baler at a cost of \$40,000.00 ( new they run about \$120,000.00) which makes the recycling of the materials much less work intensive. This baler also enables them to bale everything increasing the value of materials (like tin, newspaper, mixed paper, etc.) which in turn increases revenue for the business. They get to keep all revenues made by the selling of materials, same as Willow Creek Recycling. They also have a dock for loading bales onto the trucks enabling them to reduce their shipping costs. Having the extra equipment etc. translates into about \$2500.00 US per month revenue for their business and that is at today's repressed values. If you include this amount at par you get a stable \$9500.00 per month the business is receiving for recycling which equals \$193.00 per tonne. This is why their rate is slightly lower which is made possible by having the horizontal baler, truck dock etc. They work on 3 year contracts which is over the end of 2010 at which point they will re-evaluate rates.

**Crowsnest Pass:** they are at approximately 550 tonnes per year and are receiving a fixed amount of \$7900.00 per month = \$172.00 per tonne. The councils involved have bought the business 4 vertical balers like the ones Willow Creek Recycling has at \$12,000.00 apiece so they can also bale all their materials. This is a similarly labor intensive operation as the one at Willow Creek Recycling is but, gives them the ability to earn more for the materials similar to Pincher Creek. The business also keeps all the revenue generated by the materials and they also work on a 3 year contract.

**Taber:** they are at approximately 700 tonnes per year and are receiving a fixed amount of \$9000.00 per month starting Jan. 2010 = \$154.00 per tonne. This contract expires at the end of 2010 at which time the business is going to request a minimum immediate increase of 25% or they will discontinue the service. This means by 2011 the business will be receiving about \$11,250.00 per month for approximately 730 tonnes per year, equaling \$184.00 per tonne. The business keeps all revenue produced by materials as well. The Town of Taber is the only council involved and they have not provided any funding or machinery for the business. Thus far they have been working on 5 year contracts.

My proposals to the council is the following:

1. A rate increase from the current rate of \$150.00 per tonne to \$190.00 per tonne or;
2. A fixed monthly rate of \$8500.00 per month.

My preference would be to see a 3 year contract signed for this term. I also need to ask a request from the council to see about the possibility of funding for the upgrading of the recycling equipment. The

program is quite user friendly for the public, but for us it is very labor intensive. As most of you know, we now have 2 vertical balers which work well but, as stated above, are labor intensive and limits what we can bale. This has been a difficulty during this passed year as it has limited us to where we can ship the materials and the revenue earned by them. I recently went to Pincher Creek where, as mentioned earlier, the councils have recently purchased a horizontal baler and it has had a huge impact on the business giving them the ability to bale and market all their materials. We can potentially purchase a used one for about the \$40,000.00 mark as well. There is one possibly coming available in the near future. There would also be a couple of other necessary changes that would have to happen to make all of this come together. First we would need to extend the building to accommodate a horizontal baler as it needs 30 feet of space and we are currently working at capacity with the space we have. Second we would have to build a truck dock to facilitate truck loading and lastly we would have to smooth out the yard with gravel work and grading. Possibly we could work out a joint effort to make this a reality. I feel if we could stream line the recycling process the rates could be stabilized to some extent and possibly lowered. If this funding and joint effort can be a reality, I would be able to accept either of the following proposals:

1. A rate increase from the current rate of \$150.00 per tonne to \$180.00 per tonne or;
2. A fixed monthly rate of \$8200.00 per month.

Thank you for your time and consideration as well as passed and present support.

Shelley O'Neil

To add to this proposal I now have a quote for the necessary building / yard work upgrades that need to go with the horizontal baler which will streamline the recycling program. One thing everyone needs to be clear about is that all of these changes have nothing to do with the bottle depot end of the business. Every cent of these proposed improvements pertain strictly to the recycling program. This should eliminate all potential concerns about using public funding for these improvements, for the recycling program is as public a program as it gets, open for all to use, 24 hours a day, 365 days a year.

Based on this quote and the cost of a used horizontal baler, we are looking at about \$140,000.00 to achieve these upgrades and to make it all a reality I need the Town of Claresholm and the M.D. of Willow Creek to fund this project. I really do feel the need for all of this to happen as the recycling program cannot keep costing the bottle depot business to help cover the lost revenue and the increased expenses of the past year as stated in the proposal. The reality of it all is that the program has expanded and grown so much and if the last 3 years are any indication, it is going to keep right on growing creating the need for these improvements.

# *Challands Concrete Construction*

*P.O. Box 1645  
Claresholm, AB T0L 0T0  
Phone (403) 625-4544  
Fax (403) 625-5479*

November-7-2009

Willow Creek Recycling

Ref; building expansion and yard work

The above will cost \$95,000.00 + GST. This price includes all materials, machinery, and labour to install the following.

20 feet x 55 feet 4 foot high loading dock.  
16 feet x 40 feet bale storage pad.  
Levelling and packing gravel for yard.  
20 feet x 40 feet 16 feet high building addition.

If any question please contact me 625-4544 any time, Thank You.



Dean Challand

# CAPITAL BUDGET DISCUSSIONS

## TOWN OF CLARESHOLM: 2010 CAPITAL BUDGET PLAN ALL DEPARTMENTS PROPOSED PROJECTS

DEPARTMENT	PROJECT DESCRIPTION	CAT.	TOWN'S COST	FUNDING SOURCE	COMMENTS
Sanitary Sewer	South Sanitary Main	New	1,033,000	MSI capital grant	Town's portion to be funded by MSI Capital over two years
Roads	Derochie Drive Paving	New	10,000	Streets Improvement Grant	Per negotiations with developer.
Roads	8th Street Sidewalk (south of 520 to Westlynn Spur)	New	71,000	SIP Grant/LIT	Portion of sidewalk is local improvement for Cottonwood Village.
Roads	Industrial Area - Oil Roads	New	61,000	Streets Improvement Grant	
Public Works	Capital Equipment	New	40,000	Operating to Reserves	Monies to go to reserves for backhoe
Parks	Millenium Ball Diamonds (shale 3 diamonds)	New	17,500	Operations/Reserves	Switch out 3 of 4 grass infields with shale.
Roads	Sundance Subdivision/Storm Drainage	New	100,000	Operating/Reserves/LIT	Local improvement for landowners in subdivision and Cottonwood Town would recover their portion over time via LIT.
Roads	Downtown Alleys pavement	New	150,000	Streets Improvement Grant	Includes paving alley behind 7-11 (not paved now)
Roads	8th Street West Core and Pave- <del>A</del>	New	320,000	Streets Improvement Grant	From 520 north to Pedersen Estates new subdivision's repaved portion of 8th Street.

**TOTAL PROJECTS LISTED**  
\$1,802,500.00

(Portion whose east side is still undeveloped)  
 \* Rehabilitation only? back to gravelled/crushed asphalt?  
 Per Public works, as development occurs this pavement will be torn up to attach water/sewer services to lots facing west. So patching of pavement will be necessary.  
 (if rehabilitation only - Administration will need to get revised quote)

WA 12/10/09.

**TOWN OF CLARESHOLM: 2010 – 2012 CAPITAL BUDGET PLAN  
PROPOSED FUNDING SOURCES**

**FINANCING AVAILABLE FOR CAPITAL PROJECTS**

	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>TOTAL</b>
Alberta Municipal Infrastructure Program (ENDED IN 2009)	0	0	0	0
Municipal Sustainability Initiative (Capital) ESTIMATES	500,000	500,000	500,000	1,500,000
Streets Improvement Program (75%) <sup>^^</sup>	444,000	222,000	222,000	888,000
25% Contribution from Operating Budget	148,000	74,000	74,000	296,000
Total project funding under Streets	592,000	296,000	296,000	1,184,000
Debtenture Financing	0	0	0	0
<b>Total Financing</b>	<b>1,684,000</b>	<b>1,092,000</b>	<b>1,092,000</b>	<b>3,868,000</b>

\* per AMA funding will be announced in December 2009

**RESERVES AVAILABLE FOR FUNDING AS AT DECEMBER 31, 2008**

CAPITAL RESERVES	<b>\$604,500</b>
GENERAL RESERVES	<b>\$1,067,000</b>

<sup>^^</sup> The Town's application under SIP in 2009 for the waterline replacements in the 100 Block of 48th Avenue West and the 300 Block of 47th Avenue West was denied due to the work being done in the boulevards and not in the street. The unfunded 2009 project cost of \$164,044 will need to be financed via operations (based on year end surplus) or via reserves per above. This gives two years of SIP grants for 2010 projects.



# **INFORMATION ITEMS**



# TOWN OF CLARESHOLM

## CHEQUE LISTING FOR ACCOUNTS PAYABLE

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Cheque #	Cheque Date	CEO	CAO	Vendor #	Name	Amount
					<b>Batch # 13232</b>	
41264	2009-11-02			650	ALBERTA BLUE CROSS	4,268.66
41265	2009-11-02			786517	AMSC INSURANCE SERVICES LTD.	2,612.61
41266	2009-11-02			1790	Aquam Specialiste Aquatique Inc.	438.39
41267	2009-11-02			6441	BOB HONG JANITORIAL LTD.	472.50
41268	2009-11-02			786427	BOUNDARY EQUIPMENT (CALGARY) LTD.	847.22
41269	2009-11-02			786722	CALGARY CARETAKING SUPPLIES LTD.	76.99
41270	2009-11-02			11250	CANADIAN LINEN SUPPLY	414.73
41271	2009-11-02			786896	CDN AQUAFITNESS LEADERS ALLIANCE INC.	15.75
41272	2009-11-02			76150	Claresholm Animal Rescue Society	350.00
41273	2009-11-02			13660	CLARESHOLM LOCAL PRESS	31.50
41274	2009-11-02			786141	CLARESHOLM TAXI	1,363.50
41275	2009-11-02			14150	CLARESHOLM WELDING &	556.50
41276	2009-11-02			14205	CLEAN BRITE CHEMICAL SERVICES LTD.	913.73
41277	2009-11-02			785973	CLEARTECH INDUSTRIES INC.	3,415.79
41278	2009-11-02			786502	CLV HOME SPRING WATER LTD.	45.00
41279	2009-11-02			14246	COMMUNITY EMPLOYMENT SERVICES	75.00
41280	2009-11-02			786058	Corporate Express	185.90
41281	2009-11-02			58000	DHL EXPRESS (CANADA) LTD.	106.36
41282	2009-11-02			786540	DIRECT ENERGY REGULATED SERVICES	31.00
41283	2009-11-02			786397	EPCOR	69.25
41284	2009-11-02			76356	Excel Telecommunications (Canada) Inc.	36.54
41285	2009-11-02			786202	EXOVA	50.40
41286	2009-11-02			786445	FASTENAL CANADA	48.85
41287	2009-11-02			26201	FERG'S SEPTIC SERVICE	787.50
41288	2009-11-02			786145	Ghostpine Environmental Services Ltd.	1,006.16
41289	2009-11-02			786138	GIBEAU, JEFFERY	323.74
41290	2009-11-02			786672	HOCKLEY, CLAIR	21.00
41291	2009-11-02			786618	HTS LTD CLARESHOLM	21.00
41292	2009-11-02			26900	IRON ROCK ENTERPRISES LTD	170.63
41293	2009-11-02			786359	KLEARWATER EQUIPMENT AND TECHNOLOGIES	3,578.40
41295	2009-11-02			786620	LEONARD, DON	14.56
41296	2009-11-02			56155	LIFESAVING SOCIETY	120.00
41297	2009-11-02			56200	LOCAL AUTHORITIES PENSION PLAN	7,286.00
41298	2009-11-02			786664	MIFFLIN, TOVE	88.39
41299	2009-11-02			786872	MPE ENGINEERING LTD.	52,487.26
41300	2009-11-02			66100	NATIONAL SECRETARY-TREASURER	1,033.97
41301	2009-11-02			786428	NEXEN MARKETING	35,238.75
41302	2009-11-02			786905	ONECONNECT SERVICES INC. T46194	51.13
41303	2009-11-02			76300	PEDERSEN TRANSPORT LTD.	1,108.55
41304	2009-11-02			786167	PITNEY BOWES GLOBAL CREDIT SERVICES	341.75
41305	2009-11-02			786534	PROFESSIONAL POWER WASH	1,134.00
41306	2009-11-02			786536	R P WATERWORKS INC.	2,353.63
41307	2009-11-02			86300	RECEIVER GENERAL FOR CANADA	13,522.58
41308	2009-11-02			786468	SHAW CABLE	55.60
41309	2009-11-02			786756	SHAW'S ENTERPRISES LTD.	471.63
41310	2009-11-02			786111	STEEL, ROB	98.80
41311	2009-11-02			786085	SUPERIOR PROPANE INC.	127.65
41312	2009-11-02			786571	SUTTER, DARYL	98.80
41313	2009-11-02			786609	TASTE OF HEAVEN CAFE	63.00



**TOWN OF CLARESHOLM**  
**CHEQUE LISTING FOR ACCOUNTS PAYABLE**

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<b>Cheque #</b>	<b>Cheque Date</b>	<b>CEO</b>	<b>CAO</b>	<b>Vendor # Name</b>	<b>Amount</b>
41314	2009-11-02			900 TELUS	5,234.23
41315	2009-11-02			786391 THE CYPRESS GROUP	168.00
41316	2009-11-02			786849 T.J'S TREE TRIMMING	727.65
41317	2009-11-02			97000 TOWN OF CLARESHOLM	36.81
41318	2009-11-02			97001 TOWN OF CLARESHOLM	35.16
41319	2009-11-02			785905 WESTWIND COMPUTERS	451.50
41320	2009-11-02			126050 ZEE MEDICAL CANADA, INC.	19.91
41321	2009-11-02			126060 ZEP SALES & SERVICE OF CANADA	370.62
41322	2009-11-02			900000 Alberta Home Visitation Network Association	285.00
41323	2009-11-02			900000 GLEN WEST EXPRESS LTD.	787.50
41324	2009-11-02			900000 GORDON GLIMSDALE	500.00
41325	2009-11-02			900000 JEREMY HAMPTON	20.00
41326	2009-11-02			900000 MARK OR SHARON STUBBS	1,600.00
41327	2009-11-02			900000 PETER MOSS	98.00
41328	2009-11-02			900000 ROBERT LACELLE	51.10
41329	2009-11-02			900000 RONALD & HELLEN DAVIS	300.00
41330	2009-11-02			900000 Source Office Furnishings & Systems Ltd.	203.70
41331	2009-11-02			900000 YONEMORI, MIHO & PETER	184.00
					149,103.83
					<b>Batch # 13236</b>
41332	2009-11-03			56019 L.W. DENNIS CONTRACTING LTD.	247,862.37
					247,862.37
					<b>Batch # 13244</b>
41345	2009-11-02			786899 PEACE LUTHERAN CHURCH	450.00
41346	2009-11-02			786156 Q.E.D. ENTERPRISES LTD.	881.49
					1,331.49



TOWN OF CLARESHOLM  
CHEQUE LISTING FOR ACCOUNTS PAYABLE

Cheque #	Cheque Date	CEO	CAO	Vendor # Name	Amount
					<b>Batch # 13262</b>
41347	2009-11-09			13125 AHS - CCMHA	26.50
41348	2009-11-09			4150 AVIATION VISUAL AIDS	298.94
41349	2009-11-09			786195 Benchmark Assessment Consultants Inc.	3,465.87
41350	2009-11-09			786189 BIG SKY DODGE CHRYSLER 2008 LTD	1,372.38
41351	2009-11-09			786095 CHILTON, LISA	98.80
41352	2009-11-09			13660 CLARESHOLM LOCAL PRESS	919.42
41353	2009-11-09			786058 Corporate Express	349.40
41354	2009-11-09			786202 EXOVA	25.20
41355	2009-11-09			786597 FOOTHILLS HOME IMPROVEMENTS	166.16
41356	2009-11-09			786240 GAMMEL'S PLUMBING HEATING & GASFITTING	309.42
41357	2009-11-09			51050 KAZ'S SERVICE	69.22
41358	2009-11-09			56155 LIFESAVING SOCIETY	30.00
41359	2009-11-09			56200 LOCAL AUTHORITIES PENSION PLAN	7,552.86
41360	2009-11-09			786423 NEW WEST FREIGHTLINER INC.	11.08
41361	2009-11-09			786197 PARCON CONSTRUCTION LTD.	158,251.74
41362	2009-11-09			786536 R P WATERWORKS INC.	2,050.01
41363	2009-11-09			86300 RECEIVER GENERAL FOR CANADA	13,472.90
41364	2009-11-09			786835 SAAL PAVING LTD.	1,027.69
41365	2009-11-09			13525 SOBEYS CLARESHOLM	309.52
41366	2009-11-09			900 TELUS	78.44
41367	2009-11-09			786792 TWINPRO INDUSTRIAL CHEMICALS	945.00
41368	2009-11-09			111705 WC CLASS II REGIONAL LANDFILL	6,021.54
41369	2009-11-09			786157 Wrenches Heavy Equipment Repairs Ltd.	337.45
41370	2009-11-09			900000 ALBERTA/NWT COMMAND	425.00
41371	2009-11-09			900000 DEKRA-LITE	3,444.65
41372	2009-11-09			900000 J. WEISENSEL	110.00
41373	2009-11-09			900000 JEREMY HAMPTON	41.60
41374	2009-11-09			900000 KIM BISWANGER	223.76
41375	2009-11-09			900000 MINISTER OF FINANCE	100.00
41376	2009-11-09			900000 RECEIVER GENERAL	51.22
					201,585.77
					<b>Batch # 13266</b>
41377	2009-11-09			900200 RASHLEIGH, JOHN D & RITA C	25.35
					25.35
					<b>Batch # 13273</b>
41378	2009-11-10			900200 WINTONIAK, JIM	50.70
					50.70



# TOWN OF CLARESHOLM

## CHEQUE LISTING FOR ACCOUNTS PAYABLE

Cheque #	Cheque Date	CEO	CAO	Vendor # Name	Amount
				<b>Batch # 13284</b>	
41379	2009-11-13			786499 ADT SECURITY SERVICES CANADA INC.	101.43
41380	2009-11-13			850 AG-LINE	382.94
41381	2009-11-13			600 ALBERTA ASSOCIATION OF M.D.'S	8,730.23
41382	2009-11-13			1025 ALBERTA ONE CALL LOCATION CORP	120.75
41383	2009-11-13			11880 CARR MCLEAN	611.47
41384	2009-11-13			786578 CENTRAL SHARPENING LTD.	92.40
41385	2009-11-13			13325 CLARESHOLM FIRE DEPARTMENT	660.00
41386	2009-11-13			786254 CLARESHOLM FLORAL & CANDY SHOPPE	102.90
41387	2009-11-13			786893 CLARESHOLM LOCK & KEY	1,643.25
41388	2009-11-13			13900 CLARESHOLM PHARMACY LTD	39.37
41389	2009-11-13			14150 CLARESHOLM WELDING &	44.52
41390	2009-11-13			786502 CLV HOME SPRING WATER LTD.	15.00
41391	2009-11-13			58000 DHL EXPRESS (CANADA) LTD.	108.94
41392	2009-11-13			786202 EXOVA	289.80
41393	2009-11-13			786597 FOOTHILLS HOME IMPROVEMENTS	73.50
41394	2009-11-13			31955 GREYHOUND COURIER EXPRESS	14.72
41395	2009-11-13			49980 HARRY'S TIRE SALES (1984) LTD.	837.49
41396	2009-11-13			786199 HINKLE ELECTRIC	315.14
41397	2009-11-13			786648 HOLBECK, KRISTINE H	113.20
41398	2009-11-13			36800 HOME HARDWARE	595.63
41399	2009-11-13			786180 Ikon Office Solutions, Inc.	235.61
41400	2009-11-13			26900 IRON ROCK ENTERPRISES LTD	315.00
41401	2009-11-13			786267 LAWSON PRODUCTS INC.	134.46
41402	2009-11-13			56155 LIFESAVING SOCIETY	35.00
41403	2009-11-13			61467 MIDFIELD SUPPLY ULC B3999	278.55
41404	2009-11-13			786704 MINISTER OF FINANCE (LT)	10.00
41405	2009-11-13			786905 ONECONNECT SERVICES INC. T46194	58.64
41406	2009-11-13			786635 PCO SERVICES CORPORATION	210.00
41407	2009-11-13			76300 PEDERSEN TRANSPORT LTD.	764.56
41408	2009-11-13			76400 PITNEYWORKS	4,242.00
41409	2009-11-13			786536 R P WATERWORKS INC.	3,193.47
41410	2009-11-13			786275 R.T.L. AGRI-SERVICES LTD.	1,394.35
41411	2009-11-13			786424 SKYLINE TOWING SERVICES	305.55
41412	2009-11-13			91366 SMILEY, LINDA	910.00
41413	2009-11-13			101400 UNITED FARMERS OF ALBERTA	1,287.89
41414	2009-11-13			23500 W.R. MEADOWS OF WESTERN CANADA	1,521.91
41415	2009-11-13			111800 WORKERS' COMPENSATION BOARD	3,685.50
41416	2009-11-13			126060 ZEP SALES & SERVICE OF CANADA	103.32
41417	2009-11-13			900000 ALBERTA HEALTH SERVICES	2,133.92
41418	2009-11-13			900000 CLARESHOLM GENERAL HOSPITAL	99.35
41419	2009-11-13			900000 DENNIS HOFFMAN	11,970.00
41420	2009-11-13			900000 DORIS BERNARD	65.36
41421	2009-11-13			900000 JEREMY HAMPTON	137.80
41422	2009-11-13			900000 R & A HOFFMAN FARMS LTD.	11,970.00
41423	2009-11-13			900000 RECREATION FACILITY PERSONNEL	156.00
41424	2009-11-13			900000 SID KENYON	175.00
41425	2009-11-13			900000 WINTERGREEN LEARNING MATERIALS	449.51
					<b>60,735.43</b>



# TOWN OF CLARESHOLM

## CHEQUE LISTING FOR ACCOUNTS PAYABLE

Cheque #	Cheque Date	CEO	CAO	Vendor # Name	Amount
					<b>Batch # 13295</b>
41426	2009-11-19			650 ALBERTA BLUE CROSS	4,194.64
41427	2009-11-19			786517 AMSC INSURANCE SERVICES LTD.	2,548.47
41428	2009-11-19			11250 CANADIAN LINEN SUPPLY	326.72
41429	2009-11-19			56100 CIMCO REFRIGERATION	1,076.25
41430	2009-11-19			13150 CLARESHOLM CASTING	220.50
41431	2009-11-19			786141 CLARESHOLM TAXI	454.50
41432	2009-11-19			14150 CLARESHOLM WELDING &	78.87
41433	2009-11-19			785973 CLEARTECH INDUSTRIES INC.	1,862.81
41434	2009-11-19			786502 CLV HOME SPRING WATER LTD.	28.00
41435	2009-11-19			786202 EXOVA	25.20
41436	2009-11-19			786136 JOE JOHNSON EQUIPMENT INC.	1,533.63
41437	2009-11-19			56200 LOCAL AUTHORITIES PENSION PLAN	7,632.68
41438	2009-11-19			786812 MCGREGOR FILTERING EQUIPMENT (1974) LTD.	164.76
41439	2009-11-19			786872 MPE ENGINEERING LTD.	48,946.09
41440	2009-11-19			65040 MUNICIPAL INFORMATION SYSTEMS	867.34
41441	2009-11-19			66100 NATIONAL SECRETARY-TREASURER	1,071.15
41442	2009-11-19			786167 PITNEY BOWES GLOBAL CREDIT SERVICES	1,027.38
41443	2009-11-19			86300 RECEIVER GENERAL FOR CANADA	12,485.74
41444	2009-11-19			91265 SCHUWEILER, MIKE	150.00
41445	2009-11-19			786759 SIMPLEX GRINNELL	115.50
41446	2009-11-19			900 TELUS	801.79
41447	2009-11-19			126060 ZEP SALES & SERVICE OF CANADA	120.75
41448	2009-11-19			900000 KIM BISWANGER	200.00
41449	2009-11-19			900000 RECEIVER GENERAL	263.80
41450	2009-11-19			900000 Triple T Mobile Industrial Steam Cleaning	409.50
					<b>86,606.07</b>



TOWN OF CLARESHOLM  
CHEQUE LISTING FOR ACCOUNTS PAYABLE

Page 6 of 6  
December 11, 2009  
12:50:17 PM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Name	Amount
						<b>Batch # 13317</b>
41451	2009-11-26			6390	BISHOFF AUTO & AG CENTRE	1,168.23
41452	2009-11-26			786818	BROWNLEE LLP	3,584.71
41453	2009-11-26			14085	CLARESHOLM NAPA AUTO	1,933.08
41454	2009-11-26			786303	CLARESHOLM VETERINARY SERVICES	250.73
41455	2009-11-26			786502	CLV HOME SPRING WATER LTD.	15.00
41456	2009-11-26			786058	Corporate Express	55.94
41457	2009-11-26			786540	DIRECT ENERGY REGULATED SERVICES	43.68
41458	2009-11-26			76356	Excel Telecommunications (Canada) Inc.	54.98
41459	2009-11-26			786908	GOESEELS, DEBRA L	138.22
41460	2009-11-26			31955	GREYHOUND COURIER EXPRESS	22.43
41461	2009-11-26			786186	K & R HOME & LAWN SERVICES	110.25
41462	2009-11-26			785940	KOST FIRE EQUIPMENT LTD.	50.35
41463	2009-11-26			786428	NEXEN MARKETING	28,567.97
41464	2009-11-26			71400	Oldman River Regional Services Commission	49.00
41465	2009-11-26			786197	PARCON CONSTRUCTION LTD.	352,905.15
41466	2009-11-26			786454	PRAXAIR DISTRIBUTION	33.39
41467	2009-11-26			786609	TASTE OF HEAVEN CAFE	50.40
41468	2009-11-26			900	TELUS	4,278.15
41469	2009-11-26			900000	CLARESHOLM SKATING CLUB	200.00
41470	2009-11-26			900000	DALLAS WOODMAN	62.95
41471	2009-11-26			900000	RHONDA CURRIE	144.00
41472	2009-11-26			900000	RUSK DITTO	40.00
41473	2009-11-26			900000	THE COUNTRY COUNSELLOR	2,700.00
						396,458.61
						<b>Batch # 13331</b>
41474	2009-11-30			786354	BONETTI, TONY	100.00
41475	2009-11-30			13250	CLARESHOLM CHILD CARE SOCIETY	2,183.50
41476	2009-11-30			786204	GIESE, BRENDA	120.00
41477	2009-11-30			786908	GOESEELS, DEBRA L	150.00
41478	2009-11-30			786648	HOLBECK, KRISTINE H	90.00
41479	2009-11-30			44000	ISAACSON, SHIRLEY	104.50
41480	2009-11-30			786620	LEONARD, DON	104.50
41481	2009-11-30			786519	MACPHERSON, DOUG	104.50
41482	2009-11-30			786570	MOORE, DAVID	104.50
41483	2009-11-30			786273	QUAYLE, CONNIE	104.50
41484	2009-11-30			786111	STEEL, ROB	225.50
41485	2009-11-30			786571	SUTTER, DARYL	104.50
						3,496.00
					<b>Total</b>	<b>1,147,255.62</b>

**Please circulate to Mayor/Reeve and Council for information**



*OLDMAN RIVER REGIONAL SERVICES COMMISSION*

**MINUTES - 3 (2009)**  
**GENERAL BOARD OF DIRECTORS' MEETING**  
**Thursday, September 3, 2009 – 7:00 p.m.**  
**ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)**

**BOARD OF DIRECTORS:**

Bill Graff (absent) ..... Village of Arrowwood  
Del Bodnarek ..... Village of Barnwell  
Alf Olsen ..... Village of Barons  
Neal Miller (absent) ..... Cardston County  
Tim Court ..... Town of Cardston  
Kym Nichols (absent) ..... Village of Carmangay  
Trevor Wagenvoort (absent) . Village of Champion  
Doug MacPherson (absent) .. Town of Claresholm  
Vic Mensch ..... Town of Coaldale  
Dennis Cassie ..... Town of Coalhurst  
Tom Butler (absent) ..... Village of Coutts  
Garry Hackler (absent) ..... Village of Cowley  
Ian MacLeod ..... Mun. Crowsnest Pass  
Gary Taje (absent) ..... Mun. Crowsnest Pass  
Gordon Wolstenholme (absent)T. of Fort Macleod  
Ron Hanson - alternate ..... Town of Granum  
Angie Todd (absent) ..... Village of Hill Spring  
Hans Rutz ..... County of Lethbridge  
Brad Koch (absent) ..... Village of Lomond  
Dennis Quinton ..... Town of Magrath

Terry Michaelis ..... Town of Milk River  
Robert Phillips (absent) ..... Village of Milo  
Dick Fenton ..... Town of Nanton  
Anne Marie Philipsen ..... County of Newell  
Paul Goldade ..... Village of Nobleford  
Hank Hurkens ..... Town of Picture Butte  
John Russell ..... M.D. of Pincher Creek  
Doug Thornton ..... Town Pincher Creek  
Ronald Davis (absent) ..... M.D. of Ranchland  
Jim Steed ..... Town of Raymond  
Barry Johnson ..... Town of Stavely  
Mike Selk ..... Village of Stirling  
Cecil Wiest (absent) ..... M.D. of Taber  
Lois Maloney ..... Town of Vauxhall  
Rod Ruark (absent) ..... Vulcan County  
Roy Elmer ..... Town of Vulcan  
Keith Palmer (absent) ..... County of Warner  
Vern Strain ..... Village of Warner  
Henry Van Hierden ..... M.D. Willow Creek

**STAFF:**

Lenze Kuiper ..... Director  
Mike Burla ..... Senior Planner  
Steve Harty ..... Senior Planner  
Diane Horvath ..... Planner  
Bonnie Brunner ..... Planner  
Gavin Scott ..... Planner

Jonathan Schmidt ..... Planner  
Michelle Denis ..... Intern Planner  
Mladen Kristic ..... CAD/GIS Technologist  
Steven Ellert ..... GIS Technologist  
Barb Johnson ..... Executive Secretary



**AGENDA:**

1. **Approval of Agenda** – September 3, 2009
  2. **Approval of Minutes** – June 4, 2009 ..... (attachment)
  3. **Business Arising from the Minutes**
  4. **Reports**
    - (a) Executive Committee Report ..... (attachment)
  5. **Business**
    - (a) South Saskatchewan Regional Plan Update ..... (attachment)
    - (b) Unveiling the New ORRSC Website ..... (attachment)
    - (c) Municipal Internship Program for Land Use Planners –Michelle Denis .....
    - (d) GIS Update .....
  6. **Accounts**
    - (a) Summary of Balance Sheet and Income Statement for the  
6-month period: January 1 to June 30, 2009 ..... (attachment)
  7. **Adjournment** – December 3, 2009
- 

CHAIR PAUL GOLDADE CALLED THE MEETING TO ORDER AT 7:00 P.M.

**1. APPROVAL OF AGENDA**

Moved by: Hans Rutz

THAT the Board of Directors approves the agenda of September 3, 2009, as presented.

**CARRIED**

**2. APPROVAL OF MINUTES**

Moved by: Doug Thornton

THAT the Board of Directors approves the minutes of June 4, 2009, as presented.

**CARRIED**

**3. BUSINESS ARISING FROM THE MINUTES**

- None.

#### 4. REPORTS

##### (a) Executive Committee Report

- The Director reviewed the Executive Committee report included in the agenda.

**Moved by: Terry Michaelis**

THAT the Board of Directors accepts the Executive Committee Report for the meeting of July 14, 2009, as information. **CARRIED**

#### 5. BUSINESS

##### (a) South Saskatchewan Regional Plan Update

- On August 17, 2009, questionnaires were sent by mail and email to 52 southern Alberta municipalities soliciting input for the Position Paper on the South Saskatchewan Regional Plan. The Director reviewed the questionnaire which was divided into the following 12 topics:

1. Sub-Regional Planning
2. Extensive Agriculture and Development
3. Provincial Departments/Agencies and Integrated Land Use Planning
4. Water
5. Urban Large Lot or Country Residential Development
6. Urban Communities
7. Growth, Servicing and Development Issues
8. Inter-municipal Issues
9. Transportation, Utility and Pipeline Corridors
10. Natural Resources and Recreation
11. Stewardship and Conservation
12. Cumulative Effects

- ORRSC staff has begun the process of writing the position paper and will add comments from municipalities as they are received. It is our intention to frame all feedback in a positive manner for submission to the consultants and to be as forthright and transparent as possible with all our information.

- The deadline for questionnaire responses is the end of September and a draft position paper will be circulated to municipalities sometime in October.

**Moved by: Vic Mensch**

THAT the update on the Position Paper on the South Saskatchewan Regional Plan be received as information. **CARRIED**

##### (b) Unveiling the New ORRSC Website

- A new ORRSC website has been created in-house by Jonathan Schmidt (Planner) and Mladen Kristic (CAD/GIS Technologist). There are many new features on the website, including:

- Upcoming events calendar
- Current project updates
- Information and planning bylaws for each ORRSC member municipality
- Land use map downloads
- Subdivision information and electronic forms
- Staff directory

- Minutes and agendas for the ORRSC Board of Directors and Executive Committee
  - Annual Reports
  - Careers section where ORRSC members can post jobs for a small fee
  - Portfolio of long-range plans done by ORRSC
- Some finishing touches need to be made before its official launch sometime this Fall. Municipalities will be notified when the new website is operational. Link to the website at <http://www.orrsc.com>.

**Moved by: Anne Marie Philipsen**

THAT the report on the new ORRSC website be accepted as information. **CARRIED**

**(c) Municipal Internship Program for Land Use Planners – Michelle Denis**

- Michelle Denis graduated from the University of Saskatchewan with a degree in *Regional and Urban Planning* and began working at ORRSC in May 2009 as an Intern Planner under the Alberta Municipal Internship Program for Land Use Planners. The purpose of this two-year program is to attract recent post secondary graduates to the field of municipal planning and to assist in the training, development and retention of well rounded municipal planners in Alberta.
- Host organizations must serve a population between 5,000 and 100,000, have a strong commitment from the CAO/Director, council, board, and management team to host an intern, and have the ability to provide training in a wide range of municipal functions and planning areas. A Senior Planner must agree to serve as intern supervisor for the duration of the program.
- Municipal Affairs provides grants to host organizations of \$43,000 the first year and \$19,000 the second year of the program. During year one the intern is exposed to several aspects of municipal planning and administration. Year two is intended to give the intern more responsibility and involvement in planning projects and issues. The program is broken down into the following six modules and a customized workplan is created:
  - Orientation
  - Municipal Planning
  - Area Planning
  - Land Use Planning
  - Subdivision
  - Permitting
- Interns are required to attend four ministry workshops during their two year term and are also encouraged to attend other educational sessions, courses, and conferences.

**Moved by: Lois Maloney**

THAT the presentation by Michelle Denis regarding the Alberta Municipal Internship Program for Land Use Planners be accepted as information. **CARRIED**

**(d) GIS Update**

- Participation in the Urban GIS program has grown from the original 18 municipalities to 32. Proposals to Tilley, Bassano and Glenwood are pending.
- The 2009 orthophotos have been scanned and we should start receiving them by October or November.

- A GIS training session for municipal staff will be held on September 17 in the ORRSC Conference Room. A GIS Update Meeting will be scheduled in late October or early November.
- ORRSC has been contacted by Parkland Community Planning for assistance in starting up their GIS program. We will be providing initial GIS services to four of their municipalities: Olds, Innisfail, Rocky Mountain House and Penhold.

**Moved by: Roy Elmer**

THAT the GIS update be accepted as information.

**CARRIED**

## 6. ACCOUNTS

### (a) **Summary of Balance Sheet and Income Statement for the 6-month period: January 1 to June 30, 2009**

- Revenues are down slightly and office renovations went a little over budget.

**Moved by: Anne Marie Philipsen**

THAT the Board of Directors accepts the Summary of Balance Sheet and Statement of Income for the 6-month period: January 1 to June 30, 2009, as information. **CARRIED**

## 7. ADJOURNMENT

**Moved by: Terry Michaelis**

THAT we adjourn the General Board of Directors' Meeting of the Oldman River Regional Services Commission at 8:15 p.m. until Thursday, December 3, 2009. **CARRIED**

/bj

CHAIR:





## AMSC INSURANCE SERVICES LTD.

A Subsidiary of the AUMA

10507 Saskatchewan Drive NW, Edmonton, AB T6E 4S1

Toll Free: 310-AUMA (2862) • Main: (780) 433-4431

General Insurance Fax: (780) 409-4314 • Benefits Fax: (780) 409-9472

E-mail: [main@auma.ca](mailto:main@auma.ca) • [www.amsc.ca](http://www.amsc.ca)

November 20, 2009

Ms. Lisa Chilton  
Twax/Payroll Administrator  
Town of Claresholm  
Box 1000  
Claresholm, AB T0L 0T0

Dear Ms. Chilton:

### **RE: AMSC Pet Insurance Benefit Program**

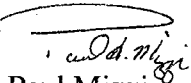
AMSC is pleased to announce the launch of Pet Health Insurance. Partnering with a well established Canadian organization called Petsecure, the plan will offer several options for those interested in insurance for dogs and cats. These plans offer comprehensive coverage for the most common health care needs of Canadian pets.

Regardless of the level of pet insurance coverage you choose, you'll be reimbursed for up to 80% of the cost of care and veterinary services. This includes x-rays, hospitalization, surgery and even prescriptions required for any illness or accident.

To find out more or obtain a free quote check out the website at [www.petsecure.com](http://www.petsecure.com) or contact **1-800-268-1169**. Please quote the code **PAUMA** to identify yourself as an AUMA/AMSC member.

If you have any questions or require additional information, please contact Paul Mizzi at 780-433-4431 ext.4545 or at [pmizzi@auma.ca](mailto:pmizzi@auma.ca).

Thank you,

  
Paul Mizzi

Director, Benefits Services



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## SCHEDULE OF BENEFITS AND RATES FOR THE CALENDAR YEAR 2010

Municipality: Town of Claresholm Tel #: 1-403-625-3381  
 Address: Box 1000 Fax #: 1-403-625-3869  
 Claresholm, Alberta T0L 0T0 Email: lisa.chilton@townofclaresholm.com  
 Plan Administrator: Lisa Chilton Div #: 0306

Waiting Period New Employees:	Class 01 (Regular Municipal Employee):	6 Months
	Class 03 (Volunteer Fire/Ambulance):	Date of Hire
	Class 13 (Retiree – Flat \$13,000 Life Benefit):	N/A
	Class 14 (Retiree – Reduction Formula Life Benefit):	N/A

Premium contributions by EMPLOYER - Short Term Disability N/A / Long Term Disability 100%  
 Premium contributions by EMPLOYER - Life 100% / AD&D 100% / Dependent Life 100%  
 Premium contributions by EMPLOYER - Extended Health Care N/A / Dental Care N/A

LIFE PLANS:	DATE ENROLED	CURRENT RATE
Basic Group Life Two (2) Times Annual Salary	July 1, 1978	0.274 per \$1,000
Retiree Group Life		0.92 per \$1,000
Accidental Death & Dismemberment Two (2) Times Annual Salary	July 1, 1978	0.0286 per \$1,000
Dependent Life — Plan No. 1 (\$5,000 Spouse / \$2,000 Child)	July 1, 1978	0.98 per family unit

Optional Life November 10, 1999

Optional Critical Illness October 1, 2008

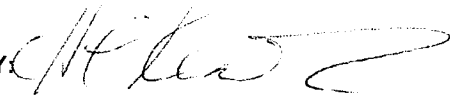
SHORT TERM DISABILITY: N/A

LONG TERM DISABILITY:  
 66 2/3% Taxable Benefit January 1, 1982 2.477 per \$100  
 (120/@65/2 year own occupation)  
 \$4,500 Overall Monthly Maximum

EXTENDED HEALTH CARE: N/A

DENTAL: N/A

RETIREE BENEFITS PLAN: May 1, 2008

ISSUED BY:   
 Amended:  
 EFFECTIVE DATE: January 1, 2010

IA Pacific Policy 100003919 Critical Illness  
 Sun Life Policy 71180



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## SCHEDULE OF BENEFITS AND RATES FOR THE CALENDAR YEAR 2009

Municipality: Town of Claresholm Tel #: 1-403-625-3381  
 Address: Box 1000 Fax #: 1-403-625-3869  
 Claresholm, Alberta T0L 0T0 Email: lisa.chilton@townofclaresholm.com  
 Plan Administrator: Lisa Chilton Div #: 0306

Waiting Period New Employees:	Class 01 (Regular Municipal Employee): 6 Months
	Class 03 (Volunteer Fire/Ambulance): Date of Hire
	Class 13 (Retiree – Flat \$13,000 Life Benefit): N/A
	Class 14 (Retiree – Reduction Formula Life Benefit): N/A

Retroactivity: No retroactive premiums/coverage

Premium contributions by EMPLOYER- Short Term Disability N/A / Long Term Disability 100%

Premium contributions by EMPLOYER- Life 100 % / AD&D 100% / Dependent Life 100%

Premium contributions by EMPLOYER- Extended Health Care N/A / Dental Care N/A

<b>LIFE PLANS:</b>	<b>DATE ENROLED</b>	<b>CURRENT RATE</b>
Basic Group Life Two (2) Times Annual Salary	July 1, 1978	0.27 per \$1,000
Retiree Group Life		0.91 per \$1,000
Accidental Death & Dismemberment Two (2) Times Annual Salary	July 1, 1978	0.0282 per \$1,000
Dependent Life — Plan No. 1	July 1, 1978	0.97 per family unit
Optional Life	November 10, 1999	
<b>SHORT TERM DISABILITY:</b>	N/A	
<b>LONG TERM DISABILITY:</b> 66 2/3% Taxable Benefit (120/@65/2 year own occ)	January 1, 1982	2.44 per \$100
<b>EXTENDED HEALTH CARE:</b>	N/A	
<b>DENTAL:</b>	N/A	
<b>RETIREE BENEFITS PLAN:</b>	May 1, 2008	

ISSUED BY: *K. Bilawchuk*  
 Amended:

EFFECTIVE DATE: January 1, 2009

Sun Life Policy 71180



**Principal**  
Mr. K.  
Hewson

# Principal's Update

## West Meadow Elementary School

Monday, November 23

This weekly update is intended to keep parents and community informed of the learning and events happening at West Meadow Elementary School. If you would like to be added to the email list for this update or have any questions or comments, please email Mr. Hewson at [hewsonk@lrzd.ab.ca](mailto:hewsonk@lrzd.ab.ca) or phone using the contact information below.

### K-4 Week at a Glance

Monday, November 23	<b>Progress Reports home</b>
Tuesday, November 24	<i>Hot Dog Day</i>
Wednesday, November 25	<i>Crazy Hair Day</i>
Thursday, November 26	<i>Pizza Day</i> Assessment Coffee Chats—see schedule
Friday, November 27	Assessment Coffee Chats—see schedule

Phone: (403) 625-3371  
Fax: (403) 625-4920

### 5-7 Week at a Glance

Monday, November 23	<b>Report Cards home</b>
Tuesday, November 24	<i>Pizza Day</i>
Wednesday, November 25	
Thursday, November 26	<i>Subway Day</i> Pajama Day
Friday, November 27	Grade 7 swim— 9-10:30 am

Phone: (403) 625-4464  
Fax: (403) 625-4283

## Report Cards Home Monday

Report cards for all students Kindergarten to grade seven were sent home on Monday to families.



Please take the time to review these reports with your child and celebrate their accomplishments, as well as identify areas for further focus. If you wish to meet with your child's teacher regarding the report card, please contact teachers directly to establish a time.

Please see the back of this update for information connected to the new format for students in Kindergarten to grade four.

**Please note the Assessment Coffee Chats being scheduled and contact the school or Mr. Hewson to attend.**

### Crazy Hair Day Wednesday, Nov. 25



**K-4 Site**

### Pajama Day Thursday, Nov. 26



**5-7 Site**

## School Council Meeting

*Tuesday,  
December 1  
6:30 pm*



Our next school council meeting will be happening Tuesday, December 1 at 6:30 pm at West Meadow 5-7 Site. An agenda for the meeting will be emailed to families and posted on the website when it is developed.

A primary item on the agenda will once again be discussion concerning school configurations for grades 7-8 for the 2010-2011 school year. Central office staff will once again be joining us for the meeting. If you have any additional items for the agenda, please email Chairperson Lori Benedict ([lori@foothillsford.ca](mailto:lori@foothillsford.ca)) or Mr. Hewson ([hewsonk@lrzd.ab.ca](mailto:hewsonk@lrzd.ab.ca)) prior to Monday, November 30.

## Looking Ahead...



<b>Dec. 1</b>	School Council Meeting—6:30 pm
<b>Dec. 17</b>	K-4 Christmas Concert 2:00 pm
<b>Dec. 17</b>	5-7 Christmas Concert 7:00 pm
<b>Dec. 18</b>	Staff Planning Day <i>K-4 Site Only</i>
<b>Dec. 19- Jan. 3</b>	Christmas Break—back on January 4

## Remembering Mrs. Baptie



A bulletin board has been established at the 5-7 site in the entry way for students, staff and families to add notes, cards and memories of Mrs. Baptie. For the rest of November, we will be collecting and displaying all of these notes and then sending them to Mrs. Baptie's family, as our way of remembering Mrs. Baptie and the profound impact she had on our school community.

Visit us online at [www.lrzd.ab.ca/school/westmeadow](http://www.lrzd.ab.ca/school/westmeadow)



## A New Progress Report for West Meadow Elementary K-4!

Over the past three years, Kindergarten to grade four teachers have been researching best practices in reporting student learning to parents. As we have worked to align our planning, instruction, assessing and reporting at each grade level, we needed a way to report student learning that provided families with clear information about their child's progress and pinpoint areas to focus on. It is our hope that our new reporting format, further refined from last year, meets that purpose.

As each grade level continues to work together, we expect that the progress reports will continue to move towards more **outcome-based reporting**. This means more detailed information about a child's learning in a number of areas, rather than a broad score in a subject area.

*These progress reports are intended to initiate valuable conversations about your child's learning and progress with your child, family and teachers. If you have any questions or comments, please do not hesitate to talk with your child's teacher or school administration.*

Please remember to return the color cover of the progress report to school.

### What is an Outcome?

An outcome is a curricular expectation for each grade level determined by Alberta Education.



Research in how we learn and the role evaluation and assessment impacts and influences learning has come a long way over the past ten years. Schools need to know and use this research to provide the absolute best learning for students and useful information about student progress for parents.

Through a number of **Assessment Coffee Chats**, Mr. Hewson would welcome the opportunity to meet with families, share the research that has influenced the work of teachers at every grade level and discuss how that research has guided the creation of our revised progress reports. It is important for parents to understand the reasoning behind the way we assess student learning and report to parents.

### Assessment

### Coffee Chats



All coffee chats will happen at the K-4 site, with coffee and snacks provided.

Thursday, November 26, 1:00—2:00 pm

Thursday, November 26, 2:00—3:00 pm

Thursday, November 26—8:00—9:00 pm

Friday, November 27, 9:00—10:00 am

Friday, November 27, 10:00—11:00 am

If interested in learning more, please call the school or email Mr. Hewson ([hewsonk@lrsd.ab.ca](mailto:hewsonk@lrsd.ab.ca)) to join us for one of the times above. Any times that do not have expressed interest will be cancelled.

**December  
2009**

# West Meadow Elementary News



## K-4 Facility

5318—2nd St. W.  
Box 728  
Claresholm, AB  
T0L 0T0  
Ph: (403) 625-3371  
Fax: (403) 625-4920



## 5-7 Facility

5613—8th St. W.  
Box 130  
Claresholm, AB  
T0L 0T0  
Ph: (403) 625-4464  
Fax: (403) 625-4283

### Principal

Mr. Kurtis Hewson

### Assistant Principal

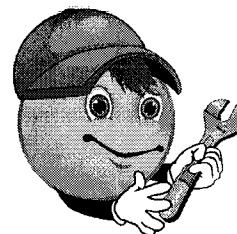
Ms. Karen Bingley  
*K-4 Facility*

### Assistant Principal

Mrs. Lynne Penniket  
*5-7 Facility*



## Modernization Update



As we approach the Christmas season, it is exciting to witness the continued work on the modernization of our school. Here are a few notes to keep everyone informed regarding the progress and other related information.

- LRSD will take complete possession of the building on January 1, 2010. This means all contracted renovations will be complete and we will have full access to the entire building upon the return of students.
- We will be planning a move for grade six classrooms to their "permanent homes" in the new year from the classrooms designated for younger students. In January, our website will have a K-6 Planning section which will include maps and other information regarding the long-term placement of classrooms. Separate information regarding grade six will be sent out for all families in the New Year (and be an item for discussion at our December 1 school council meeting).
- Students in K-4 will remain for the entire school year at their current site. We will be making the move to a K-6 facility in September 2010.
- Discussion will continue at School Council meetings regarding programming for grade 7-8 students in 2010. In addition, information from our Central Office will be sent home to grade 6 and 7 families in December, outlining plans and further information, including a parent night in January.



Please check the website, beginning in the New Year, to see continued information as we prepare to take complete ownership of our modernized facility in January and continue to plan for K-6 programming in September 2010.

### School Council Meeting December 1—6:30 pm



*Please visit the website for an agenda for the meeting, focusing primarily on grade 7-8 programming for 2010-2011*

**In January, we will be starting the process to establish a new logo for West Meadow Elementary. Stay tuned!**

Visit us online at [www.lrsd.ab.ca/school/westmeadow](http://www.lrsd.ab.ca/school/westmeadow)

# K-4 News



## Upcoming Events

### Tuesday, December 1

*School Council Meeting—6:30 pm (5-7 Site)*

### Tuesday, December 8

*Cookie Dough arrives—pick up after school*

### Wednesday, December 16th

*Christmas Concert dress rehearsal (pm)*

### Thursday, December 17th

*Christmas Concert—2:00pm at the Claresholm  
Community Centre*

*Final day of classes for all K-4 students*

### Friday, December 18

*Staff Planning Day—No school for K-4  
Students*

### December 19—January 3

*Christmas Break*

### Monday, January 4

*Welcome back!*

## Cookie Dough

Cookie Dough arrives on Tuesday, December 8. As this is a perishable product and needs to be kept frozen, please make arrangements to pick up your orders after school.

**We could use some parents to sort the orders. If you are able to help, please be at the school at 2:00 pm.**

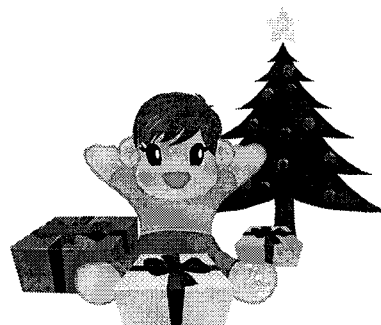


***Congratulations to the winners of our crazy hair day on Wednesday, November 25. It was great to see so many wacky do's in our school!***



## Operation Christmas Child

Operation Christmas Child was a huge success again this year! Our grade three classes packed 87 shoeboxes, a huge increase from the 47 packed last year! These boxes are then sent to children in various countries in South America. We thank all those who sent items to help fill the boxes.





# Preparing for the Olympics!

In January, our community welcomes the Olympic torch as it passes through Claresholm. West Meadow Elementary is preparing for this historic event!

Beginning in January, a number of events and learning activities will be shared that will help us to learn about and celebrate the Olympics and the importance of diversity. As a number of nations prepare to descend upon Vancouver, it is a great opportunity to excite and engage students in learning!

On the website, a special **Olympic Update** section will be created over Christmas to share information about school activities and the torch coming to our community. Special weekly parent updates will also be added (see the website now for the first update on December 1!).

In addition, check out the bulletin board created in the entry way at both school sites. There is a map showing the torch on its journey across Canada and a calendar to count down the days until the torch is in Claresholm.

A very special thank you to Carmelle Steel for all her hard work around this project.



## Christmas Concert

*Thursday, December 17*

*2:00pm at the Claresholm Community Centre*



Once again, we will be hosting our annual Christmas Concert at the Claresholm Community Center, with the 5-7 concert happening at 7 pm later that evening. We look forward to packing the Center with the sounds of Christmas!



**Donations will once again be accepted for the Claresholm Food Bank.**

On Wednesday, students and staff will proceed over to the Community Center in the afternoon to participate in a dress rehearsal, to prepare for the Thursday concert. This year, both school concerts will be celebrating the theme "Christmas Around the World", recognizing our diversity and bringing an international flavour to our concert leading up to the Olympics!

***Looking forward to seeing our families and friends on December 17!***

# 5-7 News



## Upcoming Events

### November 30—December 2

*Camp Caroline for Grade 7 Band Students—regular classes for all other grade seven students*

### Wednesday, December 9

*Grade 7 Field Trip to "A Christmas Carol"*

### Thursday, December 17th

*Christmas Concert dress rehearsal (am)  
Christmas Concert—7:00pm at the  
Claresholm Community Centre*

### Friday, December 18

*Final day of classes for all grade 5-7 students*

### December 19—January 3

*Christmas Break*

### Monday, January 4

*Welcome back!*

## Notes from the Office

Please check in at the office when you enter the school. Messages and lunches can be left in the office and your child will be called down.



With the weather turning colder, please make sure that your child(ren) dress for the weather.

Winter jackets, gloves, toques and boots should be brought to school, as our students do go outside at recess and noon hour for fresh air and exercise.

Please check out the lost and found if your child(ren) are missing coats, hoodies, etc.



## Inclement Weather

When conditions are such that a decision has been made to cancel buses and to

close schools in a busing service area, or in the entire school division, the following radio stations, CHRB 1140 (High River), CBC 860, 1010, CFAC 960, and CFR 660 (Calgary), CJPR 1490 (CNP), CHLB 95.5FM and LA107.7FM (Lethbridge), shall be contacted as early as possible by the coordinator of transportation services to give public warning that the buses will not be operating. Notice will also be posted on the school website.



## Meeting Dates

- December 4
- January 8
- January 22
- February 5
- February 19
- March 5
- March 19
- April 9

The Public Library, in partnership with the schools and Golden Eagle Award committee, are offering a Reading Club at the Public Library starting on Friday, November 20 at 2 – 3 p.m. A facilitator will help the kids read the Golden Eagle nominated books, discuss them, have related activities and discussions. The Club will then meet every second Friday after that. We will start with the books "Feather Brain" and "TJ and the Sports Fanatic". We're hoping this will help motivate the kids to read enough books to qualify to vote for their favorite author; and be eligible to enter the draw for the family night stay at the Ramada Inn with the water slide.

## Golden Eagle Book Club





# Preparing for the Olympics!

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On the website, a special **Olympic Update** section will be created over Christmas to share information about school activities and the torch coming to our community. Special weekly parent updates will also be added (see the website now for the first update on December 1!).

In addition, check out the bulletin board created in the entry way at both school sites. There is a map showing the torch on its journey across Canada and a calendar to count down the days until the torch is in Claresholm.

A very special thank you to Carmelle Steel for all her hard work around this project.



## Christmas Concert

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**Donations  
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Food Bank.**

That day, students and staff will proceed over to the Community Center in the morning to participate in a dress rehearsal, to prepare for the evening's concert. This year, both school concerts will be celebrating the theme "Christmas Around the World", recognizing our diversity and bringing an international flavour to our concert leading up to the Olympics!

***Looking forward to seeing our families and friends on December 17!***

# K-4 Calendar

# December 2009

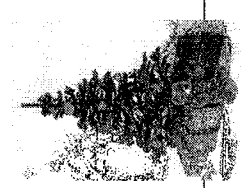
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6 Brenndon M Shayan S.	7	1 Hot dog day School Council 6:30 pm	2 Hot dog day Cookies Dough arrives Maleah D.	3 Pizza Day Tristan O	4 Robbie H, Connor M.	5
13 Jyaden F.	14 Jordan Mc.	8 Hot dog day Hot dog day Cookies Dough arrives Maleah D.	9 Hot Dog Forms due	10 Pizza Day Alex T.	11	12 Tanner L.
20 Grace F. Jake S.	21 Griffin S.	15 Hot dog day	16	17 Pizza Day Christmas Concert 2:00 pm Last day school	18 Staff planning—no school for students Mrs. McPhail	19 Ms. Bingley
27 Jacob B. Joey M Ian W.	28 Connor B.	22	23	24	25	26 Carter V.
		29 Michael B.	30 Kristian H	31 Tyler R.		

5-7

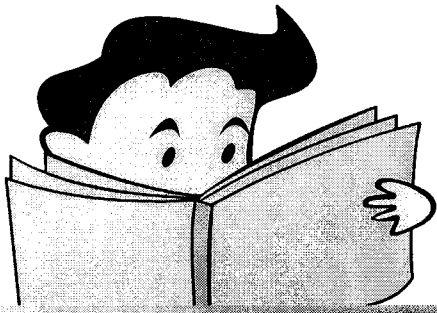
# Calendar

# December 2009

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

		1 Gr 7/8/9 Band Camp Camp Caroline Pizza Day	2 Gr 7/8/9 Band Camp Camp Caroline	3	4	5
6	7 5A Safety Patrol	8 Pizza Day	9 Gr 7 Field Trip to "A Christmas Carol"	10 Sub Day Gr 7 swim 9:-10:30	11	12
13	14 5AA Safety Patrol Hot Dog Day	15 Pizza Day	16 Gr 5 swim 10-11:00am	17 Christmas Concert 7:00 @Community Centre	18 Christmas Spirit Day Gr 7 skate 9-12:00 Gr 6 swim 10-11:00am	19
20	21	22	23	24	25 	26
27	Wishing you a Merry Christmas and a Very Happy New Year.					School resumes on January 4th
	28	29	30	31		





# OLYMPIC NEWS for PARENTS

December 2, 2009

## TO ALL WMES PARENTS...

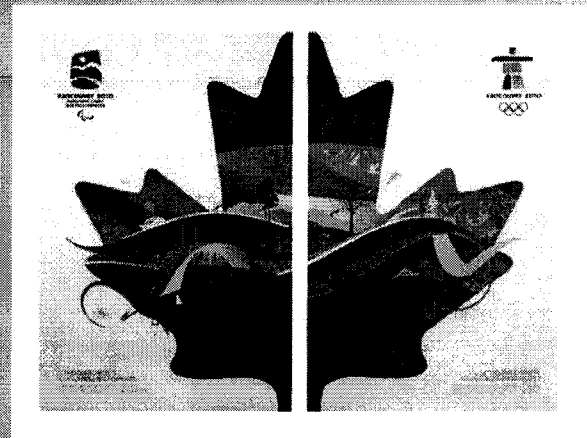
As you probably know, the 2010 Vancouver Olympic torch relay will make its way through Claresholm on the morning of Monday, January 18, 2010. The entire community is excited about this opportunity, one that may not come again for many years!

Because Claresholm is a torch community, our school was able to apply for a grant allowing us to expand activities for our students around this theme. We hope to hear soon if we were successful in acquiring any funds. In the meantime, we have written letters to local service clubs and businesses for their assistance in this proposal, and so far have received over \$3,000 in funding to support Olympic activities for our students.

We want to showcase these Canadian Olympics for our students and our community. We have created bulletin boards at each school with a countdown to the torch arriving in Claresholm, and encourage you to get involved in the activities we have planned. We are forming five committees and need parent help on each of them. The committees include:

1. **Field Trip** – We plan on taking students to the Olympic Hall of Fame and Museum at Canada Olympic Park after Christmas when we return to school. We have staff planning this trip and could use parental assistance, as we do for any field trip.
2. **Olympic Expo** – a half day event featuring displays of each of the countries listed on the right side of this sheet. If you can assist with any display items focusing on the countries' culture, sports, foods, or any items of interest, please contact the school or one of the committee members listed on the reverse of this sheet. Watch for more details in the near future.

... Continued on page 2



## Parents, grandparents, or community members!

Our students from kindergarten through grade 7 will be split into cross-graded teams, representing the following countries:

- Austria
- China
- Korea
- Russia
- Norway
- Sweden
- Switzerland
- Italy
- France
- Germany

If you have any display items focusing on the culture, sports, foods, or any other items of interest for any of the above countries, please let us know!!

Our Olympic Expo will be a chance for our students to create displays and any items of interest would help. Also, if you know of any food items that could be made easily from any of these countries, that would be a wonderful addition to the Expo!!

Continued from page 1 ...

3. **Sports Events** – if you know (or someone you know) how to cross country ski, curl, snowshoe, please let us know! We want to show the students some of these sports but will need additional help for classrooms that take on these sports.
4. **Torch Day** – We will be having activities for the students and community on the morning of January 18, 2010. Join in and help us celebrate!!
5. **Classroom Activities** - if you are great on the internet, or in the library, we need your help! This committee's role is to assist teachers with resources that tie to the Olympic theme.

**Parental involvement is key for this program** as we have many items we want to share with the students. If you can assist, please let Kurtis know as soon as possible.

**THANK YOU!!**

We would like to thank the following for supporting our Olympic plans to date. Their funding has allowed us to begin our planning:

- Claesholm Sons of Norway Hamar Lodge
- Claesholm Kinsmen
- Claesholm Kinettes
- Claesholm Ministerial Association
- ATB Financial
- YPM Accountants
- Foothills Ford



**GAMES, MASCOTS, & MORE:**

<http://www.vancouver2010.com/mascots-games-and-more/>

**MASCOT INFORMATION:**

<http://www.vancouver2010.com/mascot>

**TOQUE SPONSORS**

We are still looking for five sponsors for toques!! If you can assist with this \$200 sponsorship, please contact Carmelle at 625-4107.

**WATCH FOR MORE INFORMATION SOON!**

Images © VANOC/COVAN

## November/December 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	Nov. 30	1	2	3	4	5
	49 Days	48 Days	47 Days	46 Days	45 Days	44 Days
	Until torch arrives in Claesholm	Until torch arrives in Claesholm	Until torch arrives in Claesholm	Until torch arrives in Claesholm	Until torch arrives in Claesholm	Until torch arrives in Claesholm

*Torch has left New Brunswick and has entered Quebec for this week*

**Minutes of the FCSS Board Meeting**  
**October 21, 2009, Council Chambers at 7 PM**

Present: Shirley Isaacson, Danielle Slettede, Tara Bishoff, Debbie Goeseels  
Regrets: Earl Hemmaway, Connie Quayle

Shirley called the meeting to order at approximately 7:05 PM.

1. Approval of the agenda was moved by Danielle: **Motion 1001:09**, carried.
  
2. Minutes from the last board meeting of September 16, 2009 were reviewed. One omission was noted; Tara Bishoff should be noted as regrets for attendance. Tara moved approval of the minutes with the correction noted, **Motion 1002:09**, carried.
  
3. Financial reports were reviewed as follows:
  - 3.1 Jan.1 to Sept. 30/ 09, with comparison to budget from Town
  - 3.2 Excel spreadsheet comparison to budget to end September 09.

It is possible that we will end up being over budget however we are being cautious with expenses and will hopefully end up being very close to zero.

Danielle moved acceptance of the financial information as presented, **Motion 1003:09**, carried.
  
4. Correspondence folder was reviewed for information with motions resulting noted below.
  
5. Staff reports from: Resource Centre, Director, Outreach Program, Drop Zone, were moved for acceptance by Tara, **Motion 1004:09**, carried.
  
6. Sub-committees:

Policy & Procedure - Connie, Danielle: set Nov. 12th to review the P & P manual, Debbie will email Connie for the best time of day/availability.

Finance - Shirley, Tara: Debbie and Shirley have met and started on the 2010 budget draft. It will be sent out to members for review by first week in November.

Minutes from the FCSS Board meeting of October 21,2009

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Approved:

Board Chair

Director

Personnel - Earl, Shirley: Shirley will set up a time to do Debbie's annual performance review. Also need to meet regarding pay increases for all staff for 2010.

Drop Zone - Shirley, Tara: nothing to report; phone contact as needed. Danielle offered to sit on this committee as Shirley is on all the committees. Shirley accepted the offer; Danielle and Tara will sit on this committee.

7. Old Business:

7.1 The Town ran an advertisement for board members - no applications. All will try to recruit as we could use another community member. It was discussed that perhaps we need to request an amendment to the by-law so that we could have *either* a youth or an adult as we have always had difficulty getting a youth member. It might make more sense to have a youth advisory committee that meets 2-3 times per year.

7.2 Regarding bus service to the Drop Zone: Debbie spoke with Don Thompson on the telephone and he suggested drafting a letter of concern to Ellie Elliott. Letter was drafted and a meeting was booked for Debbie and Shirley to present our letter and discuss concerns. We were able to meet with Don Olsen and Dale Slade; our concerns were noted but we were advised that it was unlikely the Board would change their position. Ellie Elliott was not available to meet that day. See correspondence folder.

Continues...../page 2

/2

8. New Business:

8.1 Motions arising from reports or correspondence:

- 8.1.1 A request for a motion to cover the costs for Debbie and Shirley to attend the FCSSAA conference in Edmonton was discussed; main expenses are \$425 each for conference plus 3 night's accommodation at \$139 per night, per person - total \$1684. (plus taxes). Facing a possible budget deficit and with busy schedules it was decided that our earlier decision needs to be reversed and no one will attend this conference this year.

Minutes from the FCSS Board meeting of October 21,2009

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Approved:

Board Chair

Director

- 8.1.2 Donation for the FCSSAA conference silent auction was discussed. Debbie has a framed picture by Jerry Daniels that we could donate. This idea was supported.
- 8.1.3 Tara moved that FCSS reduce fees for Drop Zone staff; we will cover 50% of Drop Zone and Summer Fun fees for staff who are not eligible for subsidy, **Motion 1005:09**, carried.
  
- 8.2 Funding applications were reviewed, (summary list attached) and briefly discussed. All applications will be held for November's meeting.
  
- 8.3 December and Christmas planning:
  - 8.3.1 A joint staff party with staff and board of the Lodge and Transportation Society was discussed. Dinner and entertainment will probably run \$20 - 25 per person. Shirley noted that the Lodge will already cover her and Earl as members there. Danielle made a **Motion, 1006:09**, that we cover the cost of staff, board members, and their guests for a joint staff party. Carried.
  - 8.3.2 Tara moved we close the office between Christmas and New Year's Day; the 3 days of Dec. 29, 30, and 31, 2009; **Motion 1007:09**, carried.
  - 8.3.3 Christmas bonus for staff will be discussed at November's meeting.

9. There was no other business

Next meeting will be November 18, 2009 and will be a supper meeting starting at 5 PM to provide extra time to review budget and funding applications.

- 10. **Motion 1008:09** was made by Tara to adjourn. Meeting was adjourned at approximately 8:55 PM.

Minutes from the FCSS Board meeting of October 21,2009

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Approved:

Board Chair

Director

**CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY**  
**Board of Directors Sept 22, 2009**

**ATTENDEES:** Earl Hemmaway – M. D. of Willow Creek  
Gerry Cleaver – Lay Representative  
Bob Thompson – Seniors Center  
Anna-Mae Mifflin – Porcupine Hills Lodge  
Neil Ohler – Lay Representative  
Lyal O’Neill – Office Coordinator

**REGRETS:** Howard Paulson – New Member  
Ron Hanson – Town of Granum  
Debbie Millar – Wandering Willows  
Shirley Isaacson – Town of Claresholm  
Brydon Saunders – Lay Representative

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

**1.0 APPROVAL OF ADDITIONS TO AGENDA**

Moved by Bob Thompson seconded Earl Hemmaway to accept the agenda with no additions. Carried.

**2.0 APPROVAL OF MINUTES**

Moved by Earl Hemmaway seconded Bob Thompson to accept the minutes of the meeting held **June 23, 2009**. Carried.

**3.0 APPROVAL OF MINUTES**

Moved by Bob Thompson seconded Gerry Cleaver to accept the minutes of the meeting held **July 21, 2009**. Carried.

**4.0 BUSINESS ARISING**

4.1 Discussion of the Bylaws At this point in time there is no vacancy on the Board, however, in the future, if a vacancy occurs, Howard Paulson will be considered for the position.

4.2 At 10:45 Gerry Cleaver resigned creating a vacancy on the Board. The meeting was ended for lack of a quorum present to reconvene Tuesday Oct 6 at 9:00 am.

*E-mail*

**CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY**  
**Board of Directors Oct 6, 2009**

**ATTENDEES:** Earl Hemmaway – M. D. of Willow Creek  
Ron Hanson – Town of Granum  
Bob Thompson – Seniors Center  
Anna-Mae Mifflin – Porcupine Hills Lodge  
Neil Ohler – Lay Representative  
Lyal O’Neill – Office Coordinator

**REGRETS:** Debbie Millar – Wandering Willows  
Shirley Isaacson – Town of Claresholm  
Brydon Saunders – Lay Representative

Neil Ohler, Chair called the meeting to order at 9:35am.

**1.0 APPROVAL OF ADDITIONS TO AGENDA**

Moved by Bob Thompson seconded Earl Hemmaway to accept the agenda with no additions. Carried.

**2.0 APPROVAL OF MINUTES**

Moved by Earl Hemmaway seconded Bob Thompson to accept the minutes of the meeting held **Sept 22, 2009**. Carried.

**3.0 BUSINESS ARISING**

3.1 Discussion of the Bylaws Moved by Earl Hemmaway seconded Bob Thompson that we accept the Bylaws to remain unchanged as reviewed by the members of the Board. The 3 policy directives from the July 21, 2009, meeting be recinded. The number of Board members to remain at 9. Carried.

**4.0 CORRESPONDENCE**

4.1 Gerry Cleaver’s Letter of Resignation was read and Moved by Earl Hemmaway seconded Bob Thompson that we accept same as the official resignation. Carried. Neil Ohler & Lyal O’Neill will pickup something to be presented to Gerry Cleaver later.

4.2 Neil Ohler proposed Howard Paulson – Lay Representative to fill this vacancy. Moved by Earl Hemmaway seconded Bob Thompson that we accept Howard Paulson – Lay Representative as a member at large. Carried.

**5.0 REPORTS**

5.1 Financial Report – Moved by Ron Hanson seconded Earl Hemmaway to accept the report. Carried

5.2 Office Coordinator Report-

5.3 Advertising & Fundraising-

5.4 Chairman’s Report-

**6.0 NEW BUSINESS**

- 6.1 Lyal will research if we qualify for Cash for Clonkers
- 6.2 Moved by Earl Hemmaway seconded Bob Thompson that we upgrade the reverse beeper on the bus to a multi-frequency beeper. Carried
- 6.3 Moved by Bob Thompson seconded Earl Hemmaway that we donate bus plus driver for there convention February 19 & 20, 2010. Carried.
- 6.4 Moved by Ron Hanson seconded Earl Hemmaway that we send flowers to our directors in the hospital. Carried.

**7.0 NEXT MEETING is 10:00 am. November 24, 2009 at Town of Claresholm, Conference Room**

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



WILLOW CREEK REGIONAL WASTE MANAGEMENT SERVICES  
COMMISSION  
P.O. BOX 2820 CLARESHOLM AB T0L 0T0  
PHONE: 403-687-2603 FAX: 403-687-2606

The regular Monthly meeting of the Landfill Commission was held at the Landfill Facility Oct.15, 2009 at 3.30 P.M. The following members were in attendance: Don Leonard, Chairman, Barry Johnson, Walter Gripping, Mike Bourassa and Fred Goodfellow.

Meeting called to order at 3:30 PM.  
No Additions

9.44 Motion made by Barry Johnson to accept Agenda as presented.

1. Approval of Minutes of Meeting of Aug.20, 2008.
  - 9.45 Motion made by Walter Gripping to accept the Minutes of Aug.20, 2009 as presented. CARRIED
  
2. Approval of Accounts Payable for August-Sept 2009.
  - 9.46 Motion made by Barry Johnson to accept the Accounts Payable for Aug.-Sept. as presented. CARRIED
  
3. Proposals for Audit in 2009.

3 Proposals were received

BDO Dunwoody	\$12,500.00
Young Parkyn McNab	\$ 5,800.00
KPMG	\$10,900.00

  - 9.47 Motion made by Walter Gripping to accept the proposal from Young Parkyn McNab to do the Commission Annual Audit for 2009. CARRIED
  
4. Request for approval from SAREA for power line construction@  
NW&SW-22-11-26-4
  - 9.48 Motion made by Barry Johnson that a Commission Member sign the request from SAREA. CARRIED
  
5. Approval for well repairs and Well Testing for 2009.

Table until more information received.

6. Brent Donahue Lease expires Dec.31, 2009.
  - 9.49 Motion made by Barry Johnson that the Commission sign a new 5-year agreement with Brent Donahue. The price and conditions would remain the same as the last agreement. CARRIED
  
7. Approval to sign new credit agreement for UFA.
  - 9.50 Motion made by Walter Gripping that Fred sign the Credit Agreement with Scotia Bank. CARRIED
  
8. Proposed Christmas Hours.
  - 9.51 Motion made by Mike Bourassa to accept the 2009 Christmas hours as proposed. CARRIED
  
9. Next SAWMA meeting in Lethbridge Oct.30, 2009  
Information only.
  
10. Wolfpack Security for building.
  - 9.52 Motion made by Walter Gripping that we maintain the existing agreement with Wolfpack Security. CARRIED
  
11. In Camera
  - 9.53 Motion made by Walter Gripping to go In Camera at 4PM. CARRIED
  - 9.54 Motion made by Barry Johnson to come out of In Camera at 4.15PM CARRIED
  
  - 9.55 Motion made by Walter Gripping to  
Increase Fred's hourly rate from 32.75 to 34.75. effective immediately.  
Pay the cost of Blue Cross for seniors effective Nov.1, 2009.  
Vacation increases to 4 weeks annually effective Nov.1, 2009  
The Commission will submit \$2000.00 annually to Fred's RRSP  
Pension Plan, which will not be administer by the Landfill Commission.  
Approval of expenses in the amount of \$393.00. CARRIED
  
  - 9.56 Motion made by Walter Gripping to adjourn at 4.20 PM. CARRIED

Don Leonard, Chairman

Fred Goodfellow, Sec/Treasurer

Oct-09

Willow Creek Regional Waste Management Services Commission  
Accounts Payable For Commission Approval

	Amount	GST	Total
Commission Expenses			
Receiver General	2404.39		2404.39
Wages	7663.00		7663.00
Telus - 687-2603 & 687-2606	218.27	10.38	207.89
Total Commission General Expenses	10285.66	10.38	10275.28
Landfill Expenses			
Epcor	1007.07	4.76	1002.31
Southern Air			
Jubilee Ins			
Kal Tire	24.15	1.15	23.00
Alberta Treasury Equipt. Loan	3500.00		3500.00
Little Bow Gas Co.	19.94	0.95	18.99
Travel Expenses	393.00		393.00
Write Source			
Canadian Linen	121.80		121.80
UFA	1044.58	49.74	994.84
Workmans Compensation			
Wolpack Security	340.20	16.20	324.00
Wrenches			
Write Source	97.61	4.65	92.96
Total Landfill Expenses	6548.35	77.45	6470.90
Total Income	\$20,870.00		
Total Expenses	\$16,746.18		

**RCMP**



ROYAL CANADIAN MOUNTED POLICE

2008 – 2009

# THE YEAR IN REVIEW

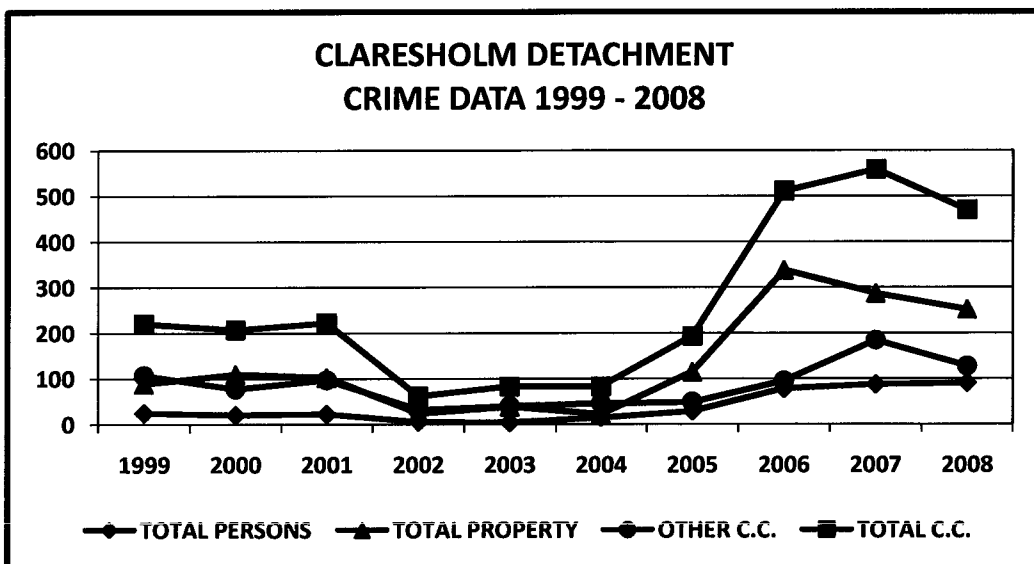
"K" Division



Royal Canadian Mounted Police  
Gendarmerie royale du Canada

Canada

COLLATOR	K2174										
DETACHMENT	CLARESHOLM										
	CC/MEM	CC/1000	P.P.R.	2008 RANKING							
DETACHMENT	67.00	79.17	846.29	91							
DIVISION	106.75	108.71	981.94	OUT OF 105 DETS.							+/-
CATEGORY	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	1999-2008
HOMICIDE	0	0	0	0	0	0	0	0	0	0	0%
ROBBERY	0	0	3	0	0	0	0	0	2	0	0%
ASSAULTS	24	20	19	5	4	15	25	59	46	45	88%
TOTAL PERSONS	24	20	22	5	4	15	29	78	87	90	275%
BREAK & ENTER	21	24	18	7	9	9	12	51	31	22	5%
THEFT M.V.	4	12	6	2	5	1	7	106	14	10	150%
THEFT >\$5000	8	4	2	1	1	1	4	7	7	4	-50%
THEFT <\$5000	49	52	61	10	12	9	54	54	70	92	88%
POSSESS. STN PROP.	0	0	0	1	3	1	4	7	11	8	800%
FRAUD	7	18	16	3	9	1	7	9	12	10	43%
TOTAL PROPERTY	89	110	103	24	39	22	115	338	287	252	183%
OTHER C.C.	107	77	97	32	40	46	49	95	184	127	19%
TOTAL C.C.	220	207	222	61	83	83	193	511	558	469	113%
DRUGS	8	3	7	3	4	1	3	15	50	37	363%
FEDERAL	8	6	11	4	7	4	6	1	64	53	563%
PROVINCIAL	92	106	99	59	42	49	43	56	101	85	-8%
MUNICIPAL	8	12	18	1	2	3	7	50	30	23	188%
GRAND TOTAL	328	331	350	125	134	139	249	618	753	630	92%
FATALS	4	2	0	0	1	0	2	1	2	1	-75%
INJURY	23	22	20	13	14	8	2	16	9	10	-57%
TOTAL COLLISIONS	176	197	180	100	89	76	88	148	202	198	13%
PROVINCIAL TRAFFIC	856	838	822	536	299	879	320	74	808	1391	63%
OTHER TRAFFIC	14	9	23	2	9	14	10	23	55	49	250%
CRIMINAL CODE TRAFFIC	36	24	42	13	13	20	42	59	87	107	197%



November 18, 2009

File: 80A-8

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

**RE: Position Paper on the South Saskatchewan Regional Plan**

The Oldman River Regional Services Commission, at the direction of our member and associate municipalities, is pleased to present you with the position paper entitled, ***Municipal Perspectives: A Position Paper on the South Saskatchewan Regional Plan*** and the accompanying ***Questionnaire Summary Report***. The opportunity to participate in the consultation process and share our views and opinions with all of you is much appreciated.

The preparation of this position paper, while challenging both our municipalities and professional planning staff, serves to highlight the uniqueness, cooperation and interdependence of southern Alberta communities. While the paper is reflective of the overall themes and perspectives of the municipalities, it may not capture all of their issues and opinions regarding regional planning. As such, municipalities have been encouraged to submit additional comments to you under their own letterhead.

We invite you to keep the lines of communication open, to ask further questions, to seek clarification or to request additional information of us. The endorsing municipalities and the Oldman River Regional Services Commission, look forward to continued consultation and playing an active role in the formulation of the South Saskatchewan Regional Plan.



Paul Goldade, Chair – ORRSC



Lenze Kulper, Director – ORRSC

LK/bj  
Enclosures

(2)

Available for reading  
Cantzel Karine

HL 11/20/09

Thank You



Your thoughtfulness  
is appreciated so much.

Thanks from the  
The Greenway Club  
for the  
Stanhope's Nap In  
Basket  
also for the new legs.