



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
SEPTEMBER 14, 2009
AGENDA

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

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING MINUTES AUGUST 19, 2009

FINANCES: JULY 2009 BANK STATEMENT

DELEGATIONS: 1. MARIAM SLADE
RE: 50-plus Community Proposal

2. BONNIE McDONALD
RE: Drainage Issues

ACTION ITEMS:

1. BYLAW #1531 – Procedural Bylaw
RE: 1st Reading

2. CORRES: Claresholm RCMP Detachment
RE: School Resource Officer

3. CORRES: Oldman River Regional Services Commission
RE: Municipal Questionnaire

4. CORRES: FortisAlberta Inc.
RE: Electric Distribution Franchise Fee for 2010

5. CORRES: Correctional Service of Canada (CSC)
RE: Restorative Justice Week November 15th to 22nd

6. CORRES: Prairie Winds Clubhouse Society
RE: Property Tax Forgiveness Request

7. CORRES: Claresholm Chamber of Commerce
RE: Funding Request

8. CARes Facility Holding Agreement

9. South Sanitary Sewer Project Engineering Proposal Results

10. AUMA Convention – Issues for Discussion with RCMP

11. ADOPTION OF INFORMATION ITEMS

12. IN CAMERA - PERSONNEL

INFORMATION ITEMS:

1. Cheque Listing for Accounts Payable – August 1-31, 2009
2. Porcupine Hills Lodge Meeting Minutes – July 7, 2009
3. West Meadow Elementary News – September 2009
4. Arena User's Meeting – August 12, 2009
5. The Bridges at Claresholm Golf Club Regular Meeting Minutes – August 19, 2009
6. SouthGrow Regional Initiative Workshop, "Accelerating Your Business" - September 17, 2009
7. Claresholm Animal Rescue Society Meeting Minutes – July 30, 2009

ADJOURNMENT:



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
AUGUST 19, 2009**

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

ABSENT: Mayor Rob Steel; Councillor Connie Quayle

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

CARRIED

MINUTES: REGULAR MEETING – JULY 20, 2009

Moved by Councillor Moore that the Regular Meeting Minutes of July 20, 2009 be accepted as presented.

CARRIED

ACTION ITEMS:

1. BYLAW #1532 – Land Use Amendment

RE: 1st Reading

Moved by Councillor MacPherson to give Bylaw #1532, a Land Use Amendment, 1st Reading.

CARRIED

2. DELEGATION RESPONSE: Bob & Myrna McDonald

RE: Environmental Assessment Information – 5 Tamarack Road

Moved by Councillor MacPherson to send a letter to the McDonalds stating that the Town has met all of Alberta Environment's standards in regards to the old landfill site, and to send a copy of the guidelines for further clarification of the Town's confidence on this issue.

CARRIED

3. CORRES: Government of Alberta Environment

RE: Transfer of Water Allocation

Moved by Councillor MacPherson to authorize administration to sign the water license transfer agreement as presented once the definition of "diversion works" is added to the body of the agreement by Alberta Environment.

CARRIED

4. CORRES: Alberta Sport, Recreation, Parks & Wildlife Foundation

RE: Claresholm Museum Tourist Rest Area Support

Received for information.

5. CORRES: Local Authorities Pension Plan

RE: Notice of LAPP Contribution Rate Increase

Received for information.

6. CORRES: EDA Alberta – Alberta SouthWest Regional Alliance

RE: Community Economic Development Training

Received for information.

7. CORRES: Claresholm Drug Coalition

RE: Drug Awareness Day – Saturday, September 26, 2009

Moved by Councillor Isaacson to allow the Claresholm & District Drug Coalition to use Amundsen Park on September 26, 2009 for their Drug Awareness Day from 1:00pm to 4:00pm.

CARRIED

8. CORRES: Royal Canadian Legion

RE: Municipal Taxes

Moved by Councillor Moore to forgive the Royal Canadian Legion's municipal portion of property taxes for 2009 in the amount of \$1,059.28.

CARRIED

9. ADOPTION OF INFORMATION ITEMS

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

CARRIED

ADJOURNMENT: Moved by Councillor Moore that this meeting adjourn.

CARRIED

DEPUTY MAYOR – DON LEONARD

SECRETARY-TREASURER – KARINE WILHAUK

**TOWN OF CLARESHOLM
JULY 2009 BANK STATEMENT**

RECONCILED BALANCE JUNE 30, 2009		\$2,696,195.46
DEPOSITS TO BANK	DEBITS	CREDITS
RECEIPTS FOR MONTH	\$3,871,609.43	
REVOLVING LOAN RECEIVED	0.00	
CURRENT ACCOUNT INTEREST	21.99	
GIC REDEEMED	0.00	
US EXCHANGE	27.53	
TRANSFERS FROM T-BILLS	500,000.00	
SUBTOTAL	\$4,371,658.95	
CHARGES TO ACCOUNT		
ACCOUNTS PAYABLE		\$4,350,231.76
PAYROLL CHARGES		140,266.37
INTEREST ON REVOLVING LOAN		0.00
REVOLVING LOAN PAID		0.00
LOAN PAYMENTS		0.00
MASTERCARD PAYMENT		892.43
TRANSFERS TO T-BILLS / GIC PURCHASE		2,529,982.48
NSF CHEQUES		275.64
SERVICE CHARGES		184.79
SCHOOL FOUNDATION PAYMENT		0.00
SUBTOTAL		\$7,021,833.47
NET BALANCE AT END OF MONTH		\$46,020.94
BANK RECONCILIATION		
BALANCE PER BANK	333,217.80	
PLUS OUTSTANDING DEPOSITS	36,293.86	
LESS OUTSTANDING CHEQUES		-323,490.72
RECONCILED BALANCE JULY 31, 2009		\$46,020.94
OTHER BALANCES:		
EXTERNALLY RES GIC'S & T-BILLS	\$4,683,505.38	
NON-RESTRICTED GIC'S & T-BILLS	\$900,283.56	
PARKING RESERVE	\$3,555.67	
WALKING PATHS RESERVE	\$1,924.78	
OFFSITE LEVY RESERVE	\$24,490.17	
SUBDIVISION RESERVE	\$69,423.87	
REVOLVING LOAN BALANCE		\$0.00

SUBMITTED TO TOWN COUNCIL THIS 14TH DAY OF SEPTEMBER 2009

MAYOR

SECRETARY-TREASURER

DELEGATIONS

Sept. 10, 2009

Town of Lakeside
22145 Ave. W.
625-3381

Mrs. Marianne Glade
#23 Westover Care.
625-5472

Dear Council-

I would like to speak to you about having
Westover Care. declared as zone a seniors
complex. Please have a look at all of this need
seriously

Thank You
M. Glade

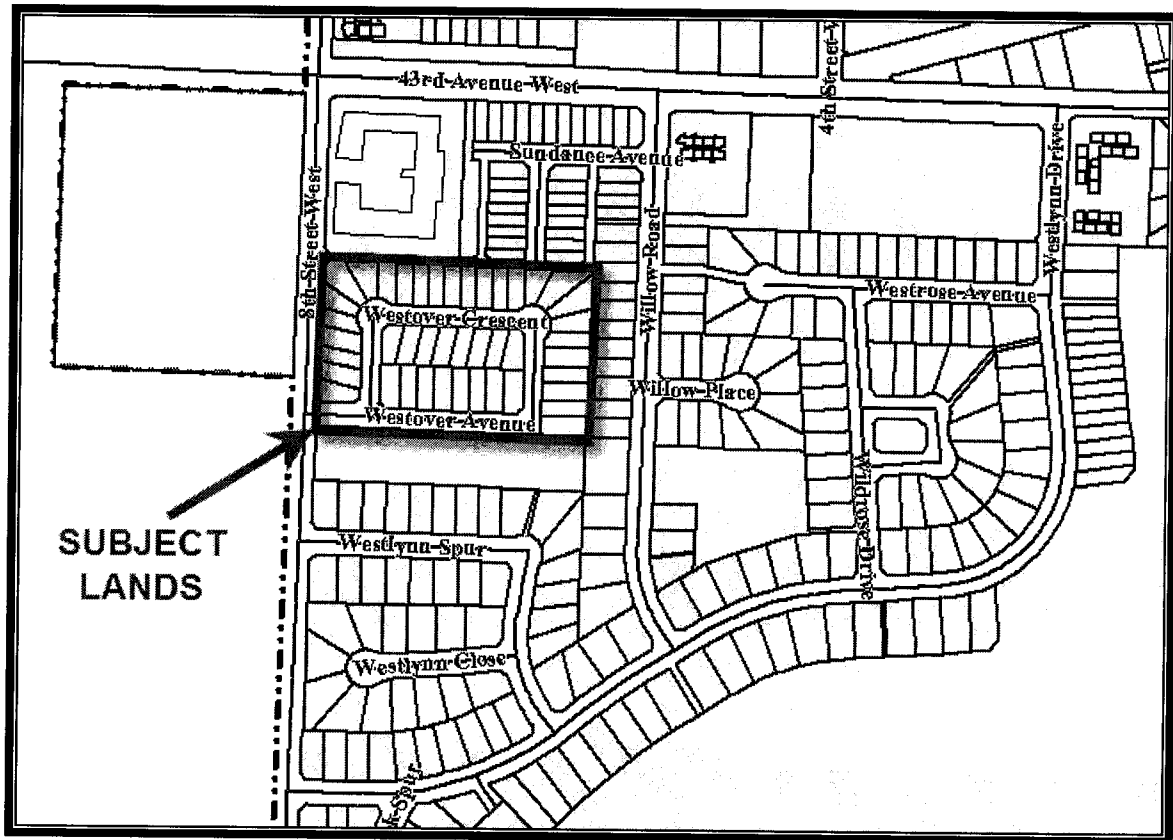
DELEGATION BRIEF

Date: September 14th, 2009

Re: CONVERSION OF THE WESTOVER AREA TO AN ADULT LIVING COMMUNITY

MARIAM SLADE

Mrs. Slade will be presenting the concept of having the Westover Crescent Area of Claresholm converted to an Adult Living Community.



RE: September 14 council meeting

We will be talking about the
drainage problems in our back lane.

Jeff Gabrum has copies of the pictures
that have been taken over the last 2 years.

Bonnie McDonald

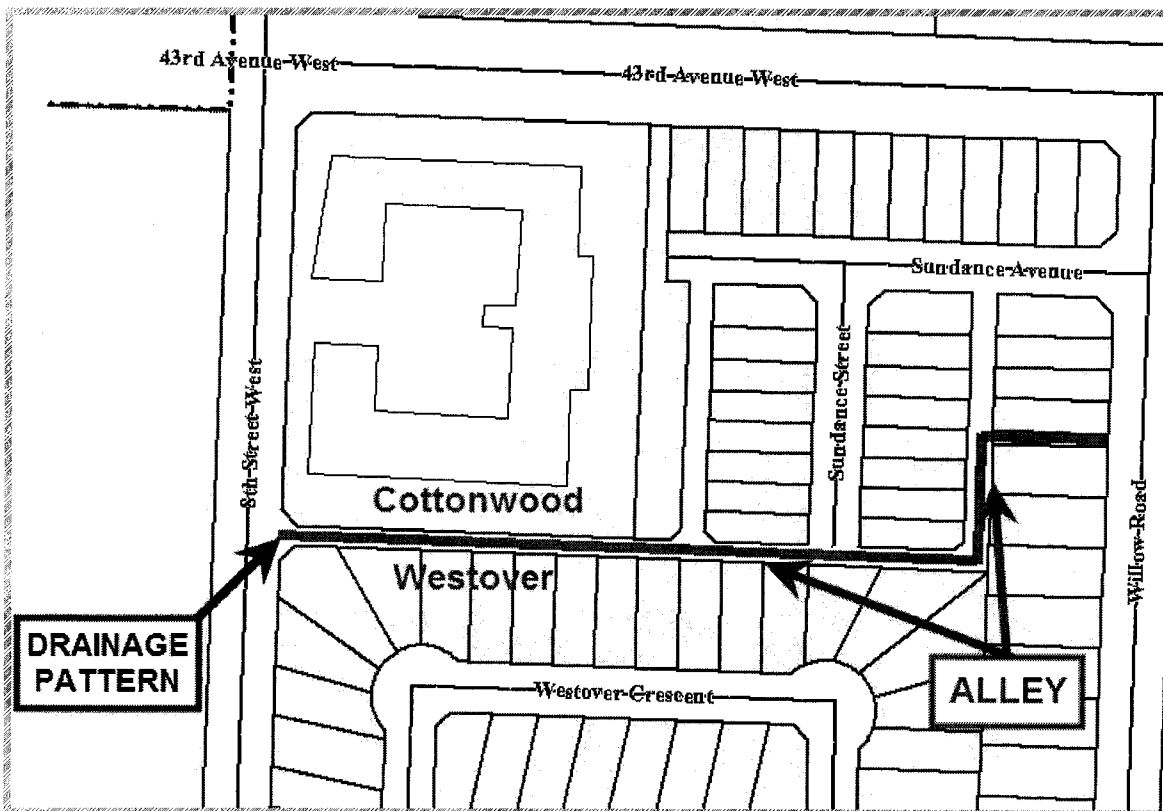
DELEGATION BRIEF

Date: September 14th, 2009

Re: CONVERSION OF THE WESTOVER AREA TO AN ADULT LIVING COMMUNITY

Bonnie MacDonald

Bonnie will be informing Council of the ongoing drainage issues on the alley between the recently constructed Cottonwood Village and the existing residential area of Westover Crescent.



ACTION ITEMS



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1531**

A Bylaw of the **Town of Claresholm to deal with procedure and the transaction of business by the Council of the Town of Claresholm in the Province of Alberta.**

WHEREAS Section 145 of the *Municipal Government Act*, RSA 2000, Chapter M-26 permits the Council to pass bylaws respecting the procedure and conduct of Council;

AND WHEREAS the Council deems it necessary and appropriate to repeal and replace the existing Procedural Bylaw No. 1271;

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

SECTION 1 TITLE AND PURPOSE OF BYLAW

- 1.1 This Bylaw may be cited as the **“PROCEDURAL BYLAW.”**
- 1.2 The purpose of this bylaw is to establish rules to follow in governing the meetings of the Council of the Town of Claresholm.

SECTION 2 DEFINITIONS

- 2.1 In this Bylaw, unless the context otherwise requires:
 - a) **“Act”** is the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, or any legislation in replacement or substitution thereof.
 - b) **“Acting Mayor”** is the Member selected by Council to preside at any Meeting of Council in the absence or incapacity of both the Mayor and the Deputy Mayor or in the case where the Mayor and/or Deputy Mayor choose to step down.
 - c) **“Administration”** means the the Chief Administrative Officer (CAO), and through him/her the Directors, Designated Officers and employees of the Town of Claresholm.
 - d) **“Agenda”** is the list of items and order of business for any meeting of Council or its committees.
 - e) **“Bylaw”** is a bylaw of the Town of Claresholm.
 - f) **“Chair”** is the person who has been given authority to direct the conduct of a meeting, including the appointed head of a committee; the Mayor, or in the absence of the Mayor, the Deputy Mayor, or in the absence of both, the Acting Mayor, or in the absence of all three, any other member chosen to preside over a meeting.
 - g) **“Challenge”** is an appeal of a ruling of the Chair.
 - h) **“Chief Administrative Officer”** means a municipal official employed by the Town of Claresholm in the position of Chief Administrative Officer or, in his/her absence, the person appointed as Acting Chief Administrative Officer;
 - i) **“Committee”** is any board, committee, or commission or other body to which Council may appoint, but excluding Committee of the Whole.
 - j) **“Committee of the Whole”** is Members of Council present at a meeting of Council sitting in committee.
 - k) **“Council”** is the municipal Council of the Town of Claresholm.
 - l) **“Councillor”** is a Member of Council, including the Mayor, duly elected and continuing to hold office.
 - m) **“Deputy Mayor”** is the Councillor, who is appointed by Council at the Organizational Meeting, to act as Mayor in the absence or incapacity of the Mayor.

- n) **“Ex-officio”** means membership by virtue of one's office and/or where appointed by Council; ex-officio members do not form part of the quorum when not present and when present, they may vote unless specifically excluded from voting by resolution or, by bylaw of the Act.
- o) **“General Municipal Election”** is an election held in the Town to elect the Members as described in the Local Authorities Election Act, as amended, or any legislation in replacement or substitution thereof.
- p) **“In Camera”** means when the assembly goes in private to discuss an item.
- q) **“Inaugural Meeting”** is the Organizational Meeting immediately following a General Municipal Election.
- r) **“Mayor”** is the Member duly elected as Mayor and continuing to hold office, and is the Presiding Officer at all meetings of Council.
- s) **“Member”** is the Mayor or a Councillor.
- t) **“Organizational Meeting”** is the meeting held as described in Section Three, including the Inaugural Meeting.
- u) **“Parliamentary Inquiry”** is a request for information from the Chair about a parliamentary procedure that does not require a formal ruling.
- v) **“Peace Officer”** is a duly appointed member of the RCMP, a Community Peace Officer or a Bylaw Enforcement Officer.
- w) **“Point of Order”** is a demand that the Chair enforce the rules of procedure.
- x) **“Point (or Question) of Privilege”** is a request made to the Chair or Council on any matter related to the rights and privileges of Council, individual Councillors or Town Administration which include the:
 - i. organization or existence of Council;
 - ii. comfort of Councillors;
 - iii. conduct of Town officials, employees or members of the public in attendance at the meeting;
 - iv. accuracy of the report of Council proceedings;
 - v. reputation of Councillors or Council; and
 - vi. reputation of Town Administration.
- y) **“Postpone”** is to delay the consideration of any matter, either to a definite time on the agenda or a later position on the agenda.
- z) **“Previous Question”** is a motion to end debate and vote on the motion under debate.
- aa) **“Public Hearing Meeting”** is a meeting of Council which is convened to hear representations on matters in accordance with Section 230 of the Act, or such matters that Council decides should be the matter of a public hearing.
- bb) **“Put”** is when the Presiding Officer calls for a vote or 'put the question to vote.' The Chair asks “Are you ready for the question?”
- cc) **“Quorum”** is a majority of those Members elected and serving on Council, including the Mayor, for clarity, this number is currently four.
- dd) **“Recording Secretary”** is the person appointed to this position by the CAO.
- ee) **“Secretary-Treasurer”** is the Secretary-Treasurer of the Town of Claresholm.
- ff) **“Special Resolution”** is a resolution passed by a two-thirds majority of all Councillors or two-thirds of all members of a committee.
- gg) **“Standing Committee”** is a policy committee, consisting wholly of Members appointed by Council, but excluding Committee of the Whole.
- hh) **“Table”** is a motion to delay consideration of any matter indefinitely in order to deal with more pressing matters.
- ii) **“Town”** is the corporation of the Town of Claresholm.
- jj) **“Two-Thirds Vote”** is a vote by two-thirds of Members present at the meeting and entitled to vote on the motion.

kk) “**Unfinished Business**” is business which has been raised at the same or a previous meeting and which has not been completely dealt with.

SECTION 3 INTERPRETATION AND APPLICATION

- 3.1 Rules for Interpretation
The marginal notes and heading in this Bylaw are for reference purposes only.
- 3.2 Suspension of Rules
Council may suspend any provision of this Bylaw by Special Resolution except:
a) the provisions about statutory hearings;
b) the provisions for amending or repealing this Bylaw; and
c) those provisions originating in Provincial Legislation.
- 3.3 Council Proceedings
When any matter relating to proceedings in Council or in the Committees arises, which is not covered by a provision of this Bylaw, the matter shall be decided by reference to *Roberts Rules of Order*.
- 3.4 Paramount Rules
If the provision in any other Bylaw conflict with the rules in this Bylaw, this Bylaw shall prevail.

SECTION 4 ORGANIZATION OF COUNCIL

- 4.1 Inaugural Meetings
Council must hold its Inaugural Meeting no later than two (2) weeks after each General Municipal Election at the time and place fixed by the CAO. At this meeting:
a) all Councillors must take the oath of office;
b) the seating of the Councillors shall be determined by lot for the term of office of the Council;
c) in case the seat of any Councillor becomes vacant by reason of death, resignation or otherwise, the member elected to fill the place shall occupy the seat in the Council Chamber;
d) rotation schedules for the position of Deputy Mayor shall be determined by the same lot as for the seating of Councillors;
e) all other matters required for the operation of the Town must be dealt with.
- 4.2 Organizational Meetings
An Organizational Meeting of Council must be held annually, according to Section 192 of the Act. At this meeting, Council must establish:
a) the regular Council Meeting dates;
b) the appointment of Members to Committees which Council is entitled to make;
c) will deal with any other business described in the notice of the Meeting.

SECTION 5 MEETINGS OF COUNCIL

- 5.1 Meetings
a) Regular Meetings of Council shall be established at the Inaugural Meeting.
b) That Statutory or Non-Statutory Public Hearings may be held on regular scheduled Council Meeting dates or such other dates as may be determined for operational purposes and commerce at 7:00pm unless otherwise decided.
c) The time and date of the regular meeting of Council and the meeting location may be changed by two-thirds (2/3) of all Members of Council.
d) Any scheduled regular meeting of Council may be canceled by consent of two-thirds (2/3) of all Members of Council.
- 5.2 Adjournment
All meeting of Council will be limited to four (4) hours, unless determined by the majority of Council present.
- 5.3 Quorum & Lack of Quorum
As soon after the hour of meeting as there is a quorum present, the Mayor shall take the chair and the Members shall be called to order.

a) In case the Mayor or Deputy Mayor is not in attendance within fifteen (15) minutes after the hour appointed, the CAO shall call the meeting to order until an Acting Mayor shall be chosen, who shall preside during the meeting until the arrival of the Mayor or Deputy Mayor.

b) If a quorum is not present in half an hour after the time appointed for the meeting of Council, or within half an hour of the time appointed for the meeting to reconvene after a recess or other adjournment, the CAO or his/her designate shall call the roll and record the names of the Members present and the Council meeting shall then stand absolutely adjourned until the next regular meeting, unless a special meeting is duly called in the meantime.

c) Whenever a vote on any matter before Council or a Committee cannot be taken because of loss of a quorum, the quorum resulting from:

i. the excusing of a Member or Members of Council voting on a resolution of Council, or

ii. the disqualification of a Member or Members from voting,

then the matter shall be the first business to be proceeded with and disposed of at the next regular meeting of the Committee or Council. If a quorum is lost for any reason other than the aforementioned reasons, the meeting is adjourned.

5.4 Permission to Leave

When a Member wishes to leave the Council Chamber while a meeting of Council is in progress, they shall rise and await the permission of the Mayor before leaving their place.

5.5 Special Meetings

Special Meetings may be held in accordance with the provisions of the Act.

5.6 Order of Business

The order of business at a meeting is the order of the items on the agenda except:

a) When a previous meeting has been adjourned for lack of quorum and no special meeting has been called to deal with the business of the adjourned meeting, the agenda items from the adjourned meeting must be dealt with before any items on the current agenda; and

b) When Council alters the order of business for the convenience of the meeting by a two-thirds (2/3) vote; and

c) When the same subject matter appears in more than one place on an agenda and Council decides, on motion, to deal with all items related to the matter at the same time.

5.7 Agenda Format

The Agenda orders the business for a meeting and will be followed as set out in Schedule "A" of this Bylaw. Schedule "A" of this Bylaw may be amended by resolution of Council.

5.8 Agenda Submission Deadline

All Agenda items must be received in writing by the Secretary-Treasurer by 4pm on the Thursday prior to the Council meeting for inclusion to the Agenda for the following meeting. In the case where a General Holiday falls on the Monday that a Council meeting would fall, the Council meeting will be held on the Tuesday and the deadline for agenda submission remains the Thursday prior to the meeting.

5.9 Agenda Distribution

The Secretary-Treasurer or his/her designate will provide the Agenda and all reports and supplementary materials (Agenda Package) for distribution to Council by 4:00pm on the Friday of the week preceding the regular Council meeting. Hard copies will be hand delivered and electronic copies will be sent by email.

5.10 Adoption of Agenda

Council must vote to adopt the Agenda prior to transacting other business and may:

a) add new items to the Agenda by a unanimous vote of Council; or

b) delete any matter from the Agenda by unanimous vote.

5.11 Preparation of Minutes

The Secretary-Treasurer must prepare all Council Minutes which will include:

a) all decisions and other proceedings;

b) the names of the Councillors present and absent from the Meeting;

c) any declarations of pecuniary interest made under the Act by any Councillor or any resolutions excusing a Councillor from voting; and

d) the signatures of the Presiding Officer and the Secretary-Treasurer.

- 5.12 Adoption of Minutes
- a) The Secretary-Treasurer shall prepare the Minutes of each Council meeting and shall distribute a copy to each Member for the next meeting.
 - b) The Mayor shall present the Minutes to Council with a request for a motion to accept the Minutes.
 - c) The Minutes of a previous meeting shall not be read aloud unless requested by a majority of the Members.
 - d) Any Member may make a motion requesting that the Minutes be amended to correct any inaccuracy or omission.
 - e) Only minor changes may be made to correct errors in grammar, spelling, and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence; but no change shall be allowed which would alter or affect in a material way the actual decision made by Council.
 - f) No Member may introduce any extraneous evidence to support a challenge to the accuracy of the Minutes unless the evidence has been compiled or made under the direction or control of the Secretary-Treasurer.
 - g) If a Member wishes to challenge the accuracy of the Minutes of a previous Meeting, the Member must make the challenge known to the Secretary-Treasurer before Council has officially confirmed the Minutes.
- 5.13 Presenting a Motion
A Member may make a motion and then the idea is discussed.
- 5.14 Style and Presentation of Motion
- a) A motion should be worded in a concise, unambiguous and complete form appropriate to such a purpose. It cannot employ language that is not allowed in debate.
 - b) A Member making a motion embodying something that had just been said by the Chair or another Member in informal consultation during a Meeting should avoid statements such as "I so move", and have the Secretary-Treasurer recite the complete motion that he/she offers.
 - c) A motion should not be offered if its only effect is to propose that the assembly refrain from doing something. The same result can be accomplished by adopting no motion at all.
 - d) A motion to reaffirm a position previously taken by adopting a new motion or resolution is not in order. Such a motion serves no useful purpose because the original motion is still in effect.
- 5.15 Recommendations are not Motions
A Motion must be made on any Agenda item before it is discussed. A recommendation in a report does not constitute a Motion until a Councillor has expressly moved it.
- 5.16 Withdrawal
Once a Motion has been moved and stated by the Chair, it is in the possession of Council, and may not be withdrawn without unanimous consent of all Councillors present at the meeting.
- 5.17 Urgent Business
- a) A Member may move to discuss a matter of urgent public importance without prior notice.
 - b) A Motion to bring a matter before Council as Urgent Business is subject to the following conditions:
 - i. The matter proposed for discussion must relate to a genuine emergency, calling for immediate and urgent consideration;
 - ii. The Motion must not involve discussion of a matter which has been discussed previously in the same meeting;
 - iii. The Motion must not raise a Question of Privilege.
- 5.18 Repeating Motions
A Motion, which has been superseded or withdrawn may be repeated unless it has been ruled out of order because it is improper.
- 5.19 Put by the Chair
All motions must be put by the Chair before a vote is taken.
- 5.20 Types of Motions
- a) **Motion to** (*Lay on the Table or Motion to Table*)

i. This motion allows the assembly to lay the pending question aside temporarily when something else of immediate urgency has arisen in such a way that there is no set time for taking the matter up again;

ii. It is considered to be resumed at the will of the majority and in preference to any new questions that may then be competing with it for consideration.

By adopting the motion to *Lay on the Table*, a majority has the power to halt consideration of a question immediately without debate. This must be done prior to the vote on the original motion under discussion. If a motion to table is not dealt with prior to the motion to adjourn, then the motion dies and cannot be brought up at a subsequent meeting.

b) **Motion to (*Take from the Table*)** is required to bring forward, a motion that has been *Laid on the Table* previously. This motion is not in order until some other business has taken place prior to it being made. If the motion is not removed from the table prior to adjournment of the meeting, then the motion is lost. If discussion is to take place at the next meeting, it has to be under a new motion.

iii. Any Member may move to take a motion from the table, provided no other motion is on the floor.

iv. A tabled motion is brought back with all of the motions connected with it, exactly as it was when laid on the table.

v. The motion to *Take from the Table* is not debatable or amendable and requires only a majority vote.

vi. If a motion to take a motion from the table is defeated, it may only be made again after other business has intervened.

vii. A motion may be taken from the table at any regular meeting, but not at a special meeting unless prior notice is given.

5.21 Amendments

An amendment proposed to a motion must be relevant to its subject matter and must not propose a direct negative of the motion.

5.22 Amendments to Amendments

Only one amendment to a motion may be before the meeting at any time, but an amendment to the amendment may be before the meeting at the same time. The amendment to the amendment must be voted on before the amendment.

5.23 Debatability of Amendments

Councillors may debate the merits only of the amendment, not the merits of the motion it is applied to.

5.24 Cannot Amend Own Motion

A Member cannot amend his or her own motion.

5.25 Referral Motions

A Member may move to refer any motion to a Committee, Administration or Committee of the Whole for investigation and report, and the motion to refer:

a) will preclude all further amendments to the motion;

b) is debatable; and

c) may be amended only as to the body or membership of the body to which the motion is referred and the instructions on the referral.

5.26 Report from Referral

When a response to a referral is before Council, the motion under consideration will be the motion which was referred, including any amendments made prior to the referral.

5.27 Referrals Refused by the Chair

The Chair may refuse to accept a motion to refer that would have the effect of defeating the motion to which it applies (for example, due to time constraints).

5.28 Limiting or Ending Debate

Any motion to limit or end debate:

a) cannot be debated;

b) must be passed by a two-thirds (2/3) vote; and

c) may only be amended as to the limit to be placed on debate.

- 5.29 **Motion for the Previous Question**
 a) If the Previous Question is moved, the Chair must state that the Previous Question has been moved and immediately take the vote on the motion for the Previous Question.
 b) Unless a Motion to Postpone is made, when a Motion for the Previous Question is carried, the motion to which it applies must be put without further debate or amendment.
- 5.30 **Motions Disallowed**
 If a motion is contrary to the rules and privileges of Council, the Chair may refuse to accept it and must cite the rule or authority applicable without other comments.
- 5.31 **Privileged Motions**
 The following motions are privileged motions and may, if the Chair determines that they are of overriding importance, interrupt the debate on another motion:
 a) a Point of Privilege;
 b) a Motion to excuse a Councillor from voting;
 c) a Motion to Recess;
 d) a Motion to Adjourn; and
 e) a Motion to fix the time to adjourn.
- 5.32 **Point of Privilege**
 A Member may raise a Point of Privilege to remedy any pressing situation at any time. The Chair must immediately decide whether to accept the Point of Privilege. If accepted, it must be dealt with immediately.
- 5.33 **Motion on Point of Privilege**
 If a motion is made resulting from an accepted Point of Privilege, it is not debatable or amendable.
- 5.34 **Point of Order**
 A Point of Order, which requires immediate attention, may interrupt a speaker and is not debatable or amendable. The Chair must rule on a Point of Order and not vote will be taken unless there is a Challenge to the Ruling.
- 5.35 **Motion to Challenge**
 a) Any ruling of the Chair may be challenged.
 b) A Motion to Challenge may be made only at the time of the ruling, whether or not another speaker has the floor.
 c) A Motion to Challenge is debatable unless it relates to decorum, the priority of business or an un-debatable pending motion.
 d) If a motion is made to challenge, the Chair must state the question: "Is the ruling of the Chair upheld?", and may participate in debate on the challenge without leaving the Chair.
 e) If the Chair refuses to put the question on a Challenge, the person who would preside if the individual occupying the chair were absent must put the question to Council.
 f) Unless there is a two-thirds (2/3) vote against it, the ruling of the Chair will be upheld.
- 5.36 **Recess**
 a) Any Member may move that Council recess for a specific period. After the recess, business will be resumed at the point when it was interrupted. This motion may not be used to interrupt the speaker.
 b) A motion to recess may be amended only as to length of time, but neither the motion nor the amendment are debatable.
- 5.37 **Adjournment**
 a) A Motion to Adjourn is not debatable or amendable.
 b) Council will take up a motion pending at the time of adjournment as the first item under unfinished business at the next meeting.
- 5.38 **Adjournment of Regular Meeting or Public Hearing**
 A motion to adjourn a Regular Meeting or a Public Hearing requires a majority vote.
- 5.39 **Objection of Consideration of a Motion**
 The purpose of an "Objection to the Consideration of a Motion" is to enable Council to avoid a particular original main motion when it would be undesirable or inappropriate for the motion to come before them, and may be dealt with in the following manner:
 a) A Member may move to object to the consideration of the main motion prior to any debate on the motion and the Chair must state the question "Will the motion be considered?"

- b) A motion to object to the consideration of a motion is not debatable or amendable. The motion objected to will be heard unless there is a two-thirds (2/3) vote against hearing it.
 - c) If Council passes a motion to object to the consideration of a motion, the motion objected to may be brought before Council only by renewal.
- 5.40 **Dividing Motions into Parts**
A Member may request that a motion be divided if it contains parts which stand as complete propositions. Council must then vote separately on each proposition.
- 5.41 **Motions Previously Considered**
Once Council has dealt with any matter, a motion that would have a similar result may not be made unless Council has agreed to reconsider the motion.
- 5.42 **Reconsidering Motions**
A Member who voted with the prevailing side may move to reconsider a motion only at the same meeting or during any continuation of the meeting at which it was decided.
- 5.43 **Reconsideration not Allowed**
- a) A motion to reconsider may not be applied to:
 - i. any vote which has caused an irrevocable action; or
 - ii. a motion to reconsider.
 - b) A motion to reconsider is only debatable when the motion being reconsidered is debatable.
- 5.44 **Rescinding and Renewing Motions**
A motion to rescind a motion which has been passed, or to renew a defeated motion, may be offered subsequent to the meeting at which the motion was passed or defeated if the rescinding or renewal motion is:
- a) brought more than six (6) months after the date of the original motion; or
 - b) brought after a General Municipal Election which has taken place since the date of the original motion.
- 5.45 **Notice of Rescission or Renewal**
Notice of a motion to rescind or renew a motion must be given or dispensed with pursuant to the provision of this Bylaw.
- 5.46 **Rescission not Allowed**
No motion to rescind may be made when:
- a) a vote has caused an irrevocable action; or
 - b) a decision has been made to rescind or reconsider motion.

SECTION 6 VOTING

- 6.1 **Motion Carried**
A motion will be carried when a majority Members present at a meeting vote in favour of the motion, unless otherwise specified in this Bylaw.
- 6.2 **Recording of Votes**
Before a vote is taken by Council, a Councillor may request that the vote be recorded. When a vote is recorded, the minutes must show the names of the Councillors present and whether each Councillor voted for or against the proposal or abstained.
- 6.3 **Tie Vote**
A motion is defeated when the vote is tied.
- 6.4 **Failure to Vote**
Each Member present must vote on every motion as outlined in the Act, unless the Act, or any other Provincial or Federal enactment, requires or permits the Member to abstain, in which case the Member must cite the legislative authority for abstaining, and the abstention and reasons must be recorded in the minutes.
- 6.5 **Loss of Quorum**
If a motion cannot be voted on because there would be no quorum due to:
- a) a Member being excused from voting; or
 - b) any abstention allowed or required by statute;

then the matter will be dealt with as unfinished business and proceeded with at the next regular meeting of Council. If Council is unable to achieve quorum at any meeting on an issue due to the pecuniary interest of a Member or Members, then Council must ask the Minister of Municipal Affairs for an order or direction under the Act.

- 6.6 Voting Procedures
Votes on all motions must be taken as follows:
a) Members must be in the designated Council seat when the motion is put;
b) the Chair must put the motion;
c) the Chair must declare the result of the vote.
- 6.7 No Change to Vote
After the Chair declares the result of a vote, no Council Members may change their vote for any reason.
- 6.8 Silence Once Question is Put
From the time the question is put by the Chair, until the result of the vote is declared, Members must be silent and must not leave their seats.

SECTION 7 RULES GOVERNING DEBATE

- 7.1 Order of Speakers
The Chair will determine the speaking order when two or more Members wish to speak, subject to a challenge.
- 7.2 Addressing the Chair
Members must address the Chair when speaking.
- 7.3 Interruptions
Members, who have been assigned their turn to speak, may only be interrupted by other Members, including the Chair:
a) when a Member is discussing a subject and no motion is on the floor;
b) when a Member has exceeded the five (5) minute time limit to speak;
c) by a Point of Privilege;
d) by a Point of Order;
e) by an objection to the consideration of a motion; or
f) by a Challenge.
- 7.4 Councillor Called to Order
A Member who is called to order must immediately stop talking but must be given an opportunity to Challenge before debate is closed. Council will decide the Challenge without debate.
- 7.5 Prohibited Acts
Members must not:
a) speak disrespectfully of the Sovereign or any of the Royal Family, or of the Governor General or of the Lieutenant Governor, or of any Member of any other governing body in Canada or Council or Administration;
b) use offensive words in Council Chambers, or against Council or any Members or Administration;
c) discuss a vote of Council, unless to move to reconsider, renew or rescind;
d) break the rules of Council or disturb the proceedings; or
e) disobey the decision of the Chair or of the Council or any question of order, practice or interpretation.
- 7.6 Request to Have Motion Considered
A Member may require that the motion being considered be read at any time during debate, but must not interrupt the speaker.
- 7.7 Number of Speeches
Unless otherwise provided in this Bylaw, Members may speak only once on any motion; however the Presiding Officer may give permission to speak again.
- 7.8 Time Limits
Each Member may speak for only five (5) minutes:
a) by asking questions on a motion;
b) in debate on a motion;

- c) by asking questions on an amendment;
 - d) in debate on an amendment; and
 - e) in reply, when the Councillor is the mover of the motion;
- unless Council gives permission, by a two-thirds (2/3) vote, to speak for an additional five (5) minutes.

- 7.9 Opportunity to be Heard
Each Member will be given an opportunity to speak to a motion before it is put to a vote, unless a motion is passed to limit or end debate.

SECTION 8 DUTIES OF THE CHAIR

- 8.1 Chair to Maintain Order
The Chair must preserve order and decorum and decide all questions of procedure.
- 8.2 Citing Reasons for Decisions
When the Chair makes a decision on a question of procedure, he or she must provide a reason for the decision.
- 8.3 Leaving Chair
If the Chair wishes to leave the chair for any reason, he or she must provide a reason for the decision.

SECTION 9 DISCIPLINARY PROCEDURES

- 9.1 Calling Councillors to Order
The Chair may call to order any Member who is out of order.
- 9.2 Naming a Councillor for an Offense
When a Member has been warned about breaches of order but continues to engage in them, the Chairman may name the Councillor by stating his or her name and declaring the offense. The Secretary-Treasurer must note the offense in the minutes.
- 9.3 Disturbance or Inappropriate Behaviour by Public
Behaviour of the public, during the proceedings of Council:
a) no person shall, other than the Secretary-Treasurer, record the proceedings;
b) no person shall allow a cellular telephone to ring or talk on a cellular telephone while attending a Council meeting;
c) no person shall address Council without permission of the Chair;
d) all persons to maintain order and quiet;
e) no person shall applaud or otherwise interrupt any speech or action of the Members, or any other person addressing Council.
f) When granted permission to address Council, shall not use offensive words or speak disrespectfully of Council, any Member, or Administration, the Sovereign or any member of the Royal Family, or of the Governor General or the Lieutenant General or of any member of any other governing body in Canada.
g) The Chair may, at any meeting, expel and exclude any person who creates any disturbance or acts improperly. A person who refuses to leave is guilty of an offense and the Chair may order a Peace Officer to remove the person and charge them under this Bylaw.
- 9.4 Member Interference
No Member shall have the power to direct or interfere with the performance or work of any employee of the Town. The employee shall be subject only to their Supervisor. Nothing in the foregoing shall in any way interfere with or restrict the right of a Member of Council to seek formal information from any officer or employee of the Town through the office of the CAO.
The only employee under direct supervision of Council is the CAO.

SECTION 10 PUBLIC & PRIVATE MEETINGS

- 10.1 Public Meetings
Except as provided in the Act, Council and Council Committee Meetings will be held in public and no person may be excluded except for improper conduct.

- 10.2 **In Camera Meetings**
Councils and Council Committees may close all or part of their meeting to the public if a matter to be discussed is within one of the exceptions to disclosure in Division Two (2) of Part One (1) of the Freedom and Protection of Privacy Act.
When a meeting is closed to the public, no resolution or bylaw may be passed at the meeting, except a resolution to revert to a meeting held in public.

SECTION 11 BOARDS, COMMISSIONS & COMMITTEES

- 11.1 **Ex Officio**
a) The Mayor shall be an ex officio Member of all Committees to which Council has the right to appoint members pursuant to the Act, and as such shall have all the powers and privileges of any Member of the same, including the right to vote upon all questions to be dealt with by the Committee.
b) Notwithstanding subsection (a) the Mayor may be a member of a board, commission, and subdivision authority or development authority established under Part 17 of the Act only if the Mayor is appointed in his or her personal name.
- 11.2 **Membership**
The membership of a Board, Commission or Committee shall be as provided for in the enabling legislation or as directed by Council.
- 11.3 **Chair**
Each Committee shall select one of its members to be the Chair unless Council designates:
a) The Chair of a Committee; or
b) The manner in which the Chair shall be selected.
c) The Chair shall preside at every meeting and shall vote on all questions.
- 11.4 **In Camera**
When a Committee established by Council is of the opinion that a meeting is to be held In Camera, the motion which is passed to authorize the In Camera meeting shall include the reason for holding the meeting In Camera, and the meeting may only be held in accordance with Section 197(2), (2.1) and (3) of the Act.
- 11.5 **Business of Committees**
The business of committees shall be conducted in accordance with the Act and within the rules governing the procedures of Council.
- 11.6 **Organizational Meeting Appointments**
a) At the Organizational Meeting at the beginning of the term of office of the new Council, and annually thereafter, the Mayor shall recommend to the full Council the membership of each Standing Committee and Committee.
b) The Mayor shall request all Members of Council to submit their preference for membership on Standing Committees and shall take these into consideration in arriving at recommendations for Council's ratification. The recommendations of the Mayor shall be put before the full Council for ratification.

SECTION 12 SPECIAL COMMITTEES

- 12.1 **Appointment of Special Committees**
Subject to the Act, Council may appoint any Special Committees as are necessary or advisable for the orderly and efficient handling of the affairs of the Town and may establish generally or in detail the:
a) duties and responsibilities;
b) composition; and
c) duration of a Committee.

SECTION 13 BYLAWS

- 13.1 **Title and Bylaw Number**
All proposed bylaws must have a bylaw number assigned by the Secretary-Treasurer and a concise title indicating the purpose the the bylaw.
- 13.2 **Filing of Bylaws**
The Secretary-Treasurer shall keep on file, correct copies of all bylaws approved or defeated in Council including all amendments, if any.

- 13.3 First Reading
- a) A bylaw, appearing upon the Council Agenda when listed as ready for first reading, shall be introduced by a Member moving “They Bylaw No. (quoting the Bylaw number) be given first reading.
 - b) Council shall vote on the motion for first reading of a bylaw without amendment or debate.
 - c) After first reading, a Member may ask a question concerning the bylaw.
- 13.4 Amendments
- Any amendments to a bylaw, which are carried prior to the motion for second reading being put, will be considered to have been given first reading and will be incorporated into the proposed bylaw. If amendments to the proposed bylaw have been carried, the Chair must put the question that “Bylaw No. (specifying the bylaw number), as amended, be given second reading”.
- 13.5 Second Reading
- After first reading has been given, any Councillor may move that “Bylaw No. (specifying the proposed bylaw number) be read a second time”.
- 13.6 Three Readings
- Every bylaw shall receive three readings before the Mayor or Deputy Mayor and the CAO signs it. If a bylaw fails to receive unanimous consent for third reading, it shall remain on the agenda to be dealt with at the next regular meeting of Council.
- 13.7 Number of Readings Allowed at a Meeting
- a) A bylaw shall not be given more than two readings at one meeting unless the Act permits three readings in one meeting and unless Members present unanimously agree that the bylaw may be presented to Council for third reading.
 - b) When Council unanimously agrees that a bylaw may be presented for third reading:
 - i. a motion for third reading of the bylaw shall be made;
 - ii. Council shall vote on the motion without amendment or debate.
- 13.8 Signing and Sealing Bylaws
- The Mayor or Deputy Mayor and the CAO must sign and seal every bylaw as soon as reasonably possible after third reading is given.
- 13.9 Amendment and Repeal
- Once a bylaw has been passed, it may only be amended or repealed by another bylaw.
- 13.10 Requirements for Written Communications
- Every written communication intended for Council or a Committee which reaches the Secretary-Treasurer must:
- a) be legible and coherent;
 - b) be signed by at least one person who provides a printed name and address;
 - c) be on paper; and
 - d) not be libelous, impertinent or improper.
- 13.11 Processing of Communications
- If the requirements are met, the Secretary-Treasurer must:
- a) Place it on the agenda of the next regular meeting of Council once he/she is assured that there is sufficient information available to allow Council to render a decision.
 - b) If, in the Secretary-Treasurer's opinion, the communication requires action, then he/she may refer the item directly to the proper Town employee with instructions for a report to Council at the earliest reasonable opportunity; or
 - c) If, in the Mayor's opinion, the matter contained in the communication is impertinent, improper or libelous, he/she shall advise the originator of the communication that it is not being sent forward and shall advise Council at the first regular meeting after receipt of such communication:
 - i. that it is being withheld; and
 - ii. the name and address of the sender; and
 - iii. the general subject thereof.
 - d) If, however, Council decides by a two-thirds (2/3) vote of members present that a communication withheld from it deserves action, then the matter may be dealt with at that meeting.
- 13.12 Communication Referred
- Communication received by the Council may be referred to a Committee of Council or to Administration for a report, or may otherwise be dealt with as directed by Council.

13.13 Delegations

- a) Notwithstanding any provision of this Bylaw, Council shall grant a fair hearing to persons entitled, under provincial legislation, to make verbal submissions to Council.
- b) A person wishing to make representations directly to Council shall so advise the Secretary-Treasurer in writing by 4:00pm on the Thursday prior to the Council meeting date.
- c) At the place in the Agenda for the hearing of delegations, the Mayor or Deputy Mayor shall call each item in order as it is listed on the agenda.
- d) Each item shall be introduced by a Member of Administration or the Mayor or Deputy Mayor or a Councillor.
- e) No person, whether a Member of a statutory or non-statutory delegation, shall address Council upon any matter for more than fifteen (15) minutes, exclusive of the time required to answer the questions put by Council. Delegations that exceed the recommended fifteen (15) minutes may be given a discretionary amount of time by the Chair to adequately make their presentation.
- f) In questioning delegations, whether statutory or otherwise, Members will ask only those questions which are relevant to the subject of the hearing and will avoid repetition. Delegations speaking to the subject will be restricted to the subject matter only.
- g) Delegations at regular meetings of Council are to be limited to a maximum of two, or in circumstances approved by the Mayor where it is felt that an item would be urgent, to a maximum of three.

SECTION 14 PUBLIC HEARINGS

14.1 Public Hearings

When the Municipal Government Act, or any other act, requires Council to hold a public hearing, the public hearing must be held, unless another enactment specifies otherwise:

- a) before second reading of the bylaw, or
- b) before Council votes on the resolution.

14.2 Procedure for a Public Hearing

If a person indicates their presence to speak on the proposed bylaw, then the following procedures will apply:

- a) the administration will introduce the topic of the Public Hearing;
- b) persons will be allowed five (5) minutes to speak; those in favor will speak first, followed by those opposed, followed by those who feel they are affected by the topic of the hearing;
- c) after a person has spoken, any Member may ask that speaker relevant questions;
- d) any Member may ask the administration relevant questions after all persons who wish to speak have been heard.
- e) any Councillor may then move that "the Public Hearing be adjourned".

14.3 When No Speaker Present

If a person is unable to attend a hearing, that person may authorize an individual to speak on his or her behalf. The authorization must:

- a) be in writing;
- b) name the individual authorized to speak;
- c) indicate the proposed topic to be spoken to; and
- d) be signed by the person giving the authorization.

14.4 Statement of Authorization

The authorized speaker must state the name of the person that the speaker represents and must present the written authorization to the CAO or his/her designate.

14.5 Representing More Than One Person

If an authorized speaker represents more than one person, the speaker will be allowed only five (5) minutes to speak unless Council decides otherwise.

SECTION 15 OFFENCES & PENALTIES

- 15.1 a) Any person who contravenes any provision of this bylaw by:
 - i. doing any act or thing which they are prohibited from doing; or
 - ii. failing to do any act or thing they are required to do;

is guilty of an offence and is liable on Summary Conviction, to a fine not exceeding two thousand dollars (\$2,000) and, in the event of failure to pay or the inability to pay any fine levied, to imprisonment for a period not exceeding one (1) year or until such fine and costs are paid.

b) Where any provision of this bylaw provides for a fine to be levied for contravention of this bylaw, the court entering the conviction of the offence shall not levy a lesser fine than set out in the provision.

c) Where a breach of this bylaw is continuing or of a re-occurring nature, then in addition to any other remedy or any penalty imposed by this bylaw, the Town may, in any of those cases, apply to the Court of Queen's Bench by way of action or order, prohibiting the person contravening the bylaw.

d) Where a Peace Officer believe that a person has contravened any provision of this bylaw, they may serve upon the person a voluntary payment tag in a form designated by the Town allowing payment to the Town of the fine of \$250.00 for the offence and that payment shall be accepted by the Town in lieu of prosecution for the offence.

e) If the person upon whom a voluntary payment tag is served fails to pay the required sum within the time specified in the voluntary payment tag, the provisions of this section regarding acceptance of payment in lieu of prosecution do not apply.

f) Nothing in this section shall:

i. prevent any person from exercising their right to defend any charge of committing a breach of this bylaw;

ii. prevent any Peace Officer from laying an information or complaint or Violation Ticket in lieu of serving a voluntary payment tag; or

iii. prevent any person from exercising any legal rights they may have to lay an information or complaint against any person (whether the person has made payment under the provisions of this bylaw, or not) for a breach of this bylaw.

SECTION 16 REPEAL OF PREVIOUS BYLAW

13.1 Bylaw No. 1271, the "Procedure Bylaw" and any amendments thereto, are hereby repealed.

SECTION 17 PASSAGE OF BYLAW

14.1 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.

Rob Steel, Mayor

Kris Holbeck, CAO



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
SCHEDULE "A"
TO BYLAW #1531**

AGENDA FORMAT

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
<DATE>
AGENDA**

**Time: 7:00 P.M.
Place: Council Chambers
Administration Building
221 - 45th Avenue West**

CALL TO ORDER

ADOPTION OF AGENDA

Recommendation: that the Agenda for the Regular Meeting of Council of <date> be accepted as presented.

Note: all Agenda item requests must be received in writing the by Secretary-Treasurer by 4:00pm the Thursday prior to the Council meeting for inclusion to the Agenda for the following meeting. In the case where a General Holiday falls on the Monday that a Council meeting would fall, the Council meeting will be held on the Tuesday and the deadline for Agenda submissions remains the Thursday prior the the meeting. Only items of an emergency nature, as approved by a unanimous vote of Council, will be included after that time.

ADOPTION OF MINUTES

Regular Meeting Minutes

Recommendation: that the Regular Meeting Minutes of <date> be accepted as presented.

Other Meeting Minutes

Recommendation: that the <special or other> Meeting Minutes of <date> be accepted as presented.

FINANCES

Bank Statements

Recommendation: to accept the <date> bank statement as presented.

Year-to-date Financial Budget to Actual Summary Report for the Period Ended <date>

Recommendation: that the year-to-date Financial Budget to Actual Summary Report for the period ended <date> be received for information.

PUBLIC HEARING

Note: Public Hearings are held on an as needed basis, determined by Bylaws scheduled for final readings.

DELEGATIONS

Note: to include on cover sheet under this Agenda item where action is required.

Note: Delegations will be allowed upon receipt of a request in writing to the Secretary-Treasurer, to a maximum of two at any Council meeting. Based upon need, the Mayor may determine a number of delegations exceeding two.

ACTION ITEMS

Bylaws
Delegation Responses
Federal Government Correspondence
Provincial Government Correspondence
Other Government Correspondence
Local Correspondence
Town Reports and Memos
Other

INFORMATION ITEMS

Recommendation: to accept the information items as presented.

IN CAMERA – DEVELOPMENT / LEGAL / PERSONNEL

Recommendation: that this Meeting go In Camera.

Recommendation: that this Meeting come out of In Camera.

ADJOURNMENT

Recommendation: that this meeting adjourn.

[Handwritten Signature]

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1271

A BYLAW OF THE TOWN OF CLARESHOLM, PROVINCE OF ALBERTA, TO DEAL WITH PROCEDURE AND THE TRANSACTING OF BUSINESS BY THE COUNCIL OF THE TOWN OF CLARESHOLM.

WHEREAS, Section 38 to 49 of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 1980 and subsequent amendments provides for the regulation of the proceedings of Council and Committees thereof; to provide for dealing with petitions, remonstrances and submissions to Council.

NOW THEREFORE THE COUNCIL OF THE TOWN OF CLARESHOLM, DULY ASSEMBLED, ENACTS AS FOLLOWS:

- 1.0 This Bylaw may be cited as "The Procedure Bylaw" and applies to:
- (1) All Regular and Special meetings of Council,
 - (2) The conduct of all meetings of committees of Council.

DEFINITIONS AND INTERPRETATION

- 2.0 In this Bylaw:
- (1) "Acting Mayor" means the member selected by the Council to preside at a regular meeting thereof in the absence or incapacity of both the Mayor and the Deputy Mayor;
 - (2) "Agenda" means the agenda for a regular or special meeting of Council prepared pursuant to Section 6;
 - (3) "Bylaw" means a bylaw of the Town;
 - (4) "Council" means the Mayor and Councillors of the Town for the time being elected pursuant to the provisions of the Municipal Government Act whose term is unexpired, who have not resigned and who continue to be eligible to hold office as such under the terms of the Municipal Government Act;
 - (5) "Deputy-Mayor" means the member who is appointed by Council to act as Mayor in the absence or incapacity of the Mayor;
 - (6) "Member" means a member of Council, duly elected and continuing to hold office;
 - (7) "New Business" means business dealing with a matter which has not been introduced at the same or previous meeting and of which no notice has been given of the intention to present it;
 - (8) "Privilege" means the rights and immunities of Council collectively or the position and conduct of members of Council in their official character as elected representatives and a "Matter of Privilege" means any matter affecting Privilege;
 - (9) "Quorum" means the majority:
 - (1) of the valid, subsisting members of Council, or
 - (2) in the case of the Committee, Board, Commission or other organized and recognized group, unless the Bylaw or resolution establishing such a body specifies a different quorum.
 - (10) "Town" means the Corporation of the Town of Claresholm and, where the context so requires, means the area included within the boundaries of the Town;
 - (11) "Unfinished Business" means business which has been raised at the same or a previous meeting.

- 2.1 Wherever this Bylaw requires that a motion be made, a Bylaw be passed or any other action be taken by a vote of
- (1) a simple majority of Council;
 - (2) two-thirds of any other stipulated fraction of Council members,
 - (3) all members of Council,

the requirements shall be interpreted as meaning such majority, fraction or total of the members of Council who are present and voting on the matter.

ORGANIZATIONAL MEETING OF COUNCIL

- 3.0 THE SECRETARY-TREASURER shall fix the time and place for the first meeting of Council following the general election and annually but not later than six weeks following the date specified in the Municipal Elections Act.
- 3.1 All meetings of Council following the Annual Organizational Meeting of Council shall be held in the Council Chambers of the Town Administration Building unless Council:
- (1) by a two-thirds vote taken at a previous regular meeting or a unanimous vote taken at a special meeting directs that the meeting be held in a different location.
- 3.2 If it is decided to hold any meeting of Council at any place other than the Council Chambers of the Town Administration Building, the Secretary-Treasurer shall affix a notice of such change of location to the agenda.
- 3.3 Unless the Mayor has been elected at the last General Election immediately preceding the organization meeting, he shall take the chair and call the meeting to order.
- 3.4 If the Mayor has been elected at the last general election immediately preceding the meeting the Secretary-Treasurer shall call the meeting to order and shall preside over the meeting until oath prescribed by the Oath of Office Act has been administered to the Mayor.
- 3.5 After the Mayor has taken the oath, he shall preside over the meeting and the Councillors shall take the official Oath of Office.
- 3.6 The Mayor shall nominate members of Council to the Standing Policy Committees, and the Council shall:
- (1) name the Council members who shall sit on each Standing Policy Committee so that no member of Council shall be on more than 3 such committees, and
 - (2) designate the members of Council who shall be the chairman of the said committees.
- 3.7 The Mayor shall be a voting member of all Standing Policy Committees without being so named but shall not be chairman of any of these committees.
- 3.8 The Mayor and members of Council who are selected as chairmen of the Standing Policy Committees shall form the nomination committee, for the appointment of citizens at large to various boards and commissions and shall determine the time limit of the appointment.
- 3.9 Subject to Section 3.8 if no time limit is placed on the citizen's appointment the appointment shall coincide with the term of office of Council.
- 3.10 The business of Council at the first meeting following the annual election shall be limited to the calling of the meeting, the administration of the Oath, and the introduction of new members, the appointment of a Deputy-Mayor and the appointment of members to act on Committees, Commissions, Boards and other bodies on which Council is entitled to representation, and such other business as is required by the Municipal Act.

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PLACES, DATES AND TIMES OF MEETINGS

- 4.0 Subject to Subsections 3.1 and 3.2, Council Meetings shall be held in the Council Chambers
- (1) on the second and fourth Mondays of every month for all business of Council, commencing at 7:00 P.M.
- 4.1 Except in the case of a special meeting determined at another special meeting or at a regular meeting of Council, and subject to the provisions of Subsection 4.4, the Secretary-Treasurer shall mail to or deliver to each member, so that he receives it at least 24 hours before the time of the special meeting, a notice of the special meeting indicating the time at which such meeting will be held and indicating the business or matter which shall be discussed thereat.
- 4.2 The Mayor on his own initiative, or when requested by a majority of Council in writing, may summon a special meeting at such time as he deems fit, or at the time requested by Council, by a notice in writing given at least 24 hours prior to the meeting and indicating in general terms the business to be transacted thereat.
- 4.3 When requested by a majority of Council in writing, the Mayor shall summon a special meeting at such time as the request of Council shall indicate and shall notify all members of Council at least 24 hours prior to to the meeting, by a notice which shall indicate:
- (1) that the meeting has been called at the request of members, and
- (2) the business to be transacted thereat.
- 4.4 The Mayor may call a special meeting of the Council upon such shorter notice, either verbal or written, as he deems sufficient if at least two-thirds of the members of Council give their consent in writing to such notice before the commencement of the meeting.

DEPUTY-MAYOR AND ACTING MAYOR

- 5.0 At its organizational meeting in each year Council shall declare its members as Deputy-Mayor for a one year term. Council members shall participate as Deputy-Mayor for a 6 month term in an alphabetical rotation.
- 5.1 Council at any time may appoint one of its members to be an Acting Mayor in the absence or inability of the Mayor and the Deputy-Mayor to act and if no appointment is made and a regular system of rotation of members to be Deputy-Mayor is established, the member who would be Deputy-Mayor next shall be deemed to be the Acting Mayor.

AGENDA FOR COUNCIL MEETINGS

- 6.0 The Secretary-Treasurer, after consulting with the Mayor, shall prepare an agenda which shall:
- (1) list the items and order of business to be conducted at the meeting,
- (2) list the bylaws to be considered at the meeting and indicate the readings given to them,
- (3) refer to the minutes of any previous meeting or meetings which have not already been delivered to members of Council,
- (4) contain the notices of motion to be presented to the meeting, and
- (5) list or contain any other matter or thing which Council may from time to time direct.

- 6.1 The Secretary-Treasurer shall cause it to be copied and:
 - (1) to be delivered or mailed to each member of Council so that it will be received not less than three clear days before the time for the commencement of the meeting for which it is prepared.
- 6.2 All material for inclusion in the agenda shall be in the hands of the Secretary-Treasurer not later than 4:00 o'clock in the afternoon of the Thursday immediately preceding the Monday on which the Council meeting is held for which the agenda is prepared.
- 6.3 Unless Council shall otherwise direct, no material which has not been received by the Secretary-Treasurer by the time set at in Subsection 6.2 hereof, shall be considered at the meeting for which the agenda is prepared.

COMMENCEMENT OF COUNCIL MEETING

- 7.0 If there are not sufficient members assembled at any meeting to constitute a quorum within half an hour from the time of commencement of the meeting, the Secretary-Treasurer shall record the names of all members present at that time and unless a special meeting be duly called in the meantime, Council shall be deemed to be adjourned until the next regular meeting.
- 7.1 When Council is unable to meet for want of a quorum, the agenda delivered for the proposed meeting shall be considered at the next regular meeting prior to the consideration of the agenda for the subsequent meeting or at a special meeting called for that purpose.
- 7.2 If there are sufficient members present to constitute quorum at the time set for the commencement of the meeting or as soon thereafter as a quorum is present the Mayor, or in the absence of the Mayor, the Deputy-Mayor, or in the absence of both of them, the Acting Mayor shall take the chair and call the members to order.
- 7.3 If there is a quorum present at the time the meeting should be called to order and the Mayor, Deputy-Mayor are all absent, the Secretary-Treasurer shall call the meeting to order and shall call for an Acting Mayor to be chosen by a resolution of the meeting.

PRIVILEGE

- 8.0 When a member desires to address the Council on a matter of privilege he shall be permitted to raise such question of privilege and when he does so shall explain concisely in what way the personal privilege of the member or the privilege of Council are affected.
- 8.1 After the member has stated the point of privilege the Mayor or the member presiding at the meeting shall rule whether or not the matter raised is deemed to be a point of privilege.
- 8.2 A matter which is ruled to be a matter of privilege shall take precedence over all other matters before Council.
- 8.3 Where the Mayor or other presiding member has ruled that a matter raised is a matter of privilege the member raising the same may speak on it but there shall be no debate on the matter unless a motion thereon is put to Council.
- 8.4 If the question of privilege concerns a situation, circumstance or event which arose between meeting of Council, the member bringing the matter before Council shall do so immediately after the adoption of the minutes of the previous meeting.

CONTROL AND CONDUCT OF COUNCIL MEETINGS

- 9.0 Subject to being overruled by a majority vote of members of Council which vote shall be taken without debate, the Mayor or other presiding officer:
- (1) shall maintain order and preserve decorum of the meeting,
 - (2) shall decide points of order without debate or comment other than to state the rule governing,
 - (3) shall determine which member has a right to speak,
 - (4) shall ascertain that all members who wish to speak on a motion have spoken thereon and that the members are ready to vote on the question.
 - (5) shall rule when a motion is out of order, and
 - (6) may call a member to order.
- 9.1 In the event that a member refused to come to order as required by Subsection (9.0) hereof when called to order the Mayor shall request the Deputy-Mayor or if the Deputy-Mayor is absent or is the unruly member, a member of Council to move a resolution to remove the unruly member either for:
- (1) the balance of the meeting,
 - (2) until a time which shall be stated in the motion, or
 - (3) until the member makes an apology acceptable to Council for his unruly behavior, whichever shall be the shortest time.
- 9.2 If a majority of Council votes in favour of the resolution the Mayor shall direct the unruly member to leave the Council Chamber and if the member refused to leave direct that he be removed by any police constable present in the Council Chambers.
- 9.3 If after Council has directed an unruly member to leave the Council Chamber, the member so directed makes an explanation and apology adequate and satisfactory to the Council, it may by a majority vote of the remaining members present allow the offending member to remain in his place if he has not left it or been removed or to retake it if he has.
- 9.4 When a member wishes to speak at a Council meeting he shall address the chair.
- 9.5 When a member is addressing the chair every other member shall remain quiet, shall not interrupt the speaker except on a point of order, shall not carry on a private conversation and shall not cross between the speaker and the chair.
- 9.6 When a member is addressing the Council he,
- (1) shall not use offensive words in referring to any member of the Council, or to any official or employee of the Town,
 - (2) shall not reflect on any vote of Council except when moving to rescind it and when so doing shall not reflect on the motives of the members who voted for the motion,
 - (3) shall not shout or immoderately raise his voice or use profane, vulgar or offensive language, and
 - (4) shall assume personal responsibility for any statement he quotes to Council or upon request of Council shall give the source of the information.

- 9.7 When the Mayor calls a member to order the member shall resume his seat but may afterwards explain his position in making the remark for which he was called to order.
- 9.8 Where a member wishes to leave the Council Chambers while a meeting is in progress he shall address the chair, excuse himself and await acknowledgement before leaving his place.
- 9.9 No member shall leave the Council Chamber after a question is put to a vote until the vote is taken.
- 9.10 Members of the public who constitute the audience in the Council Chamber during a Council meeting may not address Council without permission of the Council, shall maintain order and quiet and shall not applaud or otherwise interrupt any speech or action of the members of Council.
- 9.11 The Mayor may direct that a constable remove any person in the audience who creates any disturbance during a meeting.

PROCEEDINGS AT MEETINGS

- 10.0 Unless requested by a majority of the members the minutes of the previous meeting shall not be read aloud.
- 10.1 The Mayor shall present the minutes to the Council with a request for a motion adopting them.
- 10.2 If there are any corrections or if a majority of the members of Council deem any correction or corrections to be necessary for the accuracy of the minutes, it or they shall be incorporated therein.
- 10.3 In the event a member of Council is absent from the meeting in which minutes are passed which he considers require corrections he may address the correction.
- 10.4 The Secretary-Treasurer shall cause the minutes of each Council meeting to be prepared, copied and distributed to the members of Council for the next regular meeting.

COMMUNICATIONS AND PETITIONS

- 11.0 Where a person wishes to bring any matter to the attention of Council or to have any matter considered by Council he shall address a letter or other communication to the Council which shall outline the reason for the request to appear before Council.
- 11.1 A group of persons wishing to present to Council a petition on any matter within its jurisdiction shall cause the petition to be prepared in accordance with the relevant section of the Municipal Government Act and shall appear as a delegation for the presentation of the petition to Council.
- 11.2 Where pursuant to the provisions of Subsection 11.0 and 11.1 as a communication intended for Council is received, the Secretary-Treasurer shall:
 - (1) include it as an item on the Agenda for the next regular meeting of Council, or
 - (2) refer to the appropriate Standing Policy Committee of Council together with any necessary reports from the Town departments.

PERSONS WISHING TO ADDRESS COUNCIL

- 12.0 If a representative from any group of persons wishes to address Council on a matter which is not on the Agenda, Council may on a majority affirmative vote allow the representative or any other person to address it.
- 12.1 Persons wishing to approach Council shall be given 5 minutes, exclusive of the time required to answer questions put to him by the Council, to make their presentation to Council unless:
 - (1) the time is extended by a discretion of the Chairman.
- 12.2 After a motion has been moved it is the property of Council and may not be withdrawn without the consent of the majority of Council.
- 12.3 Except as elsewhere specifically provided in this Bylaw the following motions are debatable by Council:
 - (1) a motion arising out of any matter or thing included in the Agenda for the Council meeting at which it is debated;
 - (2) a motion concerning any question, matter, subject or thing tabled indefinitely from a previous meeting of Council or tabled for a meeting at which it is discussed;
 - (3) a motion for concurrence in, rejection of, or further consideration of a report to Council or a motion arising out of any matter dealt with in a report to Council;
 - (4) a motion for the second reading of a Bylaw;
 - (5) a motion for the third reading of a Bylaw;
 - (6) a motion for appointment of a committee, dismissal of a committee;
 - (7) a motion for the Council to go into Committee of the Whole;
 - (8) a motion for amendment to any Bylaw properly before Council or any matter arising directly out of any Bylaw properly before Council;
 - (9) such other motion made upon routine proceedings as may be required for the observance of the properties of the Council, the maintenance of its authority, the appointment or conduct of its officers, the management of its business, the arrangements of its proceedings, the correctness of its records, the fixing of its sittings or the days and times of its sittings or the time of the meeting or adjournment.
- 12.4 When a motion has been made and is being considered by Council no member may make any other motion except:
 - (1) a motion to refer the main question to some other person or group for consideration;
 - (2) a motion to amend the main question or an amendment to it;
 - (3) a motion to table the main question;
 - (4) a motion to postpone the main question until some future time;
 - (5) a motion to adjourn the meeting.

- 12.5 A member moving a motion to table any matter whether the matter is contained in a petition, enquiry, motion or other matter before the Council shall include in the tabling motion,
 - (1) the time at the present meeting or the date of a future regular or special meeting to which the motion is to be tabled.
- 12.6 A motion to table a matter shall not be debated except as to the time when Council will again consider the motion.
- 12.7 A matter which has been tabled shall not be again considered by Council before the date set except on a vote of two-thirds of the members of Council present and voting on it.
- 12.8 When there is a committee appointed for the purpose, a Town department normally dealing with the subject matter of a motion or a Town Official who would normally deal with such matters, Council may refer the question before it to the Secretary-Treasurer who shall have the appropriate committee, department or official deal with the matter.
- 12.9 A motion to refer a matter shall be put forthwith without amendment or debate.
- 12.10 A member of Council who is moving a reference motion shall be required to include in the motion:
 - (1) the terms on which the motion is being referred,
 - (2) the time when the reference is returnable, and
 - (3) whatever explanation is necessary as to the purpose of the motion.
- 12.11 Notwithstanding Subsection (12.9) when pursuant to the provisions of Subsection (12.10) a motion to refer a matter is made a member may ask of the Mayor or other person presiding at the Council meeting a question relative to any of those matters which as provided in Subsection (12.10) may be included in a reference motion.
- 12.12 After a motion has been made notwithstanding anything elsewhere contained in this bylaw a member may with the consent of Council:
 - (1) on his own initiative while he is speaking on the same, or
 - (2) when requested by another member speaking on the motion, change the wording of the motion or agree to a change proposed by another member if the alteration does not change the intention of the motion.

AMENDMENTS

- 13.0 Notwithstanding anything elsewhere herein contained no amendment may be made to:
 - (1) a motion to refer a question to some other person or body for consideration,
 - (2) a motion to table a question,
 - (3) a motion to postpone a discussion on a matter to a stated time,
 - (4) a motion to adjourn a meeting, or
 - (5) a motion for the first reading of a bylaw.



- 13.1 While a motion is under discussion by Council, a member may not move:
- (1) an amendment which does not relate to the subject matter of the principal motion,
 - (2) an amendment directly contrary to the principal motion.
- 13.2 Where an amendment has been moved to a motion which is under discussion, an amendment to the amendment may be moved but no further amendment may be moved to the amendment or to the principal question until after the amendment to the amendment is voted upon.
- 13.4 A member who moved a motion may not move an amendment to it.
- 13.5 The Mayor or other presiding officer shall not put the principal motion under debate until all other amendments to it have been put and voted upon.
- 13.6 When all amendments are voted upon the Mayor or other presiding officer shall put the principal motion incorporating therein any amendments already adopted.

MOTION OUT OF ORDER

- 14.0 When a motion is out of order the Mayor or presiding officer shall so advise the Council and shall cite the rule or authority applicable thereto.
- 14.1 Any member of Council may raise the question of whether or not a motion is in order.

DEBATE ON MOTION

- 15.0 Except as otherwise provided in this section no member may speak more than twice on any motion.
- 15.1 Notwithstanding Subsection (15.0) a member after receiving permission from the Mayor or other person presiding at the meeting may speak in explanation of a material part of his speech which has been misquoted or misunderstood but he may not introduce any new matter and there shall be no debate on the explanation.
- 15.2 Notwithstanding Subsection (15.0) a member who has moved a motion to appoint or instruct a committee, or may speak in reply to close the debate after all other members of Council have been given an opportunity to speak.
- 15.3 Notwithstanding Subsection (15.0) before the debate has been closed and the question called on a motion and when another member does not have the floor, a member may during a debate,
- (1) ask a question which relates directly to the debate, contains no argument and introduces no new material on the motion, or
 - (2) request that the motion or a part thereof be read aloud.
- 15.4 Unless Council by a majority vote shall extend the time, no member thereof shall speak longer than,
- (1) five minutes on any original motion before Council, or
 - (2) three minutes on any amendment to an original motion before Council.
- 15.5 When a member who has moved a motion closes the debate the Mayor shall put the motion to a vote.

- 15.6 When the motion has been declared no member shall debate further on the question or speak any words except to request that the motion be read aloud.
- 15.7 Unless the Mayor is overruled by a majority vote of the members present at a Council meeting he shall determine when a motion is to be put and his decision shall be final.

RECONSIDERING AND RESCINDING A MOTION

- 16.0 When a Councillor wishes to reconsider, alter or rescind any motion already passed or action taken at a previous meeting and when such matter does not appear on the Agenda, he shall bring the matter before Council by a Notice of Motion which shall:
- (1) be given at a regular meeting preceding the meeting at which he wishes Council to reconsider the matter.
- 16.1 Where a matter on which Council has made a previous motion or taken a previous action is properly before Council as provided in this section, Council may by a simple majority pass a motion which alters, rescinds or conflicts with any previous action taken or a motion made without specifying that the previous motion or action is being altered or rescinded and the provisions of such motion shall override the provisions of any previous motion with which they conflict.
- 16.2 Notwithstanding anything provided in this section where pursuant to any motion duly passed by Council the Town has a contractual liability or obligation, Council shall not reconsider, alter, revoke, rescind or replace the motion except to the extent that it does not attempt to avoid or interfere with the liability or obligation.

VOTING ON MOTIONS

- 17.0 Unless excused from voting by a resolution of a majority of Council or unless he is disqualified from voting by reason of a direct or indirect pecuniary interest, the Mayor, when present and each Councillor present shall vote on every division on every motion before Council.
- 17.1 If, notwithstanding the provisions of Subsection (17.0) a member refuses or fails to vote on an issue he shall be deemed to have voted in the negative on the matter and shall be so recorded.
- 17.2 No member who is absent from the Council Chamber when the vote is put either by a recorded or unrecorded vote shall enter the Council Chamber or attempt to vote and therefore he cannot vote on the matter.
- 17.3 If any member of the Council shall call for a poll of the members or for a recorded vote the names of those who vote for and those who vote against the motion shall be entered in the minutes. The call for a recorded vote must be made prior to the vote being taken.
- 17.4 Whenever a statute of the Province of Alberta, a regulation made thereunder or this or another bylaw of the Town requires a designated majority greater than a simple majority to pass a motion on any matter, the motion may not be rescinded or amended by less than the majority required by the statute, regulation or bylaw.

MOTION TO ADJOURN

- 18.0 A member may move a motion to adjourn the meeting at any time except when:
- (1) another member is in possession of the floor,
 - (2) the members are voting,

- (3) Council is in Camera, and
- (4) a previous motion to adjourn has been defeated and no other intermediate proceedings has taken place.

18.1 A motion to adjourn shall be put without comment or debate.

IN CAMERA

- 19.0 Upon the passing of a motion that the Council go in camera, the Mayor shall be the Chairman thereof and shall maintain order.
- 19.1 The rules of order for the conduct of a meeting of Council shall apply to a meeting which is held in camera.
- 19.2 The in camera meeting has no power to pass any bylaw or resolution apart from the resolution necessary to revert back to an open meeting.

STANDING AND SPECIAL COMMITTEES

- 20.0 Subject to the provisions of the Municipal Government Act, Council may appoint such standing and special committees as are necessary or suitable for the orderly and efficient handling of the affairs of the Town and may at the same or another time:
 - (1) establish generally or in detail the duties and responsibilities;
 - (2) the composition, and
 - (3) the duration, of a committee so established.
- 20.1 The size of a quorum required for a meeting of a special or standing committee shall be determined on the number of members specifically named to the committee only.
- 20.2 Unless Council designates the chairman of a committee or designates who shall select the chairman or the manner in which he shall be selected each standing or special committee shall select its own chairman.

BYLAWS

- 21.0 Where a committee of Council approves the principles of the subject matter of a proposed bylaw it shall refer the matter to the Secretary-Treasurer with instructions for the preparation of the bylaw.
- 21.1 Unless and until the bylaw is approved by the Secretary-Treasurer as to for phraseology and legal validity a committee to which a bylaw is referred for preparation shall not submit the bylaw to Council in final form for enactment.
- 21.2 Where a bylaw is presented to Council for enactment the Secretary-Treasurer shall cause the number and the short title of the bylaw to appear in the Agenda in the appropriate place.
- 21.3 Every bylaw shall have three readings unless defeated on a first or second reading.
- 21.4 A bylaw shall be introduced for its first reading by the motion that the bylaw specifying its number and short title be read a first time.
- 21.5 Council shall vote on the motion for the first reading of the bylaw without amendment or debate.
- 21.6 If a member does not elaborate on the subject matter of the bylaw or phrase his question so as to set out his opinion for or against the bylaw, notwithstanding the provisions of Subsection 21.5 he may ask a question or questions concerning the bylaw.

eds.

- 21.7 A bylaw shall be introduced for its second reading by the motion that it be read a second time, specifying the number of the bylaw.
- 21.8 After a member has made the motion for the second reading of the bylaw Council may:
 - (1) debate the substance of the bylaw and,
 - (2) propose and consider amendments to the bylaw.
- 21.9 A proposed amendment shall be put to a vote and if carried shall be considered as having been read a first time and incorporated in the bylaw.
- 21.10 Where a bylaw is on an important or an involved matter, Council may after the first reading thereof go in camera to debate the bylaw.
- 21.11 After a motion has been made for the second reading of a bylaw or after the Council has gone in camera to debate the second reading of the bylaw a member may require all or any portion of the bylaw to be read at length.
- 21.12 The Secretary-Treasurer shall be responsible for keeping a record of any amendments to the bylaw passed by Council.
- 21.13 When all amendments have been accepted or rejected the motion for second reading of the bylaw as amended shall be put.
- 21.14 A motion for the third reading of a bylaw shall give the number and the short title of the bylaw.
- 21.15 It shall not be necessary to read the bylaw aloud for the third reading.
- 21.16 Unless the members present at a meeting unanimously agree that a bylaw may be presented to Council for a third reading at the same meeting at which it has received two readings the bylaw shall not be given more than two readings at one meeting.
- 21.17 If a Council unanimously agrees that a bylaw may be presented for a third reading at a meeting at which it has received two readings the third reading requires no greater majority of affirmative votes to pass the bylaw than if it had received a third reading at a subsequent meeting.
- 21.18 After Council votes affirmatively for a third reading of a bylaw it:
 - (1) becomes a municipal enactment of the Town, and
 - (2) is effective immediately unless the bylaw provides otherwise.
- 21.19 After passage a bylaw shall be signed by the Mayor or by a member presiding at the meeting which it was passed and by the ~~Secretary-Treasurer~~ and shall be impressed with the corporate seal of the Town.
- 21.20 Where prescribed by provincial statute requiring a bylaw to be submitted to the electorate for voting; Council shall follow the requirements as set out in the relevant statutes.
- 21.21 After it has received its first reading by Council it shall not again be debated in Council before the electorate has voted on it.

CAO

Sp.

21.22 Where a member's enquiry involves a written answer to be given at a future meeting and it appears to the Secretary-Treasurer that the cost to the Town will be incurred by reason of:

- (1) time of Town employees which must be taken from performance of their regular duties or overtime which must be worked,
- (2) the need to hire additional employees, or
- (3) the necessity of obtaining and paying for the information from other than Town employee

is likely to be more than ~~two~~ ^{CAD} hundred dollars and no appropriation has been made for such expenditure in the budget of any department then the ~~Town Co-ordinator~~ shall report the anticipated cost to Council and shall not proceed with the investigation necessary to answer the enquiry unless and until Council:

- (i) directs that the enquiry shall be made, and
- (ii) provides in a supplementary budget or otherwise for the payment of the cost.

21.23 Notwithstanding anything else contained in this section or elsewhere in this bylaw the subject matter of an enquiry is not debatable until the reply thereto has been made or presented to Council.

21.24 Notwithstanding the other provisions of this section a member of Council wishing to obtain information or to make an enquiry may instead of following the procedure set out in Subsection (21.22) reduce the enquiry to writing and forward the same to the ~~Secretary-Treasurer~~ with the request that it be discussed with the Mayor. ^{CAD}

21.25 Upon receipt of the enquiry and the request, the ~~Secretary-Treasurer~~ shall discuss the enquiry with the Mayor who may: ^{CAD}

- (1) refer the enquiry to the appropriate one of the Standing Policy Committees, or
- (2) refer the enquiry to the Council, or
- (3) refer the enquiry directly to the Councillor who made the enquiry.

STANDING POLICY COMMITTEES AND SUB-COMMITTEES THEREOF

22.0 In accordance with the provisions of Section 3.6 hereof, the Council of the Town of Claresholm shall appoint at least one member of the Council, in addition to the Mayor who is ex officio a member, to each of the following Standing Policy Committees:

- Public Relations
- Administrative Services
- Protective Services
- Transportation Services
- Utility Services
- Community Services
- Cultural & Recreational Services

Attached to these portfolios + the portfolios

22.1 Each of the Standing Committees shall study, report on its deliberations, formulate and recommend policy to the Council on matters falling within its respective duties and responsibilities.

22.2 If directed by Council any member attending a meeting on behalf of Council must vote in accordance with Council's direction.

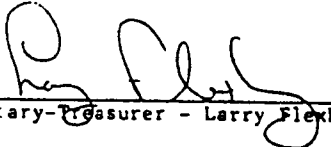
23.0 ENACTMENT

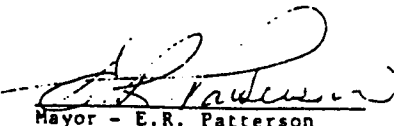
This Bylaw shall come into force and effect on the date of final passage.

Read a first time in Council this 15 day of June 1987 A.D.

Read a second time in Council this 15 day of June 1987 A.D.

Read a third time and passed this 15 day of June 1987 A.D.


Secretary-Treasurer - Larry Flexhaug


Mayor - E.R. Patterson



Royal Canadian
Mounted Police

Gendarmerie royale
du Canada

Security Classification/Designation
Classification/désignation sécuritaire

C.A.O. s: MD Willow Creek Town of Granum
 Town of Stavely Town of Fort MacLeod
 Town of Claresholm
Supt: L.R.S.D.

Your File - Votre référence

Our File - Notre référence

Claresholm RCMP Detachment
Box 1209
Claresholm, Alberta
TOL OTO

Date

2009 August 24

**RE: Safe Communities Innovation Fund - Grant Application
 School Resource Officer**

Dear Sir and Madam,

This project was initially championed by Sgt Jennifer Turner of Fort MacLeod Detachment. As you may be aware she has been transferred. The Claresholm and Fort MacLeod RCMP Detachments are still committed to this concept and are attempting obtain funding through an application to the above provincial grant. We anticipate submitting it within a few weeks. This is being handled by Susan Simpson of the Fort MacLeod Crime Prevention Committee who has some experience in writing grant applications.

Last spring, a meeting was held at the MD Willow Creek with representatives from the Town of Stavely, Town of Claresholm, MD of Willow Creek, Livingstone Range School Division (LRSD), Town of Granum and Town of Fort MacLeod. All partners supported this initiative and in all cases except the L.R.S.D. felt that they would be able to commit some funds. L.R.D.S. indicated that at that time their current budget is set and that they would be unable to contribute anything until next fiscal year. Realistically we cannot expect to have this program running until the fall of 2010, therefore the partners, including the L.R.S.D. should be able to account for their contributions in their budget planning for that year.

A specific funding formula was not discussed at that time however at that time we felt that if each partner contributed eight thousand dollars it would show a serious commitment to this project and open the door to one hundred percent provincial funding after the three year period. I am attaching a revised schedule of funding breakdown.

Please find attached a costing breakdown for the next three years from the following partners who this past spring agreed in principle to support this application.

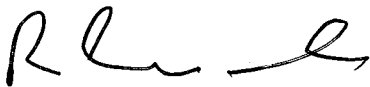
I am seeking confirmation of your support in this initiative. Prior to submitting this application we will need signatures from representatives of all partners, understanding that this



commitment is completely dependant on the Safe Communities Innovation Grant covering the bulk of the funding for a Full Time School Resource Officer.

I look forward to your reply in the most expeditious manner.

Yours truly,



Robin Alexander Sgt
NCO i/c Claresholm RCMP Detachment
PO Box 1209
Claresholm, Alberta
TOL 0T0
(403) 625-4445

c.c. Sgt Brent Hawker
Susan Simpson - Fort MacLeod CPAC

Fiscal Funding Breakdown

	Year 1	Year 2	Year 3	Total
FM	6.0	6.0	8.0	20.0
Clrsh	6.0	6.0	8.0	20.0
Grm	3.0	3.0	6.0	12.0
Stvly	3.0	3.0	6.0	12.0
MDWC	4.0	4.0	6.0	14.0
LRSD	5.0	5.0	5.0	15.0
Total	27.0	27.0	39.0	93.0

List your strategic partners (organizations and individual representatives for each of the organizations) and their contribution.

Partner Organization* (includes other funders)	Summary of Contributions* (provide itemized detail in budget sheet)	Value In-Kind* (\$)	Value Cash (\$)	Total (\$)	Reviewed and approved by: (obtain partner's signature or letter from partner must include amounts and details outlining their specific contributions to the project)
Town of Fort Macleod	Portion of Project Staffing (SRO salary, benefits, car/maintenance)		\$20,000.00	\$20,000.00	C.A.O. Town of Fort Macleod
Town of Claresholm	Portion of Project Staffing (SRO salary, benefits, car/maintenance)		\$20,000.00	\$20,000.00	C.A.O. Town of Claresholm
Town of Granum	Portion of Project Staffing (SRO salary, benefits, car/maintenance)		\$12,000.00	\$12,000.00	C.A.O. Town of Granum
Town of Stavely	Portion of Project Staffing (SRO salary, benefits, car/maintenance)		\$12,000.00	\$12,000.00	C.A.O. Town of Stavely
MD of Willow Creek	Portion of Project Staffing (SRO salary, benefits, car/maintenance)		\$14,000.00	\$14,000.00	C.A.O. Municipal District of Willow Creek
Livingstone Range School Division #68	Portion of Project Staffing (SRO salary, benefits, car/maintenance), plus "in-kind" contribution of office space and a portion of any supplies required.	\$12,610.00	\$15,000.00	\$27,610.00	Superintendent LRSD #68
RCMP (Fort Macleod, Claresholm)	"In-kind" contribution of initial training of SRO, training materials for DARE and Kids and Drugs as well as a portion of any other supplies required.	\$8,577.00		\$8,577.00	NCO i/c Claresholm RCMP Detachment
Totals (should be the same as those listed in table in section 4)		\$21,187.00	\$93,000.00	\$114,187.00	

* Refer to definitions in grant criteria



OLDMAN RIVER REGIONAL SERVICES COMMISSION

3105 - 16th Avenue North
Lethbridge, Alberta T1H 5E8

Phone: (403) 329-1344
Toll-Free: 1-877-329-1387
Fax: (403) 327-6847
E-mail: orrsc@telus.net
Website: www.orrsc.com

AGENDA
SEPT 14

August 17, 2009

File: 80A-3

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

ATTENTION: Mayor and Council

Re: Municipal Questionnaire on Position Paper for South Saskatchewan Regional Plan

Further to our member directive at the well-attended meeting on July 14, 2009, the Oldman River Regional Services Commission has been working on a draft position paper regarding the South Saskatchewan Regional Plan. Please find the following resolution and questionnaire attached soliciting your respected input on the above noted topic. Please review and comment at your first available council meeting.

Part 1 questions are based on issues identified in the Land Use Framework and the Alberta Land Stewardship Act (Bill 36). Part 2 are a list of issues raised at the member meeting, which you may wish to elaborate upon.

Please **return no later than September 18, 2009** by filling out the electronic pdf form and emailing to orrsc@telus.net or mailing back the hard copy or by fax to 403-327-6847.

If you have any further questions please contact ORRSC Chair Paul Goldade at 403-824-3857 or ORRSC Director Lenze Kuiper at 403-329-1344 or 1-877-329-1387.

Sincerely,

Lenze Kuiper
Director

Enclosures (2)
LK/js

RESOLUTION

Town of Claresholm in the Province of Alberta

Re: Position Paper for Proposed South Saskatchewan Regional Plan

BE IT RESOLVED THAT the Town of Claresholm in the Province of Alberta hereby supports and authorizes the Oldman River Regional Services Commission to undertake the preparation of a position paper which is reflective of the issues, concerns, challenges and opportunities identified by our community and other Southern Alberta municipalities for which a regional plan is to be prepared.

This resolution does not authorize the endorsement of the final position paper on behalf of the municipality and the planning region.

Chief Administrative Officer

Chief Elected Officer

DATE: _____



Municipality Name: _____

Part 1 - Position Paper Municipal Questionnaire

1. Sub-Regional Planning:

The Land Use Framework (LUF) allows for subregional plans to be developed. Would the development of a subregional plan(s), outside of the Calgary Metropolitan Region boundary, have merit for your municipality?

Yes No

- If so, what do you think would be an appropriate subregion for your municipality?
- If not, why?

2. Extensive Agriculture and Development:

The LUF indicates that protecting agricultural lands and reducing the fragmentation or conversion of agricultural land to other non-agricultural land uses is a key consideration to be addressed. Is fragmentation and conversion of agricultural land an issue in your municipality or the adjacent municipality(s)?

Yes No

- How would your municipality suggest addressing the protection of agricultural lands?

4. Water:

The LUF stipulates that water considerations are a prime component of provincial land use planning and have established planning regions based on major watersheds in the province. The Calgary Metropolitan Plan and the Capital Region Growth Plan have tied future development to water availability. Would your municipality support a similar policy for our region?

Yes No

- What issues surrounding water (availability, quality, quantity, interbasin transfers, or allocations) affect your municipality?

7. Growth, Servicing and Development Issues:

The LUF encourages development and growth to occur in areas where infrastructure capacity already exists or can be shared between municipalities. This has been evident in both the Calgary Metropolitan Plan and the Capital Region Growth Plan. Would your municipality support a similar policy?

Yes No

- What issues surrounding the servicing of growth and new development would affect your municipality?

8. Inter-municipal Issues:

The LUF stresses the importance of intermunicipal cooperation and creating intermunicipal agreements between urban and rural municipalities, which may be mandated by the province. Presently, many municipalities have inter-municipal agreements in place to address land use issues, especially in fringe areas. Would your municipality support mandated intermunicipal plans?

Yes No

If there is an intermunicipal agreement on land use issues within joint planning areas, should municipalities be provided flexibility in their decision-making where the local policies are inconsistent with regional planning policies?

Yes No

- What are the intermunicipal issues that affect your municipality?

9. Transportation, Utility and Pipeline Corridors:

Developing a coordinated transportation, utility and pipeline corridor strategy that serves the public interest by reducing land fragmentation and limitations to land use is a priority of the Province. Would your municipality support this policy initiative?

Yes No

- What issues surrounding transportation, utility and pipeline corridors affect your municipality?

11. Stewardship and Conservation:

Bill 36 enables private land conservation and stewardship through the development of incentives, such as Transfer of Development Credits, Land Trusts, Conservation Easements, Conservation Directives and other market-based initiatives. Would your municipality use these stewardship and conservation tools?

Yes No

- What support would your municipality require to implement these incentives and how would you use them?

12. Cumulative Effects:

Cumulative effects are an assessment and measurement of the combined impact of past, present and future human activities on a region's environment. The Province will use cumulative effects at a regional level to manage airsheds, watersheds and landscapes. Does your municipality agree with this initiative?

Yes No

- What information or data should the Province acquire for your municipality to undertake cumulative effects initiatives?

Part 2 - Municipal Input for Position Paper

In addition to the regional planning issues previously identified in relation to the Land Use Framework and South Saskatchewan Regional Plan being formulated, the ORRSC may be addressing the following issues in the position paper based on responses from municipalities. Please provide any comments or suggestions your municipality may have on the following matters.

- Timeframes for public input and plan completion (2010)
- Public consultation process
- Name of the Region (South Saskatchewan)
- Size of Region, Calgary influence
- Local Autonomy
- Funding for implementation
- Compliance (enforcement, timelines)
- Top Down Approach
- Regional Government
- Potential for Urban/Rural Split
- Role of the Oldman River Regional Services Commission
- Any other?



September 10, 2009

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

Dear Ms. Holbeck,

RE: Request Confirmation of Electric Distribution Franchise Fee for 2010

I am writing to request that you confirm your Electric Distribution System Franchise Fee percentage for 2010.

As per section 5 of the Electric Distribution System Franchise Agreement, the municipality has the option to adjust the franchise fee percentage annually upon written notice to FortisAlberta Inc. (FortisAlberta). The percentage increase must be within the cap, which was determined by your council during negotiations of the FortisAlberta franchise agreement. *(Please refer to section 5 of your Electric Distribution System Franchise Agreement for the cap percentage)*

Attached you will find the FortisAlberta tariff estimate spreadsheet specific to your municipality. The spreadsheet is intended to assist in determining the estimated revenue forecast from a Franchise Fee. By changing the Franchise Fee percentage shown in **red** font on the third tab of the spreadsheet, you can view the impact to an average residential bill. By changing this field, the second sheet will update automatically to reflect the estimated revenue to be collected by the municipality.

(Please note: The Distribution Tariff revenue shown is an estimate only, and is subject to change dependent on several factors, including but not limited to; fluctuations in the municipalities' population, businesses in operation, and/or changes to Transmission or Distribution rates. We have supplied a calculator on the second tab of the spreadsheet to assist you with the impact this increase will have on your franchise fee revenue.

The following timelines are important in order to ensure your franchise fee changes become effective January 1, 2010:

- Prior to **November 17th, 2009**, your Council should review and approve the proposed 2010 fee percentage.

FORTIS ALBERTA

- If the fee is increased, proposed fee and resulting impact to the customer's annual billings are required to be advertised in the paper having the widest circulation within your municipality **prior to November 17th, 2009**. (A sample advertisement is attached).
- By **November 17th, 2009**, a copy of the advertisement, the date and place of publication, along with your Council decision should be faxed to FortisAlberta at 866-352-5962 or e-mailed to stakeholderrelations@fortisalberta.com.
- FortisAlberta will insure the proposed changes are submitted to the AUC for review.
- If your franchise fee is to remain the same, please fax notification to FortisAlberta 866-352-5962 or send an e-mail to stakeholderrelations@fortisalberta.com or notify your Stakeholder Relations Manager.

Please note that any notification of changes to your municipal franchise fee percentage received by FortisAlberta after November 17th, 2009, may not be in effect for January 2010, and may impact your 2010 municipal access fees for the year.

Town of Claresholm

Notice: Franchise
Fee Increase

Should you have any questions or require further information, please do not hesitate to contact Merlin MacNaughton at 403-514-4760.

Thank you,

Jennifer Olsen

On behalf of:

Merlin MacNaughton
Stakeholder Relations Manager
FortisAlberta Inc.
Cell: 403-816-7864
Ph: 403-514-4760

**Communities
Responding
to Human Needs**

RESTORATIVE
JUSTICE WEEK 2009



It gives me great pleasure to call upon all Mayors, Reeves, Councillors and community leaders from across Canada to proclaim Restorative Justice Week 2009. The Correctional Service of Canada (CSC) has been an active partner in the restorative justice community for more than a decade and has been proud to provide leadership to the annual celebration since 1996.

Restorative Justice Week 2009 will be held within Canada, and throughout the world, from November 15th to November 22nd. The theme is “**Communities Responding to Human Needs**”, which focuses on sharing the concrete learning and results that have come from the growing experience of practitioners and stakeholders in the application of a restorative justice approach and processes. In 2008, there were 167 towns and cities across Canada, representing almost 40% of the Canadian population, who proclaimed Restorative Justice Week.

Things you could do as leaders in your community include the following:

- Declare / proclaim Restorative Justice Week 2009. **The following link provides a printable version of a proclamation form: <http://www.csc-scc.gc.ca/text/rj/rj2009/proc-eng.shtml>;**
- Host a town hall meeting to promote an awareness of how restorative justice is expressed in your communities;
- Promote an open, respectful dialogue in an effort to help members of your community deal with issues such as community safety and relationship deterioration caused by conflict, in order to nurture the healing process;
- Challenge your community partners to create a local planning committee for Restorative Justice Week 2009 activities;
- Invite a guest speaker(s) from your community, who is involved in restorative justice, to share their perspectives or contact CSC’s Restorative Justice Division for speakers to come to your event at: RestorativeJustice@csc-scc.gc.ca

Municipal participation in previous years has been a great success and we hope to build on that this year with your support. Please let us know if your city, town or village is planning an event or proclaiming Restorative Justice Week 2009. We would like to recognise your participation in our national report. It would be appreciated if you could fax a copy of the proclamation or the minutes of the meeting declaring/proclaiming Restorative Justice Week 2009. Please include your contact information to the attention of Carol-Anne Grenier at (613) 943-2171.

Sincerely,

Don Head
Commissioner

PRAIRIE WINDS CLUBHOUSE SOCIETY
P.O. BOX 1354, CLARESHOLM, AB. T0L 0T0
Ph: 625-4975, Fax 625 3004
Email: club1@telusplanet.net

August 28, 2009

Mayor Rob Steel and Town Councilors
Box 1000,
Claresholm, Ab.,
TOL 0T0.

Dear Mayor Steel,

Re: Property Tax Exemption Request

On behalf of our Board of Directors of Prairie Winds Clubhouse I am asking yourself and the Town Council to exempt our not-for profit, registered charity from paying the municipal tax portion in the amount of \$1979.45 for the 2009 taxation year. We have enclosed the remaining \$869.87.

Our mandate is to provide community support for individuals living with mental illness and addiction. We provide a safe environment that encourages each person to become all that they can be. We offer focus groups, recreational and social activities, and participation in community events.

We are primarily funded through a contract with Alberta Health Services. Our budget allows for services to our members, but is limited in regards to facility upkeep. By granting a reduction in taxes we would be better equipped to continue with much needed upkeep and renovations.

Please call me if you require any further information or have any comments regarding our request.

Thank you for your time and consideration. I look forward to your response.

Yours Truly,



Glenda Wall
Clubhouse Director.

To The Town.
+

Chamber of Commerce

August 12, 2009

To the Respected Mayor Rob Steel and Town Council of Claresholm,

The Chamber of Commerce would like to Thank the Mayor and the Council for all their past and future support. I must apologize for getting this letter of request in so late.

The Chamber of Commerce wanted to take the opportunity of adding to the Fair Days excitement and participation by holding a supper and beer gardens downtown.

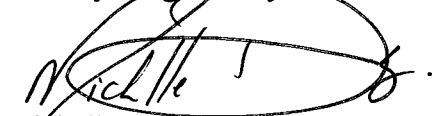
The Event was a success in numerous ways to promote our Town. We had guests from High River, Banff and other surrounding areas attend. It was our first year holding such an event and we look forward to next year to make it even more successful.

The Chamber of Commerce would like to request some financial support for our Fair Days event that we believe benefited the Towns image and activity. Although the event is over and we are late for the request, we feel that our event is equalled to other supported events such as the Jr. Rodeo, Bench Show and Cort Delano entertainment.

We request the funds of \$800.00 to go towards the costs of having Shane Chisholm perform. Shane Chisholm who is now a resident of Claresholm and a five time nominated Canadian Country Music Awards Artist for best Roots Singer and Special Instrumental. This would help us with our costs of holding such a wonderful event.

This is just one of many future events to come to help pay back our loan to the Town for Ringrose Park.

Thank you again for your consideration



Michelle Day

Vice-President of the Claresholm Chamber of Commerce

Memo

To: Council
From: Administration
Date: August 28, 2009
Re: CAReS Facility Holding Agreement

OVERVIEW

The attached facility holding agreement has been reviewed by the Town's legal counsel on behalf of the Town and approved by the Claresholm Animal Rescue Society's Board. The Town now needs to authorize signing of the agreement in order for it to come into effect.

Kris Holbeck, CA CAO Town of Claresholm

FACILITY HOLDING AGREEMENT

THIS AGREEMENT dated this day of , A.D. 200__.

BETWEEN:

CLARESHOLM ANIMAL RESCUE SOCIETY

P. O. Box 2579
Claresholm, Alberta, T0L 0T0

hereinafter called "CAREs"

- and -

TOWN OF CLARESHOLM

P.O. Box 1000
Claresholm, Alberta, T0L 0T0

hereinafter called "the Town"

WHEREAS CAREs is a society duly registered in the Province of Alberta as the Claresholm Animal Rescue Society, whose purpose is to promote compassionate care and prevention of cruelty and neglect to animals, and

WHEREAS the Town is authorized under the *Municipal Government Act* to regulate and control domestic animals within its boundaries, and

WHEREAS the Town has animal control bylaws regarding dogs and cats being at large in the Town of Claresholm, and

WHEREAS the Town wishes to enter into an agreement for certain services with CAREs relating to the care and control of stray and/or abandoned animals brought in by the Town's Bylaw Enforcement Officer or a member of the community to the Claresholm Animal Shelter.

NOW THEREFORE the parties agree that in consideration of the promises and the covenants, agreements, representations, warranties and payments hereinafter contained, the parties hereto covenant and agree as follows:

1. CAREs will:

- a) Hold, care for, and maintain any animal brought to the Claresholm Animal Shelter by the Town of Claresholm Bylaw Enforcement Officer, or by a member of the community, for the period of time as outlined in the Town of Claresholm Bylaws (hereinafter referred to as "the holding period");

- b) After the completion of the holding period, in the event that no person claims a stray animal, the duty of care for the animal will fall to the Claresholm Animal Rescue Society which shall care for it according to the Society's policies and procedures;
- c) Direct any person attempting to retrieve a stray animal in CAREs custody, to first attend upon the Town's Bylaw Enforcement Officer, or his designate, prior to the release of the animal;
- d) Not release any stray canine to any person, during the holding period, until CAREs has been instructed to do so by the Town Bylaw Enforcement Officer or his designate;
- e) Pay for all costs incurred in maintaining any stray animal in its care during the holding period (e.g. food, veterinarian expenses, etc.); and
- f) Make all decisions regarding the animal's care and control during the holding period, based on the welfare of the animal.

2. The Town will:

- a) Determine the amount of any fine or penalty regarding the stray animal and collect same from the owner of the stray animal;
- b) Give to CAREs the Town's cat traps for CAREs' use in handling stray animals;

3. CAREs shall observe and comply with all legislation and regulations, including without limiting the generality of the foregoing, all valid federal and provincial legislations and regulations and Town by-laws, resolutions, regulations and standards in its operation of the animal shelter and care for the animals contained therein.

IN WITNESS WHEREOF, the parties of this document have subscribed their names and corporate seals by their proper officers to indicate their agreement to the terms and conditions contained herein as of the day herein first written on page one.

CLARESHOLM ANIMAL RESCUE SOCIETY

Witness

Chairperson

Witness

Board Member

THE TOWN OF CLARESHOLM

SEAL

Chief Elected Officer

SEAL

Chief Administrative Officer

AFFIDAVIT OF EXECUTION

CANADA) I, _____
PROVINCE OF ALBERTA)
TO WIT:) of _____, Alberta

MAKE OATH AND SAY THAT:

1. I was personally present and did see _____
named in the within instrument, who is personally known to me to be the persons
named therein, duly sign and execute the same for the purpose named therein.

2. The same was executed at _____, Alberta, and I am the
subscribing witness thereto.

3. I know the said parties and each is in my belief of the full age of eighteen
years.

SWORN BEFORE ME at Claresholm,)
Alberta, this day of , .)
)
)
)
_____) (signature of witness)
A Commissioner for Oaths in and for)
the Province of Alberta.)
)
)
_____))

My Commission expires:

Memo

To: Council
From: Administration
Date: September 2, 2009
Re: South Sanitary Sewer Project Engineering Proposal Results

OVERVIEW

The Town received ten proposals for engineering services on this project. Three Town staff members reviewed and scored the proposals (separately and as a group). Three of the ten proposals met the scoring threshold in order to move on and have their cost bid opened. The estimate for engineering services was \$223,000.

The following are the results:

<u>COMPANY</u>	<u>TOTAL PROPOSAL AMOUNT (NO GST)</u>
Associated Engineering Ltd.	\$287,800
Cicon Engineering Ltd.	\$160,643
MPE Engineering Ltd.	\$249,000

It is recommended by Administration that the contract be awarded to the low proposal of Cicon Engineering Ltd.

Kris Holbeck, CA CAO Town of Claresholm

INFORMATION ITEMS



TOWN OF CLARESHOLM
CHEQUE LISTING FOR ACCOUNTS PAYABLE

Cheque #	Cheque Date	CEO	CAO	Vendor #	Name	Amount
						Batch # 12907
40785	2009-08-05			850	AG-LINE	230.75
40786	2009-08-05			600	ALBERTA ASSOCIATION OF M.D.'S	24,371.82
40787	2009-08-05			786148	BATTERY DIRECT	86.90
40788	2009-08-05			786195	Benchmark Assessment Consultants Inc.	3,465.86
40789	2009-08-05			786202	BODYCOTE CANADA INC.	4,070.30
40790	2009-08-05			786427	BOUNDARY EQUIPMENT (CALGARY) LTD.	1,330.88
40791	2009-08-05			786213	CAREFREE EXPRESS LTD.	1,044.75
40792	2009-08-05			786671	CARNIVALS FOR KIDS AT HEART	1,993.25
40793	2009-08-05			14085	CLARESHOLM NAPA AUTO	1,225.73
40794	2009-08-05			14150	CLARESHOLM WELDING &	37.17
40795	2009-08-05			14205	CLEAN BRITE CHEMICAL SERVICES LTD.	363.62
40796	2009-08-05			786885	CMI SERVICES INC.	82.95
40797	2009-08-05			786697	CNH CAPITAL C3115	88.33
40798	2009-08-05			786445	FASTENAL CANADA	24.81
40799	2009-08-05			26201	FERG'S SEPTIC TANK SERVICE	987.00
40800	2009-08-05			786908	GOESEELS, DEBRA L	760.49
40801	2009-08-05			31955	GREYHOUND COURIER EXPRESS	18.10
40802	2009-08-05			786199	HINKLE ELECTRIC	148.88
40803	2009-08-05			36800	HOME HARDWARE	852.70
40804	2009-08-05			26900	IRON ROCK ENTERPRISES LTD	5,556.60
40805	2009-08-05			786218	JOHN'S HEATING	850.50
40806	2009-08-05			51050	KAZ'S SERVICE	223.53
40807	2009-08-05			786812	MCGREGOR FILTERING EQUIPMENT (1974) LTD.	49.26
40808	2009-08-05			786899	PEACE LUTHERAN CHURCH	1,000.00
40809	2009-08-05			76300	PEDERSEN TRANSPORT LTD.	667.62
40810	2009-08-05			786156	Q.E.D. ENTERPRISES LTD.	762.98
40811	2009-08-05			786536	R P WATERWORKS INC.	2,856.12
40812	2009-08-05			786434	RAYMAX EQUIPMENT SALES	3,338.40
40813	2009-08-05			786571	SUTTER, DARYL	24.44
40814	2009-08-05			101350	UNISOURCE CANADA INC.	2,186.11
40815	2009-08-05			101400	UNITED FARMERS OF ALBERTA	3,354.11
40816	2009-08-05			900000	GLORIA STANGE	60.00
40817	2009-08-05			900000	KINETTE CLUB OF CLARESHOLM	1,500.00
						63,613.96
						Batch # 12919
40818	2009-08-07			786146	GODLEY'S JEWELLERY	19.27
40819	2009-08-07			44000	ISAACSON, SHIRLEY	50.00
40820	2009-08-07			86300	RECEIVER GENERAL FOR CANADA	141.60
40821	2009-08-07			786661	SHOP EASY FOODS	30.99
40822	2009-08-07			91700	STARLINE SIGNS	249.90
40823	2009-08-07			97000	TOWN OF CLARESHOLM	28.00
40824	2009-08-07			111705	WC CLASS II REGIONAL LANDFILL	6,102.54
40825	2009-08-07			126050	ZEE MEDICAL CANADA, INC.	163.33
40826	2009-08-07			900000	AL AZHAR SHRINERS	800.00
40827	2009-08-07			900000	GREEN FOOLS THEATRE	2,500.00
						10,085.63



TOWN OF CLARESHOLM
CHEQUE LISTING FOR ACCOUNTS PAYABLE

Cheque #	Cheque Date	CEO	CAO	Vendor #	Name	Amount
					Batch # 12947	
40828	2009-08-13			600	ALBERTA ASSOCIATION OF M.D.'S	6,441.30
40829	2009-08-13			1000	ALBERTA MUSEUMS ASSOCIATION	85.00
40830	2009-08-13			786122	CL MARKETING INC.	343.30
40831	2009-08-13			13125	CLARESHOLM CARE CENTRE	51.94
40832	2009-08-13			13660	CLARESHOLM LOCAL PRESS	722.77
40833	2009-08-13			14085	CLARESHOLM NAPA AUTO	1,677.63
40834	2009-08-13			785973	CLEARTECH INDUSTRIES INC.	919.64
40835	2009-08-13			786502	CLV HOME SPRING WATER LTD.	30.00
40836	2009-08-13			786543	COMPUTER TECH	217.35
40837	2009-08-13			58000	DHL EXPRESS (CANADA) LTD.	61.76
40838	2009-08-13			26201	FERG'S SEPTIC TANK SERVICE	399.00
40839	2009-08-13			49980	HARRY'S TIRE SALES (1984) LTD.	152.78
40841	2009-08-13			36800	HOME HARDWARE	293.57
40842	2009-08-13			26900	IRON ROCK ENTERPRISES LTD	436.80
40843	2009-08-13			56155	LIFESAVING SOCIETY	473.37
40844	2009-08-13			56200	LOCAL AUTHORITIES PENSION PLAN	7,421.17
40845	2009-08-13			76300	PEDERSEN TRANSPORT LTD.	434.19
40846	2009-08-13			97050	PHARMASAVE	56.36
40847	2009-08-13			786167	PITNEY BOWES GLOBAL CREDIT SERVICES	1,027.39
40848	2009-08-13			76400	PITNEYWORKS	167.07
40849	2009-08-13			786275	R.T.L. AGRI-SERVICES LTD.	469.98
40850	2009-08-13			86300	RECEIVER GENERAL FOR CANADA	17,490.09
40851	2009-08-13			13525	SOBEYS CLARESHOLM	180.85
40852	2009-08-13			786391	THE CYPRESS GROUP	206.85
40853	2009-08-13			786437	THE WRITE SOURCE	33.58
40854	2009-08-13			786217	TRUMBLEY & HAMPTON INC.	4,930.00
40855	2009-08-13			126050	ZEE MEDICAL CANADA, INC.	340.27
40856	2009-08-13			126060	ZEP SALES & SERVICE OF CANADA	242.06
40857	2009-08-13			900000	AL LUNN	25.00
40858	2009-08-13			900000	ALTUS GROUP	50.00
40859	2009-08-13			900000	JACK MIDDLETON	30.00
40860	2009-08-13			900000	KARI DALKE	1,131.70
40861	2009-08-13			900000	KIM BISWANGER	46.00
40862	2009-08-13			900000	LEE ALLEN	500.00
40863	2009-08-13			900000	LETHBRIDGE SHRINERS	800.00
40864	2009-08-13			900000	TRADE BY COLOR PAINTING	5,754.00
40865	2009-08-13			900000	VERN BAILEY	125.00
						<hr/> 53,767.77



TOWN OF CLARESHOLM

CHEQUE LISTING FOR ACCOUNTS PAYABLE

Cheque #	Cheque Date	CEO	CAO	Vendor # Name	Amount
					Batch # 12963
40866	2009-08-19			786499 ADT SECURITY SERVICES CANADA INC.	101.43
40867	2009-08-19			850 AG-LINE	5,310.12
40868	2009-08-19			650 ALBERTA BLUE CROSS	4,268.66
40869	2009-08-19			1025 ALBERTA ONE CALL LOCATION CORP	99.75
40870	2009-08-19			13160 AMBERTEC ROAD TECHNOLOGY LTD.	18,375.17
40871	2009-08-19			785928 BIG HILL ARENA SUPPLIES LTD.	183.75
40872	2009-08-19			6390 BISHOFF AUTO & AG CENTRE	80.85
40873	2009-08-19			11250 CANADIAN LINEN SUPPLY	404.66
40874	2009-08-19			785953 CLARESHOLM RENTALS & OILFIELD	7,733.25
40875	2009-08-19			786141 CLARESHOLM TAXI	1,053.00
40876	2009-08-19			14205 CLEAN BRITE CHEMICAL SERVICES LTD.	517.59
40877	2009-08-19			786502 CLV HOME SPRING WATER LTD.	30.00
40878	2009-08-19			786058 Corporate Express	33.36
40879	2009-08-19			14570 CREATIVE INDUSTRIES	19.69
40880	2009-08-19			786540 DIRECT ENERGY REGULATED SERVICES	43.67
40881	2009-08-19			76356 Excel Telecommunications (Canada) Inc.	32.84
40882	2009-08-19			786164 FCSS Association of Alberta	159.72
40883	2009-08-19			786908 GOESEELS, DEBRA L	99.27
40884	2009-08-19			36800 HOME HARDWARE	216.30
40885	2009-08-19			26900 IRON ROCK ENTERPRISES LTD	180.08
40886	2009-08-19			786136 JOE JOHNSON EQUIPMENT INC.	2,841.01
40887	2009-08-19			786359 KLEARWATER EQUIPMENT AND TECHNOLOGIES	626.06
40888	2009-08-19			786304 LETHBRIDGE MOBILE SHREDDING INC.	236.25
40889	2009-08-19			56155 LIFESAVING SOCIETY	40.00
40890	2009-08-19			61450 MCNALLY CONTRACTORS LTD.	1,606.40
40891	2009-08-19			786664 MIFFLIN, TOVE	11.33
40892	2009-08-19			786704 MINISTER OF FINANCE (LT)	5.00
40893	2009-08-19			786872 MPE ENGINEERING LTD.	47,119.69
40894	2009-08-19			65000 MUNICIPAL DISTRICT OF WILLOW	38,580.59
40895	2009-08-19			65040 MUNICIPAL INFORMATION SYSTEMS	867.34
40896	2009-08-19			786065 NORTRUX INC.	104.42
40897	2009-08-19			786905 ONECONNECT SERVICES INC. T46194	57.12
40898	2009-08-19			75955 PALMER, FRED	400.00
40899	2009-08-19			97050 PHARMASAVE	4.19
40900	2009-08-19			786536 R P WATERWORKS INC.	5,222.82
40901	2009-08-19			786835 SAAL PAVING LTD.	577.50
40902	2009-08-19			91286 SEWARD CONSTRUCTION	24,897.60
40903	2009-08-19			786646 SKYLINE COFFEE BREAK SERVICES	307.80
40904	2009-08-19			13525 SOBEYS CLARESHOLM	554.18
40905	2009-08-19			786874 SUPERIOR SAFETY CODES INC.	157.50
40906	2009-08-19			900 TELUS	801.79
40907	2009-08-19			786437 THE WRITE SOURCE	28.40
40908	2009-08-19			4090 WARNACO SWIMWEAR GROUP	217.52
40909	2009-08-19			786157 Wrenches Heavy Equipment Repairs Ltd.	2,827.84
40910	2009-08-19			900000 BRUCE MACKENZIE	715.00
40911	2009-08-19			900000 LEONA KOZIARSKI	30.00
40912	2009-08-19			900000 RANDY KANIUK	50.00
40913	2009-08-19			900000 ROY NORBY	250.00
					168,080.51



TOWN OF CLARESHOLM
CHEQUE LISTING FOR ACCOUNTS PAYABLE

Cheque #	Cheque Date	CEO	CAO	Vendor # Name	Amount
					Batch # 12967
40914	2009-08-19			900200 RASMUSSEN, SOREN & SUSAN	36.82
					36.82
					Batch # 12968
40915	2009-08-19			900100 LEYDEN'S FUNERAL HOME LTD.	1,612.80
40916	2009-08-19			900100 POTHEGADOO, JAMES & SANDRA	1,384.60
					2,997.40
					Batch # 13003
40917	2009-08-28			900100 BURROWS, LAWRENCE & CHRISTINA	1,187.48
40918	2009-08-28			900100 ROYAL CANADIAN LEGION	1,059.28
					2,246.76
					Batch # 13006
40919	2009-08-28			900200 VEGTER, LONDON	53.24
					53.24



TOWN OF CLARESHOLM
CHEQUE LISTING FOR ACCOUNTS PAYABLE

Page 5 of 5
September 11, 2009
11:21:47 AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Name	Amount
						Batch # 13007
40920	2009-08-28			786517	AMSC INSURANCE SERVICES LTD.	2,515.41
40921	2009-08-28			6441	BOB HONG JANITORIAL LTD.	288.75
40922	2009-08-28			11880	CARR MCLEAN	90.68
40923	2009-08-28			12350	CHINOOK COUNTRY TOURIST ASSOC.	3,591.00
40924	2009-08-28			786058	Corporate Express	452.65
40925	2009-08-28			785937	DEADWOOD PUBLISHING	111.71
40926	2009-08-28			786540	DIRECT ENERGY REGULATED SERVICES	34.07
40927	2009-08-28			786397	EPCOR	174.48
40928	2009-08-28			786145	Ghostpine Environmental Services Ltd.	7,690.46
40929	2009-08-28			786672	HOCKLEY, CLAIR	35.00
40930	2009-08-28			786180	Ikon Office Solutions, Inc.	200.38
40932	2009-08-28			56155	LIFESAVING SOCIETY	339.00
40933	2009-08-28			786078	LING, JULIE	163.85
40934	2009-08-28			56200	LOCAL AUTHORITIES PENSION PLAN	7,264.30
40935	2009-08-28			66100	NATIONAL SECRETARY-TREASURER	1,099.84
40936	2009-08-28			786428	NEXEN MARKETING	31,104.33
40938	2009-08-28			76300	PEDERSEN TRANSPORT LTD.	116.19
40939	2009-08-28			786454	PRAXAIR DISTRIBUTION	33.39
40940	2009-08-28			786536	R P WATERWORKS INC.	113.93
40941	2009-08-28			86300	RECEIVER GENERAL FOR CANADA	15,574.54
40942	2009-08-28			786468	SHAW CABLE	55.60
40943	2009-08-28			786756	SHAW'S ENTERPRISES LTD.	177.45
40944	2009-08-28			786111	STEEL, ROB	50.00
40945	2009-08-28			900	TELUS	4,391.96
40946	2009-08-28			101400	UNITED FARMERS OF ALBERTA	347.93
40947	2009-08-28			786649	VIPER OILFIELD SERVICES LTD	3,018.75
40948	2009-08-28			111700	WILLOW CREEK RECYCLING	132.50
40949	2009-08-28			126060	ZEP SALES & SERVICE OF CANADA	274.51
40950	2009-08-28			900000	JOHN HEKKERT	500.00
40951	2009-08-28			900000	LOIS MACKINTOSH	35.79
40952	2009-08-28			900000	Municipal District of Pincher Creek	100.00
40953	2009-08-28			900000	MYRON	413.91
40954	2009-08-28			900000	SPIDER ELECTRIC LTD.	242.55
40955	2009-08-28			900000	TRISH MACPHERSON	142.00
40956	2009-08-28			900000	WARREN & PENNY GREEN	50.00
						80,926.91
						Batch # 13011
40957	2009-08-28			786197	PARCON CONSTRUCTION LTD.	157,342.50
						157,342.50
						Batch # 13016
40958	2009-08-31			56019	L.W. DENNIS CONTRACTING LTD.	419,581.51
						419,581.51

Total 958,733.01

Porcupine Hills Lodge

July 7, 2009

PRESENT: Earl Hemmaway, Shirley Isaacson, Michelle Day, Karen Bishop, Karen Florence, Audrey Hoffman, , Hazel Johnson, Anna Mae Mifflin

ABSENT: Jeanette Vegter

1. **Earl Hemmaway called the meeting to order.**
2. **Additions to agenda: Financial - Lodge Breakdown
Claresholm Transportation Van**
3. **Acceptance of Agenda – Shirley Isaacson made a motion to accept the agenda as amended. All in favor, carried.**
4. **Minutes of Last meeting – Karen Bishop made a motion to accept the minutes of the June 3, 2009 meeting. All in favor, carried.**
5. **Reports**

Manager's Report

-Business Arising from Report

Outstanding Items:

**Lodge Waiting List & Supportive Living – 55 plus 2 interviews to do
38-Lodge 17-Supportive Units**

**Lodge Modernization Grant Update – Blinds/Lock and Handles - done
We will hold off until September to do the Respite Room bathroom.**

Blue Grass Society – no response - take off agenda

Basement Response - no response – take off agenda

Staff Educational Workshop – was good for most that went

Piano - delivered and being used a small amount

Staff Appreciation – staff had a great time

All CAO Meeting – approaching health regions re: contracts etc.

New Items – new coffee machine - saving time
- Magazine rack

Lawn Mower - maintenance needs an extra lawn mower so one can be left in the court yard.

Shirley Isaacson made a motion to give Maintenance \$500.00 to buy a new lawn mower. All in favor, carried.

Stucco – When they come to do units we should get them to fix the lodge while they are here.

Vacation Request – Michelle Day would like to take holidays third week in July.

Audrey Hoffman made a motion to accept Michelle Day's request for vacation. All in favor, carried.

Table Quotes – the Go-getters would like some round tables instead of long tables in Java Room. \$225.00 each. Would like 3 to start with.

Anna Mae Mifflin made a motion to buy 3 round tables for the Java Room. All in favor, carried.

Laundry Contract – having ongoing troubles with Care Centre. Not getting things back etc. Michelle has done some investigating. Would like to bring laundry back in house. Most lodges our size do their own. Infection control issue as well. Would need one commercial washer and dryer and it would be a 2 day a week job. It may cost a little more. Zep to send a technician to make sure we have adequate electrical. Michelle to bring more information to the next meeting.

Shirley Isaacson made a motion to accept the Manager's Report. All in favor, carried.

NEW BUSINESS

5.2 Lodge Expansion

June 26 – Sod Turning – went very well.

Foundations are started.

Time Frame – Aug 15 for houses to arrive then stucco can start.

Everything running smoothly.

Shirley to check to see about naming path at back.

6. Recreation Report – all is going well. Had some van trouble on a trip to Lethbridge. Go-getter's suggested working towards a new van to replace the old one that is used with the transportation society. Board gave approval for them to go ahead. Float – is being worked on. Garage sale went well.

Karen Bishop made a motion to accept the recreation report as presented. All in favor, carried.

7. Maintenance Report –has been very busy.

We need 4 parking blocks for parking lot.

Hazel Johnson made a motion to buy the parking blocks. All in favor, carried.

Karen Bishop made a motion to accept the maintenance report as presented. All in favor, carried.

8. Financial Report -

Michele presented a breakdown of the budget.

Audrey Hoffman made a motion to pay the bills. All in favor, carried.

9. Committee Reports – Conditional Assessment Report – Michelle will look after.

10. Correspondence - Alberta Seniors and Community Supports – June 9/09
- Mosquito Creek Foundation – Opening July 10/09
- Govt of Alberta – Accomodations Standards & Licensing-
Office relocation

Hazel Johnson made a motion to adjourn the meeting.

Next meeting – call of the chair - Tuesday, September 1 , 2009

**September
2009**

West Meadow Elementary News

Welcome Back!!



We hope that you have enjoyed a safe and relaxing summer and ready to start another exciting school year! This year is certain to be one of changes and excitement, as we prepare to move into a modernized school facility, as well as another year of learning and fun! Staff have been busy preparing for the return of students and look forward to another great year of school.

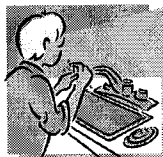
As of this year, Claresholm Elementary School is no more! We are officially known as West Meadow Elementary, operating on two sites. Although in our hearts, the K-4 facility will always be Claresholm Elementary School, we will be operating this year as one school on two sites. Mr. Hewson will function as the principal of the school on both sites, with Ms. Bingley serving as assistant principal at the K-4 and Mrs. Penniket as assistant principal at the 5-7.



During the year, we intend to keep families involved and informed as we continue to work towards one school. Thank you for your continued support and involvement as these important changes progress during the course of the year.

We wish you the very best in the new school year and aim to continue to ensure the best learning possible for your children!

**We have
launched a
new website!
Visit us at the
address below!**



With the return to school, health officials are concerned about a resurgence of H1N1 influenza. At the school level, we will be stressing the importance of hand washing with students and staff and investigating hand sanitization stations for the schools.

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

Visit us online at www.lrsd.ab.ca/school/westmeadow

K-4 News



Upcoming Events

September 11

Terry Fox walk day & open house

September 24 & 25

*Staff planning—no school
for students*

September 29

School photos

School Fees Due

Grades 1-4

\$40—Classroom materials

\$10—Technology fees

\$40—Supplies fees

Kindergarten

\$25—Supplies fees

*School fees are due by September
30. Please see Bev at the office*

From the Library



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

Students are also able to exchange books before school and at morning recess.

Book Orders

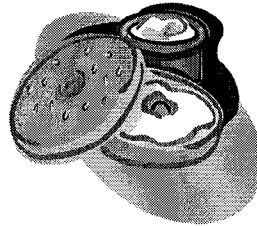
If you order books for gifts, please note on the order form and write down your phone number so we can call you.

Milk

Milk is available daily for students to buy. The milk sells for \$.80 ea. and is available in white or chocolate. You can pay daily or in advance to your child's teacher.

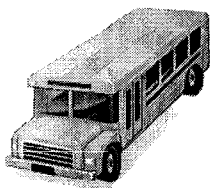


Breakfast Program



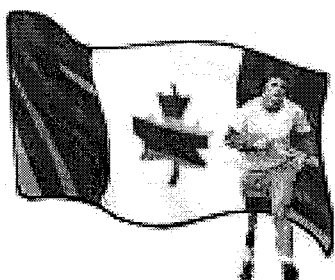
Mrs. Deb Bronson is once again coordinating the Breakfast Program every morning at our school. This is available for all students and will be served from the kitchen window on the south end of the school.

In-Town Bussing



Following a transportation review last school year, the LRSD Board of Trustees made a number of revisions to how bussing is provided to students in the school division. Some significant changes occurred in how in-town bussing is provided to families. All students will need a **bus pass** to ride an in-town bus—the passes are available at Central Office, located on the east side of Claresholm. For more information about in-town bussing, please check the website or call central office at (403) 625-3356.

**Friday,
September 11**
Terry Fox Walk
Welcome Back
Parent Open
House



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



Friday, September 11 is going to be a very special day at our K-4 and we invite all families to join us for all or portions of the day as we celebrate Terry Fox's dream to find a cure for cancer, enjoy lunch with your children and host a parent open house.

11:15 am Terry Fox Walk

As a school, we will join in a walk to help remember and celebrate Terry's dream. Parents are invited to join us.

11:45 am Lunch

Parents are invited to eat lunch with their kids in the classrooms

12:00 pm Parent Open House

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

12:30 am Terry Fox Assembly

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



Hot Lunch



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

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

This takes about 2 hours in the morning, once a week so if you would be able to commit to helping, please contact the office.

5-7 News



Upcoming Events

September 14

AMA Training for Safety Patrol

12:30 pm

September 18

Terry Fox School Walk

Message from the office



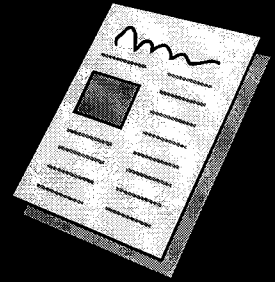
Demographic sheets are due by Sept. 21st.

School fees are due by Sept. 30th

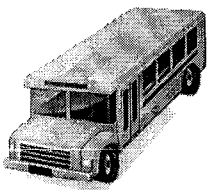
If your child(ren) will be away, it is very important that you let the school know. The Calgary Health Region is keeping a record of what illnesses are going around.

All visitors are required to check into the office when coming into the school. This is done for the protection of your children. Lunches, books, messages, etc. can be left in the office and your child will be called down, so classes are not disrupted.

With the number of transitions happening at the school this fall, there is lots to share with families! Another newsletter will be sent home next week, with information for families regarding Junior High Options, sports teams and events, construction updates and other important notes.



In-Town Bussing



Following a transportation review last school year, the LRSD Board of Trustees made a number of revisions to how bussing is provided to students in the school division. Some significant changes occurred in how in-town bussing is provided to families. All students will need a **bus pass** to ride an in-town bus—the passes are available at Central Office, located on the east side of Claresholm. For more information about in-town bussing, please check the website or call central office at (403) 625-3356.

SCHOOL HOURS FOR STUDENTS

Monday to Thursday schedule

8:33	Warning Bell	11:50-12:30	Lunch/Recess
8:40-9:20	1 st Class	12:30-1:10	5 th Class
9:20-10:00	2 nd Class	1:10-1:50	6 th Class
10:00-10:10	Recess	1:50-2:05	Recess
10:10-10:50	3 rd Class	2:05-2:45	7 th Class
10:50-11:30	4 th Class	2:45-3:25	8 th Class
11:30-11:50	Reading Block	3:25	Dismissal

Friday Schedule

8:33	Warning Bell		
8:40-9:20	1 st Class	12:00-12:40	5 th Class
9:20-10:00	2 nd Class	12:40-1:20	6 th Class
10:00-10:10	Recess	1:20	Dismissal
10:10-10:50	3 rd Class		
10:50-11:30	4 th Class		
11:30-12:00	Lunch		



Cell Phones and Electronic Devices

Students have been asked that all cell phones and other electronic devices be left in school lockers (or in the case of grade six students, handed into the teacher) during the school day. If students need to make a call, each classroom is equipped with a phone, as well as the office and foyer. Any families who need to contact their child are asked to please call the office—messages will be promptly communicated to students.

This year, adjustments have been made to the Friday schedule to more closely align to the Monday to Thursday schedule. Please note that start and end times have not been affected.

Please note the start time in the mornings for classes.

Students are asked not arrive prior to 8:15 am.



A special welcome (or welcome back) to the following new staff members at our school:

Mrs. Val Madsen

Teacher—grade 7

Mrs. Julaine Guitton

Teacher—grade 7

Mrs. Dianne Bozarth

K-4 Calendar

September 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Classes start Welcome back	1	2	3	4	5
6	7 Labor Day No school	8	9	10 Mike B.	11 James P.	12 John-Henry F.
13	14	15	16 Ronnie B.	17 Taya C, Logan H.	18 Aidan W.	19
20 Josh T.	21 Braden Mc	22	23 Lunch orders due	24 Mackayla A. Abby H.	25 Staff planning	26
27	28 Melissa G. Lucas D.	29 Kadence A.	30 Jordyn W.	No school for students	No school for students Brock W.	Mrs. Thompson
	Selena A.	School photos Austin F. Ethan H.	Russell L. Liam Mc.			

**5-7
Calendar**

September 2009

Monday Tuesday Wednesday Thursday Friday Saturday

	1	2	3	4	5
6	8	9	10	11	12
	Labour Day Holiday				
13	14	15	16	17	18
	AMA Training for Safety Patrol—12:30 pm				Terry Fox School Walk
20	21	22	23	24	25
	Demographic sheets due			WME Staff Planning Day No School for students	LRSB Staff Planning Day No School for students
27	28	29	30		
					Please call the school if your child(ren) will be absent. 403-625-4464

Arena User's Meeting
August 12, 2009
7:00 PM
Council chambers

Attendance:

Kris J. Cope	Arena	starfan17@hotmail.com	625-3446 625-4827
Fred Lozeman	Red Dogs	flozeman@telusplanet.net	625-4084
Donna Moses	Figure Skating	skate.claresholm@canada.com	625-4331
JoAnna Sutter	Figure Skating		
Rod Kettles	Minor Hockey		
	Old Timer's	kettles@telus.net	625-3378
Paul Bakker	Minor Hockey	pjbakker@telus.net	625-6307
Matthew Mitchell	Minor Hockey	braekeen@telus.net	625-4052
Daryl Sutter	Town	dsutter@telusplanet.net	625-0183

REGRETS:

Barb Uhl	Farmer's Market	b-uhl@telusplanet.net	625-2298
Todd Heggie	Storm	theggie@wattstewart.com	625-4541
Arnold Vegter	Cougars		625-0142
Gerry Laing	Tae Kwon do	cglaing@telusplanet.net	625-4954
Jeff Jones	Minor Hockey	jjones@porcupinehills.ca	625-3665
Darcy Erickson	N/A	daericks@telusplanet.net	

Call to Order: 7:09 PM

Van Dance – letter requesting to have the mezzanine Tues and Thurs from 4:00 PM

Farmer's Market:

- Sept 9 Wednesday last day of Farmer Market

Tae Kwon Do:

- No report/requests

Storm:

- No team this year – has taken a year off

Red Dogs: Fred

- Would like to change times/but if NOT AVAILBLE stay as is!

Cougars:

- no report/requests

Minor Hockey: Rod/Paul/Matthew

- able to expand Pee Wee and Bantam practices on Tuesday and Thursday cause of the hiatus of the Storm team

- Tournaments Nov. 20 – 22, others to be determined
- Still to have their organizational meeting
- **Dressing Rm 5 – to be used for Minor Hockey and Figure Skating as needed**
- Registration to take place twice – once at the rink and the other at the town resource fair.
- Ref. Clinic – Oct 18 & 19th – only need one hour of ice time – rest is upstairs in the mezzanine!

Figure Skating: Donna/JoAnna

- 50th Anniversary this year of the Claresholm Skating Club
- times – Monday full hour 6:10 – 7:10,
 - o Tuesday 7:00 – 8:00 AM,
 - o Wed 3:30 – 9:00 PM,
 - o Fri. 2:30 – 6:15 PM
- Special Events –
 - o Sunday January 24 Skating Exhibition 2:30 – 4:15,
 - o Sunday Feb 7 Test Day 9:00 AM – 9:00 PM,
 - o Saturday March 13 Carnival 1:00 – 9:30 PM
- Various times in Dec, Feb on No School days and Stat Holidays will be used
- LAST DAY REQUIRED April 7, 2010
- Registration to take place twice, at the arena and the town resource fair!

Rink: Kris:

- Begin to make ice Sept 12 through the 19th ready for the 20th of Sept.
- keys – there appears to be too many front door keys out in the community – suggest that the front doors be re-keyed and that only a select few be given a key stamped “DO NOT DUPLICATE!”
- for the front door it was discussed that the select few would be 1 to Tea Kwon Do, 3 to Minor Hockey Executive, 3 to Figure Skating Club, 1 for Jr B club (Storm), and one for the town office that would have to be signed out!
- only the rink attendants and town superintendent should have a key for the east back door
- **Dedicated Public Skating time – recommend Friday 6:30 to 7:45 PM,**

This was an interesting topic of discussion, as there are now some time slots available because the Storm is not active this year – freeing up some other ice time for minor hockey! The times that were suggested were; Friday 1:30 – 2:45 PM or 6:30-7:45 PM, Saturday 7:00 – 8:00 PM, All these times however are subject to change if ice time is needed for town teams, playoffs and Provincial playoffs. It was determined that it would be tried on a trial basis, up to the new year (2010) to see if the ice does in fact get utilized. IT would be POSTED in the town section of the local paper. It was mentioned by numerous individuals about how the rink has open ice from 7:00AM until 3:30 PM Monday through Thursday!

It was suggested that sponsorship for this time slot be investigated and if a sponsor came forward that time would then be paid for and locked into the time slotting for the season.

- **HELMETS MUST BE WORN FOR ALL SHINNEY HOCKEY – signs to be posted, zero tolerance – if non-compliance OR parent complaints to be directed to Town Superintendent and CAO**

Town Report: Daryl

- Plant and lighting upgrades have impacted the cost of the utilities be approximately 10 and 15 % respectfully – saving the town on these expenses
- Next large project is approximately three years in the making – the pipes under the slab are due to be replaced and because this is a large scale retrofit will require planned funding, financing, timing and scheduling– included in this would be a laying of a new slab of concrete and replacing the existing board! Fortunately, there have NOT been any major leaks in these pipes!
 - o It was requested that while this project is being undertaken – that the North West corner be changed in to a refereeing change room with entrance onto the ice (to eliminate officials passing through crowds and players) and that the old ref room become a dedicated girl's change room!

Other:

NEXT MEETING: To be Determined in SPRING of 2010 @ COUNCIL CHAMBERS

The Bridges at Claresholm Golf Club
REGULAR MEETING
Wednesday, August 19, 2009 at 7:00 pm

Present: Wes Wiebe, Frank Keller, Russell Sawatzky, Larry Ford, Kathy Davies, Lyle Broderson, Rod Andrews

Excused: Sue Gour, Doug Symonds, Daryl Sutter, Dave Baptie and John Stewart

1. Chairman Wes Wiebe called the meeting to order at 7:05 p.m.
2. Larry approved the agenda as presented.
3. Russell approved the minutes of July 22, 2009 regular meetings as presented.
4. Correspondence - none
5. Reports:
 - 5.1. **Greens Committee:** Rod reported on the following:
 - The Workman is back and working fine.
 - Working on cart paths on the back nine. This involves spreading the gravel around. Frank has been helping with this. The MD bought in some gravel and we will have to pay for a couple of loads.
 - Rod measured the back nine cart path with the wheel (started on #10 and around to the practice green) for a total of 4,100 meters.
 - To help improve nos. 12 & 14 greens - they are plugging the bad areas from the outside rim of the greens.
 - Larry commented on how good the course is looking. He did make the following recommendations:
 - the fairways on #2 and 16 to be lengthened;
 - Ropes taken off on the back 9 in most places;
 - Extend the cart path further around the back of #5 to avoid the tree roots.Rod moved his report.
 - 5.2. **Club Pro and Marketing Committee:** Lyle reported on:
 - With regards to finances we are even with last year at this time.
 - Lyle has sold 3 of the special memberships at \$295 each.
 - Value Card sales total to approx. \$14,000.00 so far.
 - As far as recent tournaments – they are up slightly: the Firemens had 23 teams (92 players) and the Senior Mix had 13 teams (26 players).
 - Tournaments coming are the Ford and the BJ Whitehead.
 - The Junior program had 60 children this summer.
 - Lyle received a letter regarding the well site – they have cut and sprayed for weeds. Later this fall they will be testing the soil to see whether soil reclamation will be required.

5.3. **Town Rep.:** Daryl unable to attend as he had a Council meeting.

5.4. **Clubhouse Committee:**

- A Clubhouse committee, Wes and Lyle need to hold a meeting with Hazel and Bernie to discuss next year.

5.5. **Finance Committee:**

- Current financial statements (Aug. 19/09) were reviewed.

5.6. **Grants & Casino Committee:**

- Kathy has contacted the Government about the golf club qualifying for CIP and CFE – will report back when she gets more information. Looking at funding for new carts, cart paths and washrooms. We will require the Town to apply on our behalf as we are a municipal course. We do need the quotes before an application can be done.

5.7. **Tournament Committee:**

- Covered under the Club Pro's Report.

6. New Business:

6.1. **Road Closure:**

The contractor for the Granum waterline would like to start work as soon as possible instead of waiting until October. They figure the time frame for construction would be 10 -12 working days. The plan is to start at the cart sheds and go 50 feet. Finished this before they continue to the end of the golf course. This would mean closing the main road and detouring to the entrance at 8th Ave. We discussed the various concessions that they would be responsible for: all detour signage with our logo, have someone posted at the entrance to give directions, oil the road all the way to the cart sheds, out to the manhole be the driving range and out as wide as the start of the telephone poles and put ad(s) in the Local Press. Our discussion concluded that Lyle email the Board asking for their return vote on this as we do not have a quorum.

7. Adjournment: Moved by Russell that the meeting be adjourned at 8:15 p.m.

Next meeting: Wed. Sept. 2, 2009 @ 7:30 am

President

Date

Secretary

Subject: Fall Workshop - Accelerate Your Business
From: "Mary Swanek" <Mary.Swanek@gov.ab.ca>
Date: Fri, 21 Aug 2009 10:15:22 -0600
To: undisclosed-recipients::;

REMINDER

I apologize if you receive this email more than once.

Attention: Mayors, Reeves, CAOs, EDOs and SouthGrow Designates/Representatives:

You are invited to attend a one-day management workshop entitled "Accelerating Your Business", taking place on Thursday, September 17th, 2009 at the Lethbridge Lodge from 9:00 a.m. - 4:00 p.m.

As members of SouthGrow Regional Initiative, your municipality will receive two COMPLIMENTARY tickets. These tickets are non-transferable outside of your Council and staff as they are valued at \$50.00 each (including GST). If your municipality has designated a community representative to SouthGrow, this individual would qualify for one of the complimentary tickets. We request that you do not pass these tickets along to businesses or industries within your municipality.

The deadline to register is September 10, 2009. Please provide the SouthGrow office via phone or email with the names of the individuals that will be attending and these tickets will be set aside at the registration desk to be picked up the day of the event.

Attached, please find an information poster that provides details of this workshop. Hard copies of the attached poster will be mailed to all of the CAOs and EDOs with the request that they display the poster in their community office and distribute copies to businesses within their network of contacts.

Thank you for your assistance in promoting this workshop. We hope representatives from your municipality will be in attendance.

<<accelerateyourbus.pdf>>

Mary J. Swanek
Client Service Representative
Alberta Finance and Enterprise
Administrator, SouthGrow Regional Initiative

Lethbridge, Alberta
Ph: (403) 381-5414
Visit Us At: www.southgrow.com

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the

**Claresholm Animal Rescue Society
Regular Meeting Minutes
July 30, 2009**

*Approved.
Aug. 20/2009*

Present: Kris Holbeck, Helen Skinner, Rita Hahn, Christel Hutka, and guest, Denise Peters
(arrived at 8:30 to discuss BBQ fundraiser)

Regrets: Kimberley Alexander, Anne Papan, David Moore

1. Call to Order

The meeting was called to order at 7:30 p.m.

2. Approval of Agenda

Motion to accept the Agenda by Kris Holbeck. Carried.

3. Approval of the Minutes

Motion to accept the Minutes of the July 2, 2009 meeting by Kris Holbeck. Carried.

4. Old Business

Volunteer Report - Rita

- No new volunteers.
- Volunteer hours not available.

Treasurer's Report - Kris

- Kris provided the Financial Statement to July 31, 2009. The bank balance was \$7,719.31 at the end of the period.
- Kris reviewed the CIP Grants' status and indicated that she was also working on grant applications with three other organizations.
- A cheque for \$500.00 was received from the Town of Stavely. A thank-you letter will be prepared by Christel Hutka. (Kris to forward a copy of the Town's letter sent with their cheque to Christel.)
- The Vet bill is currently \$4,218.07. A motion was made by Rita Hahn to pay \$1,000.00 towards the vet bill. Carried.

Adoptions Report

- Several barn cats were adopted out - Crosby, Harry, Cleo, and Gus.
- The adoption fee for "barn cats" is not specifically mentioned in CARES' policy documents. Kris Holbeck made a motion that the adoption fee for "barn cats" will be \$25.00. Carried. (Policy document to be updated with this information once next review and update is done.)

Shelter Update - Rita

- Some more lumber for building of the sick room has been brought in.
- Aries and Roxy are back from their foster homes for several weeks while people are on vacation.
- Pete, a cocker-poodle cross, was brought in and is being fostered by Rita Hahn.
- Currently, there are 8 dogs at the shelter and 2 at Rita's.

- Discussed the plan to move the “teen room cats” to the location where the new “sick room” was to go. This would allow these (likely to be long-term) cats to have access to the outdoors. The room will be a maximum size of 8’ x 8’ and the plan will be to build up to provide additional space.

Website status

- Kris has been on the site and made several changes, but is now hitting a roadblock and receiving error messages when she tries to proceed with further updates. Several e-mails have been sent to Jeff for help, but no response has been received. Kris figures that it would take Jeff only a short time to sort out the problems she is having so that she can proceed.
- Helen offered to contact Jeff and try to get him to contact Kris.

5. New Business

BBQ fundraiser / 1st anniversary

- Date is Friday, August 21, 2009 in the downtown parking lot.
- Denise has arranged for the ads in the paper to run on August 12th and 19th.
- Kris advised that the Atco gas BBQ is available and the Town will provide tables, chairs, garbage and possibly a tent.
- The price will be \$5.00 for burger, chips and drink (juice, pop or water). Denise will look after getting the food supplies. Some left over paper plates, etc. are located in the shed at the shelter.
- Several volunteers have agreed to meet at 9:30 to begin with the set-up. We will have a donation table, someone to BBQ, a food prep person and cleaners. We are planning for 200 people.
- We will also sell home-made cookies. Rita has agreed to bake several dozen for the sale, along with Helen and Christel (and anyone else) who will bake some.

Claresholm Fair Days

- Set up at the arena is on Thursday, August 6th at 9:00 a.m. All we need to do is set up some cages to hold our spot.
- Volunteers will man the table on Friday, August 7th from 6-9 p.m. and again on Saturday, August 8th from noon to 4 p.m. We will have two kennels - one with Pete and one with Kris’ foster kittens on display. We will be asking for donations, recruiting volunteers and handing out information.

Facility Holding Agreement

- Kris Holbeck moved that this item be tabled until our next meeting. Carried.

Shop and share fundraising

- We received some information for a fundraising opportunity. Basically, we just need to get people to buy items through this web site and they can select a charity to receive up to 10% of the purchase amount. Once \$200 is reached, a cheque is automatically sent out to the charity.
- Christel Hutka will look into and get us signed up.

2010 Calendar fundraiser

- Rita has arranged for her brother to come and take some pictures at the shelter this coming weekend. Everyone is welcome to submit any of their own nice pictures for possible selection for the calendar.

- We plan to have pictures selected by the end of August (possibly make the decisions at the next meeting).
- Once we get a mock-up of the calendar, we plan to sell sponsorships for each month at \$150 per month by the end of the September.
- We will then have the calendars prepared at Staples (start with 200) to sell during November and December. Suggested price of calendars is \$10.00.

Other

- Denise and Christel ran a TNR on Tuesday, July 28, 2009. Six cats were done in total; one male, two kittens (one male and one female), three females (one pregnant with 5 kittens and one with 7 kittens).

6. Adjournment: Meeting adjourned at 9:00 p.m.

Next Meeting: Thursday, August 20, 2009 at 7:15 at the library.

Christel Hutka, Secretary