



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
APRIL 26, 2010
AGENDA**

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

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING MINUTES APRIL 12, 2010

FINANCES: MARCH 2010 BANK STATEMENT

DELEGATIONS: 1. OLDMAN WATERSHED COUNCIL – Stephanie Palechek

**2. CLARESHOLM KINSMEN – Jason Hemmaway
RE: Plans for a New Park**

ACTION ITEMS:

**1. BYLAW #1539 – Local Improvement Tax
RE: 2nd & 3rd Readings**

**2. BYLAW #1540 – Assessment Review Boards
RE: 2nd & 3rd Readings**

**3. BYLAW #1541 – Economic Development Commission
RE: All Readings**

**4. DELEGATION RESPONSE: Barbara Lechelt
RE: Seniors Drop-in Centre**

**5. CORRES: Alberta Transportation
RE: Sewage Treatment & Disposal Study**

**6. CORRES: Claresholm & District Health Foundation
RE: Annual BBQ Downtown**

7. Chamber of Commerce, Ringrose Park Project – Councillor Leonard

8. Livingstone Range School Division – Lease for Modulars

**9. CORRES: MPE Engineering Ltd.
RE: Prairie Shores Development**

**10. CORRES: Peter Morton & Judy Lucas
RE: Economic Development Committee**

11. COUNCIL REMUNERATION

12. 2009 Financial Statement Changes

13. ADOPTION OF INFORMATION ITEMS

INFORMATION ITEMS:

1. West Meadow Elementary School Principal's Update – April 12, 2010
2. Claresholm Animal Rescue Society Meeting Minutes – April 1, 2010
3. Swimming Pool Joint Use Committee Meeting Minutes – April 14, 2010
4. West Meadow Elementary School Principal's Update – April 26, 2010
5. Willow Creek Regional Waste Management Services Commission Minutes – March 18, 2010
6. Claresholm & District Transportation Society Minutes – March 19, 2010

ADJOURNMENT:



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
APRIL 12, 2010**

CALL TO ORDER: The meeting was called to order at 7:00pm by Mayor Rob Steel.

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

ABSENT: None

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

MINUTES: **REGULAR MEETING – MARCH 22, 2010**

Moved by Councillor MacPherson that the Regular Meeting Minutes of March 22, 2010 be accepted as presented.

CARRIED

DELEGATIONS: 1. **BARBARA LEHELDT**

Ms. Lechelt spoke to Council regarding her issues with the Senior's Drop-in Centre. She has been issued a no trespassing order by the Town of Claresholm Bylaw Officer, and would like to know if this is a binding order.

2. **CLARESHOLM & DISTRICT FCSS – Debbie Goeseels, Director**

Ms. Debbie Goeseels, Director of Claresholm & District FCSS spoke to Council about FCSS and what their mandate is. She was invited to speak to Council to explain to Council what direction FCSS is taking in the Town of Claresholm, which was precipitated as discussion began regarding their budget for 2010.

ACTION ITEMS:

1. **BYLAW #1539 – Local Improvement Tax**

RE: 1st Reading

Moved by Councillor Leonard to give Bylaw #1539 regarding a local improvement tax, 1st Reading.

CARRIED

2. **BYLAW #1540 – Assessment Review Boards**

RE: 1st Reading

Moved by Councillor MacPherson to give Bylaw #1540 regarding assessment review boards, 1st Reading.

CARRIED

3. **BYLAW #1541 – Economic Development Commission**

RE: All Readings

Referred to administration.

4. **CORRES: Hon. Hector Goudreau, Minister of Municipal Affairs**

RE: 2009 Municipal Sponsorship Program

Received for information.

5. **CORRES: Alberta Municipal Affairs**

RE: Information Bulletin

Referred to administration.

6. **CORRES: Wild Pink Yonder**

RE: Trail Ride 2010

RE: “Pinkest Little Town in the West” Fundraiser 2010

Received for information.

7. **CORRES: Livingstone Range School Division**

RE: Agreement Regarding Child Care Modulars

Councillor Sutter declared a conflict of interest at 7:58pm and left the

meeting.

Referred to administration to organize a meeting.

Councillor Sutter rejoined the meeting at 8:02pm.

8. Small Towns, Big Risks Workshop – Fort Macleod

Moved by Councillor Moore to send CAO Kris Holbeck, Superintendent Mike Schuweiler and Councillor Sutter to the Small Towns, Big Risks Workshop on April 27, 2010 in Fort Macleod.

CARRIED

9. CORRES: Porcupine Hills Classic Cruisers

RE: 18th Annual Show 'n' Shine, Sunday, August 15th, 2010

Moved by Councillor MacPherson to allow the Porcupine Hills Classic Cruisers to use Centennial Park ball diamond for their Annual Show 'n Shine on August 15, 2010.

CARRIED

10. CORRES: Claresholm Chamber of Commerce

RE: Mexican Fiesta Celebration June 25, 2010

Moved by Councillor Isaacson to allow the Claresholm & District Chamber of Commerce to use the downtown parking lot and cordon it off for their Mexican Fiesta Celebration on June 25th, 2010 from 5:00pm to 12:00am, to use the arena in the case of inclement weather, and to write a letter of approval to the Alberta Gaming and Liquor Commission for their application.

CARRIED

11. CORRES: Communities in Bloom

RE: Welcome to Claresholm Signs

Moved by Councillor Leonard to authorize use of the Welcome to Claresholm signs by Communities in Bloom until such time as other notable messages need to be placed.

CARRIED

12. CORRES: Communities in Bloom

RE: Pitch-in Canada Week & Clean-Sweep Blitz Day

Moved by Councillor Sutter to proclaim the week of May 1st to 8th, 2010 as "Pitch-in Canada" week.

CARRIED

13. CORRES: Claresholm Fair Board

RE: Advertising Funding

Moved by Councillor MacPherson to contribute \$750 towards advertising for the Claresholm Fair Board's 2010 bench show.

CARRIED

14. CORRES: Claresholm Community Centre

RE: Request for Funding

Referred to budget.

15. CORRES: Municipal District of Willow Creek

RE: Fire Truck Agreement

Moved by Councillor Leonard to sign the five year Fire Truck Agreement with the MD of Willow Creek as presented.

CARRIED

16. CORRES: Claresholm Child Care Society

RE: After School Care Program

Moved by Councillor Quayle to direct the Claresholm Child Care Society to approach Claresholm & District FCSS for funding of the after school program.

CARRIED

17. CORRES: Claresholm Child Care Society

RE: Fencing at the Town Office

Moved by Councillor Quayle to allow the Claresholm Child Care Society to

complete the fencing project as presented.

CARRIED

**18. CORRES: Peter Morton & Judy Lucas
RE: Economic Development Committee**

Referred to next Council meeting.

**19. CORRES: Claresholm Animal Rescue Society (CAREs)
RE: Proposal for Animal Services Building**

Moved by Councillor Leonard to allocate land directly west of the existing Town Shop building for a possible building site for an animal shelter facility.

CARRIED

20. Policy #60 – Recreational Facility & Miscellaneous User Charges

Moved by Councillor Sutter to approve Policy #60 as amended effective April 13, 2010.

CARRIED

21. COUNCIL REMUNERATION

Referred to administration.

22. ADOPTION OF INFORMATION ITEMS

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

CARRIED

23. IN CAMERA – LEGAL

Moved by Councillor Quayle to go into In Camera.

CARRIED

Moved by Councillor Sutter to come out of In Camera.

CARRIED

ADJOURNMENT: Moved by Councillor Moore that this meeting adjourn.

CARRIED

Mayor – Rob Steel

Chief Administrative Officer – Kris Holbeck, CA

**TOWN OF CLARESHOLM
MARCH 2010 BANK STATEMENT**

RECONCILED BALANCE FEBRUARY 28, 2010		\$57,025.05
DEPOSITS TO BANK	DEBITS	CREDITS
RECEIPTS FOR MONTH	\$1,171,793.85	
REVOLVING LOAN RECEIVED	220,000.00	
CURRENT ACCOUNT INTEREST	16.36	
GIC REDEEMED	0.00	
US EXCHANGE	0.00	
TRANSFERS FROM T-BILLS	1,566,472.35	
SUBTOTAL	\$2,958,282.56	
CHARGES TO ACCOUNT		
ACCOUNTS PAYABLE		\$2,944,796.18
PAYROLL CHARGES		85,595.29
INTEREST ON REVOLVING LOAN		28.18
REVOLVING LOAN PAID		220,000.00
LOAN PAYMENTS		0.00
MASTERCARD PAYMENT		1,125.85
TRANSFERS TO T-BILLS / GIC PURCHASE		222,000.00
NSF CHEQUES		261.28
SERVICE CHARGES		132.27
SCHOOL FOUNDATION PAYMENT		253,129.43
SUBTOTAL		\$3,727,068.48
NET BALANCE AT END OF MONTH		-\$711,760.87
BANK RECONCILIATION		
BALANCE PER BANK	245,741.80	
PLUS OUTSTANDING DEPOSITS	3,762.03	
LESS OUTSTANDING CHEQUES		-961,264.70
RECONCILED BALANCE MARCH 31, 2010		-\$711,760.87
OTHER BALANCES:		
EXTERNALLY RES GIC'S & T-BILLS	\$3,110,979.63	
NON-RESTRICTED GIC'S & T-BILLS	\$1,749,192.91	
PARKING RESERVE	\$3,557.51	
WALKING PATHS RESERVE	\$1,928.00	
OFFSITE LEVY RESERVE	\$58,175.01	
SUBDIVISION RESERVE	\$35,531.87	
REVOLVING LOAN BALANCE		\$0.00

SUBMITTED TO TOWN COUNCIL THIS 26th DAY OF APRIL 2010

MAYOR

SECRETARY-TREASURER

DELEGATIONS

December 16, 2009

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

Dear Mayor Steel and Councillors:

Re: Support of the Oldman Watershed Council

The Oldman Watershed Council is striving to improve the Oldman Basin through partnerships with municipalities, irrigation districts, government agencies, non-profit environmental groups, private industries and local landowners. In order to complete our goals, we need your support.

Over the past six years, some of the work we've completed includes:

- Water quality monitoring on the Oldman River, as well as, upstream and downstream of the communities of Pincher Creek and Cardston, to try and determine urban effects on stream water quality,
- Water quality monitoring in intensive agricultural areas,
- Assisted watershed stewardship groups with implementing beneficial management practices,
- Continuing to work on the State of the Watershed Report to help us obtain a better understanding of our watershed as well as where we can further concentrate our efforts,
- Providing forums such as the "Holding the Reins" Workshop and the Oldman Watershed Council Science Forum, which have been excellent education and outreach opportunities for the public,
- Embarking on the first phase of our Integrated Watershed Management Plan, the "Vision".

For more information on projects we've completed throughout the watershed, I've included our 2009/2010 workplan, as well as the membership application form. A copy of the 2008/09 Annual Report is available on our website at www.oldmanbasin.org.

We currently receive financial support from many different sources including:

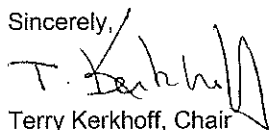
- Grants for specific projects,
- Our partners - who provide substantial in-kind support and services as well as, cash donations,
- The provincial government - who in past years has also provided some funding.

To ensure that the council's funding is stable, it is important that we do not rely on a single funding source. The health of the watershed is everyone's responsibility and we must all work together to make our environment and economy sustainable. We are asking municipalities within the basin to also support the Watershed Council with a suggested donation of \$0.30 per resident. For the Town of Claresholm that would be \$1,110.00, however any donation would be appreciated.

If the Council would like more information about the Oldman Watershed Council, or wish to be more actively involved on any of the teams, a representative would be more than willing to give a brief presentation at an upcoming meeting. If you have any questions, or if you wish to arrange a presentation, please contact Stephanie Palechek at (403) 382-4239 or by email stephanie@oldmanbasin.org.

We appreciate your consideration of this request.

Sincerely,



Terry Kerkhoff, Chair
Oldman Watershed Council

MEMBERSHIP FORM

Membership in the Oldman Watershed Council is inclusive, participatory, and active and is open to any interested individual or organization living or working within the Oldman Basin. Your membership will need to be renewed on an annual basis. Membership is categorized as follows:

- **Individual Public Members**
- **Organizational Members**
 - Municipal Government
 - Provincial Government
 - Federal Government
 - Academia
 - Industry
 - Irrigators
 - Producer Organizations
 - Health Sector
 - First Nations
 - Environmental Not-For-Profit Organizations

- **Mailing List only**

Please Note: As an Organizational Member, we will need the name of the delegate who is authorized to vote on your behalf at the Annual General Meeting. A representative (Mayor/Reeve, Councillor, CAO) can sign the statement below on your behalf.

Name: _____ Membership Type: Organizational
 Organization (if applicable): _____ Individual
 Address: _____
 City/Town: _____ Postal Code: _____
 Phone: _____ Fax: _____
 E-mail: _____
 Organizational Representative: _____

Currently, there is no membership fee although a voluntary contribution is appreciated.

I _____, agree with the Goals of the Oldman Watershed Council on the attached page. The Council has an obligation to conduct its business in an effective and efficient manner. This cannot occur in the absence of member participation. Members must clearly recognize and understand that the expectation is that they will take an active role in Council operations (e.g. project support, communications, fundraising, administration).

Signature

Date

Please mail or fax front page to:

Oldman Watershed Council
 100, 5401 – 1st Avenue South
 Lethbridge, AB T1J 4V6

Phone: 403-382-4239 Fax: 403-381-5765
 Email: info@oldmanbasin.org
 Website: www.oldmanbasin.org

MISSION

To maintain and improve the Oldman River Watershed through partnerships, knowledge and the implementation and integration of sustainable water management and land use practices.

GOALS

The Oldman Watershed Council will integrate its activities through knowledge, research, partnerships and education as they relate to water management, water quality, and land-use practices in the following key areas:

1. Provide responsible information and input into water management planning activities that reflects the needs of all partners and residents in the Oldman River Watershed.
2. Increase awareness and understanding of the Old man River Watershed among residents and stakeholders and encourage commitment and responsibility for water quality and water use.
3. Refine and expand knowledge of water-related conditions and processes throughout the Oldman River Watershed.
4. Promote sustainable land use practices that protect the watershed.
5. Reduce contaminants, such as microbes, nutrients and pesticides, entering surface water and groundwater in the Oldman River Watershed.



April 19, 2010

Town of Claresholm

Re: Kinsmen/Kinette joint projects

We are formally requesting an opportunity to speak to your council at your meeting at the end of the month about the Kinsmen and Kinette clubs updated plans for a family recreation park south of the cemetery.

Yours truly,

Jason Hemmaway
Chairman
Kinsmen/Kinette Joint project committee

ACTION ITEMS



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1539**

This bylaw authorizes the Council of the Town of Claresholm to impose a local improvement tax in respect of all lands that directly benefit from the 8th Street local improvement project.

WHEREAS:

The Council of the Town of Claresholm has decided to issue a bylaw pursuant to Section 397 of the *Municipal Government Act*, RSA 2000, Chapter M-26 to authorize a local improvement tax levy to pay for the 8th Street local improvement project.

A local improvement plan has been prepared and the required notice of the project given to the benefiting owners in accordance with the attached Schedule A and Schedule B and no sufficient objection to the 8th Street local improvement project has been filed with the Town's Chief Administrative Officer.

The Council has decided to set a uniform tax rate based on the number of acres assessed against the benefiting owners.

Plans and specifications have been prepared. The total cost of the project is estimated to be \$124,950 and the local improvement plan estimates that the following contributions will be applied to the project:

Municipality at Large	\$55,931
Benefiting Owners	<u>69,019</u>
Total Cost	\$124,950

The local improvement tax will be collected for TEN (10) years and the total amount levied annually against the benefiting owners is \$70,400.

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

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

1. That for the purpose of completing the 8th Street local improvement project the sum of ONE HUNDRED AND TWENTY FOUR THOUSAND NINE HUNDRED AND FIFTY DOLLARS (\$124,950) be collected by way of an annual, uniform local improvement tax rate assessed against the benefiting owners as provided in Schedule A and Schedule B attached.
2. The net amount levied under the bylaw shall be applied only to the local improvement project specified by this bylaw.
3. This bylaw comes into force on the date it is passed.

Read a first time in Council this **12th** day of **April** 2010 A.D.

Read a second time in Council this day of 2010 A.D.

Read a third time in Council and finally passed in Council this day of 2010 A.D.

Rob Steel, Mayor

Kris Holbeck, CAO

Schedule “A” to Bylaw #1539

Annual Levy For The 8th Street Local Improvement Project

1. Properties to be assessed:

- Lot 1 Block 7 Plan 7911185
- Lot 2 Block 7 Plan 7911185
- Lot 14 Block 7 Plan 9910869
- Lot 13 Block 7 Plan 9910869
- Lot 12 Block 7 Plan 9910869
- Lot 11 Block 7 Plan 9910869
- Lot 10 Block 7 Plan 9910869
- Lot 9 Block 7 Plan 9910869
- Lot 8 Block 7 Plan 9910869
- Lot 9 Block 10 Plan 0010555
- Lot 10 Block 10 Plan 0010555
- Lot 3 Block 10 Plan 9910869
- Lot 4 Block 10 Plan 9910869
- Lot 5 Block 10 Plan 9910869
- Lot 6 Block 10 Plan 9910869
- Lot 7 Block 10 Plan 9910869
- Lot 8 Block 10 Plan 9910869
- Lot 34 Block 2 Plan 9910869
- Lot 35 Block 2 Plan 9910869
- Lot 36 Block 2 Plan 9910869

2. Total Area 5.05 Acres

3. Total Levy \$ 69,019.00

4. Total Levy per Acre \$ 13,667.13

5. Annual Unit Rate per Acre Payable
for a Period of Ten (10) years at 2% \$ 1,394.04

6. Total Yearly Assessment against all properties
to be assessed \$ 7,039.90

7. Unusual Parcels pursuant to Section 404
of the Municipal Government Act

- None

Schedule “B” to Bylaw #1539

Annual Levy For The 8th Street Local Improvement Project

1. Properties to be assessed:

No. of Parcels	Annual Rate of Assessment Per Acre	Amount of Annual Assessment
20	\$13,940.47	\$70,399.00

- | | |
|---|--------------|
| 2. Total number of parcels | 20 |
| 3. Total annual assessments | \$ 7,039.90 |
| 4. Term of annual assessments | 10 years |
| 5. Total assessment against all parcels | \$ 70,399.00 |



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1540**

A Bylaw of the Town of Claresholm to provide for the establishment of **Local Assessment Review Boards and Combined Assessment Review Boards**.

WHEREAS the provisions of Section 454(1) of the *Municipal Government Act* provides for the establishment, by bylaw, of one or more local assessment review boards and one or more composite assessment review boards;

AND WHEREAS the provisions of Sections 454.1(1) and 454.2(1) of the *Municipal Government Act* provides for the composition of the established local assessment review boards and the composite assessment review boards respectively;

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

1. Definitions:

In this bylaw:

- a) **“Board”** means the Assessment Review Board of three or more members;
- b) **“CAO”** means the Chief Administrative Officer of the Town of Claresholm;
- c) **“Chair”** means a person chosen as chair of an Assessment Review Board under Section 4 of this bylaw;
- d) **“Complaint”** means a complaint under Part 11 of the *Municipal Government Act*;
- e) **“Council”** means the Town of Claresholm Council;
- f) **“Mayor”** means the Chief Elected Official (CEO) of the Town of Claresholm;
- g) **“Member”** means a member of a Board and includes a Chair and a Presiding Officer;
- h) **“Minister”** means the Minister of Municipal Affairs;
- i) **“Municipal Government Act”** means the *Municipal Government Act*, S.A. 2000, c.M-26.1;
- j) **“Presiding Officer”** means a member chosen by the members to be the Presiding Officer at one or more hearings under Part 11 of the *Municipal Government Act*;
- k) **“Regulation”** means Alberta Regulation 310/2009 titles “Matters Relating to Assessment Complaints Regulation”
- l) **“Vacancy”** means an absence from a hearing due to:
 - direct or indirect interest in a matter before the Assessment Review Board, or
 - an inability or refusal by a member to continue to fulfill his/her obligation as a member of the Board.

2. Purpose:

The purpose of this bylaw is to authorize the establishment and composition of required local assessment review boards and/or composite assessment review boards to hear assessment and/or specific tax related complaints within the Town of Claresholm. This bylaw is to be cited as the Town of Claresholm's **“Assessment Review Boards Bylaw.”**

3. General Provisions:

- a) Council shall, by resolution, appoint three (3) persons to serve as members of the Local Assessment Review Boards and as members of the Composite Assessment Review Boards. Appointed members may be required to sit on either Board.
- b) The term of office for each member so appointed shall be three (3) years.
- c) Vacancies in any of the appointments under Section 3(a) above shall cause a notice to be placed in the local newspaper on two separate occasions advising persons interested in filling the vacancy to submit an application to the CAO. Properly completed applications shall be considered by Council at the first available regular scheduled meeting following the notice period. The person selected by Council to fill the vacancy shall be appointed by resolution of Council.

- d) Council shall prescribe remuneration and/or expenses, if any, payable to each appointed member.
- e) The Town shall provide, at no cost to members appointed under the provisions of Section 3(a) above, required training as defined in Part 5 of the Regulation.
- f) The Minister must appoint one provincial member to serve as the presiding officer of all Composite Assessment Review Boards.
- g) The Town of Claresholm may enter into a regional agreement with neighboring municipalities for the provision of Local Assessment Review Board and/or Composite Assessment Review Board services. In the event that this occurs, approved members of the regional agreement partner municipalities are, in addition to any members appointed under Section 3(a) above, hereby appointed by Council to serve as members of the Local Assessment Review Boards and/or as members of the Composite Assessment Review Boards.
- h) Pursuant to Section 454.1(1) of the *Municipal Government Act*, Council hereby establishes a three-member Local Assessment Review Board. Any members appointed by Council under Section 3(a) or 3(g) above are authorized to perform the function of a one-member Local Assessment Review Board, as required under the provisions of the Regulation.
- i) Pursuant to Section 30 of the Regulation, Council hereby establishes a one-member Local Assessment Review Board. Any members appointed by Council under Section 3(a) or 3(g) above are authorized to perform the function of a one-member Local Assessment Review Board, as required under the provisions of the Regulation.
- j) Pursuant to Section 454.2(1) of the *Municipal Government Act*, Council hereby establishes a three-member Composite Assessment Review Board. Any members appointed by Council under Section 3(a) or 3(g) above are authorized to perform the function of a three-member Composite Assessment Review Board, as required under the provisions of the *Municipal Government Act*.
- k) Pursuant to Section 36 of the Regulation, Council hereby establishes a one-member Composite Assessment Review Board. Only a provincial member appointed by the Minister may perform the function of a one-member Composite Assessment Review Board, as required under the provisions of the Regulation.
- l) The function and jurisdiction of all Local Assessment Review Boards and/or Composite Assessment Review Boards is as defined in Part 11 of the *Municipal Government Act*.

4. Chair:

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

5. Duties of Presiding Officer:

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

6. Refund of filing fee:

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

7. Fee for copies:

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

8. Solicitor:

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

9. Number and Gender References:

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

10. Repeal and Passage:

a) Under passage of this bylaw, Town of Claresholm Bylaw #1516 is hereby repealed.

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

Read a first time in Council this **12th** day of **April** 2010 A.D.

Read a second time in Council this day of 2010 A.D.

Read a third time in Council and finally passed in Council this day of 2010 A.D.

Rob Steel, Mayor

Kris Holbeck, CAO



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1541**

A Bylaw of the Town of Claresholm to establish an **Economic Development Commission** to promote residential, commercial and industrial development in the Town of Claresholm.

WHEREAS it is deemed proper that a bylaw be drawn to establish an Economic Development Commission and to set up terms of reference for this commission;

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

1. Definitions:

In this bylaw:

- a) “**CAO**” means the Chief Administrative Officer of the Town of Claresholm;
- b) “**Commission**” means the Claresholm Economic Development Commission;
- c) “**Council**” means the Town of Claresholm Council.

2. Economic Development Commission

There is hereby established a commission to be known as the Claresholm Economic Development Commission. This bylaw is to be cited as the Town of Claresholm's “**Economic Development Commission Bylaw.**”

3. Purpose:

The Commission shall provide advice on both economic and community development matters identified by the Commission or as assigned to the Commission by Council. Specific powers, duties and responsibilities of the Commission include:

- a) serve as a liaison between town government and the community;
- b) in conjunction with Council and Town staff, facilitate economic growth and redevelopment activities for the Town of Claresholm;
- c) work with citizens, staff, business owners, property owners, prospective developers, the Chamber of Commerce, and other economic development stakeholders on a variety of economic and community development and redevelopment activities;
- d) provide review and comment on economic and community development and redevelopment policies to Council;
- e) make recommendations to Council regarding economic and community development issues, strategy development and implementation and other initiatives that can be undertaken by the Town to expand and strengthen its economy, inclusive but not limited to business retention and expansion, targeted business attraction / recruitment, new business / entrepreneurial development and redevelopment; and
- f) to assist Council in finding funding sources for economic and community development and redevelopment initiatives.

4. General Provisions:

- a) The Commission shall consist of nine (9) voting members appointed by Council whose term shall run with the term of Council.
- b) Not more than four (4) members of Council may be members of the Commission. The Commission shall consist of the Mayor, three (3) members of Council, CAO, two (2) members at large and two (2) members of the Chamber of Commerce, one of which shall be the acting President.
- c) A maximum of two (2) members of the Commission may be from outside the municipal boundary of Claresholm.
- d) The appointment of Council representative(s) shall be reviewed annually at the Organizational Meeting of Council.
- e) The appointments of members at large of the Commission shall be made on the date fixed by Council following the general Municipal Election.

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

g) Any member may resign at any time upon sending a written notice to the CAO.

h) A person is disqualified from remaining a member of the Commission if her/she fails to attend, without being authorized by a resolution of the Commission to do so, the meetings of the Commission for three (3) consecutive regular meetings.

i) If a member of the Commission is disqualified from remaining a member under subsection (h), he/she is deemed to have resigned his/her seat on the Commission.

5. Chair:

a) The Mayor shall act in the capacity of Chair of the Commission.

6. Meetings:

a) The Commission shall meet bimonthly (January, March, May, September, November) on the second (2nd) Thursday of the month and at any other times it considers necessary.

7. Record of Meetings:

a) All minutes, resolutions and policies of the Commission shall be entered in books to be kept by it for that purpose and the books shall be signed by the Chair or Acting Chair.

b) A copy of all minutes, resolutions and policies shall be given to the CAO to be filed with the Town records.

8. Board Functions:

a) The Commission, subject to any enactment that limits its authority, has full management and control over residential, commercial and industrial promotion in the Town. This authority shall be limited by the budget provided by Council.

9. Budget:

a) Annually, the Commission may submit to the Council a budget of estimated expenditures and revenues for the next year with respect to all matters over which or under the terms of this bylaw, it has jurisdiction.

b) Without budget approval of Council, neither the Commission nor any member thereof shall have the power to pledge the credit of the Town in connection with any matter whatsoever; nor shall the said Commission nor any member thereof have the power to authorize any expenditure to be charged against the Town.

c) In the event that there is any deviation of the ratified budget desired by the Commission, application for change from the ratified budget must be made to Council before the change is affected.

10. Repeal and Passage:

a) Under passage of this bylaw, Town of Claresholm Bylaw #1352 is hereby repealed.

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

Read a first time in Council this day of 2010 A.D.

Read a second time in Council this day of 2010 A.D.

Read a third time in Council and finally passed in Council this day of 2010 A.D.

Rob Steel, Mayor

Kris Holbeck, CAO

MEMO

TO: Town Council

**RE: Barbara Lechelt Delegation
April 12, 2010**

- The Town of Claresholm is the owner of the Heritage Seniors Drop-in Centre located at 5009-2nd Street East
- The building is leased by the Claresholm Senior Citizens Drop-in Centre
- The leasee contacted the Town, as the owner of the building, and stated a member had their membership revoked but was continuing to attend the premises
- The leasee asked to have this former member charged with trespassing
- The leasee, as the group in possession or control of the premises, has the authority to give notice not to trespass
- The Town's Community Peace Officer has the authority from the Alberta Solicitor General to enforce the "Trespass to Premises" Act
- The former member was served twice with an order under this provincial statute to quit attending the premises or face the risk of being charged
- The Town of Claresholm has no comment on the petition or Ms. Lechelt's character as they have no bearing on the Town's involvement in this matter

Agenda
April 26

Office of the Regional Director
SOUTHERN REGION

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

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

File No: 1560-WWP-CLAR
Sewage Treatment and Disposal Study

April 19, 2010

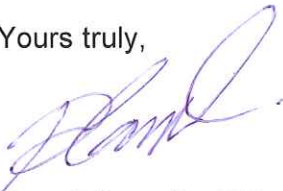
His Worship Rob Steel
Mayor
Town of Claresholm
P.O. Box 1000
Claresholm, AB T0L 0T0

Dear Mayor Steel:

Please be advised that a grant in the amount of \$13,785.82 is being electronically transferred to the Town of Claresholm under the Alberta Municipal Water/Wastewater Partnership for the Sewage Treatment and Disposal Study.

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

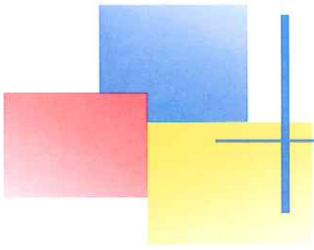
Yours truly,



Darrell Camplin, P.Eng.
Regional Director

KS/clh

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



Claresholm & District
Health Foundation

April 13, 2010

Town of Claresholm
Box 1000
Claresholm, AB
T0L 0T0

Attention: Mayor and Council Members

Re: Annual BBQ Downtown

Currently, the foundation is planning our 11th Annual Charity Barbecue for Thursday, June 10th 2010. We wish to ask permission of Council to use the Downtown Parking Lot again this year.

This fundraiser has become very successful and has a great deal of support. Last year we cooked over 600 burgers and were able to raise over \$3,000.00.

Thank you for considering this request. I look forward to hearing your decision. Kindly call me at 403-682-3739 to inform me of your decision.

Sincerely,

Linda Hebert
Foundation Coordinator

THIS AGREEMENT made in duplicate this ____th day of _____, 2010

BETWEEN:

LIVINGSTONE RANGE SCHOOL DIVISION NO. 68
hereinafter referred to as the "**Lessor**"

- of the first part -

- and -

THE TOWN OF CLARESHOLM
hereinafter referred to as the "**Lessee**"

- of the second part -

WHEREAS the "**Lessor**" is the owner of two modulars (hereinafter referred to as the "**modulars**") located on school grounds at West Meadow Elementary School in the Town of Claresholm, in the Province of Alberta;

AND WHEREAS the "**Lessee**" desires to lease the modulars upon the terms and conditions hereinafter set forth.

NOW THEREFORE the parties hereto hereby agree as follows:

PREMISES

1. The Lessor does hereby lease and demise unto the Lessee, upon the terms and conditions hereafter set forth, those premises owned by the Board and being more particularly described as two modulars located in the north-east corner of the school grounds located around West Meadow Elementary School, Claresholm, Alberta, legally described as Lot 1, Block 1, Plan 8610193 Claresholm. (hereinafter referred to as the "**leased premises**").

TERM

2. The term of this lease shall be for a period of five (5) years commencing July 1, 2010 and terminating on June 30, 2015, provided that the lease has not been terminated earlier in accordance with the provisions of this lease.

RENTAL

3. (a) During the term of this agreement, the Lessee shall pay to the Lessor a monthly lease amount of \$250.00 which will cover the costs related to routine building maintenance and property insurance.
- (b) The Lessee will also reimburse the Lessor, on a monthly basis, the actual amount related to utilities costs associated with the leased premises. Such utility costs include electricity, natural gas, water, sewer and garbage services. The Lessor will pay the initial billing as billed by these utility service providers and then invoice the Lessee on a monthly basis for the actual billed amount of those services.

JANITORIAL SERVICES

4. The Lessee is responsible for janitorial and custodial services in the leased premises.

MAINTENANCE

5. The Lessor shall provide for the maintenance of the leased premises including the maintenance of the exterior of the building and the grounds.

COSMETIC MAINTENANCE

6. The Lessee shall, at its own cost, be responsible for cosmetic maintenance as required from time to time.

ALTERATIONS

7. The Lessee shall not make any alterations, additions or improvements to the leased premises without the previous written consent of the Lessor. Such consent will not be unreasonably withheld. If any alterations, additions or improvements are made, the leased premises shall be returned to their former state and condition unless the Lessor desires such alterations, additions or improvements to remain, in which case, they shall become the property of the Lessor without any compensations or indemnity being allowed to the Lessee.

SIGNS

8. The Lessee shall have the right to erect a sign(s) at the entrance to the building in such a manner that is acceptable to the Lessor.

VISITS AND INSPECTIONS

9. The Lessee shall permit the Lessor, its servants or agents and all persons having written authority from the Lessor, to visit and inspect the leased premises at all reasonable times for which such consent shall not be unreasonably withheld.

SUBLETTING

10. The Lessee is authorized to sublet the whole or any portion of the leased premises only in accordance with the conditions imposed by the Town of Claresholm development permit and the criteria established by Alberta Child and Family Services (Calgary and Area Regional Authority Office) for the Provincial Modular Initiative for Child Care Programs. The Lessee shall inform the Lessor of all subleases agreed to.

USE OF PREMISES

11. (a) The leased premises shall be used and occupied by the Lessee for the proposed activities of the Lessee, provided that the Lessee shall not carry on or permit to be carried on therein any activity which is illegal or which the Lessor may deem to be a nuisance.
(b) The Lessee shall not do or permit to be done any act, which may void the policy of insurance upon the leased premises. If by reason of any act done or permitted to be done by the Lessee the premiums upon such policy held by the Lessor shall be increased; the Lessee shall pay such increased premiums.
(c) The Lessee shall be responsible for all costs associated with providing the proposed activities except for those specifically detailed within this agreement as being the responsibility of the Lessor.
(d) The Lessee shall be responsible for maintaining all licensing associated with providing the proposed activities and shall ensure that the proposed activities adhere to all municipal, provincial and federal rules and regulations.

INSURANCE

12. (a) The Lessee shall carry and maintain in force a policy or policies of liability insurance in a minimum amount of **TWO MILLION DOLLARS** (\$2,000,000.00) per occurrence and the Lessee shall, upon demand by the Lessor, produce to the Lessor such policy or policies for examination and shall produce, upon demand, evidence of payment of premiums.

- (b) The Lessee shall carry and maintain in force an all risk policy or policies of content insurance covering all furniture and equipment, and shall upon demand by the Lessor, produce to the Lessor such policy or policies for examination and shall produce, upon demand, evidence of payment of premiums.

TERMINATION

13. This lease may be terminated prior to June 30, 2015 by either party upon written notice to the other party whereby the date of such termination shall be effective a minimum of one (1) full year from the date the notice of termination was given, with an effective date of June 30.
14. Should the Lessee be desirous of renewing this lease, the Lessee shall indicate their interest in negotiating a renewal with such interest being expressed by written notice to the Lessor and given by December 31, 2014.

INDEMNITY

15. The Lessee shall indemnify and save harmless the Lessor from and against all claims, demands, damages, expenses, actions, suits and judgments made or recovered against the Lessor whether for personal injury including death or property damage, howsoever caused, and without restricting the generality of the foregoing, whether caused by reason of the granting of this lease or by reason of any act or omission of the Lessee or any servant or agent of the Lessee, but not where caused directly by any negligent act of omission by the Lessor or its employees.

NOTICE

16. All notices and communications required by this lease shall be in writing to the following address:

The Lessor -

LIVINGSTONE RANGE SCHOOL DIVISION NO. 68
P.O. Box 69
Claresholm, Alberta
TOL 0T0

The Lessee -

Town of Claresholm
P.O. Box 1000
Claresholm, Alberta
TOL 0T0

AMENDMENT

17. This lease shall not be amended, varied or revised except in writing duly signed, sealed and delivered by the Lessor and Lessee.

REPRESENTATIONS

18. The Lessee acknowledges and covenants that there are no representations, premises, guarantees or warranties made by or between the Lessor and the Lessee inducing the Lessee to become a party to this lease except as the same have been expressly set forth herein.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their corporate seals duly attested to by the hands of their proper signing officers in the behalf on the day and year first above written.

Superintendent,
Livingstone Range School Division No. 68

Date

Associate Superintendent - Business Services
Livingstone Range School Division No. 68

Date

Mayor
Town of Claresholm

Date

Chief Administrative Officer
Town of Claresholm

Date

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



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

April 16, 2010
File: N:\1466\000\L03

Attention: Kris Holbeck
Chief Administrative Officer

Dear Ms. Holbeck:

**RE: Prairie Shores Development
Response to Review of Area Structure Plan and Revised Stormwater Drainage Report**

The developer has provided responses and additional information related to the enquiries regarding the Area Structure Plan and the Storm Drainage Plan included in our letter dated February 18, 2010 (our file N:\1466-000L02). The responses and additional information are satisfactory for this stage of the development process. We look forward to a review of the Storm Water Management Report that will be part of a subsequent stage in the development process.

If you have any questions, please contact the undersigned at (403) 317-3610.

Yours truly,

MPE ENGINEERING LTD.

A handwritten signature in black ink, appearing to read "Gordon Ayers", written in a cursive style.

Gordon Ayers, P.Eng.
Senior Project Manager

TGA:mw

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1500**

A Bylaw of the Town of Claresholm to provide for fees and expenses to the Mayor and each Councillor for attending meetings and performing duties on behalf of the Town of Claresholm.

WHEREAS the Municipal Government Act, Chapter M-26-1 provides that the Council may provide for the payment of remuneration to the Mayor and members of Council for attending meetings of the Council and the committees thereof or for assuming or performing any additional duties.

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

1. That the Mayor be paid a monthly salary of \$176.00 per month.
2. That the Mayor and each Councillor attending the Council Meeting shall be paid \$88.00 for each Council meeting attended.
3. That each Councillor be paid \$104.50 per month as an unvouchered expense account.
4. That the Mayor be paid \$225.50 per month as an unvouchered expense account.
5. That when any member of Council spends one full day on Town business, they shall be paid \$137.50 or \$99.00 for half a day plus vouchered expenses.
 - a. ½ day defined as greater than four (4) hours and up to six (6) hours
 - b. full day is greater than six (6) hours
6. That mileage shall be paid to a member of Council attending meetings outside Claresholm at a rate based on Canada Revenue Agency's (CRA) suggested vehicle rates per the CRA's website (ie. 2006 rate in Alberta is \$.475 per kilometer and this will be paid for mileage in 2008). This rate will be updated on January 1st of each year based on the CRA's changes.
7. That the Mayor or a member of Council shall be allowed \$16.50 per hour for attending to Council business. Each hour to be documented.
8. That the Mayor and each Councillor shall have group life insurance coverage.
9. That the fees and expenses paid to Council members shall be reviewed annually.
10. Bylaw #1455 is hereby rescinded.
11. This Bylaw will take effect on January 1, 2008.

Read a first time in Council this 24th day of **September** 2007 A.D.

Read a second time in Council this 24th day of **September** 2007 A.D.

Read a third time in Council and finally passed in Council this 9th day of **October** 2007 A.D.



Rob Steel, Mayor



Kris Holbeck, CAO

Council Remuneration

Comparisons April 2010

	Mayor / Reeve Salary (yearly)	Councillor Salary (yearly)	Meeting Fees	Council Meeting Fees (each)	Full Day Rate	Half Day Rate	Unvouchered Expenses Mayor (yearly)	Unvouchered Expenses Councillor (yearly)
Claresholm 3,700	2,112.00		\$16.50 / hour	88.00	137.50	99.00	2,706.00	1,254.00
Fort Macleod 3,072	6,000.00	3,500.00	\$40/hr to 2hrs, \$20/hr over				500.00	500.00
Nanton 2,055	12,540.00	8,820.00	\$72.50 to 4hrs, \$145 over		145.00	72.50		
Pincher Creek 3,625	4,800.00	2,004.00	\$60 to 4hrs, \$120 over	120.00	120.00	60.00	2,400.00	996.00
Crowsnest Pass 5,749	9,600.00	6,000.00	\$70 to 6hrs, \$160 over		160.00		receipts	receipts
MD of Willow Creek 5,337	25,200.00	21,600.00	\$100 to 4hrs, \$200 over		200.00	100.00	receipts	receipts
Cardston 3,578	4,439.82	1,665.00	\$174 per meeting		195.00	100.00	receipts	receipts
Raymond 3,363	3,141.00	2,791.99	\$100 per meeting		225.00 (m) 200.00 (c)	25.00/hr	1,570.50	1,396.01

BY-LAW 1698

OF THE TOWN OF FORT MACLEOD IN THE PROVINCE OF ALBERTA

A By-Law of the Town of Fort Macleod to institute a schedule of *Remuneration* for Town Council.

WHEREAS, the Municipal Government Act, being chapter M26 of the Revised Statutes Of Alberta, as amended, provides a Council may pass by-laws for the peace, order and good government of the community;

AND WHEREAS, the Council of the Town Of Fort Macleod now deems it expedient to institute a By-Law establishing the remuneration to be paid to Council and procedures for changing Council remuneration;

AND WHEREAS, it is desirable to encourage those who, except for financial constraints, may be well qualified and willing to serve on Council;

AND WHEREAS, it is desirable to help compensate for time spent on Council business, which may well, have a negative impact on the councillor's personal earnings;

AND WHEREAS, it is desirable to provide an additional incentive for the members of Council to maintain a reasonable level of involvement in community affairs.

NOW THEREFORE, the Council of the Town of Fort Macleod, duly assembled, enacts as follows

- 1) This By-Law shall be known as the "Council Remuneration By-Law".
- 2) Payments to Councillors shall be as follows:

A) Honorariums;

Mayor	\$6000.00/annum
Councillors	\$3500.00/annum

B) Meeting Fees, Including Travel Time;

- \$40./hr./meeting up to two (2) hours; \$20./hr thereafter with ½ hour increments recognized.
- Attendance must be authorized by the Mayor or Council.
- Meeting fees do not apply to regular Council meetings.
- Meeting and travel fees cannot be charged if paid by an exterior agency.

C) Expenses;

- \$500. per annum, without receipts to cover incidental expenses (paid at the end of each year).
- All other expenses as per the Town Travel and Subsistence Policy.
- * All payments under A & B will be quarterly.
- * It is each Councillors responsibility to keep track of their time and submit for payment quarterly.

- 3) In any fiscal year (Jan. 1 to Dec. 31) the total of payments to Councillors for services provided plus conference registration fees plus life insurance costs shall not exceed one (1) current years mill.
- 4) A Public Hearing, advertised at least twice in the Macleod Gazette prior to the hearing, must precede amendments to this bylaw. This bylaw shall be reviewed prior to each Municipal Election.
- 5) This By-Law shall have effect on November 1, 2007.

READ A FIRST TIME THIS 27th DAY OF AUGUST 2007 A.D.

MAYOR

ACTING MUNICIPAL MANAGER

READ A SECOND TIME THIS 10th DAY OF SEPTEMBER 2007 A.D.

MAYOR

ACTING MUNICIPAL MANAGER

READ A THIRD TIME AND FINALLY DECLARED PASSED BY COUNCIL THIS 24th
DAY OF SEPTEMBER 2007A.D.

April 14, 2010

Karine,

I have attached the most recently accepted remuneration for the Nanton Council.

Currently the practice we have is to present options to council during final budget, based on comparisons we have collected. Generally these remunerations are made with annual "cost of living" increases for a three year term. Council will select or recommend an option that they are the most satisfied with. We have tried to keep our remunerations as simple as possible. They are paid a monthly salary that is meant to cover all Regular, Special and Committee of the Whole meetings. There is a per diem amount as well as mileage that is paid for any meetings attended outside of the council meetings. The mileage is set to match what the province is paying at the time, I got to this website to obtain that information <http://www.pao.gov.ab.ca/?file=directives/travel/business-use-of-priv-veh> . It has been the same rate for a couple of years now.

If you have any further questions please don't hesitate to contact me.

Jennifer Beagrie

Director of Corporate Services

Town of Nanton

Phone: (403) 646-2029

Fax: (403) 646-2653

finance@nanton.ca

Business Use of Private Vehicle

This directive covers kilometre rates, the daily car allowance, the adverse driving allowance, and insurance premiums for business use of a private vehicle.

Business Kilometre Rates

When authorization is received for the use of an employee's private vehicle for government business or to attend a pre-retirement seminar, the employee may claim, based on the total kilometres travelled in a fiscal year a rate of \$0.505 per kilometre.

If an employee attends a government-sponsored training course or seminar, they may claim for those kilometres exceeding the normal commuting distance to work.

Other Uses of Private Vehicle and Rate

The deputy head or designate may approve the use of an employee's private vehicle at the rate of \$0.165 per kilometre for:

- appearing before an interview selection panel (see directive [Travel to Interviews](#))
- conducting a house hunting trip (see directive [Relocation - Expenses and Allowances](#))
- travelling to a new work location, including with the employee's family, after the employee has been relocated by the department (see directive [Relocation - Expenses and Allowances](#))
- commuting further substantial distances between the employee's residence and a new workplace
- when on government business, other means of transport is more direct, practical, and cost-effective (see directive [Travel by Other Routes and Transportation](#))

Daily Car Allowance

The deputy head or designate may authorize an employee as eligible to claim a daily car allowance of \$10.25 for each day if a personal vehicle is used on government business, for frequent short trips on a regular daily or near daily basis within any city in Alberta. The cities in Alberta are:

1. City of Airdrie
2. City of Calgary
3. City of Camrose
4. City of Cold Lake
5. City of Edmonton

6. City of Fort Saskatchewan
7. City of Grande Prairie
8. City of Leduc
9. City of Lethbridge
10. City of Lloydminster
11. City of Medicine Hat
12. City of Red Deer
13. City of St. Albert
14. City of Spruce Grove
15. City of Wetaskiwin

If an employee claims the daily car allowance, the business kilometre rate may not be claimed for travel on the same day.

Adverse Driving Allowance

The deputy head or designate may authorize an employee as eligible to claim an adverse driving condition allowance of \$8.55 for each day a personal vehicle is used on government business and the business kilometre rate, when:

- travel of 10 kilometres or more is on unpaved roads; or
- travel is over terrain without roads; or
- the vehicle must be frequently stopped (normally five or more work-related stops per day), parked and started, or left idling during a single trip in urban areas (cities, towns, villages)

If an employee claims the adverse driving condition allowance, the daily car allowance of \$10.25 may not be claimed for travel on the same day.

Business Insurance

If an insurance company or agent requires the employee's private vehicle to be insured for use when travelling on government business, the employee may claim the full amount of the business premium to a maximum of \$500.00 per year, pro-rated if the insurance is for less than a year.

About this Directive

Authority:	<i>Public Service Subsistence, Travel and Moving Expenses Regulation</i>
Application:	Organizations Under the <i>Public Service Act</i>
Effective Date:	1 July 2008
Contact:	<u>Benefits</u>



RESOLUTION #321 – 08/12/15 - Fenton

It was resolved to ratify the 2009, 2010, 2011 Town of Nanton Council Pay, as follows:

	2009	2010	2011
Mayor Monthly Salary	\$950	\$1,045	\$1,135
Council Monthly Salary	\$670	\$735	\$800
Mileage	Provincial Rate	Provincial Rate	Provincial Rate
Per Diem	\$140	\$145	\$150

CARRIED

**BYLAW #1578-07
of the
TOWN OF PINCHER CREEK**

**A BYLAW OF THE TOWN OF PINCHER CREEK, IN THE PROVINCE OF
ALBERTA, FOR THE PURPOSE OF PROVIDING REMUNERATION TO
THE COUNCIL OF THE TOWN OF PINCHER CREEK**

WHEREAS pursuant to the provisions of the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended, the Municipality has the authority to pass bylaws regarding services provided by or on behalf of the municipality;

AND WHEREAS Council wishes to provide for remuneration for the Chief Elected Official and Councillors.

NOW THEREFORE the Council of the Town of Pincher Creek, duly assembled, hereby enacts as follows:

DEFINITIONS

1. **Regular Meeting** of Council shall mean regularly scheduled meetings of Council as determined at the Organizational Meeting of Council or by resolution of Council.
2. **Special Meeting** of Council shall be as defined in the Municipal Government Act, Section 194, as follows:
 - a. The Chief Elected Official may call a Special Council meeting when he considers it appropriate to do so, and must call a Special Council Meeting if the official receives a written request for the meeting, stating its purpose, from a majority of the Councillors.
 - b. A Special Meeting must be held within 14 days after the date that the Chief Elected Official receives the request or shorter period provided for by bylaw,
 - c. The Chief Elected Official calls a Special Council meeting by giving at least 24 hours notice in writing to each Councillor and the public stating the purpose of the meeting and the date, time and place at which it is to be held,
 - d. A Special Council meeting may be held with less than 24 hours notice to all Councillors and without notice to the public if at least 2/3 of the Whole Council agrees to this in writing before the beginning of the meeting.
 - e. No matter other than that stated in the notice calling the Special Council meeting may be transacted at the meeting unless the Whole Council is present at the meeting and the Council agrees to deal with the matter in question.
3. **Committee meetings** shall mean those committees that members of Council have been appointed to or been authorized by resolution of Council to attend.
4. **Monthly stipend** shall mean a monthly salary plus general expenses and shall include activities such as consultation with the public either by telephone or in-person, attendance and/or presentations at public relations events, such as parades, presentations at school, opening remarks at local events, etc.

Bylaw #1578-07

5. **Per Diem** shall mean the allowance paid to Council while out of Town on official Town business and payable only in the event that they are not being remunerated for attending said function.

REMUNERATION

5. The Chief Elected Official shall receive a stipend of \$600.00 per month (\$400.00 plus \$200.00 for general expenses)
6. The Councillors shall receive a stipend of \$250.00 per month (\$167.00 a month plus \$83.00 for general expenses)
7. The Chief Elected Official and Councillors shall receive \$120.00 per Regular and Special Meeting of Council (\$80.00 per meeting plus \$40.00 for general expenses)

The Chief Elected Official and Councillors shall receive \$60.00 per Committee Meeting up to 4 hours (\$40.00 per meeting plus \$20.00 for general expenses)

The Chief Elected Official and Councillors shall receive \$120.00 per Committee Meeting over four (4) hours in length (\$80.00 per meeting plus \$40.00 for general expenses).

8. Per diems shall be paid for out of town functions at the rate of \$60.00 for half day (up to four hours) and \$120.00 for full day. This claim can be made only in the event that members of Council are not already being remunerated for attending said function.
9. When a Town of Pincher Creek Councillor or employee is required to use his/her vehicle to go out of town on Town business, they shall be reimbursed at the rate of \$0.45 per km.
10. The Chief Elected Official and Councillors shall be paid promptly upon monthly submission of the appropriate forms to the Accounts Payable Department.
11. That Bylaw #1545 and all amendments thereto are hereby repealed.
12. This bylaw comes into force and effect upon final passing thereof.

Read a First time this _____ day of _____, 2007, A.D.

Mayor (seal)

Chief Administrative Officer

Bylaw #1578-07

Read a Second this _____ day of _____, 2007, A.D.

Mayor (seal)

Chief Administrative Officer

Read a Third time and passed this _____ day of _____, 2007, A.D.

Mayor (seal)

Chief Administrative Officer

MUNICIPALITY OF CROWSNEST PASS

MANUAL TITLE:	POLICIES AND OPERATIONS MANUAL		
SECTION:	COUNCIL		
DEPARTMENT:			
COUNCIL APPROVAL:	DATE: September 25th, 2007		
DISTRIBUTION:			
ADMIN POLICY:	BY-LAW OR RESOLUTION DATE:		
REVIEWED:	REVISED:		
REVIEWED:	REVISED:		
REVIEWED:	REVISED:		
POLICY#:	CNL.005.01	SUPERSEDES POLICY#:	CNL.005

MONTHLY STIPEND AND REMUNERATION FOR MEETINGS (LESS THAN 6 HOURS)

PURPOSE

As guided by this policy, to provide a monthly stipend for the Mayor and Councillors and to reimburse the Mayor and Councillors for attending meetings.

POLICY

For the purpose of all Council remuneration policies a "MEETING" shall constitute only one of those regular or duly authorized meetings of Council, Committees, or Boards to which the Mayor or Councillors are named, or those extraordinary meetings authorized by motion of Council, or the request of the Mayor or Deputy Mayor.

The Mayor and Councillors shall be reimbursed a standard allowance for attending meetings with a duration of less than six (6) hours (including travel time if outside the Municipality).

The meeting allowance will only be provided if a similar fee is not paid by another Board or Authority.

POLICY CNL.005.01
MONTHLY STIPEND AND REMUNERATION FOR
MEETINGS (LESS THAN 6 HOURS)
PAGE 2

Payment will not be provided for:

- Social or ceremonial events within or outside of the community for which the Mayor or the Council receive courtesy invitations, i.e. Remembrance Day Ceremony, Volunteer Nights, School Graduation
- Ribbon Cuttings, store or business openings, commercial or promotional ventures not directly related to Council or the workings of the Boards or Committees of Council.

In addition to allowances for any meetings attended, a monthly stipend will also be provided.

DEFINITIONS

1.	MEETING ALLOWANCE:	\$ 70.00	
2.	MONTHLY STIPEND:	\$ 800.00	MAYOR
		\$ 500.00	COUNCILLOR

PROCEDURE

1. Meeting allowances and the monthly stipend will be paid out monthly.
2. All meetings attended should be detailed on the Council remuneration form.
3. The monthly stipend should be identified on the remuneration form.
4. The remuneration form should be completed including the dollar amount claimed.
 5. The completed form should be submitted to the Confidential Secretary, or designate, immediately following the end of each month.
 6. Should an interpretation of the Council Remuneration Policy be required, the Administration shall refer the question to the Finance Committee whose decision shall be final.

MUNICIPALITY OF CROWSNEST PASS

MANUAL TITLE:	POLICIES AND OPERATIONS MANUAL		
SECTION:	COUNCIL		
DEPARTMENT:			
COUNCIL APPROVAL:	DATE: SEPTEMBER 25th, 2007		
DISTRIBUTION:			
ADMIN POLICY:	BY-LAW OR RESOLUTION DATE:		
REVIEWED: SEPTEMBER 25th, 2007	REVISED:		
REVIEWED:	REVISED:		
REVIEWED:	REVISED:		
POLICY#:	CNL.003.03	SUPERSEDES POLICY#:	CNL.003.2

COUNCIL REMUNERATION FOR ACTIVITIES IN EXCESS OF ONE DAY

PURPOSE

The Mayor and Councillors frequently participate in information sessions in the form of meetings, seminars, conferences, workshops, conventions or educational courses as representatives of the Municipality of the Crowsnest Pass. The Mayor and/or Councillor attending these sessions will be able to utilize the information or training received in their position as Mayor or Councillor and therefore be of benefit to their committees and the Municipality as a whole. The Mayor and/or Councillor will be reimbursed for attendance at these functions as stated in this policy.

POLICY

For meetings, seminars, conferences, workshops, conventions or educational courses, the Mayor and Councillors shall be reimbursed with a stipend, a per diem allowance, mileage, and meal costs.

DEFINITION

Stipend: \$160 per day

Mileage: Will be paid according to the approved schedule or by claim, which ever is greater, at the Provincial rate per kilometer

CNL.003.03

COUNCIL REMUNERATION FOR ACTIVITIES IN EXCESS OF ONE DAY PAGE 2

DEFINITION – cont'd

Per Diem: up to \$50 per day for meals plus other costs (Accommodation/Parking/Public Transportation) to be charged on Municipal issued credit card, whenever possible, or reimbursed with receipt.

PROCEDURE

1. The Mayor and Councillors are allowed to annually attend two information sessions within the Province of Alberta that extend beyond one day. Any activity over and above the two sessions allowed is to be approved by Council and/or the Mayor.
2. Registration costs and information regarding the session will be provided to the Confidential Secretary at the earliest date possible.
3. The Confidential Secretary may provide the Mayor or Councillor with a cheque prior to departure that will include:
 - a. mileage
 - b. per diem of \$50 per day
4. The stipend of \$160 per day may be added to the Mayor's or Councillor's month end claim form and submitted at month end to the Confidential Secretary.
 - a. The stipend per meeting shall not apply.
5. If the Mayor or Councillor does not attend the proposed session, all monies paid prior to attending will be returned to the Municipality of the Crowsnest Pass.

MUNICIPALITY OF CROWSNEST PASS

MANUAL TITLE:	POLICIES AND OPERATIONS MANUAL		
SECTION:	COUNCIL		
DEPARTMENT:			
COUNCIL APPROVAL:	DATE: SEPTEMBER 25th, 2007		
DISTRIBUTION:			
ADMIN POLICY:	BY-LAW OR RESOLUTION DATE:		
REVIEWED:	REVISED:		
REVIEWED:	REVISED:		
REVIEWED:	REVISED:		
POLICY#:	CNL.002.03	SUPERSEDES POLICY#:	CNL.002.02

COUNCIL REMUNERATION FOR MUNICIPAL DAY MEETINGS IN EXCESS OF 6 HOURS

PURPOSE

As guided by this policy, to reimburse the Mayor and/or Councillors for attending day meetings in excess of six hours.

POLICY

For extra Municipal day meetings of a combined duration in excess of six hours, the Mayor and Councillors shall be reimbursed with a standard stipend for attending and for costs incurred.

DEFINITION

- Stipend:** \$160 per day
- Mileage:** will be paid according to approved schedule or by claim which ever is greater, at the Provincial rate per kilometre
- Costs Incurred:** meals and other costs incurred directly related to attending the meeting
- Excess of Six Hours:** will include travel time

**COUNCIL REMUNERATION FOR MUNICIPAL DAY MEETINGS
IN EXCESS OF 6 HOURS
PAGE 2**

PROCEDURE

1. Authorization to attend extra Municipal day meetings will be at the request of the Mayor or Deputy Mayor or by motion of Council.
2. Information regarding the extra Municipal day meetings outside of the Municipality will be provided to the Confidential Secretary upon return from the session.
 - a. Reimbursement for stipends, meals and mileage from the hosting agency are to be reported to the Confidential Secretary. Reimbursement is to be paid only once to the Mayor or Councillor, and the hosting agency's reimbursement will be considered first.
3. The Confidential Secretary will review the data and provide the Mayor or Councillor with a cheque for mileage incurred.
4. The Mayor or Councillor shall use their Municipal-issued Credit card for meals and other costs directly related to the extra Municipal meeting whenever possible.
 - a. The Credit Card receipts shall identify for whom the costs were incurred and if more than the Councillor's meals or costs are included on the receipt.
 - b. These receipts are then presented to the accounting department for processing.
5. The stipend of \$160 per day will be added to the Mayor's or Councillor's month end claim form, and submitted at month end to the Confidential Secretary
 - a. The stipend per meeting shall not apply.
6. For unforeseen circumstances, the Mayor or Councillor can use his or her discretion to stay overnight.

(m) Reeve/Councillor Wage Increase

Moved by Councillor Hemmaway to increase the Reeve's pay to \$2,100.00/month and Councillor's pay to \$1,800.00/month and that members of Council be paid per diem of \$100.00 per ½ day (4 hrs.) or \$200.00 per full day (over 4 hrs.) for attending conferences, training, inservice or meetings not covered by the organizational appointments, effective January 1, 2010.

Carried.

110-02 – Councillor Remuneration

The Council of the M.D. of Willow Creek shall, by resolution set the remuneration for Council as follows:

- a) Councillor remuneration shall be set at a monthly rate.
- b) Reeves remuneration shall be set at a monthly rate.
- c) Mileage incurred by members of Council while carrying out municipal business shall be set at a per kilometer rate.
- d) Cell phone and internet rates shall be reimbursed as per resolution of Council
- e) All other out of pocket expenses including but not limited to in-service registrations, convention fees, meals and hotel rooms shall be reimbursed in accordance with the receipts provided by Councillors while carrying out municipal business.

Date of Approval by Council:

On 2010-04-20 2:15 PM, Liz Fox wrote:

No Problem: our council remuneration is as follows:

As per policy # R/8

Mayor receives a paycheck in the amount of \$115.63 or \$2774.82 a year

Council and Mayor Receive \$174.00 per meeting attended

For a full day per diem they are able to receive \$195.00

Half Day per diem is \$100.00

Other assigned meetings are paid to each council and Mayor in the amount of \$1665.00 annually or \$416.25 a quarter

Mileage and meals are on Receipt basis

Hope this helps if you need any more information feel free to contact me.

Have a great day ☺

Lizabeth Fox

Payroll AP/ AR Clerk Town of Cardston

liz@cardston.ca

Phone 403-653-3734

Fax: 403-653-2499

TOWN OF RAYMOND
Remuneration Expense Claims
Bylaw 937-07

A BYLAW OF THE TOWN OF RAYMOND TO ESTABLISH RATES FOR REMUNERATION AND EXPENSE CLAIMS.

WHEREAS the Municipal Government Act being chapter M-26 of the Revised Statutes of Alberta 2000 empowers a council to provide for the payment of a remuneration to its members for attending to or performing their duties and also for the payment of reasonable allowances for travelling and for subsistence and out of pocket expenses incurred for attending the same, and

WHEREAS appointed committee members may be requested by council to incur travel, subsistence and out of pocket expenses incurred for attending to and performing their duties, and

WHEREAS town employees also may be assigned or have occasion to incur travel, subsistence and out of pocket expenses in attending to and performing their duties attending the same, and

NOW THEREFORE the Council of the Town of Raymond in the Province of Alberta enacts as follows:

1. The mayor and councilors shall be paid an annual remuneration and car allowance in the amount determined by council resolution from time to time.
2. The mayor and councilors shall be paid a per committee meeting of council, remuneration in the amount determined by council resolution from time to time.
3. The mayor and councilors shall be paid an hourly rate in the amount determined by council remuneration from time to time for up to eight hours of time spent in the conducting or attending to Town business other than attendance at regular council or committee meetings.
4. The mayor and councilors shall be paid a full day rate in the amount determined for over eight hours of time.
5. Appointed committee members may upon approval of council receive an hourly remuneration up to a maximum daily as determined by council resolution from time to time.
6. The members of council, appointed committee members and employees of the town shall be paid for these reasonable traveling, subsistence and out of pockets expenses incurred in attending to town related duties in accordance with the

following statements and the amounts as determined by council resolution from time to time.

- A) Lodging: actual lodging expenses private accommodation allowance will be considered when previously cleared and authorized
 - B) Meals: Breakfast - travel commenced before 8:00 am.
Lunch - business continued after 12 noon
Dinner - return to home not completed before 6:00 pm
Meals included in any registration fees will not be eligible for further claim
 - C) Transportation: Those furnishing transportation will be paid a rate per kilometer. Half the Rate will apply when gas and oil are supplied by the Town.
 - D) Miscellaneous: one telephone call home will be allowed for each overnight absence; an incidental allowance will be allowed Gratuities, taxi and other expense in excess of \$5.00, require the submission of receipts with the travel claim.
7. Prior to reimbursement a travel claim must be submitted detailing the applicable expenses with attached receipts where required.
8. Attached to this bylaw will be the travel claim format and details of the allowable expense amounts determined for that period of time.

Bylaw No. 873 and any other remuneration and or expense claim Bylaw previously passes and not heretofore rescinded are hereby repealed.

READ a **first** time this 17th day of July, 2007.

READ a **second** time this 7th day of August, 2007.

READ a **third** time and finally **PASSED** this 2nd day of October, 2007.

Mayor – Dean Sallenback

Chief Administrative Officer – Scott Barton

Annual Remuneration

Mayor:	Annual Remuneration	\$3,141.00
	Expense Allowance	<u>1,570.50</u>
	Total	\$4,711.50
Councillor:	Annual Remuneration	\$2,791.99
	Expense Allowance	<u>1,396.01</u>
	Total	\$4,188.00

Annually on the first day of January following the passing of this Bylaw the Annual Remuneration rate shall be adjusted in accordance with the preceding November Consumer Price Index for Alberta.

Committee Meeting of Council Remuneration

Mayor and Councillors	\$100.00/committee meeting
-----------------------	----------------------------

Hourly Remuneration

Mayor:	\$25.00/hour to a maximum of \$225.00/day
Councillor:	\$25.00/hour to a maximum of \$200.00/day

Transportation Remuneration

\$0.52 kilometer and hereafter inline with Revenue Canada's allowable amount

Meals Remuneration

Breakfast	\$12.00
Lunch	\$18.00
Dinner	\$25.00

Miscellaneous Remuneration

Incidentals	\$5.00/day, over \$5.00 as per receipt
-------------	--

Note: Amounts update for January 1, 2009

Memo

To: Council
From: Administration
Date: April 6, 2010
Re: 2009 Financial Statement Changes

OVERVIEW

Attached is the Alberta Municipal Affairs Information Bulletin stating that the deadline for municipalities to submit their 2009 financial statements to the government and have them available for the public has been moved to June 25, 2010 to allow time for the audits to be completed.

Attached is also some general information regarding the changes Council will see in the 2009 financial statements (templates and draft copies of what the Town's will look like for 2009). These changes are a result of the Public Sector Accounting Board (PSAB) making changes to how local governments account for their operations. These changes are causing delays for many local governments due to their complexity and the time necessary to audit these changes by the auditors.

These slides show a general overview of how the net economic resources of the municipalities will be shown in 2009 with 2008 restated for comparatives.

KEY ISSUES

The Town now inventories and costs its assets and amortizes them yearly (as all other levels of government have been doing for years). This amortization of our assets is now an expense (albeit non-cash) on the financial statements. Amortization does not have to be funded per MGA Regulation 235/2008 so this amount does not increase the tax collected from ratepayers.

As we move forward to our **2011** budget Council will have to address the need to put monies away to fund capital asset purchases (both existing and new) as we plan for our sustainability. Not having adequate reserves to fund (or partially fund) the purchase of these assets in the future is not a sustainable solution and Administration will begin to educate and discuss Council's options for planning for the future later in 2010.

Other changes that impact the 2009 and future financial statements:

1. Financial statements are no longer presented on a cash flow basis. Full accrual accounting is now the method municipalities will follow.
2. Financial statements will show the municipalities "accumulated surplus or deficit" for the year, however this will not include all the adjustments that are made in the budget or financial plan for items that are non-cash and adjustments for cash items that are not PSAB accepted as revenues and expenses. The budget or financial plan will show a zero ending balance.

TOWN SPECIFIC ISSUES

The Town of Claresholm has inventoried and entered its Tangible Capital Asset (TCA) information into our software module. There continues to be issues with the software as it is not calculating amortization correctly. The software provider Muniware continues to work on fixing this issue, however, as the auditor has audited the rest of the accounting in March, they have not audited TCA due to the software problems. This inability to audit TCA delays the entire audit being completed.

As amortization is a part of our budget/financial plan as an expense this is a number that Council should see in the budget. Council will see the budgeted accumulated surplus and then all the non cash and non PSAB cash items to bring the budget/financial plan to zero. Preliminary 2010 budget numbers have been inputted into Muniware, however, due to changes necessary to the budget template this process is also delayed.

Amortization is a non-cash item and will be added back as such and will not impact the amount of taxes that need to be collected in 2010, however, these numbers are important information for Council.

CONCLUSION

Administration continues to work with our software provider to move forward the TCA work and ensure the audit is completed in a timely manner. Administration will finish the new budgeting template before April 19th to allow Administration to present the template to the Taxation and Assessment Advisory Committee for discussion purposes and if necessary to present it to Council.

Kris Holbeck, CA CAO Town of Claresholm

**KEY MUNICIPAL DATES
APRIL 1 – JUNE 30, 2010**

This information bulletin highlights important dates and deadlines that may affect your municipal operation.

- April 1 A municipal authority that wishes to conduct an official census must do so in the period starting April 1 and ending on June 30 of the same year. See Alberta Regulation AR 63/2001, as amended by AR 71/2006.
- April 30 Last day for municipalities to pass a supplementary assessment bylaw or an amendment to it. See section 313 of the *MGA*.
- April 30 Last day for municipalities to pass a business tax bylaw or an amendment to it. See section 371 of the *MGA*.
- April 30 Last day for municipalities to pass a business revitalization zone tax bylaw or an amendment to it. See AR 377/94.
- May 1 Each municipality must make its financial statements, or a summary of them, and the auditor's report on the financial statements available to the public in the manner the council considers appropriate. See section 276 of the *MGA*. **This timeline has been extended to June 25, 2010, for the 2009 reporting year only. See Ministerial Order No. L:235/09.**
- May 1 Last day for municipalities to submit the audited financial statement, audited financial information return, and the auditor's report to the Minister. See section 278 of the *MGA*. **This timeline has been extended to June 25, 2010, for the 2009 reporting year only. See Ministerial Order No. L:235/09.**
- May 1 Last day for a Regional Services Commission to submit the audited financial information return and audited financial statements to the Minister and each member of the commission. See section 602.34 of the *MGA*.

Alberta ■

2009 Financial Statements

PSAB—What it is & What it does



- Who is PSAB?
- What does PSAB Do?
 - Serves the public interest by setting standards and providing guidance for financial and other performance information reported in the public sector
 - All governments in Canada are required, by legislation, to comply with PSA financial reporting requirements
- PSAB Vision & Goal
 - Vision: “The public understands and has confidence in public sector accounting”
 - Goal: “The public sector produces a decision-useful, multi-dimensional accountability report”

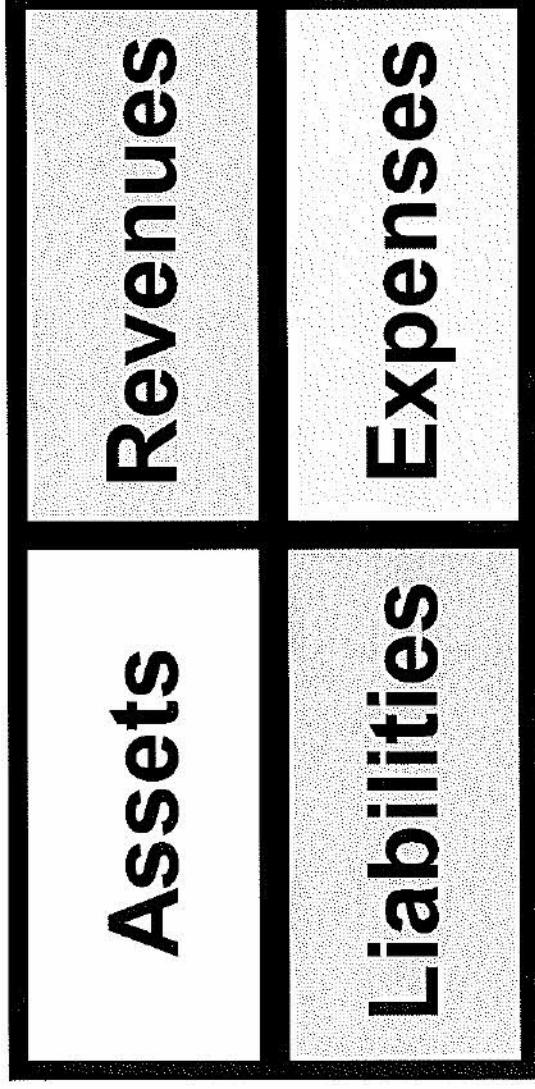
2009 Financial Statements

PSAB – F/S Model & Key Concepts

The underlying goal of the Financial Reporting Model is to identify the net economic resources available to a government, their make-up and nature, and changes to them in the reporting period.

Economic Resources are the means to provide services or satisfy liabilities.

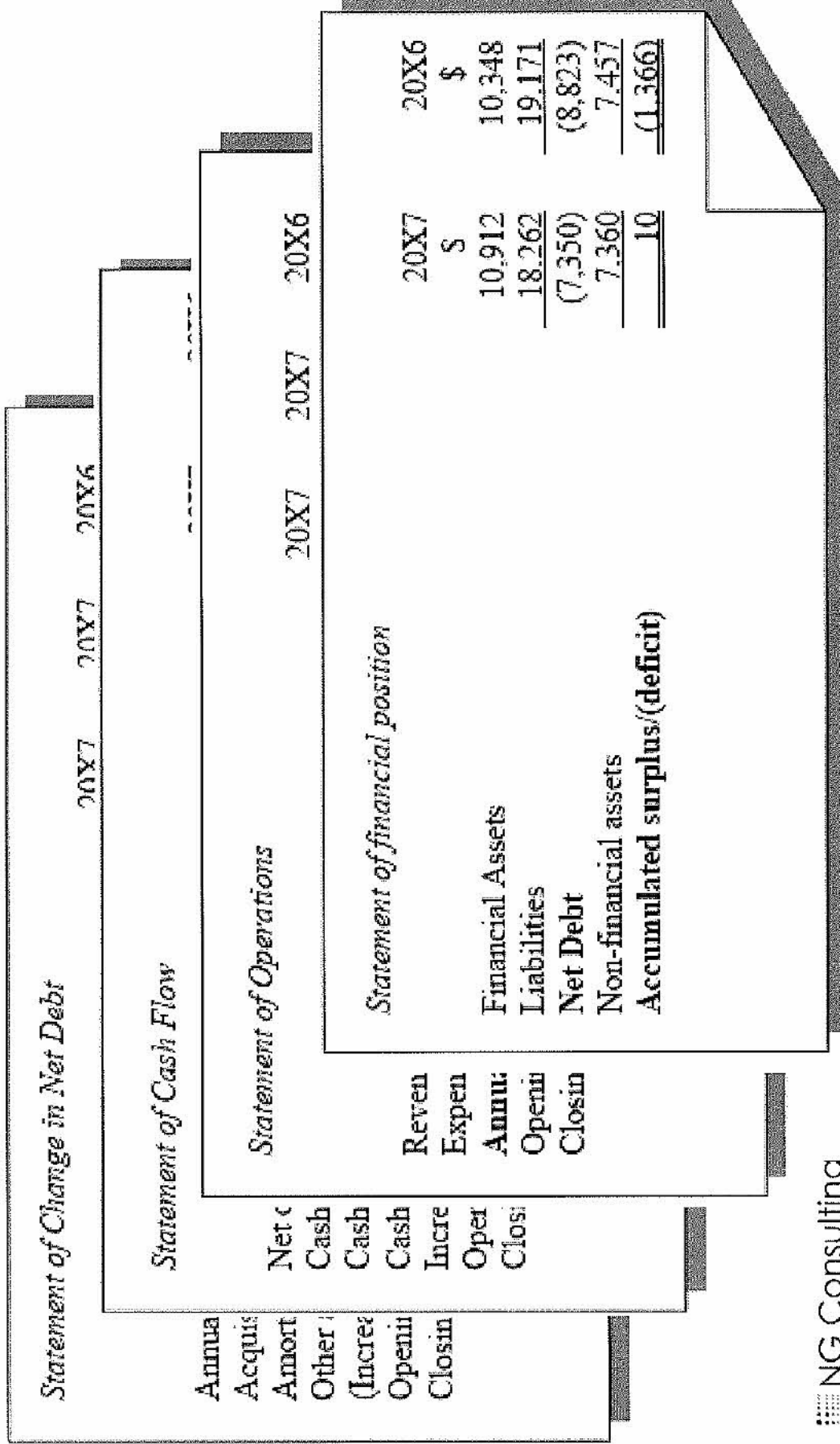
PSAB – F/S Model & Key Concepts



- ✓ Assets & Liabilities describe the net economic resources available at a point in time
- ✓ Revenues and Expenses explain the change in the net economic resources in the period

2009 Financial Statements

PSAB – F/S Model & Key Concepts



2009 Financial Statements

PSAB – F/S Model & Key Concepts

Statement of financial position

	20X7	20X6
Financial Assets	\$ 10,912	\$ 10,348
Liabilities	<u>18,262</u>	<u>19,171</u>
Net Debt	(7,350)	(8,823)
Non-financial assets	<u>7,360</u>	<u>7,457</u>
Accumulated surplus/(deficit)	<u>10</u>	<u>(1,366)</u>

Statement of Operations

	20X7	20X7	20X6
Revenues	Budget \$ 14,277	Actual \$ 16,322	Actual \$ 16,854
Expenses	<u>14,249</u>	<u>14,946</u>	<u>14,303</u>
Annual surplus	28	1,376	2,551
Opening accumulated surplus/(deficit)	<u>(1,366)</u>	<u>(1,366)</u>	<u>(3,917)</u>
Closing accumulated surplus/(deficit)	<u>10</u>	<u>10</u>	<u>(1,366)</u>

2009 Financial Statements

PSAB – F/S Model & Key Concepts

Statement of financial position

	20X7	20X6
Financial Assets	\$ 10,912	\$ 10,348
Liabilities	<u>18,262</u>	<u>19,171</u>
Net Debt	(7,350)	(8,823)
Non-financial assets	<u>7,360</u>	<u>7,457</u>
Accumulated surplus/(deficit)	<u>10</u>	<u>(1,366)</u>

Statement of Cash Flow

	20X7	20X6
Net cash from operations	\$ 1,119	\$ 3,146
Cash applied to capital transactions	(248)	(178)
Cash provided by (applied to) investing transactions	129	(258)
Cash applied to financing transactions	<u>(789)</u>	<u>(2,481)</u>
Increase in cash and cash equivalents	211	229
Opening cash and cash equivalents	<u>1,366</u>	<u>1,137</u>
Closing cash and cash equivalents	<u>1,577</u>	<u>1,366</u>

2009 Financial Statements

PSAB – F/S Model & Key Concepts

Statement of financial position

	20X7	20X6
Financial Assets	\$ 10,912	\$ 10,348
Liabilities	<u>18,262</u>	<u>19,171</u>
Net Debt	(7,350)	(8,823)
Non-financial assets	<u>7,360</u>	<u>7,457</u>
Accumulated surplus/(deficit)	<u>10</u>	<u>(1,366)</u>

Statement of Change in Net Debt

	20X7	20X7	20X6
	Budget	Actual	Actual
	\$	\$	\$
Annual surplus	28	1,376	2,551
Acquisition of tangible capital assets	(294)	(294)	(250)
Amortization of tangible capital assets	226	226	230
Other adjustments	-	165	(145)
(Increase)/decrease in net debt	(40)	1,473	2,386
Opening net debt	(8,823)	(8,823)	(11,209)
Closing net debt	(8,863)	(7,350)	(8,823)

TOWN OF CLARESHOLM

Financial Statements

For the year ended December 31, 2008

KPIS

- Here are the 2008 statements converted to the new presentation format.
- there will probably be a few changes needed when the final Municipal Affairs guidelines are published, but this should give you a pretty good idea of what the F/S will look like

Dan

10/24/09

DRAFT
FOR DISCUSSION
PURPOSES ONLY

TOWN OF CLARESHOLM
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For the year ended December 31, 2008

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DRAFT
FOR DISCUSSION
PURPOSES ONLY

TOWN OF CLARESHOLM
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
As at December 31, 2008

	2008	2007
Financial assets		
Cash and short-term investments (note 3)	\$ 5,745,667	\$ 6,270,512
Taxes and grants in place of taxes receivable (note 4)	177,153	124,802
Trade and other receivables	512,968	287,629
Land held for resale	158,180	190,269
	\$ 6,593,968	\$ 6,873,212
Liabilities		
Temporary loan	\$ 130,000	\$ -
Accounts payable and accrued liabilities	833,400	347,093
Employee benefit obligations (note 6)	123,625	129,091
Deposits	44,077	69,160
Deferred revenue (note 7)	3,810,100	4,785,162
Long-term debt (note 8)	4,955,232	1,135,204
	9,896,434	6,465,710
Net financial (debt) assets <i>- see page 4 for details of changes during the year</i>	(3,302,466)	407,502
Non-financial assets		
Tangible capital assets (schedule 1)	<u>15,000,000</u>	<u>11,954,208</u> <i>hypothetical</i>
Inventory of materials and supplies	200,936	206,715
Prepaid expenses	6,116	3,720
	15,207,052	12,164,643
Accumulated surplus <i>(note 11)</i>	\$ 11,904,586	\$ 12,572,145

not allowed to show the breakdown on this page → ∴ we show in a note

- this statement is very different from the prior format → no longer a "balance sheet"

DRAFT
FOR DISCUSSION
PURPOSES ONLY

TOWN OF CLARESHOLM
CONSOLIDATED STATEMENT OF OPERATIONS
For the year ended December 31, 2008

	Budget (Unaudited)	2008	2007
Revenue			
Net municipal property taxes (note 12)	\$ 2,578,518	\$ 2,595,433	\$ 2,555,779
User fees and sales of goods	1,418,100	1,529,145	1,330,961
Government transfers for operating (note 13)	177,191	157,199	252,167
Investment income	60,000	134,721	158,327
Penalties and costs of taxes	62,000	100,032	54,083
Development levies	-	45,353	278,904
Licenses and permits	64,500	59,425	64,336
Franchise and concession contracts	76,000	91,060	77,687
Rental	97,800	131,124	106,797
Other	106,600	127,938	109,533
Government transfers for capital (note 13)	3,289,459	3,057,607	1,093,183
Family and community support services	189,665	240,320	-
	<u>8,134,833</u>	<u>8,269,357</u>	<u>6,081,757</u>
Expenditures (note 14)			
Legislative	53,000	49,661	45,462
Administration	895,808	750,633	768,581
Police, fire, disaster, ambulance and bylaw enforcement	292,545	313,622	257,734
Common and equipment pool	582,500	432,818	374,902
Roads, streets, walks, lighting	279,500	260,160	205,348
Airport	17,700	12,923	15,453
Storm sewers and drainage	77,000	75,348	26,941
Water supply and distribution	7,208,657	487,558	561,678
Wastewater treatment and disposal	153,182	137,342	113,759
Waste management	245,200	237,880	247,150
Family and community support services	209,638	226,683	-
Day care	26,202	46,271	46,175
Cemeteries and crematoriums	17,000	21,607	11,046
Economic and agricultural development	7,000	7,275	5,262
Subdivision land and development	175,600	120,223	95,303
Parks and recreation	800,781	598,322	602,719
Culture - libraries, museums, halls	571,125	184,338	176,428
→ Amortization	-	5,000,000	4,500,000
→ Other expenditures #3	(1,300)	-	-
→ Loss on disposal of capital assets	-	15,552	15,480
	<u>11,556,138</u>	<u>8,978,216</u>	<u>8,069,421</u>
Deficiency of revenues over expenditures	(3,421,305)	(708,859)	(1,987,664)
Accumulated surplus, beginning of year			
As previously stated	12,572,145	37,137,481	31,208,354
→ Prior period adjustment (note 15)	-	(24,565,336)	(16,648,545)
Consolidation adjustment (note 15)	-	41,300	-
As restated	<u>12,572,145</u>	<u>12,613,445</u>	<u>14,559,809</u>
Accumulated surplus, end of year	\$ 9,150,840	\$ 11,904,586	\$ 12,572,145

- budget figures are N/A since still include capital amounts

DRAFT
FOR DISCUSSION
PURPOSES ONLY

TOWN OF CLARESHOLM
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS (DEBT)
For the year ended December 31, 2008

	2008	2007
Deficiency of revenues over expenditures	\$ (708,859)	\$ (1,987,664)
Acquisition of tangible capital assets	(8,063,089)	(2,536,973)
Amortization of tangible capital assets	5,000,000	4,500,000
Loss on disposal of tangible capital assets (note 13)	15,552	15,479
Proceeds on disposal of tangible capital assets	1,745	51,030
	(3,045,792)	2,029,536
Net change in supplies inventory	5,779	(68,207)
Net change in prepaid expense	(2,396)	-
	3,383	(68,207)
Increase in net financial debt	(3,751,268)	(26,335)
Net financial assets, beginning of year		
As previously stated	407,502	433,837
Consolidation adjustment (note 2)	41,300	-
As restated	448,802	433,837
Net financial assets (debt), end of year	\$ (3,302,466)	\$ 407,502

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FOR DISCUSSION
PURPOSES ONLY

TOWN OF CLARESHOLM
CONSOLIDATED STATEMENT OF CASH FLOW
For the year ended December 31, 2008

	2008	2007
Operating transactions		
Deficiency of revenues over expenditures	\$ (708,859)	\$ (1,987,664)
Consolidation adjustment	41,300	-
Adjustments for items which do not affect cash		
Loss on disposal of tangible capital assets	15,552	15,479
Amortization of tangible capital assets	5,000,000	4,500,000
	4,347,993	2,527,815
Net change in non-cash working capital items		
Taxes and grants in place of taxes receivable	(52,351)	75,062
Trade and other receivables	(225,339)	173,235
Land held for resale	32,089	(48,317)
Inventory of materials and supplies	5,779	(68,208)
Prepaid expenses	(2,396)	-
Accounts payable and accrued liabilities	486,307	168,331
Employee benefit obligations	(5,466)	7,157
Deposits	(25,083)	16,352
Deferred revenue	(975,062)	3,285,458
Temporary loan	130,000	(110,000)
	3,716,471	6,026,885
Capital transactions		
Proceeds on disposal of tangible capital assets	1,745	51,030
Acquisition of tangible capital assets	(8,063,089)	(2,536,973)
	(8,061,344)	(2,485,943)
Financing transactions		
Proceeds of long-term debt	4,000,000	-
Repayment of long-term debt	(179,972)	(194,798)
	3,820,028	(194,798)
(Decrease) increase in cash and temporary investments	(524,845)	3,346,144
Cash and short-term investments, beginning of year	6,270,512	2,924,368
Cash and short-term investments, end of year	\$ 5,745,667	\$ 6,270,512

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FOR DISCUSSION
PURPOSES ONLY

TOWN OF CLARESHOLM
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2008

acctg policies to be added

1. Significant accounting policies

The consolidated financial statements of the Town of Claresholm are the representations of management prepared in accordance with generally accepted accounting principles for local government established by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants. Significant aspects of the accounting policies adopted by the are as follows:

2. Consolidation adjustment

The Town now controls the Family and Community Support Services (FCSS) and therefore consolidates the FCSS operations in these financial statements. The FCSS had an opening equity balance of \$41,300 and this balance has been included with the operating fund balance.

3. Cash and short-term investments

	2008	2007
Cash (cheques issued in excess of cash on deposit)	\$ (47,138)	\$ 136,239
Temporary investments	5,792,805	6,134,273
	\$ 5,745,667	\$ 6,270,512

Included in cash and short-term investments is \$44,077 (2007 - \$69,160) of deposit liability funds which are not available for current purposes.

Short-term investments consists of one to three month term deposits with varying interest rates of 1.50% to 3.35% if held to maturity.

4. Taxes and grants in place of taxes receivables

	2008	2007
Current year	\$ 105,414	\$ 49,718
Arrears	71,739	75,084
	\$ 177,153	\$ 124,802

5. Temporary Loan

A temporary loan has been authorized by the Alberta Treasury Branches to a maximum of \$450,000 which bears interest at 3.25%. Security pledged includes a general security agreement.

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PURPOSES ONLY

TOWN OF CLARESHOLM
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2008

6. Employee benefit obligations

	2008	2007
Vacation	\$ 85,933	\$ 93,338
Sick time	37,692	35,753
	\$ 123,625	\$ 129,091

Vacation and overtime

Employee benefit obligations is comprised of the vacation and sick time that employees are deferring to future years. Employees have either earned the benefits (and they are vested) or are entitled to these benefits within the next budgetary year.

7. Deferred revenue

The deferred revenue balance represents operating funds received for specific purposes that have not been spent by year end. Deferred revenue consists of the following:

	2008	2007
Taxi token prepayments	\$ 4,249	\$ 3,798
Parking fund	3,541	3,428
Subdivision	69,134	66,924
Walking path	1,914	1,843
Sundry	287,449	289,512
Family and community support	13,841	-
	\$ 3,810,100	\$ 4,785,162

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PURPOSES ONLY

TOWN OF CLARESHOLM
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2008

8. Long-term debt

	2008	2007
Debentures supported by general tax levies	\$ 110,157	\$ 127,106
Debentures supported by utility rates	4,845,075	1,008,098
	\$ 4,955,232	\$ 1,135,204
Current portion	\$ 135,413	\$ 179,972

Principal and interest repayments are due as follows:

	Principal	Interest	Total
2009	\$ 135,413	\$ 267,986	\$ 403,399
2010	143,467	259,932	403,399
2011	152,020	251,379	403,399
2012	161,102	242,297	403,399
2013	170,750	232,648	403,398
Thereafter	4,192,480	2,447,906	6,640,386
	\$ 4,955,232	\$ 3,702,148	\$ 8,657,380

Debenture debt is repayable to Alberta Capital Finance Authority and bears interest at rates ranging from 5.24% to 9.375% per annum, before Provincial subsidy, and matures in periods 2013 through 2033. The average annual interest rate is 7.75% (6.79% for 2007). For qualifying debentures, the Province of Alberta rebates 60% of interest in excess of 8%, 9%, and 11% to a maximum annual rate of 12.5%, depending on the date borrowed. Debenture debt is issued on the credit and security of the Town of Claresholm at large.

Interest on long-term debt amounted to \$83,988 (2007 - \$91,374). The Town's total cash payments for interest in 2008 were \$86,381 (2007 - \$96,007).

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PURPOSES ONLY

TOWN OF CLARESHOLM
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2008

9. Reserves

Reserves for operating and capital activities changed as follows:

	2007	2008
Operating		
Waterline replacement	\$ 20,000	\$ 20,000
Cemetery	723	723
Office	28,780	28,780
Arena renovation	8,500	8,500
Waterworks	15,000	15,000
Garbage equipment	25,739	25,739
Debt reduction	292,453	292,453
Sewer main replacement	35,000	35,000
Fire truck	8,819	8,819
Fill dirt	11,427	11,427
Water pumps	2,500	2,500
Ball diamonds	245	245
General	461,067	561,067
Trust accounts	56,558	56,558
	966,811	1,066,811
Capital		
General administration	17,739	17,739
Water supply	13,867	78,867
Sewer	1,003	74,003
Subdivision	8,510	8,510
Acreage assessment	100,368	100,368
Airport land sales	43,844	43,844
Residential land sales	129,787	129,787
Industrial land sales	71,240	71,240
Town land	25,163	25,163
Tax recovery land	11,854	11,854
Tamarack subdivision	25,149	25,149
Garbage	-	18,000
	448,524	604,524
	\$ 1,415,335	\$ 1,671,335

↙
note 11

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FOR DISCUSSION
PURPOSES ONLY

TOWN OF CLARESHOLM
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2008

10. Equity in capital assets

New note

	2008	2007
Tangible capital assets (schedule 1)	\$ 50,000,000	\$ 41,954,208
Accumulated amortization (schedule 1)	(35,000,000)	(30,000,000)
Long-term debt (note 8)	(4,955,232)	(1,135,204)
	<u>\$ 10,044,768</u>	<u>\$ 10,819,004</u>

11. Accumulated surplus

Accumulated surplus consists of internally restricted and unrestricted amount and equity in tangible capital assets as follows:

New note

	2008	2007
Unrestricted surplus (deficit)	\$ 444,483	\$ 81,806
Internally restricted surplus (reserves) (note 9)	1,415,335	1,671,335
Equity in tangible capital assets (note 11)	10,044,768	10,819,004
	<u>\$ 11,904,586</u>	<u>\$ 12,572,145</u>

12. Net municipal property taxes

	Budget (Unaudited)	2008	2007
Taxation			
Real property taxes	\$ 3,371,666	\$ 3,381,313	\$ 3,354,429
Linear property taxes	151,763	159,030	172,220
Government grants in place of property taxes	80,267	80,268	89,002
	<u>3,603,696</u>	<u>3,620,611</u>	<u>3,615,651</u>
Requisitions			
Alberta School Foundation Fund	959,581	959,581	992,825
Porcupine Hills Lodge	65,597	65,597	67,047
	<u>1,025,178</u>	<u>1,025,178</u>	<u>1,059,872</u>
	<u>\$ 2,578,518</u>	<u>\$ 2,595,433</u>	<u>\$ 2,555,779</u>

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FOR DISCUSSION
PURPOSES ONLY

TOWN OF CLARESHOLM
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2008

13. Government transfers

	Budget (Unaudited)	2008	2007
Transfers for operating:			
Government transfers for operating	\$ 177,191	\$ 157,199	\$ 252,167
	177,191	157,199	252,167
Transfers for capital			
Shared-cost agreements and grants	3,289,459	3,057,607	1,093,183
	\$ 3,466,650	\$ 3,214,806	\$ 1,345,350

14. Expenditures by object

	Budget (Unaudited)	2008	2007
Salaries, wages and benefits	\$ 1,652,357	\$ 1,652,118	\$ 1,378,691
Contracted and general services	1,123,240	966,086	815,769
Materials, goods, supplies and utilities	1,124,736	926,111	886,243
Bank charges and short term interest	3,758	2,394	2,656
Interest on long term debt	77,088	83,988	91,374
Other expenditures	194,000	147,579	200,741
Capital assets acquired	7,217,057	-	-
Transfers to organizations and others	15,800	16,217	15,792
Purchases from other governments	148,102	168,171	162,675
Amortization of tangible capital assets	-	5,000,000	4,500,000
Loss on disposal of tangible capital assets	-	15,552	15,480
	\$ 11,556,138	\$ 8,978,216	\$ 8,069,421

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FOR DISCUSSION
PURPOSES ONLY

TOWN OF CLARESHOLM
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2008

15. Prior period adjustments

The town has restated its financial statements to comply with the provision of Section 3150 of the Public Sector Accounting Board Handbook, which requires governments to record and amortize their tangible capital assets on their financial statements. In addition, revenue from contributed assets and government grants and transfers relating to capital acquisitions has been included in income. These adjustments are as follows:

Adjustments to January 1, 2007 accumulated surplus:	
As previously reported	\$ 31,208,354
Adjustment to net book value of tangible capital assets	(15,645,675)
Adjustment to deferred revenue	(1,002,870)
As restated	14,559,809

Adjustments to deficiency of revenues over expenditures for the year ended December 31, 2007:	
As previously reported	3,458,660
Tangible capital assets recorded but previously expensed	2,536,973
Amortization	(4,500,000)
Proceeds on disposal of capital assets	(51,030)
Loss on disposal of capital assets	(15,480)
Increase in deferred revenue	(3,416,787)
As restated	(1,987,664)

Adjustments to tangible capital assets as at December 31, 2007:	
As previously reported	32,099,883
Adjustments to historical cost of tangible capital assets	(50,145,675)
Accumulated amortization recorded	30,000,000
As restated	\$ 11,954,208

New Note - to be updated when actual TCA figures are known.

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FOR DISCUSSION
PURPOSES ONLY

TOWN OF CLARESHOLM
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2008

16. Salary and benefits disclosure

Disclosure of salaries and benefits for elected municipal officials, the chief administrative officer and designated officers as required by Alberta Regulation 313/2000 is as follows:

	(1) Salary	(2) Benefits & allowances	2008	2007
Council				
Mayor Steel	\$ 8,916	\$ 3,392	\$ 12,308	\$ 9,351
Councillor Isaacson	7,307	2,154	9,461	8,947
Councillor Sutter	4,689	3,246	7,935	4,890
Councillor MacPherson	3,878	1,941	5,819	4,900
Councillor Leonard	3,436	1,378	4,814	1,136
Councillor Moore	3,129	1,194	4,323	4,055
Councillor Quayle	2,852	1,194	4,046	1,032
Councillor Kenna	-	-	-	2,626
Councillor McGuire	-	-	-	5,309
Chief Administrative Officer	77,250	17,832	95,082	86,069
Designated Officers (2 positions)	\$ 110,816	\$ 25,686	\$ 136,502	\$ 117,393

(1) Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.

(2) Benefits and allowances include the employer's share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long- and short-term disability plans, professional memberships, and tuition. These figures also include the employer's share of the costs of additional taxable benefits including special leave with pay, financial planning services, retirement planning services, concessionary loans, travel allowances, car allowances, and club memberships.

(3) Benefits and allowances figures also include the employer's share of the costs of additional taxable benefits including special leave with pay, financial planning services, retirement planning services, concessionary loans, travel allowances, car allowances, and club memberships.

17. Debt limits

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 255/00 for the be disclosed as follows:

	2008	2007
Total debt limit	\$ 7,852,088	\$ 7,559,408
Total debt	5,085,232	1,135,204
	\$ 2,766,856	\$ 6,424,204
Debt servicing limit	\$ 1,308,681	\$ 1,259,901
Debt servicing	403,399	257,059

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FOR DISCUSSION
PURPOSES ONLY

TOWN OF CLARESHOLM
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2008

17. Debt limits, continued

\$ 905,282 \$ 1,002,842

The debt limit is calculated at 1.5 times revenue of the municipality (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

The total debt of \$6,227,983 includes the principal balance of the loan guarantee (\$1,142,752) for the Claresholm Golf Club, as disclosed in note 20.

18. Local authorities pension plan

Employees of the Town participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pensions Plans Act. The plan serves about 189,000 people and 411 employers. The LAPP is financed by the employer and employee contributions and by investment earnings of the LAPP Fund.

Contributions for current service are recorded as expenditures in the year in which they become due.

The Town is required to make current service contributions to the LAPP of 7.75% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 10.64% on pensionable earnings above this amount. Employees of the Town are required to make current service contributions of 6.75% of pensionable salary up to the year's maximum pensionable salary and 9.64% on pensionable salary above this amount.

Total current service contributions by the Town to the LAPP in 2008 were \$84,414 (2007 - \$56,109). Total current service contributions by the employees of the Town to the LAPP in 2007 were \$73,958 (2007 - \$49,193).

At December 31, 2008, the LAPP disclosed an actuarial deficiency of \$4,413,971,000.

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PURPOSES ONLY

TOWN OF CLARESHOLM
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2008

19. Financial instruments

The Town's financial instruments consist of cash and short-term investments, receivables, temporary loan, accounts payable and accrued liabilities, employee benefit obligations and long-term debt. It is management's opinion that the is not exposed to significant interest or currency risk arising from these financial instruments. Unless otherwise noted, the fair value of these financial instruments approximates their carrying values.

The Town is subject to credit risk with respect to taxes and grants in place of taxes receivable and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the Town provides services may experience financial difficulty and be unable to fulfill their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

Unless otherwise noted, the carrying value of the financial instruments approximates fair value.

The Town of Claresholm is subject to credit risk with respect to taxes and grants in place of taxes receivables and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the provides services may experience financial difficulty and be unable to fulfill their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

Unless otherwise noted, the carrying value of the financial instrument approximates fair value.

20. Contingency and commitments

The Town is a member of the Alberta Municipal Insurance Exchange (MUNIX) which provides liability insurance. Under the terms of membership, the could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

The Town has guaranteed a Macleod Savings and Credit Union Ltd. loan to the Claresholm Golf Club to a maximum of \$1,325,000. As at December 31, 2008, the principal balance of the loan was \$1,142,752.

The Town has made a commitment to the Municipal District of Willow Creek to pay for one half of the closure/post-closure costs of the Municipal District of Willow Creek's landfill. The expected future costs under this commitment are included in accounts payable and accrued liabilities.

The Town has also made a commitment to purchase equipment for the Water Plant upgrade in the amount of \$806,800 USD.

The Town has also entered into a contract for the construction of the water treatment plant upgrade. Total costs to date are approximately \$1.8 million and expected costs to complete the project are approximately \$5.4 million.

21. Budget amounts

The 2008 budget for the was approved by Council on May 12, 2008 and has been reported in the consolidated financial statements for information purposes only. These budget amounts have not been audited, reviewed, or otherwise verified.

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FOR DISCUSSION
PURPOSES ONLY

TOWN OF CLARESHOLM
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2008

22. Approval of financial statements

These financial statements were approved by Council and Management.

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FOR DISCUSSION
PURPOSES ONLY

TOWN OF CLARESHOLM
SCHEDULE TO THE FINANCIAL STATEMENTS
For the year ended December 31, 2008

	Schedule 1						
	Land	Buildings	Engineered structures	Machinery and equipment	Vehicles	2008	2007 (restated)
Schedule of tangible capital assets							
Cost:							
Balance, beginning of year	\$ 1,500,000	\$ 14,322,387	\$ 22,696,709	\$ 1,970,072	\$ 1,465,040	\$ 41,954,208	\$ 39,483,565
Acquisition of tangible capital assets	-	677,613	7,303,291	29,928	52,256	8,063,088	2,537,153
Disposal of tangible capital assets	-	-	-	-	(17,296)	(17,296)	(66,510)
Balance, end of year	1,500,000	15,000,000	30,000,000	2,000,000	1,500,000	50,000,000	41,954,208
Accumulated amortization:							
Balance, beginning of year	-	10,000,000	17,500,000	1,500,000	1,000,000	30,000,000	25,500,000
Annual amortization	-	1,250,000	3,500,000	100,000	150,000	5,000,000	4,500,000
Balance, end of year	-	11,250,000	21,000,000	1,600,000	1,150,000	35,000,000	30,000,000
Net book value of tangible capital assets	\$ 1,500,000	\$ 3,750,000	\$ 9,000,000	\$ 400,000	\$ 350,000	\$ 15,000,000	\$ 11,954,208

New schedule - hypothetical figures used to show formatting presentation → to be updated.

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FOR DISCUSSION
PURPOSES ONLY

Budgets – Accrual or Cash Basis?

- ❑ PSAB Income Statement – Accrual Based Req.
 - ❑ PSAB defined Revenues and Expenses
 - ❑ PSAB Revenue
 - ❑ Do not include transfers from reserves
 - ❑ Do not include new debt revenue
 - ❑ PSAB Expenses
 - ❑ Do not include TCA expenditures
 - ❑ Do not include transfers to reserves
 - ❑ Do not include debt principle repayments
 - ❑ Include TCA amortization

Budget – Sample

RECOMMENDED Format

OPTION 1

The Council approved Budget s/b as summarized as possible. Ideally provide no more details than required by legislation (example includes details for illustrative purposes only)

Do separate schedule for Funded Reserves. Detail transfers "to" and "from" for each reserve

Prepays and Inventory Adjustments - consider materiality, if the CHANGE in prepaids or inventory immaterial ignore (ie budget for expense not expenditure)



	2009 Budget
Revenues	
Tax revenue	-6,355
Developer Contributions	-700
Grants	-200
Other revenues	-900
Gain on sale TCA	0
	-8,155
Expenses	
Operating expenses	6,085
Prepaid expenses	40
Inventory expenses	75
Amortization expense	500
Write-down of TCA	0
Loss on disposal of TCA	0
	-6,700
Surplus	-1,455
Adj. for non-cash items:	
-Amortization expense	-500
-Inventory expense	-75
-prepaid expense	-40
-write down of TCA	0
-loss on disposal of TCA	0
-gain on sale TCA	0
-TCA expenditures (contributed)	300
Adj. for cash items, not PSA revenues or expenses:	
-TCA expenditures	2,000
-Inventory expenditure	25
-Prepaid expenditure	70
-Proceeds from sale of TCA	0
-Debt principle repayment	300
-Debt proceeds	-500
-Transfers to/(from) Reserves	-125
-Transfer (to)/(from) Operating Surplus	0
Financial Plan Balance	0

INFORMATION ITEMS



Principal

Mr. K.
Hewson

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

K-4 Week at a Glance

Monday, April 12	
Tuesday, April 13	<i>Hot Dog Day</i> CITY TV film crew here
Wednesday, April 14	
Thursday, April 15	<i>Pizza Day</i>
Friday, April 16	
Phone: (403) 625-3371 Fax: (403) 625-4920	

5-7 Week at a Glance

Monday, April 12	<i>Hot Dog Day</i>
Tuesday, April 13	<i>Pizza Day</i> CITY TV film crew here
Wednesday, April 14	
Thursday, April 15	<i>Taco in a Bag</i>
Friday, April 16	Friday Challenge Assembly (grades 5-6)
Phone: (403) 625-4464 Fax: (403) 625-4283	

Principal's Update

West Meadow Elementary School

Monday, April 12



Welcome back! I hope everyone enjoyed a great Easter Break!

Celebrating our School



Over the past few weeks, there has been a great deal of attention paid to the award that I received. Although the recognition has been very much appreciated, I am more excited about the attention that it has brought the school as a whole. The success of our school community is the result of staff, students and families working together and I feel incredibly lucky to work with such a tremendously talented and dedicated group of educators and people who care about children!

This week, our school will be showcased in two separate events. The first will be a visit from CITY TV on Tuesday afternoon, filming a piece related to the Educator Award but drawing attention to the school as a whole. Secondly, the first draft of an upcoming book chapter, focused on sharing successes in our school, will be shared with the K-4 staff on Thursday by Jim Parsons, the U of A researcher who spent time with our school staff earlier in the year. The publication of the book focusing on exemplary elementary schools will be going to print as the summer approaches. It's great to see the reputation our rural school is gaining as an outstanding place for students to learn and grow!

Looking Ahead...



Apr. 20	School Council Meeting 6:30 pm—5-7 Site
Apr. 22	Golden Eagle Gala 6:30 pm—5-7 Site
Apr. 23	Surf's Up Day (K-4)
Apr. 26	Education Week
Apr. 30	Fundraising Society Meeting 6:30 pm—5-7 Site

School Council



**Tuesday, April 20
6:30 pm (5-7 Site)**

This week, an agenda for the upcoming school council meeting will be emailed to parents and posted on the school website. The agenda will include:

- *Timetable and calendar proposal for 2010-2011*
- *K-6 Planning Overview*
- *Staffing Update*

A letter will be going home today for K-4 students informing parents of the Kids in the Know program, an annual health program focusing on keeping children safe.



A reminder for parents picking up or dropping off students at either school sites. Please do not pass buses with their stop lights engaged and be careful approaching stop lights. The front of the school can be very busy places at the start and end of the school day and we want to ensure student safety!



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

*Approved
April 15, 2010*

**Claresholm Animal Rescue Society
Bi-weekly General Meeting Minutes
April 1, 2010**

Present: Kimberley Alexander, Kris Holbeck, Rita Hahn, Sylvia Giroux, Christel Hutka, Anne Papan, Barb Hinkle, Gerald DeBruyn, Carol Tierney

Regrets: David Moore, Denise Peters, Karen Thompson

1. Call to Order

The meeting was called to order at 7:15 p.m.

2. Introductions of current Board

All Present introduced themselves.

Pass April 1 Agenda by:

MOTION: Sylvia Giroux AND All in favour

Pass March 25th AGM Minutes

MOTION: Kris Holbeck AND All in favour

Pass March 25th Organization Meeting Minutes

MOTION: Sylvia Giroux AND All in favor

3. Review of Shelter the past two weeks

- 15 Volunteers
- New Volunteer Ashley has started Volunteering
- 254 Volunteer Hours from March 19th to April 1st, 2010
- Jipsy adopted
- Buttons doing OK at adopted family
- Puppies and Dancer are doing well at their new Homes
- Burton's adoption is doing good
- New Malties Shihtzu cross

4. Update of new membership

N/A.

5. New Shelter Facility

- April 12th, 2010 Claresholm Counsel will be talking about new building
- Shelter Board invited to sit in the Meeting at 7:00 P.M. April 12th, 2010.
- Aim for 2400 sq ft building, charge for rent 15 Yrs

6. Talk about the Proposed By-Laws as per Note

- ByLaw has to be passed at a General Meeting
- We will table the ByLaw and adjust it the Next Meeting and Pass it on the May General Meeting

7. TNR Program

Denise Peters said she would take care of the TNR Program and we will approach Ashley to see if would help Denise.

All the Traps have been brought back to the Shelter.

8. Garage Sale Update

- A lot of items
- People are wanting to help out.
- 5 School kids are going to help
- Advertising in regional, and on the internet
- Denise has some good items for the Silent auction
- Friday for setup
- Saturday – people on the floor
- Cashier, Donuts and coffee, Balloons, and pictures of Cats

9. Questions from the Members

- Add the Treasures report for the next Agenda
- \$1078.30 in the bank
- Getting charitable donation ready for the Government
- We are doing better this year than last year financially
 1. Letter to Landen about lease read by Kris \$800.00 to \$1100.00 per month
 2. Letter about refusing the dog from Granum. Kris will respond to person in Granum by letter.
- Carol Tierney, Barb Hinkle and Denise Peters went to the Tele Conference at the library. They talked about the Fundraiser Coordinator and Team effort.

We had extra time at this meeting, we talked and adjusted the ByLaws. The ByLaws will be continued to be discussed at the next GMA.

8. Adjournment: Meeting adjourned at 8:25 p.m.

Gerald DeBruyn, Secretary

Swimming Pool Joint-Use Committee

Wednesday, April 14, 2010

10:00 a.m. - Boardroom

Claresholm Centre for Mental Health & Addictions

Members: Darrell Coates - Claresholm Centre for Mental Health & Addictions
Doug McKay - Maintenance
Bryce Kennett - CCMHA
Jeannet Rittenhouse - CCMHA
Kris Holbeck - Town of Claresholm
Julie Ling - Town of Claresholm
Connie Quayle - Town of Claresholm
Antony Whillans - CHR Maintenance
Lorraine Norgard - CCMHA (Recorder)

AGENDA

1. Call to Order
2. Approval/Additions of Agenda
3. Approval of Minutes from May 5, 2009 (attached)
4. New Business
 - 4.1 Gymnasium Space Request (attached)
5. Date of Next Meeting
6. Adjournment


/ln
Attachments

Swimming Pool Joint-Use Committee
Tuesday, May 5, 2009

Boardroom - Claresholm Centre for Mental Health & Addictions

Present: Darrell Coates - Claresholm Centre for Mental Health & Addictions
Doug Mackay - CHR Maintenance
Brenda Sanders - CCMHA
Bryce Kennett - CCMHA
Linda Macdonald - CCMHA
Kris Holbeck - Town of Claresholm
Julie Ling - Town of Claresholm
Connie Quayle - Town of Claresholm
Lorraine Norgard - CCMHA (Recorder)

MINUTES

COPY

1. Call to Order
Darrell called the meeting to order at 9:30 a.m.
2. Approval/Additions of Agenda
The agenda was accepted and left open for upcoming business.
3. Approval of Minutes
Minutes from January 20, 2009 were adopted as distributed.
4. Old Business
 - 4.1 Contract Information Update
Legal continues working on updating all previous CHR contracts. Darrell will present when it is completed.
 - 4.2 Lockers
New plastic lockers have been installed. A few minor follow-up items need to be completed. Doug felt that the installers did a great job and were very accommodating with schedules and pool customers.
 - 4.3 Maintenance Report Results
Doug has reviewed the results of the recent maintenance report. The recommendations will be considered such as filters and chlorine system; however economics come into play as to which changes will be carried out.

Julie reported that the Alberta Government is in process of updating pool regulations, and from those changes, other upgrades may be required as well.

The next Shutdown will occur this fall, and Doug will advise every one of the exact dates once it is determined.

5. New Business

5.1 Swim Meet

Kraken Swim Meet is scheduled for May 30 & 31. Tina Attrill has been in contact with Brenda Sanders and gymnasium has been booked for the Swim Meet to use. Julie reported that temperature of water has been being reduced in preparation of the Swim Meet. Many other preparations are underway as well.

5.2 Swimming Passes for CCMHA Clients

Present system with CCMHA clients receiving swim passes is working well. There is no cost for CCMHA clients to use the pool, and they are welcome to engage in all adult classes/programs at the pool.

At this time AADAC clients cannot participate during CCMHA scheduled recreation times. They have their own times arranged at the pool. This may change, but for now will stay as is.

6. Next Meeting

January 2010, unless something urgent comes up.

6. Adjournment

The meeting was adjourned at 9:45 a.m.

COPY

Lorraine Norgard
Executive Administrative Coordinator
Clinical Operations & Department of Psychiatry
Claresholm Centre for Mental Health & Addictions
Calgary Health Region
T: 403.682.3583
F: 403.625.8506

/ln

Lorraine Norgard

From: Tina Attrill
Sent: March 23, 2010 9:32 AM
To: Lorraine Norgard
Subject: Kraken swim club

Hi Lorraine

Just wondering if I can get confirmation on the use of the gym, an office and the photocopy room for May 29th. We seem to have left it up in the air

Tina Attrill

Supply Management

Claresholm Centre for Mental Health and Addictions

403-682-3590



Principal

Mr. K.
Hewson

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

Principal's Update

West Meadow Elementary School

Monday, April 19



A very special thank you to wonderful job that Mrs. McLeod and Mrs. Sillito continue to do for our students, families and staff. Have a great Secretary Appreciation Week!

Looking Ahead...



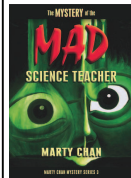
- Apr. 26 Education Week
- Apr. 26 Building Projects (K-4)
- Apr. 27 Fundraising Society Meeting 6:30 pm-5-7 Site
- Apr. 28 Be Fit for Life Dance Instruction (K-4)
- Apr. 30 Read with a Friend (K-4)

K-4 Week at a Glance

Monday, April 19	
Tuesday, April 20	Hot Dog Day School Council Meeting 6:30 pm
Wednesday, April 21	
Thursday, April 22	Pizza Day
Friday, April 23	Surf's Up Day Motivational Magic Presentation 12:15 pm

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

Author Visit—Marty Chan



Marty Chan, author of the Golden Eagle book *The Mystery of the Mad Scientist* will be at the 5-7 Site on Thursday, with times booked for classes to meet and listen to Marty.

The Golden Eagle Gala is scheduled for this Thursday night at 6:30 pm at the 5-7 Site.

School Council



**Tuesday, April 20
6:30 pm (5-7 Site)**

Check the website for a full agenda with resources. The agenda will include:

- Timetable and calendar proposal for 2010-2011
- K-6 Planning Overview
- Staffing/Budget Update

Please see the back of this update for more budget information (to be discussed Tuesday)

Best wishes to Ms. Grant and Ms. Janzen, PSII student teachers who have been working with grade seven and will enjoy their final day in our school on Wednesday. We wish you continued success in the future!



5-7 Week at a Glance

Monday, April 19	
Tuesday, April 20	Pizza Day School Council Meeting 6:30 pm
Wednesday, April 21	
Thursday, April 22	Subway Day Author Visit—Marty Chan Golden Eagle Gala—6:30 pm
Friday, April 23	

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

WCCHS School Council Meeting—April 22 at 7:00 pm

Motivational Magic Presentation Friday (K-4) - 12:15 pm

Students at the K-4 site will be involved in a presentation by magician/motivator Steve Harmer on Friday, focusing on *The Friendship Factor*. Please plan to join us for this fun and motivational 45 minutes!



Surf's Up Day Friday (K-4 Site)



Join us Friday in your most awesome beachwear!



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



Early Childhood Services		
Enrolled Students	Mild or Moderate	P.U.F. Students
29	1.0	4

Gr. 1-12 Other Funding Sources		
	English 2nd Language	Home Schooling
	5	0

Foreign / Exchange Students
0

Funded Severely Disabled Students Code 40's
18

Budgeted Allocation Amount per FTE Gr. 1 - 12 Student
\$5,809.44

Students eligible for Provincial Basic Gr. 1 - 12 Instruction Funding				
Grades 1 - 3	Grades 4 - 6	Grades 7 - 9	Total 1 - 9	
122	154	0	276	

Gr 10 - 12 Credit Enrollment Units		
Enrollment	C.E.U.'s	F.T.E.
0	0	0.00

Native On-Reserve Funded Enrollment			
Grades 1 - 3	Grades 4 - 6	Grades 7 - 9	Grades 10 - 12
0	0	0	0

\$86,579.50
\$2,438.00
\$44,000.00

- (1) E.C.S. Basic Program Funding (Enrollment @ \$2,985.50 per student)
- (2) E.C.S. Mild / Moderate Funding (Actual number of eligible students @ \$2,438.00 per student)
- (3) E.C.S. Program Unit Funds (Budgeted amount eligible for up to maximum amount)

\$133,017.50

(A) Total Early Childhood Services Funds allocated to the school (Lines 1 - 3)

\$1,603,405.44
\$0.00
\$0.00
\$5,775.00
\$2,020.00
\$257,760.65
\$0.00

- (4) Instructional Funding Allocation (As per formula for Divisionally funded enrollment)
- (5) Allocation for Home Schooling students (# of home schooling students @ base rate of \$1,494.00)
- (6) Allocation for Home Schooling students course costs (Grades 7 - 12 students only where applicable)
- (7) Allocation for English as a 2nd Language students (# of E.S.L. students @ \$1,155.00)
- (8) Allocation for Enhanced ESL and Support Services for Immigrant Students (# of eligible students @ \$404.00)
- (9) Allocation for Provincial Class Size Initiative Funding
- (10)

\$1,868,961.09

(B) Total Grades 1 - 12 Funding allocated to the school (Lines 4 - 10)

\$0.00
\$73,600.00
\$184,140.00
\$80,388.00
\$19,800.00
\$0.00
\$0.00
\$14,036.81
\$0.00

- (11) Sp. Ed Pool Allocation - School Counsellors
- (12) Sp. Ed Pool Allocation - Learning Support Teachers
- (13) Sp. Ed Pool Allocation - Severe Disabilities Students
- (14) Sp. Ed Pool Allocation - Mild / Moderate / Gifted
- (15) Sp. Ed Pool Allocation - Speech Assistants
- (16) Sp. Ed Pool Allocation - Allocation for Native Liaison Worker under FNMI or Tuition Agreement
- (17) Sp. Ed Pool Allocation - Allocation for Learning Support Teacher under FNMI or Tuition Agreement
- (18) Sp. Ed Pool Allocation - Allocation for Student Assessments
- (19) Sp. Ed Pool Allocation - Allocation from Contingency Funds

\$371,964.81

(C) Total funds available to the school from Special Education Pool (Lines 11 - 19)

\$11,300.00
\$10,000.00
\$0.00
\$0.00
\$0.00
\$0.00

- (20) Instructional Materials Fees Generated @ approved Divisional rates (Do not include Div. Tech. Fee)
- (21) Other School Generated Funds receipted at Division Office but credited to school budget
- (22) **Projected** Transfer from School Operating Reserves as at August 31, 2010
- (23) Other (Describe)
- (24) Other (Describe)
- (25) Other (Describe)

\$21,300.00

(D) Total funds available to the school from other sources (Lines 20 - 25)

\$2,395,243.40

(E) Total Instructional Funds Available to the School for the 2010 - 2011 School Year (A + B + C + D)

2010 - 2011 Budget Amount
\$0.00
\$0.00
\$0.00
\$0.00
\$80,000.00
\$0.00

Expenditure Category
(26) Certificated Teacher Salaries
(27) Uncertificated Staff Salaries
(28) Certificated Teacher Benefits
(29) Uncertificated Staff Benefits
(30) Services, Contracts, Supplies & Capital
(31) Transfer to School Operating Reserves

Expenditure Calculation
0.0000 F.T.E. @ average cost of \$83,500
0.0000 F.T.E. @ actual cost
0.0000 F.T.E. @ average cost of \$8,500
0.0000 F.T.E. @ actual cost

\$80,000.00

(F) Total Instructional Funds Expended (Lines 26 - 31) Must match (E) above

WILLOW CREEK REGIONAL WASTE MANAGEMENT SERVICES
COMMISSION

P.O. BOX 2820 CLARESHOLM AB TOL 0T0

PHONE: 403-687-2603 FAX: 403-687-2606

The regular Monthly meeting of the Landfill Commission was held at the Landfill Facility Mar.18, 2010 at 3.30 P.M. The following members were in attendance: Don Leonard, Chairman, Walter Gripping, Ed Neufeld, Brian Reach and Fred Goodfellow.

Meeting called to order at 3:30 PM.

Additions: None

- 1 Approval of Minutes of Meeting of Feb.18, 2010.
 - 10.10 Motion made by Walter Gripping to accept Minutes of Feb.18,2010 as presented. CARRIED

2. Approval of Accounts Payable for Feb. 2010.
 - 10.11 Motion made by Walter Gripping to accept Accounts Payable for Feb.2010 as presented. CARRIED

3. Rate Increase. Propose dry waste increase from 44.00 MT to 48.00 MT
 - a- All Landfills charge one rate for dry or wet.
 - b- Willow Creek is lower than all Landfills.
 - c- Well testing cost has increased 100%.
 - d- Employees still have no Insurance or Benefits (Pension)
 - e- Landfill Expenses are difficult to meet when rates are kept low.
 - 10.12 Motion made by Walter Gripping that the Landfill increase tipping rates effective May1,2010 as follows:

Household/Wet Waste	from 40.00 mt	to 44.00 mt
Dry Waste	from 44.00 mt	to 48.00 mt

Minimum rates will be adjusted to reflect these increases. CARRIED

4. 2010 Preliminary Budget.

Budget to be prepared reflecting new rates.

5. 2010 Requisitions (increase ?)

10.13 Motion made by Ed Neufeld to send out Requisitions to Members using same rates as 2009. CARRIED


6. Compost accepted at no charge from Towns.
Information only.

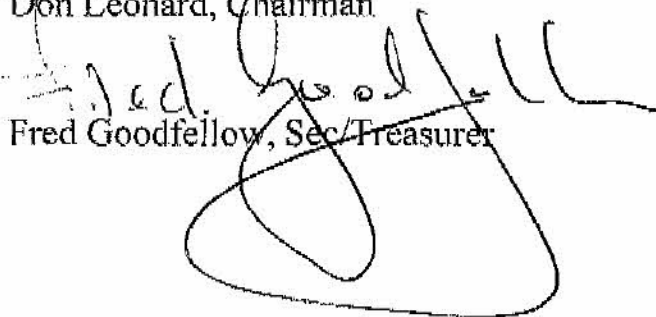
7. JA Excavation Past due 1374.34.
Ed suggested Fred follow up with Shell to see if we can get payment.

8. Leaving Water Co-Op. Require \$500.00 Membership Fee.
10.14 Motion made by Ed Neufeld that we sign the application from Leavings Water Co-Op for future water services as well as send a non refundable payment of \$500.00. CARRIED

9. Loader Tires.
Have not received any quote from CEM Equipt. as of today.

10.15 Motion made by Ed Neufeld to adjourn at 4.30 pm. CARRIED


Don Leonard, Chairman


Fred Goodfellow, Sec/Treasurer

CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY
Board of Directors March 19, 2010

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

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

1.0 APPROVAL OF ADDITIONS TO AGENDA

Moved by Debbie Millar seconded Bob Thompson to accept the agenda with additions 6.4, Performance Review. Carried.

2.0 APPROVAL OF MINUTES

Moved by Bob Thompson seconded Brydon Saunders to accept the minutes of the meeting held **February 19, 2010**. Carried.

3.0 BUSINESS ARISING

- 3.1 CIP Grant – Matching \$50,000, all info submitted, response in early April.
- 3.2 Policy committee met and revised policy is being prepared.

4.0 CORRESPONDENCE

- 4.1 Town of Claresholm, Volunteer Appreciation nite April 21, 2010.
Moved by Shirley Isaacson seconded Debbie Millar that we pay for all volunteers to attend. Carried
- 4.2 Letter from Seniors Drop In appointing Bob Thompson for 1 more year.
- 4.3 CIP FINAL filed in November 2009 all completed and acknowledged.
- 4.4 We will need a driver to take a van or vans in the Granum Canada Day Parade

5.0 REPORTS

- 5.1 Financial Report – Moved by Howard Paulsen seconded Debbie Millar to accept the report. Carried
- 5.2 Office Coordinator Report- attached
- 5.3 Advertising & Fundraising-
- 5.4 Chairman’s Report-

6.0 NEW BUSINESS

- 6.1 Town of Claresholm, Volunteer Appreciation nite April 21, 2010.
- 6.2 Sale of PHL VAN 2. Asking \$3,000, take offers and let it go.
- 6.3 Review of our Business Plan – Moved by Howard Paulsen seconded Shirley Isaacson to accept the business plan with change to No 4 will remove line 9. Carried.
- 6.4 Moved by Bob Thompson seconded Howard Paulsen that the executive committee, Earl Hemmaway, Neil Ohler will meet to do Lyal's Performance Review, Carried.

7.0 NEXT MEETING is 10:00 am. Friday, April 23, 2010 at Town of Claresholm, Conference Room

8.0 The meeting was adjourned by Bob Thompson at 11:10 am.