



TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
FEBRUARY 8, 2010  
AGENDA

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

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING MINUTES JANUARY 25, 2010

DELEGATIONS: ROBIN ALEXANDER, Sgt – Claresholm RCMP  
RE: Policing Priorities for the New Fiscal Year

ACTION ITEMS:

1. DELEGATION RESPONSE: Alberta Research Council
2. CORRES: TELUS  
RE: Cell Site Tower Renewal
3. CORRES: Alberta Health Services  
RE: Protective Services
4. CORRES: Oldman Watershed Council  
RE: Support
5. RMRF – Annual Southern Municipal Law Seminar
6. CORRES: Municipal District of Willow Creek  
RE: Appointment to Joint Economic Development Board
7. CORRES: Fern Brothers  
RE: Benefit Concert for the Children of Haiti
8. CORRES: Petition to the Town of Claresholm  
RE: Reinstallation of Garbage Bins at the Post Office
9. MEMORANDUM OF AGREEMENT – Willow Creek Recycling
10. CORRES: Claresholm Child Care Society  
RE: 2010 General Liability Insurance
11. CORRES: Claresholm Public Library  
RE: Formation of a Joint Advisory Committee
12. PROJECT SUMMARY – Claresholm Regional Water Supply
13. 2010 Volunteer Night Budget
14. Claresholm Town Office Facility Review Report
15. CAPITAL PROJECTS FOR BUDGET DISCUSSION 2010
16. ADOPTION OF INFORMATION ITEMS

INFORMATION ITEMS:

1. Cheque Listing for Accounts Payable – January 2010
2. Claresholm Animal Rescue Society Regular Meeting Minutes – January 7, 2010
3. Claresholm & District FCSS Board Meeting Minutes – November 25, 2009
4. West Meadow Elementary School Principal's Update – January 25, 2010
5. West Meadow Elementary News – February 2010

ADJOURNMENT:



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING MINUTES  
JANUARY 25, 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; Chief Administrative Officer: Kris Holbeck; Secretary-Treasurer: Karine Wilhauk
- ABSENT:** None
- AGENDA:** Moved by Councillor MacPherson that the Agenda be accepted as amended.  
**12. MUSEUM GRANT APPLICATION** **CARRIED**
- MINUTES:** **REGULAR MEETING – JANUARY 11, 2010**  
Moved by Councillor Quayle that the Regular Meeting Minutes of January 11, 2010 be accepted as amended. **CARRIED**
- FINANCES:** **DECEMBER 2009 BANK STATEMENT**  
Moved by Councillor Leonard to accept the December 2009 bank statement as presented. **CARRIED**
- DELEGATIONS:** **ALBERTA RESEARCH COUNCIL**  
**RE: Solar Energy Technology**  
Rick Tofani, Director of Southern Operations for the Alberta Research Council (now known as Technology Futures) spoke to Council regarding their mandate in Alberta. G. Ordorica-Garcia, Ph.D. spoke via internet. Key market sectors are energy, life sciences and engineered products and services. Various types of solar thermal energy were discussed. Solar thermal applications are space heating, hot water, cooling, electricity and steam. Currently, there is a need for pilot projects in order to prove the technology in Canada as it has been proven in other parts of the world.
- ACTION ITEMS:**
1. **BYLAW #1537 – Municipal Emergency Management Agency**  
**RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**  
Moved by Councillor Moore to give Bylaw #1537, regarding the Municipal Emergency Management Agency, 2<sup>nd</sup> Reading. **CARRIED**  
Moved by Councillor Leonard to give Bylaw #1537, regarding the Municipal Emergency Management Agency, 3<sup>rd</sup> and Final Reading. **CARRIED**
  2. **DELEGATION RESPONSE: ALTALINK**  
Received for information.
  3. **DELEGATION RESPONSE: Claresholm Animal Rescue Society**  
Referred to budget.
  4. **CORRES: Willow Creek Recycling & Bottle Depot**  
**RE: Contract Renewal**  
Referred to administration.
  5. **MEMORANDUM OF UNDERSTANDING: RCMP**  
Moved by Councillor Sutter to accept the Memorandum of Understanding with the Claresholm RCMP Detachment as presented. **CARRIED**
  6. **CORRES: Foothills High School Rodeo Club**  
**RE: Annual High School Rodeo March 20 & 21, 2010**  
Moved by Councillor MacPherson to support the Foothills High School Rodeo Club's annual high school rodeo on March 20 & 21, 2010 in the

amount of \$300.

**CARRIED**

**7. CORRES: Communities in Bloom  
RE: Tree Planting Program**

Referred to administration.

**8. CORRES: Communities in Bloom  
RE: Welcome to Claresholm signs**

Referred to administration.

**9. CORRES: Fern Brothers  
RE: Benefit Concert for Children of Haiti**

Moved by Councillor Moore to support the Benefit Concert for Children of Haiti on January 31, 2010 at the Claresholm Community Centre in the amount of \$250.

**CARRIED**

**10. Fire Quality Management Plan (QMP) Update**

Moved by Councillor Isaacson to approve the Quality Management Plan for Fire as presented.

**CARRIED**

**11. CORRES: Elaine Wyllie  
RE: FCSS Board**

Moved by Councillor Isaacson to appoint Elaine Wyllie to the Claresholm & District FCSS Board.

**CARRIED**

**12. MUSEUM GRANT APPLICATION**

Moved by Councillor Sutter to write a letter of support towards the Claresholm & District Museum's grant application towards a platform on the east side of the old museum.

**CARRIED**

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

Referred to administration.

**14. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

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

**CARRIED**

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Mayor – Rob Steel

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Chief Administrative Officer – Kris Holbeck, CA

# **ACTION ITEMS**



February 3, 2010

The Town of Claresholm  
221 45 Avenue  
P.O. Box 1000  
Claresholm, AB  
T0L 0T0

ATTN: Rob Steel, Mayor

Dear Mr. Steel:

**RE: Telecommunications Site Lease between The Town of Claresholm and TELUS Communications Inc., located at Plan 147N, Block B, Lots 26 & 27, Claresholm, AB, effective January 1, 2001, Right to Renew**

It was very nice meeting both yourself and Kris today to discuss our upcoming Site Lease Renewal. Further to our meeting, I am providing a revised proposal for the amount of rent for the renewal term for the ten year period from January 1, 2011 through to December 31, 2020.

Pursuant to Paragraph 1b of the Lease agreement, TELUS is exercising our Right to Renew this agreement for the ten years January 1, 2011 to December 31, 2020.

As stipulated in paragraph 1b of the Master agreement, rent payments shall be mutually agreed to by the parties. Your current rent of \$9,000.00, will remain in effect through December 31, 2010. Further to our meeting today, TELUS is proposing the following rent adjustment for the renewal term:

Lease Years 11 – 15	\$10,000.00 (Ten Thousand Dollars) per annum
Lease Years 16 – 20	\$11,000.00 (Eleven Thousand Dollars) per annum

Please sign your acceptance of this renewal term and rent proposal on the following page and return two copies to me for our records, keeping two copies for your records.

Should you have any questions or concerns, please feel free to call me toll-free at 1-800-815-5715.

Yours truly,

Leanne Whyte  
Real Estate Manager, AB  
TELUS Real Estate  
3030 2<sup>nd</sup> Avenue SE  
Calgary, AB T2A 5N7  
Tel: 403-387-4162  
Fax: 403-387-4921  
Email: [leannewhyte@telus.com](mailto:leannewhyte@telus.com)

Approved this _____ day of _____, 2010	
_____	_____
Signature	Authorized Signatory

THIS AGREEMENT EFFECTIVE THE FIRST DAY OF JULY, 2000 (the "Effective Date")

**BETWEEN:**

**TELUS MOBILITY, a division of  
TELUS COMMUNICATIONS INC.**  
(herein referred to as "TELUS")

OF THE FIRST PART

- and -

**THE TOWN OF CLARESHOLM**  
(herein referred to as the "Lessor")

OF THE SECOND PART

**WHEREAS:**

- A. The Lessor is the owner of the property legally described in Schedule "A" attached hereto (the "Property").
- B. By a lease agreement dated January 29, 1996 (the "Lease") the Lessor granted to TELUS Mobility Inc. (formerly AGT Mobility Inc.) a lease to use a portion of the Property as more particularly described in the Lease for the purpose of constructing, maintaining and operating a telecommunications tower and equipment as described in the Lease;
- C. On January 1, 1999, TELUS Mobility Inc. amalgamated with TELUS Communications Inc. and TELUS Communications (Edmonton) Inc., with the amalgamated corporation being known as TELUS Communications Inc.;
- D. TELUS and the Lessor have agreed to renew the Lease on the terms and conditions contained in this Agreement.

**NOW THEREFORE**, in consideration of the foregoing, the covenants herein contained and for consideration which the parties acknowledge to be sufficient, the parties covenant and agree as follows:

- 1. The parties acknowledge and agree that the Lease is renewed for a term of Ten (10) years commencing on January 1, 2001 and, subject to earlier termination as provided in the Lease, terminating on December 31, 2010 (the "Term") on the same terms and conditions as the Lease except as follows:

- (a) The rent for the Term shall be

Lease Years 1-5	\$7,000.00 (Seven Thousand Dollars)
Lease Years 6-10	\$9,000.00 (Nine Thousand Dollars)

annually (the "Rent"). Where the Rent is payable annually, the Rent is to be paid in advance on or before the commencement of the Term and thereafter on or before the anniversary date of the commencement of the Term. Where the Rent is payable

monthly, the Rent is to be paid in advance on or before the first of each month during the Term. In addition to the

Rent, TELUS shall pay any sales, excise or goods and services taxes that may be imposed by a competent government authority in respect of the Rent and which shall be paid by TELUS to the Lessor in addition to the Rent, at the same time and in the same manner as the Rent.

(b) Clause 25 of the Lease is deleted and replaced with the following:

Provided TELUS has complied with all of its obligations under this Agreement, TELUS shall have a right to renew this Agreement for an additional renewal term of Ten (10) years under the same terms and conditions as this Agreement except as to:

- (a) this renewal provision, and
- (b) the amount of the Rent, which shall be mutually agreed to by the parties.

2. This Agreement shall be effective as of the Effective Date.
3. The parties acknowledge that as of the Effective Date the Lease is in full force and effect and is unamended, except as expressly set forth in this Agreement.
4. This Agreement shall be governed by, construed and interpreted in accordance with the laws of the Province of Alberta and the laws of Canada applicable in the Province of Alberta.
5. This Agreement shall enure to the benefit of and be binding upon the parties hereto, their successors and permitted assigns.
6. The Town of Claresholm, having given permission for TELUS to replace the Claresholm tower effective July 1, 2000, shall be compensated by TELUS in the amount of \$1,000.00 (One Thousand Dollars) as a one time payment.



IN WITNESS WHEREOF the parties hereto have executed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 2000.

TELUS MOBILITY, a division of  
TELUS COMMUNICATIONS INC.

PER: R. Markley  
(Signature)

Rob Markley  
3030 - 2nd Avenue  
Calgary, Alberta, T2A 5N7  
Phone No: (403) 530 1359  
Fax No: (403) 235 6187

2000-07-14  
(Date)

THE TOWN OF CLARESHOLM

PER: E. B. Patterson, Mayor  
(Signature)

E. B. PATTERSON  
(Printed Name)

PER: H. F. J. CAO  
(Signature)

HARRY FLEXHAUG  
(Printed Name)

#221 - 45 Avenue West, P.O. Box 1000  
Claresholm, Alberta  
T0L 0T0  
Tel: (403) 625-3381  
Fax: (43) 625-3869

R 108125667  
(GST Registration No.)

Aug 21, 2000  
(Date)

Rm

**SCHEDULE "A"**

Legal description of the Property:

PLAN 147N  
BLOCK B  
LOTS 26 AND 27  
EXCEPTING THEREOUT ALL MINES AND MINERALS

# CUSTOM RIGGERS (1988) LTD.

## CLARESHOLM, Alberta

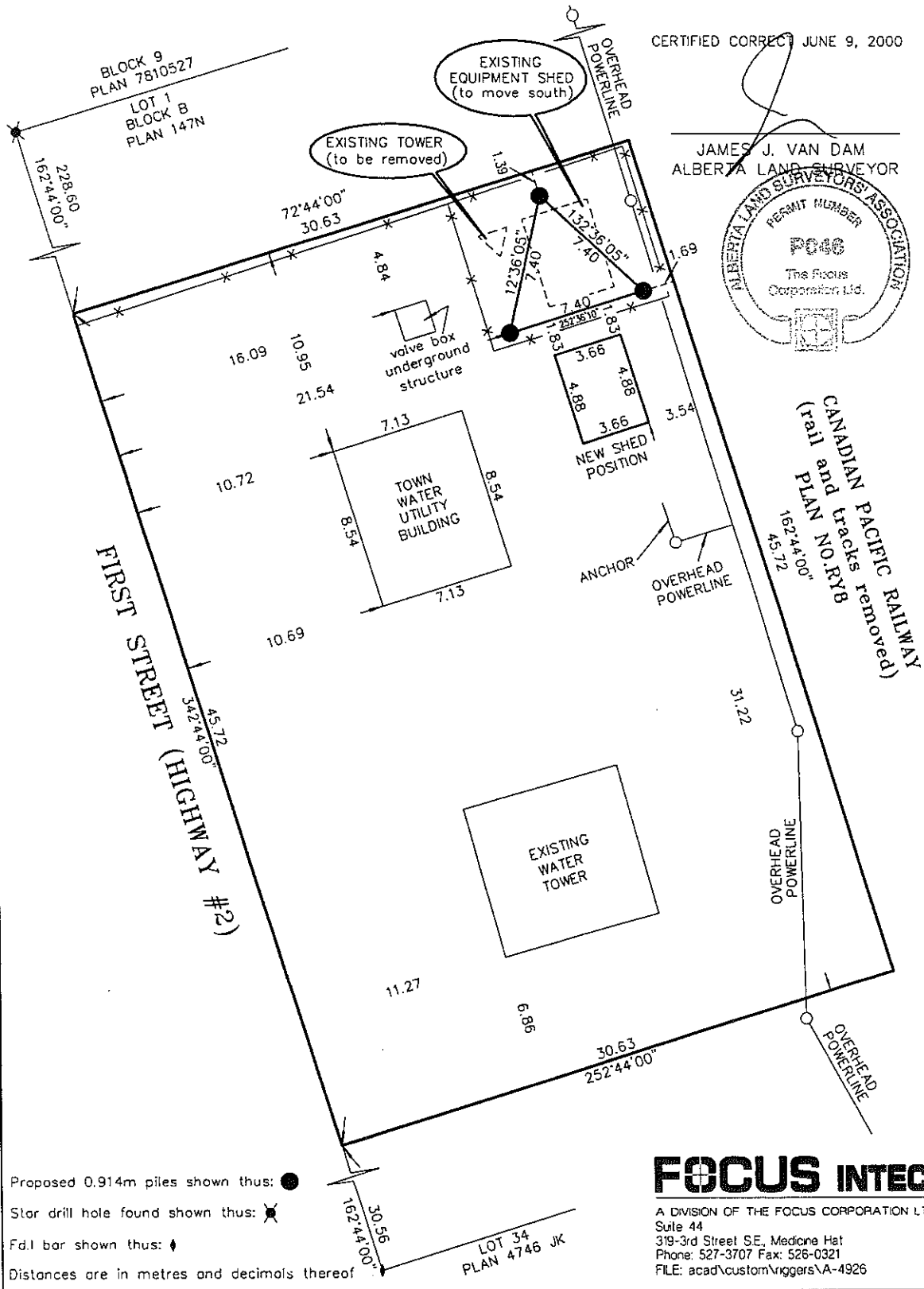
### Proposed Tower Site

on

### Lots 24 to 30 inclusive Block B Plan 147N



Scale 1:250 (metric)



## FOCUS INTEC

A DIVISION OF THE FOCUS CORPORATION LTD  
Suite 44  
319-3rd Street SE, Medicine Hat  
Phone: 527-3707 Fax: 526-0321  
FILE: acad\custom\riggers\A-4926



January 28, 2010

Ms. Kris Holbeck  
Chief Administrative Officer  
Town of Claresholm

Dear Ms. Holbeck:

Thank you for your letter dated January 22, 2010. Alberta Health Services appreciates the feedback you have provided on behalf of your Council. You stated in your letter that there were 267 occupied healthcare beds in the Town. AHS Protective Services currently has one night security officer for the 16-bed General Hospital and one day security officer for the 100-bed mental health center. We do not have staff at the 48-bed Lander Treatment Center.

In June 2009 AHS reorganized to a single protective services leadership team, replacing the former nine structures. The new team undertook a review of operations and determined that in many areas of the Province security has never existed, while in others it was extensive. A strategy was created to introduce a better balanced staffing model, so that all AHS sites have access to protective services. The team conducted site reviews and peer hospital comparisons throughout the Province. We considered the number of security calls at the site, emergency room visits, in-patient beds, and population. In the case of Claresholm, we compared the General Hospital to 19 peer hospitals and found that the site ranked 13<sup>th</sup> for ER visits, 13<sup>th</sup> for in-patient beds and 14<sup>th</sup> in community size. The majority of the peer hospitals considered in the review have never had any security, yet ranked much higher in terms of patient activity. With regards to the mental health center, employees at this site are trained to manage mental health patients.

As a result of our findings, as of April 1, 2010 we will serve the Claresholm sites with a series of mobile patrol units, and a new 24/7 security control centre. We regularly evaluate the risks in each of the sites we serve and will remain open to adjusting our staff deployment as needed. At this time we remain confident that our new model is adequate to meet the security needs of AHS sites throughout the Province. In fact, for many, the new model will be a significant enhancement.

Should you have additional questions about any of the above, please do not hesitate to contact me directly.

Sincerely,

A handwritten signature in blue ink, appearing to read "Anthony Weeks".

Anthony Weeks  
Executive Director, Protective & Parking Services  
Alberta Health Services  
780-735-0513

[Anthony.weeks@albertahealthservices.ca](mailto:Anthony.weeks@albertahealthservices.ca)

cc. Mr. Evan Berger, MLA for Livingstone-Macleod  
Mr. Ed Yeomans, Director Protective Services, Southern Operations

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](http://www.oldmanbasin.org).

We currently receive financial support from many different sources including:

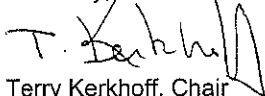
- Grants for specific projects,
- Our partners - who provide substantial in-kind support and services as well as, cash donations,
- The provincial government - who in past years has also provided some funding.

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](mailto: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 – 1<sup>st</sup> Avenue South  
 Lethbridge, AB T1J 4V6

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



## MISSION

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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

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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.



Reynolds Mirth Richards & Farmer LLP

BARRISTERS SOLICITORS

## Annual Southern Municipal Law Seminar Friday, March 26<sup>th</sup>, 2010

Airdrie Ramada Inn & Suites 191 East Lake Crescent NE, Airdrie, AB Ph. 403-945-1288

TIME	AGENDA
9:00 am – 9:15 am	Coffee and Registration- Ballroom
9:15 am-10:30 am	<b><u>Session A</u></b> Councillor Roles and Obligations - The role of councillors, the duty of a councillor when appointed by Council to the Board of another body, and pecuniary interest issues.
10:30am–10:45 am	Coffee Break
10:45 am-12:00 pm	<b><u>Session B</u></b> Assessment Review Board Changes in 2010 – What resources will your municipality need?
12:00 pm - 1:15 pm	Lunch
1:15 pm - 2:30pm	<b><u>Session C</u></b> Current Issues in Labour and Employment Law - Layoffs, when they are and are not appropriate, Drug and Alcohol Policies, what you need to know, and Unions, a primer.
2:30 pm – 2:45 pm	Coffee Break
2:45 pm – 4:00 pm	<b><u>Session D</u></b> Drafting Bylaws To Achieve Council's Intent - How courts and lawyers use rules of statutory interpretation when interpreting municipal bylaws, and how and why municipalities should consider the rules of statutory interpretation when drafting bylaws.
4:00 pm	Reception – Ballroom

Registration is FREE



# The Municipal District of Willow Creek No. 26



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

www.mdwillowcreek.com

Office (403) 625-3351  
Fax (403) 625-3886  
Shop (403) 625-3030

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

Dear Kris Holbeck;

**Re: Appointment to Joint Economic Development Board**

I wish to advise that Council appointed Reeve Van Hierden, Councillors Hemmaway and Alm as their representatives on the Joint Economic Development Initiative for the Claresholm Industrial Area.

Yours truly,

Arlene MacOdrum  
Executive Assistant

am/

January 31, 2010

Dear

**Municipal District of Willow Creek No 26,  
And Town of Claresholm,**

Thank you very much for taking time out of your busy schedule to call a meeting in regards to the Benefit Concert for the Children of Haiti. We appreciate your contributions of the Hall for the Benefit Concert.

This made it very possible to put on the concert and unite the people of the town of Claresholm and surrounding areas.

I've always had faith in the spirit of the unity of the people of Claresholm and surrounding areas working together for a worthy cause. I am very Proud of the people of Claresholm surrounding area.

Thank You Very Much from the bottom of my heart, God Bless You!

Fern Brothers

Fern Brothers

## Petition to the Town of Claresholm

By way of this petition, we are requesting that the Town of Claresholm become involved in a matter that is of concern to the residents of Claresholm.

We would like to see the reinstallation of the garbage bins at the Post Office. Previously the post office was a place to gather your mail, visit with your neighbors, and catch up on community news.

After Canada Post removed the waste bins, quite the opposite has happened. You don't want to walk into the lobby. There is paper scattered on every surface, spilling onto the floor when there is too much. We realize that the Town of Claresholm has no jurisdiction over Canada Post, however we hope by way of this petition, you could help us coerce Canada Post to put things right.

Name	Address	Phone
Carol Spadeau	Box 1268	625-2876
Ray Donahue	Box 1268	625-2876
Ruby Koevork	Box 2811	625-5534
Crystal Cooper	Box 2735	625-2975
Brian McNamee	Box 791	625-2112
Doty Penaslieta	Box 100	625-2537
Dorey Symonds	Box 2367	625-4141
Judith Dredman	Box 2195	625-2767
Sandra Patrick	Box 3126	625-2894
Lorence Berringer	Box 923	625-2708
Richard Berringer	" "	" "
Danielle Archuk	Box 2707	625-2876
Barbara Meredith	Box 1242	625-5330
Margaret Bolduc	Box 1055 Claresholm	519-3833
Wynona Macdonald	Claresholm	625-2106
Rozu Smedstad	Box 474 Claresholm	625-2147



Name	Address	Phone
Lynda DeLong	412 49 Ave Claresholm	625-1776
Norm DeLong	" " " "	" "
Karin Glimsdale	Box 987	625-2026
SANDY MACPHERSON	Box 1071 CLARESHOLM	625-2510
YOLANDE LEE	Box 3064 CLARESHOLM	625-3599
KATHY RICHARDSON	Box 1211 CLARESHOLM	
Joyce Zwick	Box 2618 Claresholm	625-2882
Susan Peters	Box 1384 CLARESHOLM	625-3216
NATALIE COLVIN	Box 2916 630 514W CLARESHOLM	625-3135
Jan Burton	Box 642 Claresholm	625-2330
Judy Deering	Box 2367 Claresholm	625-4141
Peggy Baker	Box 9, Claresholm	625-3582
DARWIN ROWLANDS	Box 3017, CLARESHOLM, AB	403-625-5455
Wayne Brown	Box 675, Claresholm, AB	403-625-1721
<del>Jill</del>	Box 1475 " "	
<del>Robert</del>	Box 2724 Claresholm AB	403-625-5345
W. Michael	Box 670 Claresholm	403-625-3984
<del>M</del>	Box 2326 "	403-625-1759
Ileen		403-625-2258
RE Hoffman	Box 2197- Toloto	403-625-2530
<del>D</del>	Box 2174 Claresholm	625-4342
<del>Barbara</del>	Box 2014 " "	625-9787
Marquerite Danson	Box 156 Claresholm	625-2240
Linda Biggs	Box 1947 Claresholm	625-3477
H. Anderson	Box 2543 "	625-5237

## MEMORANDUM OF AGREEMENT

**MEMORANDUM OF AGREEMENT** made this \_\_\_\_ day of \_\_\_\_\_, A.D. 2010

**BETWEEN:**

The Municipal District of Willow Creek No. 26, a body corporate, under the Municipal Government Act, R.S.A. 2000, Chapter M-26, the Town of Claresholm, a body corporate, under the Municipal Government Act, R.S.A. 2000, Chapter M-26, hereinafter referred to as “the municipalities”;

**AND:**

Willow Creek Recycling and Bottle Depot Inc. of Claresholm, Alberta and its representative, Shelley O’Neil, hereinafter referred to as Willow Creek Recycling.

**WHEREAS** the municipalities are desirous of diverting recyclable materials from the Regional Landfill, located within The Municipal District of Willow Creek No. 26;

**NOW, THEREFORE, THE PARTIES DO HEREBY ENTER INTO THIS AGREEMENT AS FOLLOWS:**

1. The Willow Creek Recycling shall provide for the recycling of the following materials, but not limited to those stated: cardboard, paperboard, newsprint, paper, tin and plastics;
2. That Willow Creek Recycling shall provide documentation showing the tonnage of recycled materials diverted from the Regional Landfill and said documentation shall be forwarded to The Municipal District of Willow Creek No. 26, on a quarterly basis or as the recycled materials are being sold or disposed of;
3. That the municipalities shall pay to Willow Creek Recycling on a quarterly basis, upon receipt of the documentation showing diverted tonnage, a sum of \$157.50 per tonne in 2010, to be cost shared on a 50/50 basis between the municipalities, that amount being \$78.75 per tonne in 2010 per municipality;
4. That The Municipal District of Willow Creek No. 26 shall pay the quarterly sum, in its entirety, to Willow Creek Recycling and shall submit on a quarterly basis, to the Town of Claresholm for reimbursement of 50% of each payment;
5. That this agreement shall be deemed to have been in effect on the 1<sup>st</sup> day of January, 2010 and expiring on the 31<sup>st</sup> day of December, 2010;
6. That the municipalities may at all reasonable times by their agents enter and inspect the premises of Willow Creek Recycling including documentation required under this agreement;

7. That this agreement may be terminated by either party, by giving 30 days written notice, with reasons stated for said termination, either party meaning the municipalities jointly or Willow Creek Recycling.

**IN WITNESS WHEREOF** the parties of the first part have hereunto affixed their corporate seals as attested by its officers duly authorized on their behalf and the party of the second part has hereunto set his hand the day and year first written.

Signed, Sealed and Delivered  
in the presence of

**THE MUNICIPAL DISTRICT OF  
WILLOW CREEK NO. 26**

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
MUNICIPAL ADMINISTRATOR

**TOWN OF CLARESHOLM**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
TOWN MANAGER

**WILLOW CREEK RECYCLING AND  
BOTTLE DEPOT**

\_\_\_\_\_  
Witness to the Signature of Shelley O'Neil,  
representative of Willow Creek Recycling  
and Bottle Depot Inc..

\_\_\_\_\_  
Shelley O'Neil



## Claresholm Child Care Society

Box 271 ~ 221 - 45 Ave. W.

Claresholm, AB

TOL 0T0

January 27, 2010

Claresholm Child Care Society  
P.O. Box 271  
Claresholm, Alberta TOL 0T0  
(403) 625-4543

Claresholm Town Council  
P.O. Box 1000  
Claresholm, AB TOL 0T0

Dear Mayor and Council:

**Re: Public Liability Insurance**

The Claresholm Child Care Society is once again respectfully requesting that the Town of Claresholm pay our General Liability Insurance. The total amount is \$1,260.00 for the 2010 year for the policy from Western Financial Group. The day care is pleased to provide quality child care for the community, and we certainly appreciate any support that the Town is willing to provide on our behalf. Thank you for your consideration in this matter.

Please feel free to contact the undersigned at your convenience should you have any questions.

Sincerely,

Karine Wilhauk  
Chairperson

\$ 1,075.00  
in 2009



December 2, 2009

Claresholm Child Care Society  
Box 271  
Claresholm, AB T0L 0T0

Dear Board of Directors:

**Re: Commercial Liability for Daycare Insurance Policy**  
**Policy No. CBC191875000 Western Financial Group (WIS)**  
**Policy Term: December 31, 2009 to December 31, 2010**  
**Premium: \$1260.00 Payment options are available**

Your insurance policy renews on December 31, 2009. We have yet to receive your renewal documents from Western Financial Group (WIS). Please accept this letter as confirmation that coverage remains in force pending receipt of your renewal documents.

Our invoice for the estimated renewal premium is attached and payment is due on receipt. Your renewal documents and final invoice will follow.

We value you as a customer and are here to be of service to you. Please do not hesitate to contact our office if you have any questions or concerns.

Yours truly,  
**Western Financial Group**

  
Cheryl Robinson CAIB  
Managing Partner/Broker

**Did You Know?**

You can now pay your account on-line with most financial institutions. The Payee is Western Financial Group and your account number is FCLARE15 .



**Western Financial Group (CLA)**

4802 - 2 Street, Box 1107  
Claresholm, AB T0L 0T0  
Phone : 403-625-4066 Fax : 403-625-3626

**Claresholm Child Care Society**  
Box 271  
Claresholm, AB T0L 0T0

<b>INVOICE #</b>		<b>909484</b>	<b>Page 1</b>
<b>ACCOUNT NO.</b>	<b>OP</b>	<b>DATE</b>	
<b>CLARE15</b>	<b>JQ</b>	<b>12/02/09</b>	
<b>POLICY INFORMATION</b>			
<b>POLICY #</b>			
<b>CBC191875000</b>			
<b>COMPANY</b>			
<b>Lombard Canada Ltd</b>			
<b>EFFECTIVE</b>	<b>EXPIRATION</b>	<b>BALANCE DUE ON</b>	
<b>12/31/09</b>	<b>12/31/10</b>	<b>12/31/09</b>	

<b>Itm #</b>	<b>Eff Date</b>	<b>Trn Type</b>	<b>Description</b>	<b>Amount</b>
9DQJHB	12/31/09	REN MASS	12/09- Bbilled Comm. Ren	\$ 1,260.00
<b>Invoice Balance:</b>				<b>\$ 1,260.00</b>
<b>Account Balance:</b>				<b>\$ 1,260.00</b>

Your policy documents and final invoice will follow shortly.  
Thank you.

Thank you for choosing Western Financial Group.

Clareholm Public Library  
Box 548, Claresholm, AB. T0L 0T0  
403 625-4168 (ph) 403 625-2939 (fax)  
Email: help@clareholmlibrary.ca

January 25, 2010

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

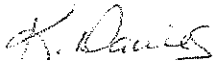
**Re: Formation of a Joint Advisory Committee**

Dear Mayor Steel,

On behalf of the Town of Claresholm Municipal Library Board, I am writing to present to Council the idea of forming a "Joint Advisory Committee" between the Town and the Municipal Library. Our preliminary thoughts on the composition of this Committee are: two Council members, the Town Administrator, two Library Board members and the Library Manager.

Thank you.

Yours truly,



Kathy Davies  
Library Manager

**Claresholm Regional Water Supply  
Project Summary  
February 4<sup>th</sup>, 2010**

**Purpose**

The purpose of the summary is to provide Council with an update on the progress of the Water Treatment Plant upgrade and the Highway Pump Station upgrade.

**Contractual Timelines**

Based on the contract documents the entire project was to be completed by December 31<sup>st</sup>, 2009

**Project Status**

As of the end of January the WTP is 70% complete. No work has commenced on the Highway Pump Station. We have encouraged the contractor not to commence work at the HPS until all work is complete at the WTP.

The WTP project is broken down into two phases. Installation of membrane filters in the new building and removing of the old sand filters and retrofitting the existing building with Dissolved Air Flotation (DAF) Clarification. The new building is complete with the membrane filters currently supplying water to Claresholm. Raw water is currently directly feeding the WTP from Pine Coulee Reservoir. The Contractor is now working on completing the retro fit of the existing WTP by installing all the DAF equipment.

We do not anticipate starting up the west water treatment plant again.

**Project Schedule**

February 1<sup>st</sup> to March 15<sup>th</sup> - continue to install equipment at the WTP,  
March 15<sup>th</sup> to May 1<sup>st</sup> - Commission the entire WTP,  
April 1<sup>st</sup> to May 1<sup>st</sup> - West Water Co-op pipeline installation,  
May 1<sup>st</sup> to June 15<sup>th</sup> - HPS, (Highway Pump Station)  
June 30<sup>th</sup> - Project Completion.

**Financial**

Total WTP Budget: \$10,007,962.70 c/w \$450,000 Budgeted Contingency  
As of December 31<sup>st</sup>, 2010 we have spent: \$7,007,437.67 c/w \$179,266.38 of the Budgeted Contingency  
Projected Final Cost of the WTP: \$10,065,261.08

**Flow of Water to Granum**

The pipeline to Granum is complete, pressure tested, flushed and disinfected. We are now organizing the commissioning of the meter vault in Claresholm and works at the Granum WTP. This work should be complete by mid March. As to when water will flow to Granum depends on Alberta Environment. We have provided AE with all necessary documents to transfer the License from Willow Creek to Pine Coulee Reservoir. In the meantime we have applied for a Temporary Diversion License (TDL) in the interim. We hope to obtain the TDL in short order so that we may be able to start sending water to Granum in April.

**West Side Water Co-op piping change**

We have a contractor in place to perform this work. Work will commence in early spring, weather permitting.

**TOWN OF CLARESHOLM  
2010 VOLUNTEER NIGHT BUDGET**

**INCOME**

TICKET SALES (@\$5 EACH)	1,500.00
Volunteer Alberta	600.00
Chamber Donation	<u>500.00</u>

300 TICKETS SOLD

**TOTAL INCOME** 2,600.00

**EXPENSES**

Entertainment	1,000.00
Lodging for Entertainment	150.00
Supper	2,600.00
Centerpieces/supplies	500.00
Ticket printing	150.00
Advertising	150.00
Misc.	<u>200.00</u>

3,600.00

**NET INCOME (LOSS) FOR EVENT** -1,000.00

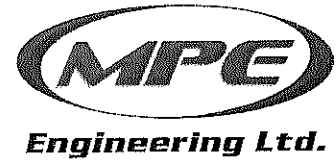
**Claresholm Town Office  
Facility Review Report**

Prepared for:  
Town of Claresholm  
Claresholm, Alberta

Prepared by:  
MPE Engineering Ltd.  
Lethbridge, Alberta

December 2009

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



P.O. Box 1000  
221 - 45th Avenue West File:  
Claresholm, AB  
T0L 0T0

December 10, 2009  
N:\14\66\009\Reports\Dec09

Attention: Kris Holbeck  
Town Administrator

**Re: Claresholm Town Office – Facility Review Report**

---

Dear Ms. Holbeck:

We are pleased to submit the enclosed Facility Review Report for the above noted project. The report summarizes the results of our investigation into the feasibility of relocating the Town Office to another location rather than addressing issues with the current Town Office building.

Should you have any questions or would like to discuss the findings of the report, please do not hesitate to contact the undersigned.

Yours truly,

A handwritten signature in black ink, appearing to read "Peter Goertzen", with a long horizontal flourish extending to the right.

**MPE ENGINEERING LTD.**  
Peter Goertzen, P. Eng.  
Mechanical Engineer

PG/ah

## **Abstract**

A Facility Review of the Claresholm Town Office was performed by MPE Engineering in September 2009. The purpose of the study was to determine the extent of upgrades needed to bring the building to an acceptable level of service, provide an estimate for these upgrades, and determine whether it is preferable to carry out these upgrades or to construct a new facility.

The following are some of the issues noted in the review:

- Sidewalks are cracked and are a tripping hazard.
- Landscaping slopes towards the building in places, creating potential areas for water ponding against the foundation.
- Pine roofing has leakage issues.
- Lower level windows leak water and air.
- Roof insulation, hydronic insulation, and basement flooring likely contain asbestos or other hazardous materials.
- Interior separations are currently not up to fire code.
- Boiler system and boilers are past the end of their useful life and require continual servicing.
- Fresh air is required for the daycare, play school, food bank, and pottery areas.
- Current electrical service is not large enough to handle additional loading.
- Panels, wireways, and outlets are overloaded.

The cost of rectifying all issues identified in this report is estimated to be \$2,600,000. The cost to build a similar facility, according to a 2006 valuation report, is \$2,750,000, not including land costs.

MPE recommends that the Town of Claresholm build a new facility rather than spend nearly the same amount of money upgrading the existing facility.

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## 1.0 Introduction

### 1.1 History

The Claresholm Town Office building was built in 1920 and was originally used as a hospital. The building doubled in size with an expansion in 1947. In 1972 the building was converted to house the town offices following the construction of the existing Claresholm Hospital.

The entire building has a footprint of 1,730 square meters. Of that, 796 square meters (46%) are used by the Town of Claresholm for office space and general storage. In addition to the town offices, the building also currently provides space for the pottery club (52 sq.m., 3%), the food bank (156 sq.m., 9%), a play school (363 sq.m., 21%) and a day care facility (363 sq.m., 21%).

### 1.2 Scope of Work

MPE was retained to perform a Facility Review of the Claresholm Town Office in September 2009. The primary purpose of this study was to determine the feasibility of repairing or upgrading all sub-standard aspects of the existing building rather than demolishing the building and constructing a new facility. The cost of the upgrade is compared to the cost of building a new facility.

## 2.0 Existing Conditions Review

The following is a summary of the major issues concerning the Town Office building that should be addressed within the next 5 years.

### 2.1 Site Conditions

- The concrete sidewalks are cracking and some heaving has occurred. This should be repaired to eliminate potential tripping hazards.
- Some negative sloping has occurred at the corners of the building. This should be repaired to prevent ponding and potential seepage into the building.

### 2.2 Building Exterior

- Due to leakage one section of the roof was replaced with asphalt shingles in 2008. The remainder of the roof consists of pine shakes and was likely last replaced in the 1980's. The pine roofing has ongoing leakage issues.
- The exterior wall finish is stucco and has likely been in place since 1959 and is in a degraded condition. The wood soffits and fascia are very degraded.
- The roof drainage system is damaged; eaves are clogged and do not drain properly.
- Lower level windows are original wood frame, double-paned windows which leak water and air. Several of these windows have been subjected to vandalism.

### 2.3 Building Interior

- Buildings of this era typically contain zonolite or similar loose fill insulation, which may contain asbestos. It is suspected that the roof insulation is zonolite.
- The hydronic system piping is insulated with what is suspected to be asbestos insulation.
- The flooring in the basement appears to consist of vinyl asbestos tiles.
- The interior separations are currently not up to fire code. Load bearing walls, floor and roof assemblies, several storage rooms, and a number of doors are not fire rated. The fire door in the basement is inoperable.

### 2.4 Mechanical Systems

- The boiler system and boilers are at least 50 years old and have had a recent history of not functioning properly. Maintenance calls are made on a regular basis to keep the boiler functioning during the heating season.
- Piping for the hydronic system has frequent pin-hole leaks during the heating season. Insulation has been removed in many places to repair the leaks.
- Most radiators in the basement have no covers and have been severely damaged due to foot traffic and age.
- The building is not properly zoned for heating and there are frequent complaints of too much heat as well as lack of heat.
- The forced air cooling is also not distributed effectively.
- Currently fresh air ventilation is only provided for the offices and not to the rest of the building. Additional ventilation fresh air is required for the daycare, food bank, play school, and pottery areas.

## 2.5 Electrical Systems

- The current electrical service is rated at 200 amperes. Buildings of this size typically have an electrical service rated at 400 amperes. As a result several electrical circuits are overloaded and do not meet the current electrical code.
- Panels and wireways are generally at full capacity. Most panels are obsolete and should be replaced to allow for additional capacity.
- Electrical outlets appear to be significantly overloaded causing circuit breakers to trip regularly.
- Lighting is incandescent everywhere except the offices. Incandescent fixtures should be replaced with higher efficiency fluorescent fixtures.
- The communication server is located in a vault without ventilation or cooling. A ductless split air conditioner should be installed for this location.
- The building has no security system. A security alarm system should be added to limit break-ins and vandalism.

### 3.0 Recommended Upgrades and Costs

The following summarizes the actions recommended to address the conditions observed in the facility review, including the estimated costs associated with these actions.

#### 3.1 Site Conditions

- Replace concrete sidewalks.
- Re-grade the landscaping around the building to provide positive drainage.

**Cost: \$100,000**

#### 3.2 Building Exterior

- Replace existing pine roofing with asphalt shingles.
- Replace exterior stucco wall finish and wood soffits and fascia.
- Repair roof drainage system to allow for proper drainage.
- Replace lower level windows with energy efficient windows.

**Cost: \$400,000**

### 3.3 Building Interior

- A hazardous material report should be commissioned to determine the extent of suspect materials currently in the building. Additional insulation will be required to replace any hazardous material removed.
- Remove and replace the vinyl asbestos tiles on the basement floor with non-hazardous material flooring.
- All removal of materials containing asbestos must be performed by contractors certified to do such work.
- Load bearing walls, floor and roof assemblies, several storage rooms, and doors should be fire-rated to bring the building up to code. The inoperable fire-door in the basement should be repaired.

**Cost: \$1,300,000**

### 3.4 Mechanical Systems

- Replace the boiler system and boilers.
- Replace or repair insulation for the piping for the hydronic system where required.
- Replace damaged radiators in the basement.
- Modify the heating system to provide balanced heating throughout the building.
- Modify the cooling system to provide balanced cooling throughout the building.
- Provide additional ventilation for the daycare, food bank, play school, and pottery areas.

**Cost: \$450,000**

### 3.5 Electrical Systems

- A general upgrade of the electrical service is required to meet current electrical code.
- Replace electrical panels to provide additional capacity.
- Add additional outlets for computers and other heavy loads.
- Replace incandescent fixtures with higher efficiency fluorescent fixtures.
- Install a ductless split air conditioner in the communication server vault to provide ventilation and cooling.
- Install a security alarm system to limit break-ins and vandalism.

**Cost: \$350,000**

### 3.6 Overall Costs

The total estimated cost for performing all the upgrades discussed above is **\$2,600,000**.

### 3.7 New Facility Costs

According to the most recent Building Valuation Report in 2006, the cost to construct a building of the same size would be **\$2,750,000**, not including land costs.

## 4.0 Discussion

The options being investigated in this report are to either perform the upgrades to bring the building up to an acceptable level of service, or demolish the existing building and build a new facility. Topics that may influence the decision of which alternative to select include the following:

- Since this building is more than 80 years old, it may have historical significance to the Town of Claresholm. There is the potential to cause a negative reaction in the community if it were to be demolished.
- The cost to carry out the discussed improvements is 95% of the new construction costs. Currently only 46% of the existing building space is used by the Town of Claresholm for offices and storage while the remainder is occupied by other organizations. If the Town were to exclude these other entities in the construction of a new facility, the required building would be much smaller and would be significantly lower in cost than it would be to perform the upgrades. This does not account for land costs if a new site would need to be acquired.
- A strong disadvantage to performing the upgrades is that some of the larger structural renovation projects will require that the offices and other entities to be temporarily relocated while the work is being done. This would result in a disruption of services during construction.



### **5.0 Conclusion**

The Claresholm Town Office Building requires significant upgrading to bring it to an acceptable level of service structurally, architecturally, mechanically, and electrically. It would be preferable to demolish the existing building and construct a new facility that is designed to meet the needs of the Town of Claresholm and that is up to current building codes.

### **6.0 Recommendations**

Based on the cost of upgrading the current facility versus the cost of constructing a new facility, MPE recommends that the Town of Claresholm construct a new facility for its town offices.

**APPENDIX – Facility Evaluation Form**

**Facility Evaluation Form**  
**Part I - Facility Profile and Summary**

Facility: Claresholm Town Office  
 Location: 221 - 45 Avenue West

Contact Person: Kris Holbeck  
 Telephone: 403-625-3381

Comments: This building was originally a hospital and was converted after 1972 when the existing Claresholm Hospital was constructed.  
 In addition to housing the town office this facility also provides spaces for the pottery club, the food bank, a play school and a daycare facility.

Building Section	Year of Compl.	No. of Floors	Gross Bldg Area (Sq.M.)	Type of Construction (i.e., structure, roof, cladding)	Description of Mechanical Systems (incl. major upgrades)	Comments/Notes
Original Building	1920-1937	2	880	<ul style="list-style-type: none"> <li>- Concrete or masonry basement on strip footings.</li> <li>- Wood frame load bearing walls.</li> <li>- Wood joists and roof beams.</li> <li>- Pine shake roof system.</li> <li>- Exterior is stucco on Upper level and parging on exposed Basement level.</li> </ul>	<ul style="list-style-type: none"> <li>- Original heating system was steam, converted to hot water in approximately 1959.</li> </ul>	<ul style="list-style-type: none"> <li>- The exact age of the building has not been determined as there were no records available on site. It is assumed that the hospital was built before 1937 when the Claresholm Municipal Hospital District #2 was created.</li> </ul>
Additions/Expansions	1947	2	850	<ul style="list-style-type: none"> <li>- Both additions are constructed in the same materials and methods as the original building.</li> <li>- There is a brick fire wall separating the 1947 addition from the original building.</li> </ul>	<ul style="list-style-type: none"> <li>- The heating system in the 1947 section was likely steam however all areas were converted to hot water in approximately 1959.</li> </ul>	<ul style="list-style-type: none"> <li>- Based on the age of the additions it is likely that pipe and ceiling insulation materials contain asbestos particularly the attic insulation which appears to be zonalite and the hydronic heating system which appears to have cementitious insulation on elbows, joints and other equipment.</li> </ul>

Evaluator's Name: \_\_\_\_\_  
 & Company: MPE Engineering Ltd.

Client: Town of Claresholm  
 Project No.: 1466-009-00

**Facility Evaluation Form**  
**Part I - Facility Profile and Summary**

Building \_\_\_\_\_ Town Office \_\_\_\_\_  
 Date \_\_\_\_\_ August, 2009

Upgrading/ Modernization (Identify whether minor or major)	1995		- Minor renovation to office area and to separate daycare area from town office.	- Ventilation and cooling added to town office area.	- Very few walls and doors were modified, most of the renovation focused on ventilation, ceiling tile and lighting. All finishes in the town office were renewed.
Portable Struct. (Identify whether attached/perman. or free-standing/ relocatable)					

List of Reports/ Supplementary Information	
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Client: Town of Claresholm  
 Project No.: 1466-009-00

## Facility Evaluation Form Part I - Facility Profile and Summary

Building \_\_\_\_\_ Town Office  
 Date \_\_\_\_\_ August, 2009

	Evaluation Components	Summary Assessment	Estim. Cost
1	Site Conditions	Concrete sidewalks should be repaired due to the possible tripping hazard. There is also a negative slope in the landscaping towards the building in some places. Otherwise the site is in good condition with adequate parking, landscaping and fenced playground for the daycare.	\$100,000
2	Building Exterior	Overall the building exterior is in an acceptable condition. However due to the age, parts of the building need to be replaced (roof, stucco, lower level windows). Doors are aluminum doors upgraded in 1995, with functional locks and hardware. Upper level windows are aluminum frame double pane windows upgraded in 1995.	\$400,000
3	Building Interior	The existing fire wall between the 1947 wing and the rest of the building need to be modified to meet the existing building codes.	
4	Mechanical Systems	Building is heated by 2 steam boilers and 2 forced air furnaces and ventilated by a make-up air unit. Hydronic system is 50 years old and in poor condition; system should be replaced. Providing ventilation in daycare area, food bank, play school and pottery club is recommended as there is currently none.	\$1,300,000
5	Electrical Systems	Service and power distribution require upgrading. Light fixtures in the entire building except town office are inefficient and should be replaced with T8 lamps, and life safety system requires upgrading.	\$450,000
6	Portable Buildings		\$350,000
7	Other:	N/A	
	Overall Conditions & Estim. Costs		\$2,600,000

**Facility Evaluation Form**  
**Part II - Physical Condition**

Section 1	Site Conditions	Rating	Comments/Concerns	Estim. Cost
1.1	General Site Conditions			
1.1.1	Overall site size.	4	- The site is approximately 7500 m <sup>2</sup> and accommodates adequate parking, landscaping, sidewalks and fenced playground for the daycare.	
1.1.2	Outdoor areas.			
1.1.3	Site landscaping.	4	- The landscaping consists of several large mature trees and grass. There is pea gravel in the fenced playground.	
1.1.4	Site accessories (i.e., perimeter and other fencing, guard rails, bike stands, flag poles).	4	- Flagpole has locked cover, is in good condition. - Signs are painted wood, in acceptable condition.	
1.1.5	Surface drainage conditions (i.e., drains away from building, signs of ponding).	3	- The site appears generally to provide positive drainage away from the building. - Some corners of the building showed a negative slope towards the building that may cause ponding near the building, however there was no evidence of ponding that was visible on site.	\$10,000
1.1.6	Evidence of sub-soil problems.			
1.1.7	Safety and security concerns due to site conditions.			
	Other			
1.2	Access/Drop-Off Areas/Roadways/Vehicle Lanes			
1.2.1	Vehicular and pedestrian access points (i.e., size, number, visibility, safety).	3	- There is an asphalt driveway around the building for drop offs to the daycare. The asphalt parking is in usable condition however there is likely only 5 to 10 years left before repairing is required. This will require re-grading for better drainage.	\$50,000
1.2.2	Surfacing of on-site road network (note whether asphalt or gravel).			
1.2.3	Access lanes/drop-off areas (note whether on-site or off-site).			
1.2.4	Fire vehicle access.			
1.2.5	Signage.			
	Other			

Client: Town of Claresholm  
 Project No.: 1466-009-00

**Facility Evaluation Form**  
**Part II - Physical Condition**

Building \_\_\_\_\_ Town Office  
 Date \_\_\_\_\_ August, 2009

Section 1	Site Conditions	Rating	Comments/Concerns	Estim. Cost
1.3	<b>Parking Lots and Sidewalks</b>			
1.3.1	Number of parking spaces for staff, players and visitors (including stalls for disabled persons).	4		
1.3.2	Layout and safety of parking lots.		- There is adequate parking for staff on site.	
1.3.3	Surfacing and drainage of parking lots (note whether asphalt or gravel).			
1.3.4	Layout and safety of sidewalks.			
1.3.5	Surfacing and drainage of sidewalks (note type of material).	2		
1.3.6	Curb cuts and ramps for barrier free access.		- Sidewalks lead to all exits however only one exit is barrier free. Sidewalk areas were cracking and heaving has occurred. This should be repaired due to possible tripping hazard.	\$40,000
	Other			
<b>Overall Site Conditions &amp; Estimated Costs</b>				\$100,000

**Facility Evaluation Form**  
**Part II - Physical Condition**

Section 2	Building Exterior	Rating	Bldg. Section	Description/Condition	Comments/Concerns	Estim. Cost
2.1	Overall Structure					
2.1.1	Floor structure and beams (i.e., signs of bending, cracking, heaving, settlement, voids, rust, stains).	4			- Floor structure in most areas is in acceptable condition.	
2.1.2	Wall structure and columns (i.e., signs of bending, cracking, settlement, voids, rust, stains).	3			- Some areas, especially file storage areas, have excessive deflection due to heavy loads. These sections should be structurally reinforced.	\$15,000
2.1.3	Roof structure (i.e., signs of bending, cracking, voids, rust, stains).	4				
	Other					
2.2	Roofing and Skylights <i>Identify the availability of an up-to-date inspection report or roofing program. Note if roof sections are of different ages and/or in varying states of repair.</i>					
2.2.1	Based on the inspection report (and to the extent possible, direct observation), assess and rate roof conditions and estimate costs for required improvements (i.e., covering materials, membrane, insulation, other components).	2	1937		- The roof is primarily pine shakes and was likely replaced between 1959 and 1972. This roof has several leaks and needs to be replaced.	\$25,000
		2	1948		- The roof is covered with pine shakes and was likely replaced between 1959 and 1972. This roof has several leaks and should be replaced.	\$55,000
		4	1959		- The roof was replaced due to leakage in 2008. The new roof is asphalt shingles.	
2.2.2	Roof accessories (i.e., ladders, stairs, hatches, masts, exhaust hoods, chimneys, gutters, downspouts, splashpads).	3			- Eavestroughs are plugged and damaged; need to be cleaned out and repaired for effective roof drainage.	\$2,000
2.2.3	Control of ice and snow falling from roof.				N/A	
2.2.4	Skylights (i.e., signs of distress, leaks, ice build-up, condensation, deteriorated materials/seals).				N/A	
	Other					



**Facility Evaluation Form**  
**Part II - Physical Condition**

Section 2 Building Exterior		Rating	Comments/Concerns		Estim. Cost
2.3 Exterior Walls/Building Envelope	Bldg. Section	Description/Condition			
2.3.1	Exterior wall finishes (i.e., signs of deterioration, cracks, brick spalling, effluorescence, water stains).	3	- The wall construction is CONCRETE for the lower floor and wood frame for the upper level. The insulation is zonalite for the ceiling with an R-value of approximately 5 or 6 and based on the vintage of construction the walls likely do not have insulation, which would only give an R-value of 3 or 4. - The siding is stucco and was likely replaced in 1959. The stucco has been painted several times, however due to the age it should be replaced.		\$75,000
2.3.2	Fascias, soffits, parapets (i.e., signs of looseness, stains, rust, peeling paint).	2	- The soffits and fascia are currently painted wood and are extremely degraded. There have been several rodent infestations in the attic due to the failing fascia board. These should be replaced and clad with aluminum.		\$50,000
2.3.3	Building envelope (i.e., evidence of air infiltration/exfiltration through the exterior wall or ice buildup on wall, eaves, canopy).	3	- There is evidence of exfiltration in the attic resulting in ice dams in the roof valleys.		\$2,000
2.3.4	Interface of roof drainage and ground drainage systems.	3	- The roof drainage is in acceptable condition for the majority of the roof however there are several sections of the eaves trough that are coming off of the fascia.		\$5,000
2.3.5	Inside faces of exterior walls (i.e., signs of cracks, water stains, dust spots).	3	- Minimal cracking observed, several locations have water spots likely from roof eaves. There is some cracking in the basement foundation walls.		\$1,000
Other					

**Facility Evaluation Form**  
**Part II - Physical Condition**

Section 2	Building Exterior	Rating	Bldg. Section	Description/Condition	Comments/Concerns	Estim. Cost
2.4	Exterior Doors and Windows					
2.4.1	Doors (i.e., signs of deterioration, rusting metal, glass cracks, peeling paint, damaged seals, sealed unit failure).	4			- Doors are primarily aluminum doors replaced in 1995, and are in acceptable condition.	
2.4.2	Door accessories (i.e., latches, hardware, screens, locks, alarms, holders, closers, security devices).	3			- Locks and hardware appear to be functional and serviceable. There are several doors that require service.	\$10,000
2.4.3	Exit door hardware (i.e., safety and/or code concerns).					
2.4.4	Windows (i.e., signs of deterioration, rusting metal, glass cracks, peeling paint, damaged seals, sealed unit failure).	3			- Original windows are wood frame double pane operable windows which leak air and water. - Upper level windows were replaced in 1995 with aluminum frame double pane windows. - Lower level windows are original and in several locations have been subject to vandalism and should be replaced.	\$160,000
2.4.5	Window accessories (i.e., latches, hardware, screens, locks, alarms, holders, closers, security devices).					
2.4.6	Building envelope (i.e., signs of heavy condensation on doors or windows).	3			- Upper level windows do not show signs of significant condensation. Lower level windows show signs of condensation.	
	Other					
<b>Overall Bldg Exterior Condition &amp; Estim Costs</b>						<b>\$400,000</b>

**Facility Evaluation Form**  
**Part II - Physical Condition**

Section	Building Interior - Overall Conditions	Rating	Bldg. Section	Description/Condition	Comments/Concerns	Estim. Cost
3.1	Interior Structure					
3.1.1	Interior walls and partitions (i.e., signs of cracks, spalling, paint peeling).	4				
3.1.2	Floors (i.e., signs of cracks, heaving, settlement).	2			- The interior walls are wood frame finished with sheet rock and plaster. Walls are not fire-rated.  - Flooring in the basement appears to be vinyl asbestos tiles. This material should be removed and replaced with a non-hazardous material.	\$150,000
	Other					
3.2	Materials and Finishes					
3.2.1	Floor materials and finishes.					
3.2.2	Wall materials and finishes.					
3.2.3	Ceiling materials and finishes.				-See item 3.1.1	
3.2.4	Interior doors and hardware.	3			- Existing doors and frames are antiquated and are not fire-rated. Doors and frames should be replaced to bring building up to code.	\$180,000
3.2.5	Millwork	3			- Millwork is in poor condition and should be replaced.	\$20,000
3.2.6	Fixed/wall mounted equipment (i.e., writing boards, tackboards, display boards, signs).					
3.2.7	Any other fixed/mounted specialty items (i.e., CTS equipment, gymnasium equipment).					
3.2.8	Washroom materials and finishes.	4				
	Other					

Client: Town of Claresholm  
 Project No.: 1466-009-00

**Facility Evaluation Form**  
**Part II - Physical Condition**

Building \_\_\_\_\_ Town Office \_\_\_\_\_  
 Date \_\_\_\_\_ August, 2009

Section 3	Building Interior - Overall Conditions	Rating	Bldg. Section	Description/Condition	Comments/Concerns	Estim. Cost
3.3	Health and Safety Concerns --- Intent is to identify renovations considered necessary to meet applicable codes, primarily due to safety concerns. Basis of evaluation should be an up-to-date inspection report from the authority having jurisdiction together with direct observations as appropriate. Evaluator should note if in his opinion a comprehensive code evaluation is required.					
3.3.1	Building construction type - combustible or non-combustible, sprinklered or non-sprinklered.	4			- Combustible construction - non sprinklered code# ABC 3.2.2.53 Group D, up to 3 storeys.	
3.3.2	Fire separations (i.e., between buildings, wings, zones if non-sprinklered).	3			- There is an existing fire wall that separates the 1948 wing from the remainder of the building. Based on existing codes the load bearing walls, floor and roof assemblies and several storage rooms would have to be rated to bring this facility fire separation up to code. The existing sheet rock and plaster does not offer sufficient fire protection, and the doors and door frames are not rated. - Firedoors create a fire barrier between the two sections. The fire door in the basement has been propped open and is inoperable. The fire door on the main floor creates a dead-end corridor, which is not to code.	\$900,000
3.3.3	Fire resistance rating of materials (i.e., corridor walls and doors).				- See 3.3.2	
3.3.4	Exiting distances and access to exits.				- Not in work scope.	
3.3.5	Barrier-free access.	3			- There is one entrance to the building that is barrier free which incorporates an elevator installed in 1995. There are no barrier free washrooms, however the construction as a hospital gives large corridors and door ways.	
3.3.6	Availability of hazardous materials audit (i.e., evidence of safety concerns with respect to asbestos, PCB's, chemicals).	3			- There is likely asbestos in the zonolite in the roof insulation and some hydronic piping insulation. Basement flooring appears to be vinyl asbestos. See 3.1.2 - We recommend a Hazardous Material Report be commissioned to determine the extent of suspect materials.	\$50,000
3.3.7	Other health and safety concerns (i.e., evidence of excessive noise conditions, air quality problems)				- Not in work scope.	
	Other					
<b>Overall Bldg Interior Condition &amp; Estim Costs</b>						<b>\$1,300,000</b>

**Facility Evaluation Form**  
**Part II - Physical Condition**

Section 4	Mechanical Systems	Rating	Comments/Concerns	Estim. Cost
4.1	<b>Mechanical Site Services</b>			
4.1.1	Site drainage systems (i.e., surface and underground systems, catch basins).			
4.1.2	Exterior plumbing systems (i.e., irrigation systems, hose bibs).		- Surface drainage, see section 1.1.5.	
4.1.3	Outside storage tanks.		None	
	Other		None	
4.2	<b>Fire Suppression Systems</b>			
4.2.1	Fire hydrants and siamese connections.			
4.2.2	Fire suppression systems (i.e., pumps, sprinklers, piping, reservoirs, hoses, stand pipes, CO2 systems).	4	N/A	
4.2.3	Hand extinguishers, blankets and showers (i.e., in CTS areas).	4	- Stand pipe, hose stations throughout, inspected annually.	
4.2.4	Other special situations (e.g., flammable storage areas, science labs, CTS areas).		- Hand ABC extinguishers located throughout, inspected annually.	
	Other		N/A	

Client: Town of Claresholm  
 Project No.: 1466-009-00

**Facility Evaluation Form**  
**Part II - Physical Condition**

Building \_\_\_\_\_ Town Office  
 Date August, 2009

Section 4	Mechanical Systems	Rating	Bldg. Section	Description/Condition	Comments/Concerns	Estim. Cost
4.3	Water Supply and Plumbing Systems					
4.3.1	Domestic water supply (i.e., pressure, volume, quality - note whether municipal or well supply).	4		- Municipal services. - Water services enter building in mechanical room.		
4.3.2	Water treatment system(s).			None		
4.3.3	Pumps and valves (including backflow prevention valves).	2		- No apparent backflow prevention on water service; backflow prevention should be added. - Water meter is installed vertically.		\$10,000
4.3.4	Piping and fittings.	4		- Copper pipe in fair condition.		
4.3.5	Plumbing fixtures (i.e., toilets, urinals, sinks)	4		- Washroom fixtures in good condition.		
4.3.6	Domestic hot water system (i.e., heater, storage tanks, failure alarms, pressure, volume, recirculation).	3		- 1 standard domestic water heater in fair condition. Water heater should be replaced.		\$10,000
4.3.7	Sanitary and storm sewers, including sumps and pits (note whether sewage system is municipal or septic).	4		- Municipal sanitary service. Sanitary lines in acceptable condition.		
	Other					

**Facility Evaluation Form**  
**Part II - Physical Condition**

Section 4	Mechanical Systems	Rating	Bldg. Section	Description/Condition	Comments/Concerns	Estim. Cost
4.4	Heating Systems					
4.4.1	Heating capacity and reliability (including backup capacity).	3		- 2 Heil forced air furnaces (150 MBH each) in fair condition, located in attic.		
4.4.2	Heating controls (including use of current energy management technology).	2		- 2 Steam boilers, converted to water, 460 MBH each. Boilers are at least as old as the 1959 expansion. - 1 Boiler (water), 400 MBH. - Piping is beginning to fail, many elbows throughout the building have been replaced.		\$250,000
4.4.3	Fresh air for combustion and condition of the combustion chimney.	3		- Low voltage thermostats in fair condition. Some thermostats are damaged and need to be replaced.		\$5,000
4.4.4	Treatment of water used in heating systems.	2		- Fresh air ducting is in fair condition. - Masonry combustion chimney is in poor condition, shared by 3 boilers and domestic water heater. - Cold air trap should be installed at base of combustion air.		\$40,000
4.4.5	Low water cutoff/pressure relief valves and failure alarms (i.e., hot water heating).	2		- Boiler accessories appear to be as old as the boilers.		\$5,000
4.4.6	Heating air filtration systems and filters.	4		- Boiler accessories appear to be as old as the boilers. - Filters on forced air units are in good condition.		\$5,000
4.4.7	Heating humidification systems and components.			None		

**Facility Evaluation Form**  
**Part II - Physical Condition**

Section 4	Mechanical Systems	Rating	Bldg. Section	Description/Condition	Comments/Concerns	Estim. Cost
4.4	Heating Systems (cont'd)					
4.4.8	Heating distribution systems (i.e., piping, ductwork) and associated components (i.e., diffusers, radiators).	4				
4.4.9	Heating piping, valve and/or duct insulation.	2			- Ductwork for forced air system in acceptable condition. - Piping for the hydronic system frequently has pin-hole leaks at bends during heating season. - Most radiators in the basement have no covers; radiator fins are in poor condition and should be replaced.	\$60,000
4.4.10	Heat exchangers.	3			- Ductwork insulation in poor condition, likely due to pests in the attic area. Ductwork should be repaired.	\$5,000
4.4.11	Heating mixing boxes, dampers and linkages.	2			- Insulation on hydronic piping has been removed in many places to repair leaks and has not been replaced.	\$5,000
4.4.12	Heating distribution/circulation in larger spaces (i.e., user comfort, temperature of outside wall surfaces).				N/A	
4.4.13	Zone/unit heaters and controls.				N/A	
Other						
		2			- Building is divided into 3 main zones, 2 forced-air furnaces were added after. - Heating is not adequately distributed, frequent complaints of heat, or lack of heat. Forced-air cooling not effectively distributed. - There are also zones in the 1947 wing that are controlled by several low voltage thermostats.	\$25,000
					N/A	



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**Facility Evaluation Form**  
**Part II - Physical Condition**

Building: \_\_\_\_\_ Town Office  
 Date: \_\_\_\_\_ August, 2009

Section 4 Mechanical Systems	Rating	Bldg. Section	Description/Condition	Comments/Concerns	Estim. Cost
4.5 Ventilation Systems					
4.5.1 Air handling units capacity and condition.			None		
4.5.2 Outside air for the occupant load (if possible, reference CFM/occupant).	2		- Make-up air unit in attic area provides sufficient outside air for occupancy to offices only. - Additional ventilation fresh air is required for daycare area, food bank, play school and Pottery club areas.		\$30,000
4.5.3 Air distribution system (if possible, reference number of air changes/hour).					
4.5.4 Exhaust systems capacity and condition.	3				
4.5.5 Separation of out flow from air intakes.	4		- Exhaust fans in washrooms in fair condition.		
4.5.6 Special/dedicated ventilation and/or exhaust systems (i.e., kitchen, labs, CTS areas).			- Acceptable		
<b>Note: Only complete the following items if there are separate ventilation and heating systems.</b>			None		
4.5.7 Ventilation controls (including use of current energy management technology).					
4.5.8 Air filtration systems and filters.			N/A		
4.5.9 Humidification system and components.			N/A		
4.5.10 Heat exchangers.			N/A		
4.5.11 Ventilation distribution system and components (i.e., ductwork, diffusers, mixing boxes, dampers, linkages).			N/A		
Other					

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**Facility Evaluation Form**  
**Part II - Physical Condition**

Building \_\_\_\_\_ Town Office  
 Date \_\_\_\_\_ August, 2009

Section 4 Mechanical Systems		Rating	Comments/Concerns		Estim. Cost
	Bldg. Section		Description/Condition		
4.6	Cooling Systems				
4.6.1		4	Cooling system capacity and condition (i.e., chillers, cooling towers, condensers).	- Condensers for forced air system are in good condition.	
4.6.2			Cooling distribution system and components (i.e., ductwork, diffusers, mixing boxes, dampers, linkages)		
4.6.3			Cooling system controls (including use of current energy management technology).	- See section 4.4.8	
4.6.4			Special/dedicated cooling systems (i.e., labs, CTS areas).	N/A	
	Other			N/A	
4.7	Building Control Systems				
4.7.1			Building wide/system wide control systems and/or energy management systems.		
				N/A	\$450,000
Overall Mech Systems Condition & Estim. Costs					

**Facility Evaluation Form**  
**Part II - Physical Condition**

Section 5	Electrical Systems	Rating	Comments/Concerns	Estim. Cost
5.1	Site Services			
5.1.1	Primary service capacity and reliability (i.e., access, location, components, installation, bus sizes - note whether overhead or underground).	3	- Electrical Service is a 200A fused disconnect, connected to an overhead service. The overhead service is supported by three power poles. Service is too small to handle any additional loading.	\$30,000
5.1.2	Site and building exterior lighting (i.e., safety concerns).	4	- Site lighting appears to provide adequate light levels.	
5.1.3	Vehicle plug-ins (i.e., number, capacity, condition).		N/A	
	Other			
5.2	Life Safety Systems			
5.2.1	Fire and smoke alarm systems (i.e., safety concerns, up-to-date technology, regularly tested).	3	- The existing fire alarm system is a conventional system connected to an Edward 6616 panel installed in 1995. Signaling devices are horn strobe devices. - A pull station needs to be added by the new door in the Council Room.	\$2,000
5.2.2	Emergency lighting systems (i.e., safety concerns, condition).	4	- Emergency lighting is distributed through the facility and should provide enough light in emergencies.	
5.2.3	Exit lighting and signage (i.e., safety concerns, condition).	2	- Exit lighting is present at most doors, however these should be updated with new LED exit signs for visibility and energy efficiency.	\$15,000
	Other			

**Facility Evaluation Form**  
**Part II - Physical Condition**

Section 5 Electrical Systems		Rating	Comments/Concerns	Estim. Cost
5.3 Power Supply and Distribution				
Bldg. Section	Description/Condition			
5.3.1	Power service surge protection.	2	- None currently. Service surge arrester protection should be installed to protect systems.	\$6,000
5.3.2	Panels and wireways capacity and condition.	3	- Panels and wireways generally are at full capacity. Several extra circuits are remaining on a panel that was added in 1995. Several panels are in need of replacement. There is a fuse panel that is overloaded, which is difficult to find replacement fuses. The older panels should be replaced for additional capacity.	\$75,000
5.3.3	Emergency generator capacity and condition and/or UPS (if applicable).		N/A	
5.3.4	General wiring devices and methods.	2	- Most wiring is in conduits and is mostly rigid steel. Outlets are fairly sparse and typically heavily loaded causing breakers to trip regularly. Additional outlets should be added for computer loads and other heavy draws.	\$120,000
5.3.5	Motor controls.	3	- Local starters and disconnects.	
	Other			
5.4 Lighting Systems				
Bldg. Section	Description/Condition			
5.4.1	Interior lighting systems and components (i.e., illumination levels, conditions, controls).	3	- Existing lighting is primarily fluorescent in the town office and incandescent everywhere else. If a suspended ceiling is installed new T-8 fixtures need to be installed.	\$35,000
5.4.2	Replacement of ballasts (i.e., health and safety concerns).	2	- Lighting ballasts are currently PCB ballasts. These should be replaced with electrical ballasts.	\$20,000
5.4.3	Implementation of energy efficiency measures and recommendations.	3	- The incandescent bulbs can be replaced in the short term with compact fluorescent bulbs for energy efficiency. The existing fluorescent fixture should be upgraded to T-8 fluorescents.	\$20,000
	Other		N/A	

Client: Town of Claresholm  
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**Facility Evaluation Form**  
**Part II - Physical Condition**

Building \_\_\_\_\_ Town Office  
 Date August, 2009

Section 5 Electrical Systems		Rating	Comments/Concerns		Estim. Cost
5.5 Network and Communication Systems	Bldg. Section		Description/Condition		
5.5.1	Telephone system and components (i.e., capacity, reliability, condition).	4		- Telephone system is a conventional Nortel system with primarily direct lines.	
5.5.2	Other communication systems (i.e., public address, intercom, CCTV, satellite or cable TV).	4		- Telus Internet. - There is supermet in the building but it is not used due to high operational costs.	
5.5.3	Network cabling (if available, should be category 5 or better).	4		- Computer cabling is primarily cat 5 or better. - Network system is operational.	
5.5.4	Network cabling installation (i.e., in conduit, secured to walls or tables).	4		- Open network cabling secured to walls and tie-wrapped to conduits. - Several older telephone conduits are also used.	
5.5.5	Wiring and telecommunication closets (i.e., size, security, ventilation/cooling, capacity for growth).	3		- The existing server is inside a vault which has no ventilation/cooling and the heat dissipation limits the ability to close the vault for securing the network system or the other files in the vault. A ductless split air conditioner should be added for this system.	\$15,000
5.5.6	Provision for dedicated circuits for network equipment (i.e., hubs, switches, computers).	3		- None. Outlets should be added.	\$6,000
Other					

**Facility Evaluation Form**  
**Part II - Physical Condition**

Section 5 Electrical Systems		Rating	Comments/Concerns		Estim. Cost
			Bldg. Section	Description/Condition	
5.6 Miscellaneous Systems					
5.6.1	Site and building surveillance system (if applicable).				
5.6.2	Intrusion alarms (if applicable).	3		None.	
5.6.3	Master clock system (if applicable).			- None. Security alarm should be added to limit break-ins and vandalism.	\$6,000
Other				N/A	
5.7 Elevators/Disabled Lifts (if applicable)					
5.7.1	Elevator/lift size, access and operating features (i.e., sensing devices, buttons, phones, detectors).	4		- The elevator appears to be a limited use; limited access elevator (LULA). There is a recall button and access door on both floors.	
5.7.2	Condition of elevators/lifts.	4			
5.7.3	Lighting and ventilation of elevators/lifts.	4			
Other				-Single light, no ventilation.	
Overall Elect. Systems Condition & Estim. Costs					\$350,000

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

DEPARTMENT	PROJECT DESCRIPTION	CAT.	COST PAID MSI GRANT	COST PAID SIP GRANT	COST PAID OPERATIONS	COST PAID RESERVES	FUNDING SOURCE	COMMENTS
Sanitary Sewer	South Sanitary Main	New	1,064,000				MSI capital grant	Town's portion to be funded by MSI Capital over two years
Roads	Derochie Drive Paving	New		10,000			Streets Improvement Grant	Per negotiations with developer.
Roads	8th Street Sidewalk* (south of 520 to Westlynn Spur)	New		49,140			SIP Grant/LIT	Portion of sidewalk is local improvement for Cottonwood Village.
Roads	Sundance/Cottonwood Alley **	New		25,000			SIP Grant/LIT	Local improvement for landowners in subdivision and Cottonwood
Drainage	Sundance/Cottonwood Storm Drainage***	New				102,000 Reserves		Portion is local improvement for area landowners
Roads	8th Street West Core and Pave	New		320,000			Streets Improvement Grant	From 520 north to Pedersen Estates new

<b>TOTAL PROJECTS LISTED</b>	\$ 1,064,000.00	\$ 404,140.00	\$ -	\$ 102,000.00	<b>TOTAL COST OF PROJECTS</b>	\$ 1,570,140.00
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**SIP GRANT and TOWN \$ AVAILABLE**

**\$592,000.00**

\* 39% of sidewalk cost is LIT to Cottownwood Village  
 \*\* 23% of cost is LIT to Cottownwood and 27% is LIT to Sundance Subdivision  
 \*\*\* Of total cost \$30,000 is LIT to Cottonwood and \$35,000 is LIT to Sundance Subdivision remainder is Town portion

# **INFORMATION ITEMS**





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

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 February 04, 2010  
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Cheque #	Cheque Date	CEO	CAO	Vendor # Name	Amount
					<b>Batch # 13421</b>
41664	2010-01-08			600 ALBERTA ASSOCIATION OF M.D.'S	14,853.70
41665	2010-01-08			1025 ALBERTA ONE CALL LOCATION CORP	31.50
41666	2010-01-08			6390 BISHOFF AUTO & AG CENTRE	708.90
41667	2010-01-08			786168 BLACK PRESS GROUP LTD.	766.52
41668	2010-01-08			786122 CL MARKETING INC.	38.85
41669	2010-01-08			13660 CLARESHOLM LOCAL PRESS	1,983.46
41670	2010-01-08			14085 CLARESHOLM NAPA AUTO	781.86
41671	2010-01-08			14150 CLARESHOLM WELDING &	34.02
41672	2010-01-08			14205 CLEAN BRITE CHEMICAL SERVICES LTD.	553.94
41673	2010-01-08			786244 CUBEX LIMITED	446.78
41674	2010-01-08			786202 EXOVA	1,071.00
41675	2010-01-08			11310 HI-WAY 9 EXPRESS LTD.	26.04
41676	2010-01-08			61450 MCNALLY CONTRACTORS LTD.	23,573.69
41677	2010-01-08			786197 PARCON CONSTRUCTION LTD.	333,401.03
41678	2010-01-08			786635 PCO SERVICES CORPORATION	89.25
41679	2010-01-08			76300 PEDERSEN TRANSPORT LTD.	65.93
41680	2010-01-08			786874 SUPERIOR SAFETY CODES INC.	10.40
41681	2010-01-08			900 TELUS	78.44
41682	2010-01-08			786437 THE WRITE SOURCE	207.57
41683	2010-01-08			4090 WARNACO SWIMWEAR GROUP	111.20
41684	2010-01-08			111705 WC CLASS II REGIONAL LANDFILL	5,059.80
41685	2010-01-08			126060 ZEP SALES & SERVICE OF CANADA	50.67
41686	2010-01-08			900000 BRAD ORGE	64.62
41687	2010-01-08			900000 DA VINCI SIGNS	577.50
					<hr/> 384,586.67
					<b>Batch # 13422</b>
41688	2010-01-08			650 ALBERTA BLUE CROSS	4,268.66
41689	2010-01-08			786517 AMSC INSURANCE SERVICES LTD.	4,451.34
41690	2010-01-08			786195 Benchmark Assessment Consultants Inc.	3,465.87
41691	2010-01-08			786502 CLV HOME SPRING WATER LTD.	15.00
41692	2010-01-08			786202 EXOVA	25.20
41693	2010-01-08			786618 HTS LTD CLARESHOLM	209.99
41694	2010-01-08			786751 LGAA	170.00
41695	2010-01-08			65040 MUNICIPAL INFORMATION SYSTEMS	867.34
41696	2010-01-08			71400 Oldman River Regional Services Commission	19,175.75
41697	2010-01-08			786899 PEACE LUTHERAN CHURCH	450.00
41698	2010-01-08			786156 Q.E.D. ENTERPRISES LTD.	881.49
41699	2010-01-08			91265 SCHUWEILER, MIKE	500.00
41700	2010-01-08			900000 JOE KULAS	125.00
					<hr/> 34,605.64



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

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<b>Cheque #</b>	<b>Cheque Date</b>	<b>CEO</b>	<b>CAO</b>	<b>Vendor # Name</b>	<b>Amount</b>
				<b>Batch # 13441</b>	
41701	2010-01-19			786399 Alberta Municipal Health & Safety Association	700.00
41702	2010-01-19			786707 Alberta SouthWest Regional Alliance Ltd.	15.00
41703	2010-01-19			786517 AMSC INSURANCE SERVICES LTD.	2,745.12
41704	2010-01-19			786354 BONETTI, TONY	293.79
41705	2010-01-19			786095 CHILTON, LISA	103.95
41706	2010-01-19			12325 CHINOOK ARCH REGIONAL LIBRARY	50.00
41707	2010-01-19			12350 CHINOOK COUNTRY TOURIST ASSOC.	893.55
41708	2010-01-19			786141 CLARESHOLM TAXI	585.00
41709	2010-01-19			14150 CLARESHOLM WELDING &	75.65
41710	2010-01-19			786502 CLV HOME SPRING WATER LTD.	7.50
41711	2010-01-19			786543 COMPUTER TECH	105.00
41712	2010-01-19			14265 CONCORD ELEVATOR (ALBERTA) LTD.	245.00
41713	2010-01-19			786180 Ikon Office Solutions, Inc.	99.75
41714	2010-01-19			786218 JOHN'S HEATING	105.00
41715	2010-01-19			56155 LIFESAVING SOCIETY	421.73
41716	2010-01-19			56200 LOCAL AUTHORITIES PENSION PLAN	8,284.79
41717	2010-01-19			65040 MUNICIPAL INFORMATION SYSTEMS	867.34
41718	2010-01-19			786167 PITNEY BOWES GLOBAL CREDIT SERVICES	341.75
41719	2010-01-19			86300 RECEIVER GENERAL FOR CANADA	16,062.28
41720	2010-01-19			900 TELUS	801.79
41721	2010-01-19			786849 TJ'S TREE TRIMMING	393.75
41722	2010-01-19			900000 KATHY GRANT	83.60
					<b>33,281.34</b>



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

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<b>Cheque #</b>	<b>Cheque Date</b>	<b>CEO</b>	<b>CAO</b>	<b>Vendor # Name</b>	<b>Amount</b>
					<b>Batch # 13442</b>
41723	2010-01-19			850 AG-LINE	1,121.51
41724	2010-01-19			13125 AHS - CCMHA	38.16
41725	2010-01-19			6441 BOB HONG JANITORIAL LTD.	231.00
41726	2010-01-19			786578 CENTRAL SHARPENING LTD.	148.05
41727	2010-01-19			786718 CICON ENGINEERING	26,531.76
41728	2010-01-19			13150 CLARESHOLM CASTING	2,415.00
41729	2010-01-19			786254 CLARESHOLM FLORAL & CANDY SHOPPE	26.25
41730	2010-01-19			786034 CLARESHOLM HEALTH UNIT	130.00
41731	2010-01-19			13850 CLARESHOLM OVERHEAD DOORS	14,529.53
41732	2010-01-19			785973 CLEARTECH INDUSTRIES INC.	4,201.45
41733	2010-01-19			58000 DHL EXPRESS (CANADA) LTD.	106.86
41734	2010-01-19			21350 EDDIE'S HANG-UP DISPLAY	211.91
41735	2010-01-19			786397 EPCOR	76.18
41736	2010-01-19			26201 FERG'S SEPTIC SERVICE	535.50
41737	2010-01-19			31955 GREYHOUND COURIER EXPRESS	39.46
41738	2010-01-19			49980 HARRY'S TIRE SALES (1984) LTD.	426.17
41739	2010-01-19			36800 HOME HARDWARE	492.28
41740	2010-01-19			786619 LATTE-DA ESPRESSO & PASTRY BAR	53.55
41741	2010-01-19			61467 MIDFIELD SUPPLY ULC B3999	254.31
41742	2010-01-19			786872 MPE ENGINEERING LTD.	30,676.92
41743	2010-01-19			786905 ONECONNECT SERVICES INC. T46194	78.85
41744	2010-01-19			97050 PHARMASAVE	17.77
41745	2010-01-19			786514 SCHULTZ SIGNS INC.	2,079.00
41746	2010-01-19			786468 SHAW CABLE	55.60
41747	2010-01-19			13525 SOBEYS CLARESHOLM	416.20
41748	2010-01-19			900 TELUS	82.02
41749	2010-01-19			126050 ZEE MEDICAL CANADA, INC.	265.08
41750	2010-01-19			900000 AUTODRAFT INC.	1,935.15
41751	2010-01-19			900000 KEITH ARMSTRONG	546.40
					<hr/> 87,721.92
					<b>Batch # 13462</b>
41752	2010-01-25			11250 CANADIAN LINEN SUPPLY	384.25
41753	2010-01-25			786908 GOESEELS, DEBRA L	90.74
41754	2010-01-25			786428 NEXEN MARKETING	54,209.34
41755	2010-01-25			101400 UNITED FARMERS OF ALBERTA	1,041.12
41756	2010-01-25			126050 ZEE MEDICAL CANADA, INC.	459.21
					<hr/> 56,184.66



TOWN OF CLARESHOLM  
CHEQUE LISTING FOR ACCOUNTS PAYABLE

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Cheque #	Cheque Date	CEO	CAO	Vendor #	Name	Amount
						<b>Batch # 13463</b>
41757	2010-01-25			650	ALBERTA BLUE CROSS	4,268.66
41758	2010-01-25			786903	Alberta Municipal Enforcement Association	60.00
41759	2010-01-25			786285	ALTALIS LTD.	132.30
41760	2010-01-25			2550	AUMA	3,245.20
41761	2010-01-25			87008	CANADIAN RED CROSS	207.57
41762	2010-01-25			786657	Claresholm & District Transportation Society	5,000.00
41763	2010-01-25			76150	Claresholm Animal Rescue Society	15,000.00
41764	2010-01-25			13175	CLARESHOLM COMMUNITY CENTRE HALL BOARD	10,000.00
41765	2010-01-25			786465	CLARESHOLM GOLF CLUB	20,000.00
41766	2010-01-25			13600	CLARESHOLM PUBLIC LIBRARY	50,000.00
41767	2010-01-25			14205	CLEAN BRITE CHEMICAL SERVICES LTD.	121.63
41768	2010-01-25			786502	CLV HOME SPRING WATER LTD.	37.50
41769	2010-01-25			786540	DIRECT ENERGY REGULATED SERVICES	71.23
41770	2010-01-25			76356	Excel Telecommunications (Canada) Inc.	21.38
41771	2010-01-25			786597	FOOTHILLS HOME IMPROVEMENTS	118.13
41772	2010-01-25			786199	HINKLE ELECTRIC	539.87
41773	2010-01-25			786180	Ikon Office Solutions, Inc.	71.93
41774	2010-01-25			42321	IOS FINANCIAL SERVICES	400.46
41775	2010-01-25			56155	LIFESAVING SOCIETY	625.94
41776	2010-01-25			65000	MUNICIPAL DISTRICT OF WILLOW	40.00
41777	2010-01-25			786484	NANESCO SALES LTD.	441.00
41778	2010-01-25			76300	PEDERSEN TRANSPORT LTD.	448.01
41779	2010-01-25			900	TELUS	3,946.96
41780	2010-01-25			786187	Western Canada Welding Products Ltd.	166.28
41781	2010-01-25			126060	ZEP SALES & SERVICE OF CANADA	70.29
41782	2010-01-25			900000	993687 ALBERTA LTD.	218.12
41783	2010-01-25			900000	KIM BISWANGER	317.20
41784	2010-01-25			900000	NTF COMMUNICATIONS	110.25
41785	2010-01-25			900000	OLDS COLLEGE	523.95
41786	2010-01-25			900000	ROXBORO GROUP INC.	185.00
41787	2010-01-25			900000	TARA VAN DELLEN	30.00
						<hr/>
						116,418.86



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

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<b>Cheque #</b>	<b>Cheque Date</b>	<b>CEO</b>	<b>CAO</b>	<b>Vendor # Name</b>	<b>Amount</b>
				<b>Batch # 13475</b>	
41788	2010-01-28			13250 CLARESHOLM CHILD CARE SOCIETY	2,183.50
41789	2010-01-28			13175 CLARESHOLM COMMUNITY CENTRE HALL BOARD	250.00
41790	2010-01-28			785973 CLEARTECH INDUSTRIES INC.	1,176.67
41791	2010-01-28			786202 EXOVA	579.60
41792	2010-01-28			786145 Ghostpine Environmental Services Ltd.	2,560.43
41793	2010-01-28			56200 LOCAL AUTHORITIES PENSION PLAN	8,296.03
41794	2010-01-28			66100 NATIONAL SECRETARY-TREASURER	1,118.88
41795	2010-01-28			786415 ORGE, MARIANNA	787.38
41796	2010-01-28			786197 PARCON CONSTRUCTION LTD.	297,345.33
41797	2010-01-28			786454 PRAXAIR DISTRIBUTION	33.23
41798	2010-01-28			86300 RECEIVER GENERAL FOR CANADA	16,214.16
41799	2010-01-28			900 TELUS	230.21
41800	2010-01-28			785905 WESTWIND COMPUTERS	1,028.90
41801	2010-01-28			900000 BRENT HALL	210.27
41802	2010-01-28			900000 Foothills High School Rodeo Club	300.00
41803	2010-01-28			900000 JUDY PENNER	650.00
					332,964.59
<b>Total</b>					<b>1,045,763.68</b>

**Claresholm Animal Rescue Society  
Regular Meeting Minutes  
January 7, 2010**

*Approved.  
Jan. 21/2010*

**Present:** Kimberley Alexander, Kris Holbeck, Rita Hahn, Christel Hutka, Sylvia Giroux, Barb Hinkle, Gerald DeBruyn

**Regrets:** David Moore, Anne Papan

**1. Call to Order**

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

**2. Approval of Agenda**

Motion to accept the Agenda by Sylvia Giroux. Carried.

**3. Approval of the Minutes**

Motion to accept the Minutes of the December 17, 2009 meeting by Kris Holbeck. Carried.

**4. Old Business**

Volunteer Report - Rita

- 413 volunteer hours from Dec 18 to Jan 7 by 15 volunteers.

Treasurer's Report - Kris

- The bank balance was \$1,570.44.
- The Brownlee legal invoice will be paid in 12 equal instalments with no interest.
- Kris applied for a \$75,000 CIP operating grant.
- The CARES presentation to the town council is set for Monday, January 11, 2010.

Adoptions and Fostering Report - Rita/Kim

- Cats: Java, Kiki, Sissy and Twinkie have been adopted. Micah, Wally, Murray, Lila and Angel in foster care. Marshmallow was returned as he terrorized their dogs. Two new cats in.
- Dogs: Russell adopted. New dog in: Max and he's already in foster. Kim got a call about Brook.
- Benji - his lumps were not cancer and he was all set to have surgery, but was returned because he bit again. This has been five times now, many unprovoked. Kim will call Heaven Can Wait to see if they will take Benji to train/evaluate him. We don't have the resources, but we will have him neutered if that will help.

Shelter Update - Rita

- Nothing new to report.

TNR Report - Denise

- No TNRs. No shelters built yet.

Website update - Kris/Barb

- Jonathan did up the package. All dogs are now on the site. Most cats are on as well, except some new cats and some fosters that Barb needs pictures and descriptions for. PetFinder has been updated as well. Forms still need to be up-loaded to the site.

**5. New Business**

### Selection of Auditors

- We need to have our statements for 2008 and 2009 audited for various government requirements and for our Annual General Meeting.
- **MOTION:** Kris Holbeck made the motion to contact Georgina Vos in Granum to see if she would conduct our audit for the 16 months ended December 31, 2009. Carried.

### Committee to prepare a proposal for the new shelter facility

- A committee was formed to start looking into the requirements for a new shelter facility. The committee consists of: Barb Hinkle, Rita Hahn, Gerald DeBruyn, and Christel Hutka.
- They will contact banks to see what documentation is required for financing; then they will look into properties available to buy, build or lease (land and/or building). Then they need to look into grant applications and additional funding.

### Overdue Notice

- Christel had prepared and read a letter to send out to Helen Skinner regarding the amount owing for the garbage bin/tax exemption difference that is still outstanding. It was commented that we should also charge an interest penalty. It was approved by the Board to send out the letter.
- Please note that per David Moore's e-mail instructions below, the letter was not sent out.

### Other

- Kim inquired as to what happened with the window that Helen Skinner broke in the shelter building and if it was ever replaced. We explained that Helen stated that as landlord she didn't need to fix it because "it wasn't essential to our operation of the shelter". She simply removed the other half of the glass partition. It was mentioned that the glass was originally installed as a security measure by the town. Kris will check with the town office to see if the town originally paid for installing the glass, making it part of the leasehold improvements that the town has an interest in. If so, the town will send a letter to Helen making sure she does replace the glass.
- A bicycle lock will be obtained and the gate to the outside dog runs will be locked. Right now anyone could enter and remove any dogs that aren't locked inside during the night.
- We discussed putting up a "temporary sick room" - one that could be taken apart and moved with us when the time comes. We decided that the plasticized cardboard-type of material used in campaign signs might do the trick. It is light, easy to cut, and can be easily disinfected.
- Denise mentioned that she got about \$85.00 from the bottle depot coin box.
- **MOTION:** A motion was made by Kris Holbeck to increase the fee for keeping an animal overnight to \$20.00 per day. Carried.
- There is a pet first aid course next weekend in Lethbridge. Information is at the shelter for anyone interested in attending.
- As per an e-mail received earlier today from David Moore, he wanted the following noted in the Minutes of tonight's meeting: "I am requesting any further correspondence with Pampered Pets / Helen & Charlie Skinner, be received by me prior to delivery either by e-mail or through Kris at the Town Office. Any meetings or verbal discussions to also be attended by me." No explanation was given, but he will address the Board at the next meeting.

**6. Adjournment:** Meeting adjourned at 8:35 p.m.

**Next Meeting:** Thursday, January 21, 2010 at 7:15 at the library.

Christel Hutka, Secretary

## Minutes of the FCSS Board Meeting of November 25, 2009

All board members were present: Shirley Isaacson, Earl Hemmaway, Tara Bishoff, Connie Quayle, Danielle Slettede. Staff: Debbie Goeseels

Shirley called the meeting to order at 5:35 PM.

1. Approval of the agenda was moved by Earl; **Motion** 1101:09 carried.
2. Approval of minutes from the last board meeting of October 21, 2009 was moved by Connie; **Motion** 1102:09, carried.
3. Financial information was reviewed as follows:
  - 3.1 Jan.1 to Oct. 31/ 09, with comparison to budget from Town
  - 3.2 Excel spreadsheet comparison to budget to end October 09.
  - 3.3 Draft budget proposed for 2010.Earl moved to accept the financial information and budget as presented; **Motion** 1103:09, carried.
4. The correspondence folder was reviewed and accepted as information. Resulting discussion and motions are noted under "new business".
5. Staff reports were reviewed and accepted for information.
6. Sub-committees reported:
  - Policy & Procedure - Connie, Danielle: met and finished review of P & P manual.
  - Finance - Shirley, Tara: 2010 budget draft.
  - Personnel - Earl, Shirley: met to discuss 2010 pay increases and conduct Director's annual performance evaluation. Still need to review job descriptions for manual.
  - Drop Zone - Danielle, Tara: nothing to report; phone contact as needed.
7. Old Business:

Minutes from the Claresholm & District FCSS meeting of Nov. 25/09

1

Approved: \_\_\_\_\_

Board Chair

Director



7.1 There have not been any applications for new board members - community representatives; however, Elaine Wyllie has indicated she will drop off a note/expression of interest to the Town to join the board in 2010.

7.2 Forward Solutions - Brenda Helmer pre-paid counselling session's summary for 2009 was reviewed and discussed. This seemed to work well and was not over-used. Tara moved we pre-pay 10 more sessions at a cost of \$700.00 in 2010; **Motion 1104:09**, carried.

7.3 It was discussed last month that perhaps we need to request an amendment to the by-law so that we could have *either* a youth or an adult as we have always had difficulty getting a youth member. It might make more sense to have a youth advisory committee that meets 2-3 times per year instead of trying to have a youth on the board. Tara moved to request an amendment to the bylaw regarding FCSS board composition to allow for an extra community member at large and delete the requirement for one FCSS board member to be a youth; **Motion 1105:09**, carried. Debbie will speak with Kris Holbeck about what needs to be done.

Continues...

Approved: \_\_\_\_\_

Board Chair

Director

7.4 Review of funding applications received to date: good discussion of all applications was held. FCSS guidelines and budget constraints guided the decision making process, along with local priorities. It was decided the Bantam Football request for helmets does not fall within our mandate. After much discussion it was decided that our budget does not allow for us to fund Project Read at this time.

Danielle moved to provide funding to the following groups for 2010:

SADD	\$1000.00
Claresholm MOPS	1000.00
Chaplaincy and Griefshare programs	1400.00
Indoor Walking Group	500.00
Junior Achievement Program	1000.00
Foothills SNAPS	3500.00
Ranchlands Victim Services Society	800.00
	<hr/>
Total Grants approved for 2010	\$9200.00

**Motion** 1106:09 carried.

7.5 Christmas bonuses for staff this year were discussed. Earl moved to provide bonuses to staff in December as follows: \$50.00 for part time staff and \$100.00 for full time staff;

**Motion** 1107:09, carried.

8. New Business was discussed as follows:

8.1 Motions arising from reports or correspondence:

8.1.1 Request from Kate Glover to cost share on a parenting program called Yours, Mine, and Hours was discussed. Our Outreach worker has just had to cancel a similar parenting program due to low registration. Partnering is valuable however it was decided that although we support WCCALS bringing in the program we cannot commit any funds at this time.

8.1.2 Yellow Ribbon Program for spring of 2010 per Outreach request was discussed. It appears the High School is keener than seniors to support the program. Although

Approved: \_\_\_\_\_

Board Chair

Director

seniors would benefit the Lodge has reported none of their staff are willing to become "Gatekeepers" and it's not likely to be a success for that population unless they have someone safe to go to for help. It was decided that Brenda should focus most of her time and energy on youth unless the seniors groups are willing to commit some staff to support. Connie moved we provide the Yellow Ribbon program within the community in 2010 with a presentation at the High School and education to the general community for an approximate cost of \$3500.00, **Motion** 1108:09, carried.

8.2.1 Office items required: New brochure racking has been extensively researched and priced by our office staff last year and this year; best fit costs between \$2860.00 and \$3000.00.

8.2.2 Upgrades to our telephone system; 2 quotes were reviewed. The best priced quote is from DRC Communication at \$1500. It was agreed these items were needed and should be put on the agenda for approval at the January 2010 meeting. **Items tabled to next meeting.**

8.3 Pay increases for 2010; the Personnel committee recommends an across the board pay increase of 4% for all staff to become effective Jan.1<sup>st</sup>, 2010. Connie moved to provide all staff a 4% increase in 2010; **Motion** 1109:09, carried.

Continues...

.../3 continued

8.4 Review and acceptance of the updates suggested for the Policy and Procedures manual was done. Everything looks good; however job descriptions and pay ranges need to be updated. Danielle moved to approve the updated Policy and Procedures manual as presented; all pages will be marked as approved November 2009; **Motion** 1110:09, carried.

9. It was decided not to hold a December meeting. The third Wednesday of each month still seems to be the best day for everyone. There was no other business to discuss.

Approved: \_\_\_\_\_

Board Chair

Director

10. Earl moved to adjourn at 7:35 PM. **Motion** 1111:09.

**Next meeting: third Wednesday, January 20, 2010.**

Approved: \_\_\_\_\_

Board Chair

Director



**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](mailto:hewsonk@lrzd.ab.ca) or phone using the contact information below.

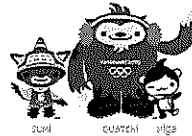
# Principal's Update

## West Meadow Elementary School

Monday, January 25

### Olympic Update

Thank you to everyone who attended the Olympic Torch ceremony last Monday! It was truly a memorable day for our students and community!



This Thursday, 5 time national bobsled champion Jayson Krause will be visiting students at the 5-7 site at 12:30 pm. Parents are invited to participate in his presentation "Be Your Best: Dream".

Tuesday evening at 5:30 pm at the 5-7 site, parents are invited to attend an Olympic Expo planning meeting. The Olympic Expo event will coincide with the official open house for the newly modernized West Meadow Elementary. Please plan to join us on February 12 for this event.

### Looking Ahead...



- Feb. 11** WCCHS School Council
- Feb. 12** Olympic Expo
- Feb. 15** Family Day—No School
- Feb. 16-17** Days in lieu of 3-way conferences/interviews—no school
- Feb. 18-19** Teachers' Convention—no school

### K-4 Week at a Glance

Monday, January 25	
Tuesday, January 26	Hot Dog Day
Wednesday, January 27	Munsch Lunch
Thursday, January 28	Pizza Day 1 pm—Lacrosse Presentation (gr. 3-4)
Friday, January 29	Staff Planning Day

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

### 5-7 Week at a Glance

Monday, January 25	Hot Dog Day
Tuesday, January 26	Pizza Day Safety Patrol Skate with the Hurricanes
Wednesday, January 27	Gr. 6 swim—2 pm
Thursday, January 28	Subway Day Gr. 5 swim—10 am 12:30—Bobsledder Jayson Krause 2 pm—Lacrosse Presentation
Friday, January 29	Staff Planning Day

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

### Grade 7 Winter Formal



Thursday, 5—8 pm

### Planning for Grade 7-8 for 2010-2011



The next WCCHS School Council meeting will be happening at the WCCHS library on February 11 at 7:00 pm. This will be the forum for discussion and updates regarding planning for grade 7-8 programming for 2010-2011. Continue to check back on our website for continued updates and information regarding planning.

### Community Lacrosse

Students in grades 3-7 this Thursday will have a presentation with Bruce Codd, a member of the Calgary Roughnecks.

Gr. 3-4—1:10 pm

Gr. 5-7—2:05 pm



Families with children interested in community lacrosse are invited to attend an organizational meeting on Thursday, 6:30 pm at WCCHS library.

Visit the website for more information.

*Please see the back of this update for information about the creation of a logo for West Meadow Elementary School.*



### Family Literacy day is January 27!



Information about a "Munsch Lunch" for K-4 students will be sent home with students! Parents are invited to attend.



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

**February  
2010**



*Caring Begins With You and Me!*

## **K-4 Facility**

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



## **5-7 Facility**

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

### **Principal**

Mr. Kurtis Hewson

### **Assistant Principal**

Ms. Karen Bingley  
*K-4 Facility*

### **Assistant Principal**

Mrs. Lynne Penniket  
*5-7 Facility*



# West Meadow Elementary News



## **Olympic Expo**

**February 12**

**5-7 Site**

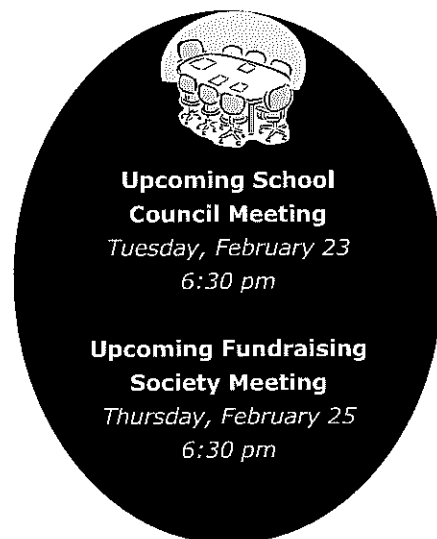
Make plans to join us on Friday, February 12 for the Olympic Expo. Students from each site will join together at the 5-7 site, visiting the 10 countries of our Olympic focus for an exciting day of learning and fun. This will also be an opportunity for students, families and community members to see the fully-modernized West Meadow Elementary.

**Please plan to attend a parent planning meeting on Friday, February 5 to assist in the planning of the Olympic Expo.**

Visit the website for further information, photos and highlights of all Olympic events and learning happening at West Meadow Elementary



*A photo of K-7 students and staff following our Mini-Olympic events on January 12.*



### **Upcoming School Council Meeting**

*Tuesday, February 23  
6:30 pm*

### **Upcoming Fundraising Society Meeting**

*Thursday, February 25  
6:30 pm*

*West Meadow Elementary  
parents are invited to  
attend the  
**WCCHS School  
Council Meeting**  
**February 11 at 7:00 pm**  
**in the library**  
for continued  
conversations regarding  
grade 7-8 student  
programming next year.*

## **West Meadow Elementary School Logo**

*We are in the process of developing a new school logo for West Meadow Elementary School. We need your feedback by February 12. Please use the feedback form found on the website, the back of next week's Principal's Update and available at the office on both sites.*

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

# K-4 News



## Upcoming Events

**Friday, February 5**

*Olympic Expo Parent Meeting—2:00 pm*

**February 8—11**

*Kindergarten Registration*

**Thursday, February 11**

*Sports Day  
WCCHS School Council—7:00 pm*

**Friday, February 12**

*Olympic Expo*

**Monday, February 15**

*Family Day*

**Tuesday/Wednesday, February 16 & 17**  
*Days in Lieu of Parent Teacher Interviews*

**Thursday/Friday, February 18 & 19**  
*Teachers' Convention*

**Tuesday, February 23**  
*School Council Meeting—6:30 pm*

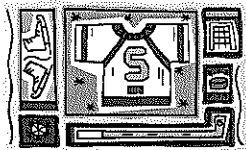
**Thursday, February 25**  
*Fundraising Society Meeting—6:30 pm*



# Swim to Survive

**In February our students will be participating in the Swim to Survive program. The schedule for the program will be:**

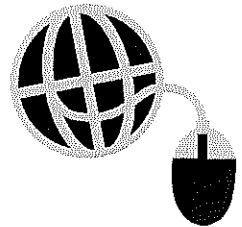
Grade 1	<b>Beer McKee Heitman</b>	Tuesday, February 2
		Wednesday, February 3
		Thursday, February 4
Grade 2	<b>McGrattan Symonds</b>	Monday, February 8
		Wednesday, February 10
		Thursday, February 11
Grade 3	<b>McDowell</b>	Monday, February 8
		Tuesday, February 9
		Wednesday, February 10
	<b>Kirk</b>	Monday, February 22
		Tuesday, February 23
		Thursday, February 25
<b>Mueller</b>	Monday, February 22	
	Tuesday, February 23	
	Thursday, February 25	
Grade 4	<b>Gillespie</b>	Monday, March 1
		Tuesday, March 2
		Wednesday, March 3
	<b>Orsten</b>	Monday, February 22
		Tuesday, February 23
		Wednesday, February 24
<b>Mackin</b>	Monday, March 1	
	Tuesday, March 2	
	Wednesday, March 3	



## Sports Day February 11

Dress in your favorite jersey or uniform, one day before the Olympic Opening Ceremonies.

**Check out the school website for updated information about the modernization and K-6 planning for 2010-2011, Olympic updates and pictures and more!**



# Accountability Surveys

You may have recently seen newspaper articles on Provincial Achievement Tests (PATs) or changes to the Grade 12 Diploma Exams. Both PATs and Diploma Exams contribute to the Accountability Pillar, a tool used by Alberta Education to evaluate how well the education system is meeting the expectations of parents and the public. All parents want to know that their children are receiving a quality education. Grades are important but there is more to it than that. A quality education helps all children make the most of their talents and abilities.

The Accountability Pillar uses a set of 16 indicators consisting of surveys of students, parents and teachers on various aspects of quality; student outcomes such as dropout and high school completion rates; and provincial assessments of student learning.

From January to the end of February, Alberta Education will be conducting the annual Accountability Pillar Survey. In January, parents of students in grades 4 and 7 will receive a survey from Alberta Education. In February, students in grades 4 and 7 and all teachers will be completing their surveys online at school.

All surveys are anonymous and ask questions about experiences with this school. As an annual check-up on the education system, the Accountability Pillar provides an opportunity for Alberta Education and school authorities to ensure that we're equipping students for success. Your participation in the survey helps, so we encourage you to return your survey promptly.

Survey results will be available to jurisdictions in May 2010, and will be reported publicly by jurisdictions as part of their 3-Year Education Plans and Annual Education Results Reports.

**Please take the time to complete and return these surveys, which will be arriving by mail. The results received are valuable information for the school in future planning.**





## FREE SWIMMING Saturdays

Starting January 9, 2010  
**Public Swim**  
2 - 4 p.m.  
Claresholm Aquatic Centre

Everyone Welcome  
Maximum 125 people

Sponsored by your local Family Physicians,  
The Town of Claresholm and the Claresholm  
Healthy Community Coalition

Keep Active ~ Keep Well



## Kindergarten Registration

Registration for students entering Kindergarten for the 2010-2011 school year will be held at

**West Meadow Elementary  
K-4 site**

**Monday, February 8 through  
Thursday, February 11.**

*Students entering Kindergarten must be 5 years of age on or before December 31, 2010.*

We also require a copy of your child's Birth Certificate and Alberta Health Care card.





# 5-7 News



## Upcoming Events

### Monday, February 1

Speaker from God's Little Angels Orphanage at 2:45 for all students

### Thursday, February 4

School ski trip to Castle Mountain

### Friday, February 5

Olympic Expo Parent Meeting—2:00 pm

### Thursday, February 11

WCCHS School Council—7:00 pm

### Friday, February 12

Olympic Expo

### Monday, February 15

Family Day

### Tuesday/Wednesday, February 16 & 17

Days in Lieu of Parent Teacher Interviews

### Thursday/Friday, February 18 & 19

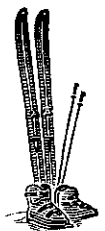
Teachers' Convention

### Tuesday, February 23

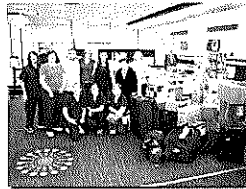
School Council Meeting—6:30 pm

### Thursday, February 25

Fundraising Society Meeting—6:30 pm



**Remember students leave on February 4 for the ski trip at 7:00 am and arrive back at 6:00 pm**



## West Meadow School Haiti Earthquake Relief Fundraising Activities

On January 12, 2010 a large earthquake struck Haiti. In an effort to allow our students to help the people, specifically the children, affected by this terrible event we have begun a fundraising drive within our school community. 7A is spearheading the organization of the activities, while all students are asked, and welcome to help.

We will be donating all funds raised to NGO, God's Littlest Angels, an orphanage in Haiti. We were moved to give to this organization because they have a local board (Calgary/Okotoks) and are all ready set up to assist, as well there is expected to be an increase in the number of orphaned children due to the earthquake. Some of their most immediate needs are water, formula and diapers, it is our intention that funds raised will help them care for the children. We have been keeping up to date on the situation there via their blog.

What we are doing to help:

**Jelly Bean Guess** – 50 cents per guess – this is set up outside the office at lunch hour, until Jan 28, 2010 - The winner will be announced Feb. 1, 2010



**Change Collection Jars** – These have been placed in all classrooms and the office – we ask that students and staff contribute any spare change – it all adds up! Final Tally will be done Feb. 9, 2010

**Custom Made Knife Draw** – For \$2 adults can enter their name for a chance to win a custom made knife, made by our own Mr. Dean Lindquist. For your chance to win see the office, or a 7A student. Draw will be made Feb. 9, 2010

**Canteen at Girls Basketball Tournament** – Jan 22 & 23 – All proceeds from this concession will go to help provide relief for those in Haiti



Some Pictures from God's Littlest Angels Website – the orphanage itself is still standing and can be used, however they have all been spending a great deal of time outside – sometimes even sleeping outside for fear of aftershocks.

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**Saturdays**  
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**Everyone Welcome**  
 Maximum 125 people

Sponsored by your local Family Physicians,  
 The Town of Claresholm and the Claresholm  
 Healthy Community Coalition

**Keep Active ~ Keep Well**

**The new Library will be up and running on February 1**

Come on in and check it out.  
 Thank you, Thank you to  
 Mary Thompson, Shannon  
 Clay, Chad Besplug, J.C.  
 Tratnik & Ruth Lindquist for  
 helping with the big move.



**Golden Eagle Book Award**

We have 54 students who have qualified to be a judge so far. 5 students have read all ten books. Students have until Friday, February 26th to qualify to be a judge. Keep reading those Golden Eagle Books so you can qualify for the family draw of a one night stay at the Ramada Inn and Waterslide in Lethbridge.

**Judges were served ice cream on Wednesday, January 27th.**

# K-4 Calendar

# February 2010

**Sunday**      **Monday**      **Tuesday**      **Wednesday**      **Thursday**      **Friday**      **Saturday**


	1	2	3	4	5	6
		Hot dog day		Pizza Day William L.	Olympic Expo Parent Meeting—2:00 pm	Emily T Mr. Mackin
7	8	Hot dog day	10	11	12	13
				Pizza Day	<b>Olympic Expo</b>	
Tristan M.			Kindergarten Registration— Feb 8—11			
			Joshua S., Nadine T.	(wear your favorite jersey or uniform)	Chad A., Bailey G Tianna Mc, Vanessa S.	Holly L. Dylan V.
14	15	16	17	18	19	20
	Vincent P. Daxton W.	Day in lieu of interviews No school Alex f.	Day in lieu of interviews No school	Teachers Convention No school Emily P., Hudson T.	Teachers Convention No school	Byron F.
Josh B.						
21	22	23	24	25	26	27
		Hot dog day	Lunch Forms due	Pizza Day		
Kash C., Josie N Danielle V.		School Council Meeting 6:30 pm		Fundraising Society Meeting 6:30 pm		
28						
Cassidy W.						
	Ethan W.					

5-7

Calendar

# February 2010

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

	1	2	3	4	5	6
	6A Safety Patrol Guest Speaker from God's Little Angels Orphanage 2-4:45pm	Pizza Day		Ski trip to Castle Mountain		
7	8 6AA Safety Hot Dog Day	9 Pizza Day	10	11 Gr 6 swim 2-3:00 Sub Day WCCHS Council Meeting—7 pm (Library)	12 Olympic Expo at 5-7 site	13
14	15 Valentine's Day 	16 Day in lieu of Parent Teacher Interviews	17 Day in lieu of Parent Teacher Interviews	18 Teachers Convention	19 Teachers Convention	20
21	25 5A Safety Patrol	23 Pizza Day School Council Meeting— 6:30 pm	24	25 Sub Day Fundraising Society Meeting—6:30 pm	26 Gr 7 swim 9-10:30	27
28	Please call the school if your child(ren) will be absent 625-4464.					