



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
JANUARY 25, 2010
AGENDA

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

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING MINUTES JANUARY 11, 2010

FINANCES: DECEMBER 2009 BANK STATEMENT

DELEGATIONS: 1. ALBERTA RESEARCH COUNCIL
RE: Solar Energy Technology

ACTION ITEMS:

1. BYLAW #1537 – Municipal Emergency Management Agency
RE: 2nd & 3rd Readings
2. DELEGATION RESPONSE: ALTALINK
3. DELEGATION RESPONSE: Claresholm Animal Rescue Society (CAREs)
4. CORRES: Willow Creek Recycling & Bottle Depot
RE: Contract Renewal
5. MEMORANDUM OF UNDERSTANDING: RCMP
6. CORRES: Foothills High School Rodeo Club
RE: Annual High School Rodeo March 20 & 21, 2010
7. CORRES: Communities in Bloom
RE: Tree Planting Program
8. CORRES: Communities in Bloom
RE: Welcome to Claresholm signs
9. CORRES: Fern Brothers
RE: Benefit Concert for Children of Haiti
10. Fire Quality Management Plan (QMP) Update
11. CORRES: Elaine Wyllie
RE: FCSS Board Member Vacancy
12. CAPITAL PROJECTS FOR BUDGET DISCUSSION 2010 - 2012
13. ADOPTION OF INFORMATION ITEMS

INFORMATION ITEMS:

1. Oldman Regional Services Commission Executive Meeting Minutes – November 12, 2009
2. Claresholm RCMP Detachment Monthly Policing Report – December 2009
3. West Meadow Elementary Principal's Update – January 11, 2010
4. Olympic News for Parents – January 20, 2010
5. SouthGrow Regional Initiative Media Release – January 22, 2010
6. SouthGrow Regional Initiative Media Release – January 22, 2010

ADJOURNMENT:



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
JANUARY 11, 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 Willhauk
- ABSENT:** None
- AGENDA:** Moved by Councillor Isaacson that the Agenda be accepted as amended.
3. DELEGATION RESPONSE: Willow Creek Recycling & Bottle Depot
RE: Contract Renewal moved to In Camera.
CARRIED
- MINUTES:** **REGULAR MEETING – DECEMBER 16, 2009**
Moved by Councillor Sutter that the Regular Meeting Minutes of December 16, 2009 be accepted as presented.
CARRIED
- FINANCES:** **NOVEMBER 2009 BANK STATEMENT**
Moved by Councillor Quayle to accept the November 2009 bank statement as presented.
CARRIED
- DELEGATIONS:** **1. ALTALINK – Kevin Strangway & Mark Johns**
Kevin Strangway, Manager of Municipal Relations and Mark Johns, Director of Siting, appeared before Council at Council's request to discuss the replacement and expansion of the current power system. A need has already been established, so this project is going ahead. Council made it clear that the Town of Claresholm prefers the new line being erected east of Town rather than west. Currently they are in the consultation stage and hope to apply to the government with their plans by late 2010 or early 2011.
- 2. CLARESHOLM ANIMAL RESCUE SOCIETY (CAREs)**
Present on behalf of CAREs was Kim Alexander, Rita Hahn and Christel Hutka. CAREs was formed in the Summer of 2008 and has achieved charity status. It is a no-kill shelter that has a mandate to find loving and responsible forever homes for stray or abandoned animals. The shelter is run completely by volunteers and is looking for the Town's continued financial and other support in 2010.
- ACTION ITEMS:**
- 1. BYLAW #1537 – Municipal Emergency Management Agency**
RE: 1st Reading
Moved by Councillor Leonard to give Bylaw #1537, regarding the Municipal Emergency Management Agency, 1st Reading.
CARRIED
- 2. BYLAW #1538 – Borrowing**
RE: 1st Reading
Moved by Councillor MacPherson to give Bylaw #1538, a borrowing bylaw, 1st Reading.
CARRIED
Moved by Councillor Leonard to give Bylaw #1538, a borrowing bylaw, 2nd Reading.
CARRIED
Moved by Councillor MacPherson to give unanimous consent to give Bylaw #1538, a borrowing bylaw, 3rd and Final Reading at this meeting.
CARRIED
Moved by Councillor Isaacson to give Bylaw #1538, a borrowing bylaw, 3rd and Final Reading.
CARRIED

**3. CORRES: Hon. Ray Danyluk, Minister of Municipal Affairs
RE: Municipal Sustainability Initiative (MSI)**

Received for information.

**4. CORRES: Hon. Ray Danyluk, Minister of Municipal Affairs
RE: Municipal Sponsorship Program**

Moved by Councillor MacPherson to spend the 2009 Municipal Sponsorship Program funding allocation on recycling in Claresholm.

CARRIED

**5. CORRES: Cicon Engineering
RE: South Sanitary Sewer**

Moved by Councillor Moore to award the South Sanitary Sewer project to Foran Equipment Ltd. for \$2,122,535.23 including GST as recommended by Cicon Engineering.

CARRIED

**6. CORRES: ATB Financial
RE: New Requirements for Electronic Funds Transfer (EFT)**

Moved by Councillor Sutter to sign the agreement with ATB Financial for Electronic Funds Transfer as presented.

CARRIED

**7. CORRES: Municipal District of Willow Creek
RE: Joint Economic Development Initiative**

Moved by Councillor Quayle to support the recommendation by the MD of Willow Creek to form a Joint Economic Development Initiative (JEDI) for the Claresholm Industrial area and appoint Mayor Steel and Councillors Leonard and Sutter to this initiative.

CARRIED

**8. CORRES: Claresholm & District Transportation Society
RE: Letter of Support**

Moved by Councillor Isaacson to write a letter of support for the Claresholm & District Transportation Society's grant application to the Community Initiatives Program (CIP).

CARRIED

**9. CORRES: Claresholm Physician Recruitment & Retention Committee
RE: Funding Commitment for 2010**

Referred to budget.

10. Southern Alberta Library Conference – Councillor Sutter

Moved by Councillor Leonard to allow Councillor Sutter to attend the Southern Alberta Library Conference in Lethbridge from February 25 – 27, 2010 as a representative of the Town of Claresholm.

CARRIED

**11. CORRES: Claresholm Museum Board
RE: Grant Application**

Referred to administration.

12. Corporate Sponsorship of Town Owned Assets – Councillor Moore

Referred to administration.

13. Protection Services at the Hospitals in Claresholm – Councillor Quayle

Moved by Councillor Quayle to write a letter supporting Protection Services at the Claresholm General Hospital and the Claresholm Centre for Mental Health and Addictions to MLA Evan Berger and Director of Protection Services with Alberta Health Services, Calgary region.

CARRIED

14. 2010 OPERATING INTERIM BUDGET

Moved by Councillor Isaacson to adopt the 2009 operating budget as the 2010 interim operating budget.

CARRIED

15. DEVELOPMENT AGREEMENT – Harvest Square Subdivision

Moved by Councillor Moore to accept the Development Agreement for the Harvest Square Subdivision as presented.

CARRIED

16. ADOPTION OF INFORMATION ITEMS

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

CARRIED

17. IN CAMERA – PERSONNEL

Moved by Councillor Sutter that this meeting go In Camera.

CARRIED

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

CARRIED

ADJOURNMENT: Moved by Councillor that this meeting adjourn.

CARRIED

Mayor – Rob Steel

Chief Administrative Officer – Kris Holbeck, CA

**TOWN OF CLARESHOLM
DECEMBER 2009 BANK STATEMENT**

RECONCILED BALANCE NOVEMBER 30, 2009		\$57,281.36
DEPOSITS TO BANK	DEBITS	CREDITS
RECEIPTS FOR MONTH	\$2,822,185.93	
REVOLVING LOAN RECEIVED	380,000.00	
CURRENT ACCOUNT INTEREST	5.97	
GIC REDEEMED	0.00	
US EXCHANGE	0.00	
TRANSFERS FROM T-BILLS	700,913.64	
SUBTOTAL	\$3,903,105.54	
CHARGES TO ACCOUNT		
ACCOUNTS PAYABLE		\$710,331.40
PAYROLL CHARGES		131,348.92
INTEREST ON REVOLVING LOAN		34.23
REVOLVING LOAN PAID		320,000.00
LOAN PAYMENTS		144,434.13
MASTERCARD PAYMENT		5,443.58
TRANSFERS TO T-BILLS / GIC PURCHASE		2,530,000.00
NSF CHEQUES		279.91
SERVICE CHARGES		161.43
SCHOOL FOUNDATION PAYMENT		237,245.16
SUBTOTAL		\$4,079,278.76
NET BALANCE AT END OF MONTH		-\$118,891.86
BANK RECONCILIATION		
BALANCE PER BANK	868.03	
PLUS OUTSTANDING DEPOSITS	1,532.96	
LESS OUTSTANDING CHEQUES		-121,292.85
RECONCILED BALANCE DECEMBER 31, 2009		-\$118,891.86
OTHER BALANCES:		
EXTERNALLY RES GIC'S & T-BILLS	\$4,394,830.88	
NON-RESTRICTED GIC'S & T-BILLS	\$3,001,219.45	
PARKING RESERVE	\$3,557.51	
WALKING PATHS RESERVE	\$1,926.81	
OFFSITE LEVY RESERVE	\$58,169.06	
SUBDIVISION RESERVE	\$35,528.73	
REVOLVING LOAN BALANCE		\$60,000.00

SUBMITTED TO TOWN COUNCIL THIS 25TH DAY OF JANUARY 2010

MAYOR

SECRETARY-TREASURER

ACTION ITEMS



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1537**

A Bylaw of the **Town of Claresholm** to establish a **Municipal Emergency Management Agency**.

WHEREAS, under the authority of the Municipal Government of Alberta, being Chapter M-26 of the Revised Statutes of Alberta, R.S.A. 2000 and amendments thereto, the Council of a municipality may pass bylaws for the direction and control of its emergency response;

AND WHEREAS the Council is required, under the Emergency Management Act, R.S.A. 2000, Chapter E-6.8 to appoint an Emergency Management Committee and to establish and maintain a Municipal Emergency Management Agency; and

AND WHEREAS it is desirable in the public interest, and in the interests of public safety, that such a committee be appointed and such an agency be established and maintained to carry out Council's statutory powers and obligations under the said Emergency Management Act;

AND WHEREAS the Council deems it necessary and appropriate to repeal and replace the existing Municipal Disaster Services Agency Bylaw No. 1478;

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

SECTION 1 TITLE OF BYLAW

- 1.1 This Bylaw may be cited as the “**Municipal Emergency Management Agency Bylaw**.”

SECTION 2 DEFINITIONS

- 2.1 In this Bylaw, unless the context otherwise requires:
- a) “**Act**” means the Emergency Management Act, R.S.A. 2000, Chapter E-6.8;
 - b) “**Council**” means the Council of the Town of Claresholm;
 - c) “**Director**” means the Director of Emergency Management;
 - d) “**Disaster**” means an event that has resulted or may result in serious harm to the safety, health or welfare of people, or in widespread damage to property;
 - e) “**Emergency**” means a present or imminent event that requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;
 - f) “**Emergency Management Committee**” means means a committee of Council appointed by resolution;
 - g) “**Minister**” means the Minister charged with administration of the Act;
 - h) “**Municipal Emergency Management Agency**” means the agency established under this Bylaw;
 - i) “**Municipal Emergency Plan**” means the emergency plan prepared by the Director of Emergency Management to coordinate response to any emergency or disaster; and
 - j) “**Municipal Government Act**” means the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended or replaced from time to time;
 - k) “**Town**” means the municipal corporation of the Town of Claresholm in the Province of Alberta, or the area located within the Town of Claresholm's corporate limits, as the context so requires.

SECTION 3 ESTABLISHMENT OF COMMITTEE AND AGENCY

- 3.1 There is hereby established an Emergency Management Committee to advise Council on the development of emergency plans and programs. This committee will comprise of two (2) members of Council and the Chief Administrative Officer to be appointed by resolution.
- 3.2 There is hereby established a Municipal Emergency Management Agency to act as the agent of the Council to carry out its statutory powers and obligations under the Act. This does not include the power to declare, renew, or terminate a state of local emergency, nor the power contained in Section 4.3 of this Bylaw.
- 3.3 Council shall:
- a) provide for the payment of expenses of the members of the Emergency Management Committee;
 - b) by resolution, on the recommendation of the Emergency Management Committee, appoint a Director of Emergency Management (see attached Schedule "A");
 - c) ensure that emergency plans and programs are prepared to address potential emergencies or disasters in the Town;
 - d) approve the Town of Claresholm's emergency plans and programs; and
 - e) review the status of the Municipal Emergency Plan and related plans and programs at least once a year.
- 3.4 Council may:
- a) by Bylaw, borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the Municipal Emergency Management Agency;
 - b) enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs according to the provisions of the Municipal Government Act; and
 - c) by resolution on the recommendation of the Emergency Management Committee, appoint one or more Deputy Directors of Emergency Services.
- 3.5 The Emergency Management Committee shall:
- a) review the Municipal Emergency Management Plan and related plans and programs on a regular basis;
 - b) advise Council, duly assembled, on the status of the Municipal Emergency Plan and related plans and programs at least once a year; and
 - c) recommend to Council any change to the Municipal Emergency Plan if appropriate.
- 3.6 The Municipal Emergency Management Agency shall be comprised of those people or positions as outlined in Schedule "A" hereto.
- 3.7 The Director of Emergency Management shall:
- a) prepare and coordinate the Municipal Emergency Plan and related plans and programs for the Town of Claresholm;
 - b) act as director of emergency operations or ensure that someone is designated under the Municipal Emergency Plan to so act on behalf of the Municipal Emergency Management Agency;
 - c) coordinate all emergency services and other resources used in an emergency.

SECTION 4 STATE OF LOCAL EMERGENCY

- 4.1 The power to declare or renew a state of local emergency under the Act, the powers specified in Section 4.3 of this Bylaw, and the requirement specified in Section 4.5 of this Bylaw are hereby delegated to the Mayor or Deputy Mayor, or two Councillors acting jointly.

- 4.2 When a state of local emergency is declared, the person or persons making the declaration shall:
- a) ensure that the declaration identifies the nature of the emergency;
 - b) cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the Town; and
 - c) forward a copy of the declaration to the Minister forthwith.
- 4.3 Subject to Section 4.4, when a state of local emergency is declared, the person or persons making the declaration may:
- a) cause the Municipal Emergency Plan or any related plans or programs to be put into operation;
 - b) acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
 - c) authorize or require any qualified person to render aid of a type he or she is qualified to provide;
 - d) control or prohibit travel to or from any area of Town;
 - e) provide for the restoration of essential facilities and the distribution of essential supplies;
 - f) cause the evacuation of persons and the removal of personal property from any area of the Town that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons and personal property;
 - g) authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program;
 - h) cause the demolition or removal of any trees or structures if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster or to attempt to forestall its occurrence or to combat its progress;
 - i) procure or fix prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources or equipment within the Town for the duration of the state of emergency;
 - j) authorize the conscription of person needed to meet an emergency; and
 - k) authorize any persons at any time to exercise, in the operation of the Municipal Emergency Plan and related plans or programs, any power specified in paragraphs (b) through (j) in relation to any part of the Town affected by a declaration of a state of local emergency.
- 4.4 When, in the opinion of the person or persons declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall terminate the declaration.
- 4.5 When a declaration of a state of local emergency has been terminated, the person or persons who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the Town.

SECTION 5 REPEAL OF PREVIOUS BYLAW

- 5.1 Bylaw No. 1478, the "Municipal Disaster Services Agency Bylaw" and any amendments thereto, are hereby repealed.

SECTION 6 PASSAGE OF BYLAW

6.1 This Bylaw shall come into effect upon passage of Third Reading.

Read a first time in Council this **11th** day of **January** 2010 A.D.

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

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

Rob Steel, Mayor

Kris Holbeck, CAO

SCHEDULE "A"

Director of Emergency Management	Chief Administrative Officer
Municipal Emergency Management Agency	Chief Administrative Officer Town of Claresholm Fire Chief Town of Claresholm Superintendent Claresholm & District FCSS Director RCMP Sergeant Chinook Emergency Services Livingstone Range School Division, one representative Alberta Health Services, four representatives <ul style="list-style-type: none"> ● Senior Manager, rural south ● Claresholm General Hospital ● Willow Creek Continuing Care Centre ● Claresholm Care Centre Porcupine Hills Lodge, one representative Cottonwood Village, one representative Municipal District of Willow Creek rep (invitation) Alberta Infrastructure and Transportation (invitation)



November 20, 2009

RE: Southern Alberta Transmission Reinforcement (SATR) Project Update – South Foothills Transmission Project

Dear elected official,

As you know, AltaLink is the transmission facility owner involved in a Southern Alberta Transmission Reinforcement (SATR) project in your area. As a follow up to an email I sent you a few days ago, I wanted to provide you with the enclosed information package that was distributed to residents and landowners along the proposed routing for the South Foothills Transmission Project, for which we are now beginning the first phase of consultation.

As noted in the email, the following are a few key points about the South Foothills Transmission Project:

- The first of two phases of stakeholder consultation started last week with a mail-out of a project newsletter and two maps, showing the preliminary route options, to stakeholders located near the project.
- A new double circuit transmission line is proposed from south of Fort Macleod to north of High River.
- Expansion of an existing substation on the Piikani First Nation or a new substation, called Windy Flats, in the area south of Fort Macleod.
- A new substation, called Foothills, is proposed at the north end of the transmission line near High River.
- A series of open houses are planned for late November and early December (see full list of open house locations and dates in the project newsletter attached).
- Stakeholders will be encouraged to provide input into the project to refine potential routes and substation locations during both phases of consultation.
- We anticipate completing our first phase of consultation by the end of January, after which time we will use stakeholder feedback to refine the proposed routes and substation locations. The second phase of consultation will begin in spring or summer of 2010. We anticipate submitting a Facility Application to the Alberta Utilities Commission in fall 2010.

Please call or email me if you have any questions or if you are interested in meeting with AltaLink to discuss the South Foothills Transmission Project. My contact information is shown below. If you wish to learn more about the SATR or other projects AltaLink is currently involved with simply visit this link:

<http://albertaelectricityfuture.com/alberta/>

Sincerely,

Jack Janssen
Manager, Government Relations
Office: 780-454-8395
Mobile: 780-288-7023
Email: jack.janssen@altalink.ca



Potential Transmission Reinforcement in southern Alberta

For more information please contact the AESO at 1-888-866-2959
www.aeso.ca or stakeholder.relations@aesO.ca

Who is the AESO?

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

Why is transmission system reinforcement needed for southern Alberta?

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

What's happening right now?

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

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

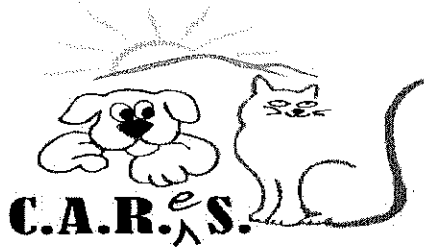
A preferred option identified

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

When did the AESO file its application for this reinforcement?

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

*More paperwork
available!*



January 8, 2010

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

We would like to attend the January 11, 2010 Council meeting as a delegation and show a power point presentation on what the Claresholm Animal Rescue Society accomplished in 2009 and where we are headed in the future.

We are hoping the Town of Claresholm will continue to pledge their support for our efforts via grant funding for the 2010 year so we can continue with our mission of taking care of stray and abandoned animals in our community.

Yours truly,

Claresholm Animal Rescue Society Executive

**Claresholm Animal Rescue Society Box 2579, Claresholm, AB T0L-0T0
Phone # 403-489-LOST (5678)**

WILLOW CREEK RECYCLING & BOTTLE DEPOT

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

09-November-2009

Town of Claresholm

Attention Council,

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

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

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

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

Here are the other similar businesses:

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

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

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

My proposals to the council is the following:

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

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

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

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

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

Shelley O'Neil

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

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

Challands Concrete Construction

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

November-7-2009

Willow Creek Recycling

Ref; building expansion and yard work

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

20 feet x 55 feet 4 foot high loading dock.

16 feet x 40 feet bale storage pad.

Levelling and packing gravel for yard.

20 feet x 40 feet 16 feet high building addition.

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



Dean Challand

Memorandum of Understanding

THIS MOU, made in duplicate as of the **25th** day of **January** 2010

BETWEEN

THE ROYAL CANADIAN MOUNTED POLICE,
recognized as the Provincial Police Service,
with primary responsibility for policing,
in the of
(hereinafter called "the RCMP")

AND

THE TOWN OF CLARESHOLM
a municipal corporation or governing entity,
in the Province of Alberta,
(hereinafter called "the Employer")

BACKGROUND

WHEREAS the Alberta Solicitor General and Minister of Public Security desires a formal MOU to be signed between the police service of jurisdiction and the Authorized Employer in order for the Authorized Employer to engage the services of a person as a Peace Officer within the Authorized Employer's jurisdiction; and

WHEREAS the police service of jurisdiction for the employer is the RCMP and the Commanding Officer of the RCMP "K" Division is the person with such authority to sign such an MOU; and

WHEREAS the RCMP wishes to participate with the Authorized Employer's Peace Officer(s) in an integrated and cooperative environment such that a coordinated and effective level of service to the community is provided, for the purposes of the authorities, duties and responsibilities set forth in the Peace Officer Act of Alberta.

THEREFORE, be it resolved that the participants intend as follows:

1. DEFINITIONS:

- (a) "Act" means the *Peace Officer Act* of Alberta (proclaimed May 1,2007, and includes its regulations).
- (b) "Authorized CPIC Delegate" means the RCMP Detachment Commander in charge of providing the local RCMP police service to the Employer.
- (c) "Authorized Employer" means "Employer" and is a person or entity authorized under section 5(3) of the Act to employ or engage the services of a Peace Officer;
- (d) "CPIC" means Canadian Police Information Centre.
- (e) "Employer's authorization" means an authorization issued under section 5(3) of the Act;
- (f) "Enhanced Authorities" means supplemental services to the RCMP granted under authority of the Minister to a Peace Officer after successful completion of specified and approved training programs to investigate:

"Non-Urgent Community Calls" exclusive to theft not exceeding \$5000 and mischief not exceeding \$5000;

"Criminal Code Warrants" with the ability to arrest and release unless a Judicial Interim Release hearing is required;

"Motor Vehicle Collisions" with the ability to submit reports involving noninjury events.
- (g) "Major/serious incident" means any on duty event that involves a Peace Officer or a Peace Officer and member(s) of the public, that have resulted in actual or potential bodily harm, death or extensive property damage.
- (h) "Minister" means the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for this Act.
- (i) "MOU" means this Memorandum of Understanding.
- (j) "Peace Officer" means a person employed or engaged by the Authorized Employer and referred to in section 7(1), or any other person appointed as

a Peace Officer under another enactment who is designated by the regulations as a Peace Officer to whom all or part of this Act and the regulations apply;

(k) "Police Service" means a police service as defined in the *Police Act*.

(l) "PROS" means Police Reporting and Occurrence System.

2. PURPOSE AND SCOPE:

- 2.1 Nothing contained in this MOU implies or suggests a relationship of employment exists between the RCMP and the Employer's Peace Officer(s).
- 2.2 This MOU recognizes that a relationship of employment does exist between the Employer and the Peace Officer(s).
- 2.3 The RCMP may assist the Employer in the day-to-day administration of the Employer's Peace Officer(s), in a manner that is mutually agreeable to the participants, to further the intention of the participants in enhancing an integrated and cooperative environment, such that a coordinated and effective level of service to the community is provided.
- 2.4 The RCMP may assist the Employer in the day-to-day operational goals of the Employer's Peace Officer(s), in a manner that is mutually agreeable to the participants, to further the intention of the participants in enhancing an integrated and cooperative environment, such that a coordinated and effective level of service to the community is provided.
- 2.5 Where the RCMP agrees to a request from the Employer under Article 2.3 and/or Article 2.4, the Employer will immediately forward a written outline of that agreement to the Alberta Solicitor General and Minister of Public Security.
- 2.6 The participants will establish and maintain a means of radio communication between the Peace Officers and the RCMP jurisdiction in which the Peace Officers serve, in a mutually agreeable manner that ensures adequate communication exists, having regard to the authorized scope and duties of the Peace Officers.

2.7 (1) The RCMP may give written permission for a Peace Officer to participate with Joint Enforcement Operation. As per Article 2.1 under Article 2 Jurisdiction on the Peace Officer Appointment and in accordance with the scope of his/her appointment.

(2) The RCMP may request for assistance in regards to traffic management (**not including enforcement duties/authorities**) at accident scenes or other scenes which may utilize the Peace Officer in accordance with the scope of his/her appointment. As per article 2.2 (b) of the Peace Officer Appointment.

2.8 This MOU does not form a contractually binding agreement and the participants acknowledge their mutual intention to resolve all matters arising from this MOU in accordance with Article 9 of this MOU.

2.9 Nothing in this MOU states the intentions of the participants with respect to Peace Officers employed by the Employer who may hold Enhanced Authorities unless it is subject to an Appendix attached to this MOU and signed by both participants.

3. OBLIGATIONS OF THE RCMP:

3.1 The RCMP may provide training to a Peace Officer over and above that required by the Act of the Employer, which will be consistent with the duties of the Peace Officer as established by the Employer.

3.2 Any costs associated to any additional training provided as noted in Article 3.1 will be mutually agreed upon by the participants in writing prior to the commencement of training.

3.3 The Town of Claresholm will provide the Peace Officer with designated office space within the Town Office.

3.4 The RCMP may assist, to the extent that will be determined by the local RCMP Detachment Commander in consultation with the Employer, the Employer's obligations under section 15.1 of the Act as it relates to the investigation of complaints against Peace Officers under the employ of the Employer.

3.5 The RCMP will act as a "host" agency to provide access to CPIC records in accordance with CPIC policy and as noted in Article 7 of this MOU.

3.6 The Detachment Commander will act as the Authorized CPIC Delegate for purposes of this MOU.

3.7 The RCMP will provide information to the Authorized Employer or Peace Officer respecting the safety of Peace Officers employed by the Authorized Employer.

3.8 The RCMP will provide such information as necessary to the Authorized Employer to allow for the Authorized Employer's traffic safety plan to be updated.

4. OBLIGATIONS OF THE EMPLOYER:

4.1 The Employer will be an Authorized Employer of Peace Officers under the Act.

4.2 The Employer will not engage the services of a person as a Peace Officer unless the employer is an Authorized Employer as specified by the Act.

4.3 The Employer is solely responsible for ensuring adequate direct administrative and operational supervision is provided for Peace Officers employed by the Employer.

4.4 The Employer will provide the RCMP with a written copy of the appointment of any Peace Officer in their employ within 14 days of the Peace Officer receiving their appointment, or alterations or enhancements to an existing level of appointment, which must include the following:

(a) the date the authority was provided and by whom, responsibility and duties of the Peace Officer,

(b) the territorial jurisdiction of the Peace Officer,

(c) the weapons the Peace Officer is authorized to carry, if any,

(d) the equipment the Peace Officer is authorized to use, if any,

(e) the title the Peace Officer is authorized to use,

(f) any terms and conditions the Minister considers appropriate, and

(g) any other matter specified in the regulations of the Act.

4.5 The Employer will provide the RCMP with written notice immediately and not later than 24 hours afterward when;

(a) a Peace Officer in their employ ceases to be employed or engaged

by his or her Authorized Employer in the capacity of a Peace Officer;

(b) when the Employer's authorization is cancelled under section 6 or the Peace Officer's appointment is cancelled under section 8, or;

(c) while the Employer's authorization is suspended under section 6 or the Peace Officer's appointment is suspended under section 8.

4.6 The Employer will, upon request of the RCMP, provide statistical data on all traffic enforcement/safety data obtained through the operation of the Employer's traffic safety plan.

4.7 The Employer will forward to the RCMP a written report detailing all major/serious incidents, including those outlined in Section 19(1) of the Act, that Peace Officers have been involved in no later than 48 hours after the incident occurred, in a format mutually agreeable to the participants. If a report on the occurrence has been filed with the RCMP by the peace officer(s) involved at the time of the incident then no additional reporting is required by the Employer.

5. LIABILITY:

5.1 Each participant will be responsible for the actions, omissions or damages caused by the conduct of their employees or agents, carrying out their duties and acting within the scope of their authority.

6. EQUIPMENT:

6.1 The Employer is responsible for purchase, maintenance and replacement of the authorized equipment, vehicles, uniforms and any other item issued to a Peace Officer and required under the Act or necessary for that Peace Officer to carry out the full scope of their authority, as well as ensuring it conforms to the standards as set forth in the Act or its Regulations.

6.2 If the RCMP temporarily loans any equipment to the Employer's Peace Officer(s) in order that they may carry out authorized duties under their appointment or the Act, this equipment will at all times remain the property of the RCMP; any permanent loan of such equipment may only be made if it is loaned through a legally binding contract under the terms and conditions of the Public Property Loan Regulations.

7. DISCLOSURE AND USE OF INFORMATION:

- 7.1 It is the intention of the participants to share or disclose only that information which is necessary and in the interests of providing for a coordinated and effective level of service to the community for the purposes of the authorities, duties and responsibilities set forth in the *Peace Officer Act* of Alberta.
- 7.2 The Detachment Commander may provide information from CPIC to the Employer's Peace Officer(s) only where it is consistent with the Province of Alberta and Government of Canada Privacy laws and the duties and authorization of the Peace Officer. Direct access to CPIC Terminals by Peace Officers as referred to in this MOU is not authorized under the term of this MOU.
- 7.3 Secondary non-police use or dissemination of any information initially lawfully disclosed to a Peace Officer is strictly prohibited.
- 7.4 The CPIC Operator acting for the Detachment Commander may make such inquiries as is necessary regarding the situation which gives rise to the request for disclosure of CPIC information to a Peace Officer in order to scrutinize, on a case by case basis, if the request is for a valid reason.
- 7.5 Should the CPIC Operator acting for the Detachment Commander conclude that such a request by the Peace Officer is not appropriate upon inquiries noted in Article 7.4, the request will be declined. If the Employer or Peace Officer disagrees, the Peace Officer or the Employer may bring the matter forwarded to the CPIC Advisory Committee via complaint to the regional CPIC Field Operations Section. (Section 7.1 and 7.2 of CPIC Policy).
- 7.6 The Detachment Commander may provide PROS information to the Employer's Peace Officer(s) only where it is consistent with RCMP policy, any Memorandums of Understanding currently in existence or which may be agreed upon in future, Treasury Board guidelines, the Province of Alberta and Government of Canada Privacy laws, and the duties and authorization of the Peace Officer.
- 7.7 Notwithstanding Article 7.6, any information that is placed into a Special Project PROS file or identified with a higher restriction level will not be shared or disseminated without the express consent of the originating investigator / unit and / or agency.
- 7.8 Neither participant will retain any PROS information, other than their own, in any other automated or manual information storage system without the prior knowledge and consent of the originating agency.
- 7.9 The information disclosed under this agreement will be administered,

maintained, and disposed of in accordance with the law that applies to record retention and personal information and all applicable policies and guidelines. In the case of the RCMP, this includes the Privacy Act, the National Archives of Canada Act and Government Security Policy. In the case of the Employer's Peace Officer(s), this means all the applicable laws regarding the administration, maintenance, and disposal of information within the Province of Alberta and policies applicable to the employees of the Authorized Employer.

7.10 Each participant will:

- 7.10.1. Treat information received from the other participant in confidence and take all reasonable measures to preserve its confidentiality and integrity and to safeguard the information against accidental or unauthorized access, use or disclosure;
- 7.10.2. Mark the information provided with the appropriate security classification. In the case of the RCMP, this means (Protected A, Protected B, Protected C) or classified (Unclassified, Confidential, Secret, Top Secret); In the case of the Employer's Peace Officer(s), this means an equivalent security classification agreed upon and understood by the participants to this MOU;
- 7.10.3. Treat information received from the other participant in accordance with the security markings on it and to undertake to provide equivalent protection to it while it is in the receiving participant's possession;
- 7.10.4. Attach terms, conditions, or caveats to the information supplied, as the supplying party deems appropriate;
- 7.10.5. Abide by all caveats, conditions or terms attached to the information;
- 7.10.6. Maintain appropriate records concerning the transmission and receipt of information exchanged;
- 7.10.7. Not disseminate the information to any third party without the prior written consent of the supplying party except as required by law.
- 7.10.8. Limit access to the information to those of its employees whose duties require such access, who are legally bound to keep confidences and who have the appropriate security clearance;

- 7.10.9. Comply with the provisions governing the use, disclosure, and retention of records in the Youth Criminal Justice Act S.C. 2002
- 7.10.10. Promptly notify the other of any unauthorized use or disclosure of the information exchanged under this MOU and will furnish the other participant with details of such unauthorized use or disclosure. In the event of such an occurrence the participant responsible for the safeguarding of the information will take all reasonably necessary steps to prevent a re-occurrence;
- 7.10.11. Immediately notify the other if either receives a request under the Privacy Act, the Access to Information Act or other lawful authority, for information provided under this MOU. If requested, the participant will endeavour to protect the information from disclosure to the extent permitted by law.
- 7.10.12. Return any information that should not have been provided to it by the other participant.
- 7.10.13. Use its best efforts to verify the accuracy and completeness of the information provided to the other participant:
- 7.10.14. Promptly notify the other participant if it learns that inaccurate or potentially unreliable information may have been provided or received and take all reasonable remedial steps

8. DEPARTMENTAL REPRESENTATIVES:

The following officials are designated as the departmental representatives for purposes of this MOU and any notices required under this MOU will be delivered as follows:

For the RCMP:	For THE TOWN:
<p>Title: NCO I/C Sgt. Robin Alexander Claresholm Detachment Address: Box 1209 366 - 48 Avenue West Claresholm, AB T0L 0T0 Telephone: 403-625-4445</p>	<p>Title: C.A.O. Town of Claresholm Kris Holbeck Address: Box 1000 221 - 45 Avenue West Claresholm, AB T0L 0T0 Telephone: 403-625-3381</p>

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9. DISPUTE RESOLUTION:

In the event of a dispute arising from the interpretation or operation of this MOU, it will be referred to the participants' representatives set out above, who will use their best efforts to resolve the matter amicably. If such negotiation fails, the participants intend to refer the matter to the below noted persons for final resolution:

For the RCMP:	For THE TOWN:
Title: District Commander K Division Address: Telephone:	Title: Mayor, Town of CLARESHOLM, Address: 221 - 45 Avenue Claresholm, AB T0L 0T0 Telephone: 403-625-3381,

10. MONITORING:

The participants will meet annually or as required to review and assess the operation and effectiveness of this MOU and any one of the participants may call such a meeting to be held no later than seven days after the date upon which either of the participants makes this desire known.

11. FINANCIAL ARRANGEMENTS:

No financial obligations on behalf of one participant toward the other are intended to arise from this MOU.

12. TERMINATION AND TERM:

- 12.1 This MOU may be terminated by either participant upon (90) days written notice. Termination does not release a participant from any obligations which accrued while the MOU was in force.
- 12.2 Upon notice of termination being received, any participant having possession of loaned equipment owned by the other participant to this MOU will return the loaned equipment to that participant prior to the expiration of the (90) written notice period.
- 12.3 This MOU will commence upon execution by the participants and will expire (5) years from the date of execution.

13. AMENDMENT TO THE MOU:

This MOU may only be amended or extended by the written consent of the participants to the MOU and where so amended, excluding extension of the term of the MOU only, notification specifying what has been altered to the content of this MOU will be forwarded immediately to the Alberta Solicitor General and Minister of Public Security by the Employer.

SIGNED by the authorized officers of the participants:

For The Town of Claresholm:

Name:
Title:
Address:

Date: _____

For the RCMP:

Date: _____

R.R. (Rod) Knecht, Deputy Commissioner
North West Region & Commanding Officer
RCMP "K" Division
11140 - 109 Street
Edmonton Alberta T5G 2T4
(780) 412-5444



Foothills High School Rodeo Club
Claresholm, Alberta, T0L 0T0

Agenda
Jan 25
DSS

Dear Sponsors of 2010 High School Rodeo:

I am a member of the Foothills Rodeo Club. We will be hosting our annual High School Rodeo on March 20th and 21st, 2010 at the Claresholm Agriplex.

The members of our club participate throughout the school year in District One of the High School Rodeo Association. This is a non-profit, family oriented rodeo association which promotes leadership, public relations skills, dedication and camaraderie. There is no smoking or alcohol allowed. A dress code is strictly enforced and acceptable academic standings must be maintained throughout the year.

Each member of our club is required to find sponsorship to help cover our rodeo expenses which include; stock, arena, medical services and rodeo personnel including judges, pick up men, announcers, timers and arena director. Approximately 100 students accompanied by their parents will be competing/attending this rodeo. While in our community they will be supporting our businesses during their two day stay.

Your contribution will sponsor one of ten events. As a sponsor your name will appear in the rodeo program each day, as well as the announcer mentions the sponsors several times during each performance. You will receive a public thank you that will appear in the local papers.

We would like to personally thank you for your support of the "youth of tomorrow". Please complete the enclosed sponsorship form and once completed, please contact me and I will gladly come back to pick it up.

Yours truly,

Foothills High School Rodeo Club Member

**FOOTHILLS HIGH SCHOOL RODEO CLUB
SPONSORSHIP FORM**

DATE: _____

Sponsors Name: _____

Address _____

Telephone#: _____

Contact Name: _____

RODEO CLUB MEMBER: TRENT PETERSEN

Telephone#: 403-625-4356

SPONSOR PACKAGES

GOLD: *Event Sponsorship - \$300* _____

Name listed with event in rodeo program.
Sponsor mentioned by announcer during event.
Banner provided by sponsor to be placed on arena fence.
2 passes to rodeo performance

SILVER: *Sign or Banner - \$150* _____

*Sponsors banner placed on arena fence
Name listed in program
1 pass to rodeo performance*

BRONZE: *Program Advertising - \$75* _____

*Business Size ad in program
(sponsor please supply to rodeo member)
1 pass to rodeo performance*



Communities in Bloom

Claresholm Committee



January 21st, 2010

Mayor and Council
Town of Claresholm
CLARESHOLM, AB
T0L 0T0

Dear Mayor and Council:

Regarding: Tree Planting Program

Communities in Bloom commends you on your commitment to urban forestry and tree replacement as noted on page 22 of your **Municipal Sustainability Plan**.

Trees, their placement and maintenance has always been very important and highly recognized by *Communities in Bloom*, and our committee recommend that you consider following the example of Calmar, Alberta.

Calmar is a community just south west of Edmonton, slightly smaller than Claresholm, but sharing one major similarity: a major highway runs through the very middle of it. In 2007, former years and subsequent years, they were recognized both Provincially and Nationally, but in 2007, particularly for their tree planting along the highway leading into the town.

We enclose a photo of said tree planting, and a page from the 2007 National Edition which shows recognition for that effort. We also enclose a Google Earth photo of the area adjacent to Highway 2, at the southern approaches to Claresholm; we believe this could and should be planted using Calmar as an example.

We are aware that this tract of land does not all belong to Town of Claresholm, and planting it would therefore be more difficult than planting on Town owned property, but we believe the benefit would be well worth that effort. Specifically, such a line of trees would serve to buffer the area to the west of the highway from the highway and the industrial park east of the highway. Refer to page 18, **Municipal Sustainability Plan**, under Industrial Expansion.

Calmar's planting appears to be "high maintenance", but ours need not be, and could be carried out in stages, such as, firstly planting a line of tower type deciduous trees, then filling between them with low maintenance shrubs, bushes and some evergreens. While these would need some attention in the first years, eventually it would be virtually maintenance free.

We would be pleased to have you advise your thoughts in the regard.

Yours truly,

Communities in Bloom, Claresholm Committee
P.O.Box 2547, Claresholm, AB, T0L0T0

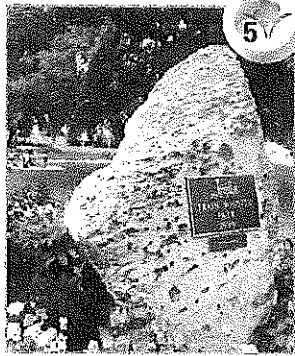
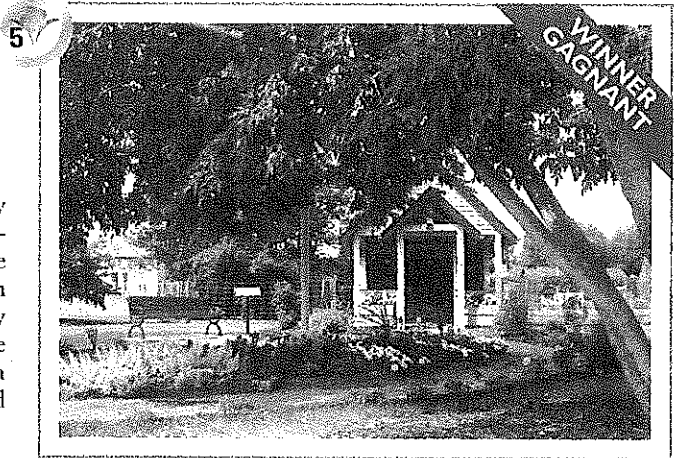


Judges / Juges : Arlene Janzen & Barb Trainor

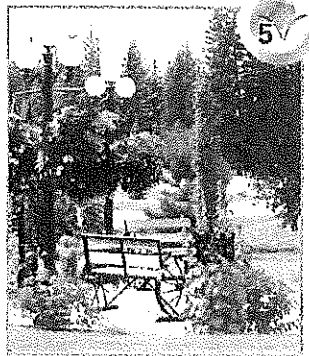
Town of Millet, AB

Heritage Conservation throughout the Community
Protection du patrimoine dans l'ensemble de la collectivité

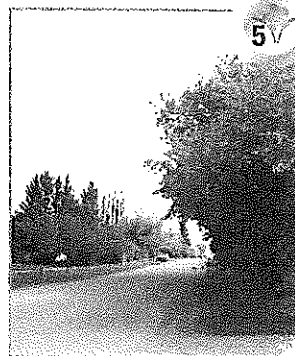
Millet is known as the "prettiest little town in Alberta", and by the numerous landscaped areas adopted by volunteers, the 65-acre park system with naturalized and manicured areas, and the spectacular displays of planter arrangements of businesses on Route 1A, it is easy to see why! The history of the community lives on through its well-distributed murals and heritage buildings and buildings. With a first class museum, heritage buildings and a volunteer base that supports a wide array of programs and facilities, this picturesque town emulates pride in its community.



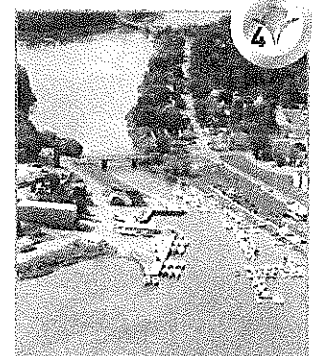
Town of Beausejour, MB
Train Whistle Park
Parc « Train Whistle »



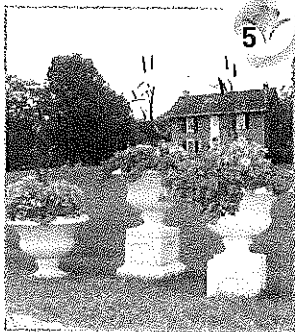
Town of Calmar, AB
Trees & Perennials along
Highway Boulevard
*Arbres et vivaces
du boulevard Highway*



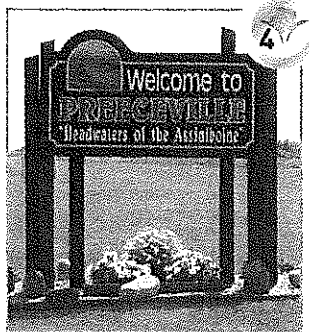
Town of Carberry, MB
Conversion of a Vacant Lot
into an Anniversary Park
*Transformation d'un lot
vacant en parc commémoratif*



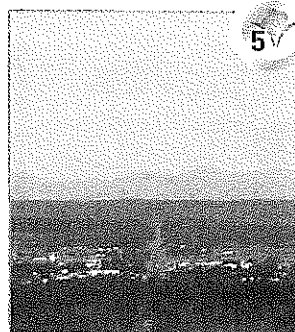
Town of Montague, PEI
Waterfront Development
with Restored Train Station
*Développement riverain et
restauration de la gare*



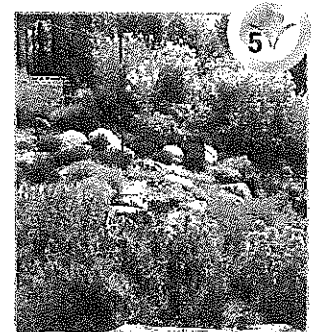
Township of Front of
Yonge, ON
Remembrance Road
Route commémorative



Town of Preeceville, SK
Seniors Operated Tourist
Information Booth
*Kiosque d'information
touristique géré par les aînés*



Town of Sundre, AB
Recycling Program
Programme de recyclage



Town of Watson Lake, YT
Landscaping at the Town
Administration Building
*Aménagement paysager
à l'Hôtel de ville*

1,001 - 3,000

© 2009 Tele Atlas
Image © 2010 DigitalGlobe



Communities in Bloom

Claresholm Committee



June 22, 2009

Town of Claresholm
Claresholm, AB

Attn: Mike Schuweiler

*Agenda
Jan 25th
Please
add*

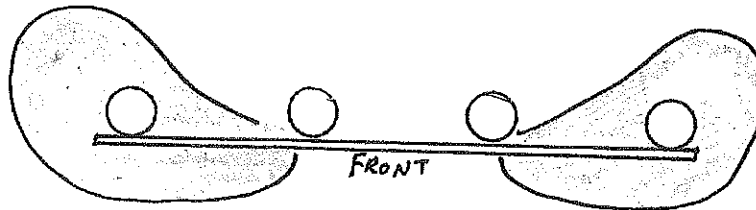
RE: "Welcome to Claresholm" signs - Highway#2, north and south

Mike:

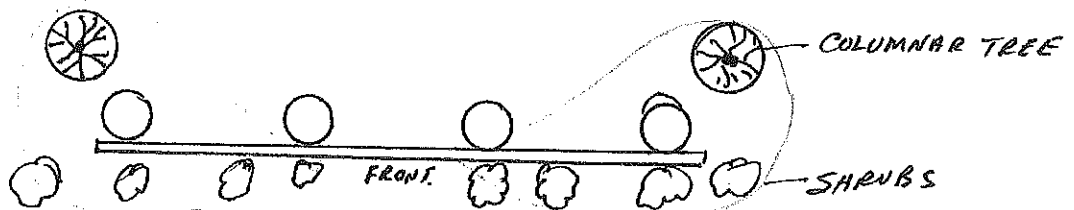
There has been, and continues to be feedback to us regarding the condition of the above noted signs. We realize that their existence may be short-lived, but, we suggest that their "eye-appeal" could be greatly improved without great expense.

We suggest that planting of a "tower" tree just behind the outer support posts, and some drought and salt tolerant shrubs around the four posts in the front would achieve this.

Again, we suggest that to start, a dump of black earth, say 3 - 5 yards be placed at either end of the signs, not to impede water flows through the two interior posts, thus:



Once placed and contoured, these berms could be covered in black plastic to discourage weed growth, and planting done into them thus:



Finally, the plastic could be covered with wash gravel for appearance sake.



Communities in Bloom

Claresholm Committee



Not counting the cost of your manpower and machines, we estimate the project cost to be approximately as follows:

(4) columnar trees – 10' - @ \$100.	\$ 400.00
(16) shrubs @ \$25	400.00
black plastic	<u>100.00</u>
	\$ 900.00

We are confident that we could bring together some volunteer work parties to help with laying plastic and planting of actual trees and shrubs, once the dirt fill is placed and contoured.

If you agree with this proposal, could it be started immediately with hopes to finish it before July 21st?

Yours truly,

Rosemary Wishart
Chairperson
Communities in Bloom, Claresholm Committee

Agenda
Jan 25
2010

January 20, 2010

Dear Community Center Board,

C. Steel Approached Fern Brothers Monday January 18, 2010, on behalf of Ted Menzies, Member of Parliament, wondering if the community of Clareholm were going to do anything for the children of Haiti.

A decision was made Sunday, January 17, 2010 to host a concert for the children of Haiti, Fern said yes to C. Steel. Monday evening the Master's Singers of Calgary consisting of 70 men and the Director and Pianist voted anonymously to be our guest performers and help this cause. They were only able to come January 31, 2010, as their schedule is very full.

The Benefit Concert for the Children is to raise funds for the aftermath of the Earthquake. **God's Littlest Angels** are in great need of our help as they are the innocent victims of the earthquake in Haiti. The connection for the Canadian office is in Okatoks and their website is: www.GLACanada.ca . The orphanage houses up to 100 to 150 children already. This a charitable organization.

Don Lenard of Credit Union has graciously said the staff of the Credit Union would look after the donations.

We would like to ask the board of the Hall to donate the use of the Community Center for this worthy cause on January 31st, 2010 and if it would be at all possible to setup January 30th, 2010.

Thanks you for your time and consideration of this request.
Fern Brothers

"The Master's Singers" was founded in September 2000 by the director, Muriel Wiebe, and a group of 7 men committed to growing this men's chorus.

Their name, "The Master's Singers" means - men singing for their Master, The Lord Jesus Christ.

TMS are an interdenominational men's chorus representing 35 church's and 13 denominations.

The attendance at their first rehearsal consisted of 12 men, director and pianist. This season, 2010 TMS membership consists of 70 members.

The chorus sing a variety of styles of sacred music. They sing one Sunday a month joining churches in and around Calgary in their morning worship service. As well, TMS present concerts for different functions throughout the year. Some of the concerts include Christmas, fundraising concerts for The Sandstone Valley Ecumenical Centre and for an orphanage in Hatii "God's Littlest Angels". Their Spring Concerts are a yearly event, one of which was "A Festival of Choirs".

November 30th, 2005, The Master's Singers were invited to present a sacred concert for Alberta 2005 Centennial Celebrations at The Jack Singer Concert Hall to a near sell out performance. The proceeds were donated to The Mustard Seed and Samaritain's Purse.

TMS are very pleased to have recorded their second CD "Grace", released March 2008.

"Grace" was a 2008 Covenant Award Nominee for "Choir Album Of The Year". They believe the music presented on this CD, will be a blessing to those who hear it.

Your Sincerely,
Fern Brothers

God's Littlest Angels is a Haitian orphanage located in the mountains above Pétion-Ville, close to the village of Fermathe. The majority of the children brought to the orphanage are between the ages of newborn and 7 years old. We also have older children, sibling groups, and children with special needs waiting for adoptive parents.

God's Littlest Angels has ministered to the children of Haiti since 1994 and has been involved in international adoptions since 1997. GLA is involved in several children's ministries in the local community. In the year 2000, GLA implemented a school sponsorship program for children unable to attend school due to the lack of funds. Today, more than 200 children attend school sponsored by people in North America and Europe.

God's Littlest Angels is a 501(c)(3) non-profit Christian ministry incorporated in the State of Colorado. In 2000, GLA Canada was formed and is a registered Canadian Charity. All financial donations received in the United States, Canada, and France will receive a tax-deductible receipt.

God's Littlest Angels Orphanage was spared through the earthquake by the grace of God. Listen to Dixie's NBC News interview on the GLA Canada website. www.GLACanada.ca Very Amazing!

Memo

To: Council
From: Administration
Date: January 14, 2010
Re: Fire Quality Management Plan (QMP) Update

OVERVIEW

Attached are the current (1995 version) and the proposed QMP for Fire Discipline under the Safety Codes Council.

The Town has one QMP for building, gas, electric and plumbing and Superior Safety Codes is the contractor who administers the QMP on our behalf.

The QMP for fire is administered by Tony Bonetti and Arnold Vegter as Safety Codes Officers (SCOs) who are registered with the Safety Codes Council and have the required training.

Please review the proposed QMP which has been reviewed and filled out by Tony Bonetti, Fire Chief.

A resolution of Council is need to approve the proposed Quality Management Plan for Fire and then the plan will be signed and sent into the Safety Codes Council for signature by the Administrator of Accreditation.

Kris Holbeck, CA CAO Town of Claresholm

Town of Claresholm

Fire Quality Management Plan

Town of Claresholm

Fire Quality Management Plan

This Fire Quality Management Plan has been accepted by the Administrator of Accreditation.

Administrator of Accreditation

Date



SAFETY CODES COUNCIL

Quality Management Plan Scope and Administration

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Scope of Accreditation

Accreditation under the Safety Codes Act is the authority granted by the Minister responsible for the Act, through the Administrator of Accreditation to an organization, empowering the accredited organization to administer all or in part, the Safety Codes Act and Regulations made pursuant to the Act. The Quality Management Plan is the agreement attested to by the elected officials through a motion in council or by the senior officer of a corporation / agency that the organization will diligently and effectively meet or exceed the provisions of the Quality Management Plan.

The Town of Claresholm will provide services including the administration of the Safety Codes Act (SCA) and all pursuant regulations applicable to the Fire discipline, within the municipal jurisdiction as follows:

Alberta Fire Code Administration: (one is mandatory)

- All parts of the Alberta Fire Code.
- All parts of the Alberta Fire Code except for those requirements pertaining to the installation, alteration, and removal of storage tank systems for flammable liquids and combustible liquids regulated under the Alberta Fire Code (* see details in Section 7 – Service Delivery)

Fire Investigations: (mandatory)

- Cause, origin, and circumstance determination.

Fire Prevention Programs: (optional)

- Public Education.
- Fire Pre-plans (* see details in Section 7.4 – Fire Prevention Programs)
- Other (list) _____

Administration of the Town of Claresholm Fire QMP

Adherence to the Fire QMP

The Town of Claresholm, herein referred to as “The Municipality”, is responsible for the administration, effectiveness, and compliance with this Quality Management Plan (QMP) including the Scope and Administration and Service Delivery Standards.

The Municipality will provide services under the Service Delivery Standards through their own staff or one or more accredited agencies. When providing services through an agency(s), the Municipality will contract with the agency(s) to provide services in accordance with the Service Delivery Standards. The Municipality is responsible for the administration of their contract with the agency and monitoring the contracted agency’s compliance with the Service Delivery Standards.

The Municipality recognizes that the Safety Codes Council (SCC) or its representative may review / audit for compliance to this QMP and will give full cooperation to the SCC or its representative in business related to the administration of the SCA including the conduct of reviews / audits. The Municipality will implement the recommendations of the reviewer / auditor.

The Municipality will encourage and maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working in the Municipality have the ability and opportunity to make decisions relative to compliance monitoring independently, without undue influence of management, appointed or elected officials.

The Municipality, in the event that it ceases to administer the SCA for any new thing, process, or activity under the SCA, retains responsibility for services provided under the SCA while accredited, including the administration and completion of services for permits issued.

The Municipality recognizes that failure to follow this QMP may result in suspension or cancellation of the Municipality's accreditation.

Policy for Personnel Training

The Municipality will ensure that SCOs of the Municipality attend update training required by the SCC to maintain current SCO certification.

Freedoms

The Canadian Charter of Rights and Freedoms applies to all activities undertaken in the administration of this Quality Management Plan. The Freedom of Information and Protection of Privacy Act applies to all information and records relating to, created, or collected under this QMP.

Records Retention & Retrieval

The Municipality will retain files including those where an accredited agency(s) were involved, for at least three (3) years or in accordance with the Municipality's record retention policy, whichever is greater. Such files will be available at the Municipality's office. Files, where an accredited agency was involved, are the property of the Municipality and will be returned to the Municipality within a reasonable time after completion of the services, or upon request.

Declaration Of Status

The SCOs, staff, officers, and accredited agency(s), whether employed, retained or otherwise engaged by the Municipality will not participate in any safety codes administration, inspection or investigation of properties or fires where they may have pecuniary interest.

Revisions

Revisions to this QMP may only be made to the Scope and will only be made by the Chief Administrative Officer responsible for this QMP. A Resolution from the Municipal Council will be included with a revision. The SCC must approve any change in this QMP.

Annual Review

The Municipality will conduct an annual review of this QMP program in SCC non-monitored years. At the conclusion of the internal review, the executive authority for the Municipality will provide to the SCC, a letter of conformance findings including successes, area for improvement, and the methodology to achieve improvement / correction.

Revision Control System

The Municipality will ensure its SCOs have ongoing access to a copy of this QMP and that contracted accredited Agencies are provided with a copy of this QMP and any amendments.

The Municipality will maintain a registry of the SCOs and Agency(s) that have been provided with a copy of this QMP and amendments. The Municipality will immediately distribute copies of approved amendments to all registered holders of this QMP.

Notices

Any correspondence in regards to this QMP will be forwarded to:

Kris Holbeck

kris.holbeck@townofclaresholm.com

Name of Chief Administrative Officer
Town of Claresholm

E-mail address
Box 1000, Claresholm AB T0L 0T0

Name of Municipality
(403) 625-3381

Address of Municipality
(403) 625-3869

Phone number of Municipality

Fax number of Municipality

Municipality Agreement

In accordance with Council Resolution on _____ the Town of Claresholm hereby provides agreement and signature to this QMP.

Signature of Chief Administrative Officer

Signature of Chief Elected Official

Kris Holbeck

Rob Steel

Name & title of Chief Administrative Officer

Name & title of Chief Elected Official

Service Delivery Standards

Section 1: Scope of Services

The Service Delivery Standards establishes responsibilities and minimum performance criteria to be provided by the Municipality under the Safety Codes Act (SCA).

Section 2: Performance

The Municipality will:

- Perform the services in an effective and timely manner,
- Endeavour to work co-operatively with the public, owners and/or owner's representative(s) to achieve compliance with the SCA and applicable Regulation(s),
- Perform the services with impartiality and integrity, and
- Provide services in a professional and ethical manner.

Section 3: Personnel

The Municipality will:

- Employ persons knowledgeable about the applicable codes, standards and regulations, relative to the services it provides,
- Employ Safety Codes Officers (SCOs) who are certified and designated at an appropriate level to provide compliance monitoring and investigations relative to the service levels the Municipality provides, and
- Maintain a registry of all SCOs they employ, and their level(s) of Certification, and Designation of Powers.

Section 4: Quality Management Plan Training

The Municipality will:

- Train its SCOs and other involved staff in the requirements of this Fire QMP, and
- Maintain the training records on the employee's file.

Section 5: Records

The Municipality will maintain a file system for all the records associated with performing the services including:

- Inspection Reports,
- Investigation Reports,
- Plans, specifications, and other related documents,
- Plans review reports,
- Verifications of compliance,
- Alternative Solutions / Variances,
- Orders, and
- Permits and other related correspondence.

Section 6: Safety Codes Council Operating Fees

The Municipality will collect the SCC operating fee for each permit issued under the authority of the SCA, and remit those fees to the SCC in the manner and form prescribed by the SCC.

Section 7: Service Delivery

The Municipality will provide the services identified under the Scope of Accreditation as follows:

7.1 Alberta Fire Code Administration

General

The Municipality will provide Alberta Fire Code services that include but are not limited to:

- Code advice including but not limited to:
 - New construction under the Alberta Fire Code,
 - Building upgrade programs,
 - Fire Safety Plans,
 - Storage of dangerous goods, and
 - Tire storage,
- Plans examinations including but not limited to:
 - New construction under the Alberta Fire Code,
 - Building upgrade programs,
 - Residential secondary suites, and
 - Fire Safety Plans with emphasis to addressing the risk to occupied residential buildings,
- Permit / permission issuance,
 - Fireworks purchase, possession, handling, and discharge, and
 - Storage tank systems for flammable liquids and combustible liquids installation, alteration or removal if included in scope,
- Compliance monitoring site inspections for,
 - Construction addressed in the Alberta Fire Code,
 - Fire Safety Plan practices with emphasis to addressing the risk to occupied residential buildings,
 - Post-occupancy of facilities identified in the following Fire Code Compliance Inspection chart, and
 - Special or other activities addressed in the Alberta Fire Code or at the discretion of the Fire SCO,
- Occupant Load Certificates for,
 - Assembly occupancies, and
 - Other occupancies at the discretion of the SCO,
- Alternative Solutions / Variances issuance,
- Orders and their enforcement,
- Verification of compliance,
- No-entry advisory,
- Permit Services Report,
- Identification and follow-up of deficiencies and unsafe conditions,
- Collection and remittance of SCC fees, and
- Maintaining files and records.

The Municipality will monitor compliance to determine if the use, occupancy, sites, or work complies with the SCA, relevant codes and standards, permits, and conditions through a program of:

- Site inspections,
- Plans examination (when applicable),
- Permit issuance, and
- Follow-up inspections or verification of compliance (when applicable)

using appropriately certified and designated SCOs to provide compliance monitoring in accordance with the SCA and associated codes and standards.

Permits / Permissions

The Municipality will collect all information required by the SCC to be collected as part of each permit application.

Permits issued by the municipality should include:

- Name of the issuing Municipality,
- Permit number,
- Permit discipline type,
- Date of issue,
- Applicant's name, address, phone number,
- Contractor's name, address, and phone number, (if applicable)
- Certificate holders name and certificate number, (if applicable)
- Owner's name, address, and phone number,
- Project or activity location by legal description, civic address, and municipality,
- Description of the work or activity,
- Permit conditions,
- Issuer's name, signature, and designation number, and
- A Freedom of Information and Protection of Privacy Act (FOIPP) statement that meets the requirements of FOIPP as per the following example: **"The personal information provided as part of this application is collected under the Safety Codes Act and the Municipal Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the municipality."**

The Municipality will as appropriate, prior to permit issuance:

- Obtain two complete sets of related documents,
- Conduct a preliminary review of the documents to determine if professional involvement is required or if there are any potentially significant code compliance issues, and
- Obtain documents with the seal and signature of a registered Architect and/or Professional Engineer(s) including professional letters or schedules as may be required.

The Municipality will collect and maintain on file all documents of compliance required for the work covered under a permit / permission.

7.2 Compliance Monitoring

Compliance monitoring will consist of SCO inspections:

- To determine if the use, occupancy, sites, or work comply with the SCA, relevant codes and standards, permits, and conditions,
- Within the time frames noted in the Fire Code Inspections charts of this QMP,
- At the stage(s) indicated in this QMP, and
- All work or occupancy(s) in place at the time of the inspection.

The Municipality may, at their discretion, extend the time frame for a required inspection(s) by documenting in the file the:

- Reason for the extension, and
- New time frame or date for conducting the inspection(s).

Storage Tank Systems For Flammable Liquids and Combustible Liquids

The Municipality will:

- Obtain two complete sets of construction documents signed and sealed by a Professional Engineer as outlined in the Alberta Fire Code,
- Have a Fire SCO:
 - complete a review of the construction documents to assess compliance with the requirements of the Alberta Fire Code,
 - initial all pages of the construction documents,
 - date stamp and sign the documents,
 - complete a Plans Review Report,
 - provide the Plans Review Report to the owner, contractor, and municipality's file, and if requested, to the project consultant or consulting engineer, and
 - provide one set of construction documents to the permit applicant for retention and review at the project site, and retain one set for the municipalities file.

Fireworks

The Municipality will, prior to issuing permission:

- Respecting the purchase, possession, handling, discharge, fire or set-off, obtain from the applicant written confirmation that the person:
 - Will conduct activities in accordance with safe practices outlined in the Alberta Fire Code,
 - Is of at least 18 years of age, and
- Respecting sales, obtain from the owner of the retail business, written confirmation that the business:
 - Holds a valid municipal business license or confirmation of ownership of the business when the municipality does not require business to hold such license,
 - Employees handling fireworks for sale are of at least 18 years of age,
 - Manufacturers instructions are posted at the sales location and provided with each sale,
 - Record of each sale is retained for examination by the Fire SCO, and
 - Stores fireworks in conformance with Part 3 of the Alberta Fire Code.

Fire Code Compliance Inspections

For the purpose of ensuring compliance with the SCA, a SCO may, at the discretion of the SCO, carry out an inspection for any thing, process, or activity to which this Act applies. In addition, inspections will be conducted in accordance with the following schedule.

(municipality must pick one from each frequency range box for each applicable use/occupancy)

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range (May be by occupancy or individual unit)
New construction	Storage Tank Systems for Flammable Liquids & Combustible Liquids	<ul style="list-style-type: none"> <input type="radio"/> 1 site inspection of all work or acceptance of Verification of Compliance, and <input type="radio"/> 1 final inspection within 365 days of permit issuance
Alteration, addition, renovation, reconstruction, or removal	Storage Tank Systems for Flammable Liquids & Combustible Liquids	<ul style="list-style-type: none"> <input type="radio"/> 1 final inspection within 365 days of permit issuance, or <input type="radio"/> A Verification of Compliance within 365 days of permit issuance
Fire Safety Plan implementation and practices	All new construction, alteration, addition, renovation, reconstruction, or removal	<ul style="list-style-type: none"> <input type="radio"/> 1 site inspection where a risk to occupied residential building(s) has been identified
Compliance Inspections	Special Events or Sites	<ul style="list-style-type: none"> <input type="radio"/> Not Applicable <input checked="" type="radio"/> On request or complaint <input type="radio"/> Once per event <input type="radio"/> More than one per event
	Group A, Division 1 Assembly	<ul style="list-style-type: none"> <input type="radio"/> Not Applicable <input checked="" type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group A, Division 2 Assembly	<ul style="list-style-type: none"> <input type="radio"/> Not Applicable <input checked="" type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group A, Division 3 Assembly	<ul style="list-style-type: none"> <input type="radio"/> Not Applicable <input checked="" type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group A, Division 4 Assembly	<ul style="list-style-type: none"> <input type="radio"/> Not Applicable <input checked="" type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months

	Group B, Division 1 Care or Detention	<input type="radio"/> Not Applicable <input checked="" type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group B, Division 2 Care or Detention	<input type="radio"/> Not Applicable <input checked="" type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group C Residential – 1 to 5 family	<input type="radio"/> Not Applicable <input checked="" type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group C Residential – 5 to 12 family	<input type="radio"/> Not Applicable <input checked="" type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group C Residential – 12 to 25 family	<input type="radio"/> Not Applicable <input checked="" type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group C Residential – 25 and more family	<input type="radio"/> Not Applicable <input checked="" type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group D	<input type="radio"/> Not Applicable <input checked="" type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group E	<input type="radio"/> Not Applicable <input checked="" type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group F, Division 1	<input type="radio"/> Not Applicable <input checked="" type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group F, Division 2	<input type="radio"/> Not Applicable <input checked="" type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months

	Group F, Division 3	<input type="radio"/> Not Applicable <input checked="" type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
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“On request or complaint” means the process as defined by municipal operational policy.

“Once every month” means a specific day is set which shall apply in each month for each occupancy or site to be inspected. An inspection conducted within 7 days of this set date is deemed to have met with the quantitative intent of this QMP.

“Once every 6 months” means a specific day is set which shall apply in each 6th month for each occupancy or site to be inspected. An inspection conducted within 30 days of this set date is deemed to have met with the quantitative intent of this QMP.

“Once every 12 months” means a specific day is set which shall apply in each 12th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this QMP.

“Once every 24 months” means a specific day is set which shall apply in each 24th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this QMP.

Inspection Reports:

A SCO will, for each inspection required by this Fire QMP, complete an inspection report noting:

- Permit number and file number (if applicable),
- Discipline,
- Municipality name,
- Date,
- Owner name, address, phone number and email,
- Occupant name, address, phone number and email,
- Contractor name, address, phone number, and email, (if applicable),
- Legal description, address (if applicable), and municipality,
- Stage(s) of work being inspected (if applicable),
- A description of the work in place at the time of inspection (if applicable),
- All observed deficiencies (any condition where the work is incomplete, or does not comply with the SCA or an associated code or regulation and in the opinion of the SCO is not an unsafe condition),
- All observed unsafe conditions (any condition that, in the opinion of a SCO, could result in property loss, injury, or death, and is not a situation of imminent serious danger),
- All observed situations of imminent serious danger and the action taken by the SCO to remove or reduce the danger, and
- Name, signature, and designation number of the SCO conducting the inspection.

The Municipality will, for each required inspection provide copy:

- Of Inspection Reports of code or standards violations to the owner / occupant,
- Of Inspection Reports of no code or standards violations to the owner / occupant upon request,
- To the Municipality's file, and
- Of follow-up on noted deficiencies or unsafe conditions through re-inspection(s), or at the discretion of the SCO verification of compliance may be accepted as follow-up.

Verification of Compliance

SCOs may, at their discretion, accept a verification of compliance (reasonable assurance provided from a third party that work or occupancy complies):

- As follow-up to deficiencies or unsafe conditions noted on a site inspection, or
- In lieu of a site inspection (e.g. minor corrections of non-life safety issues).

A SCO, when accepting a verification of compliance, will document the information to the file including:

- Identification of the document as a verification of compliance,
- Permit or file number and discipline,
- Name and title of the person who provided the verification of compliance and how it was provided (i.e. written assurance, verbal assurance, site visit by designate, etc.),
- Date accepted by the SCO, and
- Signature and designation number of the SCO.

No-Entry Policy

When a SCO is unable to gain entry to a site for a required inspection, the SCO will leave a notification on-site in a visible location, or forward notification to the Owner or permit applicant (as appropriate), advising of the inspection attempt and requesting that the Municipality be contacted to arrange for the site inspection.

If the Municipality does not receive a response within 30 days of notification, the Municipality will mail the Owner or permit applicant (as appropriate), a second notification requesting that the Municipality be contacted within 30 days to arrange for a site inspection.

If the Municipality is not contacted within 30 days of the second notification, the inspection stage may be considered a "no-entry" and counted as the required interim or final inspection.

Permit Services Report

The Municipality will issue a Permit Services Report:

- Within 30 days of completing the compliance monitoring services as required in this QMP (completion of compliance monitoring services means; after the final or only required inspection, after acceptance of a verification of compliance in lieu of an inspection when permitted, or after compliance with the no-entry policy with respect to the final or only required inspection),
- To the Owner (the Owner, for the purposes of this QMP means, in order of preference; the Owner of the project at the time the permit was purchased, at the time the compliance monitoring services were provided, or at the time the Permit Services Report was issued).

The Municipality will not issue a Permit Services Report or close a file if there is an unsafe condition, until such time as the unsafe condition is corrected.

The Municipality will, for administrative purposes, consider the file closed when the Permit Services Report is issued, however:

- Will reactivate the file if any further activity related to the permit is initiated within 30 days, and
- may reactivate the file at any time.

Orders

Will be issued and served in accordance with the SCA, the Administrative Items Regulation, and SCC policy. Orders will be in the format as provided on the SCC web site: www.safetycodes.ab.ca. Upon compliance with an Order, a notice of compliance will be provided to the person(s) to whom the Order was served and to the Administrator.

Alternative Solutions / Variances

Will be issued in accordance with the SCA and SCC policy. An alternative solution / variance will be in the format directed by the SCC (available on the SCC web site: www.safetycodes.ab.ca).

An SCO may issue an alternative solution / variance from the Alberta Fire Code or referenced standard if the Safety Code Officer is of the opinion that the alternative solution / variance provides approximately equivalent or greater safety performance than that prescribed by the Code or standard.

A request for alternative solution / variance must be made in writing and include support documentation. A SCO will only make a decision respecting an alternative solution / variance after having thoroughly researched the subject matter.

A copy of an alternative solution / variance issued will be provided to the:

- Owner,
- Contractor if applicable,
- Safety Codes Council, and
- The Municipality's file.

7.3 Fire Investigations

Investigations will be conducted by a Fire SCO to determine the cause, origin, and circumstance of every fire in which a person dies or suffers injury that requires professional medical attention or in which property is damaged or destroyed. The results of each investigation will be reported to the Fire Commissioner in accordance with the Administrative Items Regulation. A Fire SCO may arrange for any additional municipal, law enforcement, agency, or other resources as required to assist in an investigation including representatives from the Fire Commissioner's Office. In the event of a fire resulting in a death or where arson is suspected, the investigation will include immediate notification to the Alberta Fire Commissioner's Office.

Fire Investigations will include the following information:

- File number,
- Location of fire,
- Date of fire,
- Date of investigation,
- Building / property use,
- Cause of fire,
- Origin of fire,
- Value of loss,
- Name and designation number of SCO conducting the investigation,
- Comments, and
- Date of completion/sign off.

Fire Investigations will utilize the applicable forms/reports as provided on the SCC web site: www.safetycodes.ab.ca.

7.4 Fire Prevention Programs

Fire prevention programs will include but are not limited to public awareness and consultative services orientated to assisting one or more of the following:

- Individuals,
- Business, and
- Industry

in understanding and providing effective fire safety plans.

The Municipality will support and provide one or more but is not limited to the following educational programs annually:

- School curriculum,
- Minority focused programs,
- Seniors programs,
- Community education, and
- Other programs such as but not limited to:
 - Risk Watch (an injury prevention program),
 - Getting to Know Fire (fire educator lesson plans),
 - Seniors Fire Safety Programs,
 - Juvenile Firesetter Intervention Program,
 - Fire Smart, and
 - Shelter-in-place.

APPENDIX

List Of Administrative Forms Available On The Safety Codes Council Web Site:

www.safetycodes.ab.ca

1. Order
2. Alternative Solution / Variance
3. Request for Alternative Solution / Specific Variance
4. Model Fire Safety Plan
5. Fire Investigation Reports (samples)
 - a. Voluntary Consent to Search and/or Seizure
 - b. To Obtain a Warrant to Enter a Private Dwelling Place to Conduct a Fire Investigation
 - c. Casualties
 - d. Witness Statement
 - e. Physical Evidence
 - f. Sketches
 - g. Structure Fires
 - h. Motor Vehicle Fires
 - i. Wildland Fires
 - j. All Fires
 - k. Incident Investigation Field Notes
 - l. Insurance Information
 - m. Release From Responsibility
 - n. Records / Documents
6. Application for Designation of Powers
7. Sample Permits (SCA & non-SCA)
8. Sample Permission forms

QUALITY MANAGEMENT PLAN
TOWN OF CLARESHOLM
FIRE DISCIPLINE

EDITION 1
REVISION 2
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**QUALITY
MANAGEMENT
PLAN
FIRE
DISCIPLINE**

TOWN OF CLARESHOLM
221 - 45 Avenue West
P.O. BOX 1000
CLARESHOLM, AB TOL OTO
PHONE: (403) 625-3381
FAX: (403) 625-3869

QUALITY MANAGEMENT PLAN
TOWN OF CLARESHOLM
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QUALITY MANAGEMENT PLAN

This Quality Management Plan of the Town of Claresholm, in the Fire Discipline, has been accepted by the Administrator of Certification and Accreditation.

Signature: Allen Lowe
Administrator of Certification and Accreditation

Date: January 10 1996

SAFETY CODES
COUNCIL

JAN 02 1996

QUALITY MANAGEMENT PLAN
TOWN OF CLARESHOLM
FIRE DISCIPLINE

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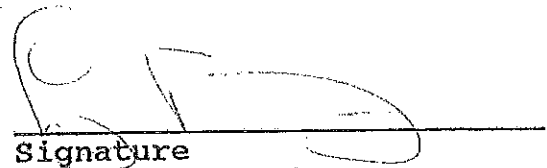
SCOPE/FORWARD

This is the Quality Management Plan of the Town of Claresholm (herein referred to as the Municipality)

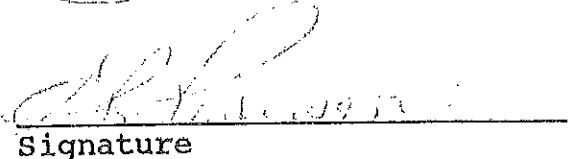
The Municipality will administer the portions of the Safety Codes Act and its regulations pertaining to the Fire discipline including; compliance monitoring under the Alberta Fire Code, the determination of the cause and origin of fires and the reporting of fires; as described in the Quality Management Plan.

** Where fire results in death, serious injury, complicated loss or where arson is suspected the Fire Commissioner shall be notified immediately by the Safety Codes Officer.

LARRY FLEXHAUG
Person Responsible for this QMP


Signature

E. R. PATTERSON
Mayor of Municipality


Signature

Council Resolution # _____

QUALITY MANAGEMENT PLAN
TOWN OF CLARESHOLM
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TABLE OF CONTENTS

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Management Policy on Adherence to Quality Management Plan	1
Organization Chart	2
Provision of Safety Codes Officers	3
Policy for Personnel Training	4
Quality Management Plan Implementation Training	5
Policies and Procedures Related to Compliance Monitoring	6
Compliance Monitoring through Accredited Agencies	7
Documentation	8
Records Retention, Retrieval and Disposition	9
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Revision Control System	11
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QUALITY MANAGEMENT PLAN

TOWN OF CLARESHOLM

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SECTION 1

MANAGEMENT POLICY ON ADHERENCE
TO QUALITY MANAGEMENT PLAN

The Chief Administrative Officer, Mayor, and any other officers and staff of this Municipality including contracted accredited agencies shall respect and comply with the policies and procedures covered in this Quality Management Plan.

The Chief Administrative Officer will be responsible for the effectiveness and compliance with this Quality Management Plan.

It is recognized that the Administrator of Certification and Accreditation or a person representing him/her will ensure adherence to this plan. The Chief Administrative Officer, any other officers and the staff of the Municipality will give full cooperation to the Administrator or his representative including the conduct of audits.

The person responsible for the administration of this plan will ensure that the recommendations of the auditor will be implemented.

The Chief Administrative Officer recognizes that failure to follow this Quality Management Plan may result in suspension or cancellation of this Municipality's accreditation by the Administrator of Certification and Accreditation.

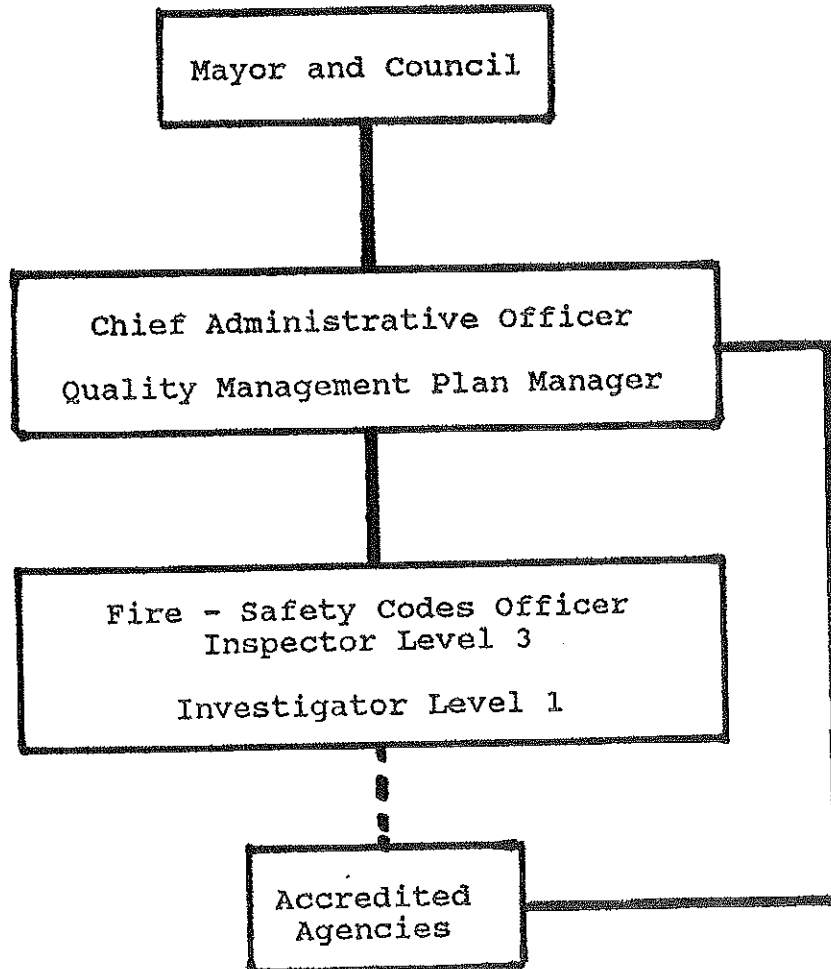
It is understood by the Chief Administrative Officer, Mayor, Council, any other officers and staff of this Municipality that Safety Codes Officers working under this Quality Management Plan will not be interfered with, or unduly influenced, in their administration of the Municipality's safety system. It is further understood that any such influence is an offence under the Safety Codes Act and may result in charges and/or cancellation of this accreditation.

QUALITY MANAGEMENT PLAN
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SECTION 2

ORGANIZATIONAL CHART



QUALITY MANAGEMENT PLAN

TOWN OF CLARESHOLM

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SECTION 3

PROVISION OF SAFETY CODES OFFICERS

It will be the policy of this Municipality to retain Safety Codes Officers to meet the obligation of the Municipality's stated responsibilities in the Safety Codes Act.

Where special expertise or workload dictates, the services of accredited agencies will be used to meet the Municipality's responsibilities.

Only Safety Codes Officers with designated appropriate powers in the appropriate discipline to monitor the compliance will be retained by the Municipality.

Sufficient numbers of Safety Codes Officers will be retained to properly respond to the work load.

An up-to-date file of information on the Safety Codes Officers presently retained will be maintained by the Municipality and made available to the auditors.

QUALITY MANAGEMENT PLAN
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SECTION 4

POLICY FOR PERSONNEL TRAINING

The Municipality will ensure that the Safety Codes Officers it retains will attend any updating seminars that are offered and reasonably required to maintain an officer's competency respecting:

- changes in the Safety Codes Act,
- changes in regulations under the Act,
- changes in codes and standards mandated by the Act,
- changes in procedures under the Act,
- changes in Safety Codes Council policies and directives,
- changes in administrators directives, and
- changes in assigned duties.

It is the policy of this Municipality to ensure that the Safety Codes Officers know the Quality Management Plan of this Municipality before the officers undertake their duties. This training will be provided by the Municipality.

Where an agency is contracted this training will be the responsibility of the agency.

QUALITY MANAGEMENT PLAN
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SECTION 5

QUALITY MANAGEMENT PLAN
IMPLEMENTATION TRAINING

The Municipality will ensure that the staff which are involved in the implementation of this Quality Management Plan are familiar with this plan and will strictly follow its laid out procedures.

This training will be provided by the Municipality before the staff undertakes their duties.

See Page #8.

QUALITY MANAGEMENT PLAN

TOWN OF CLARESHOLM

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SECTION 6

POLICIES AND PROCEDURES RELATED
TO COMPLIANCE MONITORING

1. NO REGULAR INSPECTIONS PLANNED

The Municipality will administer the portions of the Safety Codes Act and its regulations pertaining to the fire discipline including; compliance monitoring under the Alberta Fire Code, the determination of the cause and origin of fires and the reporting of fires.

The Municipality will perform compliance monitoring which may include:

- inspections of Buildings, Structures and Places for Fire Code compliance, based on written complaint, written request or in an emergency situation, in accordance with municipal policy;

Where non-compliance is identified through inspection and efforts to comply are not reasonably forthcoming the Officer may issue an Order.

The Municipality will:

- perform investigations to determine the cause and origin of all fires where a death, injury or property loss occurs;

Fire investigations will be initiated by a Safety Codes Officer when they are advised of, or become aware of, fires requiring investigation under the Safety Codes Act. The Safety Codes officer will arrange for any additional municipal, law enforcement or agency resources as required.

When a fire results in a death or where arson is suspected, the investigation will include immediate notification of the provincial Fire Commissioner as per Section 10(b) of the Administrative Items Regulation (AR 83/94).

It is also recognized by the Municipality that investigations of fires or explosions, which result in serious injury, death, suspected incendiary activity or complicated loss, may involve representatives or agents of the provincial Fire Commissioner.

All compliance monitoring and investigation activities will be reported and recorded in accordance with this Plan.

QUALITY MANAGEMENT PLAN
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SECTION 6

POLICIES AND PROCEDURES RELATED TO COMPLIANCE MONITORING (Cont'd)

2. REGULAR INSPECTIONS PLANNED

The Municipality will administer the portions of the Safety Codes Act and its regulations pertaining to the fire discipline including; compliance monitoring under the Alberta Fire Code, the determination of the cause and origin of fires and the reporting of fires.

The Municipality will perform compliance monitoring which includes:

- examination of plans and inspections of construction, where fire protection systems are being installed, in cooperation with municipal building safety officials.
- inspections of Buildings, Structures and Places for Fire Code compliance based on the schedule outlined in this Plan, and on written complaint, written request or in an emergency situation, in accordance with municipal policy;

Where non-compliance is identified through inspection and efforts to comply are not reasonably forthcoming the Officer may issue an Order.

The Municipality will:

- perform investigations to determine the cause and origin of all fires where a death, injury or property loss occurs;

Fire investigations will be initiated by a Safety Codes Officer when they are advised of, or become aware of, fires requiring investigation under the Safety Codes Act. The Safety Codes officer will arrange for any additional municipal, law enforcement or agency resources as required.

When a fire results in a death or where arson is suspected, the investigation will include immediate notification of the provincial Fire Commissioner as per Section 10(b) of the Administrative Items Regulation (AR 83/94).

It is also recognized by the Municipality that investigations of fires or explosions, which result in serious injury, death, suspected incendiary activity or complicated loss, may involve representatives or agents of the provincial Fire Commissioner.

All compliance monitoring and investigation activities will be reported and recorded in accordance with this Plan.

QUALITY MANAGEMENT PLAN
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SECTION 6

POLICIES AND PROCEDURES RELATED
TO COMPLIANCE MONITORING (Cont'd)

It is the policy of the Municipality that any infractions of the Alberta Fire Code discovered during these inspections be corrected through subsequent inspections and if necessary the issuance of Order to Remedy.

Existing Buildings

The following table indicates a minimum inspections schedule for existing buildings in the Municipality.

MINIMUM FIRE INSPECTION FREQUENCY

MAJOR OCCUPANCY CLASSIFICATION	FIRE INSPECTION REQUIRED
ASSEMBLY: A1, A2, A3, A4	ANNUALLY
INSTITUTIONAL: B1, B2	ANNUALLY
RESIDENTIAL (GENERAL): C OVER 4 DWELLING UNITS / COMMON HALLWAY	ANNUALLY
SINGLE FAMILY RESIDENTIAL	ON WRITTEN REQUEST ONLY
BUSINESS & PERSONAL SERVICES: D	ANNUALLY
MERCANTILE: E	ANNUALLY
INDUSTRIAL F1 - HIGH HAZARD	ANNUALLY
INDUSTRIAL F2/F3 - MEDIUM & LOW HAZARD	EVERY 2 YEARS

QUALITY MANAGEMENT PLAN

TOWN OF CLARESHOLM

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SECTION 6

POLICIES AND PROCEDURES RELATED
TO COMPLIANCE MONITORING (Cont'd)

BUILDINGS UNDER CONSTRUCTION OR RENOVATIONS

The following table indicates a minimum involvement with new construction or renovations in the Municipality. This is a non-mandatory review which augments the complete plans check done by Building Inspection Department, Safety Codes Officers (Building Standards.)

Assembly - A1, A2, A3, A4:

Inspection Frequency

- prior to occupancy
- on written request

Institutional:

Inspection Frequency

- prior to occupancy
- on written request

Residential (General):

Inspection Frequency

- prior to occupancy
- on written request

Single Family Residential: No required involvement unless sprinklered

Inspection Frequency

- On written request

QUALITY MANAGEMENT PLAN
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SECTION 6

POLICIES AND PROCEDURES RELATED
TO COMPLIANCE MONITORING (Cont'd)

Business & Personal Services (with fire alarms systems or
sprinklered):

Inspection Frequency

- prior to occupancy
- on written request

Mercantile (with fire alarm system or sprinklered):

Inspection Frequency

- prior to occupancy
- on written request

Industrial :

Inspection Frequency

F1 - High Hazard

- prior to occupancy
- on written request

F2/F3 - Medium Hazard

- prior to occupancy
- on written request

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SECTION 6

POLICIES AND PROCEDURES RELATED
TO COMPLIANCE MONITORING (Cont'd)

BUILDINGS VACANT OR UNDER DEMOLITION

All buildings in this category will be inspected on written request or on complaint. In addition, any buildings other than single family residential must provide the Fire Department with a demolition fire safety plan, which will form part of the demolition permit issued by Safety Codes Officer (Building Dept.) and will be monitored as required.

QUALITY MANAGEMENT PLAN

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SECTION 6

POLICIES AND PROCEDURES RELATED
TO INVESTIGATION OF FIRES

The Town of Claresholm Fire Department will ensure that the investigation of fires will be performed in strict conformance with the Safety Codes Act, Section 44(1)[2(a)(b)](3) and the Administrative Items Regulation Section 9(2).

Reporting of fires by a Safety Codes Officer Fire Discipline will be in strict compliance with the Administrative Items Regulation Section 11.

** Where fire that results in death, serious injury, complicated loss or where arson is suspected the Safety Codes Officer shall immediately notify the Fire Commissioner.

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SECTION 7

COMPLIANCE MONITORING
THROUGH ACCREDITED AGENCIES

The accredited agencies retained will be provided with a copy of this Quality Management Plan and the Agencies are expected to perform compliance monitoring and investigations in strict conformance with this Quality Management Plan.

Review of Drawings

The agency will carry out plans examination to determine whether or not construction drawings comply with the Safety Codes Act and regulations.

The agency will be provided with at least two sets of plans which will be returned to the Municipality along with the examination report. The examination report shall be in the format as illustrated in the agency's Quality Management Plan. The drawings shall be dated/stamped and signed by the Safety Codes Officer working for the agency.

Review of Construction

The agency will carry out construction review to determine whether or not the construction complies with the appropriate codes and standards.

The minimum construction review frequency shall be in accordance with the Quality Management Plan.

Agencies will carry out regular inspections and investigations in line with Quality Management Plan.

Contracts with Agencies

Contracts with agencies performing the work will be kept on file for audit by the Administrator of Certification and Accreditation or his/her agent.

QUALITY MANAGEMENT PLAN
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SECTION 8

DOCUMENTATION

APPENDIX A

Documentation and reporting forms for inspections:

- (a) Inspection Report
- (b) Occupant Load Cards
- (c) Order to Comply

Documentation and reporting forms for investigation.

- (a) Standard Investigation Format

The following type of record shall be kept to track each inspection and investigation undertaken to facilitate system review.

File No.	Building Description & Address	Special Inspection/ Investigation		Inspection Record		Remarks/ Follow-up	\$ Value of Building or Risk
		Date Notified	Request/ Complaint/ Emergency & by whom	Date	S.C.O. Initials		
FJD 480	Administration Quarters			May 13/94 Aug 10/94	RDK RDK	File Closed	
CNP 123	ABC Apartments	April 5, 1995	Emergency request by Fire Dept	April 8, 1995	XYZ	Request for compliance on file	

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SECTION 8

(this format may vary)

OCCUPANT LOAD CARDS



Client Services Division
Building and Fire Safety

Guinness House in the
Etrveden Centre
7th floor, 727 - 7th Avenue SW
Calgary, Alberta
Canada T2P 0Z6

Telephone 403/297-8769
Fax 403/267-4174

MAXIMUM OCCUPANT LOAD

(To be Posted in a Conspicuous Place Near the Principal Entrance)

FOR _____
(specify room/area name and building name)

Alberta Fire Code Article 2.7.1.3.

(1) The maximum permissible occupant load for any room shall be calculated on the basis of the lesser of

- (a) the number of occupants determined in accordance with Table 3.1.16.A of the Alberta Building Code 1990, or,
- (b) the occupant load for which means of egress and exits are provided.

(2) The number of occupants permitted to enter a room shall not exceed the posted maximum occupant load calculated in conformance with Sentence (1).

See Sentence 2.18.1.2.(2), (3) and (4) of the Alberta Fire Code which specifies the required aisle and row arrangements.

STANDING SPACE

SPACE WITH FIXED SEATS

SPACE WITH NON-FIXED SEATS

SPACE WITH NON-FIXED SEATS AND TABLES

FAILURE TO ENSURE THAT THE MAXIMUM OCCUPANT LOAD IS NOT EXCEEDED
COULD RESULT IN THE OWNER OR PERSON/S IN CHARGE BEING FOUND GUILTY
OF AN OFFENSE.

INSPECTOR/LOCAL ASSISTANT

QUALITY MANAGEMENT PLAN
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SECTION 8

ORDER TO COMPLY

ORDER FORMAT

ORDER TO COMPLY

Date:

Name:
Title:
Address:
Town & Province:

Having inspected the premises noted below on _____, pursuant to Section 45(1)(a) of the Safety Codes Act, Chapter S-0.5 RSA 1994 and said premises being in contravention of _____ of the Alberta Fire Code 1992 (copy attached as Appendix "A" of this order), being Alberta Regulation 204/92, as amended by Alberta Regulations 234/93 and 76/94 you are hereby ordered to:

at _____ and known Legally as:
Lot(s) _____, Block _____, Plan _____ in the _____ of _____ in the Province of Alberta.

Signature:

Name:

Safety Codes Officer, _____ Discipline

Designation Number: _____

Employed by:

The person(s) who have been served this Order may request an Administrator review the Order to ensure the Order is:
(a) proper, practical, and reasonable,
(b) contains correct references and no typographical errors, and
(c) corrects or satisfies concerns about safety
within 21 days of the issuance of the order.

A person on whom this Order is issued may, if the person objects to the contents of the order, appeal the order to the Safety Codes Council in conformance with the bylaws of the Council, within 30 days of the date the order was served on the person.

A stay of this order, pending appeal or review, may be requested by applying in writing to the Council.

Request for a Review, an Appeal or a Stay should be made to
Coordinator of Appeals, Room 602, 10808-99th Ave.
Edmonton, Alberta T5K 0G5 Tel.# (403)427-8544 FAX# (403)422-3562

Request for an appeal hearing is to be accompanied by a cheque or money order in the sum of \$500 made payable to the Safety Codes Council

Non-compliance with the instruction of this Order is an offence under the Safety Codes Act.

QUALITY MANAGEMENT PLAN
TOWN OF CLARESHOLM
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(this format may vary)

SECTION 8

STANDARD INVESTIGATION FORMAT

Alberta
FIRE REPORT

FOR OFFICE USE ONLY

FORWARD TWO COPIES TO
FIRE PREVENTION BRANCH

COMPLETE THIS FORM USING THE FIRE REPORT MANUAL

0 1	DATE	TIME	LOCATION	MUNICIPALITY	REPORTING AGENCY	REPORTING OFFICER	PHONE	
0 2	LOCATION OF FIRE INCIDENT - STREET NO OR ALIAS - ROAD - RANGE - MUNICIPALITY						REPORTING AGENCY	TELEPHONE
0 3	SURNAME OF OCCUPANT	GIVEN NAME(S)	AGE (YR)	SEX	ADDRESS (OCCUPANT)	TELEPHONE	TELEPHONE	
0 4	SURNAME OF OWNER	GIVEN NAME(S)	AGE (YR)	SEX	ADDRESS (OWNER)	TELEPHONE	TELEPHONE	
0 5	IF APPLICABLE TO VEHICLES APPROVED OR OTHER EQUIPMENT LIST	MAKE	YEAR	MODEL	SERIAL NO	REGISTRATION NO	REGISTRATION NO	

ENTER AMOUNTS BELOW TO NEAREST DOLLAR

0 6	PROPERTY VALUE	CONTENTS VALUE	CONTENTS LOSS ESTIMATE	UNINSURED LOSS ESTIMATE	PROPERTY DAMAGE PAID
0 7	CONTENTS VALUE	CONTENTS LOSS ESTIMATE	UNINSURED LOSS ESTIMATE	CONTENTS CLAIM PAID	
0 8	TOTAL VALUE	TOTAL LOSS ESTIMATE	TOTAL UNINSURED LOSS	TOTAL CLAIM PAID	

IF INJURIES OR DEATHS OCCURRED COMPLETE A FIRE CASUALTY REPORT FORM OF 42 IN 42 AREAS OR 42 IN 42 AREAS

0 9	IF	VEN	WOMEN	CHILDREN	TOTAL	IF	VEN	WOMEN	CHILDREN	TOTAL	MUNICIPALITY	ADJUSTER	INVESTIGATION NO	CENSUS DIV
-----	----	-----	-------	----------	-------	----	-----	-------	----------	-------	--------------	----------	------------------	------------

WAS THE FIRE REPORTED TO THE MUNICIPAL FIRE DEPARTMENT? YES NO

RED NUMBERS BELOW REFER TO PAGES IN THE FIRE REPORT MANUAL

1 0	PROPERTY CLASS	MAJOR OCCUPANCY	AREA AND LEVEL OF DAMAGE	HEIGHT AND SMOKE FLOOR AREA
1 1	INITIAL DETECTION	EXTENT OF FIRE-EXTENT OF DAMAGE	LEVEL OF DAMAGE	SOURCE OF IGNITION
1 2	TYPE OF ENERGY SOURCE(S) WHICH INDUCE(S) IGNITION	MATERIAL(S) INVOLVED	TOTAL DAMAGE	OUTSIDE FIRE PROTECTION
1 3	HAZARD SPREAD-INTERNAL/EXTERNAL SPREAD PATTERNS	HAZARD SPREAD-DIRECTED/INDIRECT SPREAD AVERAGES	GENERAL OBSERVATION	YEAR OF CONSTRUCTION
1 4	TYPE OF OCCUPANTS	VALUE OF LOSS	INTERNAL FIRE PROTECTION	SPRINKLER PROTECTION
1 5	AUTOMATIC FIRE DETECTION SYSTEM	TYPE OF ALARM	TYPE OF SERVICE	TYPE OF SERVICE
1 6	TYPE OF ALARM	RESPONSE TIME	TYPE OF SERVICE	TYPE OF SERVICE
1 7	MFG GAS JOB	FIRE DIRT NO	STAT DIV NO	EXTINGUISHER REQUIRED - YES <input type="checkbox"/> NO <input type="checkbox"/>
1 8	REPORTING AGENCY	ARRIVAL TIME	DATE IN SERVICE	NUMBER OF PERSONNEL ON ASSIGNMENT
1 9	INVESTIGATION	INVESTIGATOR	REPORTING AGENCY	REPORTING AGENCY

BRIEF DESCRIPTION OF FIRE

IF APPLICABLE, LIST ALL EQUIPMENT INVOLVED

QUALITY MANAGEMENT PLAN
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SECTION 9

RECORDS RETENTION, RETRIEVAL
AND DISPOSITION

It is the policy of the Municipality to retain the files of each and every project including those where accredited agencies were involved for at least 5 years within the office premises. The files are then archived for a period of 7 years.

When the files are archived, they can be retrieved within 2 working days of notice.

Except for projects of essential services such as schools, hospitals, shopping centres etc. other buildings files are disposed of after 12 years of storage.

QUALITY MANAGEMENT PLAN
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SECTION 10

PROGRAM REVIEW

This Quality Management Plan and all related records will be available at all times for review by the Administrator of Certification and Accreditation or his/her agent.

The internal review of this program will be conducted by the person responsible for the Quality Management Plan. This review is carried out on a yearly basis and any non-conforming items will be notified to the respective personnel and a record of these items will be kept on file (see section 12.)

QUALITY MANAGEMENT PLAN
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SECTION 12

NON-CONFORMANCE/CORRECTIVE ACTIONS

Should there be any non-conforming items to the QMP after an internal/external audit, the person responsible for this QMP will inform the respective personnel of the non-conforming items and will keep a record of the action in the following format.

Audit Date	Auditor	Non-Conforming Items	Corrective Action	Correction Date

TOWN OF CLARESHOLM
MS KRIS HOLBECK

RE: FCSS BOARD MEMBER VACANCY

My name is Elaine Wyllie and I am interested in the position mentioned above.

My husband and I have lived in Claresholm for 26 years and during this time frame I have been involved with children.

My first position was with the Children's Day Care, starting at floor worker and progressing to acting and assistant director.

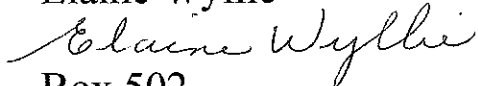
In 1997 the opportunity to advance my skills was available and I became a member of GRIT. Operating out of Calgary they were a program for special needs and stood for Getting Ready for Integration Today. The little lad that I worked with was from Parkland and I progressed with him and we continued our goals right through to Grade 3 in the Livingstone School Division.

Following a medical leave I obtained employment with FCSS, as facilitator of the School Age Program. This flourished until I retired in 2007.

My goals now are to volunteer and learn and enhance my retirement.

My calendar will be clear as of February 1st, 2010 and I am hoping to hear from you as to whether you feel I can be of value to this board. If you need any more information, please call. Thank you.

Elaine Wyllie



Box 502

Claresholm, Ab

T0L 0T0

403-625-4595

elainewyllie@shaw.ca

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		48,140			SIP Grant/LIT	Portion of sidewalk is local improvement for Cottonwood Village.
Public Works	Capital Equipment	New			40,000		Operating to Reserves	Monies to go to reserves for backhoe
Parks	Millenium Ball Diamonds (shale 3 diamonds)	New			17,500		Operations/Reserves	Switch out 3 of 4 grass infields with shale.
Roads	Sundance/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	Downtown alleys pavement (see attached detail)	New		171,000			Streets Improvement Grant	Includes paving alley behind 7-11 (not paved now)
Roads	Downtown parking lot (see attached detail)	New				80,000	Reserves	Redo parking lot (not covered under SIP)
Water	Watermain 4th Street (see attached memo)	New				140,000	Reserves	Needs to be done before increasing pressure at WTP in summer.
Roads	8th Street West Core and Pave	New		320,000			Streets Improvement Grant	From 520 north to Petersen Estates new

TOTAL PROJECTS LISTED	\$ 1,064,000.00	\$ 575,140.00	\$ 57,500.00	\$ 322,000.00	\$ 2,019,640.00
					TOTAL COST OF PROJECTS
					2,019,640.00

SIP GRANT and TOWN \$ AVAILABLE

* 39% of sidewalk cost is LIT to Cottonwood Village
 ** 23% of cost is LIT to Cottonwood 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

\$592,000.00

2010 Infrastructure Project

- (2.) 4 inch water main on 4800 block is restricting water volume in this surrounding area. Complaints of poor volume on this block continue. This water main is in the boulevard so sidewalk would also be replaced in this block. This project is vital to increase the volume and pressure of this section of town. With the pressure increase planned for this summer this area will not see much benefit due to low volume, because the pressure drops so fast if low volume exists. This is also a bottle neck type of restriction to the Town down stream of this section. More than one problem will be fixed as there is also a valve that is not working properly and to replace now and when the main is replaced will mean digging in the street twice. Pavement and curb will have to be done twice.

↑↑
4th Street West WATER MAIN
Replacement

Cost \$140,000 -

Superintendent's POU on why this project needs to be completed in 2010 (funded out of operating or reserves).

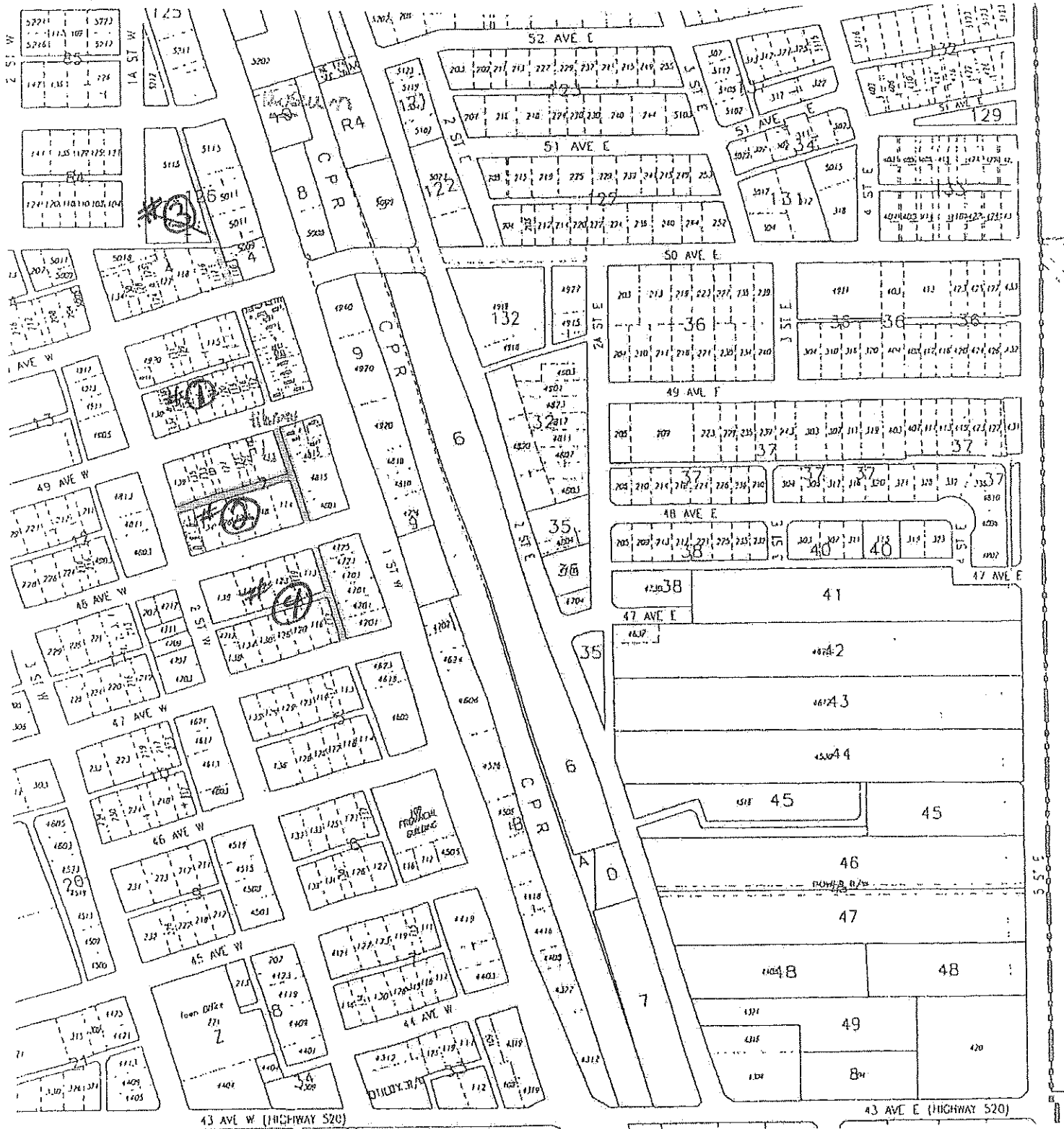
WJ 1/21/10

Pavement cost breakdown

January 11, 2010

<u>Downtown parking lot</u>	Size 2000 sq. meters Pavement cost \$ 80,000.00
<u>Alley # 1</u>	Length 220 meters X 6 meters wide Pavement cost \$ 55,000.00
<u>Alley # 2</u>	Length 220 meters X 6 meters wide Pavement cost \$ 55,000.00
<u>Alley # 3</u>	Length 150 meters X 6 meters wide Pavement cost \$ 36,000.00
<u>Alley # 4</u>	Length 100 meters X 6 meters wide Pavement cost \$ 25,000.00

Pavement milling (Grinding) must be done on existing pavement to optimize drainage, survey and engineering are all included in these costs



43 AVE W (HIGHWAY 520)

43 AVE E (HIGHWAY 520)

INFORMATION ITEMS

Please circulate to Mayor/Reeve and Council for information



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 6 (2009)

EXECUTIVE COMMITTEE MEETING

Thursday, November 12, 2009 – 7:00 p.m.

ORRSC Meeting Room (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

Paul Goldade - *Chair*
Terry Michaelis - *Vice-Chair*
Henry Van Hierden
Doug MacPherson

Doug Thornton (absent)
Gordon Wolstenholme
Dick Fenton (absent)

STAFF:

Lenze Kuiper - *Director*

AGENDA:

1. **Approval of Agenda** – November 12, 2009.....
2. **Approval of Minutes** – September 10, 2009 (attachment)
3. **Business Arising from the Minutes**
 - (a) Cash in Hand vs Cash in Bank
4. **New Business**
 - (a) Draft 2010 Budget.....(handout)
 - (b) New Vehicle Purchase.....(handout)
 - (c) Position Paper on the South Saskatchewan Regional Plan Update
 - (d) Elections and Annual Organizational Meeting December 3, 2009
 - (e) Closing of Office Between Christmas and New Years
 - (f) Resolution to Add Raymond, Stirling, Hill Spring and County of Newell to ORRSC Membership
5. **Accounts**
 - (a) Office Accounts
 - (i) August 2009..... (attachment)
 - (ii) September 2009..... (attachment)
 - (b) Financial Statements
 - (i) January 1 - August 31, 2009..... (attachment)
 - (ii) January 1 - September 30, 2009..... (attachment)
6. **Director's Report**

- 7. **Executive Report**
 - 8. **Adjournment**.....
-

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

1. APPROVAL OF AGENDA

Moved by: Gordon Wolstenholme

THAT the Executive Committee approves the agenda, as amended:

ADD 4(f) Resolution to add Raymond, Stirling, Hill Spring and County of Newell
to ORRSC Membership

CARRIED

2. APPROVAL OF MINUTES

Moved by: Terry Michaelis

THAT the Executive Committee approves the minutes of September 10, 2009, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

(a) Cash in Hand vs Cash in Bank

Moved by: Henry Van Hierden

THAT the explanation for Cash in Hand vs Cash in Bank be accepted as information.

CARRIED

4. NEW BUSINESS

(a) Draft 2010 Budget

Moved by: Doug MacPherson

THAT the Draft Budget for 2010 with 5% increases to Membership Fees and GIS Fees be recommended to the Board of Directors at their meeting on December 3, 2009.

CARRIED

(b) New Vehicle Purchase

Moved by: Gordon Wolstenholme

THAT the Director be authorized to solicit offers to purchase a new SUV to replace the 2007 Jeep.

CARRIED

(c) Position Paper on the South Saskatchewan Regional Plan Update

- The draft "*MUNICIPAL PERSPECTIVES: Position Paper on the South Saskatchewan Regional Plan*" was circulated to member and associate municipalities on October 13, 2009 for their review. Municipalities were asked to endorse the paper by resolution (stating any exceptions) and return the signed resolutions to ORRSC for inclusion in the position paper.

Moved by: Terry Michaelis

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

(d) Elections and Annual Organizational Meeting December 3, 2009

Moved by: Doug MacPherson

THAT the discussion surrounding the Elections and Annual Organizational Meeting December 3, 2009 be accepted as information. **CARRIED**

(e) Closing of Office Between Christmas and New Years

Moved by: Gordon Wolstenholme

THAT the ORRSC office will be closed December 24, 2009 through January 1, 2010. **CARRIED**

(f) Resolution to Add Raymond, Stirling, Hill Spring and County of Newell to ORRSC Membership

Moved by: Terry Michaelis

THAT the necessary steps be taken to have Raymond, Stirling, Hill Spring and County of Newell added to the membership lists in the Oldman River Regional Services Commission Regulation (Alberta Regulation 303/2003) and the Oldman River Regional Services Commission Bylaw 2004-1. **CARRIED**

5. ACCOUNTS

(a) Office Accounts

(i) August 2009

5160	Staff Field Expense	B. Brunner (May - August)	\$ 132.27
5160	Staff Field Expense	G. Kirkman	38.92
5150	Staff Mileage	Imperial Oil	395.28
5155	GIS Staff Mileage	Imperial Oil	22.86
5150	Staff Mileage	Bridge City Chrysler	84.20
5150	Staff Mileage	Bridge City Chrysler	46.95
5280	Janitorial Services	Madison Ave Business Services	425.00
5320	General Office Supplies	Citi Cards	55.06
5380	Printing & Printing Supplies	Citi Cards	48.72
5310	Telephone	Telus Communications	356.13
5580	Equipment & Furniture Rental	Telus Communications	211.44

5285	Building Maintenance	Integrity Builders	14,668.05
5310	Telephone	Telus Communications	30.52
5320	General Office Supplies	Reiter Computer Assoc.	15.00
5320	General Office Supplies	Corporate Express	102.12
5320	General Office Supplies	Citi Cards	35.77
5330	Dues & Subscriptions	Pincher Creek Echo	45.00
5330	Dues & Subscriptions	Temple City Star	42.86
5330	Dues & Subscriptions	Macleod Gazette	35.00
5330	Dues & Subscriptions	Lethbridge Herald	40.00
5500	Subdivision Notification	Lethbridge Herald	277.20
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding ...	21.00
5380	Printing & Printing Supplies	Minuteman Press	65.00
5390	Graphic & Drafting Supplies	Metro Associates	112.71
5420	Accounting & Audit Fees	BDO Dunwoody	1,275.00
5420	Accounting & Audit Fees	BDO Dunwoody	13.39
5430	Aerial Photos & Maps	M.D. of Pincher Creek No. 9	95.24
5440	Land Titles Office	Minister of Finance (July)	349.00
5440	Land Titles Office	Minister of Finance	787.00
5490	Consultants	Sierra Dakin Kuiper	210.00
5490	Consultants	Stacey Olsen	577.50
5490	Consultants	Janice Kirkman	85.00
5500	Subdivision Notification	Lethbridge Herald	411.60
5540	Other	Purolator Courier	30.71
5545	GIS Other	Greyhound Courier Express	18.62
5570	Equipment Repairs & Maint	Pitney Works	10.00
5580	Equipment & Furniture Rental	Xerox Canada	1,246.66
1160	GST Receivable	GST Receivable	1,010.55
TOTAL:			<u>\$23,427.33</u>

Moved by: Terry Michaelis

THAT the Executive Committee approves the Office Accounts of August 2009 (\$23,427.33), as presented. **CARRIED**

(ii) September 2009

5150	Staff Mileage	R. Day	\$ 80.00
5350	Postage & Petty Cash	R. Day	24.12
5185	Planning Intern Expenses	M. Denis	904.34
5185	Planning Intern Expenses	M. Denis	279.00
5150	Staff Mileage	S. Harty (Aug. - Sept.)	35.50
5160	Staff Field Expense	S. Harty (Aug. - Sept.)	155.08
5320	General Office Supplies	S. Harty (Aug. - Sept.)	7.75
5150	Staff Mileage	S. Johnson (June - Sept.)	109.50
5320	General Office Supplies	S. Johnson (June - Sept.)	62.94
5530	Coffee & Supplies	S. Johnson (June - Sept.)	136.26
5285	Building Maintenance	C. Kembel	25.75
5150	Staff Mileage	L. Kuiper (Aug. - Sept.)	86.50
5160	Staff Field Expense	L. Kuiper (Aug. - Sept.)	53.84
5170	Staff Conference & Area	J. Schmidt	282.02
5165	GIS Staff Field Expense	Jaime Thomas	56.67
5165	GIS Staff Field Expense	Jordan Thomas	42.70

5150	Staff Mileage	Imperial Oil	504.76
5150	Staff Mileage	Bridge City Chrysler	46.95
5175	GIS Conference & Development	Lethbridge College	135.20
5185	Planning Intern Expenses	AACIP	188.00
4140	Approval Fees	Brown, Okamura & Associates .	600.00
5280	Janitorial Services	Madison Ave Business Serv.	525.00
5285	Building Maintenance	Quality Glass	361.60
5285	Building Maintenance	Active Lock & Safe	194.25
5285	Building Maintenance	Petty Cash (fertilizer, air filter)	50.90
5320	General Office Supplies	Petty Cash (tablecloths, paper, soap)	63.67
5545	GIS Other	Petty Cash (GIS meeting)	33.00
5530	Coffee & Supplies	Petty Cash (juice, coffee)	45.66
5310	Telephone	Telus	410.93
5580	Equipment & Furniture Rental	Telus	249.80
5310	Telephone	Telus	396.41
5580	Equipment & Furniture Rental	Telus	273.99
5320	General Office Supplies	Corporate Express	164.62
5320	General Office Supplies	Corporate Express	18.54
5380	Printing & Printing Supplies	Corporate Express	140.42
5570	Equipment Repairs & Maint	Corporate Express	140.39
5350	Postage & Petty Cash	Postage by Phone	4,000.00
5380	Printing & Printing Supplies	Citi Cards	472.05
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	21.00
5390	Graphic & Drafting Supplies	Greyhound Courier	15.00
5440	Land Titles Office	Minister of Finance	618.00
5460	Public Relations	Costco Wholesale	103.63
5460	Public Relations	Wal-Mart	16.28
5470	Computer Software	Reiter Computer	4,745.00
5500	Subdivision Notification	Nanton News	149.06
5500	Subdivision Notification	Lethbridge Herald	852.60
5540	Other	Purolator Courier	15.25
5545	GIS Other	Greyhound Courier	19.55
5570	Equipment Repairs & Maint	Xerox Canada	1,475.64
5580	Equipment & Furniture Rental	Pitney Bowes	297.38
	Quarterly Rental - Nov. 1/09 - Jan. 31/10		
1160	GST Receivable	GST Receivable	831.60
		TOTAL:	<u>\$20,518.10</u>

Moved by: Doug MacPherson

THAT the Executive Committee approves the Office Accounts of September 2009 (\$20,518.10), as presented. **CARRIED**

(b) Financial Statements

(i) January 1 - August 31, 2009

Moved by: Gordon Wolstenholme

THAT the Executive Committee approves the Financial Statements and GIS Income Statements for January 1 - August 31, 2009, as presented. **CARRIED**

(ii) **January 1 - September 30, 2009**

Moved by: Henry Van Hierden

THAT the Executive Committee approves the Financial Statements and GIS Income Statements for January 1 - September 30, 2009, as presented. **CARRIED**

6. DIRECTOR'S REPORT

Moved by: Gordon Wolstenholme

THAT the Executive Committee approves the Director's Report, as presented. **CARRIED**

7. EXECUTIVE REPORT

- Doug MacPherson – Update on Claresholm's Wastewater/Sewer Project.
- Gordon Wolstenholme – Request for Small WECS and Solar Power Land Use Bylaw information for Fort Macleod.
- Paul Goldade – Nobleford expansion of residential lots and discussion on municipalities owning land outside their boundaries.

8. ADJOURNMENT

Moved by: Terry Michaelis

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 8:25 p.m. until December 10, 2009.

CARRIED

/bj

CHAIR:


Paul Goldade



Royal Canadian
Mounted Police

Gendarmerie royale
du Canada

Security Classification/Designation
Classification/désignation sécuritaire

Town of Claresholm
MD of Willow Creek
Town of Stavely

Your File - Votre référence

Our File - Notre référence

Claresholm RCMP Detachment
Box 1209
Claresholm, Alberta
T0L 0T0

Date

January 6, 2010

**Re: Monthly Policing Report
December 2009 - Year end**

Dear Sir,

1. Claresholm Detachment dealt with 172 occurrences in the month of December. In addition to this, they issued 83 Traffic tickets and charged 3 Impaired drivers.
2. We have had some recent successes in identifying various individuals, some youth and some young adults, who for the past several months been "car shopping." This is the street term for wandering around town and checking vehicles for open doors and stealing anything that they can find of value inside the vehicles. These items are then pawned with the money being used to buy drugs. We have laid numerous charges against a number of people.
3. We have also become aware of some disturbing trends in terms of drug use in Claresholm over the past year. While we recognize that drug use is prevalent everywhere we have come across some seriously hard and dangerous drugs hitting the streets in our community. There is some suggestion that the distribution of these drugs is being done through street gangs in Calgary. Through aggressive enforcement we have recently disbanded a rented house on the east side of Claresholm which had some of these young adults who were heavily involved in this activity. The members in Claresholm are very attuned to who are heavy drug users and dealers and we are making every effort to stem this. As I have previously reported we were involved in dismantling two large commercial grade marihuana grow operations this past year. We believe that these were also connected to Organized Crime out of Calgary. We also believe that the four armed robberies we experienced this year were directly connected to drug use.
4. Obviously we were disappointed that we were unable to put together a package for the Provincial Government to obtain funding for a full time school resource officer. It was anticipated that this position would provide some preventative measures for our youth and their potential drug use, among other things. That all being said Constable Wells is pursuing some initiatives within the schools on a part time basis which may assist in this regard.

Canada

5. One of our priorities has been to attempt to curb vandalism. We have experienced a reduction in the reports of vandalism over this past year which is encouraging. We hope that the newly formed Claresholm and area Citizens on Patrol will continue to grow and become an important resource in protecting our community.

6. I have attached our year end statistics for your perusal should you be interested. I should mention that due to our shortage in clerical staff we quit entering our traffic tickets into our data base this past year, so the numbers with respect to Provincial Traffic Offences are low.

7. I will be in touch with you in a few weeks to solicit your input as to our policing priorities for the new fiscal year. As always if you have any questions please call or drop by for coffee.

Yours truly,



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

Occurrence Stats (All Violations)

Special unit: k2174
All codes

Mayor's Report
From 2009/01/01 to 2009/12/31

Violation group - Traffic Offences - Traffic Accidents				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9930 0010 Traffic Collision(s) - Fatal	1	0	1	0	1	100.0%
9930 0020 Traffic Collision(s) - Non - Fatal Injury	14	0	14	5	10	107.1%
9930 0030 Traffic Collision(s) - Property Damage - Reportable	166	0	166	11	146	94.6%
9930 0040 Traffic Collision(s) - Property Damage - Non - Reportab...	36	0	36	3	34	102.8%
	217	0	217	19	191	96.8%

Violation group - Traffic Offences - Provincial Traffic Offences				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9510 0010 Fail to Stop or Remain at Accident Scene (Provincial/Te...	13	2	11	4	0	36.4%
9520 0020 Driving without Due Care or Attention (Provincial/Terr...	3	0	3	3	0	100.0%
9530 0010 Driving While Disqualified or License Suspension (Provl...	10	0	10	8	2	100.0%
9900 0010 Non-Moving Traffic - Occupant Restraint/Seatbelt Violat...	3	0	3	3	0	100.0%
9900 0020 Moving Traffic - Intersection Related Violations - Prov...	33	0	33	23	8	93.9%
9900 0030 Moving Traffic - Speeding Violations - Provincial/Terr...	357	1	356	343	4	97.5%
9900 0040 Other Moving Traffic Violations - Provincial/Territoria...	234	0	234	78	81	67.9%
9900 0050 Motor Vehicle Insurance Coverage Violations-Provincial/...	8	0	8	7	1	100.0%
9900 0070 Other Non-Moving Traffic - Provincial/Territorial	43	0	43	28	16	102.3%
9910 0010 Roadside Suspensions - alcohol related - No grounds to ...	42	0	42	6	36	100.0%
9910 0015 Roadside Suspensions - drug related - No grounds to cha...	8	0	8	4	4	100.0%
9910 0030 Drivers Licence Suspensions - By Police	6	0	6	4	2	100.0%
9950 0010 Municipal Bylaws - Traffic	3	0	3	0	3	100.0%
	763	3	760	511	157	87.9%

Violation group - Traffic Offences - Other Criminal Code Traffic Offences				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9310 0030 Failure to stop or remain - property damaged	13	0	13	4	1	38.5%
9320 0010 Driving while disqualified/prohibited	5	0	5	5	0	100.0%
	18	0	18	9	1	55.6%

Violation group - Traffic offences - Impaired Operation Related Offences				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9220 0010 Impaired Operation (by Alcohol) of Motor Vehicle Causin...	0	0	0	0	1	0.0%
9230 0010 Impaired Operation (by Alcohol) of Motor Vehicle	39	4	35	27	0	77.1%
9230 0015 Impaired Operation of Motor Vehicle over 80mg.	13	0	13	13	0	100.0%
9230 0030 Impaired Care & Control (by Alcohol) of Motor Vehicle	5	0	5	3	0	60.0%
9230 0050 Impaired Care & Control over 80 mg% of Motor Vehicle	1	0	1	1	0	100.0%
9235 0010 Impaired Operation (by a Drug) of Motor Vehicle	1	1	0	0	0	0.0%
9240 0010 Failure/Refusal to Provide Breath Sample	3	0	3	3	0	100.0%

Occurrence Stats (All Violations)

Special unit: k2174
All codes

Mayor's Report
From 2009/01/01 to 2009/12/31

Violation group - Traffic offences - Impaired Operation Related Offences				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9240 0020 Failure/Refusal of Approved Screening Device	2	0	2	2	0	100.0%
	64	5	59	49	1	84.7%
Violation group - Traffic offences - Dangerous Operation of Motor Veh./Vessel/Aircraft				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9130 0010 Dangerous operation of Motor Vehicle	8	0	8	8	0	100.0%
9133 0010 Operation of Motor Vehicle while being pursued by polic...	1	0	1	1	1	200.0%
	9	0	9	9	1	111.1%
Violation group - Technical Operations - Security Accreditations				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8640 0210 Security Accreditation - General	2	0	2	0	2	100.0%
	2	0	2	0	2	100.0%
Violation group - Provincial Statutes (except traffic)				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
7100 0012 Liquor Act (Provincial/Territorial) - Offences Only	22	0	22	16	6	100.0%
7300 0010 Child Welfare Act - Offences Only	1	1	0	0	0	0.0%
7300 0070 Intoxicated Persons Detention Act - Offences Only	1	0	1	0	1	100.0%
7300 0080 Litter Act - Offences Only	3	0	3	1	1	66.7%
7300 0100 Mental Health Act - Offences Only	2	1	1	0	1	100.0%
7300 0130 Provincial/Territorial Environmental Legislation - Offe...	1	0	1	0	1	100.0%
7300 0160 Tobacco Tax Act - Provincial/Territorial - Offences Onl...	2	1	1	1	0	100.0%
7300 0180 Trespass Act - Provincial/Territorial - Offences Only	2	0	2	1	0	50.0%
7300 0900 Other Provincial/Territorial Statutes (not otherwise sp...	3	0	3	3	0	100.0%
8840 0281 Liquor Act (Provincial/Territorial) - Other Activities	15	0	15	0	9	60.0%
8840 0291 Child Welfare Act - Other Activities	6	0	6	1	5	100.0%
8840 0297 Coroner's Act - Sudden Death	5	0	5	0	5	100.0%
8840 0301 Dog Act - Other Activities	1	0	1	0	1	100.0%
8840 0306 Family Relations Act - Other Activities	53	1	52	1	51	100.0%
8840 0311 Fire Prevention Act - Other Activities	4	0	4	0	3	75.0%
8840 0316 Fuel Oil Tax Act - Other Activities	1	0	1	0	1	100.0%
8840 0336 Mental Health Act - Other Activities	44	2	42	0	41	97.6%
8840 0341 911 Act - Other Activities	179	1	178	1	162	91.6%
8840 0351 Provincial/Territorial Environmental Legislation - Othe...	1	0	1	0	1	100.0%
8840 0376 Trespass Act - Provincial/Territorial - Other Activitie...	5	0	5	0	5	100.0%
8840 0381 Other Provincial/Territorial Statutes (not otherwise sp...	9	0	9	1	7	88.9%
	360	7	353	26	301	92.6%

Occurrence Stats (All Violations)

Special unit: k2174
All codes

Mayor's Report
From 2009/01/01 to 2009/12/31

Violation group - Provincial Statues - Municipal By-laws				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9955 0010 Municipal Bylaws - Other	25	0	25	1	22	92.0%
	25	0	25	1	22	92.0%
Violation group - Other Federal Statutes - Firearms Act				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8840 0391 Firearms Act - Other Activities	8	0	8	0	7	87.5%
	8	0	8	0	7	87.5%
Violation group - Other Criminal Code - Public Order Offences				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
3710 0240 Forcible entry	1	0	1	1	0	100.0%
	1	0	1	1	0	100.0%
Violation group - Other Criminal Code - Other Criminal Code				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
3410 0010 Failure to comply with condition of undertaking or reco...	7	0	7	6	1	100.0%
3410 0013 Fail to comply/appear - summons	2	0	2	2	0	100.0%
3410 0016 Fail to comply/appear - Appearance Notice/PTA/Recogniza...	5	0	5	5	0	100.0%
3410 0017 Fail to Comply with an Undertaking	4	0	4	4	0	100.0%
3410 0030 Breach of recognizance - other	5	0	5	3	2	100.0%
3430 0010 Disturbing the peace	52	5	47	1	32	70.2%
3470 0010 Resists/obstructs peace officer	4	0	4	3	1	100.0%
3510 0010 Fail to attend court	9	0	9	9	0	100.0%
3520 0010 Fail to comply probation order	9	0	9	7	2	100.0%
3530 0020 Harassing phone calls	7	2	5	0	3	60.0%
3540 0010 Uttering Threats Against Property or an Animal	2	0	2	1	1	100.0%
3770 0010 Uttering Threats Against Property or an Animal	1	0	1	1	0	100.0%
3810 0110 Causing animals or birds unnecessary suffering	2	1	1	0	0	0.0%
8550 0140 Breach of Peace	21	0	21	0	21	100.0%
	130	8	122	42	63	86.1%
Violation group - Other Criminal Code - Offensive Weapons				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
3375 0010 Possession of weapon for dangerous purpose	2	0	2	2	0	100.0%
3375 0050 Unauthorized possession of a firearm/prohibited weapon ...	3	1	2	1	0	50.0%
3385 0010 Pointing a firearm	1	1	0	0	0	0.0%
3720 0010 Careless use of a firearm	3	1	2	1	0	50.0%
	9	3	6	4	0	66.7%

Occurrence Stats (All Violations)

Special unit: k2174
All codes

Mayor's Report
From 2009/01/01 to 2009/12/31

Violation group - Other Criminal Code - Offences Against Morals	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
3450 0010 Indecent act	1	0	1	1	0	100.0%
3455 0060 Child Pornography - possession	1	0	1	0	0	0.0%
3461 0010 Luring minors over internet for sexual purposes	1	1	0	0	0	0.0%
	3	1	2	1	0	50.0%

Violation group - Other Criminal Code - Corruption	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
3730 0110 Disobeying order of court	2	0	2	1	1	100.0%
3730 0200 Public Mischief	0	0	0	1	0	0.0%
	2	0	2	2	1	150.0%

Violation group - National Survey Codes	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
8999 3006 Request for Service of Legal Document - Warrant Other t...	4	0	4	3	1	100.0%
8999 3008 Request of Service of Legal Document - Warrant Other th...	4	0	4	1	1	50.0%
8999 3012 Search warrant executed-Positive	3	0	3	3	1	133.3%
8999 3040 Request of service of legal document-summons, subpoena,...	1	0	1	0	1	100.0%
8999 3055 Checkstop	1	0	1	0	1	100.0%
8999 3057 Prisoners Held	53	0	53	30	23	100.0%
8999 3058 Prisoners Escorted	4	0	4	3	1	100.0%
8999 3062 Alcohol Abuse / Use Involved	76	4	72	20	47	93.1%
8999 3063 Drug Abuse / Use other than alcohol involved	4	0	4	0	4	100.0%
8999 3065 Victim Services Offered - Accepted	10	0	10	7	3	100.0%
8999 3066 Victim Services Offered - Declined	16	0	16	8	7	93.8%
	176	4	172	75	90	95.9%

Violation group - I&P - Immigration and I&P - Refugee Protection Act(IRPA)	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
8550 0070 Items Lost/Found - passports	1	0	1	0	1	100.0%
	1	0	1	0	1	100.0%

Violation group - FES - Public Safety	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
6900 0530 Transportation of Dangerous Goods Act, 1992 - Offences ...	1	0	1	0	1	100.0%
	1	0	1	0	1	100.0%

Violation group - FES - Other FES Statutes	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
6900 0195 Corrections & Conditional Release Act - Offences Only (...)	2	0	2	1	1	100.0%
8840 0131 Criminal Records Act - Pardon	4	0	4	0	5	125.0%

Occurrence Stats (All Violations)

Special unit: k2174
All codes

Mayor's Report
From 2009/01/01 to 2009/12/31

Violation group - FES - Other FES Statutes				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8840 0171 Family Orders & Agreements Enforcement Assistance Act -...	4	0	4	0	4	100.0%
	10	0	10	1	10	110.0%
Violation group - FES - Environment and Wildlife				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
6900 0080 Canada National Parks Act- Other offences (except traff...	1	0	1	1	0	100.0%
	1	0	1	1	0	100.0%
Violation group - FES - Consumer Protection				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
6900 0520 Tobacco Act - Offences Only	6	0	6	6	0	100.0%
	6	0	6	6	0	100.0%
Violation group - Economic Crime - Major Fraud and Theft				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
2130 0005 Other theft over \$5000 334(a)	8	1	7	1	0	14.3%
	8	1	7	1	0	14.3%
Violation group - Drug Enforcement - Trafficking				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
4230 0030 Schedule III- Trafficking	1	0	1	0	1	100.0%
4240 0020 Schedule II Cannabis - Possession for the purpose of tr...	3	0	3	2	0	66.7%
4240 0030 Schedule VII Cannabis - Trafficking	1	0	1	0	0	0.0%
4240 0040 Schedule VII Cannabis - Possession for the purpose of t...	1	0	1	1	0	100.0%
	6	0	6	3	1	66.7%
Violation group - Drug Enforcement - Production				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
4440 0010 Schedule II: Cannabis Marihuana - Production	4	1	3	3	0	100.0%
	4	1	3	3	0	100.0%
Violation group - Drug Enforcement - Possession				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
4130 0010 Possession Schedule I: Other Drugs	1	0	1	1	0	100.0%
4140 0010 Possession Schedule II: Cannabis more 30 grams	1	0	1	1	0	100.0%
4140 0050 Possession Schedule VIII Cannabis Marihuana - 30 grams ...	15	2	13	10	3	100.0%
	17	2	15	12	3	100.0%

Occurrence Stats (All Violations)

Special unit: k2174
All codes

Mayor's Report
From 2009/01/01 to 2009/12/31

Violation group - Criminal Intelligence/National Security - Threat Assessments				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8620 0060 National Security: Threat Assessments-General	1	0	1	0	0	0.0%
	1	0	1	0	0	0.0%
Violation group - Criminal Intelligence/National Security - Criminal Intelligence				Clearance		
Reported	Unfounded	Actual	By Charge	Otherwise	Rate	
8610 0060 Criminal Intelligence- Drugs	2	1	1	0	0	0.0%
	2	1	1	0	0	0.0%
Violation group - Crimes Against the Person - Sexual Offences				Clearance		
Reported	Unfounded	Actual	By Charge	Otherwise	Rate	
1330 0010 Sexual Assault	4	2	2	1	1	100.0%
1340 0020 Invitation to sexual touching	1	0	1	0	0	0.0%
	5	2	3	1	1	66.7%
Violation group - Crimes Against the Person - Robbery/Extortion/Harassment/Threats				Clearance		
Reported	Unfounded	Actual	By Charge	Otherwise	Rate	
1610 0010 Robbery - with Firearm	3	0	3	1	1	66.7%
1610 0020 Robbery - with Other Offensive Weapon	1	0	1	1	0	100.0%
1610 0030 Robbery - other offences	1	0	1	0	0	0.0%
1625 0010 Criminal Harassment	6	3	3	0	3	100.0%
1626 0020 Harassing phone calls	4	1	3	0	2	66.7%
1627 0010 Uttering threats against a person	51	8	43	18	23	95.3%
	66	12	54	20	29	90.7%
Violation group - Crimes Against the Person - Assaults {excluding sexual assaults}				Clearance		
Reported	Unfounded	Actual	By Charge	Otherwise	Rate	
1410 0010 Aggravated Assault	2	0	2	1	0	50.0%
1420 0010 Assault With Weapon or Causing Bodily Harm	5	0	5	4	1	100.0%
1430 0010 Assault	57	9	48	29	18	97.9%
1460 0010 Assault on Police Officer	1	0	1	1	0	100.0%
1480 0010 Administering noxious thing	1	1	0	0	0	0.0%
1480 0020 Overcoming resistance to the commission of an indictabl...	1	0	1	1	0	100.0%
	67	10	57	36	19	96.5%
Violation group - Crimes Against Property - Theft under \$5000.00				Clearance		
Reported	Unfounded	Actual	By Charge	Otherwise	Rate	
2140 0011 Other theft under \$5000 334(b) CC	67	13	54	9	20	53.7%
2140 0051 Theft of bicycle under or equal to \$5000 334(b) CC	2	0	2	0	0	0.0%
2140 0070 Theft under or equal to \$5000 - Shoplifting 334(b) CC	8	1	7	3	3	85.7%
2140 0080 Theft of electric/gas/telecommunication service under o...	1	0	1	1	0	100.0%

Occurrence Stats (All Violations)

Special unit: k2174

All codes

Mayor's Report
From 2009/01/01 to 2009/12/31

Violation group - Crimes Against Property - Theft under \$5000.00	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
2141 0021 Theft of truck under or equal to \$5000 334(b) CC	1	0	1	0	0	0.0%
2141 0041 Theft of other motor vehicle under or equal to \$5000 33...	1	0	1	0	0	0.0%
2142 0011 Theft under or equal to \$5000 From a motor vehicle 334(...	36	0	36	3	4	19.4%
2143 0010 Theft under or equal to \$5000 - Shoplifting	2	1	1	0	1	100.0%
	118	15	103	16	28	42.7%
Violation group - Crimes Against Property - Theft over \$5000.00	Reported	Unfounded	Actual	Clearance		
2130 0100 Theft of cattle over \$5000	1	0	1	0	0	0.0%
2131 0021 Theft of truck over \$5000	6	0	6	0	2	33.3%
2131 0028 Theft of sport utility vehicle (SUV) over \$5000	1	0	1	0	0	0.0%
2131 0031 Theft of motorcycle over \$5000	1	0	1	0	0	0.0%
2131 0041 Theft of other motor vehicle over \$5000	4	0	4	1	1	50.0%
2131 0091 Taking Motor Vehicle/Vessel over \$5000 without consent ...	3	0	3	0	3	100.0%
	16	0	16	1	6	43.8%
Violation group - Crimes Against Property - Possession of Stolen Goods	Reported	Unfounded	Actual	Clearance		
2150 0010 Possession of property obtained by crime less than or e...	8	0	8	6	2	100.0%
2150 0020 Possession of property obtained by crime over \$5000	1	0	1	1	0	100.0%
	9	0	9	7	2	100.0%
Violation group - Crimes Against Property - Mischief	Reported	Unfounded	Actual	Clearance		
2170 0070 Mischief - Damage to, or Obstruct enjoyment of property	26	0	26	2	3	19.2%
2174 0010 Mischief equal to or under \$5,000 - Damage to, or Obstr...	62	5	57	9	12	36.8%
	88	5	83	11	15	31.3%
Violation group - Crimes Against Property - Fraud	Reported	Unfounded	Actual	Clearance		
2160 0035 False pretences less than or equal to \$5000	2	0	2	0	2	100.0%
2160 0060 Forgery	1	0	1	1	0	100.0%
2160 0070 Fraud (money/property/security) greater than \$5000	2	0	2	0	1	50.0%
2160 0075 Fraud (money/property/security) less than or equal to \$...	13	1	12	5	3	66.7%
2160 0150 Theft, forgery, misuse of credit card	1	0	1	0	0	0.0%
2160 0155 Unauthorized use of credit card data	1	1	0	0	0	0.0%
2160 0210 Obtaining credit by fraud	1	1	0	0	0	0.0%
2160 0340 Fraud through mails	1	1	0	0	0	0.0%
2160 0390 Fraudulent register title	1	0	1	0	1	100.0%

Occurrence Stats (All Violations)

Special unit: k2174
All codes

Mayor's Report
From 2009/01/01 to 2009/12/31

Violation group - Crimes Against Property - Fraud				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
2160 0434 Fraud, obtaining transportation	1	0	1	0	1	100.0%
	24	4	20	6	8	70.0%
Violation group - Crimes Against Property - Break and Enter				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
2120 0010 Break and Enter - Business	13	1	12	1	1	16.7%
2120 0020 Break and Enter - Residence	10	3	7	2	1	42.9%
2120 0030 Break and Enter - Cottage or Seasonal Residence	1	0	1	0	0	0.0%
2120 0040 Break and Enter - Other	2	0	2	0	0	0.0%
2120 0050 Being unlawfully in a dwelling house	2	0	2	1	1	100.0%
	28	4	24	4	3	29.2%
Violation group - Common Police Activities - Related Police Activities				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8550 0010 Index Checks	254	0	254	0	305	120.1%
8550 0020 Abandoned Vehicles	17	0	17	0	17	100.0%
8550 0030 Suspicious Person/ Vehicle/ Property	127	1	126	1	114	91.3%
8550 0040 Animal Calls	27	0	27	0	23	85.2%
8550 0050 False Alarms	104	0	104	0	102	98.1%
8550 0060 Items Lost/Found - except passports	41	0	41	0	38	92.7%
	570	1	569	1	599	105.4%
Violation group - Common Police Activities - Information Files				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8535 0010 Information Files	5	0	5	0	0	0.0%
	5	0	5	0	0	0.0%
Violation group - Common Police Activities - Assistance to General Public				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8545 0130 Assistance to General Public	2	0	2	0	1	50.0%
8550 0080 Person Reported Missing	13	0	13	0	13	100.0%
8550 0090 Property Check	7	0	7	0	7	100.0%
8550 0101 Request to locate individual	21	0	21	0	20	95.2%
8550 0121 Peace Bonds	2	0	2	1	1	100.0%
	45	0	45	1	42	95.6%
Violation group - Common Police Activities - Assistance Files				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8545 0010 Assistance to Canadian Federal Dept/Agency	2	0	2	0	1	50.0%
8545 0020 Assistance to Canadian Provincial/Territorial Dept/Agen...	2	0	2	0	2	100.0%

Occurrence Stats (All Violations)

Special unit: k2174
All codes

Mayor's Report
From 2009/01/01 to 2009/12/31

Violation group - Common Police Activities - Assistance Files	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
8545 0040 Assistance to Canadian Police (non-RCMP) Agency	2	0	2	1	1	100.0%
8545 0100 Assistance to RCMP PIRS Agency	1	0	1	0	0	0.0%
8545 0110 Assistance to RCMP SCIS or Secure PROS	1	0	1	1	0	100.0%
	8	0	8	2	4	75.0%
Violation group - C&E - Customs Act	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
6300 0060 Customs Act - Running the Port - Offences Only	1	0	1	0	0	0.0%
8840 0026 Customs Act - Other Activities	1	0	1	0	1	100.0%
	2	0	2	0	1	50.0%
Totals	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
	2895	89	2806	882	1610	88.8%



Principal

Mr. K.
Hewson

Principal's Update

West Meadow Elementary School

Monday, January 11

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

K-4 Week at a Glance

Monday, January 11	
Tuesday, January 12	Hot Dog Day
Wednesday, January 13	COP Field Trip
Thursday, January 14	Pizza Day Kindergarten COP field trip
Friday, January 15	

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

5-7 Week at a Glance

Monday, January 11	Sled Smart Presentation—2:10 pm
Tuesday, January 12	Pizza Day Grade 6-7 parent meeting—7 pm at K-4 site
Wednesday, January 13	Subway Day
Thursday, January 14	COP Field Trip
Friday, January 15	

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

Olympic Update

The latest Olympic Update has been added to the school website and will be emailed to parents.



Canada Olympic Park Field Trips

Students at both school sites will be traveling to Canada Olympic Park this week. Busses will leave as soon as students arrive in the morning and will return prior to dismissal. The dates are:

K-4—Wednesday, Jan. 13

5-7—Thursday, Jan. 14 (with Tues/Thurs Kindergarten)

Notes about the trip have been sent home and are posted on the school website. We will not be needing parent volunteers for this trip (with the exception of Kindergarten) but if you would like to join us at COP, please notify the office by Tuesday at noon (in order to get the \$8.50 rate of admission at the park).

Olympic Torch Arrives—Monday, Jan. 18

Plan to join students and staff at the K-4 site at 10:00 am next Monday to witness the arrival of the Olympic Torch! An agenda for the day will be sent home later this week. Students in grades 5-7 will be traveling over to the K-4 site in the morning and will remain there for the day, engaging in cross-graded Olympic activities!

Grade 6-7 Parent Meeting

January 12—7:00 pm (K-4 site)

Parents of students next year in grades 7-8 are invited to attend an open meeting this Tuesday at the K-4 site. This meeting will be chaired by Central Office staff and will be an opportunity to continue the dialogue about grade 7-8 programming in the 2010-2011 school year.

Looking Ahead...



- Jan. 18** Olympic Torch arrival
- Jan. 19** School Council Meeting
6:30 pm @ 5-7 site
- Jan. 28** Olympic Speaker—
Jayson Krause (5-7 site)
- Jan. 29** Staff Planning Day—no
school for students

School Council Meeting

January 19—6:30 pm

Next Tuesday will be the next meeting for the K-7 School Council. If you have any items for discussion that you would like added to the agenda, please email chairperson Lori Benedict (lori@foothillsford.ca) or Mr. Hewson by 3:30 pm on this Tuesday. An agenda will be emailed to parents this week.



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!

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





Creating a Logo for Our School!

Over the next month, we are asking for input regarding the new logo for West Meadow Elementary. The input can be written or sketches, using the form below. From the gathered input, we will be working with a graphic designer to develop 3-5 draft logos for the school. Once the draft logos are created, they will be shared with the school community and a new logo for West Meadow Elementary will be determined!

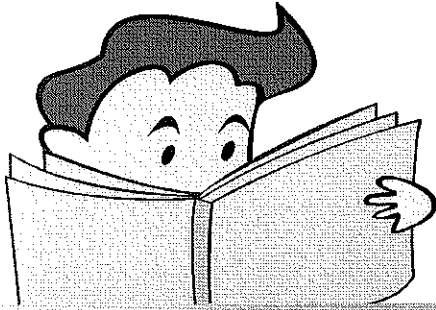
Please return the form below to the school by Friday, February 12.

Give us your input below! Include ideas, sketches, anything that a graphic designer could use to create our West Meadow Elementary logo.



In the space below, please provide any input or sketches that would assist a graphic designer in creating a new logo for our school (attach any additional pages as needed). Consider:

- What makes our school special or unique?
- What is our school best known for?
- What could visually represent our school's mission and/or purpose?



OLYMPIC NEWS for PARENTS

January 20, 2010

TO ALL PARENTS...

OLYMPIC EXPO PARENT MEETING

We are looking for parents to assist with creating displays for each of the 10 countries, in preparation for the OLYMPIC EXPO which will take place the morning of February 12, 2010, at West Meadow Elementary School (5-7 site).

There were several parents who signed up earlier to assist with this event, and we invite those and ANY OTHER INTERESTED PARENTS to attend a short meeting on:

Tuesday, January 26, at 5:30 pm

West Meadow Elementary School (5-7 site) in the common area just inside the front doors.

We will be looking for parents or community members to assist with making a display on the following countries:

Norway	Sweden
South Korea	China
Finland	France
Germany	Austria
Switzerland	Italy

This will include a folded display board, and any other items that we can think of ... could be baking, crafts, cultural items, sports, etc.

If you have any other questions, or cannot make this meeting but want to be involved, please call Carmelle at 403-625-5532 (days) or at home at 403-625-4017. Thanks in advance for your assistance! Your support will make this event a great one for our students!

OLYMPIC EXPO PARENT MEETING

Tuesday, January 26, at 5:30 pm

West Meadow Elementary School (5-7 site)

Everyone Welcome!



Thank you to all the parents who volunteered to assist at the Olympic Torch Day on January 18!!

We certainly appreciated your assistance on a very busy day!



Watch for more details to follow on the

OLYMPIC EXPO Friday, February 12, 2010



We would like to thank the following for supporting our Olympic plans to date:

TOWN OF CLARESHOLM
Claresholm Sons of Norway Hamar Lodge
Claresholm Kinsmen - Claresholm Kinettes
Claresholm Ministerial Association
ATB Financial - YPM Accountants
Foothills Ford - KidSport Claresholm
Claresholm Taxi



MEDIA RELEASE

SOUTHGROW ANNOUNCES 2010 ANNUAL CELEBRATING OPPORTUNITIES...AWARD WINNERS

SouthGrow Celebrating Creating Opportunities ... With SouthGrowN Success

Lethbridge, January 22, 2010 – SouthGrow Regional Initiative held its "Celebration of Creating Opportunities ..." Awards on Thursday, January 21, 2010. The third annual ceremony was held in an effort to recognize success and reward the efforts made towards developing the local and regional economies. The following SouthGrow Regional Initiative organizations/agencies/ municipalities/ businesses were honored at the "Celebration of Creating Opportunities ..." Awards.

Category: Excellence in Business Retention/Growth/Expansion
Award of Excellence – Sudo Farms Ltd., County of Lethbridge
Award of Recognition – Frontier Western Shop – Claresholm

Category: Excellence in Innovation
Award of Excellence – Picture Butte Pharmacy, Picture Butte
Award of Recognition – Living Home Partnership: Cedar Ridge Quality Homes;
Lethbridge College and City of Lethbridge

Category: Excellence in Collaboration / Partnership
Award of Excellence – Horizon School Division # 67
Award of Recognition - Oldman River Regional Services Commission

Category: Excellence in Investment / Business Attraction
Award of Excellence – Lomond Multi Purpose Complex, Lomond

In addition to receiving a special "SouthGrowN Award", the top nominees in each category will be featured as SouthGrow's "Success Stories" and will be included on the website as well as in the investment attraction packages as part of SouthGrow's marketing campaign positioning the area as an excellent place to live and do business. Congratulations to all the nominees and awards recipients.

"This event recognizes those who strive to build our region. It applauds the efforts of economic development initiatives, no matter the size", says Sandra Nelson, SouthGrow Chair.

For more information, contact:

Sandra Nelson, Chair,
SouthGrow Regional Initiative
Phone: 403-394-0615
E-mail: info@southgrow.com

Linda Erickson - Director, South Central
Alberta Finance and Enterprise
Phone: 403-381-5414
Email: Linda.erickson@gov.ab.ca

Background information – SouthGrow Regional Initiative

SouthGrow Regional Initiative is an economic development alliance that is driven by the partnership of twenty-seven municipalities in south central Alberta with a total population of 140,000. SouthGrow encourages collaboration focuses on regional economic development issues and ensures the region has equal opportunity for growth and development. The Chair of SouthGrow Regional Initiative is Sandra Nelson, a resident from the Village of Stirling community. She leads a nine member board of Directors.



MEDIA

RELEASE

SOUTHGROW'S THREE-YEAR STRATEGIC BUSINESS PLAN APPROVED

Lethbridge, January 22, 2010. On January 21, the members of SouthGrow Regional Initiative endorsed the new Three Year Strategic Business Plan. Input and direction for this plan was provided by the members, working committees and the management board. *"This plan plots the course for our regional economic development alliance. It builds on our past successes and identifies the opportunities and challenges that face the region in the future"*, said Ron Lagemaat, Chair of the Strategic Collaboration Committee.

The working committees will focus their efforts on the following economic development and investment attraction objectives:

Strategic Collaboration Committee

- Objective 1: Develop and build partnerships for economic development
- Objective 2: Prepare and mobilize communities to respond to economic development opportunities
- Objective 3: Increase the level of shared services and sustainability within the membership

Marketing and Communications Committee

- Objective 1: Develop and promote SouthGrow Regional Initiative within the region
- Objective 2: Develop and promote SouthGrow with business, industry and government regionally, provincially, nationally, and internationally

Economic Development and Innovation Committee

- Objective 1: To Identify research and facilitate economic development/investment attraction opportunities
- Objective 2: To undertake joint initiatives that will realize economic development/investment attraction opportunities

Lagemaat says, *"This plan will guide the regional economic development alliance for the next three years. The initiatives and time lines outlined are aggressive, but given the support of the membership, we believe they are achievable"*.

The Executive Summary of the Business Plan is available at www.southgrow.com.

For more information, contact:

Sandra Nelson, Chair,
SouthGrow Regional Initiative
Phone: 403-394-0615
E-mail: info@southgrow.com

Linda Erickson - Director, South Central
Alberta Finance and Enterprise
Phone: 403-381-5414
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