



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
JUNE 14, 2010
AGENDA**

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

CALL TO ORDER

AGENDA:

ADOPTION OF AGENDA

MINUTES:

REGULAR MEETING MINUTES MAY 25, 2010

DELEGATIONS:

1. **EMERCOR – Dave Rogne**
2. **YOUNG PARKYN McNAB LLP – Darren Adamson, CA**
RE: 2009 Financial Statements

ACTION ITEMS:

1. **BYLAW #1536 – Prairie Shores Area Structure Plan**
RE: 2nd & 3rd Readings
2. **BYLAW #1544 – Council Remuneration**
RE: 2nd & 3rd Readings
3. **BYLAW #1511 – Fire Protection & Emergency Services**
RE: 1st Reading
4. **POLICY #94 – Emergency Services Levels and Standards**
5. **FINANCIAL STATEMENTS for the Year Ended December 31, 2009**
6. **CORRES: Alberta Transportation**
RE: 2010 Streets Improvement Program
7. **CORRES: Alberta Agriculture and Rural Development**
RE: Rat Control Program
8. **CORRES: Alberta Culture and Community Spirit**
RE: Stars of Alberta Volunteer Awards
9. **CORRES: Alberta Tourism, Parks and Recreation**
RE: 2013 Alberta 55 Plus Summer Games
10. **CORRES: EMERCOR**
RE: Offers to Purchase Town Land
11. **CORRES: Judy-Florence Moser, West Meadow School**
RE: Petition
12. **CORRES: Ed Toews**
RE: Pasture Rental
13. **CORRES: Beverly Petersen**
RE: Cemetery
14. **Proposed KIN Park**
15. **CORRES: Claresholm & District Museum Board**
RE: Invitation
16. **WATER PLANT – Grand Opening & Celebration**
17. **CAO UPDATE – Capital Projects**
18. **JULY & AUGUST 2010 Meeting Dates – suggestion July 21 & August 18**
19. **ADOPTION OF INFORMATION ITEMS**

INFORMATION ITEMS:

1. Claresholm & District Museum Board Minutes – April 28, 2010
2. West Meadow Elementary School Principal's Update – May 25, 2010
3. West Meadow Elementary School News – June 2010
4. Cheque Listing for Accounts Payable – May 2010
5. Communities in Bloom Meeting Minutes – May 31, 2010
6. Oldman River Regional Services Commission General Meeting Minutes – March 4, 2010
7. West Meadow Elementary School Principal's Update – June 7, 2010
8. Willow Creek Regional Waste Management Services Commission Minutes – April 15, 2010
9. Claresholm Animal Rescue Society Meeting Minutes – May 6, 2010
10. Chinook Arch Regional Library System Annual Report 2009
11. Claresholm & District Transportation Society Minutes – April 23, 2010
12. Alberta SouthWest Regional Alliance Executive Meeting Minutes – June 2, 2010
13. Porcupine Hills Lodge Board Meeting Minutes – May 4, 2010
14. Oldman River Regional Services Commission Annual Report 2009
15. Oldman River Regional Services Commission Financial Statements 2009

ADJOURNMENT:



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
MAY 25, 2010**

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

PRESENT: Mayor Rob Steel; Councillors: Shirley Isaacson, Don Leonard, Doug MacPherson, David Moore and Connie Quayle; Chief Administrative Officer: Kris Holbeck

ABSENT: Councillor Daryl Sutter; Secretary-Treasurer: Karine Wilhauk

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

CARRIED

MINUTES: **REGULAR MEETING – MAY 10, 2010**

Moved by Councillor Quayle that the Regular Meeting Minutes of May 10, 2010 be accepted as presented.

CARRIED

FINANCES: **APRIL 2010 BANK STATEMENT**

Moved by Councillor MacPherson to accept the April 2010 bank statement as presented.

CARRIED

PUBLIC HEARING: **BYLAW #1536 – Prairie Shores Area Structure Plan**

Mayor Rob Steel declared the hearing open at 7:02 pm.

Mayor Rob Steel made the first call for submissions from the public.

David Mulholland spoke and had questions regarding the easement he has on the property for access to his house and land. Mr. Mulholland also wanted it noted in the public hearing record that he feels there will be issues with residents along the west edge of the development due to the chemicals and dust which are a part of his farming operation and suggested a buffer zone be placed on the west edge of the development.

Peter Duerholt from Derochie Estates asked if Claresholm has enough water rights for this size of a development. Response was Claresholm has enough water rights and capacity in its upgraded treatment and distribution system for approximately 8,000 people. Mr. Duerholt also wanted to know what safeguards were to be put in place to ensure this development didn't end up like Harvest Square. Response was at subdivision and development stage there will prudent decisions made and mechanisms such as bonding and letters of credit to ensure the work gets done.

Doug Kemery asked with the water allocation cutback if the Town water supply was sufficient. Response was even with the cutback of 10% by Alberta Environment to maintain instream flow there is sufficient water for a 8,000 people build out of Claresholm. Water meter installation has cut water consumption by 30%. Cutback has larger ramifications as it has created a market for water.

Peter Duerholt voiced concerns about the water pressure at Derochie Estates and asked what infrastructure will be put in place to ensure existing and new residents in the area receive sufficient water flow and pressure in the future. Response was that current infrastructure projects at the Water Treatment Plant and the Main Pumping Station are being done to ensure distribution and supply of water for the entire community are at acceptable levels and the Town's engineers have done water modelling to ensure this will occur.

Mayor Rob Steel made the second and third calls for submissions for or against the bylaw.

No representations either verbal or written were noted.

Mayor Rob Steel declared the hearing closed at 7:16 pm.

CARRIED

DELEGATIONS: 1. **EVAN BERGER, MLA, Livingstone-Macleod**

Mr. Evan Berger was asked to come by Council so they can explain their concerns with the Foothills Transmission Project. Mayor Rob Steel explained that there was a needs assessment done by Altalink which the Town did not oppose. The Town's concern is with the proximity of the power lines to the west boundary of Town and in the December 16, 2009 minutes there was a formal motion to oppose the routing of the transmission line to the west of Claresholm. Mr. Berger spoke that Altalink is in its consultation phase and

will be back in Claresholm for additional discussions and input in the future. Discussion regarding how a west routing would fragment the land and impede the Town of Claresholm's ability to grow residentially to the west which is the future direction according to the Town's Municipal Development Plan.

Discussion regarding the status of the high school upgrade. Mr. Berger stated it is in the capital planning budget and will be discussed at the next caucus meeting. Discussion on the land use framework and Mr. Berger stated that the Regional Advisory Committee has requested a three month extension and that they appreciated the comments in the position paper from the Oldman River Regional Services Commission which was written on behalf of its members. Discussion about the changes to the electoral boundaries for Livingstone-Macleod.

2. ZONE 1 ALBERTA 55+ SENIOR GAMES – Ron Kincaide

Mr. Ron Kincaide presented Council with a certificate of thanks for the Town's donation of use of the aquatic centre for the Zone 1 Alberta 55+ Games and wanted to thank Council, Aquatic Centre committee members and staff for all their cooperation during the zone playoffs. They received nothing but positive comments from the attendees and hope the Town will consider donating the cost again if Zones are held in Claresholm.

ACTION ITEMS:

1. BYLAW #1536 – Praire Shores Area Structure Plan

RE: 2nd & 3rd Readings

Moved by Councillor Quayle to refer Bylaw #1536 to Administration for more information.

CARRIED

2. BYLAW #1543 – 2010 Mill Rates

RE: 1st Reading

Moved by Councillor Leonard to give Bylaw #1543, regarding 2010 Mill Rates, 2nd Reading.

CARRIED

Moved by Councillor Quayle to give Bylaw #1543, regarding 2010 Mill Rates, 3rd and Final Reading.

CARRIED

3. BYLAW #1544 – Council Remuneration

RE: 1st Reading

Moved by Councillor Moore to give Bylaw #1544 regarding Council Remuneration, 1st Reading.

CARRIED

4. CORRES: Randall Beauchamp

RE: Okotoks Umpires Association Slo-Pitch Tournament

Moved by Councillor MacPherson to allow the Okotoks Umpires Association to hold their Slo-Pitch Tournament at Millenium Park provided that they show proof of insurance and a liquor license.

CARRIED

5. CORRES: Claresholm & District Fair Board

RE: Financial Assistance

Moved by Councillor Moore to support the Claresholm & District Fair Board in the amount of \$1,500.00 for the 2010 Bench Show.

CARRIED

6. ASSESSMENT REVIEW BOARD – Councillor MacPherson

Moved by Councillor Isaacson to appoint a one man Local Assessment Review Board to hear appeals as allowed by Alberta Municipal Affairs for the 2010 assessment year.

CARRIED

7. ADOPTION OF INFORMATION ITEMS

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

CARRIED

ADJOURNMENT: Moved by Councillor Moore that this meeting adjourn.

CARRIED

Mayor – Rob Steel

Chief Administrative Officer – Kris Holbeck, CA

DELEGATIONS

**TOWN OF CLARESHOLM
DELEGATION INFORMATION
REGULAR MEETING
June 14, 2010**

DELEGATION #1 – DAVE ROGNE, PRESIDENT, EMERCOR LTD.

Dave wishes to present an overview of Emercor and their historic involvement with the Town and to discuss Emercor's resubmission of their offers to purchase on the Town's R4 land and the Town's airport vacant land.

ACTION ITEMS



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

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

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

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

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

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

1. This Bylaw may be cited as the **“Prairie Shores Area Structure Plan Bylaw”**.
2. That the Prairie Shores Area Structure Plan attached hereto as Schedule “A” to Bylaw #1536 be adopted.
3. This Bylaw shall come into effect upon passage of Third Reading.

Read a first time in Council this **16th** day of **December** 2009 A.D.

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

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

Rob Steel, Mayor

Kris Holbeck, CAO



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

SCHEDULE "A"

Prairie Shores Area Structure Plan

June 2010

The Town of Claresholm Prairie Shores Area Structure Plan



Copies of the full revised Area Structure Plan are available at the Town Office, or on the website at:

<http://www.myclaresholm.com/council>

The previous ASP is available on the website for reference purposes.

Terence Santiano
Planning Protocol Inc.

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SUPPORTING TECHNICAL REPORTS AND RELATED INFORMATION

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

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

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

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

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

LEE MAHER ENGINEERING ASSOCS (CALGARY, AB), JANUARY 2010

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

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

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

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

DEFINITIONS & INTERPRETATIONS

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

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

REFERENCED EXTERNAL MATERIALS

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



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1544**

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

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

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

1. That the Mayor be paid a salary of \$5,800.00 per year.
2. That each Councillor be paid a salary of \$3,200.00 per year.
3. That the Mayor and each Councillor attending the Council Meeting shall be paid \$120.00 for each Council meeting attended.
4. That the Mayor and each Councillor receive reimbursement for valid receipts.
5. That when any member of Council spends one full day on Town business (ie. seminars, conferences, training), they shall be paid \$200.00 or \$100.00 for half a day plus vouchered expenses.
 - a. ½ day defined as greater than four (4) hours and up to six (6) hours
 - b. full day is greater than six (6) hours
6. That mileage shall be paid to a member of Council attending meetings outside Claresholm at a rate based on Canada Revenue Agency's (CRA) suggested vehicle rates per the CRA's website (ie. 2010 rate in Alberta is \$.52 per kilometer). This rate will be updated on January 1st of each year based on the CRA's changes.
7. That the Mayor or a member of Council shall be allowed \$20.00 per hour for attending to Council business less than four (4) hours (ie. committee meetings, community development events, etc). Each hour to be documented.
8. That the Mayor and each Councillor shall have group life insurance coverage.
9. That the fees and expenses paid to Council members shall be reviewed annually.
10. Bylaw #1500 is hereby rescinded.
11. This Bylaw will take effect on January 1, 2011.

Read a first time in Council this **25th** day of **May** 2010 A.D.

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

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

Rob Steel, Mayor

Kris Holbeck, CAO

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

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

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

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

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

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

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

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



Rob Steel, Mayor



Kris Holbeck, CAO

Council Remuneration

2009 to 2011 Comparison

	Mayor / Reeve Salary (yearly)	Councillor Salary (yearly)	Meeting Fees	Council Meeting Fees (each)	Full Day Rate	Half Day Rate	Unvouch. Expenses Mayor (yearly)	Unvouch. Expenses Councillor (yearly)	Mileage & Vouchered Expenses	
Bylaw #1500	2,112.00		\$16.50/hr	88.00	137.50	99.00	2,706.00	1,254.00	Avg 08 & 09 for total	Total
COSTS 2009	2,112.00		11,290.13	11,352.00	7,012.50	1,188.00	2,706.00	7,524.00	4,667.15	47,851.77
Bylaw #1544	5,800.00	3,200.00	\$20.00/hr	120.00	200.00	100.00				Total for 2011
COSTS 2011	5,800.00	19,200.00	13,685.00	15,480.00	10,200.00	1,200.00			5,000.00	70,565.00
Difference	3,688.00	19,200.00	2,394.88	4,128.00	3,187.50	12.00	-2,706.00	-7,524.00	332.86	22,713.23



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1511**

A Bylaw of the Town of Claresholm, in the Province of Alberta, to provide for the establishment and operation of a volunteer fire department and to provide for the protection and preservation of life and property within the municipality.

WHEREAS the *Municipal Government Act* R.S.A. 2000 Chapter M-26, as amended, provides that a Council of a Municipality may pass bylaws for the safety, health and welfare of people and the protection of people and property, and for services provided by or on behalf of the municipality;

AND WHEREAS the Council for the Town of Claresholm wishes to regulate the use and setting of fires within the Town;

AND WHEREAS the Council for the Town of Claresholm wishes to establish and provide for the efficient operation of Fire Protection and Emergency Services;

NOW THEREFORE the Council of the Town of Claresholm in the Province of Alberta duly assembled enacts as follows:

SECTION 1 NAME OF BYLAW

- 1.1 This Bylaw may be cited as the "**Fire Protection and Emergency Services Bylaw.**"

SECTION 2 DEFINITIONS

- 2.1 In this bylaw:
- a) "**Apparatus**" means any vehicle suitable for land, air, or water use which is provided with machinery, devices, equipment, materials or personnel for fire fighting, rescue, or other emergency response, as well as vehicles used to transport fire fighters or supplies.
 - b) "**Chief Administrative Officer (CAO)**" means that person appointed to the position and title by Council and includes any person appointed by the CAO to act as his/her appointee.
 - c) "**Council**" shall mean the Municipal Council of the Town of Claresholm.
 - d) "**Dangerous Goods**" shall mean a substance, (gas, liquid or solid), in transit capable of creating harm to people, property and the environment as defined by the United Nations Hazard Class Number System.
 - e) "**Department**" shall mean the Claresholm Fire Department established under this Bylaw.
 - f) "**Department Property**" means all property owned or controlled by, and designated for use by, the Department, regardless of the source of the property.
 - g) "**Director of Emergency Management**" shall mean that person appointed by Council to act as the Town of Claresholm's Director of Emergency Management or designated delegate.
 - h) "**Disaster**" shall mean an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property.
 - i) "**Emergency**" shall mean 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.
 - j) "**Enforcement Officer**" shall mean a Community Peace Officer, Bylaw Enforcement Officer, RCMP Officer or an inspector appointed by and employed by the Town with respect to the enforcement of bylaws of the Town of Claresholm.
 - k) "**Equipment**" shall mean any tools, contrivances, devices or materials used by the Fire Department to combat an incident or other emergency.
 - l) "**False Alarm**" means any notification to the Department of any Member thereof respecting the existence of a condition, circumstance or event containing an imminent serious danger to persons or property, wherein such a condition, circumstance or event is in fact not in existence.
 - m) "**Fire**" means the burning of any flammable or combustible material or any combustible material in a state of combustion.
 - n) "**Fire Chief**" shall mean the person appointed by Council under the provisions of this Bylaw, or designated delegate.
 - o) "**Fire Department Property**" means all property owned or controlled by, and designated for use by, the Fire Department, regardless of the source of the property.
 - p) "**Fire Hazard**" means any condition, circumstance, or event that increases the possibility and/or probability of Fire occurrence.
 - q) "**Fire Permit**" means a document issued by the Fire Chief pursuant to this Bylaw, on the form adopted by the Town from time to time.

- r) **“Fire Protection”** shall mean all aspects of fire safety including, but not limited to, fire prevention, fire fighting or suppression, pre-fire planning, fire investigation, public education and information, rescue, training or other staff development and advising.
- s) **“First Responder (Awareness)”** shall mean those persons who in the course of their normal duties may be the first on the scene of a Dangerous Goods or Hazardous Materials incident and are trained to recognize that a hazard exists, call for trained personnel and secure the area.
- t) **“First Responder (Emergency Services)”** shall mean those persons, who in the course of their normal duties, may be the first on the scene of a medical emergency, and are trained to a basic first aid and CPR training level.
- u) **“Hazardous Material”** shall mean a substance (gas, liquid or solid) not in transit capable of creating harm to people, property and the environment as defined by the United Nations Hazard Class Number System.
- v) **“Illegal Fire”** shall mean any fire that is set in contravention of this Bylaw.
- w) **“Incident”** shall mean a fire, a situation where a fire or explosion is imminent or any other situation presenting a danger or possible danger to life or property and to which the Department has responded.
- x) **“Inspection Officer”** shall mean the Fire Chief, or any Member directed to undertake inspections.
- y) **“Member”** shall mean any person appointed as a Member of the Department under this Bylaw and shall include the Fire Chief.
- z) **“Municipal Government Act”** shall mean the Municipal Government Act, RSA 2000, Chapter M-26, and any amendments thereto;
- aa) **“Mutual Aid Agreement”** shall mean an agreement between the Town and other municipalities or persons for the joint use, control and management of fire extinguishing apparatus and equipment.
- bb) **“Officer”** shall mean an Officer of the Department.
- cc) **“Qualified Personnel”** shall mean a person in possession of a Fireworks Supervisor Card issued pursuant to the Explosives Act (Canada) and the Alberta Fire Code A.R. 52/98 and their regulations.
- dd) **“Quality Management Plan (QMP)”** shall mean the uniform QMP that includes Sections 1 – 11 that was accepted by the Administrator Service of Accreditation and signed on January 10, 1996.
- ee) **“Recreational Fire”** shall mean a fire contained with a fire pit, an outdoor fireplace or a stationary barbeque.
- ff) **“Running Fire”** shall mean a fire burning without being under the proper control of any person.
- gg) **“Safety Codes Officer”** shall mean an individual designated as a Safety Codes Officer in accordance with the Safety Codes Act S.A. 1991 c. S-0.5, s. 7.
- hh) **“Standard Operating Procedures”** shall mean the Claresholm Fire Department's Procedure Manual.
- ii) **“Town”** shall mean the Town of Claresholm.

SECTION 3 ESTABLISHMENT OF DEPARTMENT

- 3.1 Council hereby establishes the Claresholm Fire Department for the purpose of:
 - a) Providing Fire Protection services;
 - b) Preventing, combating and extinguishing Fires and Incidents;
 - c) Investigating the cause and origin of Fires and Incidents;
 - d) Preserving life and property and protecting persons and property from injury or destruction by Fire or Incident;
 - e) Operating Apparatus and Equipment for the purpose of extinguishing Fires or Incidents and preserving life and property;
 - f) Fulfilling obligations under approved Fire Protection agreements;
 - g) Providing public education about fire safety;
 - h) Carrying out Fire inspections and prevention patrols;
 - i) Pre-fire and emergency planning and practice;
 - j) Providing initial first response to medical incidents; and
 - k) Providing rescue services;

And each shall be performed by the Claresholm Fire Department to the level of service adopted by Council in the Quality Management Plan and Schedule 'C' Policy #94, “Emergency Services Levels and Standards”, which shall not be inconsistent with the legislation and regulation of the Province of Alberta.
- 3.2 The Department shall respond within the scope that the department's manpower, equipment and training permits, for the purpose of:
 - a) Preventing and extinguishing fires in structures and wild land areas;
 - b) Preserving life and property and protecting persons and property from injury or destruction by fire;
 - c) Providing assistance to emergency medical services (EMS) as required;

- d) Acting as First Responders (Awareness) preserving life and property and protecting persons from injury or destruction by Dangerous Goods, or Hazardous Materials or Industrial incidents;
 - e) Acting as First Responders (Emergency Services) preserving life and persons from injury;
 - f) Providing rescue extrication services from vehicles;
 - g) Investigating the cause of fire in accordance with the Quality Management Plan approved by the Safety Codes Council;
 - h) Carrying out prevention patrols, pre-fire planning and fire inspections in accordance with the Quality Management Plan approved by the Safety Codes Council;
 - i) Assisting in disaster planning and "mock exercises";
 - j) Enforcing the provisions of the Safety Codes Act and its regulations;
 - k) Providing public education about fire safety.
- 3.3 Council may establish by policy such organizational structure for the Department as may be appropriate and may establish officer positions, prescribe the duties, expectations and qualifications of such Officers and establish the method of their selection and appointment. Officers will be selected on recommendation of members and approved by Council.
- 3.4 Members shall carry out duties and responsibilities assigned to them under the Bylaw or Policies adopted by the Council.

SECTION 4 JURISDICTION

- 4.1 The limits of the jurisdiction of the Department shall extend to the area and boundaries of the Town and no apparatus shall be used beyond the limits of the Town without the express authorization of a Mutual Aid Agreement and/or authorization of the Member in Charge.

SECTION 5 HEALTH AND SAFETY

- 5.1 All members will endeavor to perform Fire Protection and Rescue services in a safe manner, in accordance with:
- a) Good judgment;
 - b) This bylaw;
 - c) Other related bylaws;
 - d) Established policies and guidelines;
 - e) The Quality Management Plan (QMP);
 - f) The training provided;
 - g) The Highway Traffic Act;
 - h) The Safety Codes Act;
 - i) A Code of Practice for Firefighters – Application of Alberta’s Occupational Health and Safety Code 2006 to Emergency Operations of the Fire Service in Alberta;
 - j) Best safe working practices;
 - k) The department's Standard Operational Procedures.
- 5.2 All members will report unsafe conditions to the Fire Chief or his/her designate and endeavor to reduce the incidence of unsafe conditions.
- 5.3 No member will attend at an incident when under impairment from alcohol or any performance altering and/or illegal drug.
- 5.4 No member will consume any alcohol or performance altering and/or illegal drugs while attending at an incident.
- 5.5 If the fire department organizes a social function or a large number of members are expecting to attend a social function, the Fire Chief will establish a list of members who will respond to any incidents during the time of that social function and for eight (8) hours following the social function. These members will ensure that they are capable of responding to any incidents during the time frame for which they are assigned.

SECTION 6 FIRE CHIEF

- 6.1 There shall be established the position of Fire Chief which shall, subject to the direction of the Chief Administrative Officer, be responsible for the operation and administration of the Department in accordance with the provisions of this Bylaw and the policies established by the Council.
- 6.2 The Fire Chief shall be appointed by Council on recommendation of the Claresholm Fire Department members.
- 6.3 The Fire Chief has complete responsibility and authority over the Department, subject to the direction and control, subject to the direction of the Chief Administrative Officer. In particular, the Fire Chief may direct the Department and its Members to carry out all Fire

Protection and Emergency Services activities and such other activities as the Chief Administrative Officer may direct, including but not limited to:

- a) Pre-fire planning;
- b) Prevention patrols;
- c) Fire suppression activities;
- d) Emergency medical services, excepting ambulance services;
- e) Rescue operations;
- f) Disaster relief;
- g) Practice and member training.

6.4 The Fire Chief shall prepare and recommend for adoption by the Council as the case may be such rules, regulations, policies, standard operating procedures and protocols as may be required for the proper operation and administration of the Department, including, but not limited to administrative and technical work in planning, organizing and directing the fire fighting and fire prevention activities, pre-fire planning, preventive patrols and disaster planning assistance.

6.5 The Fire Chief shall prepare annually for submission to the Chief Administrative Officer, a Fire Services Plan which shall establish the fire protection service levels to be provided to the Town, the detailed operating and capital budget for the next fiscal year, the estimated expenditures and revenues for the upcoming three (3) years and estimated capital requirements and capital equipment plan for the next five (5) years.

6.6 The Fire Chief shall make such reports to the Council as may be required.

6.7 The Fire Chief shall:

- a) Be responsible for the appointment of Members to the Department as required;
- b) Have the authority to dismiss any Member for cause which might include but are not limited to neglect of duties or insubordination. Dismissal of any Member by the Fire Chief will be carried out only after consultation with the Assistant Fire Chief and three (3) Crew Captains.

6.8 The Fire Chief shall be responsible for the use, care and protection of Department property.

6.9 The Fire Chief shall, upon approval of the Chief Administrative Officer, purchase or otherwise direct the acquisition of such apparatus or supplies that may be required for the proper operation and administration of the Department.

6.10 The Fire Chief shall keep or cause to be kept, in proper form, records of all business transactions of the Department, including the purchase or acquisition of apparatus or supplies.

6.11 The Fire Chief shall report all fires and incidents immediately after completing response to said fires and incidents to the Chief Administrative Officer or their designate, with sufficient details to enable the invoicing process to properly occur and to meet the requirements of the **Safety Codes Act, RSA 2000, Chapter S-1**, as amended.

6.12 The Fire Chief may obtain assistance from other officials of the municipality as the Fire Chief may deem necessary in order to discharge the Fire Chief's duties and responsibilities under this Bylaw.

6.13 The Fire Chief shall be trained as a Fire Safety Codes Officer.

SECTION 7 MEMBERSHIP

7.1 Membership in the Fire Department directly operated by the Town of Claresholm will be covered by Sections 7.1 to 7.7

7.2 An individual interested in becoming a member may become a Member if the individual:

- a) Has completed, or commits to completing a training program prescribed by the Fire Chief, or has already completed a separate training program or has sufficient experience, which in the opinion of the Fire Chief is equivalent to the prescribed training program; and,
- b) Is recommended by the Fire Chief or another Officer and has received the approval of the majority of the Fire Departments Members; and,
- c) Is in reasonable physical condition to perform the duties requested of the Member. The Fire Chief may, at his/her sole discretion request that the member or prospective member provide written documentation from a physician that there is no medical reason for them not to perform the duties requested; and
- d) Meets the standards established in the Department's Standard Operational Procedures or Operational Guidelines, together with any Provincial Occupational Health and Safety Program or training.

- 7.3 Individuals wishing to become Members will supply the Fire Chief with the following documentation, if requested:
- a) His/her criminal record check report as provided by the RCMP;
 - b) A signed form acknowledging his/her agreement to comply with this bylaw;
 - c) A photocopy of his/her driver's license;
 - d) A valid Social Insurance Number;
 - e) A Driver's Abstract generated within the past 30 days;
 - f) Any other information as deemed necessary by the Fire Chief to establish compliance with requirements established by the Municipality.
- 7.4 Current members may be required to provide the Fire Chief with the documentation noted in 7.3 upon the Municipality's request.
- 7.5 Fire Department Members must possess the following attributes:
- a) Be between the age of eighteen (18) and sixty-five (65) years inclusive. Persons over 65 may continue to serve in specific capacities as approved by the Fire Chief;
 - b) Possess at minimum a valid Class Five (5) driver's license. A Q Endorsement is required if a member is driving any apparatus equipped with air brakes. If a Member's Driver's License is suspended for administrative or criminal reason's the Member will immediately inform the Fire Chief;
 - c) Must possess Basic First Aid and CPR Training;
 - d) Be legally entitled to work in Canada. The Fire Chief may request proof of such entitlement;
 - e) Be physically capable of performing assigned duties as a Member;
 - f) Be able to communicate in English clearly and precisely, including under stressful circumstances;
 - g) Be able to understand and follow oral and written communication in English;
 - h) Participate in programs respecting Fire Protection and Emergency Services;
 - i) Be willing to undergo a periodic review by an Officer respecting the Member's fire protection skills and compliance with personal requirements;
 - j) Endeavour to develop knowledge and skills for fire protection, including the proper operation of Apparatus and Equipment;
 - k) Endeavour to develop knowledge of rules and regulations of the Fire Department and Municipality;
 - l) Be able to receive and respond appropriately to Fire Alarm and other emergency calls;
 - m) Endeavour to skillfully and safely operate and maintain Apparatus and Equipment including:
 - i) Laying and connecting hose;
 - ii) Holding nozzles and directing water streams;
 - iii) Raising and climbing ladders;
 - iv) Using Self Contained Breathing Apparatus;
 - v) Conducting firefighting, suppression and rescue activities;
 - vi) Operating fire pumps;
 - vii) Operating ventilation equipment;
 - viii) Operating extrication equipment;
 - ix) Operating safety and warning devices detectors and other equipment; and
 - x) Driving Fire Department Vehicles.
- 7.6 An Officer shall:
- a) Be elected by a majority of Members and in addition to the Fire Chief, include the Deputy Chief and three (3) Crew Captains;
 - b) Must have all the attributes required of other members and referred to in 7.5 above;
 - c) Be able to assist the Fire Chief in developing and facilitating any training and education programs provided for Members;
 - d) Assist to complete all Fire, Incident and Accident reports required by law, the Quality Management Plan, Municipal Policy and for the Fire Departments own records;
 - e) Assist the Fire Chief in performing maintenance of all Apparatus and Equipment, including routine checks for such maintenance;
 - f) Assist the Fire Chief in establishing rules, regulations and guidelines for the efficient operation of the Fire Department;
 - g) Organize and assume command of Fire Protection resources and equipment, as required;
 - h) Provide leadership and develop and implement long-range plans and programs;
 - i) Participate in the preparation of all necessary reports, records and correspondence;
 - j) Establish and maintain effective working relationships with other Members, members of other Fire Departments, Emergency Services, Police Authorities and the public;
 - k) Maintain discipline and morale, exercise sound judgment, cooperate with others, and serve as a mentor to junior Members;

- l) Develop knowledge of:
 - i) Firefighting and Rescue practices and procedures;
 - ii) Dangerous Goods identification and isolation procedures;
 - iii) Water supply practices and hydraulics for Fire Protection; and
 - iv) Incident Command.
- m) Inform the Fire Chief immediately if a Member's driver's license is suspended or invalid for any reason.

SECTION 8 TRAINING

- 8.1 Training will be in accordance with the Department's Standard Operational Procedures and Operational Guidelines. The Fire Chief will schedule at least twenty-four (24) practice annually. These practices will take place at the discretion of the Fire Chief or his/her designate.
- 8.2 Each Member is expected to attend a minimum of Sixteen (16) practices annually. Members that miss three (3) consecutive practices shall have their membership reviewed by the department's officers.
- 8.3 Practices will commence at the discretion of the Fire Chief or his/her designate.
- 8.4 The Fire Chief will ensure the implementation of a training program for Members of the Fire Department.
- 8.5 The training program should include, but is not limited to:
 - a) Fire Suppression and Operations;
 - b) Vehicle Extrication;
 - c) Dangerous Goods Awareness;
 - d) Firefighter Safety;
 - e) Fire Apparatus Operations.
- 8.6 The Fire Chief will ensure that accurate training records are maintained for each member of the department.

SECTION 9 INCIDENT COMMANDER

- 9.1 In Sections 9, 10 and 11, "Incident Commander" shall mean the Fire Chief or in the absence of the Fire Chief, the highest ranking Member present at an incident.
- 9.2 Where an Incident Commander is the highest ranking Member present at an incident, the Incident Commander shall continue to act as Incident Commander until relieved by the Fire Chief or by an officer authorized to do so.

SECTION 10 EMERGENCY MANAGEMENT

- 10.1 In the event an Emergency or Disaster is declared, the Fire Chief, or in their absence the Member in Charge shall be responsible to the Director of Emergency Management for the conduct of emergency operations.

SECTION 11 POWERS OF MEMBERS

- 11.1 All Members are designated officers within the meaning of the *Municipal Government Act* R.S.A. 2000 Chapter M-26, as amended, for the purposes of providing Fire Protection Services to the Town.
- 11.2 Each Member shall have the authority and power to:
 - a) Require any able-bodied adult person to assist in extinguishing fires and to assist in the prevention or spread thereof;
 - b) Commandeer and authorize payment for the possession or use of any equipment for the purposes of fighting a fire;
 - c) Obtain from every person found on public land or leaving or entering public land that person's name, address and an account of his or her activities and the route of the activities he or she proposes to carry out and the route he or she intends to follow on the public land;
 - d) Without a warrant enter on or into any property except a private dwelling house, for the purpose of discharging his or her duties under this Bylaw;
 - e) Without a warrant, enter any private dwelling house which is on fire and proceed to extinguish the fire or to prevent the spread thereof;
 - f) Direct the operations of extinguishing or controlling the fire or the operations to preserve life and property;
 - g) Perform work relating to the extinguishing or controlling the fire or the operations to preserve life and property and enter onto any property for the purpose of extinguishing or controlling the fire; and

- h) Prevent the interference with the efforts or persons engaged in the extinguishing of fires or preventing the spread thereof by regulating the conduct of the public at or in the vicinity of the fire.

SECTION 12 POWERS OF MEMBERS IN CHARGE AT INCIDENTS

- 12.1 The Incident Commander shall have control, direction and management of any Department apparatus, equipment or manpower assigned to an Incident and he or she shall continue to act until relieved by an Officer authorized to do so.
- 12.2 The Incident Commander may at his or her discretion establish boundaries or limits and keep persons from entering the area within the prescribed boundaries or limits unless authorized to enter by him or her.
- 12.3 The Incident Commander may request Enforcement Officers to enforce restrictions on persons entering within the boundaries or limits outlined in Section 12.2.
- 12.4 The Incident Commander is empowered to enter to take all steps he or she deems necessary in order to directly or indirectly combat, control or deal with an Incident including:
 - a) Passing through or over buildings or property adjacent to an Incident and to causing Members of the Fire Department and the apparatus and equipment of the Fire Department to enter or pass through or over the building or property;
 - b) Ordering the evacuation of any building or area which is directly or indirectly involved in an Incident;
 - c) Causing a building, structure or thing to be pulled down, demolished or otherwise removed, and;
 - d) Upon extinguishment of a fire or resolution of an Incident, access, enter, pass through, or over buildings or property adjacent to a fire or Incident, and cause a building, structure or thing to be pulled down, demolished or otherwise removed in accordance with the *Safety Codes Act*, R.S.A. 2000, Chapter S-1, as amended, and any regulations thereto.

SECTION 13 FIRE BANS

- 13.1 The Fire Chief or CAO may, from time to time, prohibit all Fires within the Town including Recreational Fires when, in the discretion of the Fire Chief or CAO, the prevailing environmental conditions give rise to an increased risk of a Fire becoming a Running Fire.
- 13.2 A Fire ban imposed by the Fire Chief or CAO under Section 13.1 shall be in force either until the date established by the Fire Chief or CAO in the notice provided to the public pursuant to Section 13.3, or until such time as the Fire Chief or CAO gives notice to the public that the ban has been lifted.
- 13.3 The Fire Chief or CAO shall give notice of the Fire ban in effect causing signs to be posted at the entrance roads to the Town, facing both incoming and outgoing traffic. Such a sign shall indicate that the Fire ban is in place, the date if any that the ban shall be lifted, and the penalty for failing to comply with the Fire ban.
- 13.4 When a Fire Ban is in effect, **NO PERSON** shall ignite a Recreational Fire, or cause or allow a Recreational Fire to be ignited on his or her Property or Property under his or her control.

SECTION 14 PROPERTY IDENTIFICATION

- 14.1 The civic address of any Property, including buildings and structures, shall be prominently displayed on the front of the Property, including buildings and structures, so as to be clearly visible from both the street and rear laneway.

SECTION 15 FIRE HYDRANTS

- 15.1 No person shall, other than Members or employees of the Town, without prior approval from the Fire Chief, affix any tool, hose or other device to any fire hydrant or fire hydrant valve.
- 15.2 No person shall, without prior approval from the Fire Chief paint any fire hydrant, or any portion thereof.

SECTION 16 CONTROL OF FIRE HAZARDS

- 16.1 If Council finds within the Town's boundaries, on privately owned land or occupied public land, conditions that, in its opinion, constitute a fire hazard, it may order the owner

or person in control of the land on which the fire hazard exists to reduce or remove the fire hazard within a fixed time and in a manner prescribed by the Town.

16.2 If Council finds that the order it made pursuant to Section 17.1 has not been carried out, a Designated Officer may enter onto the land with any equipment and any person he/she considers necessary and may perform the work required to eliminate or reduce the fire hazard.

16.3 The owner or occupant of the land on which work was performed pursuant to Section 17.2 shall, upon demand, pay to the Town a Fire Protection Charge and in default of payment of the Fire Protection Charge, the Town may add the Fire Protection Charge to the tax roll of the said land, which forms a special lien against the land in favour of the Town, from the date it was added to the tax roll.

SECTION 17 REQUIREMENT TO REPORT

17.1 The owner or authorized agent of any property damaged by fire, shall immediately report to the Department particulars about the fire which are satisfactory to the Fire Chief.

17.2 The owner or authorized agent of any property containing dangerous goods shall immediately report to the Department the particulars regarding any accidental or unauthorized release of such dangerous goods.

SECTION 18 OPEN FIRES

18.1 "Open Fire" means a fire which is not contained within an incinerator or outdoor fireplace or barbeque in accordance with Section 20.

18.2 Except where provided following in 19.3, no person shall cause an open fire to be ignited or allow an open fire to continue burning.

18.3 An open fire is only permitted as required by town employees in performance of their assigned duties.

SECTION 19 FIRE PITS, OUTDOOR FIREPLACES, STATIONARY & PORTABLE BARBECUES

19.1 No person shall set, or cause to be set, any fire within the boundaries of the Town except as otherwise provided for under this Bylaw.

19.2 No person shall burn, or cause to be burned, any refuse, waste, junk, garbage, structures, debris or other noxious substance within the boundaries of the Town.

19.3 Subject to Section 21, no person shall use fireworks or permit the use of fireworks on his or her property or property under his or her control, within the boundaries of the Town. For the enjoyment of dwelling residents use of fire pits, outdoor fireplaces and stationary barbeques may be permitted.

19.4 Subject to Section 20, a person may, on property owned or controlled by him or her, set a Recreational Fire, so long as that Recreational Fire is set within a fire pit, outdoor fireplace, or other structure designed for the purpose of containing the recreational fire within a small, controlled area.

Fire pits, outdoor fireplaces, and stationary barbecues that burn combustible material shall:

- a) Be located in a rear yard with a minimum of 3.4 meters (10 feet) clearance from buildings, property lines and combustible materials, or as approved by the Fire Chief;
- b) Be constructed of bricks or concrete blocks, or heavy gauge metal, or other suitable non-combustible components;
- c) Have a spark arrestor mesh screen of 1.30 centimeters (.50 inches) expanded metal (or equivalent) to contain sparks over the fire at all times;
- d) Be the sole responsibility of the owner or tenant of the property;
- e) Be supervised at all times by a responsible adult person over the age of eighteen (18) until such time as the fire has been completely extinguished. For the purpose of this clause, a fire shall be deemed to include any hot ashes and smoldering embers resulting from the fire;
- f) Only burn clean wood, charcoal briquettes, propane or natural gas;
- g) Have flames no higher than ninety (90) cm (3.28 feet) above the fire pit or the barbeque fire box.

19.5 When a fire is set in contravention of this Bylaw or during a fire ban pursuant to Section 13, the owner or occupier of the land, or the person having control of the land upon which the fire is lit shall:

- a) Extinguish the fire immediately; or

- b) If unable to extinguish the fire immediately, report the fire to the Department as soon as possible.

SECTION 20 FIREWORKS

- 20.1 Permits for Fireworks will only be issued for the discharge of professional Fireworks and discharged by professional pyrotechnicians as accredited by Natural Resources Canada in accordance and pursuant to the *Alberta Fire Code 2006*.
- 20.2 Subject to the exceptions set out following, no person shall discharge any fireworks within the corporate limits of the Town.
- 20.3 The Fire Chief may, upon written application, permit qualified personnel to ignite fireworks and conduct fireworks displays. The Fire Chief may impose at the sole discretion of the Fire Chief such conditions and restrictions on their use and display as may be appropriate. Such conditions and restrictions might address:
 - a) Hours of the day days of the week
 - b) Length of display
 - c) Height of display and type of fireworks used
 - d) Geographic location requirements for notification of affected residents safety
 - e) Having Members in attendance at event and having applicant pay for Members and equipment to be on hand.
- 20.4 All fireworks shall be stored, used and ignited in accordance with provisions of the Explosives Act (Canada) and Alberta Fire Code A.R. 52/98 and their regulations and in accordance with those conditions determined solely by the Town.
- 20.5 No person shall be permitted to sell fireworks within the Town.

SECTION 21 ILLEGAL FIRES

- 21.1 Any Member, Enforcement Officer or Employee of the Town may extinguish an illegal fire using whatever apparatus or procedure that the individual may deem appropriate or necessary to extinguish an illegal fire.
- 21.2 The costs of controlling or extinguishing any illegal fire shall be recovered from the person causing the illegal fire under the provisions of the Municipal Government Act.

SECTION 22 RECOVERY OF COSTS

- 22.1 Upon the Town issuing an order or taking steps under Sections 25 or 26 or upon the Department providing Fire Protection services to property within or outside the Town boundaries, resulting in the Town incurring fees or charges, the Town may in its sole and absolute discretion charge any or all of the following persons, namely:
 - a) The person causing or contributing to the fire; or
 - b) The owner or occupant of the property;a Fire Protection Charge, and all individuals charged are jointly and severally responsible for payment of the Fire Protection Charge to the Town.
- 22.2 The schedule of fees for Fire Protection Charges are set out in Schedule "A" attached hereto and forming part of this Bylaw.
- 22.3 Without limiting the foregoing, a Fire Protection Charge may be imposed in the event of a False Alarm.
- 22.4 A Fire Protection Charge shall be paid within thirty (30) days of being levied.
- 22.5 Collection of unpaid Fire Protection Charges may be undertaken by civil action in a court of competent jurisdiction, and any civil action does not invalidate any lien which the Town is entitled to place on the property in respect of which the indebtedness is incurred.
- 22.6 The owner of a parcel to which Fire Protection is provided is liable for Fire Protection Charges incurred, and the Town may add to the tax roll of a parcel of land all unpaid Fire Protection Charges and interest charges accrued one hundred and twenty (120) days after the Fire Protection Charge has been levied.

SECTION 23 OFFENCES

- 23.1 No person shall damage or destroy Department apparatus or supplies.
- 23.2 No person shall obstruct the Fire Chief or any other person authorized to inspect property or to perform any work necessary to remedy a condition, from performing his or her duties under this Bylaw.
- 23.3 No person shall:

- a) Contravene any provision of this Bylaw;
- b) Impede, obstruct or hinder a Member, or other person assisting or acting under the direction of a Member;
- c) Damage or destroy Fire Department Property or Equipment;
- d) At an incident, drive a vehicle over any Apparatus or Equipment without permission from the Fire Chief or Incident Commander;
- e) Obstruct a Member from carrying out any function or activity related in any way to Fire Protection;
- f) Falsely represent themselves as a Member or wear or display any Fire Department badge, cap, button, insignia, or other paraphernalia which may leave the false impression that the person is a Member;
- g) Obstruct or otherwise interfere with access roads or streets or other approaches to any Fire alarm, fire hydrant, cistern or body of water designated or intended to be used for Fire Protection or any connections provided to a fire main, pipe, stand pipe, sprinkler system, cistern, or other body of water designated or intended to be used for Fire Protection;
- h) Either directly, or indirectly, personally or through an agent, servant or employee kindle a Fire or let it become a Running Fire on any land not his or her own property or allow a Running Fire to pass from his or her own property to that of another.
- i) Light a Fire without first taking sufficient precautions to ensure that the Fire can be kept under control at all times;
- j) Light a Fire when weather conditions are conducive to creating a Running Fire;
- k) Fail to take reasonable steps to control a Fire for the purpose of preventing it from becoming a Running Fire or from spreading onto Property other than his or her own;
- l) Deposit, discard or leave any burning matter or substance where it might ignite other materials and cause a Fire;
- m) Conduct any activity that involves the use of Fire that might reasonably be expected to cause a Fire unless that person exercises reasonable care to prevent the Fire from occurring;
- n) Use a Fire to burn:
 - i. Material that will result in the production of dense black smoke, including insulation from electrical wiring or equipment, asphalt roofing materials, hydrocarbons, plastics, or other materials or creosoted wood; or
 - ii. Herbicides, pesticides or other toxic materials or substances;
- o) Conduct any activity that involves the use of a Fire, where smoke from the Fire may impede visibility of the vehicular traffic on any Highway as defined in the *Traffic Safety Act*, R.S.A. 2000 Chapter T-6, as amended; or
- p) Light a Fire on lands owned or controlled by the Town except with the Town's express written consent if a Recreational Fire, in a fireplace or campfire provided by the Town for that purpose.

SECTION 24 PENALTIES

ENFORCEMENT

- 24.1 Where Property does not comply with this Bylaw or a person contravenes this Bylaw, the Town may pursue its enforcement alternatives in accordance with any Act, or common law right, including but not limited to the issuance of an order to remedy the contravention by the Town, adding amounts to the tax roll, and pursuing injunctions pursuant to the *Municipal Government Act*, R.S.A. 2000, Chapter M-26 as amended.

PENALTIES

- 24.2 Any person who:
- a) Violates any provision of this Bylaw;
 - b) Suffers or permits any act or thing to be done in contravention of or in violation of any provision of this Bylaw;
 - c) Neglects to do or refrains from doing anything required to be done by the provisions of this Bylaw; or
 - d) Does any act or thing or omits any act or thing, thus violating any provision of this Bylaw;

is guilty of an offence under this Bylaw, and upon a conviction, is liable to a fine as set out in Schedule "B" attached hereto and forming a part of this Bylaw.

- 24.3 No person found guilty of an offence pursuant to this Bylaw shall be liable to imprisonment.

VIOLATION TAGS & TICKETS

- 24.4 Where an Enforcement Officer has reasonable grounds to believe that a provision of this Bylaw has been contravened, that Enforcement Officer is authorized and empowered to issue a Violation Tag to any person who the Enforcement Officer has reasonable grounds to believe is responsible for this contravention.

- 24.5 A Violation Tag issued pursuant to this Bylaw shall be in a form approved by the CAO and may be delivered to the Person reasonably believed to have contravened this Bylaw by means of actual service upon the person or by mailing a copy to the Person at his or her address as it appears on the Town's tax roll.
- 24.6 Where a Violation Tag is issued pursuant to this Bylaw, the Person to whom the Violation Tag is issued may, in lieu of being prosecuted for the offence, pay to the Town, the penalty specified on the Violation Tag within seven (7) business days if delivered by actual service to the person and within fourteen (14) business days if served by mail.
- 24.7 Where a Violation Tag has been issued and the specified penalty not paid within the prescribed time, the right of the Person named on the Violation Tag to pay the penalty in lieu of prosecution shall expire and the Enforcement Officer is authorized to issue a Violation Ticket pursuant to Part 2 of the *Provincial Offences Procedure Act*, R.S.A. 2000, c. P-34, as amended, or repealed and replaced from time to time, to any person the Peace Officer has reasonable grounds to believe has contravened any provision of this Bylaw.
- 24.8 Notwithstanding Section 25.6, an Enforcement Officer is hereby authorized and empowered to immediately issue a Violation Ticket to any person whom the Enforcement Officer has reasonable grounds to believe has contravened or is responsible for a contravention of any provision of this Bylaw regardless of whether a Violation Tag has first been issued. Nothing in the Bylaw shall prevent an Enforcement Officer from immediately issuing a Violation Ticket.
- 24.9 The specified penalty payable in respect of a contravention of a provision of this Bylaw is the amount provided for in Schedule "B" of this Bylaw in respect of that provision.
- 24.10 Where any Person contravenes the same provision of this Bylaw twice within one twelve (12) month period, the specified penalty payable in respect of the second such contravention shall be double the amount provided for in Schedule "B" of this Bylaw.
- 24.11 Where any Person contravenes the same provision of this Bylaw three or more times within one twelve (12) month period, the specified penalty payable in respect of the third and subsequent such contravention shall be triple the amount provided for in Schedule "B" of this Bylaw.

SECTION 25 NOTICE

- 25.1 Any Notice provided for in this Bylaw shall be in writing.
- 25.2 Service of any Notice provided for in this Bylaw may be made as follows:
- a) Personally upon the person to be served; or
 - b) By mailing the copy to the person to be served by double registered mail or certified mail to the last known post office address of the person to be served and service shall be deemed to be effected at the time the copy is delivered by an official of the post office to the person to be served or to any person receiving it on his or her behalf;
 - c) Where the property is not occupied, by mailing the Notice by double registered mail or certified mail to the mailing address noted on the Town's tax roll for that property, and service shall be deemed to be effected at the time the copy is delivered by an official of the post office to the person to be served or to any person receiving it on his or her behalf; or
 - d) As directed by the Court.

SECTION 26 LIABILITY

- 26.1 The CAO, designated officers, Enforcement Officers and Members are not liable for loss or damage caused by anything said or done or omitted to be done in the performance or intended performance of their functions, duties or powers unless the circumstances constitute dishonesty, gross negligence or willful misconduct.
- 26.2 Any suit brought against a Member, because of an act or omission performed by the Member in the enforcement of any provision of this Bylaw, shall be defended by the Town until final determination of the proceedings. Any Member will be reimbursed or indemnified against any loss or expense which the Member may incur as a result of any inquiry relating to, or any action brought or judgment obtained arising out of the Member's duties. The Town shall not be required to pay any fines or penalties levied or imposed against any Member by reason of any conviction or charge for any violation of any statute or Bylaw.

SECTION 27 SCHEDULES

- 27.1 Schedules A, B and C as attached shall form part of this Bylaw.

SECTION 28 SEVERABILITY

28.1 Should any section or part of this Bylaw be found to have been improperly enacted for any reason, then such section or part shall be regarded as being severable from the rest of the Bylaw and the Bylaw remaining after such severance shall be effective and enforceable as if the section found to be improperly enacted had not been enacted as part of this Bylaw.

SECTION 29 REPEALED

29.1 Bylaw No. 1306, the “Fire Bylaw” and any amendments, are hereby repealed.

SECTION 30 PASSAGE OF BYLAW

30.1 This Bylaw shall come into effect upon passage of 3rd Reading.

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

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

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

Rob Steel, Mayor

Kris Holbeck, CAO

**TOWN OF CLARESHOLM
BYLAW NO. 1511
SCHEDULE "A"
FIRE DEPARTMENT CHARGES**

Fire truck and rescue van (flat rate includes manpower) \$200.00 per hour per unit

Where a vehicle is used only for transportation of firemen \$100.00 per hour per unit

Any material used shall be billed at cost.

A \$300.00 credit shall be allowed on the first call out to any residential or commercial call. This credit shall apply only to fire fighting charges. Credits are not cumulative.

**TOWN OF CLARESHOLM
BYLAW NO. 1511
SCHEDULE "B"
FINES & PENALTIES**

- 14.1 The owner or authorized agent of any property damaged by fire, shall immediately report to the Department particulars about the fire, which are satisfactory to the Fire Chief.
- \$300 first offence \$500 second offence
- 14.2 The owner or authorized agent of any property containing dangerous goods shall immediately report to the Department any particulars regarding any accidental or unauthorized release of such dangerous goods.
- \$500 first offence \$750 second offence
- 15.1 No person shall cause an open fire to be ignited or allow an open fire to continue burning, except where provided in 15.2.
- \$500 first offence \$750 second offence
- 16.2 Fire pit, outdoor fireplaces, stationary & portable barbecue regulations.
- \$300 first offence \$500 second offence
- 17.1 No person shall discharge any fireworks within the corporate limits of the Town, subject to the exceptions set out in 17.2.
- \$250 first offence \$500 second offence
- 17.4 No person shall be permitted to sell fireworks within the Town.
- \$300 first offence \$500 second offence
- Section 20 – all subsections 20.1 through 20.3 (l).
- \$500 first offence \$750 second offence



Policy #94

Emergency Services Levels And Standards

PURPOSE: To provide guidelines for all first responders to an emergency call as to the level and standards approved by the municipality.

The Town of Claresholm's Fire Department (CFD) serve as first responders within the geographical area of the Town, and such other areas designated by Town Council. The Town's fire fighters hold varying levels of qualifications from Basic First Aid & CPR training (Basic) to Emergency Medical Responder (EMR).

The Town of Claresholm has adopted this policy to ensure that any first response call is handled by the CFD responders based upon Council's direction and the training and qualifications of the individual members who may respond. The emergency services levels and standards approved by the Town (attached) are based on differing first response scenarios.

POLICY:

1. Town of Claresholm Fire Department members responding to an emergency services call are expected to provide medical first response care based upon a Basic First Aid and CPR Level C level of service. However individual members who have received personal training and have been properly qualified to provide EMR or EMT service, if present at an incident, may provide EMR services within the scope of their training and qualifications.
2. Members will provide services in accordance with the attached Appendix “A” – Claresholm Fire Department Emergency Services Levels and Standards.
3. Members will only provide the above services if they are qualified to do so.

EFFECTIVE DATE:

APPENDIX A

**CLARESHOLM FIRE DEPARTMENT
EMERGENCY SERVICES LEVELS AND STANDARDS**

EMERGENCY SERVICE PROVIDED	LEVEL OR STANDARD
EMERGENCY DISPATCH SERVICES:	Approved Provided 911 Dispatch Centre
EMERGENCY MEDICAL SERVICES:	
<ul style="list-style-type: none"> • Medical Co-Response (MCR) 	Basic First Aid and CPR training. However members with EMR, if present, may provide EMR level response within their qualifications.
<ul style="list-style-type: none"> • Medical First Responder (only when no ambulances are available) 	Basic First Aid and CPR training. However members with EMR, if present, may provide EMR level response within their qualifications.
<ul style="list-style-type: none"> • Medical First Responder (assist on Delta & Echo Responses) 	Basic First Aid and CPR training. However members with EMR, if present, may provide EMR level response within their qualifications.
<ul style="list-style-type: none"> • Medical First Responder (fire drivers for medical emergencies) 	Class 4 License

TOWN OF CLARESHOLM
BYLAW NO. 1306

Whereas the Council of the Town of Claresholm, Province of Alberta deem it necessary to establish a Fire Department and to enact fire prevention codes and regulations for the protection of Life and Property to be known as the "Fire Bylaw".

AND WHEREAS the National Fire Code of Canada 1980 issued by the Associate Committee on the National Fire Code, National Research Council of Canada, Ottawa, contains all the items required in such a bylaw.

AND WHEREAS the Municipal Government Act makes provisions for Municipal Councils to pass Bylaws for the prevention and extinguishing of fires and the preservation of life and property and the protection of persons from injury or destruction by fire.

NOW, THEREFORE, under the authority and subject to the provisions of the Municipal Government Act and the Fire Prevention Act, the Council of the Town of Claresholm in session duly assembled do hereby enact as follows:

DIVISION I DEFINITIONS

(1) In this Bylaw unless the context otherwise requires:

"Approval" means the official endorsement by the authority having jurisdiction.

"Approved" means that the design, manufacture, installation or intended use of any equipment, device, structure, or part hereof as required by this Code is acceptable to the authority having jurisdiction.

"Authority having jurisdiction" means the Municipal Council or with respect to the regulation of buildings, the building inspector; with respect to fire prevention regulations, the Chief of the Fire Department; where the term appropriate authority having jurisdiction is used it means the responsible provincial officials with legal authority for controlling potentially hazardous situations and matter: provincial fire marshalls, gas inspectors, officers of provincial departments of labour, etc., in consultation with municipal buildings inspectors and fire chiefs.

"Authorized explosive" means an explosive that is acceptable to the Chief Inspector of Explosives of the Department of Mines and Technical Surveys of the Federal Government and is declared by the Minister of that Department to be an authorized explosive.

"Auto-ignition temperature" means the lowest temperature of a substance, whether solid, liquid or gaseous, that is required to initiate or cause self-sustained combustion in the absence of a spark or flame.

"Barrel" means a volume of 35 imperial gallons.

"Basement" means that portion of the building between 2 floor levels which is partly underground but which has at least one half of its height from finished floor to finished ceiling above adjacent finished grade.

"Bowling Alley" means any building or portion thereof erected or used for the operation of one or more bowling alleys where the use is accessible to the public, whether for gain or entertainment only.

"Building" means a structure enclosed within exterior walls or fire walls, built, erected and framed of component structural parts designed for the housing, shelter, enclosure and support of individuals, animals, or goods of any sort.

"Building Bylaw" means the lawful regulations of a municipality which are adopted for the control of construction, alteration, repair, moving, and demolition of buildings have regard for the safety of the public from structural health and fire hazards.

"Bulk Plant" means that portion of a property where flammable liquids are received by tank vessel, pipe-line, tank car or tank vehicle, and are stored or blended in bulk for the purpose of distributing such liquids by tank vessel, pipe-line, tank car, tank vehicle or other container.

"Cellar" means that portion of a building between 2 floor levels which is partly or wholly underground and which has more than one half of its height from finished floor to finished ceiling, below adjacent finished grade as approved.

"Cellulose Nitrate Motion Picture Film" means any recording film coated on a support or base consisting essentially of cellulose nitrate and including film commonly known as nitrate film.

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"Cellulose Nitrate Plastics (Pyroxylin)" means any plastics substance, material or compound, by whatever name known and in any shape or form, having cellulose nitrate as a base.

"Chief of the Fire Department (Fire Chief)" means the person appointed from time to time by by-law or resolution of the Council of the municipality to be the officer responsible for the operation of the Municipal Fire Department.

"Chimney" means a primarily vertical shaft which encloses one or more chimney flues, these being of three principal types.

- (a) a field-constructed chimney of brick, stone, concrete or approved masonry units,
- (b) a factory-built chimney consisting entirely of factory-constructed parts each designed to be assembled with the others without requiring field construction.
- (c) a field-constructed single walled chimney of metal (smokestack).

"Chimney Connector" means the flue pipe of a heat producing unit burning solid or liquid fuel.

"Chimney Flue" means a flue contained in a chimney or chimney liner.

"Chimney Liner" means a refractory or approval metal conduit containing a chimney flue used as a lining of a masonry or concrete chimney.

"Class A Extinguisher" means a portable extinguisher for extinguishing Class A fires.

"Class B Extinguisher" means a portable extinguisher for extinguishing Class B fires.

"Class C Extinguisher" means a portable extinguisher for extinguishing Class C fires where electrical nonconductivity of the extinguishing medium is of first importance.

"Class A Fire" means a fire involving ordinary combustibles such as wood, cloth, paper or other such combustible matter.

"Class B Fire" means a fire involving a flammable liquid, fat or grease.

"Class C Fire" means a fire involving energized electrical equipment.

"Class A Flammable Liquid" means a flammable liquid having a flash point at or below 80° F.

"Class B Flammable Liquid" means a flammable liquid having a flash point above 80° F.

"Closed Container" means a container so sealed by means of a lid or other device that neither liquid nor vapour will escape from it at ordinary temperatures.

"Combustible (as pertaining to materials adjacent to or in contact with heat producing units venting equipment, pipes and ducts)" means materials made of or surfaced with wood, compressed paper, plant fibres or other material that will ignite and burn, whether or not such material be flame-proofed, fire retardant, treated or plastered.

"Combustible Dusts" means dust and particles whether metallic or non-metallic ignitable and liable to explode, including among others those resulting from the handling or processing of grain, malt, and the manufacturing of flour and feed.

"Combustible Fibres and Shredded Material" means finely divided combustible vegetable or animal fibres and thin sheets or flakes of such materials which in a loose, unbaled condition present a flash fire hazard, including among others cotton, hemp, sisal, jute, kapok, paper, and cloth in the form of scraps and clippings.

"Compressed Gas" means any mixture or material having in the container either an absolute pressure exceeding 40 lb/sq. in. at 70° F, or both; or any flammable liquid material having an absolute vapour pressure exceeding 40 lb/sq. in. at 100° F.

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"Corrosive Liquid" means an acid or an alkaline caustic liquid or any other liquid which when in contact with living tissue will cause severe damage of such tissue by chemical action, or which when in contact with organic matter or with certain chemicals is liable to cause fire.

"Council" means the Council of the Town of Claresholm.

"Crude Petroleum" means hydrocarbon mixtures that have a flash point below 150° F and which have not been processed in a refinery.

"Curie" as defined in subsection 3.2.0 of the National Fire Code 1980.

"Decorative Material" means all such materials as curtains, draperies, streamers, surface coverings applied over the building interior finish for any purpose and also cloth, cotton batting, straw, vines, leaves, trees, and moss used for decorative effect, but does not include floor coverings and ordinary window shades.

"Department" means the Claresholm Fire Department.

"Dip Tank" means a tank, vat or container of flammable liquid in which articles or materials are wholly or partially immersed for the purpose of coating, finishing, treating or for similar purposes.

"Dispensing Apparatus (for flammable liquid)" means a device or system of devices used in connection with an underground tank, above ground tank or portable tank for the dispensing of flammable liquids into the fuel tanks of motor vehicles at or in connection with an automotive service station or a bulk plant.

"Dry Cleaning" means the process of using non-aqueous liquid solvents, flammable or non-flammable, for the removal of dirt, grease, paints, or other stains from wearing apparel, textiles, fabrics, rugs, etc., by:

- (a) immersion and agitation in open vessels,
- (b) immersion and agitation in closed machines, or
- (c) spotting, brushing and scouring.

"Dry Dyeing" means the process of dyeing clothes or other fabrics or textiles by immersion or spraying, with a solution of dye colours in non aqueous liquid solvents.

"Exit" means that part of a means of egress which leads from the floor area it serves, including any doorway leading directly from a floor area to another floor area, a public thoroughfare or an approved open space.

"Exit (access to)" means that part of a means of egress within a floor area which provides access to an exit serving the floor area.

"Exit (horizontal)" means the connection by a bridge, balcony, vestibule, or doorway of 2 floor areas at substantially the same level; such floor areas being located either in different buildings or located in the same building and fully separated from each other.

"Explosive" means any chemical compound or mechanical mixture that:

- (a) is commonly used or intended for the purpose of producing an explosion, and
- (b) contains any oxidizing and combustible units or other ingredients in such proportions, quantities or packing that an ignition by fire, friction, concussion, percussion, or detonator of any part of the compound or mixture may cause such a sudden generation of highly heated gases that the resultant gaseous pressures are capable of producing destructive effects on contiguous objects or of destroying life or limb.

"Explosive Act" means The Explosives Act, Chapter 102 of the Revised Statutes of Canada 1952 as amended by Chapter 14 of the Statutes of Canada 1953-1954, and other amendments to The Explosives Act.

"Extinguishing Potential" means the assessed capability of various classes of fire extinguishing equipment to extinguish a fire.

"Finishing Room" as defined in subsection 3.2.8 (Spray Room) of the National Fire Code 1980.

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"Fire Prevention" means measures instituted for the purpose of reducing the loss of life and property by fire.

"Fire Protection Equipment (in buildings)" means, but is not limited to, any one or more of the following:

- (a) temporary standpipe system,
- (b) permanent standpipe system,
- (c) sprinkler system, and
- (d) portable hand extinguishing equipment

"Fire Resistance Rating" means the rating assigned to any element or assembly of materials which has been tested in accordance with standard methods of test.

"Fire Separation" means a barrier against the spread of fire in the form of construction specified by the Municipal Building By-law.

"Fireworks" as defined in subsection 3.2.2 of the National Fire Code 1980.

"Fireworks Composition" as defined in subsection 3.2.2 of the National Fire Code 1980.

"Flame Arrestor" means any approved device which functions effectively to prevent the passage of flame.

"Flammable Liquid" means any liquid having a flash point below 200° F and of which the pressure of the vapour does not exceed 40 lb/sq. in (absolute) at 100° F.

"Flammable Substance" means a substance, other than one classified as an explosive which is liable to cause fires through friction, absorption of moisture, spontaneous chemical changes, or as a result of retained heat from manufacturing or processing.

"Flash Point" means the minimum temperature in degrees Fahrenheit at which a flammable liquid will give off sufficient flammable vapour to form a flammable mixture with air that will ignite momentarily upon the application of a test flame as determined by appropriate test procedure and apparatus specified.

"Floor Area" means an area of any floor or storey of a building which is occupied or intended for occupancy. Floor areas shall not be considered as including exits or attic, crawl, or duct spaces except as permitted in the Municipal Building By-law.

"Fumigant" means a substance or combination of substances which emits or liberates a gas, fume or vapour used for the destruction or control of insects, fungi, vermin, germs, rodents, or other pests, and shall be distinguished from insecticides and disinfectants which are essentially effective in the solid or liquid phases.

"Gallon" means an imperial gallon of 160 fluid ounces unless otherwise qualified e.g. United States gallon (liquid measure containing 128 fluid ounces) is qualified by the abbreviation (U.S.).

"Garage" means any building where facilities are provided for repairing, servicing or storing motor vehicles.

"Hazardous Location" means a location which is or may become subject to conditions conducive to the rapid development of fire or explosion.

"Hazardous Substance" means a substance which, because of its physical or chemical nature or because of the form in which it exists, may explode or become ignited easily and cause intense fires.

"Hotel" means a building or part thereof wherein accommodation is provided for transient lodgers, without private cooking facilities but having a public dining room or cafe.

"Inspector" means the Chief of the Fire Department or other officer or person designated as inspector by the Council.

"License (Occupational)" means a document issued to an individual to attest to his having met a minimum standard of competence in some trade or occupation.

"Liquified Petroleum Gases" means propane, butane and other petroleum gases normally stored in a liquid state under pressure.

"Magazine" means any building or structure used for the storage of explosives.

"Manufactured Fireworks" as defined in subsection 3.2.2 of the National Fire Code 1980.

"Marine Service Station" means that portion of a property where flammable liquids used as motor fuels are stored and dispensed on shore, piers, wharfs, on barges into the fuel tanks of floating craft, and shall include all facilities used in connection therewith.

"Means of Egress" means a doorway, hallway, corridor, lobby, stair, ramp or other facility or combination thereof provided for the escape of persons from a building, floor area, or room to a public thoroughfare or other approved open space, means of egress include exits and access to exits.

"Member" includes full time, part time and/or volunteer members of the Fire Department.

"Microcurie" as defined in subsection 3.2.9 of the National Fire Code 1980.

"Milliecurie" as defined in subsection 3.2.9 of the National Fire Code 1980.

"Motel" means a hotel with exits leading directly to the outside and with each exit serving not more than 2 continuous rental units.

"Motor Vehicle" means a truck, automobile or any other vehicle propelled or driven by other than muscular power, but does not include traction engines or electric or steam railway cars or motor vehicles running only upon rails, to which the Railway Act applies.

"Noncombustible Receptacle" means a container which is constructed of materials that will not support combustion and that have a high resistance to heat softening. The container shall have a close-fitting metal lid or cover that shall be kept on the receptacle at all times.

"Nursing Homes" as defined in subsection 2.2.3 of the National Fire Code 1980.

"Occupancy" means the use or intended use of a building or structure or part thereof for the shelter or support of persons, animals or goods.

"Occupancy (Major)" means the principal occupancy for which a building or part of a building is used or intended to be used, for the purpose of the classification of buildings according to occupancy; a major occupancy shall be deemed to include the subsidiary occupancies which are contingent upon it.

"Order" means an authoritative direction requiring compliance with lawful regulations or by-laws.

"Owner" means any person, firm, corporation or agent controlling the property under consideration.

"Oxidizing Material" means an oxygen-carrying substance that reacts with combustible materials explosively or with the evolution of heat.

"Permit" means a document giving authorization to carry on hazardous processing or to use hazardous materials if certain specified conditions are adhered to.

"Person" means an individual or a body of persons or in a wider sense an aggregate of property that is recognized by law as the subject of rights and duties.

"Place of Outdoor Assembly" means all premises used or intended to be used for public gatherings of 200 or more persons other than buildings used as a place of assembly and shall include the following: amusement parks, athletic fields or bowls, automobile speedways, aviation shows, band stands, baseball parks, bathing establishments, beach enclosures, bleachers, concession booths, grandstands, observation platforms, race tracks, reviewing stands, rodeos, skating rinks, stadia, swimming pools, tents for circuses, carnivals and religious, educational or recreational purposes or public meetings.

"Portable Extinguishers (First-aid fire extinguishing equipment)" means fire extinguishing equipment and devices that are portable in their entirety and does not apply to permanently installed systems for fire extinguishment even though portions of such systems are portable.

"Processing Plant (flammable liquid)" means that portion of a property in which flammable liquids are mixed, heated, separated or otherwise processed as principal business, but shall not include plants defined herein as refineries.

"Radioactive Material" as defined in subsection 3.2.9 of the National Fire Code 1980.

"Recognized Testing Laboratory" means a laboratory acceptable to the authority having jurisdiction.

"Refinery" means a plant in which flammable liquids are produced on a commercial scale from crude petroleum, natural gasoline, or other hydrocarbon sources.

"Safety Can" means an approved container having a spring-closing spout cover and a capacity of not more than 5 gallons.

"Second-hand goods includes waste paper, rags, bones, bottles, automobile tires, old metal and other scrap material and salvage.

"Service Station" as defined in subsection 2.3.12 of the National Fire Code 1980.

"Shop Goods" as defined in subsection 3.2.2 of the National Fire Code 1980.

"Small Arms Ammunition" means cartridges for any shotgun, rifle, pistol, or revolver.

"Smoking" means the use and disposal of burning tobacco in any form.

"Source" (radioactive) as defined in subsection 3.2.9 of the National Fire Code 1980

"Spotting" means the local application of solvents to remove spots of dirt, grease, paints or other stains.

"Spraying Area" as defined in subsection 3.2.8 of the National Fire Code 1980.

"Spray Booth" as defined in subsection 3.2.8 of the National Fire Code 1980.

"Spray Room" as defined in subsection 3.2.8 (Finishing Room) of the National Fire Code 1980.

"Tank Vehicle" means any vehicle other than railroad tank cars and boats, with a cargo tank mounted thereon or built as an integral part thereof used for the transportation of flammable liquids including self-propelled vehicles, full trailers and semi-trailers without motive power with wheels carrying either part or all of the load.

"Tent" means a shelter or structure the covering of which is made of pliable material.

"Thermal Insecticidal Fogging" means the use of insecticidal liquids which are passed through thermal fog generating units where they are, by means of heat, pressure and turbulence, transformed and discharged in the form of a fog or mist that is blown into an area to be treated.

"Tire" means a natural or synthetic rubber hoop or band forming the tread of a vehicle wheel, which may be either of a solid or pneumatic type.

"Tire Converting" means any process or operation whereby tires are converted or altered.

"Tire Rebuilding" means any process of retreading, recapping or vulcanizing, cementing or molding tires.

"Tire Storage Warehouse" means a building or premises used primarily for the storage of tires where the quantity of tires stored exceeds 15,000 cu. ft. in one fire division.

Ep.

"Vapour Area" means any area containing dangerous quantities of flammable vapors.

"Warehouse" means any building used as a storehouse for the safekeeping of merchandise.

"Welding and Cutting" means and includes gas, electric arc or flammable liquid welding or cutting or any combination thereof.

DIVISION II FIRE CODES AND REGULATIONS

There is hereby adopted by the Town of Claresholm for the purpose of prescribing regulations governing conditions hazardous to life and property from fire and explosion the National Fire Code of Canada 1980, issued by the Associate Committee on the National Fire Code, National Research Council of Canada, Ottawa and The Fire Prevention Act of the Province of Alberta, with amendment thereto as they may be hereafter published and the whole thereof save and except such positions as are hereinafter deleted, modified or amended.

Not less than one complete copy of these respective codes have been and now are filed in the Office of the Chief of the Fire Department and the same are hereby adopted and incorporated as fully as if set out in length herein and the date on which this by-law shall take effect, the provisions thereof shall be controlling within the limits of the Town of Claresholm.

DIVISION III RELATED CODES AND REGULATIONS

- (1) The following are included and form part of this by-law:
 - (a) Fire Prevention Act
 - (b) Gas Protection Act
 - (c) National Warm Air Code
 - (d) Related Sections of the Building Code
 - (e) Electrical Protection Act
- (2) In the event of a fire, the Fire Chief may appoint some person to keep watch over the smoldering remains of a fire for such time as may be necessary. Such person shall be paid the current rate for laborers.
- (3) It shall be the duty of all male adults present at a fire, to assist in its suppression if requested by the officer in charge of the fire. All persons present at or assisting in the suppression of a fire shall obey the commands of the officer in charge.
- (4) The officer in charge of a fire may prescribe the limits within which no person or vehicle shall be permitted and shall have the power to close streets and lanes for this purpose.
- (5) No person shall drive any vehicle over any hose in use or about to be used or which has been used or laid to be used at a fire or practice.
- (6) No person shall in any way impede any fireman or other person assisting at the extinguishing of a fire or any person engaged in other duties connected therewith.
- (7) No waste paper, straw, shavings, excelsior or other similar flammable rubbish shall be allowed to accumulate in any building, yard or premises unless placed in a covered metal receptacle or in a room with a fire resistance rating of not less than two hours and provided with suitable fire doors. All such material, if not so placed, shall be removed or destroyed at the close of each business day.
- (8) No uncovered hay, straw or similar combustible material shall be placed within 200 feet of any building.
- (9) No bonfire or other exposed fire for burning flammable waste materials shall be kindled within the Town of Claresholm except upon permit of the Fire Chief and such burning shall be done between sunrise and sunset when a competent person shall be constantly in charge of the fire until it is extinguished. Burning of flammable waste material shall be done in a properly constructed brick or metallic burner covered with a suitable 1/8" wire mesh. The foregoing (Section 9) does not apply to small confined fires to cook food in grills and barbeques.

Ep.

- (10) All ashes when deposited within a building, shall be placed in a non-combustible container and shall not be placed on a combustible floor and when placed outside of a building shall be placed at a distance of at least 15 feet from any wooden structure or other combustible material or otherwise placed in a non-combustible container or pit.
- (11) That no paper, waste matter, refuse, garbage or material of any kind shall be kindled or burned in any outside fire within the Town of Claresholm except as outlined under Sections 7 and 9.

DIVISION IV FIRE DEPARTMENT ORGANIZATION AND ADMINISTRATION

- (1) A Department for the Town of Claresholm to be known as the Claresholm Fire Department is hereby established and the head of the Department shall be known as the Chief of the Fire Department. In the provisions of this by-law, the Chief becomes the Local Assistant to the Fire Commissioner by authority of this by-law.
- (2) In addition to the Chief of the Department, personnel shall consist of one Deputy Chief and other officers and members as from time to time may be deemed necessary by a Committee of the Fire Chief and/or the Mayor and Council of the Town of Claresholm.
- (3) The Chief of the Department may recommend to the Mayor and Council of the Town of Claresholm, the appointment of any person as a member of the Department.
- (4) A person who is appointed as a member of the Department for fire fighting shall:
 - (a) abide by the terms, references and conditions as implied in the Constitution of the Volunteer Fire Department of the Town of Claresholm
NOTE: Medical requirement for new members prior to final acceptance with Fire Department.
- (5) It shall be the duty of the Fire Chief to be responsible to the Council for the proper direction and operation of the Department and for the discipline of its members. It shall be the Fire Chief's responsibility to:
 - (a) Make such orders and departmental rules as may be necessary for the care and protection of the property of the Department and for the efficient operation of the Department and for the conduct of the members of the Department provided that such orders and rules do not conflict with provisions of any by-law of the Town of Claresholm.
 - (b) Review periodically the policies and procedures of the Department and may establish an Advisory Committee which may consist of such persons as he may determine to assist him in his duties.
 - (c) Take the proper measures for the prevention and control and extinguishment of fires and the protection of life and property and shall enforce the Town By-laws respecting fire prevention and exercise the powers and duties imposed on him by the Fire Prevention Act of the Province of Alberta.
 - (d) Be responsible for the enforcement of this by-law and the general orders and departmental rules.
 - (e) Make or cause to be made by members of the Fire Department, a fire inspection of the business district, inspecting it at least twice a year for the purpose of ascertaining any violation of the Provisions of this by-law or the Provincial Fire Prevention Act and all regulations thereunder.
 - (f) Cause an inspection to be carried out by the members of the Fire Department upon complaint of an interested person or when he deems it necessary without complaint, all buildings and structures or places within his jurisdiction.
 - (g) Investigate or cause to be investigated in a general way, the origin and circumstances of every fire occurring within his jurisdiction by which property has been destroyed or damaged by fire with a special view to ascertaining whether the fire was the result of negligence, carelessness, accident or design and in case of suspicion of incendiarism or death caused by fire or any major outbreak of fire he shall notify the Provincial Fire Commissioner immediately.

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- (h) Secure and preserve all evidence that comes to his knowledge for the future use in the case of suspected incendiarism.
 - (i) Foster fire prevention and keep the citizens informed on fire hazards in the community and on the activities of the Fire Department.
 - (j) Keep or cause to be kept a permanent record of all fires and causes thereof and to make an annual or as requested a written report thereon to the Council.
 - (k) Keep a permanent record of all inspections conducted and orders issued to remedy fire hazardous conditions and to make an annual or as requested a written report thereon to the Council.
 - (l) Be the director of operations at, and to regulate the conduct of all persons present at, or assisting in the suppression of a fire.
 - (m) Train or cause to be trained by competent instructors all members of the Fire Department making them familiar with all fire apparatus and the use thereof by holding practices and discussions or instruction periods in fire prevention, hazards, fire fighting, inspection work, salvage and other subjects of interest and value to increase the efficiency of the Fire Department at least twice a month.
 - (n) Inspect or cause to be inspected all equipment in his charge twice each month to see that all equipment is clean, in its proper place and ready for service and submit a report on same as requested by the Council.
 - (o) Select the members of the Fire Department from persons willing to serve thereon and he shall have the right to dismiss any or all members thereof for neglect of duties, insubordination or other good cause.
- (6) For the purposes of paragraphs (e) and (f) the Fire Chief or members of the Fire Department as directed by the Fire Chief, may at any reasonable hour enter into and upon any buildings, structures or places within their jurisdiction.
- (7) For the purposes of carrying out the provisions of this by-law, the Fire Chief or members of the Fire Department as delegated by the Fire Chief may at all time by day or night, enter in and upon and examine a building or any premises where a fire has occurred and if deemed necessary for the purposes of his investigation enter in and upon examine other buildings and premises adjoining or near the first mentioned buildings or premises.

DIVISION V PARKING, STORAGE, PROCESSING AND HANDLING OF HAZARDOUS AND OR DANGEROUS GOODS AND MATERIALS

- (1) No vendor of flammable liquids shall sell or deliver to any person gasoline or benzine in quantities of one gallon or less unless such gasoline or benzine is placed in an approved metal safety can or metal container painted red except when such gasoline or benzine is placed directly in the tank of an automobile.
- (2) All retail sales of gasoline shall be made from storage in underground tanks.
- (3) A permit shall be required to store, handle or dispense Class A flammable liquids from overhead storage containers.
- (4) (a) No person shall operate an acetylene generator having a carbide capacity exceeding 5 lbs. without a permit.
(b) No person shall store or keep calcium carbide in excess of 200 lbs. without first obtaining a permit to do so.
- (5) A permit shall be required for the storage or handling of more than 50 gal. of corrosive liquid, or more than 500 lbs. of oxidizing materials or more than 2,000 cu. ft. of flammable compressed gas, or any amount of poisonous gas.
- (6) (a) A permit shall be required to store, handle or use Class A flammable liquids if there is:
 - (i) more than 1 gallon in a dwelling or other place of human habitation.
 - (ii) more than 5 gallons in any other building or other occupancy, or
 - (iii) more than 5 gallons outside of any building

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- (b) The requirements of article 6 sentence (i) are not applicable to:
 - (i) the storage or use of flammable liquids in the fuel tank of a motor vehicle, aircraft, motorboat, mobile power plant or mobile heating plant, or
 - (ii) the storage or use of paints, oils, varnishes, or similar flammable mixtures when such liquids are stored for maintenance painting, or similar purposes for a period of not more than 30 days.
- (c) A permit shall be required to store, handle or use Class B flammable liquids in excess of 20 gallons in a building, or in excess of 50 gallons outside of a building, except for fuel oil used in connection with oil-burning equipment and stored in approved tanks.
- (d) A permit shall be required to process, blend or refine flammable liquids.
- (e) A permit shall be required to store flammable liquids in stationary tanks except as permitted by sentence (b).
- (7) A permit shall be required in order that a person may store in excess of 100,00 bd. ft. of lumber.
- (8) (a) A permit shall be required to manufacture matches.
(b) No person shall store matches exceeding in aggregate 25 cases of matches without a permit.
- (9) A permit shall be required for the operation of a plastics manufacturing or fabricating plant storing, handling or using plastic materials categorized in Flammability Groups C or D in Table A-1 included in the Advisory Reference Material.
- (10) No person shall use any building, shed or enclosure as a public garage without a permit.
- (11) (a) No person shall store or use radioactive materials for which a license is required by the Atomic Energy Control Act of the Government of Canada unless a permit to do so has been obtained from the municipality.
(b) Every application for a permit to use or store radioactive materials shall be accompanied by a statement giving the location where the radioactive material is to be used or stored including:
 - (i) the number of individual radioactive sources,
 - (ii) the kind of source and the radiation emitted,
 - (iii) whether the source is sealed or not sealed,
 - (iv) whether the source is metal, powder or liquid
 - (v) the radiation level of the unshielded source and shielded source; and
 - (vi) the name and qualifications of the person who is in charge.
- (12) (a) A permit shall be required for the establishment within the limits of the municipality of:
 - (i) a refinery,
 - (ii) a plant for storing or handling crude petroleum,
 - (iii) a chemical plant handling large volumes of flammable liquids, or
 - (iv) a distillery
(b) No permit shall be issued until approval of the authority having jurisdiction has been given for the proposed location with respect to topography, nearness to places of assembly, residential or mercantile occupancies and adequacy of water supply for fire control.
- (13) (a) No person shall operate or maintain a salvage shop or salvage yard unless he has in his possession a permit issued by the municipality.
(b) Each permit for a salvage shop or salvage yard or the collection within the municipality of second hand goods shall be accompanied by:
 - (i) a statement on the form provided by the authority having jurisdiction stating the following particulars:
 - (1) location of the premises,
 - (2) size of the premises
 - (3) a description of existing buildings on the premises
 - (4) a list of the materials which it is proposed to receive, sell or store

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- (ii) a certificate signed by the Chief of the Fire Department certifying that he has inspected the buildings and premises in respect to which the application is made and he has found that they are in accordance with this Code, and
 - (iii) a certificate signed by an inspector for the authority having jurisdiction certifying that the operation of the salvage yard in the location applied for is approved and that the buildings and premises are satisfactory.
- (14) (a) A permit shall be required for each company, corporation, co-partnership or owner-operator performing welding or cutting operations.
- (i) application for a permit required by this article shall be made by the company, corporation, co-partnership or owner-operation performing the welding or cutting operation or by his duly authorized agent.
 - (ii) A permit for welding or cutting operations shall not be issued unless the individuals in charge of performing such operations are capable of doing such work in a safe manner.
 - (iii) Companies, corporations, co-partnerships and owner-operators required to have a permit shall maintain a record of all locations where welding or cutting operations are performed and have it available for inspection by the authority having jurisdiction.

DIVISION VI

- (1) A permit shall be required to:
- (a) possess an authorized explosive,
 - (b) store an authorized explosive,
 - (c) sell an authorized explosive,
 - (d) use an authorized explosive, or
 - (e) transport authorized explosives on public highways within the municipality.
- (2) The requirements of sentence (1) are not applicable to small arms ammunition and construction devices such as explosive rivets and explosive driven pins or studs.
- (3) Before a permit to do blasting as required under sentence (1) shall be issued the applicant for such permit shall file a bond deemed adequate in each case by the authority having jurisdiction which bond shall become available in the payment of any damage arising from the neglect of the contractor or his agents or employees.
- (4) Permits required by sentence (1) shall not be issued:
- (a) for any building or structure that is occupied as a dwelling, school, theatre, or other place of assembly, or
 - (b) for any building or structure that is within 50 feet of any building or structure occupied as a dwelling, school, theatre, or other place of assembly, or
 - (c) where the building or structure is lighted by any means other than electricity, or
 - (d) where any manufacturing processes are conducted, or
 - (e) where smoking sundries are sold.
- (5) Permits required by sentence (1) shall not be issued for the possession of:
- (a) liquid nitroglycerine,
 - (b) dynamite (except gelatin dynamite) containing over 60% of liquid explosive ingredient,
 - (c) dynamite having an unsatisfactory absorbent or an absorbent that permits leakage of a liquid explosive ingredient under any conditions liable to exist during storage,

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- (d) nitrocellulose in a dry and uncompressed condition in quantity greater than 10 lb. net weight in one package.
 - (e) fulminate of mercury in bulk in a dry condition and fulminate of all other metals in any condition except as a component of manufactured articles not hereinafter forbidden.
 - (f) explosive compositions that ignite spontaneously or undergo marked decomposition rendering the products or their use more hazardous when subjected for 48 consecutive hours or less to a temperature of 167° F.
 - (g) new explosives until approved in accordance with the terms of the Explosives Act and regulations thereunder.
 - (h) explosives condemned by the authority having jurisdiction.
 - (i) explosives not packed or marked in accordance with the regulations of the Board of Transport Commissioners for Canada, or
 - (j) explosives containing an ammonium salt and a chlorate.
- (6) Permits as required by sentence (1) (b) shall not be issued for a quantity of explosives in excess of 50 lb. exclusive of blasting caps, unless special permission is received from the authority having jurisdiction as provided in sentence (7).
- (7) Permits as required by sentence (1) (b) may be issued by the authority having jurisdiction in excess of that specified in sentence (6) when blasting operations require greater amounts, but such permits shall not be issued for quantities in excess of the amount actually needed for one day's operation and any unused explosives shall be returned to a Class A magazine.
- (8) No person shall discharge any fireworks from any street, land, square, park, playground, school yard or other public place without a permit from the Chief of the Fire Department.
- (a) A permit shall be required to maintain a fumigation room, vault, or chambers using a toxic or flammable fumigant.
 - (b) No person shall engage in the business of fumigation or thermal insecticidal fogging without a license.

DIVISION VII TANK TRUCKS

- (1) No tank vehicle shall be left unattended on any street, highway, avenue or alley, provided that this shall not prevent a driver from the necessary absence from the truck in connection with the delivery of his load, except that during actual discharge of the liquid some responsible person shall be present at the vehicle at all times.
- (2) Tank vehicles containing flammable liquids or dangerous goods shall not be parked out of doors at any point for longer than one hour, except off the streets and at least 30 meters from any public, institutional or residence building.
- (3) Tank vehicles containing flammable or dangerous goods shall not be parked or garaged in any building other than those specifically approved for such use by the Chief of the Fire Department.
- (4) "Tank Vehicle" shall mean any vehicle other than railroad tank cars and boats, with a cargo tank mounted thereon or built as an integral part thereof used for the transportation of flammable liquids. Tank vehicles include self propelled vehicles and full trailers and semi trailers without motive power and with wheels carrying either part of all the load.

DIVISION VIII FIRE SUPPRESSION

- (1) Upon being called out or attending any fire, false alarm or emergency condition within the boundaries of the Town of Claresholm, the Fire Chief shall cause a report to be filed with the Municipal Secretary outlining the following:
 - (a) manpower and equipment required for the suppression of the fire and the number of hours each firefighter was on duty and the hours the equipment was in use.
 - (b) lost or damaged equipment and the estimated or actual cost of repair or replacement.

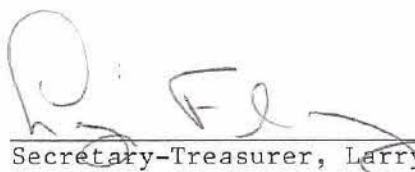
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- (c) the estimated or actual cost of attendance by other fire fighting jurisdictions which were called to assist in fire suppression either as a back up in fire suppression or to provide standby duties.
 - (d) cost of any additional needs of the fire department required either during actual fire suppression or standby with a notation as to whether or not the materials purchased were totally consumed.
 - (e) any pertinent information concerning ownership of the property or equipment involved in the fire along with serial numbers and information concerning the owner's insurance company or agents.
- (2) The Municipal Secretary in consultation with the Fire Chief will cause to be prepared a statement of costs for fire suppression and the statement will be forwarded to the owner of the property or the owner of the equipment destroyed with a copy to be filed with the owner's insurance agent or company if either can be identified.
- (a) The Municipal Secretary in preparing the billing shall use equipment and manpower rates which have been adopted by Town Council either by resolution or adopted as policy.
- (3) When the owner's insurance agent or insurance company fails to make payment for the costs of fire suppression as outlined in the Municipal Secretary's billing, the cost of work done and materials supplied and consumed shall be deemed a debt due to the Town of Claresholm and in default of payment the Council of the Town of Claresholm may:
- (a) recover the cost as a debt due to the municipality or:
 - (b) charge the costs against the land concerned as taxes due and owing in respect of that land and recover the costs as such.

DIVISION IX GENERAL PROVISIONS

- (1) Any person found guilty of an infraction of any of the provisions of this bylaw shall be liable to a penalty of a minimum of Fifty Dollars (\$50.00) and a maximum of Two Hundred and Fifty Dollars (\$250.00).
- (2) This Bylaw hereby repeals Bylaw No. 825 and all amendments thereto.

READ a first time in Council this 15 day of	<i>OCTOBER</i>	A.D. 1990.
READ a second time in Council this 10 day of	<i>December</i>	A.D. 1990.
READ a third time in Council and passed this 10 day of	<i>December</i>	A.D. 1990.


 Secretary-Treasurer, Larry Flexhaug


 Mayor, E. R. Patterson

TOWN OF CLARESHOLM

Financial Statements

For the year ended December 31, 2009

TOWN OF CLARESHOLM
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For the year ended December 31, 2009

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AUDITORS' REPORT

To: The Mayor and Members of Council of
the Town of Claresholm

We have audited the consolidated statement of financial position of the Town of Claresholm as at December 31, 2009, the consolidated statement of operations, the consolidated statement of change in net financial debt and the consolidated statement of cash flow for the year then ended. These financial statements are the responsibility of the municipal administration. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion these consolidated financial statements present fairly, in all material respects, the financial position of the Town of Claresholm as at December 31, 2009 and the results of its financial operations and the changes in its financial position for the year then ended in accordance with Canadian generally accepted accounting principles.

Lethbridge, Alberta

March 11, 2010

Young Parkyn McNab LLP

Chartered Accountants

MANAGEMENT REPORT

The accompanying consolidated financial statements and other information contained in this Financial Report are the responsibility of the management of the Town of Claresholm.

These consolidated financial statements have been prepared from information provided by management. Financial statements are not precise since they include certain amounts based on estimates and judgments. Management has determined such amounts on a reasonable basis in order to ensure that the financial statements are presented fairly, in all material respects.

The Town maintains systems of internal accounting and administrative controls that are designed to provide reasonable assurance that the financial information is relevant, reliable and accurate and that the Town's assets are properly accounted for and adequately safeguarded.

The elected Council of the Town of Claresholm is responsible for ensuring that management fulfils its responsibilities for financial statements. Council carries out its responsibility principally through the Audit Committee.

The Council meets annually with management and the external auditors to discuss internal controls over the financial reporting process, auditing matters and financial reporting issues, and to satisfy itself that each party is properly discharging its responsibilities. Council also considers the engagement or re-appointment of the external auditors. Council reviews the monthly financial reports.

The consolidated financial statements have been audited by Young Parkyn McNab LLP, Chartered Accountants, the external auditors, in accordance with Canadian generally accepted auditing standards on behalf of the Council, residents and ratepayers of the Town. Young Parkyn McNab LLP has full and free access to the Council.

Town Administrator

TOWN OF CLARESHOLM
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
As at December 31, 2009

	2009	2008 (restated)
Financial assets		
Cash and short-term investments (note 2)	\$ 7,337,305	\$ 5,745,667
Taxes and grants in place of taxes receivable (note 3)	246,863	177,153
Trade and other receivables	296,160	512,968
Land held for resale	154,922	158,180
	\$ 8,035,250	\$ 6,593,968
Liabilities		
Temporary loan (note 4)	\$ 60,000	\$ 130,000
Accounts payable and accrued liabilities	1,936,039	833,404
Employee benefit obligations (note 5)	129,793	123,625
Deposits	93,545	44,077
Deferred revenue (note 6)	3,485,140	3,810,100
Long-term debt (note 7)	4,819,819	4,955,232
	10,524,336	9,896,438
Net financial debt	(2,489,086)	(3,302,470)
Non-financial assets		
Tangible capital assets (schedule 1)	45,887,932	40,680,505
Inventory of materials and supplies	223,660	200,936
Prepaid expenses	7,383	6,116
	46,118,975	40,887,557
Accumulated surplus (note 10)	\$ 43,629,889	\$ 37,585,087

Commitments and contingencies (note 19)

TOWN OF CLARESHOLM
CONSOLIDATED STATEMENT OF OPERATIONS
For the year ended December 31, 2009

	Budget (Unaudited)	2009	2008 (restated)
Revenue			
Net municipal taxes (note 11)	\$ 2,651,690	\$ 2,667,377	\$ 2,595,433
User fees and sales of goods	1,591,200	1,517,454	1,529,145
Penalties and costs of taxes	101,000	98,006	100,032
Licenses and permits	59,000	76,805	59,425
Franchise and concession contracts	90,000	100,197	91,060
Investment income	35,000	40,931	134,721
Rental	105,700	105,728	131,124
Government transfers for operating (note 12)	157,156	3,573,055	157,199
Family and community support services	281,006	288,997	240,320
Other	121,700	146,594	127,938
	5,193,452	8,615,144	5,166,397
Expenditures (note 13)			
Legislative	55,900	48,869	49,659
Administration	1,040,558	942,193	757,010
Fire	92,900	99,665	103,329
Ambulance services and first aid	31,971	31,971	122,556
Bylaw enforcement	92,120	85,962	117,925
Common and equipment pool	469,000	519,448	500,120
Roads, streets, walks, lighting	292,000	882,680	855,022
Airport	16,500	16,945	17,541
Storm sewers and drainage	120,000	104,715	75,348
Water supply and distribution	735,300	4,319,973	751,982
Wastewater treatment and disposal	185,700	240,336	234,742
Waste management	298,000	301,152	243,761
Family and community support services	281,006	301,259	226,683
Day care	49,016	72,616	46,271
Cemeteries and crematoriums	25,500	15,014	22,029
Other public health and welfare	64,500	58,114	-
Planning and development	166,450	185,692	156,009
Parks and recreation	685,581	768,940	487,002
Culture - libraries, museums, halls	219,900	286,218	214,848
	4,921,902	9,281,762	4,981,837
(Deficiency) excess of revenues over expenditures before other	271,550	(666,618)	184,560
Other			
Government transfers for capital (note 12)	5,068,650	6,711,420	3,102,960
Excess of revenues over expenditures	5,340,200	6,044,802	3,287,520
Accumulated surplus, beginning of year			
As previously stated	40,480,229	40,480,229	37,178,777
Prior period adjustment (note 14)	-	(2,895,142)	(2,881,210)
As restated	40,480,229	37,585,087	34,297,567
Accumulated surplus, end of year	\$ 45,820,429	\$ 43,629,889	\$ 37,585,087

TOWN OF CLARESHOLM
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS (DEBT)
For the year ended December 31, 2009

	Budget	2009	2008 (restated)
Excess of revenues over expenditures	\$ 5,340,200	\$ 6,044,802	\$ 3,287,520
Acquisition of tangible capital assets	(5,359,150)	(6,412,853)	(8,174,677)
Amortization of tangible capital assets	-	1,143,707	1,091,130
Loss on disposal of tangible capital assets	-	38,403	41,371
Proceeds on disposal of tangible capital assets	-	23,315	-
	(5,359,150)	(5,207,428)	(7,042,176)
Net change in supplies inventory	-	(22,723)	5,779
Net change in prepaid expense	-	(1,267)	(2,396)
	-	(23,990)	3,383
Change in net financial assets (debt)	(18,950)	813,384	(3,751,273)
Net financial assets (debt), beginning of year	(3,302,470)	(3,302,470)	448,803
Net financial debt, end of year	\$ (3,321,420)	\$ (2,489,086)	\$ (3,302,470)

TOWN OF CLARESHOLM
CONSOLIDATED STATEMENT OF CASH FLOW
For the year ended December 31, 2009

	2009	2008 (restated)
Operating transactions		
Excess of revenues over expenditures	\$ 6,044,802	\$ 3,287,520
Consolidation of Family and Community Support Services	-	41,300
Adjustments for items which do not affect cash		
Loss on disposal of tangible capital assets	38,403	41,371
Amortization of tangible capital assets	1,143,707	1,091,130
	7,226,912	4,461,321
Net change in non-cash working capital items		
Taxes and grants in place of taxes receivable	(69,710)	(52,351)
Trade and other receivables	216,809	(225,338)
Land held for resale	3,258	32,089
Inventory of materials and supplies	(22,724)	5,779
Prepaid expenses	(1,267)	(2,396)
Accounts payable and accrued liabilities	1,102,635	486,311
Employee benefit obligations	6,168	(5,466)
Deposits	49,468	(25,083)
Deferred revenue	(324,960)	(975,062)
	8,186,589	3,699,804
Capital transactions		
Proceeds on disposal of tangible capital assets	23,315	-
Acquisition of tangible capital assets	(6,412,853)	(8,174,677)
	(6,389,538)	(8,174,677)
Financing transactions		
Temporary loan	(70,000)	130,000
Proceeds of long-term debt	-	4,000,000
Repayment of long-term debt	(135,413)	(179,972)
	(205,413)	3,950,028
Increase (decrease) in cash and temporary investments	1,591,638	(524,845)
Cash and short-term investments, beginning of year	5,745,667	6,270,512
Cash and short-term investments, end of year	\$ 7,337,305	\$ 5,745,667

1. Significant accounting policies

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

(a) Reporting entity

The consolidated financial statements reflect the assets, liabilities, revenue and expenditures, changes in fund balances and change in financial position of the reporting entity which comprises all of the organizations that are owned or controlled by the Town and are, therefore, accountable to the Council for the administration of their financial affairs and resources. Included with the municipality is the Town of Claresholm Family and Community Support Services.

Taxes levied also includes requisitions for educational, health care, social and other external organizations that are not part of the municipal reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties. Interdepartmental and organizational transactions and balances are eliminated.

(b) Basis of accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired.

(c) Use of estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditure during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

(d) Investments

Investments are recorded at amortized cost. Investment premiums and discounts are amortized on the net present value basis over the term of the respective investments. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

1. Significant accounting policies, continued

- (e) Debt charges recoverable
Debt charges recoverable consist of amounts that are recoverable from municipal agencies or other local governments with respect to outstanding debentures or other long-term debt pursuant to annexation orders or joint capital undertakings. These recoveries are recorded at a value that equals the offsetting portion of the unmatured long-term debt, less actuarial requirements for the retirement of any sinking fund debentures.

- (f) Requisition over-levy and under-levy
Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

- (g) Inventories for resale
Land held for resale is recorded at the lower of cost and net realizable value. Cost includes costs for land acquisition and improvements required to prepare the land for servicing such as clearing, stripping, and leveling charges. Related development costs incurred to provide infrastructure such as water and waste water services, roads, sidewalks, and street lighting are recorded as physical assets under their respective function.

- (h) Prepaid local improvements charges
Construction and borrowing costs associated with local improvement projects are recovered through annual special property assessments during the period of the related borrowing. These levies are collectible from property owners for work performed by the Town.

Where a taxpayer has elected to prepay the outstanding local improvement charge, such amounts are recorded as deferred revenue. Deferred revenue is amortized to revenue on a straight-line basis over the remaining term of the related borrowings.

In the event that the prepaid amounts are applied against the related borrowing, the deferred revenue is amortized to the revenue by an amount equal to the debt repayment.

- (i) Government transfers
Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

TOWN OF CLARESHOLM
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2009

1. Significant accounting policies, continued

(j) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the consolidated Change in Net Financial Assets (Debt) for the year.

(i) Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over the estimated useful life as follows:

	Years
Land improvements	10-25
Buildings	25-50
Engineered structures	5-75
Machinery and equipment	5-40
Construction-in-progress	10-25

One-half of the annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

(ii) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

(iii) Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

(iv) Inventories

Inventories held for consumption are recorded at the lower of cost and replacement cost.

(v) Cultural and historical tangible capital assets

Works of art for display are not recorded as tangible capital assets but are disclosed.

TOWN OF CLARESHOLM
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2009

2. Cash and short-term investments

	2009	2008
Cheques issued in excess of cash on deposit	\$ (157,927)	\$ (47,138)
Temporary investments	7,495,232	5,792,805
	<u>\$ 7,337,305</u>	<u>\$ 5,745,667</u>

Included in cash and short-term investments is \$93,544 (2008 - \$44,077) of deposit liability funds which are not available for current purposes.

Temporary investments consists of one to three month term deposits with varying interest rates of 0.25% to 0.60% if held to maturity.

3. Taxes and grants in place of taxes receivables

	2009	2008
Current year	\$ 185,019	\$ 105,414
Arrears	61,844	71,739
	<u>\$ 246,863</u>	<u>\$ 177,153</u>

4. Temporary Loan

A temporary loan has been authorized by the Alberta Treasury Branches to a maximum of \$450,000 which bears interest at 2.45%. Security pledged includes a general security agreement.

5. Employee benefit obligations

	2009	2008
Vacation	\$ 90,248	\$ 85,933
Sick time	39,545	37,692
	<u>\$ 129,793</u>	<u>\$ 123,625</u>

Vacation and overtime

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

TOWN OF CLARESHOLM
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2009

6. Deferred revenue

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

	2009	2008 (restated)
Taxi token prepayments	\$ 4,311	\$ 4,249
Parking fund	3,558	3,541
Subdivision fund	35,529	69,134
Walking path fund	1,927	1,915
Sundry trust	360,574	287,449
Family and Community Support Services	-	13,841
AMWWP grant monies (water treatment plant and pipelines)	2,070,815	2,836,662
MSI grant monies (highway pumping station and water looping)	744,389	122,617
Other grant monies received for capital projects	264,037	470,692
	\$ 3,485,140	\$ 3,810,100

7. Long-term debt

	2009	2008
Debentures supported by general tax levies	\$ 91,705	\$ 110,158
Debentures supported by utility rates	4,728,114	4,845,074
	\$ 4,819,819	\$ 4,955,232
Current portion	\$ 143,467	\$ 135,413

Principal and interest repayments are due as follows:

	Principal	Interest	Total
2010	\$ 143,467	\$ 259,932	\$ 403,399
2011	152,020	251,379	403,399
2012	161,102	242,297	403,399
2013	170,750	232,648	403,398
2014	152,772	222,398	375,170
Thereafter	4,039,708	2,225,507	6,265,215
	\$ 4,819,819	\$ 3,434,161	\$ 8,253,980

Debenture debt is repayable to Alberta Capital Finance Authority and bears interest at rates ranging from 5.24% to 9.375% per annum, before Provincial subsidy, and matures in periods 2013 through 2033. The average annual interest rate is 7.75% (7.75% for 2008). For qualifying debentures, the Province of Alberta rebates 60% of interest in excess of 8%, 9%, and 11% to a maximum annual rate of 12.5%, depending on the date borrowed. Debenture debt is issued on the credit and security of the Town of Claresholm at large.

TOWN OF CLARESHOLM
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2009

7. Long-term debt, continued

Interest on long-term debt amounted to \$266,004 (2008 - \$83,988). The Town's total cash payments for interest in 2009 were \$267,986 (2008 - \$86,381).

8. Reserves

Reserves for operating and capital activities are as follows:

	2009	2008
Operating		
Waterline replacement	\$ 20,000	\$ 20,000
Cemetery	723	723
Office	28,780	28,780
Arena renovation	8,500	8,500
Waterworks	15,000	15,000
Garbage equipment	25,739	25,739
Debt reduction	292,453	292,453
Sewer main replacement	35,000	35,000
Fire truck	8,819	8,819
Fill dirt	11,427	11,427
Water pumps	2,500	2,500
Ball diamonds	245	245
General	159,206	561,067
Trust accounts	56,558	56,558
Physician recruitment fund	11,670	-
	676,620	1,066,811
Capital		
General administration	17,739	17,739
Water supply	78,867	78,867
Sewer	74,003	74,003
Subdivision	8,510	8,510
Acreage assessment	100,368	100,368
Airport land sales	43,844	43,844
Residential land sales	129,787	129,787
Industrial land sales	71,240	71,240
Town land	25,163	25,163
Tax recovery land	11,854	11,854
Tamarack subdivision	25,149	25,149
Enforcement vehicle	16,000	-
Backhoe	40,000	-
Drainage project	102,000	-
Garbage	18,000	18,000
Patterson playground	20,000	-
	782,524	604,524
	\$ 1,459,144	\$ 1,671,335

TOWN OF CLARESHOLM
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2009

9. Equity in tangible capital assets

	2009	2008 (restated)
Tangible capital assets (schedule 1)	\$ 70,993,790	\$ 64,782,478
Accumulated amortization (schedule 1)	(25,105,858)	(24,101,973)
Long-term debt (note 7)	(4,819,819)	(4,955,232)
	\$ 41,068,113	\$ 35,725,273

10. Accumulated surplus

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

	2009	2008 (restated)
Unrestricted surplus (deficit)	\$ 1,102,632	\$ 188,479
Internally restricted surplus (reserves) (note 8)	1,459,144	1,671,335
Equity in tangible capital assets (note 9)	41,068,113	35,725,273
	\$ 43,629,889	\$ 37,585,087

11. Net municipal property taxes

	Budget (Unaudited)	2009	2008 (restated)
Taxation			
Real property taxes	\$ 3,431,607	\$ 3,452,292	\$ 3,330,868
Linear property taxes	106,995	106,245	159,030
Government grants in place of property taxes	83,703	83,073	80,268
Special assessments and local improvements	50,400	46,782	50,445
	3,672,705	3,688,392	3,620,611
Requisitions			
Alberta School Foundation Fund	948,981	948,981	959,581
Porcupine Hills Lodge	72,034	72,034	65,597
	1,021,015	1,021,015	1,025,178
	\$ 2,651,690	\$ 2,667,377	\$ 2,595,433

TOWN OF CLARESHOLM
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2009

12. Government transfers

	Budget (Unaudited)	2009	2008 (restated)
Transfers for operating:			
Government transfers for operating	\$ 157,156	\$ 3,573,055	\$ 157,199
Transfers for capital			
Shared-cost agreements and grants	5,068,650	6,711,420	3,102,960
	\$ 5,225,806	\$ 10,284,475	\$ 3,260,159

Included in government transfers for operating is \$3,404,913 of funding for the Granum water line project.

13. Expenditures by object

	Budget (Unaudited)	2009	2008 (restated)
Salaries, wages and benefits	\$ 1,928,962	\$ 1,811,750	\$ 1,708,742
Contracted and general services	1,106,168	1,028,535	966,086
Materials, goods, supplies and utilities	1,070,716	4,484,797	813,998
Bank charges and short term interest	2,427	1,555	2,394
Interest on long term debt	268,100	266,004	83,988
Other expenditures	253,032	190,754	88,724
Provision for allowances	2,000	2,327	1,016
Transfers to organizations and others	52,581	54,914	16,217
Purchases from other governments	237,916	259,016	168,171
Loss on disposal of tangible capital assets	-	38,403	41,371
Amortization	-	1,143,707	1,091,130
	\$ 4,921,902	\$ 9,281,762	\$ 4,981,837

Included in materials, goods, supplies and utilities is \$3,404,913 of expenditures for the Granum water line project. This was fully offset by government transfers as described in note 12.

TOWN OF CLARESHOLM
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2009

14. Prior period adjustments

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

Adjustments to January 1, 2008 accumulated surplus:	
As previously reported	\$ 37,178,777
Adjustment to net book value of tangible capital assets	1,538,407
Adjustment to deferred revenue	(4,419,617)
<hr/>	
As restated	34,297,567

Adjustments to (deficiency) excess of revenues over expenditures for the year ended December 31, 2008:	
As previously reported	(4,744,340)
Tangible capital assets recorded but previously expensed	8,174,677
Amortization	(1,091,130)
Decrease in deferred revenue	989,684
Loss on disposal of capital assets	(41,371)
<hr/>	
As restated	3,287,520

Adjustments to tangible capital assets as at December 31, 2008:	
As previously reported	40,145,678
Adjustments to historical cost of tangible capital assets	24,636,800
Accumulated amortization recorded	(24,101,973)
<hr/>	
As restated	\$ 40,680,505

TOWN OF CLARESHOLM
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2009

15. Salary and benefits disclosure

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

	(1)	(2)	2009	2008
	Salary	Benefits & allowances		
Council				
Mayor Steel	\$ 8,157	\$ 4,088	\$ 12,245	\$ 12,308
Councillor Isaacson	7,172	2,361	9,533	9,461
Councillor Sutter	5,563	2,351	7,914	7,935
Councillor MacPherson	3,619	1,254	4,873	5,819
Councillor Leonard	2,907	1,308	4,215	4,814
Councillor Moore	2,860	1,254	4,114	4,323
Councillor Quayle	2,677	1,254	3,931	4,046
Chief Administrative Officer	80,249	16,322	96,571	95,082
Designated Officers (2 positions)	\$ 116,209	\$ 25,375	\$ 141,584	\$ 136,502

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

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

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

TOWN OF CLARESHOLM
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2009

16. Debt limits

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

	2009	2008
Total debt limit	\$ 12,865,109	\$ 7,852,088
Total debt	5,862,486	6,097,983
	\$ 7,002,623	\$ 1,754,105
Debt servicing limit	\$ 2,144,185	\$ 1,308,681
Debt servicing	403,399	403,399
	\$ 1,740,786	\$ 905,282

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

The total debt of \$5,862,486 includes the principal balance of the loan guarantee (\$1,042,667) for the Claresholm Golf Club, as disclosed in note 19.

17. Local authorities pension plan

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

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

The Town is required to make current service contributions to the LAPP of 8.46% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 11.66% on pensionable earnings above this amount. Employees of the Town are required to make current service contributions of 7.46% of pensionable salary up to the year's maximum pensionable salary and 10.66% on pensionable salary above this amount.

Total current service contributions by the Town to the LAPP in 2009 were \$92,375 (2008 - \$84,414). Total current service contributions by the employees of the Town to the LAPP in 2009 were \$81,934 (2008 - \$73,958).

At December 31, 2008, the LAPP disclosed an actuarial deficiency of \$4,414 million.

18. Financial instruments

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

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

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

19. Contingency and commitments

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

The Town has guaranteed a Macleod Savings and Credit Union Ltd. loan to the Claresholm Golf Club to a maximum of \$1,325,000. As at December 31, 2009, the principal balance of the loan was \$1,042,667.

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

The Town of Claresholm has entered an agreement with the Town of Granum for the conveyance and supply of potable water. This agreement is in effect until December 31, 2034.

The Town has future commitments to purchase a DAF filtration and membrane filtration system for the water treatment plant. The total amounts of these commitments are \$143,604 US and \$1,111,023, respectively.

20. Budget amounts

The 2009 budget for the Town was approved by Council on May 25, 2009 and has been reported in the consolidated financial statements for information purposes only. These budget amounts have not been audited, reviewed, or otherwise verified.

21. Approval of financial statements

These financial statements were approved by Council and Management.

TOWN OF CLARESHOLM
SCHEDULE TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2009

Schedule of tangible capital assets

Schedule 1

	Land	Land improvements	Buildings	Engineered structures	Machinery and equipment	Vehicles	Construction-in-progress	2009	2008 (restated)
Cost:									
Balance, beginning of year \$	977,939	\$ 420,239	\$ 11,023,680	\$ 43,019,704	\$ 1,097,306	\$ 1,172,156	\$ 7,071,455	\$ 64,782,478	\$ 56,672,150
Acquisition of tangible capital assets	-	-	15,216	6,084,742	28,000	284,895	-	6,412,853	8,174,677
Construction-in-progress	-	-	885,481	(1,235,393)	-	-	349,912	-	-
Disposal of tangible capital assets	-	-	-	(58,455)	(22,541)	(120,545)	-	(201,541)	(64,349)
Balance, end of year	977,939	420,239	11,924,377	47,810,598	1,102,765	1,336,506	7,421,367	70,993,790	64,782,478
Accumulated amortization:									
Balance, beginning of year	-	59,356	4,560,275	18,600,928	349,686	531,727	-	24,101,973	23,033,822
Annual amortization	-	29,049	235,337	768,242	55,585	55,494	-	1,143,707	1,091,130
Accumulated amortization on disposals	-	-	-	(21,375)	(11,359)	(107,088)	-	(139,822)	(22,979)
Balance, end of year	-	88,405	4,795,612	19,347,795	393,912	480,133	-	25,105,858	24,101,973
Net book value	\$ 977,939	\$ 331,834	\$ 7,128,765	\$ 28,462,803	\$ 708,853	\$ 856,373	\$ 7,421,367	\$ 45,887,932	\$ 40,680,505
2008 net book value (restated)	\$ 977,939	\$ 360,882	\$ 6,463,404	\$ 24,418,776	\$ 747,619	\$ 640,429	\$ 7,071,455	\$ 40,680,505	

Office of the Regional Director
SOUTHERN REGION

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

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

File No: 1560-SIP-CLAR

May 31, 2010

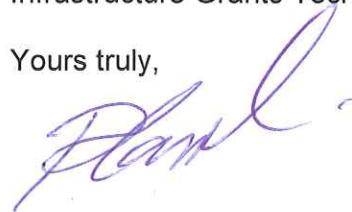
His Worship Rob Steel
Mayor
Town of Claresholm
P.O. Box 1000
Claresholm, AB T0L 0T0

Dear Mayor Steel:

Please be advised that a grant in the amount of \$222,000 is being electronically transferred to the Town of Claresholm under the 2010 Streets Improvement Program.

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

Yours truly,



Darrell Camplin, P.Eng.
Regional Director

KS/clh

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

May 21, 2010

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

Agenda,
Previously
took for
info need
resolution
of Council
KH

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

Dear Mr. Holbeck:

This letter pertains to the appointment of inspectors under the *Agricultural Pests Act*.

The Inspection and Investigation Branch, Regulatory Services Division, Agriculture and Rural Development (ARD), recently undertook a significant training initiative where employees of urban municipalities were trained in the delivery of the Rat Control Program. This program is backstopped by the *Agricultural Pests Act* (APA).

During this process, the question was asked, "What is the proper method or procedure to appoint Inspectors under this legislation?" This is very important as the legislation gives specific powers to inspectors while carrying out their responsibilities under the Act and Regulation. Municipalities need to ensure that their appointments are legal and proper to protect themselves and appointed inspectors from liability. It is also important that all local authorities follow a similar process in order to maintain consistency throughout the province.

Section 10 of the Act states:

Appointment of inspectors by local authority

- 10(1) The local authority of a municipality shall appoint a sufficient number of inspectors to carry out this Act and the regulations within the municipality.
- (2) Two or more local authorities may
- (a) jointly appoint inspectors to act within the municipalities represented by the local authorities, and
 - (b) enter into an agreement for the sharing of the costs of the inspectors appointed jointly.

Section 1(1)(g) of the Act defines "local authority" as:

- (i) the council of a city, town, village, summer village or municipal district,
- (ii) the Minister responsible for the *Municipal Government Act*, in the case of an improvement district, or

(iii) the Minister responsible for the *Special Areas Act*, in the case of a special area;

Alberta Justice has provided the following legal opinion on this issue:

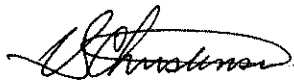
“If the local authority is a council referred to in subsection (i), the council must establish its own procedure to appoint inspectors. Because a council is a separate legal entity, it must also obtain its own legal advice. However, because the council is appointing an inspector pursuant to the APA, ARD has an interest in ensuring that inspectors are properly appointed. ARD can therefore provide information to councils on best practices to follow when appointing inspectors, even though councils are ultimately responsible for establishing their own procedure.”

Based on this opinion, I suggest that the proper process to appoint Inspectors under this Act is as follows:

1. The council appoints the individual to the position of *Agricultural Pests Act* Inspector and that appointment is documented by way of a motion at a council meeting.
2. The signing authority for the Municipality signs the attached appointment form with a copy held on your municipal file and a copy given to the appointee.

Should you have any questions, please feel free to contact me directly.

Yours truly,



Vaughn Christensen, Manager
Inspections

Attachment

MEMO

Know someone who is always stepping up, giving back and lending a hand? If so, consider nominating them for a Stars of Alberta Volunteer Award!

The Stars of Alberta Volunteer Awards recognize extraordinary Albertans whose volunteer efforts have contributed to the well-being of their community and fellow community members. Any Albertan whose volunteer efforts have played a significant role during their lifetime is eligible. Six awards are presented annually; two in each category of youth, adult and senior. The 2010 awards will be presented in a special ceremony in Edmonton on Friday, December 3 – just prior to International Volunteer Day, December 5.

The Stars of Alberta Volunteer Awards Program is an integral part of government's commitment to Alberta's voluntary sector. Seeking out ways to pay tribute to volunteers is part of the Government of Alberta's way of acknowledging and thanking our volunteers whose generous efforts contribute to the vibrant quality of life Albertans so enjoy.

For more information, please refer to the enclosed 2010 Stars of Alberta Volunteer Awards nomination form or visit our website at www.culture.alberta.ca/voluntarysector/stars

The deadline for nominations is Friday, September 24, 2010.

Best of luck!



Ms. Pat Blakney, Director
Voluntary Sector Services Branch

The *Stars of Alberta Volunteer Awards* honour extraordinary Albertans whose volunteer achievements have contributed to the well-being of their community and fellow community members. Six awards, two in each category of youth, adult and senior are presented annually on or around International Volunteer Day, December 5.

AWARD CRITERIA

Albertans, who meet the following criteria, are eligible for a Stars of Alberta Volunteer Award:

- Exemplifies the spirit of community service
- Demonstrates exemplary initiative, leadership, and creativity in his/her service to others
- Serves as a role model for others in his/her community
- Inspires others to engage in volunteer service
- Improves the overall quality of life of fellow Albertans and community as a whole.

NOMINATION CHECKLIST

Submissions for the 2010 Stars of Alberta Volunteer Awards must include the following:

- Letter of Nomination submitted by the nominator
- Completed Nomination Form signed by the nominee and the nominator
- Completed Critical Information (detailed responses to the requested points one through eight in a separate attachment)
- Completed list of references

Freedom of Information and Protection of Privacy Act (FOIP)

The personal information that is provided in the nomination submission about the nominator and the nominee is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act and is protected by the privacy provisions of that Act. The information will be used for the purpose of administering the Stars of Alberta program and to select and publicize the achievements of the award recipients.

Submissions can now be made on-line. For complete instructions visit:
www.culture.alberta.ca/voluntarysector/stars

DEADLINE FOR NOMINATIONS:

FRIDAY, SEPTEMBER 24, 2010

Award nominees and their nominators will be notified in writing of the selection committee's decision in November 2010.

GUIDELINES

The Stars of Alberta Volunteer Awards program is run in accordance with the following guidelines.*

1. The nominee must meet the eligibility criteria outlined in the nomination form.
2. The nominee must be a resident of Alberta at the time of the nomination.
3. The individuals identified as references for the nominee agreed to have their personal information included in the nomination form.
4. Nominations made by family members will not be accepted.
5. Nominations can not be submitted without permission of the nominee.
6. If more than one nomination is submitted for the same nominee, only the first nomination received will be considered.
7. By signing the nomination form, each nominator and nominee agrees to:
 - Abide by the guidelines that govern the Stars of Alberta Volunteer Awards.
 - Participate in the awards program and in the nomination process.
8. In the event the nominee is chosen to receive an award, the nominee agrees to participate in all awards-related activities and functions, including the awards ceremony in December 2010.
9. The decisions of the selection committee are final.
10. Nominations become the property of the Government of Alberta and will not be returned.
11. Nominations that are incomplete or do not comply with these guidelines may be disqualified. The Voluntary Sector Services Branch will not accept responsibility for incomplete, inaccurate, lost or late nominations.

*Guidelines are subject to amendment by the Voluntary Sector Services Branch of Alberta Culture and Community Spirit.





ALBERTA
TOURISM, PARKS AND RECREATION

*Office of the Minister
MLA, Calgary-Shaw*

June 4, 2010

AR20383

Mr. Rob Steel
His Worship, Town of Claresholm
PO Box 1000
Claresholm, AB T0L 0T0

Dear: Mr. Rob Steel

Ministry of Tourism, Parks and Recreation is responsible for sport and recreation in Alberta, and we are pleased to invite you to consider submitting a bid for the right to host the 2013 Alberta 55 Plus Summer Games in your community. Enclosed, for your information, is a brochure with details on how to apply.

The successful host community is given the opportunity to showcase its talents to approximately 1,100 participants from all regions of the province, as well as to attract numerous spectators and special guests. Communities with populations of less than 10,000 are encouraged to join together with neighbouring communities to submit a joint bid.

The community awarded the 2013 Alberta 55 Plus Summer Games will receive base financial support to cover operational, cultural and legacy aspects of the Games.

The *Guidelines for Communities Bidding to Host the 2013 Alberta 55 Plus Summer Games* is available from the Alberta Sport, Recreation, Parks and Wildlife Foundation (ASRPWF) upon request or visit www.albertagames.com to assist you in preparing your bid.

In addition, staff of the ASRPWF are available to provide consultative assistance if required. For additional information, please contact Mr. Dennis Allen, ASRPWF, toll-free by dialing 310-0000 followed by (403) 297-2729, or e-mail dennis.allen@gov.ab.ca.

We look forward to receiving your application.

Sincerely,

Cindy Ady
Minister of Tourism, Parks and Recreation
MLA, Calgary-Shaw

Enclosure

cc: Alberta Sport, Recreation, Parks and Wildlife Foundation

June 4, 2010

Town of Claresholm
Box 1000
Claresholm, Alberta
T0L 0T0

Attention: Ms. Kris Holbeck, CA Chief Administrative Officer

Dear Sirs:

Re: Your Letter of May 31, 2010 – Return of Land Offer Deposits

Further to your letter of May 31, 2010, the June 3, 2010 meetings between your Ms. Kris Holbeck, Mr. Jeff Gibeau and our Mr. David Rogne and the telephone conversation today between your Ms. Kris Holbeck and the writer, we wish to respond to the issues of the three land purchase agreements and the \$55,272.60 land deposit.

As indicated in the conversation between the writer and your Ms. Kris Holbeck, the intended purchaser of the lands and the provider of the deposit funds is ESIP Holdings Ltd. (“ESIP”). Your cheque was made payable to Emercor Ltd., ESIP’s operating subsidiary and was returned uncashed to Ms. Holbeck by David Rogne pending the resolution of the issues relating to the proposed land purchases.

The R4 Residential Land

With respect to the R4 land, Mr. Rogne advised you that the circumstances had not changed since ESIP’s offer was made by letter dated September 20, 2007 and that ESIP still wanted to proceed with the R4 project. He reviewed with you the recent plans for the site prepared by ESIP’s architect and discussed the need that Emercor has identified in Claresholm for the type of affordable housing that ESIP plans for the site. Your advice to Mr. Rogne was to prepare another offer for the site to the Town in the same format as the previous offer and that the new offer would be presented to the Town Council at the next council meeting for its consideration.

In response to this suggestion, you will find attached an offer dated June 4, 2010 relating to the town’s R4 site on Highway 520 with terms and conditions almost identical to those contained in the original offer. The changes made are as follows:

1. ESIP proposes that the \$12,360 deposit paid to you in 2007 be retained by you as a 10% deposit on the new agreement that would result from your acceptance of the new offer.
2. In Clause 2 the words “and temporary development permit by the MD of Willow Creek on the airport lands and the issue of a development permit” have been removed since the temporary development permit has been obtained.
3. In Clause 3 the date March 30, 2009 has been replaced in two places with the date June 15, 2011.
4. In Clause 4 the words “and retained by ESIP” have been added to provide for the possibility of homes developed under the Habitat for Humanity program and other government and ESIP sponsored affordable homes programs being sold to the new occupants of the homes.

5. Emercor Ltd. has been removed as a signatory since its role in obtaining the temporary development permit from the MD of Willow Creek has been accomplished.

Airport Vacant Land

You were advised that ESIP still had a requirement for additional land to provide a marshalling location for large projects such as those involving the manufacture of employee housing for large construction camps. Consequently Emercor requested that a purchase agreement be negotiated for this land. Since the original agreement was executed, ESIP and the Town became aware that some of the land covered by the agreement was not available for sale by the Town. It was proposed that the Town confirm the number and location of the acres available for sale and that a new offer be prepared by ESIP for the Town council's consideration.

Airport Land for Extension of Lancaster Drive

You were advised that ESIP wishes to purchase this land pursuant to the existing agreement. The Town was obligated to complete the survey and subdivision in order to determine the exact number of acres involved and to obtain titles to the land that could be delivered to ESIP upon closing. These events have not yet happened and they are solely within the control of the Town. ESIP is prepared to wait for the Town to complete this process provided that the project is addressed with diligence but in any event ESIP wishes to complete the purchase of this land pursuant to the existing agreement when title is available.

Land Purchase Deposits

Pending the resolution of the above issues, ESIP proposes that the Town retain the land deposit funds until such time as the ESIP payment obligations to the Town have been determined.

Please confirm that the above expresses your understanding of how we are to proceed at this time and advise if the enclosed letter of offer on the R4 land is acceptable for presentation to Town council.

Yours truly,

ESIP Holdings Ltd.



Per Kenneth H Lambert
Chief Executive Officer

Pc: David Rogne
Jack Nodwell

June 4, 2010
Town of Claresholm
Box 1000
Claresholm, Alberta
T0L 0T0

Attention: Ms. Kris Holbeck, CA Chief Administrative Officer

Dear Sirs:

Re: Offer to purchase Town's 4.12 Acre R4 Site on Highway 520

ESIP Holdings Ltd ("ESIP") made an offer to purchase the Town's R4 site on Highway 520 pursuant to a letter dated September 20, 2007 which offer was subsequently accepted by the Town. This purchase agreement subsequently expired with the passage of time. The conditions that gave rise to ESIP's offer still exist at this time and ESIP would like to reestablish a purchase agreement with the Town on this R4 site. Consequently ESIP hereby offers to purchase your R4 site for a purchase price of \$30,000 per acre plus GST. You have advised that the total acreage of this parcel is 4.12 acres. ESIP enclosed a bank draft payable to Town of Claresholm in the amount of \$12,360 representing a 10% deposit on the total purchase price of \$123,600 before GST at the time the September 20, 2007 offer was submitted. The Town is still holding these funds. ESIP requests that the \$12,360 paid to you in 2007 be held by you as a 10% deposit on the new agreement that would result from your acceptance of this offer.

This offer to purchase is subject to the following terms, conditions and undertakings, which conditions may be waived in all or in part by ESIP at its sole discretion and which undertakings may be waived by the Town of Claresholm in its sole discretion:

1. An undertaking by the Town of Claresholm to use reasonable efforts, consistent with its duties as a public body, to assist and cooperate with ESIP and/or its partners or assigns to access federal and provincial funds that may be available from time to time for the development of affordable housing or for the development of housing using environmentally acceptable methods of reducing the consumption of water and conventional energy.
2. The receipt by ESIP of a satisfactory independent environmental report of the R4 Site by a recognized professional consultant, acceptable to ESIP, to be undertaken at ESIP's cost and upon ESIP's terms and conditions. The type of environmental report required will be the type which is required in order to obtain financing for the purchase and project upon the R4 Site. ESIP will not be required to commence the independent environmental investigation until the issue of the development permit by the Town on the R4 site has been resolved to ESIP's satisfaction.
3. Written notice shall be provided to the Town that the above conditions 1 and 2 are satisfied or waived by the purchaser on or before June 15, 2011. The time frame within which the conditions are to be satisfied or waived may be extended by mutual written agreement of the Town and the Purchaser so long as such an agreement to extend the date is entered into prior to June 15, 2011. If such notice is not given to the town, the Offer to Purchase is at an end and the Town shall within ten days refund the deposit to ESIP without bonus, penalty or interest.
4. ESIP undertakes for a period of 10 years following the issue of the initial occupancy permit to make available 50% of the units developed on this R4 site and retained by ESIP as affordable

housing units available to qualifying residents of the Town of Claresholm upon terms and conditions that are mutually determined by the Town of Claresholm and ESIP from time to time. In the event that the town and ESIP can not agree on a term or condition relating to the occupancy of these units, such term or condition shall be determined by arbitration in accordance with the laws of the province of Alberta.

5. The purchase of the R4 Site will close 30 days following the date upon which notice of removal or waiver of conditions set out in paragraphs 1 and 2 above, is given by ESIP. The closing shall take place using reasonable trust conditions and the purchase price shall bear GST.
6. In the event that ESIP does not waive or indicate that the conditions set out in paragraphs 1 and 2 above are satisfied, by the date set out in this agreement, the Offer to Purchase is at an end and the Town of Claresholm shall refund the deposit made by ESIP to ESIP within 10 days, without interest, bonus or penalty.
7. Notwithstanding the above, a condition subsequent to the Town of Claresholm's acceptance of the offer contained in this letter is that prior to the transfer of the R4 Site to ESIP, ESIP shall have prepared and delivered to the Town of Claresholm a site plan for the proposed development of the R4 Site that has been approved by the Town of Claresholm.

If any of the above conditions present you with a problem, please contact the writer at 403-615-6728 or 403-244-2434 and we will attempt to resolve the problem.

Yours truly,

ESIP Holdings Ltd.



Per Kenneth H Lambert
Chief Executive Officer

Pc: David Rogne
Jack Nodwell

Agenda

Judy-Florence Moser
Grade Six Teacher
West Meadow School
Box 130
Claresholm, AB
TOL OT0
May 19, 2010

Mayor Rob Steel
Claresholm Town Office
Claresholm, AB
TOL OT0

Dear Rob,

Please find enclosed a petition the grade 6AA students of West Meadow Elementary have composed as part of their Social Studies curriculum. The students brainstormed as many concerns as they could think of for the Town of Claresholm and then voted on which one to write a petition on. If at all possible, would you please respond to the students and let them know what you thought of their petition and their idea.

Thanks so much,

Judy-Florence

May 19, 2010

Petition to have a movie theatre created in Claresholm, Alberta.

We, the undersigned, have concerns about why there is not a movie theatre in Claresholm. We request that the town consider the following:

- **Allocating an empty building in Claresholm for a movie theatre.**
- **Provide planning permission for a movie theatre to be located in the town of Claresholm.**

We request this for the following reasons:

- **Help keep our youth occupied and off the streets**
- **A possible tourist attraction**
- **Could be used to raise revenue by renting the space for theatre productions, dance recitals, music recitals, or weddings**
- **Good for the environment as people are not driving to Lethbridge, Fort Macleod or High River to see a movie**
- **Employment opportunities**
- **All ages can make use of the facility**

NAME: PRINTED	ADDRESS	SIGNATURE
Buddy Bakker	Box 1471	Buddy Bakker
Clay Keeley	Box 9911	Clay Keeley
Joel Vandervalk	Box 922	Joel Vandervalk
Aidan O'Connor	Box 5555 119	O'Connor ^{as}
Loann Biever	Box 26	Biever
Tristen Bischoff	Box 619	Tristen Bischoff
Marshall Park	Box 1625	MP
Layne Burton	Box 2024	Layne Burton
Justin Fisher	Box 616	Justin Fisher
Lisa Florence	Box 2164	Lisa Florence
Chloe Burrows	Box 1801	Chloe Burrows
Briana Toone	Box 280	Briana Toone
Diann Coomes	Box 113	Diann Coomes
Kelly Meekma	2423 Box	Kelly Meekma
Colten Koehler	Box 1895	Colten Koehler
Nathan Poelman	Box 1886 Graham	Nathan Poelman
Austin Wever	Box 430	Austin Wever
Dakota DeBald	Box 1931	Dakota DeBald
Henzie Russell	Box 2375	Henzie Russell
Chyna Clay	Box 1456	Chyna Clay
Dan Koslney	Box 73	Dan Koslney
Gina Pinkerton	Box 2848	Gina Pinkerton
Tyrel Lelek	Box 1705	Tyrel Lelek
Kiana Toone	Box 147	Kiana Toone
Braeden Mitchell	Box 344	Braeden Mitchell

May 21, 2010.

To Town of Clarendon Administrator,
we are requesting the use
of lots 10 & 11 at Clarendon
Industrial Airport for the
use of horse pasture.

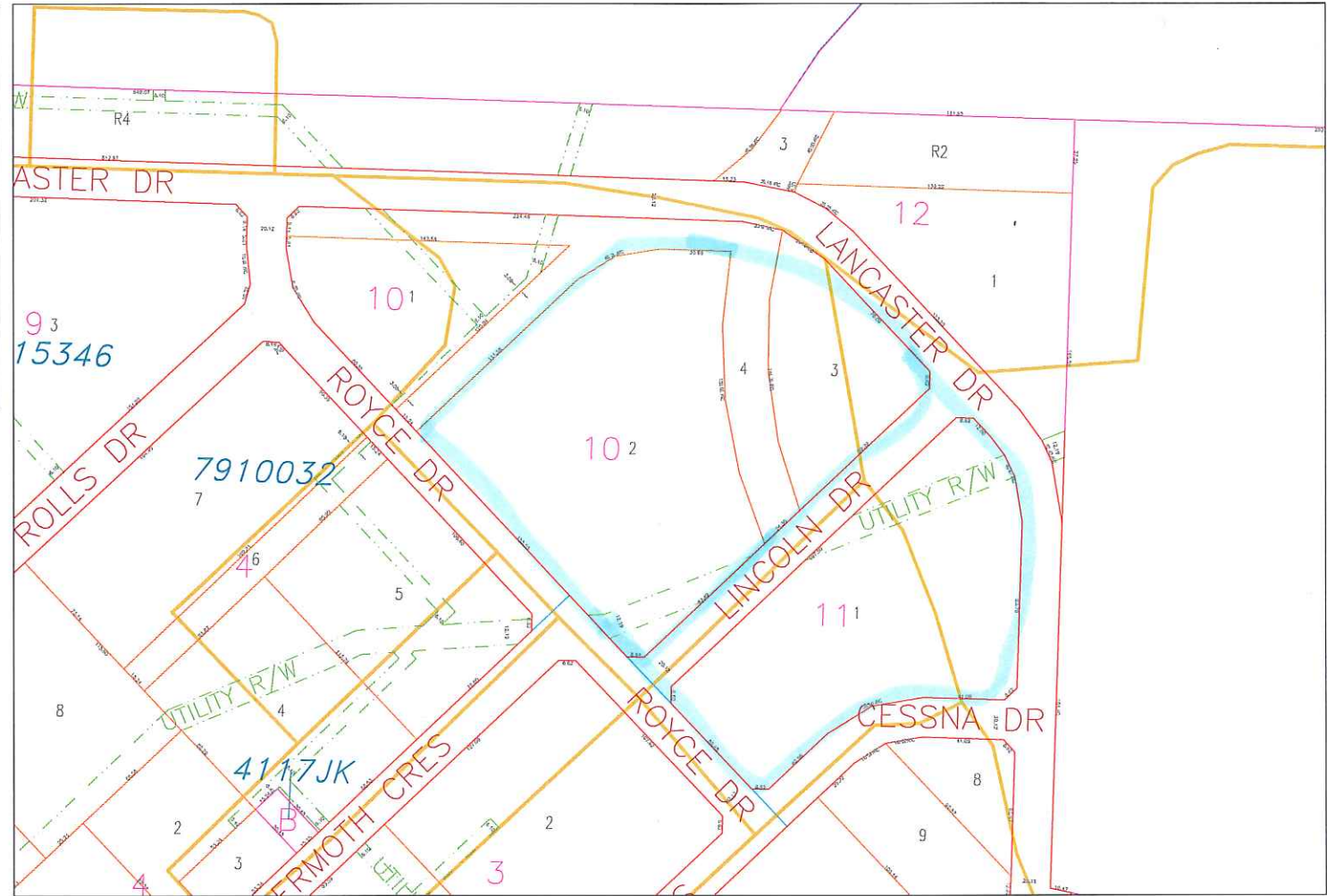
Ed Torres

625-
2262

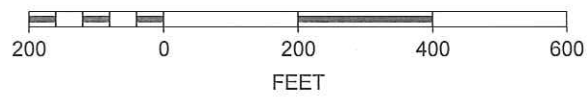
Town of Claresholm

Infrastructure

- Street Text
- Street Centreline
- Airport
- Adjacent Roads
- Title Linework
- ROLL NUMBER QUESTIONS
 - Common Property
 - No Roll Number
- Parcels



SCALE 1 : 3,424



Town of Claresholm
Box 1000
Claresholm AB T0L 0T0

May 25 2010

Dear Mayor and Town Councilors:

I am sending this letter for consideration by the council to allow a third burial in one site (all cremations). I sent the letter below to the staff that handles the burial arrangements. This is a family plot and I realize that any additional plaque placed would need to be recessed to allow easy maintenance.

" Some time ago I contacted your office to enquire about other members of Albert Hill's family possibly being buried in the same gravesite as Rose and Albert Hill.

I was asked to have Dad send a letter to ask permission but unfortunately he became ill and we didn't manage to get this done.

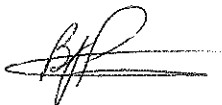
Dad passed away on March 13 2010 and one of his last wishes was that as executor of his estate I pursue this. Attached is a copy of the will naming me as executor.

Since Dad was cremated this leaves more than half of the gravesite vacant and he thought it would be nice to allow, should we so desire, to be in the same spot. There is one of us interested in this, so I hope it can be done.

I will be contacting you further to arrange for Dad's internment in July. Thank you for your assistance. I look forward to your response."

I greatly appreciate your consideration of my request.

Yours truly,



Beverly J Petersen

7131 35 AVE NW
CALGARY AB T3B 1T1
403-286-4506

Report

To: Council
From: Administration and Councillor Sutter
Date: June 3, 2010
Re: Proposed KinPark moving forward

OVERVIEW

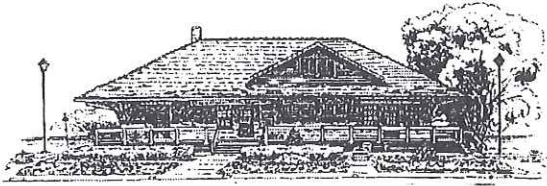
Councillor Sutter and Administration were instructed to meet with Kinsmen and Kinette representatives to discuss the proposed Kin Park based on Council's discussion of the proposed site at the Water Treatment Plant and their concerns regarding that site.

Discussions centred around the cost of that particular site for bringing in underground utilities, that the clay base was removed from the site to build the wet pond and the cost associated with rebuilding an adequate base for structures and the liability concerns with having an open water feature as an amenity to the park.

Both parties brainstormed other venues for Kin Park and decided that in the spirit of cooperation that the Town and Kinsmen and Kinettes would move forward and investigate having Kin Park be potentially sited in one of the new residential developments that are planned in the community's future growth strategy.

The intent is for the Kinsmen and Kinettes to assist the Town by continuing to fundraise for a future Kin Park in Claresholm while both parties continue to investigate and collaborate on a location that works in the best interests of both stakeholder parties and the community as a whole.

Kris Holbeck, CA CAO



Claresholm & District Museum
5126 Highway # 2
Box 1000
Claresholm, Alberta
T0L 0T0
Phone: 1-403-625-3131

June 2, 2010

Town Council
Town of Claresholm
Box 1000
Claresholm, Alberta T0L 0T0

Dear Mr. Mayor and Councillors;

On behalf of the Claresholm and District Museum Board, I would like to invite you to join us at the new museum building on Monday June 28th at 6:00 p.m. Construction of the exhibit spaces has been completed and artifacts from our collection have been arranged in these new spaces to tell stories from Claresholm's history.

We look forward to your visit.

Sincerely

Rae Trimble
Chair, Claresholm and District Museum Board

Report

To: Council
From: Administration - CAO
Date: June 10, 2010
Re: Capital Projects Update

PINE COULEE PROJECTS

RAW WATER LINE – completed. Budgeted Cost \$4,672,000 Actual Cost \$4,180,115.

WATER TREATMENT PLANT UPGRADE – Pall and DAF filtration systems are being integrated week of June 14th. SCADA tweaking continues so all chemical and process systems work together as required. Estimated time of completion is June 30, 2010. This is the WTP work only and does not include the contractor leveling out the dirt pile or cleaning up the worksite. Estimated time of cleanup being complete is mid July 2010. Budgeted Cost \$9,998,225 Actual Cost to date \$9,155,384.

Part of this project is the Main Pumping Station Upgrade. Estimated time of completion is June 30, 2010, however, due to engineering errors with the electrical system only three of the four pumps will be hooked up to the existing electrical system. Fortis Alberta is working on engineering an electrical upgrade to handle the load of the four generators at the pump station. This electrical work is estimated to be completed and the electrical system upgraded within 4 – 6 weeks. Budgeted Cost \$846,650 Actual Cost to date \$40,858.

GRANUM TREATED WATERLINE – completed. Budgeted Cost \$3,781,000 Actual Cost \$3,393,906. The Town of Granum is now purchasing treated water from the Town of Claresholm.

SOUTH SANITARY SEWER PROJECT

All pipe is laid from the airport to Highway 520. Issue encountered at the 520 where back graded sanitary sewer pipe was found and will have to be removed and the new pipe graded correctly. Additional cost per Cicon Engineering will be based on contractor's bid in the contract and will be approximately \$15,000 (\$5,000 of which is the Town's cost from its MSI capital grant). See attached memo for details on budget and timelines. Approved grant funding from the three parties is federal \$1,022,000, provincial \$1,064,000 and municipal (MSI capital grant funding) \$1,064,000.

2010 INFRASTRUCTURE PROJECTS

The tender for bids has been posted on Alberta Purchasing Connection and the deadline for submitting bids is 4 pm on Monday, June 14th, 2010. Administration and Cicon Engineering will review all tendered bids and do a breakdown of each bid by project costs and optional items requested by the engineering firm for additional information. A recommendation will come to Council on June 28th, 2010 showing bid details for Council's consideration. The projects for 2010 include the lane, storm sewer and sidewalk in the Cottonwood/Sundance area and the paving of 8th Street north from Highway 520 to Pedersen Estates.

Subject: South Sanitary Sewer

From: "Cicon Engineering" <cicon@telusplanet.net>

Date: Thu, 10 Jun 2010 12:54:42 -0600

To: "Kris Holbeck" <kris.holbeck@townofclaresholm.com>

CC: "Mike Schuweiler" <mike.schuweiler@townofclaresholm.com>

Kris,

As per your request, outlined below is the status of the Town of Claresholm South Sanitary Sewer project. All costs outlined do not include GST.

Estimated construction costs (Dec 9, 2009) - \$2,464,000.00

Construction Costs to May 31, 2010 - \$1,619,430.00
(includes additional costs of water line at airport)

Projected Construction Cost - \$401,412.00
to complete (includes crossing 43 Ave)

Total Projected Construction Cost - \$2,020,842.00
(note: total contract amount
with Foran - \$2,021,462.00)

To the total projected construction cost, add the following to obtain the total costs for this project.

Easement costs	- \$ 41,000.00
Engineering	-\$ 160,000.00
Misc by town	- \$ 21,000.00
Airport water material by town	- \$ 11,000.00
Contingencies	- \$ 20,000.00

TOTAL PROJECTED PROJECT COSTS - \$2,273,842.00 plus GST

Note Dec. 09,2009 total project costs were estimated at \$2,683,000.00 plus GST.

As of today's date, it is expected that the Contractor, Foran Equipment, will complete main line installation in 7 working days or by June 18, 2010.

Lift station decommissioning, surface clean up, asphalt and curb and gutter replacement is anticipated to take another 2 weeks, completing the total project by July 5, 2010, three weeks later than contract completion date of June 15, 2010.

Should you require any further information or have any questions, please do not hesitate to contact.

Thank you,

Ivan D. Chrapko, P.Eng.



Box 1360
436 - 24 Street

INFORMATION ITEMS

MINUTES
Claresholm and District Museum Board
April Wed. 28, 2010- 7:30 P.M. @ Museum Expansion Building

Present: Harold Seymour, Rae Trimble, Don Clark, Anola Laing,
Doug Leeds, Rita Burton, Bob Mackin, Bette Slovak and Bernice Case
Absent: Jo Ann Peach and Doug McPherson

1. Chairman Rae Trimble called the meeting to order at 7:40 P.M.
2. Approval of Agenda- moved by: Harold Seymour
Addition to agenda: 7.5 History Book Sales Carried.
3. Approval of Regular Meeting Minutes by: Don Clark Carried
4. Correspondence:
 1. Lethbridge Hist. Society, newsletter
 2. Les Ulchburger - package of items belonging of Les Ulchburger photo's, diary's etc. donated to Museum. RCAF.
 3. Letter from Lawyer re: Leslie May Lewis- Estate-Will- donation (Silver Serving Set and Tray) believed to have been owned by her parents Roger and Alberta Lewis.
 - 4.
5. Curator/Collections Assistant Report:

Collections Assistant report everyone received a copy
Rae Trimble gave a verbal report: All items were addressed.

 1. Story Boards coming along nicely.
 2. Carol Simpson- has some items to donate, Rae and Rita will contact Carol.
 3. Heritage Cabinet- need to contact a cabinet maker. ASAP
6. Old Business:
 - 6.1 Expansion: moving along, volunteers are doing great at recreating displays.
 - 6.2 Everyone received an amended Budget Forecast for 2010.
 - 6.3 Willow Creek Historical Association- Sr. Center Wed. May 19th 7:30.
Everyone welcome. "Early Claresholm in Pictures"
 - 6.4 Video Conference-"Fundraising for Non Profit Groups" March 30th.
Rae Trimble and Bernice Case attended. We have applied for all the grants suggested in the course in the past years.
 - 6.5

7. New Business:

7.1 Synopsis of Grants received since 1999. Everyone received a copy. Rae Trimble discussed the items.

7.2. Hazel (Moss) Perrier- Quilt for 100th Anniv. of” Home Children in Canada”; wants to display the quilt she designed with photos and additional information before being sent to (Pier 21). It will be on display for a couple of days with news reporters and perhaps T.V. (About June 5th)
It has to be at Pier 21 before July 1st when the Queen will be there.
Motioned by: Doug Leeds to make a space available to show her quilt. Carried.

7.3 Presentation to staff WCCHS, Thurs. April 22. Rae reported it went well.

7.4 Even Berger and Hon. Cindy Ady, Minister of Tourism were here April 27.
Hon. Cindy Ady said “I’m very impressed with what you’re up to” as she toured through the Museum.

7.5 History Book Sale- Doug Leeds reported: Sunday May 16 at the Comm. Center, Official Launch of Vol.11 History Book, “Where the Wheatlands Meet the Range”.
Moved by: Doug Leeds to allow History Book Sales at the Museum. Carried.

General comments:

Next Meeting: Wednesday, May 26, 2010, 7:30 P.M. Expansion Building.

Adjournment by: Anola Laing Carried.

Please be in attendance.



Principal

Mr. K.
Hewson

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

Principal's Update

West Meadow Elementary School

Tuesday, May 25

GRADE/Stanford Testing



Beginning this week, all students in Kindergarten to grade six will begin GRADE testing. This annual assessment focuses upon student literacy skills and is used by teachers to determine student progress, as well as plan for students in the upcoming year. More information about the testing is being added to the school website—a brochure is also available by contacting your child's teacher. All student results will be shared with families in June.

Grade seven students will engage in Stanford testing, a standardized test focused on literacy and mathematics skills.

Looking Ahead...



- June 2** Safety Patrol BBQ—Lethbridge
- June 4** Career Fair (5-7 site)
- June 4** Literacy Carnival
- June 10** Talent Show (5-7 site) - 4 pm
- June 11** Staff Planning Day

K-4 Week at a Glance

Monday, May 24	Victoria Day
Tuesday, May 25	Hot Dog Day
Wednesday, May 26	Fundraising Society Meeting—6:30 pm
Thursday, May 27	Pizza Day
Friday, May 28	Last day to return Library books

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

5-7 Week at a Glance

Monday, May 24	Victoria Day
Tuesday, May 25	Pizza Day Gr. 6 Band Workshop - Lethbridge Track & Field Divisionals—Pincher Creek
Wednesday, May 26	Fundraising Society Meeting—6:30 pm
Thursday, May 27	Subway Day Gr. 6 Field Trip—Rothney Observatory
Friday, May 28	Last day to return Library books

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

Fundraising Society Meeting

Wednesday, May 26—6:30 pm

Plan to join us at the 5-7 site this Wednesday for the next Fundraising Society Meeting. The agenda will include:

- Planning for 2010-2011, including anticipated expenses and fundraising efforts
- Final Supporting Schools decisions for 2009-2010



Literacy Carnival



Friday, June 4
3:00—6:00 pm
5-7 Site

This evening does not happen without the great help of volunteers! Please contact the K-4 site to volunteer.

Career Fair

Friday, June 4
12:00—1:30 pm
5-7 Site



See the June Newsletter for more info!

In the June newsletter, information for families regarding classes and staffing for 2010-2011, as well as the process for developing class lists, will be shared.

LRSD Satisfaction Survey results are in and are positive! To see all results, with past year comparisons, visit the school website or contact the office for a paper version.

2010-2011 WMES Calendar Approved

On the back of this Update, a copy of the final school calendar for West Meadow for next year is shared. Please note that our school has an additional five days taken for staff planning, all at the start of September (to allow for the transition to a K-6 school). K-6 students do not start back to school until after Labour Day.



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

2010-2011 School Year Calendar West Meadow Elementary

August-10

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
28	30	31				

August

- 24 LRSD Staff planning Day
- 25 LRSD Staff Planning Day
- 26 LRSD Staff Planning Day
- 30 WMES Staff Planning Day
- 31 WMES Staff Planning Day

February

- 21 Family Day
- 22 Day in Lieu of Interviews
- 23 Day in Lieu of Interviews
- 24 Teachers' Convention
- 25 Teachers' Convention

February-11

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

September-10

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

September

- 1 WMES Staff Planning Day
- 2 WMES Staff Planning Day
- 3 WMES Staff Planning Day
- 6 Labour Day
- 24 LRSD Staff Planning Day

March

- 25 LRSD Staff Planning Day

March-11

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October-10

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October

- 8 Inter-School LRSD PD Day
- 11 Thanksgiving

April

- 21 Last day before Easter break
- 22 Good Friday

April-11

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November-10

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

November

- 1 LRSD Staff Planning Day
- 11 Remembrance Day
- 12 Divisional P.D Day

May

- 2 First day after Easter break
- 10 PAT Gr. 3 - LA Part A
- 11 PAT Gr. 6 - LA Part A
- 20 LRSD Staff Planning Day
- 23 Victoria Day

May-11

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December-10

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

December

- 17 Last Day before Christmas break

June

- 13 PAT Gr. 6 - Math Part A
- 14 PAT Gr. 3 - LA Part B
- 14 PAT Gr. 6 - Social
- 15 PAT Gr. 6 - LA Part B
- 16 PAT Gr. 3 - Math
- 16 PAT Gr. 6 - Math
- 17 PAT Gr. 6 - Science

June-11

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

January-11

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January

- 3 First Day after Christmas Break
- 28 LRSD Staff Planning Day
- 28 Final day of Semester 1
- 31 First day of second semester

2010-2011

- 199 Operational Days
- 180 Instructional Days
- 973.0 Instructional Hours

*Grade 1-9 schools are required by
Alberta Education to have 950
instructional hours.*

**June
2010**

West Meadow Elementary News



K-4 Facility

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



5-7 Facility

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

Principal

Mr. Kurtis Hewson

Assistant Principal

Ms. Karen Bingley
K-4 Facility

Assistant Principal

Mrs. Lynne Penniket
5-7 Facility



West Meadow
Elementary School

Introducing our New Logo!

The new logo for our school is ready for public unveiling! Thank you to Claresholm Local Press for their graphic design and creation of the logo!

Next fall, the K-6 facility will be continuing with magazine sales. This fundraising activity will align with the fundraising criteria established by our Fundraising Society (shared below). In the fall, more information will be shared with parents so plan to support the school with your magazine renewals!

We will ensure fundraising efforts will not negatively impact the education of students and should be healthy for students and the school

We will ensure fundraising is most effective and least intrusive on the school day

We will ensure fundraising efforts focus on maximum profit while minimizing volunteer and staff time and energy

We will ensure fundraising efforts will not result in individual student or staff gain

We will ensure participation in all fundraising is voluntary and pressure-free (non-competitive) for staff, students and parents.

**The next Fundraising
Society meeting is
scheduled for June
15 at 6:30 pm**



The West Meadow Elementary School logo reflects four key elements of our K-6 school community:

Children are at the forefront of all we do at our school.

Children are engaged and enjoy school, represented by the smiling child.

Literacy is a critical component of a K-6 education, represented by the book.

The leaf represents our dedication to educating the whole child and a connection to our school's physical identity, coordinating with the modernization leaf motif apparent upon entering the school.



Library News

The libraries at both sites are busy places, as we prepare for the move of libraries at each site. Students should have all ready returned all their library books to make this possible. Please check with your child to make sure they have returned all their library books. A big thank you to all the volunteers who helped get ready for the library move.



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

K-4 News



Upcoming Events

Wed. & Thurs, June 2 & 3

*Kindergarten Field Trip—
Little Bow Colony*

Friday, June 4

Backwards day

Thursday, June 10

Gr. 1 Field Trip—Buffalo Jump

Friday, June 11

Staff Planning—no school

Tuesday, June 15

Gr. 3 PAT—LA Part B

Wednesday, June 16

Gr. 2 field trip—Fort Museum

Thursday, June 17

Gr. 3 PAT—Math

Tuesday, June 22

Kindergarten farewell (5-7 Site)

Wednesday, June 23

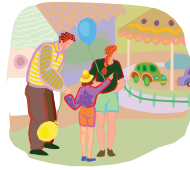
Family BBQ & sports day

Thursday, June 24

Staff Planning—no school

Friday, June 25

Last day of school for students



Literacy Carnival this Friday, June 4!

Come join us from 3-6 pm on Friday at the 5-7 site for a great family activity. Carnival booths, a bake sale, a book swap and a silent auction are just some of the attractions for all!

Volunteers are still needed! Please contact Mr. Hewson if you are able to help our during the event.

Sports Day and Family Picnic

We are planning our end of year Sports Day and Family BBQ for **Wednesday, June 23.**

Lunch will be served at 11:45 am.



Backwards Day—Friday, June 4

Claresholm Public Library Summer Reading Program

The Library is hosting a Summer Reading Program on Thursdays from 1 - 2 p.m. starting on July 8 and going until August 12. The theme is THE JUNGLE. Children from ages 5 to 12 are welcome to attend this free program. Please call the Library at 625 4168 to register.



Freezie Fridays—June 4 and 18

For sale at lunch—50 cents



Kidz Zone

Summer Fun Program is NOW taking registrations!

For more information, please contact:

Kidz Zone Coordinator—Rhonda at 625-6011

Claresholm Daycare Director—Deanna at 625-4543

Kidz Zone staff are getting things prepared to start up their summer program. The program will run out of the Mackin Hal which is located across from the Spray Park.

Spaces are available but filling up fast. **NOW** is the time to sign up your child at the Kidz Zone Program (Daycare Center—East side of the building) to reserve your child's spot.

5-7 News



Upcoming Events

Wednesday, June 2nd

Zones Track Meet-Lethbridge
Safety Patrollers BBQ -Lethbridge

Friday, June 4th

Mini-Career Fair—12:00 pm
Literacy Carnival—3-6 pm

Monday-Wednesday, June 7-9

Travelling Lab Coats

Thursday, June 10th

Student Council Event
Talent Show 4:00pm

Friday, June 11th

Staff Planning Day-No School

June 14-18

Grade 6 PAT's and Grade 7 Finals

Monday, June 21st

Track Day and Family BBQ

Tuesday, June 22nd

Grade 7 field trip to Heritage Park
Grade 6 Spray Park & Swim Day

Wednesday, June 23rd

Grade 6 Portfolio Night 4-6:00pm

Thursday, June 24th

Staff Planning Day-No School

Friday, June 25th

Last day for students/Awards Assembly

Reminder to Parents

The week of June 14th, the grade 6 and 7's will be writing tests. When their tests are finished the students will be staying at the school. They will have time to review their subjects.



Literacy Carnival this Friday, June 4!

Come join us from 3-6 pm on Friday at the 5-7 site for a great family activity. Carnival booths, a bake sale, a book swap and a silent auction are just some of the attractions for all!

Volunteers are still needed! Please contact Mr. Hewson if you are able to help our during the event.



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The Library is hosting a Summer Reading Program on Thursdays from 1 - 2 p.m. starting on July 8 and going until August 12. The theme is THE JUNGLE. Children from ages 5 to 12 are welcome to attend this free program. Please call the Library at 625 4168 to register.

Mini-Career Fair Friday, June 4 12:00 pm

Students in grades 5-7 will have an opportunity this Friday to explore a wide variety of careers at our Mini-Career Fair. Please visit the website for more information!



Badminton Success!



Congratulations to the Junior High badminton team on a very successful season. Their hard work and dedication at practice resulted in a banner win for both Bantam and Midget teams in Divisionals.

17 out of 20 players qualified to travel to Zone competition in Medicine Hat on May 8th. In the past 20+ years only a small handful of players have achieved medal status but this year our team achieved a bronze medal in boys Midget singles and boys Bantam doubles. Congratulations to Bruce Lindquist, Gavin Burns and Colten Allen.

More importantly than the medals is the fact that many parents, coaches and players from other teams commented on the amount of players from Claresholm as well as their skill and sportsmanship. Great job to the team and their coach Mr. Lindquist!



Classes and Staffing for 2010-2011

The class configurations and staffing for the K-6 and 7-8 facilities has been confirmed, as well as rooms at the K-6 site. For a listing of room locations, please visit our website to download a map of the school. On our website, you will also find approximate class sizes.

K-6 Facility		
Kindergarten	M/W and Tu/Th classes	Mrs. Kate Hipkin
Grade 1	2 classes	Mrs. Amy Gillespie
		Ms. Deb Heitman
Grade 2	3 classes	Mrs. Jenny McKee
		Mrs. Tracey Symonds
		Ms. Lynda McGrattan
Grade 3	2 classes	Mrs. Christina Kirk
		Mrs. Esther McDowell
Grade 4	3 classes in the morning (LA/Math primarily), combined into 2 for the afternoon	Mr. Don Mackin
		Mrs. Gwynne Orsten
		Mrs. Ceri Penner
Grade 5	3 classes in the morning (LA/Math primarily), combined into 2 for the afternoon. Mrs. Madsen will work morning, Mrs. Guitton afternoon and Mr. Hewson or Mrs. Charchun will provide morning instruction	Mr. Dean Lindquist
		Mrs. Val Madsen Mrs. Julaine Guitton
		Mr. Kurtis Hewson or Mrs. Kathy Charchun
Grade 6	2 classes	Ms. Judy-Florence Moser
		Ms. Jolene Thompson
Principal		Mr. Kurtis Hewson
Assistant Principal		Mrs. Kathy Charchun
Learning Support		Ms. Karen Bingley
		Mrs. Christy Rossiter

Grade 7-8 Facility
<i>Exact grade-level and subject area teaching to be decided as timetabling is completed.</i>
Ms. Bev Webb—Assistant Principal
Mrs. Elaine Watt
Mr. Ralph Smulders
Mrs. Merry Franz
Mr. Todd Lybbert
Mrs. Myrna Newman
Mrs. Cindee Hansma—Learning Support

Best wishes go out to **Mrs. Sally Clark**, who will be transferring to AB Daley School in Nanton to teach grade four. **Mrs. Lynne Penniket** will be assuming the role of Principal for the Hutterite Colony Schools in our division. **Ms. Cara Pawlick, Mrs. Alana Paskal** and **Ms. Lacey Mueller** are exploring teaching options both inside and outside of the school division. Our best wishes go out to all of these teachers and our gratitude for their service to our school and students!

Once again, our school will be implementing a proactive approach to transitioning students into their next grade level, which will involve collaboration between current staff members working with the students and their upcoming teachers. In June, teams will be meeting to examine the students at each grade level and create tentative class lists for the upcoming year. It is our intention to design classes that meet the needs of all students effectively and ensure teachers are well-prepared for their upcoming group of students.

*If you have any questions, comments or concerns about the class transition process or the creation of class lists, please contact the office **prior to June 10.***



K-4 Calendar

June 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Hot dog day Santana P.	2 Kindergarten field trip	3 Pizza Day Kindergarten field trip Gr. 1 swimming Gr. 2 swimming Austin M.	4 Backwards Day Literacy Carnival 3-6 pm (5-7 Site) Sebastien B. Kolby s.	5
6	7 Kindergarten swimming	8 Hot dog day Kindergarten swimming	9 Kindergarten swimming Aylish L.	10 Pizza Day Gr. One field trip Kindergarten swimming Gr. 2 swimming Gr. 3 swimming	11 Staff Planning No school for students Drew K.	12
13 Emily C. Richard P Michael S.	14 Justis C. Kaya S.	15 Hot dog day Gr. 3 PAT Gr. 1 swimming Fundraising Society @ 6:30 pm. Zachary D, Joel S.	16 Gr. Two field trip	17 Pizza Day Gr. Three Achievement Test	18	19 Ms. Mueller
20	21 Staff Moving Day Payton W.	22 Kindergarten farewell Mrs. Kirk, James Mc.	23 Family BBQ & sports day Gr. 1, 2, 3 & 4 swim	24 Staff planning no school for students	25 Last day of school for students	26
27 Darci P.	28 Staff Moving Day	29 Staff Moving Day Mrs. Olsen, Chad M.	30			

5-7 Calendar

June 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Pizza Day 5AA Safety Patrol	2 Safety Patrol BBQ Lethbridge Zones Track Lethbridge	3 Sub Day	4 Gr 5 swim 10:00 Gr 6 Presentation	5
6	7 6A Safety Patrol Travelling Lab Coats	8 Pizza Day Travelling Lab Coats	9 Travelling Lab Coats	10 Sub Day Student Council— Talent Show 4:00pm	11 Staff Planning Day No School	12
13	14 6AA Safety Patrol Hot Dog Day Gr 7 LA Final	15 Pizza Day Gr 6 PAT Social Gr 7 Social Final Fundraising Society Meeting—6:30 pm	16 Gr 6 PAT LA-Part B Gr 7 Math Final	17 Gr 6 PAT—Math Gr 7 Science Final	18 Gr 6 PAT Science	19
20	21 5A Safety Patrol Track Day & Family BBQ	22 Gr 7 Field Trip Heritage Park Gr 6 swim 2:00	23 Gr 6 Portfolio Night 4-6:00pm	24 Staff Planning Day No School for students	25 Last Day for Students & Awards Assembly	26
27	28 Staff Moving Day	29 Staff Moving Day	30			



TOWN OF CLARESHOLM
CHEQUE LISTING FOR ACCOUNTS PAYABLE

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June 03, 2010
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Cheque #	Cheque Date	CEO	CAO	Vendor # Name	Amount
				Batch #	13768
42276	2010-05-07			600 ALBERTA ASSOCIATION OF M.D.'S	7,738.46
42277	2010-05-07			786195 Benchmark Assessment Consultants Inc.	3,465.87
42278	2010-05-07			6390 BISHOFF AUTO & AG CENTRE	106.03
42279	2010-05-07			13078 CLARESHOLM AGENCIES	450.00
42280	2010-05-07			786254 CLARESHOLM FLORAL & CANDY SHOPPE	209.98
42281	2010-05-07			13660 CLARESHOLM LOCAL PRESS	1,052.02
42282	2010-05-07			786641 CLARESHOLM REGISTRIES	11.50
42283	2010-05-07			785953 CLARESHOLM RENTALS & OILFIELD	15.75
42284	2010-05-07			786141 CLARESHOLM TAXI	504.00
42285	2010-05-07			14150 CLARESHOLM WELDING &	100.04
42286	2010-05-07			14205 CLEAN BRITE CHEMICAL SERVICES LTD.	204.49
42287	2010-05-07			785973 CLEARTECH INDUSTRIES INC.	435.83
42288	2010-05-07			786502 CLV HOME SPRING WATER LTD.	22.50
42289	2010-05-07			786697 CNH CAPITAL C3115	213.65
42290	2010-05-07			786244 CUBEX LIMITED	184.75
42291	2010-05-07			786397 EPCOR	187.95
42292	2010-05-07			786373 FLAGWORKS	419.90
42293	2010-05-07			26475 FLOWER NOOK & GIFTS	75.52
42294	2010-05-07			26480 FORAN EQUIPMENT LTD.	488,228.30
42295	2010-05-07			786908 GOESEELS, DEBRA L	40.85
42296	2010-05-07			49980 HARRY'S TIRE SALES (1984) LTD.	1,414.22
42297	2010-05-07			786180 Ikon Office Solutions, Inc.	200.76
42298	2010-05-07			786155 KEMERY, DOUG	77.00
42299	2010-05-07			56200 LOCAL AUTHORITIES PENSION PLAN	7,759.56
42300	2010-05-07			786192 NOBLE CONCRETE (1987) LTD	756.79
42301	2010-05-07			786905 ONECONNECT SERVICES INC. T46194	57.70
42302	2010-05-07			786197 PARCON CONSTRUCTION LTD.	155,086.11
42303	2010-05-07			76300 PEDERSEN TRANSPORT LTD.	514.37
42304	2010-05-07			786534 PROFESSIONAL POWER WASH	1,786.05
42305	2010-05-07			786156 Q.E.D. ENTERPRISES LTD.	881.49
42306	2010-05-07			86300 RECEIVER GENERAL FOR CANADA	16,980.07
42307	2010-05-07			786514 SCHULTZ SIGNS INC.	147.00
42308	2010-05-07			786468 SHAW CABLE	55.60
42309	2010-05-07			13525 SOBEYS CLARESHOLM	6.08
42310	2010-05-07			786571 SUTTER, DARYL	208.40
42311	2010-05-07			900 TELUS	355.75
42312	2010-05-07			786437 THE WRITE SOURCE	37.74
42313	2010-05-07			23500 W.R. MEADOWS OF WESTERN CANADA	2,260.31
42314	2010-05-07			111705 WC CLASS II REGIONAL LANDFILL	6,806.30
42315	2010-05-07			786187 Western Canada Welding Products Ltd.	97.70
42316	2010-05-07			900000 BURNHAM, JEANNE	93.60
42317	2010-05-07			900000 CHEMICAL INDUSTRIES (ALBERTA) INC.	452.98
42318	2010-05-07			900000 ELAINE WYLLIE	154.96
42319	2010-05-07			900000 PEACH, JO-ANN	492.69
42320	2010-05-07			900000 WEST MEADOW ELEMENTARY SCHOOL	200.00
					700,550.62



TOWN OF CLARESHOLM

CHEQUE LISTING FOR ACCOUNTS PAYABLE

Cheque #	Cheque Date	CEO	CAO	Vendor # Name	Amount
					Batch # 13791
42321	2010-05-18			850 AG-LINE	863.61
42322	2010-05-18			13125 AHS - CCMHA	77.38
42323	2010-05-18			600 ALBERTA ASSOCIATION OF M.D.'S	5,582.71
42324	2010-05-18			650 ALBERTA BLUE CROSS	4,072.44
42325	2010-05-18			1025 ALBERTA ONE CALL LOCATION CORP	131.25
42326	2010-05-18			786517 AMSC INSURANCE SERVICES LTD.	2,912.39
42327	2010-05-18			786427 BOUNDARY EQUIPMENT (CALGARY) LTD.	3,264.83
42328	2010-05-18			786657 Claresholm & District Transportation Society	2,500.00
42329	2010-05-18			76150 Claresholm Animal Rescue Society	15,000.00
42330	2010-05-18			13175 CLARESHOLM COMMUNITY CENTRE HALL BOARD	10,000.00
42331	2010-05-18			786254 CLARESHOLM FLORAL & CANDY SHOPPE	15.75
42332	2010-05-18			786482 CLARESHOLM GARDEN CLUB	500.00
42333	2010-05-18			786465 CLARESHOLM GOLF CLUB	30,000.00
42334	2010-05-18			13660 CLARESHOLM LOCAL PRESS	175.61
42335	2010-05-18			13850 CLARESHOLM OVERHEAD DOORS	1,050.38
42336	2010-05-18			13600 CLARESHOLM PUBLIC LIBRARY	56,000.00
42337	2010-05-18			14150 CLARESHOLM WELDING &	194.45
42338	2010-05-18			14205 CLEAN BRITE CHEMICAL SERVICES LTD.	74.09
42339	2010-05-18			785973 CLEARTECH INDUSTRIES INC.	8,044.32
42340	2010-05-18			58000 DHL EXPRESS (CANADA) LTD.	52.63
42341	2010-05-18			786540 DIRECT ENERGY REGULATED SERVICES	40.24
42342	2010-05-18			786672 HOCKLEY, CLAIR	215.00
42343	2010-05-18			36800 HOME HARDWARE	4.19
42344	2010-05-18			56200 LOCAL AUTHORITIES PENSION PLAN	7,759.53
42345	2010-05-18			786812 MCGREGOR FILTERING EQUIPMENT (1974) LTD.	120.75
42346	2010-05-18			49900 MEGA-TECH	20.95
42347	2010-05-18			786664 MIFFLIN, TOVE	11.33
42348	2010-05-18			786704 MINISTER OF FINANCE (LT)	52.00
42349	2010-05-18			786872 MPE ENGINEERING LTD.	33,678.16
42350	2010-05-18			65000 MUNICIPAL DISTRICT OF WILLOW	9,753.74
42351	2010-05-18			65040 MUNICIPAL INFORMATION SYSTEMS	867.34
42352	2010-05-18			66100 NATIONAL SECRETARY-TREASURER	1,144.16
42353	2010-05-18			71401 OLDMAN WATERSHED COUNCIL	1,110.00
42354	2010-05-18			786635 PCO SERVICES CORPORATION	178.50
42355	2010-05-18			76300 PEDERSEN TRANSPORT LTD.	257.91
42356	2010-05-18			97050 PHARMASAVE	53.47
42357	2010-05-18			786167 PITNEY BOWES GLOBAL CREDIT SERVICES	1,027.38
42358	2010-05-18			786453 PRAXAIR CANADA INC.	787.50
42359	2010-05-18			786454 PRAXAIR DISTRIBUTION	35.75
42360	2010-05-18			86300 RECEIVER GENERAL FOR CANADA	16,221.69
42361	2010-05-18			786759 SIMPLEX GRINNELL	2,704.59
42362	2010-05-18			786424 SKYLINE TOWING SERVICES	450.45
42363	2010-05-18			786874 SUPERIOR SAFETY CODES INC.	199.50
42364	2010-05-18			900 TELUS	801.79
42365	2010-05-18			111800 WORKERS' COMPENSATION BOARD	3,433.50
42366	2010-05-18			126060 ZEP SALES & SERVICE OF CANADA	528.50
42367	2010-05-18			900000 CASH	100.00
42368	2010-05-18			900000 KELLY STARLING	49.99
					222,119.75



TOWN OF CLARESHOLM
CHEQUE LISTING FOR ACCOUNTS PAYABLE

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June 03, 2010
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Cheque #	Cheque Date	CEO	CAO	Vendor # Name	Amount
					Batch # 13800
42369	2010-05-25			786517 AMSC INSURANCE SERVICES LTD.	1,275.00
42370	2010-05-25			1790 Aquam Specialiste Aquatique Inc.	854.93
42371	2010-05-25			11250 CANADIAN LINEN SUPPLY	309.58
42372	2010-05-25			13175 CLARESHOLM COMMUNITY CENTRE HALL BOARD	269.85
42373	2010-05-25			786465 CLARESHOLM GOLF CLUB	1,000.00
42374	2010-05-25			14085 CLARESHOLM NAPA AUTO	960.36
42375	2010-05-25			785953 CLARESHOLM RENTALS & OILFIELD	231.00
42376	2010-05-25			786141 CLARESHOLM TAXI	675.00
42377	2010-05-25			786750 COLONY DISTRIBUTION INC.	296.73
42378	2010-05-25			26201 FERG'S SEPTIC SERVICE	632.63
42379	2010-05-25			36800 HOME HARDWARE	1,191.92
42380	2010-05-25			786267 LAWSON PRODUCTS INC.	162.77
42381	2010-05-25			900001 LETHBRIDGE HONDA	1,131.57
42382	2010-05-25			65000 MUNICIPAL DISTRICT OF WILLOW	2,636.43
42383	2010-05-25			786428 NEXEN MARKETING	30,912.57
42384	2010-05-25			76300 PEDERSEN TRANSPORT LTD.	449.46
42385	2010-05-25			786536 R P WATERWORKS INC.	15,459.34
42386	2010-05-25			786434 RAYMAX EQUIPMENT SALES	58.84
42387	2010-05-25			97000 TOWN OF CLARESHOLM	33.60
42388	2010-05-25			101400 UNITED FARMERS OF ALBERTA	1,021.96
42389	2010-05-25			23500 W.R. MEADOWS OF WESTERN CANADA	140.70
42390	2010-05-25			786378 WESTCAN WIRELESS	3,276.00
42391	2010-05-25			126050 ZEE MEDICAL CANADA, INC.	70.12
42392	2010-05-25			126060 ZEP SALES & SERVICE OF CANADA	444.26
42393	2010-05-25			900000 ATCO Community Symposium 2010	45.00
42394	2010-05-25			900000 BRENT HALL	159.55
42395	2010-05-25			900000 GDM ELECTRIC LTD	90.13
42396	2010-05-25			900000 TODD HEGGIE	2,222.93
					<hr/> 66,012.23
					Batch # 13808
42397	2010-05-31			900000 EMERCOR LTD.	55,272.60
					<hr/> 55,272.60
				Total	1,043,955.20

COMMUNITIES IN BLOOM - CLARESHOLM
MINUTES OF MEETING HELD MAY 31st, 2010

Call – to order at 4:00 PM

Present: Rosemary Wishart, Arnold McAulay, Norm Elford, Bill Erickson, Daryl Sutter

Minutes of last meeting read, moved and accepted

Financial report was given and adopted

- Projects reports:
- (1) “Welcome” signs - progress of repaint is unknown, this aspect having been handed to Town of Claresholm EDC. Blocks to build containment around earth placed at the signs are in Town lot. Local handyman has been offered the job of building them
 - (2) Downtown Planters - Flowers to fill the planters and half-barrels will be purchased this week. Everyone is requested to help plant on Monday evening. Meet at main downtown parking lot at 7:00
 - (3) Business Recognition - no report
 - (4) “Pitch-in Canada” – the one day blitz scored about 45 bags of garbage and had participation from many groups and citizens
 - (5) Anti-Litter Campaign - Chamber of Commerce has been offered this as a project. They have agreed to purchase 250 decals , but how they plan to use them is not known.

Correspondence from FCSS regarding annual Resource & Registration Fair to be held September 2nd was read. To participate we must register and buy a table for \$25.00 . It was MOVED by Daryl, SECONDED by Bill that we participate. CARRIED.

It was MOVED by Norm, SECONDED by Bill that we purchase a share in the Chamber of Commerce’s Hanging Basket program to the value of \$100.00 – CARRIED

Moved by Arnold meeting adjourn.

Please circulate to Mayor/Reeve and Council for information



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 1 (2010)
GENERAL BOARD OF DIRECTORS' MEETING
Thursday, March 4, 2010 – 7:00 p.m.
ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)

BOARD OF DIRECTORS:

Bill Graff (absent)	Village of Arrowwood	Terry Michaelis	Town of Milk River
Del Bodnarek (absent)	Village of Barnwell	Robert Phillips (absent).....	Village of Milo
Alf Olsen	Village of Barons	Dick Fenton	Town of Nanton
Neal Miller (absent)	Cardston County	Anne Marie Philipsen (absent)...	County of Newell
Tim Court.....	Town of Cardston	Paul Goldade.....	Village of Nobleford
Art Cogdale (absent)	Village of Carmangay	Hank Hurkens.....	Town of Picture Butte
Trevor Wagenvoort (absent) .	Village of Champion	John Russell	M.D. of Pincher Creek
Doug MacPherson	Town of Claresholm	Doug Thornton.....	Town Pincher Creek
Vic Mensch	Town of Coaldale	Ronald Davis (absent)	M.D. of Ranchland
Dennis Cassie (absent).....	Town of Coalhurst	Jim Steed (absent).....	Town of Raymond
Tom Butler	Village of Coutts	Barry Johnson	Town of Stavely
Garry Hackler (absent).....	Village of Cowley	Mike Selk (absent)	Village of Stirling
John Salus - alternate.....	Mun. Crowsnest Pass	Cecil Wiest (absent).....	M.D. of Taber
Gary Taje (absent)	Mun. Crowsnest Pass	Lee Green (absent).....	Town of Vauxhall
G. Wolstenholme (absent) .	Town of Fort Macleod	Rod Ruark (absent).....	Vulcan County
Walter Gripping.....	Town of Granum	Roy Elmer (absent).....	Town of Vulcan
Robert Wiebe.....	Village of Hill Spring	Keith Palmer (absent)	County of Warner
Hans Rutz.....	County of Lethbridge	Vern Strain (absent).....	Village of Warner
Brad Koch (absent)	Village of Lomond	Henry Van Hierden	M.D. Willow Creek
Dennis Quinton.....	Town of Magrath		

STAFF:

Lenze Kuiper	Director	Michelle Denis	Intern Planner
Diane Horvath.....	Planner	Cal Kembel.....	Senior Graphics Technologist
Bonnie Brunner.....	Planner	Mladen Kristic.....	CAD/GIS Technologist
Gavin Scott.....	Planner	Barb Johnson	Executive Secretary

AGENDA:

1. **Approval of Agenda** – March 4, 2010

2. **Approval of Minutes** – December 3, 2009 (attachment)
3. **Business Arising from the Minutes**
4. **GUEST SPEAKER**

Kirk Hofman – Chief Administrative Officer, Village of Nobleford
“Small Town Success”
5. **Reports**
 - (a) Executive Committee Report (attachment)
6. **Business**
 - (a) Land Use Framework Update
 - (b) Building Renovations
 - (c) Planning Retreat Notes
7. **Accounts**
 - (a) Summary of Balance Sheet and Income Statement for the
12-month period: January 1 to December 31, 2009 (attachment)
8. **Adjournment** – June 3, 2010.....

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

1. APPROVAL OF AGENDA

Moved by: Terry Michaelis

THAT the Board of Directors approves the agenda of March 4, 2010, as presented.

CARRIED

2. APPROVAL OF MINUTES

Moved by: Hans Rutz

THAT the Board of Directors approves the minutes of December 3, 2009, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

- None.

4. GUEST SPEAKER

Kirk Hofman – Chief Administrative Officer, Village of Nobleford
“Small Town Success”

- When Kirk Hofman was hired as CAO of Nobleford in 2004, the Village was faced with a number of significant issues. Population growth was weak, good local jobs were minimal, few (if any) new homes were being built, taxes were escalating, commercial and industrial land was sitting vacant, and the potable water system was inadequate. Council recognized that in order for Nobleford to survive in the long term it had to focus on the fundamentals of what makes a community sustainable:
 1. Abundant quality water
 2. Modern quality infrastructure
 3. Relatively low property taxes
 4. Increased property assessment, meaning new homes and business buildings
 5. New jobs IN Nobleford
- Council, Administration and Operations began to PLAN with a purpose in mind and made some significant changes in historical procedure and practices. By 2010, each of these objectives were met through the use of partnerships (grants) and a lot of hard work:
 1. **Abundant quality water** – Established a partnership with the Provincial government to fund 75% of a new PALL water treatment plant by 2005..
 2. **Modern quality infrastructure** –Village became land developers and developed 121 residential lots in three phases, selling the lots at cost plus 5%. These are built to Lethbridge standards and include paved streets, concrete curb, gutter, hydrants, street lights and parks. Phase 4 with 62 lots goes on sale May 5, 2010, prices ranging from \$15,000 to \$35,000 for a 6000 sq. ft. lot.
 3. **Relatively low property taxes** – Mill rate in 2009 was 2.5. Taxes are ½ of what they were in 2006. An average new 1200 sq. ft. house with garage valued at \$290,000 pays \$1000 taxes per year.
 4. **Increased property assessment, meaning new homes and business buildings** – House values have all increased due to inflation, but Nobleford’s real increase in assessment is up by 50% since 2005.
 5. **New jobs IN Nobleford** – Edwards Group, a division of Ag Growth Industries, now operates the previously vacant Noble building with 80 to 150 employees and is building a 25,000 sq. ft. addition as well as a separate new 90,000 sq. ft. building in 2010 and will be hiring an additional 80 to 150 people.
- Nobleford currently has \$2,000,000 in reserve, under \$400,000 in debt, 50% population increase since 2000, 50% increase in number of houses, new industry, new commercial buildings and business. The key to Nobleford’s success . . . PLAN, PARTNER, PURPOSE, PRODUCTIVITY, AVOID ANY PROCESS THAT DOES NOT = **RESULTS**.

5. REPORTS

(a) Executive Committee Report

Moved by: Vic Mensch

THAT the Executive Committee Report for the meetings of January 14 and February 11, 2010 be accepted as information. **CARRIED**

6. BUSINESS

(a) Land-use Framework Update

- Correspondence has been received from several ministries commending ORRSC for our efforts in developing the Position Paper on the South Saskatchewan Regional Plan and encouraging us to continue to provide comments to the RAC to ensure that municipal points of view are incorporated into the regional plan.
- The Land-use Framework is moving ahead and a draft is expected by the end of June. The Alberta government initiated an update to the Environmentally Significant Areas report which identifies 754 ESAs in Alberta. The updated ESAs will help inform work under the Land-use Framework, providing a comprehensive map of areas that should be given closer scrutiny by land managers, municipalities and stakeholders during the land-use planning process.
- The Alberta Land Stewardship Act enabled four conservation tools currently in the design phase: expanded conservation easements, conservation offsets, transfer of development credits and conservation directives. Three additional tools are under review for potential design and implementation: ecological gifts tax credits, tradable disturbance permits and existing mineral tenure incentives.
- For more information: www.landuse.alberta.ca

(b) Building Renovations

- Office renovations are taking place in three phases. Phase 1 was completed last year including the front office and conference room. This year Phase 2 will create four new offices and replace flooring where the former subdivision department was located. Phase 3 (next year) will replace flooring in the GIS/mapping area.

(c) Planning Retreat Notes

- Discussions at the Planner's Retreat held on February 5, 2010 centered around two main issues in the context of providing better service to our members:
 1. Long-term Funding
 2. Restructuring, Roles and Responsibilities
- The Director is in the process of completing a business plan and marketing plan.

Moved by: Tom Butler

THAT items 6(a), 6(b) and 6(c) be accepted as information.

CARRIED

7. ACCOUNTS

- (a) Summary of Balance Sheet and Income Statement for the
12-month period: January 1 to December 31, 2009**

Moved by: Doug MacPherson

THAT the Board of Directors accepts the Summary of Balance Sheet and Statement of Income for the 12-month period: January 1 to December 31, 2009, as information.

CARRIED

8. ADJOURNMENT

Moved by: Dick Fenton

THAT we adjourn the General Board of Directors' Meeting of the Oldman River Regional Services Commission at 8:30 p.m. until Thursday, June 3, 2010.

CARRIED

/bj

CHAIR: 



Principal

Mr. K.
Hewson

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

K-4 Week at a Glance

Monday, June 7	
Tuesday, June 8	Hot Dog Day
Wednesday, June 9	
Thursday, June 10	Pizza Day Gr. 1 Field Trip— Buffalo Jump
Friday, June 11	Staff Planning Day

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

5-7 Week at a Glance

Monday, June 7	
Tuesday, June 8	Pizza Day
Wednesday, June 9	
Thursday, June 10	Subway Day Talent Show— 4:00 pm
Friday, June 11	Staff Planning Day

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



West Meadow
Elementary School

Principal's Update

Monday
June 7

In the June Newsletter, we neglected to recognize Mrs. Denea Beer, who will return to our school in a learning support role for the month of September, until commencing a maternity leave with the expected birth of her second child!

Thanks to our Volunteers!

Last Friday, we had two very successful events happen at our school that couldn't have been made possible without the wonderful support of volunteers!



Our **Mini-Career Fair** for grade 5-7 students was a huge success, with students having an opportunity to learn about more than a dozen future careers and connect with local

community members in those professions. Thank you to our presenters and to our organizer Karen Linderman for her hard work and dedication to bring this great learning opportunity to our students.

Our fourth annual **Literacy Carnival** was also a success with a large number of families joining us for Friday evening. Over \$1000 was raised by the Fundraising Society to support literacy efforts in our school! A huge thank you to our organizers and volunteers throughout the evening!



Looking Ahead...



- June 15** Fundraising Society Meeting—6:30 pm
- June 21** Track Day and Family BBQ (5-7 Site)
- June 22** Grade 7 Field Trip—Heritage Park
- June 22** Kindergarten Farewell at the 5-7 Site
- June 23** Family BBQ and Sports Day (K-4 Site)
- June 23** Gr. 6 Portfolio Night—4:00 pm
- June 24** Staff Planning Day
- June 25** Final Day for Students Awards Assembly (grades 6-7) - 12:00 pm



Testing Schedule

Please note the testing schedule for provincial achievement tests and grade 7 finals. It is important that students are present and well rested for these days.

- June 14** Gr. 7 Final—Language Arts
- June 15** Gr. 3 PAT—Language Arts
Gr. 6 PAT—Social Studies
Gr. 7 Final—Social Studies
- June 16** Gr. 6 PAT—Language Arts
Gr. 7 Final—Mathematics
- June 17** Gr. 3 PAT—Mathematics
Gr. 6 PAT—Mathematics

Fundraising Society Meeting

Tuesday, June 15
6:30 pm



Plan to join us at the 5-7 site for the final Fundraising Society Meeting.

The agenda will include:

- Final Supporting Schools decisions for 2009-2010
- Planning for 2010-2011
- Hot Lunch Planning for 2010-2011

The agenda will be available on the website this week



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

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

The regular Monthly meeting of the Landfill Commission was held at the Landfill Facility Apr.15, 2010 at 3.30 P.M. The following members were in attendance: Don Leonard, Chairman, Barry Johnson, Walter Gripping, Brian Reach and Fred Goodfellow.

Meeting called to order at 3:35 PM.

Additions: None

- 2- Approval of Minutes of Meeting of Mar.18, 2010.
 - 10.16 Motion made by Walter Gripping to accept Minutes of Mar.18, 2010 as presented. CARRIED

- 3- Approval of Accounts Payable for March.
 - 10.17 Motion made by Barry Johnson to accept Accounts Payable for March 2010 as presented. CARRIED

- 4- Tires for Loader.
 - CEM Equipt. quoted the following prices for loader tires.

Kumo 20.5.25 L3 Hardrock service	4486.00	per tire
Firestone compatible	1889.00	“ “
Bridgestone	2609.00	“ “
 - Kal Tire (Claresholm) quoted the following:

Rackla	900.00	“ “
Firestone	1400.00	“ “
 - 10.18 Motion made by Walter Gripping that we purchase 4 Rackla tires from Kal Tire @ 900.00 per tire plus gst & installation. CARRIED

- 5- 2010 Budget Approval.
 - 10.19 Motion made by Walter Gripping to accept the 2010 Budget as presented. CARRIED

6- Closure and Post Closure Cost estimates are not being met.
 Fred advised the Commission members that we are not putting enough money in reserves to cover Closure and Post Closure costs. We presently have a notation on our Annual Audit to this effect and Alberta Municipal Advisory Services would like to see an unqualified audit for 2010. Fred will arrange to have the Auditors attend next meeting to address Commission Members on this subject.

6- Minimum Rates.

0 - 250kg \$15.00

250-500 kg \$25.00

10.20 Motion made by Barry Johnson to increase minimum rates as proposed.

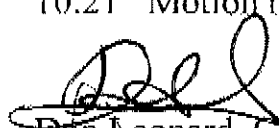
CARRIED

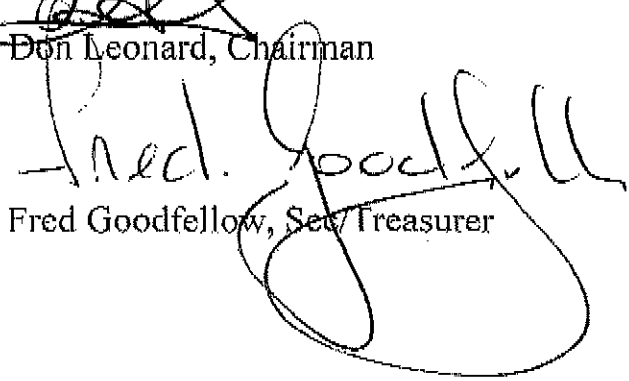
7- BDO Dunwoody final invoice for services rendered. \$420.00.

Fred to send a letter to BDO Dunwoody declining to pay this Invoice .

Next Meeting scheduled for May 20,2010.

10.21 Motion made by Brian Reach to adjourn at 4.30pm. CARRIED


 Don Leonard, Chairman


 Fred Goodfellow, Sec/Treasurer

Approved
MAY 20, 2010

**Claresholm Animal Rescue Society
General Meeting Minutes
May 6th, 2010**

Present: Kris Holbeck, Rita Hahn, Sylvia Giroux, Barb Hinkle, Carol Tierney, David Moore, Gerald DeBruyn, Kimberley Alexander, Anne Papan, Denise Peters

Regrets: Karen Thompson,

1. Call to Order

The meeting was called to order at 7:12 p.m.

2.

Pass May 6th, 2010 Agenda by:

MOTION: Gerald DeBruyn AND All in favour

3.

Pass Adopt the New By-laws for the Claresholm Animal Rescue Society

MOTION: Sylvia Giroux AND All in favour

4. Adjournment: Meeting adjourned at 7:15 p.m.

**Claresholm Animal Rescue Society
Bi-weekly Board Meeting Minutes
May 6th, 2010**

Present: Kris Holbeck, Rita Hahn, Sylvia Giroux, Barb Hinkle, Carol Tierney, David Moore, Gerald DeBruyn, Kimberley Alexander, Anne Papan, Denise Peters

Regrets: Karen Thompson,

1. Call to Order

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

2.

Pass May 6th, 2010 Agenda by:

MOTION: Kris Holbeck AND All in favour

3.

Pass Adopt the Minutes of April 15th, 2010

MOTION: David Moore AND All in favour

4. Review of Shelter the past two weeks

- 14 Volunteers
- New Volunteer Dave Simonson has started Volunteering
- 319.5 Shelter Hours Total Hours from April 15th to May 6th ,2010
- Dumpster was brought back
- More information on the new building will be available by May 7th, 2010

5. Adoptions Update

- Iris had 4 babies
- A new Granum Cat was brought in to the shelter name unknown
- Kane still does not have a home
- All pets are healthy
- Little Buddy – Adopted
- Owner came for the Pit Bull Pups
- Cats - Nurnal got adopted
- A&W Kittens all adopted except one, Rita is still fostering the little kitten
- Tuffy adopted
- Penny adopted
- Socks adopted
- Spazz2 fostered
- Dogs - Troy is back (lab) is a very nice dog
- Dicksy is new

6. TNR Update

Did 3 cats, 1 female had a runny nose, one out of the three died on the operating table, George is done. The Vet charged \$75.00 for the Feral cat that died.
No TNR this week due to weather

7. Fundraiser - at the Agroplex possible 50/50 draw Volunteers to go sit at the table - Sylvia, Kris, Gerald

8. Treasures Report - As Per attached**9. New Building Update -**

- Property outline would go to the drainage ditch
- Business plan → for 4 banks to Approach Banks with letter for \$150,000 - \$1100/monthly rent we are paying now.
- We have a positive cash flow
- We are in our current building till Dec 2010
- Cost - Doug will meet with Emercor for Paneling walls

10. Correspondence - Daisy Foundation and High River District Health Care

As Per Attached

11. Other Items

- Barb talked about Dog Trainer to be coming to the shelter for dogs that require discipline and training with a clicker and treat method. This is for problem dogs. The noise is associated with a treat. Possible dates for her to come is May 15th-16th or May 29th – 30th, 2010

12. Adjournment: Meeting adjourned at 7:50 p.m.

Gerald DeBruyn, Secretary



Chinook Arch Regional Library System

Annual Report 2009

Message from the Board Chair

In my last year as Chair of the Chinook Arch Library Board, I have seen many successes and accomplishments. Chinook Arch was a host videoconference site for the Premier's announcement which heralded a 39% increase in public library funding—including an increase in operating grants and recognition of current population numbers. The findings of the MLA Committee on the Future of Public Library Service in Alberta were also released which recognized the important role Systems play in public library service. Other notable achievements this year included the official launch of the RISE Network, collaboration with Lethbridge Public Library in ensuring

the smooth opening of the new Crossings Branch Library, the award winning



RISE Launch ribbon cutting

Chinook Arch Green Team, and a member needs assessment which revealed high levels of satisfaction with the System from both member councils and libraries.

Upon my departure I wish to extend my gratitude to the Board, Staff, Management, committees, and the municipi-

palities for their support and hard work. There are so many I have been thankful to for working long hours on projects such as RISE and the new ILS, to name a few. It is very enjoyable and easy to Chair a board with the participation we have here. I can honestly say that I feel we have the best System in the province in management and resources offered to our members. We are recognized as a leader in innovation and ideas in the library world, and we are thought of as a leader in training and mentoring in other systems as well. It has been a very satisfying 3 years that has gone by way too quickly.

Doug Cooper, Chinook Arch Library Board Chair, 2007-2009

Chinook Arch Regional Library System Facts:

- Population served: 178,499
- 39 member municipalities
- 29 member library boards
- 32 member libraries
- 844,322 items in shared catalogue
- 18,474 electronic titles available via databases

Available for download:

- 743 e-books
- 1,031 audiobooks

Message from the CEO

Chinook Arch continues to bring enhanced library services to its members with the assistance of dedicated staff and Board members.

A major highlight of 2009 was the implementation of the RISE videoconference network. Through the network our libraries are becoming even more effective as rural information resources. The RISE network is our newest way of meeting the challenge to combine the successful aspects of traditional and popular library services with the emerging need for additional electronic and information resources in your community. In 2009 the RISE project also provided \$318,917 in

capacity grants to Chinook Arch member libraries to assist with implementing videoconferencing.

Framework for the Future: Positioning Alberta's Libraries for the 21st Century, the report of the MLA Committee on the future of library services, was released in 2009. The report acknowledged the importance of regional library systems to the public library services and placed significant emphasis on continued collaboration and the use of technologies in libraries. Chinook Arch staff look forward to continued collaboration with public libraries throughout the province.

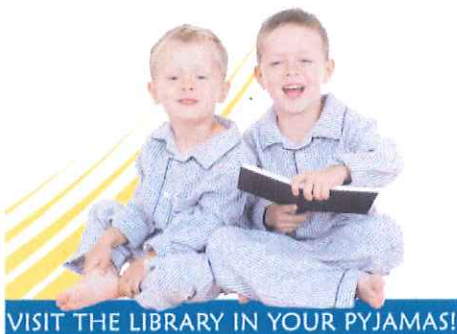
Maggie Macdonald, CEO

Service Delivery

Chinook Arch service roles include: materials and collections, bibliographic services, delivery and communications, resource sharing, programs and services, training and consultation, library technology support, system completion, and efficient and effective administration.

In 2009 Chinook Arch was able to enhance services through the following initiatives:

- Installation of video conference equipment in all member libraries.
- Chinook Arch training and meetings available for broadcast to member libraries.
- RISE capacity grants delivered to participating libraries.
- Participation as a Katimavik work partner, hosting volunteers who provided storytime programming to libraries.
 - Completion of a member user needs assessment.
 - Development of a new Marketing/Communications Plan including measurable goals and enhanced initiatives for marketing System and library services.
 - Increased efficiency in Resource Sharing translating into an overall provincial increase in interlibrary loan borrowing and lending of approximately 20%.
 - New training offered to member libraries including: Library Manager Roles & Responsibilities, Connecting With New Canadians, and a Marketing and Advocacy series.
 - Participation in Leadership Development programs by senior staff.
 - Partnership with Shortgrass Library System to provide ISP services.
 - Upgrades to customer edge devices to enhance Supernet connections at 16 member libraries.
- Partnership with Lethbridge Public Library to develop a downloadable audio-book and e-book collection.
- Installation of a new digital telephone system at headquarters to upgrade and enhance services.

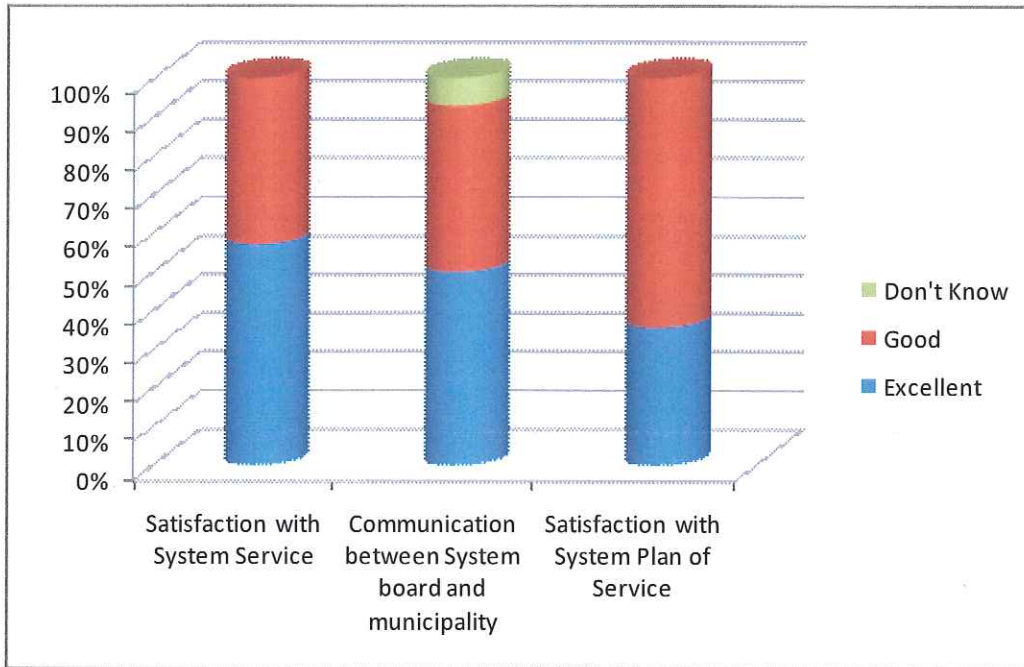


2009 Service Highlights

Items ordered	40,557
Items processed & delivered to member libraries	60,538
Items catalogued	54,100
Number of delivery stops	3,312
Workshops delivered to member library staff	24
- Participants	194
Member library staff/board members trained by videoconference	19
Items loaned to libraries through rotating special collections	5,989
Questions from member libraries answered by HQ staff	5,750
Programs delivered onsite at member libraries	51
- Participants	723
Programs delivered via video conference to member libraries	7
Number of participating libraries	30
Consulting visits with member library staff	182
Library hosted videoconference sessions within region	386
- Participants	1,660
Regional lending between member libraries	174,536
Total regional circulation	1,432,730
Items loaned via Interlibrary Loan	4,315
Items borrowed via Interlibrary Loan	4,713

Member Satisfaction Survey Results

Member Council Satisfaction



"This small library could not deliver this many different library services without Chinook Arch and its dedicated staff"

-Member Library

Member Library Satisfaction

Category	Level of Satisfaction			
	Completely or Very	Moderately	Very Little	Not at all
Staff knowledge/helpfulness	100.0%			
Acquisitions/cataloguing support	93.3%	6.7%		
Turnaround time for orders	60.0%	33.3%	3.3%	3.3%
Delivery services	87.1%	12.9%		
Training/continuing ed opportunities	93.3%	6.7%		
Technical/network support	83.9%	16.1%		
Consulting support	96.7%	3.3%		
Awareness of system structure and services	89.7%	10.3%		
Overall	90.3%	9.7%		

2009 Financial Highlights

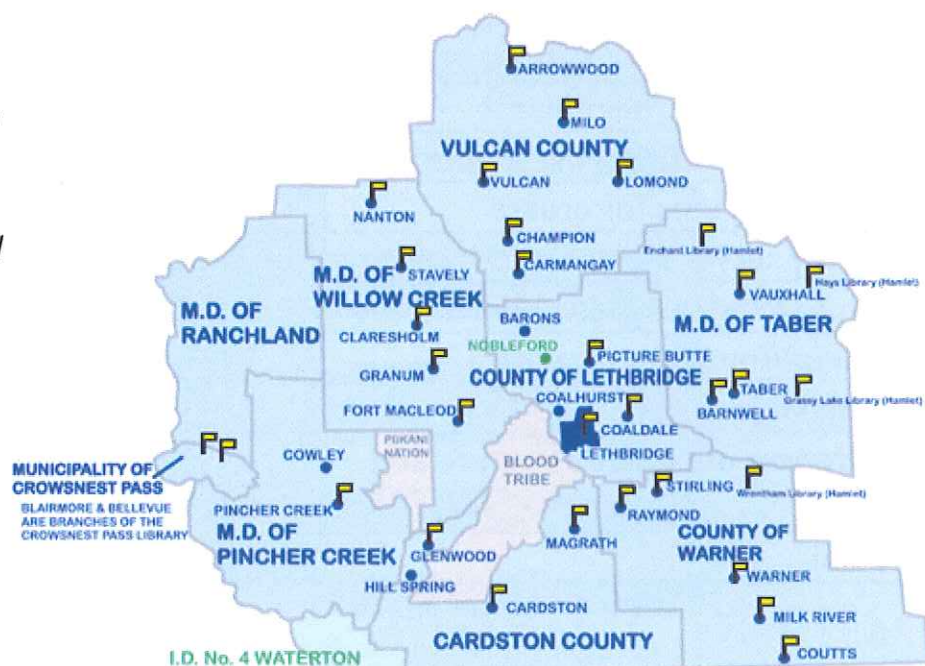
Revenue	2009	2008
Revenue from Municipalities and Library Boards	\$1,692,302	\$1,567,472
Provincial Operating Grant & Rural Services Grant	\$938,542	\$645,710
Other Revenue	\$587,591	\$708,075
Total Revenue	\$3,218,435	\$2,921,257

Expenditures	2009	2008
Library Materials	\$654,538	\$577,722
Delivery & Communications	\$244,177	\$182,948
Network & Bibliographic Services	\$149,494	\$135,208
Resource Sharing	\$128,684	\$112,666
Programs	\$205,741	\$205,962
Training & Consultation	\$69,123	\$48,558
Administration	\$49,109	\$50,860
Building & Maintenance	\$79,988	\$63,236
Board Expenses	\$23,898	\$23,557
Salaries & Benefits	\$1,487,946	\$1,368,883
Total Operating Expenses	\$3,092,698	\$2,769,600

Revenue in 2009 included an increase in the per capita provincial operating grants which increased the provincial contribution to operating revenue to 29% in 2009 from 22% in 2008.

Audited financial statements have been distributed to member councils and are available on request.

Chinook Arch Regional Library System assists a network of cooperating libraries in southwest Alberta to provide cost-effective and convenient access to information and library resources.



CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY
Board of Directors April 23, 2010

ATTENDEES:

Neil Ohler – Lay Representative
Howard Paulsen - Lay Representative
Debbie Millar – Wandering Willows
Anna-Mae Mifflin – Porcupine Hills Lodge
Earl Hemmaway – M. D. of Willow Creek
Lyal O’Neill – Office Coordinator
Brydon Saunders – Lay Representative

REGRETS:

Ron Hanson – Town of Granum
Shirley Isaacson – Town of Claresholm
Bob Thompson – Seniors Center

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

1.0 APPROVAL OF ADDITIONS TO AGENDA

Moved by Earl Hemmaway seconded Howard Paulsen to accept the agenda.
Carried.

2.0 APPROVAL OF MINUTES

Moved by Brydon Saunders seconded Howard Paulsen to accept the minutes of the meeting held **March 19, 2010**. Carried.

3.0 BUSINESS ARISING

- 3.1 Volunteer Appreciation Night was well attended and enjoyed by those who attended.
- 3.2 CIP Grant – Matching \$50,000, all info submitted, response in early April.
- 3.3 Policy committee met in February and reviewed policy. The next meeting is May 14, 2010. Committee members are Lyal O’Neill, Neil Ohler, Shirley Isaacson, Howard Paulsen. An update will be available to the board at the May meeting.
- 3.4 Sale of PHL VAN 2
- 3.5 We will need a driver to take a van or vans in the Granum Canada Day Parade
- 3.6

4.0 CORRESPONDENCE

- 4.1 No new

5.0 REPORTS

- 5.1 Financial Report – Discussion re AISH clients with bad debts. Letter to be written to management advising ALL payment should be made directly to CDTS. Moved by Brydon Saunders seconded Howard Paulsen to adopt the Financial Statements and referring thje Bad Debts to New Business. Carried.
- 5.2 Office Coordinator Report- Lyal advised the Directors that AISH managers are requiring our drivers to confirm their clients attendance at appointments. Directors are not in favour of this procedure. Moved

by Howard Paulsen seconded by Earl Hemmaway that Lyal send a letter to AISH explaining it is not our driver's responsibility to confirm client appointments. Carried. Following discussion re number of windshields replaced Motion by Debbie Millar seconded Howard Paulsen that Lyal get a quote from cooperators for the cost of adding glass coverage. Carried. The Monthly Activity Report shows very impressive numbers of increased activity. Moved by Brydon Saunders seconded Howard Paulsen that Lyal get quotes on a w/c van with the option of putting \$10,000 down and obtaining lease/finance. Carried.

- 5.3 Advertising & Fundraising- Letters will be sent out to the service clubs.
- 5.4 Chairman's Report- A reminder of the June AGM and election of officers.

6.0 NEW BUSINESS

- 6.1 Moved by Howard Paulsen seconded by Earl Hemmaway that we write off the bad debts proposed except the AEI account. Carried

7.0 NEXT MEETING is 10:00 am. Friday, May 21, 2010 at Town of Claresholm, Conference Room

8.0 The meeting was adjourned by Earl Hemmaway.

Alberta SouthWest Regional Alliance
Executive Meeting Agenda
Wednesday June 2, 2010
Supper - 6:30 p.m.
Provincial Building – Pincher Creek



Chair - Dr. John Irwin (Crowsnest)
Secretary Treasurer - Shirley Isaacson (Claresholm)
Vice-Chair/Committee Chair, Communications - Shawn Patience (Fort Macleod)
Committee Chair, Business and Industry Development - Dave Smith (Cardston)
Committee Chair, Shared Services and Planning - Randy Janisko, (Cardston County)
Director, AFE- Bev Thornton
Project Officer, AFE - Maureen Webster

1. Call to Order/Approval of Agenda/Additions (MOTION)
2. Approval of Minutes from February 23, 2009 (MOTION) Attachment 1
3. Approval of Cheque Register (to be provided at meeting) (MOTION)
4. Year end report summary and audit update
5. **Communications Committee**
 - a. Communications officer: contract services (MOTION) Attachment 2
 - b. Website development update: outline of services (information) Attachment 3
 - c. Data team update (information) Attachment 4
6. **Business and Industry Development Committee**
 - a. Tourism activities/projects update
 - i. Geotourism partnership/AlbertaSW opportunity (discussion) Attachment 5
 - b. Alternative Energy Development
 - i. Value Chain assessment: contract services (MOTION) Attachment 6
 - ii. SAAEP partnership: Nov 9, Nov 25, March 31 (discussion) Attachment 7
 - c. Investment Attraction: contract services (MOTION) Attachment 8
 - d. Value added agriculture: project intent (discussion) Attachment 9
7. **Shared Services and Planning**
 - a. Speed Sentry: update
 - b. Mammoth tracks opportunity; regional "template" for projects
8. **Executive Committee**
 - a. Process for Policy and Procedures review (MOTION) Attachment 10
 - b. Major projects/ goals/planning/outcomes/measures of success (discussion) Attachment 11
9. REDA Chairs meeting - June 9, 2010: key project for Chair presentation (information) Attachment 12
10. AlbertaSW AGM: June 16, 2010
11. SouthGrow AGM: June 17, 2010
12. New Councillor Orientation: proposed date - November 3, 2010
13. Other business
14. Next meeting/s
15. Adjourn (MOTION)

ATTACHMENT #1-MOTION required
Alberta SouthWest Regional Alliance Ltd.
Minutes – Executive Committee Conference Call

9:30 am - February 23, 2009



Present:

Chair, Ted Smith (M.D. of Pincher Creek)
 Vice-Chair, Dr. John Irwin (Crowsnest Pass)
 Shawn Patience, (Fort Macleod) Economic Development and Communications, Chair
 Randy Janisko, (Cardston County) Shared Service and Collaborative Purchasing, Chair
 Bev Thornton, Alberta Finance and Enterprise
 Maureen Webster, Alberta Finance and Enterprise

Regrets:

Shirley Isaacson, (Claresholm) Secretary / Treasurer

- | | | |
|----|--|---|
| 1. | Chairman Ted Smith called the meeting to order at 9:30 am | |
| 2. | Approval of Agenda | Moved by Shawn Patience THAT the agenda be accepted as presented.
Carried. [Motion EX 2009-02- 019] |
| 3. | Statement of Expenditures / Approval of cheque register
- (Cheques #170 – #249) | Moved by Randy Janisko THAT the statement of expenditures, cheques #170 – #249 be accepted, as presented.
Carried. [Motion EX 2009-02- 020] |
| 4. | Review of Audit Report from Myers North and Penny (2007-2008)
-Ted Smith suggested when signing payment authorizations – initial the invoice as well as signing the payment request form. | Moved by Dr. John Irwin THAT the Audit Report from Myers North and Penny (2007-2008) be accepted as presented.
Carried. [Motion EX 2009-02-021] |
| 5. | Chinook Challenge
- To date, AlbertaSW has not provided any monetary support to this program. Local CFDC offices do not participate.
- Youth Entrepreneur Program - Community Futures Crowsnest Pass does participate and promote this program. Representative Sacha Anderson has asked if AlbertaSW would like to become a sponsor.
- With a contribution of \$2,500 the logo of AlbertaSW will be included on camp T-shirts, the name on AYED Sponsor recognition sign, acknowledgement at business day awards ceremony, name/logo included on brochures and recognition on camp promotional video. | Moved by Randy Janisko THAT AlbertaSW support the Chinook Challenge with a Silver Sponsor contribution of \$2,500.
Carried. [Motion EX 2009-02-022] |
| 6. | Annual AlbertaSW AGM | Tabled to February 28th, 2009 Planning Meeting. |
| 7. | Doug Knight, University of Alberta Urban-Rural Interdependency Study Project examines how and why communities work together in economic and land-use development and service sharing. Process will include interviews with a sampling of the board members, other councilors, CAO's and stakeholders. The interview team is from the U of A; will begin in April. | Moved by Dr. John Irwin THAT the meeting be adjourned.
Carried. [Motion EX 2009-02-023] |
| 8. | Adjournment | |

ATTACHMENT #2-MOTION required

Communications Officer Services

→ PROPOSED MOTION:

THAT AlbertaSW contract with David Thomas beginning May 1, 2010 and continue to March 31, 2011
Monthly fee for services \$4,300, (includes costs of regional travel and administrative expenses.

Services will include, but not be exclusive to:

Web Content Management

- manage web content updates and development, including print, photo, and video
- monitor functionality to ensure site continues to meet user needs in terms of aesthetic appeal, ease of navigation, response times, usefulness of site content, effectiveness of interactive mapping, etc.
- monitor data collection and prepare analytics and other reports, as needed
- monitor and report on business directory: updates, functionality, usage
- ensure all appropriate web licensing, domains, permissions are in place and managed
- develop recommendations and manage cross-linking with other sites
- provide input to social networking strategies and other on-line marketing sites

Web Content Development

- gather and develop new content ideas and updates for website
- research, manage and integrate information for new "community profiles"
- research and develop industry profiles, as required
- assist with creating increase in business directory self-registration
- ensure site content and design integrate with other print and media applications

Communications support and information gathering

- establish key contacts and build a regional communications network (regional newspapers, data team, EDOs, municipal offices, CAOs and other relevant administrative staff, Chambers, businesses, etc.
- collect up-to-date information from within the region, and trends and issues provincially, nationally and internationally that may affect the region
- seek out and compile success stories from the communities and the region
- contribute to content for regional print piece/s research
- assist with Alberta Film Commission inquiries and proposals

Regional Promotion and Public Relations

- assist with drafting an integrated Communications Plan for the region
- lend analysis and/or creative input into the long range regional marketing plan
- develop strategies to promote the website and increase web traffic through advertising, contests, print pieces, and other innovative approaches
- develop contact lists and consider self-registered list of contacts for site visitors
- develop and maintain regional news updates and events calendar
- provide regular news releases to all regional newspapers
- develop content for newsletters (print and/or video)
- develop media kits for the region with a focus on specific event, industry or community, as needed
- send story ideas, information and photos to publications that could feature the AlbertaSW region
- design and implement public relations strategies to maximize media attention for the region capitalize on opportunities for content exchange with www.crownofthecontinent.net
- assist with organizing and publicizing events
- provide input and advice toward a "transition strategy" to ensure print, web, trade shows and events support an integrated and effective regional tourism marketing strategy.

Other duties as may be mutually agreed upon by the Contractor and Communications Committee

ATTACHMENT #3-information

Web development update –Twist Marketing

Funds of \$33,500 from Alberta Employment and Immigration (AEI) matched with \$28,000 from AlbertaSW used to implement the website recommendations approved by the Board on September 21, 2009.

The project purpose is to position the site as being more effective in attracting newcomers and investment.

The project will also define visual identity, branding and key messages that will be also used in print, video and promotional materials, to present integrated regional promotion.

The Board will be asked to provide ongoing input based upon regular project updates.

Terms of the contract are extensive (highlights below) with project launch date by late October.

- Project definition
 - Review all AlbertaSW documentation, strategic plans and goals
 - Clearly define scope of project, roles and responsibilities
- Content planning and site architecture
 - Plan process and implement recommendations from review documents
 - Develop content plan identifying incorporating current content and identifying gaps and needs
 - Develop site architecture that supports content needs
- Visual interface design
 - Facilitate collaborative approach for creative direction
 - Develop design guidelines based on AlbertaSW corporate identity
 - Design templates; design icons and graphical elements
 - Prepare on-line design standards for future reference
- Site build
 - Convert all templates to HTML and integrate with Canterris Marketing Suite
 - Build our site architecture and populate with representative content for testing
 - Design all forms; configure back-end reports
 - Set up Google Analytics
 - Custom configuration of AlbertaSW Business Directory
 - Custom configuration of interactive maps
 - Custom configuration of event manager
 - Custom configuration of job listings
 - Develop secure log-in area for non-public facing documents, reports and materials
- Testing
 - Test design and functionality to meet expectations and functionality across all web browsers
 - Ensure usability and ease of use is high
 - Test website and database performance to ensure page load time and server load is minimal
 - Perform comprehensive security review of the site
- Training, Launch and post launch support
 - Ensure staff comfort and ease with the ability to fully edit and add new content to the site
 - Continued evaluation of web functions to ensure ease in meeting needs of users
 - XML maps submitted to search engines for indexing
 - Continued user training

ATTACHMENT #4-information

Data team update

- Patti Kiemele on contract from November 2009 – March 2010, new contract April 2010
 - Patti's initial contract was to update the Town of Cardston, however, she is now updating the listings for Cardston County, Hill Spring and Glenwood (updating, adding, or deleting businesses)
 - most of the businesses she has contacted had no prior knowledge of the business directory
 - most are impressed with the web site and directory; promoting self-registration remains a hard sell, business owners see value in the service of having someone to do the updating for them
 - business owners are forecasting a bleak 2010
- Jana Pansky on contract from January – March 2010, due to scheduling began updating in March.
- Shirley Isaacson is updating Claresholm area; contract commenced April 1, 2010.
 - April report showed similar findings to Cardston: aware of the directory; impressed with directory/wbsite.

ATTACHMENT #5-discussion

Geotourism Partnership Development and Marketing

DISCUSSION:

Is AlbertaSW committed to supporting the transboundary geotourism development/marketing partnership?

- We are getting support from Travel Alberta and from Tourism Parks and Recreation (as noted below)
- There is \$10,000 in AlbertaSW budget for this partnership; it could, ideally, be used to match or leverage other funds, depending upon what becomes necessary.

Opportunities ...

- ❖ Being identified as "Alberta's Crown of the Continent" presents tremendous opportunities:
 - unique identity that differentiates us from other regions in Alberta
 - partnership, shared resources and ideas with Montana and British Columbia
 - revival of "two nation vacation" promotions
 - influence in international marketing and development e.g. the "Top 10 Driving Loop"
 - continued collaboration with *National Geographic* staff and services
 - potential to fully develop "Canadian Badlands to Crown of the Continent" destination tourism product
 - potential for new model of tourism development and marketing with CCTA (DMO) and AlbertaSW and perhaps SouthGrow



Marketing ...

- ❖ Co-op marketing campaign plan discussed between AB, BC and MT in 2009 will go forward. \$100,000, 6-8 week media campaign using a mix of online and traditional media, targeted at regional markets such as Spokane, Calgary, Seattle, Lethbridge and Missoula.
 - Katy Peterson of the MT Office of Tourism has sent a campaign plan to
 - Chris Dadson at Kootenay Rockies BC and
 - Marty Eberth of Travel Alberta **Travel Alberta is applying to fund the Alberta share of this project.**

Governance ...

❖ Steve Thompson, Associate Regional Director Northern Rockies Region National Parks Conservation Association (NPCA) will be moving to another position with a private agency. He has provided initial impetus to this transboundary partnership; leadership and governance now need to be more formally addressed.

❖ Proposed:

Contract a coordinator to provide the continued capacity to take the partnership initiative to the next level.

Current funding includes:

- \$5,000 from National Parks Conservation Association (NPCA) into a pooled pot of money, if matching agreements are secured from partners. \$10,000 - \$12,000 from the MT Office of Tourism
- **\$10,000 from Alberta Tourism Parks and Recreation Tourism Development Branch, at our request.**
- \$5,000 USD from Kootenay Rockies Tourism
- Steering Committee (6 members; 2 representatives each from AB, BC, MT) would set direction and supervise the contract. One of the duties of the coordinator would be to support the steering committee to be more effective and active.

Next steps ...

- implement the Geotourism Council Strategic Business Plan 2009-2012, including transboundary leadership and organizational model (This document is on file for anyone wishing to see it.)
- educate owners/operators/staff about geotourism: plan curriculum, promote workshops and learning opportunities to best meet the needs and expectations of the geo-traveller (utilize and customize AlbertaBest, Montana SuperHost training)
- identify opportunities and gaps in tourism development related to geotourism in the south region
- make best use of Alberta Visitor Center in West Glacier; new signage?
- create clear and accurate information about ease and attractiveness of crossing borders
- continue to develop content for Crown of the Continent website that ensures a strong Alberta presence.

ATTACHMENT #6-MOTION required

Value Chain Assessment related to wind industry

→ PROPOSED MOTION:

THAT AlbertaSW contract with Western Sky Management Associates Inc to conduct this project.

Purpose and Outcomes of the Project

Productivity Unit of Alberta Finance and Enterprise provided \$25,000 funding specifically for this project idea. The wind industry is maturing in our region, and there may be opportunities for related businesses. A value chain analysis may service to show the potential for cluster development and import replacement. The purpose of this project is to better understand the business systems and supply chain within the wind energy sector in the AlbertaSW region. To do this, consulting services will be engaged to investigate how the value generating activities of the wind energy sector have an economic impact within the Alberta SouthWest region, with a special emphasis on those activities that could have long-term, sustainable economic development potential for existing businesses, new investment and other stakeholders within the region.

Anticipated outcomes of the project include:

- Inventory of businesses operating or providing services to the wind industry and a description of the "network" of related activities and stakeholders.
- Identification of existing businesses within the Alberta SouthWest region that can take advantage of linkages within the value-chain; identify possible import replacement opportunities.
- Observations regarding the scope of existing and potential value chain activities and comment upon the economic "multiplier" effect of investment in the industry.
- Analysis of business inter-relationships within the Alberta SouthWest region to identify gaps and opportunities within the wind sector or auxiliary enterprises.
- Additional learning regarding the wind sector that could be disseminated and applied throughout the region and within the member communities of the Southern Alberta Alternative Energy Partnership.

This may establish feasibility to hold a "Green Products Showcase" featuring regional businesses, information-sharing, or a "Value Chain Workshop", in partnership with CanWEA.

ATTACHMENT #7-discussion

SAAEP Partnership support

DISCUSSION:

What does AlbertaSW need to gain as it continues to support this initiative?

- There is currently \$10,000 budgeted for partnership support.
- November 5/09: SAAEP Management Team invited to participate in a cross-ministry session to discuss provincial role in alternative and renewable energy development
- November 25/09: SAAEP Management Team invited to make a full day presentation to senior officials of 6 departments, sharing the work this partnership has accomplished
- March 31/10 SAAEP Joint Boards Meeting and presentation in Lethbridge; Dr. John Irwin, Shirley Isaacson, Walter Gripping and Roger McAdam attended. At this meeting there was general agreement that this initiative has made some worthwhile impacts, and there is now a need to
 - implement the communications plan and create greater awareness of the partnership
 - make the investment opportunity message much clearer
 - develop "cluster" industry opportunities; create an attractive context for new business in southern Alberta
- After 4 years this partnership is just now gaining attention and creating impact on a provincial level. The studies, public consultation and research, focused on southwest and south central Alberta is now being utilized by other government departments.

ATTACHMENT #8-MOTION required

Investment Attraction and Business Succession

→ PROPOSED MOTION:

THAT AlbertaSW continue contract with Rick Matheson, Ranger Contract Services for May 2010 to March 2011 and also support shared costs of "Canada Night" events and volunteer travel to Holland

- Many of our small business owners are looking to retire. If they are unable to sell their businesses, we lose those jobs and services in the community. Holland represents a pool of newcomers with assets and ability to take over existing businesses. Holland also brings expertise in new products as well as new technologies.
- We are now in contact with about 100 families and business people from Holland who are interested in coming to our region. Being able to provide personal assistance and information has proved to be very successful.
- The process includes making initial contacts, sending letters of introduction and welcome, collecting information regarding specific entrepreneurial/employment opportunities and facilitating connections with local business people. A number of clients visit AlbertaSW during the summer months to explore opportunities in person.
- Rick and Henk also work to increase awareness, regionally, by presenting information to councils, chambers, service clubs and organizations in Crowsnest, Pincher Creek, Fort Macleod, Claresholm, and Cardston.
- AlbertaSW was invited by the Netherlands Consulate to attend "Holland Days" in Spruce Meadows, Summer 2009. The invitation is extended again for 2010.
- Henk ten Wolde, Trade Commissioner and Economic Consultant to the Trade Office, Consulate of the Netherlands, visited the region and made a presentation in Fort Macleod.
- As a result of contacts made with the Netherlands since 2008 new investment in the region (homes, land and businesses) is estimated to be over \$15M.
- Six people from the Netherlands have obtained employment within our region as temporary foreign workers, filling positions that employers were previously unable to staff.
- Three people from the Netherlands are currently seeking employment as Auto body technician, Journeyman Carpenter; Farm Manager specializing in livestock management(hogs, sheep, poultry).
- A family has been in contact with us for the past two years as we assist with requirements to start up a new auto body business. He and his family will be coming to Alberta this summer to hopefully finalize his plans to either begin construction of a new facility or purchase an unoccupied existing facility.
- Dutch company, Landmark Projecten: bio-energy plants in southern Alberta
- Windbrokers Group: wind farm in southwest Alberta.
- Other companies that represent the following types of enterprises:
 - all types of pipeline, cabling and piping related to gas and water treatment plants;
 - manufacture of various types of specialized agricultural equipment
 - manufacture of cameras for heavy equipment (excavators, dozers) and cranes
 - sale of mobile and stationary recycling machines, crushers

ATTACHMENT #9-discussion

Identify value-added agriculture opportunities/Compile inventory of regional producers

DISCUSSION: Ideas and direction regarding implementing this project?

AlbertaSW has a strong agricultural base, but the paradigm is shifting, and agriculture is an increasingly complex and sophisticated business. The demand for clean air and water, safe and healthy food supply is growing. As well, agricultural operations are looking for opportunities to diversify. Creating an inventory of producers, products and services may serve to show up some opportunities for value added business development and import replacement.

ATTACHMENT #10-MOTION required

Policy and Procedures Review

→ PROPOSED MOTION:

THAT AlbertaSW draft a Request for Proposals (RFP) to advertise for contracted services to review current AlbertaSW policies and procedures, provide an overview of "best practices" from other REDAs and organizations and facilitate the process for Board review and revision of policies and procedures.

This project is budgeted in our Operations Plan and fulfils the requirement of the MOU to implement at least one Governance improvement.

Suggested policy review issues may include ...

- roles and responsibilities
- meeting frequency, purpose, location
- e-mail motions and decision-making
- communication protocols
- membership structure, associate members
- committee structure, terms of reference, decision-making authority, reporting
- remuneration to Board; special expenses
- partnerships, letters of support, donations and sponsorships
- other?

ATTACHMENT #11-discussion

Major Projects

DISCUSSION:

New MOU requires completion of 2 major projects 2010-2011; do these reflect key goals of AlbertaSW?

<p>Investment Attraction: Promoting Regional Business Opportunities</p> <ul style="list-style-type: none"> • Regional print piece/s: In raising awareness of the region and promoting opportunities, the website will be a key tool. However, print material is also important to send visitors and investors to that website. High quality print pieces that include community profiles/industry profiles and highlight the communities and regional opportunities can serve multiple purposes. • Website development: This project will result in a building a new and impactful site by implementing recommendations of 2009 website reviews and analysis reports; this includes recommendations for improvements that make the sites more useful for newcomers and foreign investment attraction. 	<ul style="list-style-type: none"> - communications plan - key messages - print content developed - graphic design - tracking measures incorporated - production - distribution plan - contract with Twist Marketing - content plan - visual interface design - custom site build - web launch Nov 2010
<p>Communications: Raising Regional Awareness</p> <ul style="list-style-type: none"> • Video vignettes / newsletter: During 2009 over 30 hours of high definition regional video footage was compiled. This resource is available for member communities and, will also form the basis of up to 12 short, scripted video vignettes that highlight experiences in the region; will be on website, and available for events, trade shows, etc. • Web promotion: Driving users to the website will be an important focus of communications, marketing. • Media kit / publicity strategy: Developing contacts, telling AlbertaSW success stories in an engaging manner will serve to gain "free" media attention. • "Data team" for regional information gathering: A team of contractors deployed around the region will promote the REDA and gather business information. 	<ul style="list-style-type: none"> - communications plan - video footage catalogued for community use - video vignettes scripted to reflect key messages of the region - web promotion plan - tracking measures incorporated - public relations plan - data team contracts in place - data team reports

Porcupine Hills Lodge
BOARD MEETING
Minutes of Meeting

May 4, 2010

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

ABSENT: Jeanette Vegter

1. **Earl Hemmaway called the meeting to order.**
2. **Additions to agenda:**
3. **Acceptance of Agenda – Shirley Isaacson made a motion to accept the agenda as presented. All in favor, carried.**
4. **Minutes of Last meeting – Hazel Johnson made a motion to accept the minutes of the April 5, 2010 meeting. All in favor, carried.**
5. **Reports**

Manager's Report

-Michelle reviewed her report.

Outstanding Items:

Lodge Waiting List & Supportive Living –

10 (1/2 couples and 1/2 singles) on waiting list for Supportive units

19 –Lodge waiting list and growing

ASLI 3 – Capital Bonds – did not get the money

Casino Update – Signing authority at the bank needs to be changed.

Anna Mae Mifflin made a motion to have Earl Hemmaway and Shirley Isaacson have signing authority on the Casino Account at the Macleod Savings & Credit Union. All in favor, carried.

Landscaping in Court Yard – \$275.00 Omni Green will give us some plans, Garden Soul maybe to give us a quote. Michelle showed us what the staff have come up with. We will wait to see what quotes come in.

Basement Systems follow-up/re-inspection report – Alberta Government Infrastructure is going to send out someone to have a look at the mold in the crawl spaces and we will see what they say. We will review after this happens.

Staff Appreciation - looking at water bottles with logo on for staff, residents, volunteers and board.

Shirley Isaacson made a motion to order 200 stainless steel water bottles for staff appreciation, residents, volunteers and board. All in favor, carried.

We are going to combine the BBQ for Senior's Week and Staff Appreciation as one. Thursday June 10, we will have a BBQ, and Board will try to come and help with salads. Michelle & Karen to find entertainment. Cocktails 6:00; Supper to be at 6:30; Entertainment to follow. Anna-Mae, Karen, Shirley to help make salads at 4:00pm.

NEW ITEMS:

Risk Management Plan – Jubilee Dale & Michelle attended course and they are asking us to do a risk management action plan, so if the board agrees to do this, we will receive 2% off our insurance premiums. Michelle would have to adopt a risk control policy statement by going through the policies and making new policies. This gives us policy and procedures for staff to follow.

Karen Bishop made a motion that Michelle go ahead and do the Risk Management Action Plan. All in favor, carried.

Health and Housing Discussion (Incident Reporting) – we received correspondence from Alberta Seniors & Community Supportrs, Accomodation Standards wanting us to send in our emergency plan. We now have incident reports to be filled out when incidents occur.

Seniors Week and BBQ (June 8th week) – see Staff Appreciation

Sysco Workshop (Kitchen Cooks) - there is an awesome free workshop in Calgary that Michelle, Pam & Bernie are attending.

APHA Spring Session May 10-13 Leduc – Michelle away during this time. Michelle is taking Client Services.

CNIB Walk May 2 report – they had 26 walkers and raised over 5,000.00 dollars. Turned out to be a nice day.

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

5.2 Lodge Expansion

5.2.1 Under Budget on paving – done; Sod going in as soon as weather permits.

5.2.2 Speed/Pedestrian Sign – people are speeding through the back; we will review again. Tabled

5.2.3 Open House Date & Time – still do not have a date. We will have the end of June. We should make a list of guests we want to invite. Committee will work on it.

5.2.4 ALSI 2 and financial update – started working on final submission. Need a letter of substantial completion from contractor.

5.3 Recreation Report –

5.3.1 Go-Getters Elections – nominations and election date set. AGM May 21.

5.3.2 Volunteer Appreciation Night – more volunteers signed up

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

5.4 Maintenance Report –

Shirley questioned the small jobs Dale was doing for the new units. Is this on M&K's behalf? Or the Lodge? He should not be spending his time doing what M&K should be doing.

Anna-Mae Mifflin made a motion to accept the maintenance report as presented. All in favor, carried.

5.5 Financial Report –

LAP Grant – need to change the Ministerial Order to reflect the new units so we can obtain the LAP Grant.

Shirley Isaacson made a motion to change the Ministerial Order to reflect the new units for the LAP Grant. All in favor, carried.

Shirley Isaacson made a motion to pay the bills. All in favor, carried.

5.6 Committee Reports –

5.6.1 3 Year Business Plan – no report yet

6. Correspondence -

5.6.1 Grant Denial Letter

5.6.2 Southern Homes Association going to try and reschedule

5.6.3. High River Health Care Foundation – workshop on
Fundamentals of Fund Development

7. In-Camera Issues – no issues

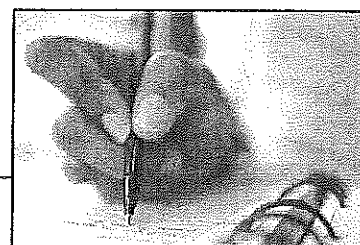
Karen Bishop made a motion to adjourn the meeting.

Next meeting – Tuesday, June 1, 2010

2009 ANNUAL REPORT

Oldman River Regional Services Commission

FINANCIAL STATEMENTS



Year Ending
December 31, 2009

<http://www.orrsc.com>

DRAFT



OLDMAN RIVER REGIONAL SERVICES COMMISSION

REPORT FROM THE CHAIR

Dear Members of the Board:

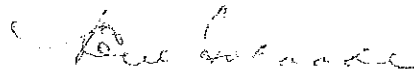
The Municipal Government Act of Alberta requires municipalities to manage land use, subdivision and development by preparing bylaws and statutory long-range Municipal Development Plans, Intermunicipal Development Plans and Land Use Bylaw documents. ORRS,C established in 1955, has a proud record of achievements which have helped members to meet this requirement.

Our director, the planners and staff coordinated and completed a compilation of inputs from 52 municipalities in the South Saskatchewan Region. This 144-page document ~ Municipal Perspectives: Position Paper on the South Saskatchewan Regional Plan ~ covered 12 topics of importance. The Regional Advisory Committee (RAC), the Provincial Land Use Secretariat, the Ministers of the various Departments involved with the Land-Use Framework and Alberta Land Stewardship Act, numerous MLAs and the O2 consultants were most appreciative in receiving this paper with its valuable inputs.

The Geographic Information System (GIS) provides valuable mapping and data collection services. The orthophotography mapping project is pretty well completed. A new ORRSC website was unveiled in 2009. SouthGrow Regional Initiatives honoured ORRSC with the Excellence in Collaboration/Partnership Award.

Besides the special undertakings, the ORRSC staff continued with all the usual activities and tasks for the membership. Our competent staff continues to enhance awareness and delivery of the many services available to the membership.

The Commission wants to continue improving services and encourages each of its 38 members and their staffs to continue close contact and support, so as to ensure everyone's continued successes.



*Paul Goldade, Chair
Oldman River Regional Services Commission*

BOARD OF DIRECTORS

Membership as at December 31, 2009 consisted of the following 38 municipalities, all of which had appointed members to the Board of Directors. Four Board of Directors' meetings were held between January 1 and December 31, 2009. Representation from the municipalities is listed below:

MUNICIPALITY	CURRENT MEMBER	FORMER MEMBER (part of 2009)
ARROWWOOD – Village	Bill Graff	
BARNWELL – Village	Del Bodnarek	
BARONS – Village	Alf Olsen	
CARDSTON – County	Neal Miller	
CARDSTON – Town	Tim Court	
CARMANGAY – Village	Art Cogdale	Kym Nichols
CHAMPION – Village	Trevor Wagenvoort	
CLARESHOLM – Town	Doug MacPherson	
COALDALE – Town	Vic Mensch	
COALHURST – Town	Dennis Cassie	
COUTTS – Village	Tom Butler	
COWLEY – Village	Garry Hackler	
CROWSNEST PASS – Municipality	Gary Taje / Ian MacLeod	
FORT MACLEOD – Town	Gordon Wolstenholme	
GRANUM – Town	Walter Gripping	
HILL SPRING – Village	Robert Wiebe	Angie Todd
LETHBRIDGE – County	Hans Rutz	
LOMOND – Village	Brad Koch	
MAGRATH – Town	Dennis Quinton	
MILK RIVER – Town	Terry Michaelis	
MILO – Village	Robert Phillips	
NANTON – Town	Dick Fenton	
NEWELL – County No. 4	Anne Marie Philipsen	
NOBLEFORD – Village	Paul Goldade	
PICTURE BUTTE – Town	Hank Hurkens	
PINCHER CREEK – M.D. No. 9	John Russell	
PINCHER CREEK – Town	Doug Thornton	
RANCHLAND – M.D. No. 66	Ronald Davis	
RAYMOND – Town	Jim Steed	
STAVELY – Town	Barry Johnson	
STIRLING – Village	Mike Selk	
TABER – Municipal District	Cecil Wiest	
VAUXHALL – Town	Lee Green	Lois Maloney
VULCAN – County	Rod Ruark	
VULCAN – Town	Roy Elmer	
WARNER – County No. 5	Keith Palmer	
WARNER – Village	Vern Strain	
WILLOW CREEK – M.D. No. 26	Henry Van Hierden	

CHAIR AND VICE-CHAIR

The Chair and Vice-Chair from January 1 to December 3, 2009 were:

- Chair - Paul Goldade (Village of Nobleford)
- Vice-Chair - Terry Michaelis (Town of Milk River)

At the December 3, 2009 Annual Organizational Board of Directors' meeting, both the Chair and Vice-Chair were re-elected to their positions for the period December 3, 2009 to December 2, 2010.

EXECUTIVE COMMITTEE

The Executive Committee is responsible for financial and administrative concerns including budget preparation, approval of accounts, procedures and policies for hiring and dismissal of staff, and specific issues affecting administration or policy. Six meetings were held between January 1 and December 31, 2009.

The following served on the Executive Committee from January 1 to December 3, 2009:

- Paul Goldade - Village of Nobleford (Chair)
- Terry Michaelis - Town of Milk River (Vice-Chair)
- Henry Van Hierden - M.D. of Willow Creek No. 26
- Doug MacPherson - Town of Claresholm
- Gordon Wolstenholme - Town of Fort Macleod
- Dick Fenton - Town of Nanton
- Doug Thornton - Town of Pincher Creek

At the December 3, 2009 Annual Organizational Board of Directors' meeting, all of the above members were re-elected to serve on the Executive Committee from December 3, 2009 to December 2, 2010.

STAFFCURRENT STAFF (as at December 31, 2009)

DIRECTOR	- Lenze Kuiper (permanent contract)
SENIOR PLANNER	- Mike Burla (permanent)
SENIOR PLANNER	- Steve Harty (permanent contract)
PLANNER	- Diane Horvath (permanent contract)
PLANNER	- Bonnie Brunner (permanent contract)
PLANNER	- Gavin Scott (permanent contract)
PLANNER	- Jonathan Schmidt (permanent contract) – from April 1/09
ASSISTANT PLANNER	- Katherine Mertz (permanent part-time contract)
INTERN PLANNER	Michelle Denis (contract) - from May 4/09
DEVELOPMENT OFFICER	- Rhonda Day (contract)
SR. GRAPHICS TECHNOLOGIST	- Cal Kembel (permanent)
CAD/GIS TECHNOLOGIST	- Mladen Kristic (permanent contract)
GIS TECHNOLOGIST	- Steven Ellert (permanent contract)
GIS ANALYST	- Jaime Thomas (permanent contract)
GIS ANALYST	- Jordan Thomas (permanent contract)
SUBDIVISION TECHNICIAN	- Gail Kirkman (permanent contract)
BOOKKEEPER	- Sherry Johnson (permanent)
EXECUTIVE SECRETARY	- Barb Johnson (permanent)

FORMER STAFF (part of 2009)

PLANNING RESEARCHER	- Robin Hopkins (permanent contract) – to January 30/09
SUBDIVISION ASSISTANT	- Marge Williams (part-time contract) – to May 31/09

WORK PROGRAMMUNICIPAL ASSISTANCE

“Prediction is a risky business, especially when it’s about the future.”

– Yogi Berra

The Oldman River Regional Services Commission (ORRSC) business model has served us well in 2009’s challenging environment and we believe that a few adjustments are required as economic recovery builds and as new opportunities appear. ORRSC continues to focus on its core municipal services – land use planning, geographic information systems (GIS), subdivision processing, mapping, Subdivision and Development Appeal Board hearings, and statutory plan preparation with a governance model that requires a high degree of engagement through our professional staff, board and executive. Our service model enjoys strong fundamentals, has exceptional value, operates with low cost structures and enjoys a reputation unparalleled within the province. We give good advice.

A good business model should always seek improvement. In 2009, ORRSC committed resources towards the development of a new strategic plan, a new business plan, bylaw amendments and an updated policy manual. We sought input and direction from many of our member municipalities and we are well on our way to rolling out draft documents for your review and comment.

The changes we envision will provide our members with better and expanded services, competitive value for those services, and advocacy and representation at the provincial and regional level. We will be bringing 60 years of success and dedication to the process of moving forward and will keep your municipality’s best interests in mind and close at heart.

I wish to express gratitude, on behalf of the Board and Executive, for the important contributions of our staff in achieving successful results and receiving various accolades in a challenging operating environment. They work diligently to provide you with the best advice, the best GIS, and the best plans. They have brought communities together with strong Intermunicipal Development Plans and they have aided in resolving conflicts through the appeal process. They toiled for weeks on the preparation and delivery of *Municipal Perspectives: A Position Paper on the South Saskatchewan Regional Plan*. And, they have loved every minute of it – it shows!

Lastly, I thank you – each of our member municipalities – for your continued commitment and partnership, and we look forward to being your go-to services commission into the future.

– Lenze Kuiper, Director

MUNICIPAL PROJECTS*Rural:*

- **Cardston County** – Municipal Development Plan Review (ongoing); Land Use Bylaw (2nd reading)
- **County of Lethbridge** – Intermunicipal Development Plan with Town of Coaldale (commenced); Integrated Community Sustainability Plan (adopted)
- **County of Newell No. 4** – Intermunicipal Development Plan with City of Brooks (adopted as Bylaw 1656-09)
- **Vulcan County** – CPR Lands Project (commenced); Intermunicipal Development Plan with Town of Vulcan (commenced)
- **County of Warner No. 5** – Municipal Development Plan Review (completed); Land Use Bylaw Update (adopted); Grouped Country Residential Policy Review (completed)

- **M.D. of Pincher Creek No. 9** – M.D. of Pincher Creek and Town of Pincher Creek Intermunicipal Development Plan (ongoing); Wind Energy Conversion System Updates in the Land Use Bylaw and Municipal Development Plan (completed)
- **M.D. of Ranchland No. 66** – Tower Policy (commenced)
- **M.D. of Willow Creek No. 26** – Land Use Bylaw (draft submitted); Intermunicipal Development Plan with Town of Nanton (commenced)
- **M.D. of Taber** – East Vauxhall Area Structure Plan (ongoing); Land Use Bylaw and Municipal Development Plan Review (ongoing); Intermunicipal Development Plan with Town of Vauxhall (commenced - 1st reading)

Towns:

- **Cardston** – East Cardston Area Redevelopment Plan (completed)
- **Claresholm** – Land Use Bylaw Rewrite (completed as Bylaw 1525); Southwest Area Structure Plan (commenced), Municipal Development Plan Update (commenced)
- **Coaldale** – Annexation Study (commenced); Intermunicipal Development Plan with County of Lethbridge (commenced)
- **Coalhurst** – Growth Study (completed)
- **Granum** – Land Use Bylaw Review (commenced)
- **Municipality of Crownsnest Pass** – Land Use Bylaw Review (commenced)
- **Milk River** – Land Use Bylaw Revisions (completed and adopted)
- **Nanton** – Municipal Development Plan Update (completed as Bylaw 1199/08); Intermunicipal Development Plan with M.D. of Willow Creek (commenced)
- **Picture Butte** – South Area Structure Plan (ongoing)
- **Pincher Creek** – M.D. of Pincher Creek and Town of Pincher Creek Intermunicipal Development Plan (ongoing)
- **Raymond** – Municipal Development Plan (completed and adopted); New Land Use Bylaw (commenced)
- **Stavelly** – Growth Study (ongoing)
- **Vauxhall** – Land Use Bylaw Update (completed and adopted); Intermunicipal Development Plan with M.D. of Taber (commenced - 1st reading)
- **Vulcan** – Area Structure Plan (completed as Bylaw 1358-08); Intermunicipal Development Plan with Vulcan County (commenced)

Villages:

- **Barnwell** – Land Use Bylaw (adopted)
- **Coutts** – New Land Use Bylaw (commenced)
- **Champion** – Industrial Subdivision (commenced)
- **Milo** – Annexation (completed)
- **Nobleford** – Municipal Development Plan (adopted); Land Use Bylaw Review (commenced)
- **Stirling** – Land Use Bylaw Amendments (commenced)

Other Projects and Services:

- South Saskatchewan Regional Plan Position Paper
- Seminar on Land Titles Documents and the Subdivision Finalization Process – September 24, 2009
- Subdivision and Development Appeal Board Secretarial Assistance
- Development Officer Service for Towns of Coalhurst and Magrath

GIS:

- Two new participants – Village of Rosemary and Town of Olds (bringing total municipalities to 33)
- GPS data collection continued over the summer – with collection of location as well as photos of playground equipment and infrastructure components
- Conducted GIS training in member municipalities for new employees/participants as well as in-house training in new ORRSC conference room facility
- 2009 Orthophotography Project implemented – photography acquired, orthophotos delivered and authored to individual map websites
- Plotted orthophotography for the participating members
- GIS presentation to LGAA at the AUMA Convention in November
- Presentations to Parkland Community Planning Services, Town of Bassano and Village of Tilley
- Entered into agreements with the Towns of Olds, Rocky Mountain House, Innisfail and Penhold to supply web-based GIS on an interim basis

SUBDIVISION**SUMMARY OF APPLICATIONS PROCESSED**

A total of 258 subdivision applications were processed during the 2009 calendar year. The status of these applications as at December 31, 2009:

233	–	Approved or Approved on Condition
5	–	Refused
7	–	Withdrawn or Expired
13	–	Pending

In 2009, a total of 9 subdivisions were appealed:

6	–	Refused or Deemed Refused
3	–	Approved on Condition

The outcome of the 9 appeals:

1	–	Withdrawn
8	–	Upheld

The following table shows a detailed breakdown of the subdivision applications for 2009.

DETAILS OF SUBDIVISION APPLICATIONS PROCESSED - 2009

ABBREVIATIONS:
 A - Approved
 A/C - Approved with conditions
 R - Refused
 W - Withdrawn
 E - Expired
 P - Pending

 Res - Residential
 Com - Commercial
 Ind - Industrial
 CR - Country Residential

 Ag - Agricultural
 Inst - Institutional
 Rec - Recreational
 Misc - Miscellaneous

MEMBER MUNICIPALITY	SUBDIVISION APPLICATIONS	DECISION					NEWLY CREATED LOTS (By Use)							TOTAL			
		A/A/C	R	W/E	P	Res	Com	Ind	CR	Ag	Inst	Rec	Misc				
Arrowwood - Village	---																
Barnwell - Village	---																
Barons - Village	---																
Cardston - County	40	34		3	3						75	10		5			90
Cardston - Town	5	5						5	1								6
Carraigay - Village	---																
Champton - Village	3	2		1				1		2							3
Clareholm - Town	2	2						1	1				2				4
Coaldale - Town	10	10						305	1	8	1				2		317
Coalhurst - Town	1	1						17									17
Coutts - Village	---																
Cowley - Village	3	3						1	3	6							10
Crowsnest Pass - Municipality	13	11	1		1			19			27						46
Fort Macleod - Town	1	1									1						1
Granum - Town	---																
Hill Spring - Village	1	1						1									1
Lethbridge - County	38	33	4		1			4		14	26	9			2		55

**OLDMAN RIVER
REGIONAL SERVICES COMMISSION**

**FINANCIAL STATEMENTS
DECEMBER 31, 2009**

OLDMAN RIVER REGIONAL SERVICES COMMISSION

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2009**

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AUDITORS' REPORT

To the Members of the Oldman River Regional Services Commission

We have audited the statement of financial position of the Oldman River Regional Services Commission as at December 31, 2009 and the statements of operations, changes in net assets and cash flows for the year then ended. These financial statements are the responsibility of the Commission's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Commission as at December 31, 2009 and the results of its operations and cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

BDO Canada LLP

Chartered Accountants

Lethbridge, Alberta
March 25, 2010

OLDMAN RIVER REGIONAL SERVICES COMMISSION

STATEMENT OF FINANCIAL POSITION AS AT DECEMBER 31, 2009

	<u>2009</u>	<u>2008</u> (as restated)
ASSETS		
Current assets		
Cash and term deposits (note 4)	\$ 778,775	\$ 1,062,586
Accounts receivable	<u>81,715</u>	<u>548,084</u>
	860,490	1,610,670
Property, plant and equipment		
Capital assets (note 5)	<u>733,007</u>	<u>543,596</u>
Total assets	<u><u>\$ 1,593,497</u></u>	<u><u>\$ 2,154,266</u></u>
LIABILITIES AND NET ASSETS		
Current liabilities		
Accounts payable and accrued liabilities	\$ 158,700	\$ 97,963
Deferred revenue (note 6)	<u>28,869</u>	<u>500,655</u>
Total liabilities	<u>187,569</u>	<u>598,618</u>
Net assets		
Invested in capital assets	733,007	543,596
Internally restricted (note 7)	538,825	695,056
Unrestricted	<u>134,096</u>	<u>316,996</u>
	1,405,928	1,555,648
Total liabilities and net assets	<u><u>\$ 1,593,497</u></u>	<u><u>\$ 2,154,266</u></u>

APPROVED BY THE COMMISSION:

CHAIRMAN

VICE-CHAIRMAN

The accompanying notes and supporting schedules to which the financial statements are cross-referenced are an integral part of these financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

STATEMENT OF OPERATIONS YEAR ENDED DECEMBER 31, 2009

	Budget (Unaudited)	2009 Actual	2008 Actual (as restated)
REVENUE			
Municipal contributions	\$ 421,309	\$ 421,309	\$ 421,159
Subdivision fees	500,000	432,503	600,678
Service fees	135,000	154,786	70,272
GIS member fees	-	241,292	237,228
GIS service fees	-	29,190	4,125
GIS project revenue	-	477,774	16,481
Other grant revenue	43,000	37,011	24,100
Interest income	30,000	23,129	43,396
Other revenue	600	24,455	30,824
	<u>1,129,909</u>	<u>1,841,449</u>	<u>1,448,263</u>
EXPENDITURES			
Occupancy costs	171,000	35,330	44,982
Accounting and audit	13,000	16,846	26,975
Advertising	11,500	11,960	7,767
Amortization	45,000	53,174	37,208
Equipment	5,000	15,875	19,000
GIS project expenses	-	477,774	16,481
Janitorial	5,500	5,210	4,675
Land titles office	5,000	7,090	8,855
Legal fees	1,500	6,236	595
Members' fees	18,000	12,950	13,249
Members' travel	9,000	15,975	11,933
Miscellaneous	3,000	2,656	4,411
Office supplies	3,200	4,035	10,282
Postage	5,500	8,133	9,889
Printing and duplicating	3,500	9,283	10,644
Public relations	7,500	10,111	10,311
Repairs and maintenance	12,000	15,467	14,368
Salaries and benefits	938,200	1,245,638	1,173,646
Staff training and conferences	19,000	10,117	18,934
Staff travel	13,500	13,857	21,341
Telephone	10,000	13,452	12,025
	<u>1,299,900</u>	<u>1,991,169</u>	<u>1,477,571</u>
DEFICIENCY OF REVENUES OVER EXPENDITURES	(169,991)	(149,720)	(29,308)
NET ASSETS AT BEGINNING OF YEAR	<u>-</u>	<u>1,555,648</u>	<u>1,584,956</u>
NET ASSETS AT END OF YEAR	<u>\$ (169,991) \$</u>	<u>1,405,928</u>	<u>\$ 1,555,648</u>

The accompanying notes and supporting schedules to which the financial statements are cross-referenced are an integral part of these financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

**STATEMENT OF CHANGES IN NET ASSETS
YEAR ENDED DECEMBER 31, 2009**

	2009			2008
	Invested in Capital Assets	Internally Restricted	Unrestricted	Total
NET ASSETS AT BEGINNING OF YEAR	\$ 543,596	\$ 695,056	\$ 316,996	\$ 1,555,648
Prior period correction (note 8)	-	-	-	68,345
Net Assets at beginning of year, as restated	543,596	695,056	316,996	1,555,648
Excess (deficiency) of revenue over expenses	(53,406)	-	(96,314)	(149,720)
Purchase of capital assets	242,817	-	(242,817)	-
Appropriated to internally restricted	-	4,269	(4,269)	-
Appropriated to unrestricted net assets	-	(160,500)	160,500	-
NET ASSETS AT END OF YEAR	\$ 733,007	\$ 538,825	\$ 134,096	\$ 1,405,928
				1,555,648

(as restated)

The accompanying notes and supporting schedules to which the financial statements are cross-referenced are an integral part of these financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

**STATEMENT OF CASH FLOWS
YEAR ENDED DECEMBER 31, 2009**

	2009	2008
CASH PROVIDED BY (USED FOR):		
CASH FLOWS FROM OPERATING ACTIVITIES		
Excess of revenues over expenditures	\$ (149,720)	\$ (33,222)
Items which do not affect cash:		
Amortization of capital assets	53,174	41,122
Loss (gain) on disposal of capital assets	232	(5,481)
	(96,314)	2,419
Change in non-cash working capital balances:		
Accounts receivable	466,369	(529,553)
Accounts payable and accrued liabilities	60,737	12,015
Deferred revenue	(471,786)	512,036
	(40,994)	(3,083)
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of property plant and equipment	(242,817)	(90,480)
Proceeds on disposition of capital assets	-	18,855
	(242,817)	(71,625)
CASH FLOWS FROM FINANCING ACTIVITIES		
Repayment of mortgage	-	(169,215)
INCREASE (DECREASE) IN CASH	(283,811)	(243,923)
CASH POSITION AT BEGINNING OF YEAR	1,062,586	1,306,509
CASH POSITION AT END OF YEAR	\$ 778,775	\$ 1,062,586
OTHER ITEMS:		
Interest received	\$ 23,128	\$ 43,396

The accompanying notes and supporting schedules to which the financial statements are cross-referenced are an integral part of these financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

NOTES TO FINANCIAL STATEMENTS DECEMBER 31, 2009

1. NATURE OF THE ORGANIZATION

The Oldman River Regional Services Commission is registered with the Municipal Government Act whose primary role and responsibility is to provide planning assistance to its member municipalities.

The Commission is exempt from income tax under Section 149 of the Canadian Income Tax Act.

2. SUMMARY OF ACCOUNTING POLICIES

The Commission uses a basis of reporting consistent with the not-for-profit organizations as defined in the Canadian Institute of Chartered Accountants Handbook section 4400. Refer to Note 3.

Significant aspects of these accounting principles are:

a) Basis of Presentation

These financial statements have been prepared in accordance with Canadian generally accepted accounting principles.

b) Budget Amounts

The budget amounts presented on the statement of operations are taken from the Commission's annual budget. Certain budget amounts have been reclassified to conform with the current year's financial statement presentation.

c) Capital Assets

Capital assets are recorded at cost. Amortization is provided using the following annual rates and basis and reduces the Commission's equity in capital assets accordingly:

Building	4%	declining balance
General contents	20%	straight line, net of estimated salvage value
Other equipment	20%	straight line, net of estimated salvage value
Computer equipment	25%	straight line, net of estimated salvage value
Automotive	30%	declining balance

Assets purchased at the end of the year are not amortized until the following year. In the year of acquisition, only one half of the normal amortization is recorded on automotive assets.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2009

2. SUMMARY OF ACCOUNTING POLICIES (continued)

d) Revenue Recognition

The Commission follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amounts to be received can be reasonably estimated and collection is reasonably assured.

Restricted investment income is recognized as revenue in the year in which the related expenses are incurred. Unrestricted investment income is recognized as revenue when earned.

Approval fees and sales of maps are recognized as revenue in the period in which the service is delivered or in which the transactions or events occurred that gave rise to the revenue.

Fee for service revenue is recognized as revenue in the period in which the service is delivered or in which the transactions or events that gave rise to the revenue occurred.

e) Financial Instruments

The Commission has classified its cash and cash equivalents as held-for-trading, which are measured at fair value. Accounts receivable are classified as loans and receivables, which are measured at amortized cost. Short-term investments have been classified as held-for-trading. Accounts payable and accrued charges are classified as other financial liabilities which are measured at amortized cost.

Unless otherwise noted, it is management's opinion that the Commission is not exposed to significant interest, currency or credit risks arising from these financial instruments. Unless otherwise noted, the fair value of these financial instruments represents their carrying values.

f) Use of Estimates

The preparation of financial statements in conformity with the Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditure during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

NOTES TO FINANCIAL STATEMENTS DECEMBER 31, 2009

2. SUMMARY OF ACCOUNTING POLICIES (continued)

g) Pension Expenditure

The Commission participates in a multi-employer defined benefit pension plan. This plan is accounted for as a defined contribution plan.

3. CHANGE IN BASIS OF ACCOUNTING

Effective January 2009, the Commission changed the basis of accounting from those established by the Public Sector Accounting and Auditing Board to those consistent with Canadian generally accepted accounting principles for not-for-profit organizations as defined in the Canadian Institute of Chartered Accountants Handbook section 4400. This has impacted how the Commission records its capital assets and accounts for its special reserves. In previous periods, the Commission had expensed capital assets on the Statement of Operating Fund Revenues and Expenses and recorded accumulated amortization in the Statement of Financial Position in the Capital Fund. Under Canadian generally accepted accounting principles the Commission is now required to record capital assets and accumulated amortization on the Statement of Financial Position and record the annual amortization charge as an expense on the Statement of Operations. Change in reserves and capital are now recorded in the Statement of Net Assets. The new accounting treatment is suggested by Alberta Municipal Affairs and results in a more transparent treatment of the cost and useful life of its capital assets, and is consistent with other not-for-profit organizations, making the Commission's financial statements more comparable. Also in 2009 the Commission corrected the method of recording revenues and expenses for the GIS department.

This change in the basis of accounting has resulted in the following adjustments to the 2008 comparative figures:

Statement of Operations

2008 income as previously stated	\$	110,431
Capital purchases expensed through operations		48,619
Accounting gain on sale of assets		5,481
Amortization on assets		(37,208)
Proceeds on sale of assets		(18,855)
Net GIS revenue and expense		(137,776)
	\$	<u>(29,308)</u>

Statement of Financial Position

Increase in capital assets and invested in capital assets	\$	7,007
Increase in deferred revenue		78,623
Decrease in unrestricted net assets		(78,623)
Net increase in assets and liabilities	\$	<u>7,007</u>

OLDMAN RIVER REGIONAL SERVICES COMMISSION

NOTES TO FINANCIAL STATEMENTS DECEMBER 31, 2009

4. CASH AND TERM DEPOSITS

	2009	2008
Cash	\$ 239,950	\$ 367,530
Restricted operating cash	538,825	695,056
Total cash and term deposits	\$ 778,775	\$ 1,062,586

Term deposits consist of guaranteed investment certificates of \$400,000 bearing interest at rates between 1.90% and 3.75% (2008 - average of 3.3%) with maturity dates commencing September 25, 2010 to November 14, 2011.

5. CAPITAL ASSETS

	2009			2008
	Cost	Accumulated Amortization	Net	Net
Land	\$ 80,000	\$ -	\$ 80,000	\$ 80,000
Building	686,230	126,647	559,583	401,598
Leasehold improvements	20,380	20,380	-	-
General contents	247,117	194,998	52,119	5,733
Other equipment	15,844	15,844	-	-
Computer equipment	72,669	52,339	20,330	26,301
Automotive	52,966	31,991	20,975	29,964
	\$ 1,175,206	\$ 442,199	\$ 733,007	\$ 543,596

6. DEFERRED REVENUE

	2009	2008
Deferred provincial grant	\$ 5,989	\$ -
Deferred GIS grant revenue	22,880	500,655
	\$ 28,869	\$ 500,655

The Commission is currently undertaking a municipal project on behalf of the Village of Nobleford for urban orthophotography under the 2008 Municipal Sponsorship Program. The deferred GIS revenue grant balance represents the remaining unspent funds for this project.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

NOTES TO FINANCIAL STATEMENTS DECEMBER 31, 2009

7. INTERNALLY RESTRICTED NET ASSETS

The Commission has established the following funds for future expenditures:

	<u>2009</u>	<u>2008</u>
a) Computer Reserve	\$ 99,795	\$ 99,795
b) Vehicle Reserve	29,462	29,462
c) Operating Reserve	366,005	376,505
d) Photocopier Reserve	32,340	28,071
e) Telephone Reserve	11,223	11,223
f) Building Improvement	-	150,000
	<u>\$ 538,825</u>	<u>\$ 695,056</u>

8. PRIOR PERIOD CORRECTION

The prior period figures have been restated to correct the overstatement of opening 2008 deferred revenue relating to the GIS project as a result of changes in the presentation of GIS revenues and expenditures. The result of the restatement has been a decrease in opening 2008 deferred revenue of \$68,342 and an increase in opening unrestricted net assets of \$68,342.

9. LOCAL AUTHORITIES PENSION PLAN

Employees of Oldman River Regional Services Commission participate in the Local Authorities Pension Plan, which is one of the plans covered by the Public Sector Pension Plans Act. The Plan covers approximately 133,000 employees of approximately 500 non-government employer organizations such as municipalities, hospitals, and schools (non-teachers).

Oldman River Regional Services Commission is required to make current service contributions to the Plan of 8.46% of pensionable payroll up to the year's maximum pensionable earnings under the Canada Pension Plan, and 11.66% on pensionable earnings above this amount.

Employees of Oldman River Regional Services Commission are required to make current service contributions of 7.46% of pensionable salary up to the year's maximum pensionable earnings under the Canada Pension Plan, and 10.66% on pensionable salary above this amount.

Total current and past service contributions by Oldman River Regional Services Commission to the Local Authorities Pension Plan in 2009 were \$80,224 (2008 - \$60,777). Total current and past service contributions by the employees of Oldman River Regional Services Commission to the Local Authorities Pension Plan in 2009 were \$71,702 (2008 - \$53,484).

At December 31, 2009, the Plan disclosed an actuarial deficit of \$1,289 million.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

NOTES TO FINANCIAL STATEMENTS DECEMBER 31, 2009

10. DEBT LIMITS

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

	2009	2008
Total debt limit	\$ 3,682,898	\$ 2,896,526
Total debt	-	-
	\$ 3,682,898	\$ 2,896,526
Amount below prescribed debt limit		
Service on debt limit	\$ 644,507	\$ 506,892
Service on debt	-	-
	\$ 644,507	\$ 506,892
Amount below prescribed debt servicing limit		

The debt limit is calculated at 2.0 times revenue of the Commission (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.35 times such revenue. Incurring debt beyond limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities that could be at financial risk if further debt is acquired. The calculations taken alone do not represent the financial stability of the Commission. Rather, the financial statements must be interpreted as a whole.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

NOTES TO FINANCIAL STATEMENTS DECEMBER 31, 2009

11. COMMITMENTS

Equipment lease

The Commission entered into a lease agreement for office equipment that expires in June, 2013. The lease is payable in quarterly instalments of \$1,246 net of GST and any other charges. Future lease payments are as follows:

2010	\$	4,984
2011		4,984
2012		4,984
2013		1,246
	\$	<u>16,198</u>

Office renovations

In 2009 the Commission entered into a contract with Integrity Builders for renovations to the Oldman River Regional Services Commission office building. In 2010 the Commission will continue with Phase 2 of these renovations.

12. CAPITAL DISCLOSURES

The Commission considers its capital to be its net assets, restricted and unrestricted. The Commission's objectives when managing its capital are to provide sufficient funds to cover both the annual overhead expenses as well as provide long-term maintenance and replacement for the organization's capital assets. Annual budgets are developed and monitored to ensure the Commission's capital is maintained at an appropriate level.

13. APPROVAL OF FINANCIAL STATEMENTS

The Board and Management have approved these financial statements

14. COMPARATIVE FIGURES

The 2008 amounts presented for comparative purposes have been restated to reflect the changes described in Note 3 and to conform with 2009 presentation.