



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

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

**CALL TO ORDER**

**AGENDA:                   ADOPTION OF AGENDA**

**MINUTES:                 1. ORGANIZATIONAL MEETING MINUTES OCTOBER 25, 2010**

**2. REGULAR MEETING MINUTES OCTOBER 25, 2010**

**ACTION ITEMS:**

1. **CORRES: Brian Jones**  
    **RE: "Thoughts of Our Canadian Soldiers at War (2010 Edition)"**
2. **CORRES: Rowan House Emergency Shelter**  
    **RE: November Family Violence Prevention Month Proclamation**
3. **CORRES: Claresholm Curling Club**  
    **RE: General Liability Insurance**
4. **CORRES: W. Menhem**  
    **RE: Request for Waiver of User Fees**
5. **CORRES: Roy Handziuk**  
    **RE: Request for a One Way Alley**
6. **CORRES: Residents of Link Spur**  
    **RE: Request to Change Stop Sign to Yield Sign**
7. **CORRES: Shelley O'Neil**  
    **RE: Recycling Contract**
8. **MAKE IT OFFICIAL: Trade-marks, Official Marks**
9. **INDUSTRIAL LOT SALE**
10. **GRANTS OVERVIEW & CAPITAL PROJECTS (For Discussion Only)**
11. **NEXT REGULAR COUNCIL MEETING & DECEMBER MEETING**
12. **ADOPTION OF INFORMATION ITEMS**
13. **IN CAMERA: PERSONNEL**

**INFORMATION ITEMS:**

1. Cheque Listing for Accounts Payable – October 2010
2. West Meadow Elementary School Council Minutes – October 19, 2010
3. West Meadow Elementary School Newsletter – November 2010
4. Chinook Country Tourist Association Membership Letter – Fall 2010

**ADJOURNMENT:**



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
ORGANIZATIONAL MEETING MINUTES  
OCTOBER 25, 2010**

**PRESENT:** Mayor David Moore, Councillors: Betty Fieguth, Doug MacPherson, Connie Quayle, Daryl Sutter and Judy Van Amerongen; Chief Administrative Officer: Kris Holbeck, Secretary-Treasurer: Karine Wilhauk  
**ABSENT:** Councillor David Hubka

**1. PRAYER**

Reverend James Schovanek offered a prayer of blessing on Council.

**2. CALL TO ORDER**

Chief Administrative Officer Kris Holbeck, CA called the meeting to order at 7:01pm, congratulated Council members on their acclamations and stated her confidence in the success of the Town over the next three years.

**3. OFFICIAL OATHS**

The Official Oath of Office was administered to all members of Council present by Linda Brooks, Commissioner for Oaths.

**4. ADOPTION OF AGENDA**

Moved by Councillor MacPherson that the Agenda of the Organizational Meeting of October 25, 2010 be accepted as presented.

**CARRIED**

**5. RETURNING OFFICER'S REPORT**

Moved by Councillor Sutter that the Returning Officer's Report for the 2010 Municipal Election be accepted as presented.

**CARRIED**

**6. REPORT BY MAYOR ON COMMITTEE STRUCTURE**

Received for information.

**7. PROPOSED COUNCIL ORGANIZATION & STRUCTURE**

Moved by Councillor MacPherson that the proposed Council Organization and Structure be accepted as presented.

**CARRIED**

**8. MEETING DATES - REGULAR**

Moved by Councillor Sutter that the Regular Council Meeting dates be set for the 2<sup>nd</sup> and 4<sup>th</sup> Mondays at 7:00 pm.

**CARRIED**

**9. APPOINTMENT OF DEPUTY MAYOR**

Moved by Councillor Quayle that the Deputy Mayor appointments be accepted as presented.

**CARRIED**

**10. ADJOURNMENT**

Moved by Councillor Sutter that this meeting adjourn at 7:17pm.

**CARRIED**

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**MAYOR – David Moore**

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**Chief Administrative Officer –  
Kris Holbeck**



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

**CALL TO ORDER:** The meeting was called to order at 7:18pm by Mayor David Moore

**PRESENT:** Mayor David Moore; Councillors: Betty Fieguth, Doug MacPherson, Connie Quayle, Daryl Sutter and Judy Van Amerongen; Chief Administrative Officer: Kris Holbeck; Secretary-Treasurer: Karine Wilhauk

**ABSENT:** Councillor David Hubka

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

**CARRIED**

**MINUTES:** **REGULAR MEETING – OCTOBER 12, 2010**

Moved by Councillor Sutter that the Regular Meeting Minutes of October 12, 2010 be accepted as presented.

**CARRIED**

**FINANCES:** **SEPTEMBER 2010 BANK STATEMENT**

Moved by Councillor MacPherson to approve the September 2010 bank statement as presented.

**CARRIED**

**ACTION ITEMS:**

**1. CORRES: Fort Macleod Santa Claus Parade  
RE: Corporate Sponsorship**

Received for information.

**2. CORRES: Municipal District of Willow Creek  
RE: 20<sup>th</sup> Annual Legacy of Our Land Banquet**

Received for information.

**3. DRAFT PROJECT PROPOSAL: Prairie Urban Garden Demonstration**

Moved by Councillor Sutter to accept the draft project proposal for the Prairie Urban Garden Demonstration as presented.

**CARRIED**

**4. MAKE IT OFFICIAL: Trade Marks, Official Marks – Coun. Sutter**

Received for information.

**5. CLARESHOLM HOSPITALS MEAL ISSUES – Councillor Sutter**

Received for information.

**6. CORRES: Indoor Walking Group  
RE: Request for Funding**

Moved by Councillor MacPherson to support the Indoor Walking Group with a grant of up to \$1,000 for the October 2010 to March 2011 season, with provision that administration seek a grant from the Claresholm Healthy Community Coalition to help offset the costs.

**CARRIED**

**7. CORRES: SouthGrow Regional Initiative  
RE: Information**

Received for information.

**8. CORRES: Alberta SouthWest Regional Alliance  
RE: AlbertaSW Regional Dinner**

Received for information.

**9. CORRES: Oldman River Regional Services Commission  
RE: Municipal Planning Orientation**

Moved by Councillor Sutter to appoint Councillor Van Amerongen as the alternate to Doug MacPherson on the Oldman River Regional Services Commission.

**CARRIED**

**10. CORRES: Communities in Bloom Claresholm Committee**

Received for information.

**11. COUNCILLOR ORIENTATION: Presented by George Cuff**

Received for information.

**12. BOARD & COMMITTEE APPOINTMENTS**

Moved by Councillor Quayle to appoint Shirley Leonard, Lisa Anderson, Arden Dubnewick, Mike McAlonan, Mary Thompson, Katherine Roberts and Marika Thyssen to the Claresholm Public Library Board.

**CARRIED**

Moved by Councillor Sutter to appoint Anola Laing, Don Clark, Donald Glimsdale, Douglas Leeds, Bernice Case, Rhodena King and Harold Seymour to the Claresholm Museum Board.

**CARRIED**

Moved by Councillor MacPherson to appoint Diana Ross, Danielle Slettede and Gerry McGuire to the Claresholm & District FCSS Board.

**CARRIED**

Moved by Councillor Sutter to appoint Anna Mae Mifflin and Shirley Isaacson to the Porcupine Hills Lodge Board.

**CARRIED**

Moved by Councillor Quayle to appoint Chantal Blokpoel and Gerry McGuire to the Economic Development Committee.

**CARRIED**

Moved by Councillor Quayle to appoint Grant Jordan and James Young to the Municipal Planning Commission.

**CARRIED**

Moved by Councillor Fieguth to appoint Doug Kemery, Joyce Zwick and Gerry McGuire to the Subdivision and Development Appeal Board.

**CARRIED**

Moved by Councillor MacPherson to appoint Doug Kemery to the Local and Composite Assessment Review Board.

**CARRIED**

Moved by Councillor Van Amerongen to appoint Grant Jordan and Sally Miller to the Community Standards Committee.

**CARRIED**

**13. CAO UPDATE – October 25, 2010**

Received for information.

Moved by Councillor Sutter to remove the playground at the Claresholm Museum due to safety issues.

**CARRIED**

**14. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**15. IN CAMERA: PERSONNEL / LEGAL**

Moved by Councillor Sutter that this meeting go In Camera.

**CARRIED**

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

**CARRIED**

**ADJOURNMENT:** Moved by Councillor MacPherson that this meeting adjourn at 8:44pm.

**CARRIED**

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Mayor – David Moore

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Chief Administrative Officer – Kris Holbeck, CA



# **ACTION ITEMS**

YNH Books

c/o

Brian Jones

10 McConnell Lane

Newmarket, On

L3Y 7M1

[brian.jones6@sympatico.ca](mailto:brian.jones6@sympatico.ca)

Attn: Claresholm Mayor and Council Members.

Dear: Sir or Madam,

My name is Brian Jones and I am the author of a book titled “Thoughts of Our Canadian Soldiers at War (2010 Edition)”, a collection of short stories that pay tribute to the men and women who went off to war, from the Boer War, two World Wars, the Korean War, our peacekeeping duties that Canadians have played a leading role to maintain peace in the world and our current role in Afghanistan.

I wrote this book to help act as a catalyst to encourage lifelong learning by our younger generations of what our brave soldiers and veterans have done for us. The book is meant to capture the human side of war, the affect on our brave soldiers and their families.

On November 11/2010 we will commemorate the 92 nd anniversary of the end of the First World War (The Great War) and we as Canadians of all ages need to reflect and show our respect for those who unselfishly put themselves in harms way to allow us all the privileges we are offered today. It is very important for us to grow in our knowledge and respect for all these brave men and women.

If you or any of your friends and family is interested in purchasing a copy or copies please contact me at the above address or e mail. The cost of one copy is \$8.00 per book plus postage. If you are interested in purchasing multiple copies I will be pleased to quote the total price including postage.

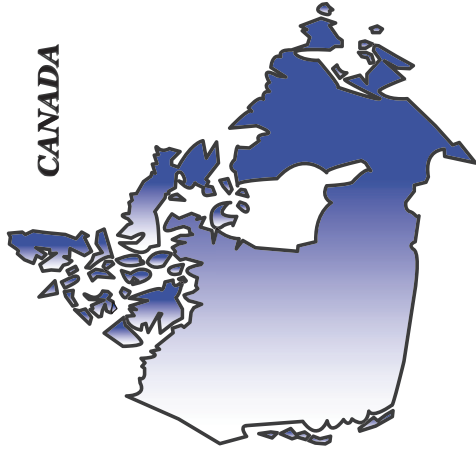
We need to think of our soldiers of the past, present and future not just on November 11<sup>th</sup> but everyday.

Yours Sincerely

Brian Jones

(YNH Books)

CANADA



Throughout history, war seems to be a necessary way to put a halt to an out of control, possibly ruthless leader that might be willing to destroy another country or its people.

To be fighting for a just cause has given honour to the soldier defending the values of good people around the world.

Sadly, though, there are casualties on both sides.

Boys become men and friends and brothers may be lost.

That is the true sadness of war.

That is why we need to learn and keep close to our hearts the memories and thoughts of our Canadians at war.

*Sincerely, Brian Jones.*

Other books by Brian Jones:

*"Short Stories for Young Readers"*

*A collection of 26 short stories for young people ages 6 to 13 (ISBN 978-1-894183-92-5).*

Order from:

YNH Books, c/o Brian Jones

10 McConnell Lane, Newmarket, ON Canada L3Y 7M1

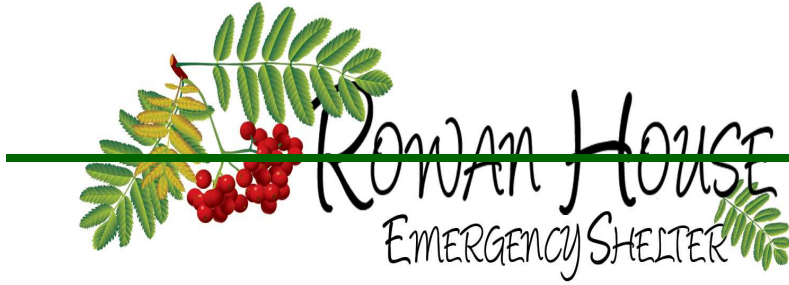
Email: [Brian.jones6@sympatico.ca](mailto:Brian.jones6@sympatico.ca)

ISBN 978-1-894183-44-4

# THOUGHTS OF OUR CANADIAN SOLDIERS AT WAR

by **Brian H. Jones**

2010  
Edition



Rowan House Emergency Shelter  
Box 610  
Black Diamond, Alberta T0L 0H0  
PH: 403.933.3370 FAX: 403.933.3307

[www.rowanhouseonline.org](http://www.rowanhouseonline.org)

Executive Director: 403.938.6785

*Strength, courage, hope, healing..*

Attention: Mayor & Council

**Re: November Family Violence Prevention Month Proclamation**

November has traditionally been recognized in Alberta as Family Violence Prevention Month. At Rowan House Emergency Shelter, we work to provide awareness, education and support throughout the entire year that demonstrates the need to move towards a society free of violence.

We also do like to take the opportunity to focus on this work during the month of November and strive to raise awareness in the community during this time.

We ask that you proclaim November, Family Violence Prevention Month.

I have attached to this letter, a formal proclamation that I hope you will consider signing and returning a copy to us.

Thank you for your support as we help bring awareness to the harm done through family violence.

In gratitude;

**Sherrie**

**Sherrie Botten**

*Executive Director  
Region 3 Family Based Care Society - Rowan House Emergency Shelter  
Phone: 403-938-6785; Fax: 403-938-0821  
Email: [r3fbcs@shaw.ca](mailto:r3fbcs@shaw.ca)*

Charitable Registration #: 899496707 RR0001



*Whereas there are many people in Alberta  
who experience the impact of family violence; and*

*whereas the impact may be carried on from generation to generation; and*

*whereas all Albertans have a role to play in preventing family violence.*

*Now, therefore, I \_\_\_\_\_ do hereby proclaim the  
month of November 2010 to be Family Violence Prevention Month  
in \_\_\_\_\_.*

*I call upon citizens to speak out against family violence. I call upon you to  
make a difference by creating a culture of support for those impacted by  
family violence. And I call upon you to encourage all Albertans to help  
make our province violence free in 2010 and beyond. You can end the  
silence and stop the violence.*

*In witness whereof,*

*I have here unto set my hand this*

*Day of \_\_\_\_\_, 2010*

\_\_\_\_\_  
(Name and Title)



Claresholm Curling Club  
Box 1976  
Claresholm, AB T0L 0T0

October 21, 2010

Town of Claresholm  
Box 1000  
Claresholm, AB T0L 0T0

Dear Sir:

Enclosed please find a copy of the Commercial General Liability Insurance Policy for the Claresholm Curling Club. We would ask the Town to reimburse the Claresholm Curling Club the \$1,500.00 relating to the General Liability coverages.

Yours truly,



Dale P. Seeman  
Treasurer

DPS/mrk  
Enclosure (1)



Head Office: 1200, 321 - 6th Avenue S.W., Calgary, Alberta T2P 4W7

# Business Insurance Policy

**Renewal**

**Policy Number: 5V0163556**

Intact Insurance Company hereinafter called the Insurer.

The Policy Declarations together with the Supplementary Declarations, Policy Conditions, forms, riders and endorsements, if any, issued to form a part thereof, completes the Policy.

## POLICY DECLARATIONS

**Name of Insured** Claresholm Curling Club

**Mailing Address** 430 55 Avenue East  
PO Box #515  
Claresholm, AB T0L0T0

**Policy Period** **From** January 24, 2010 **To** January 24, 2011  
12:01 a.m. standard time at the postal address of the Named Insured stated herein.

**Insured's Business Operations** Curling Club

**Broker** Western Financial Group (CLA)  
PO Box 1107 4802 - 2nd Street West Claresholm,  
Alberta T0L0T0 **Phone No.** 403-625-4066


**Broker No.** 25043 **Branch ID** C

**Total Policy Premium** \$ 2,700 **Minimum Retained Policy Premium** \$ 750

**Billing Method** Agency Bill

In witness whereof the Insurer has duly executed this policy, provided however that this policy shall not be valid or binding unless countersigned by a duly Authorized Representative of the Insurer.

  
\_\_\_\_\_  
**Authorized Representative**

  
\_\_\_\_\_  
**Authorized Representative**

**This Policy Contains a Clause(s) That May Limit the Amount Payable**



Head Office: 1200, 221 - 6th Avenue S.W., Calgary, Alberta T2P 4W7

# Business Insurance Policy

**Policy Number: 5V0163556**

Insurance provided subject to the Declarations, Terms, and Conditions of the policy and its Forms only for the coverages for which specific Forms are attached and for which a specific Limit or Amount of Insurance is shown hereunder.

**THE FOLLOWING COVERAGES APPLY TO ALL LOCATIONS UNLESS OTHERWISE SPECIFIED.**

## GENERAL LIABILITY COVERAGES

| FORM# | FORM AND COVERAGE(S)  | DEDUCTIBLE              | LIMIT OF INSURANCE |
|-------|---|-------------------------|--------------------|
| LR02  | Commercial General Liability                                  |                         |                    |
|       | Coverage A - Bodily Injury and Property Damage Liability      | Each Occurrence Limit   | \$ 5,000,000       |
|       | Coverage A - Bodily Injury and Property Damage Liability      | General Aggregate Limit | \$ 5,000,000       |
|       | Coverage A - Products-Completed Operations                    | Aggregate Limit         | \$ 5,000,000       |
|       | Coverage A - Property Damage Deductible: Per Occurrence       | \$ 1,000                |                    |
|       | Coverage B - Personal Injury and Advertising Injury Liability |                         | \$ 5,000,000       |
|       | Coverage C - Medical Payments                                 | Per Person              | \$ 10,000          |
|       | Coverage D - Tenants' Legal Liability                         | \$ 1,000                | \$ 500,000         |
| L156  | Athletic Participants Exclusion                               |                         |                    |

**Form Of Business:** Organization

### RATING INFORMATION:

**Rating Description:** Curling Club

**Rating Base:** Receipts

**Advance Premium:** \$ 1,500

## PROFESSIONAL LIABILITY COVERAGES

| FORM# | FORM AND COVERAGE(S)   | DEDUCTIBLE | LIMIT OF INSURANCE |
|-------|--|------------|--------------------|
| PR04  | Non-Profit Organization Liability Insurance Form (Claims Made) |            |                    |
|       |  | Aggregate  | \$ 5,000,000       |
| P025  | Prior Acts Exclusion   |            |                    |

**PROFESSIONAL SERVICES:** curling club



Mr. W. Menhem  
Calgary, AB

October 12, 2010

Mayor and Councillors  
Town of Claresholm  
221 45 Ave W  
Claresholm, AB

Dear Council Members, Town of Claresholm;

I had two water-cooled compressors at my property located on Highway #2 north, the Old Fox. Upon installation, the technician made an error that resulted in the malfunction of a control valve. The problem has been rectified and the water to the property has been shut off.

An abnormally excessive water use triggered a series of actions to correct the problem. Since that time I have attempted to get restitution from the technician, and the employing company. I have had no success. This outstanding bill is causing undue hardship to me; however, I would like to work with the Town to resolve this situation. I am seeking your assistance through forgiveness of the bill resulting from this unfortunate set of circumstances.

I thank you in advance to taking the time to consider this request, and will await your response.

Sincerely,

W. Menhem

A handwritten signature in black ink, appearing to read 'W. Menhem', written over a light blue horizontal line.

# Staff Report

**To:** Council  
**From:** CAO  
**Date:** November 4, 2010  
**Re:** Wally Menhem request for forgiveness of water costs

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## **BACKGROUND**

Per information from the Utilities Department, the user was contacted early October regarding his property's high water usage. He asked if there was a problem with the meter and asked the Town to shut the water off. Utility Clerk stated the Town would check the meter's electronic reading with a visual read. Also stated the Town requires someone on site for us to shut off the water. User stated that a realty agent had the key to the property.

Town staff got the key and did a visual inspection of the meter which had been moved by the property owner from the original position to the crawl space. This was done without the Town's approval or knowledge.

The visual inspection of the meter supported the electronic reading and between May 1, 2010 and September 30, 2010 1,524 cubic meters of water passed through the meter. Of this total, 1,393 cubic meters passed through during the months of August and September 2010.

The water consumption charges (including penalties) from May 31, 2010 through September 30, 2010 are \$1,453.92. Without penalties the total is \$1,077.29.

Per the Town's water bylaw #1510 (full copy available on the Town's website for information) the owner should not have moved the meter without written permission from the Town, however, the meter was reinstalled and is working properly as is the electronic reading device.

The water was used by the coolers owned by the complainant and as such there is no reason the Town should pay for water that was used by the property. Property owners have a responsibility to check their properties on a regular basis to ensure these types of issues are caught quickly and do not result in this type of situation.

**RECOMMENDATION** – Council deny the request for a waiver of user fees or penalties for utility account 2180.000 located at 4818 – 1<sup>st</sup> Street West Claresholm.

*Kris Holbeck, CA CAO Town of Claresholm*

November 3, 2010

Town Council  
The Town of Claresholm

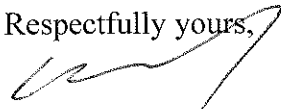
By way of the letter, I am requesting the Town of Claresholm to consider making a portion of the of the lane way running between Pharmasave and the back of The Write Source into a one way alley.

The reasons for this are as follows:

1. The morning traffic from vehicles heading east on 49 Avenue and not wanting to turn North on the Highway is approximately 38 - 50 vehicles an hour. This would make people turn East at the 4 Way stop at the Post office and go the lights from there.
2. It would appear that the speed from people turning North at the alley is quite high. They feel that there is nothing to stop them prior to the stop sign at 50<sup>th</sup> Avenue.
3. The danger areas are as follows:
  - a) Vehicles coming out of the parking lot behind Pharmasave .
  - b) The pedestrian traffic coming out of the drugstore and going into the alley.
  - c) The pedestrian traffic coming out of The Write Source and walking into the alley.
  - d) The pedestrian traffic coming from the downtown parking lot to access the three banks downtown.
4. The motor vehicle traffic going North to South has clear vision at the back of Pharmasave. The vehicles turning from the South into the alley, do not have clear vision.
5. Traffic from 49<sup>th</sup> has often had to back up out of the alley if the alley is blocked for Garbage pickup or delivery vans, as they have no vision prior to making the turn.

In conclusion, making only a portion of the alley one way would in no way benefit any business in the alley. This is strictly a safety concern. It is not if an accident will occur but rather when it will occur.

Respectfully yours,



Roy Handziuk  
The Write Source

2010

Town of Claresholm  
Mayor and Councilors

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

Dear Mayor and Councilors:

We the residents of Link Spur request the **STOP** sign when you leave Link Spur to either turn left or right onto Westlynn Drive be changed to a **YIELD** sign.

With the limited amount of traffic coming from 8<sup>th</sup> Street down Westlynn Drive and the way the two roads intersect is probably the reason why it favors a Yield sign rather than a Stop sign.

We the residents of Link Spur are requesting the Mayor and Councilors to support the above recommendation we have brought forward.

Thanking you in advance.

Shirley Nelson Shirley Nelson

Lloyd Nelson L. M. Nelson

Pat Yorgason P. Yorgason

Jack Yorgason J. Yorgason

Diane Lockhart D Lockhart

Jim Lockhart Lockhart

Tammy Ford T Ford

Larry Ford Larry Ford

Barb Kemery B Kemery

Doug Kemery D Kemery

Sylvia Mulholland Mulholland

David Moore David M

Judy Klein Judy Klein

Frank Klein Frank Klein

Carmelle Steel C Steel

Rob Steel R Steel

Alison Tolley Alison Tolley

Greg Tolley Greg Tolley

Jill Rowland Jill Rowland

Dalton Rowland Dalton Rowland

Cam Leads Cam Leads

Faye Jordan Faye Jordan

Grant Jordan Grant Jordan

**Subject:** Recycling contract  
**From:** wcr@platinum.ca  
**Date:** Thu, 28 Oct 2010 08:54:21 -0600 (MDT)  
**To:** cindy@mdwillowcreek.com  
**CC:** kris.holbeck@townofclaresholm.com

Oct. 28 2010

M.D. of Willow Creek Council:  
Town of Claresholm Council:

This letter pertains to the contract held by Willow Creek Recycling Inc. with the Town of Claresholm and the M.D. of Willow Creek for the recycling program which is due to expire at the end of 2010. Compared to last years negotiations it is not as bleak this year, but we still have a ways to go before things turn around for us. Newspaper is still a stable product with no real change from last year. Cardboard has increased in value to \$46 per tonne as an average this year from the \$4 per tonne it averaged last year.

No change in tin, glass or mixed paper as they are still worth zero. The problem child of recycling continues to be plastic which I am now having to pay \$42 per tonne just so BFI will take it off my hands and recycle it. Having said this, the outlook is better than last year.

I would like to propose to you, the councils, a 5 year contract with a 2% increase per year. Given the current situation with commodities and the outlook for the future, I believe this could be an adequate base for a contract. I would also like to see a 5 year contract signed to give me some stability for doing potential improvements to the recycling program. Doing this on a year to year basis makes it very uncertain for me.

Another thing I would like to reiterate from last years negotiations is the vast impact a horizontal baler would have for the program. A substantial savings in labour, the ability to make our products more saleable and therefore opening up more markets for me to ship to, thus increasing the value of these products. If this baler can become a reality I will be able to decrease the per tonne subsidy now required to keep this program running. I would like to ask the councils to push for funding for a horizontal baler to help this streamlining process. Thankyou for your time and consideration.

Sincerely,

Shelley O'Neil

\_\_\_\_\_ NOD32 5572 (20101028) Information \_\_\_\_\_

This message was checked by NOD32 antivirus system.  
<http://www.eset.com>

Current contract is with MD, Claresholm, WC Recycling.  
Recommend issue be sent to committee / Council Rep  
for investigation + consultation with MD Rep.

Kris Holbeck CAO  
11/4/2010.

**Subject:** Fwd: FW: Requesting an official mark  
**From:** Kris Holbeck <kris.holbeck@townofclaresholm.com>  
**Date:** Tue, 26 Oct 2010 14:31:47 -0600  
**To:** Karine <karine@townofclaresholm.com>

Here is the information for the next Council meeting on registering an official mark.

KRIS

----- Original Message -----

**Subject:**FW: Requesting an official mark  
**Date:**Tue, 26 Oct 2010 11:58:41 -0600  
**From:**Klauer, Joanne <[JKLAUER@brownleelaw.com](mailto:JKLAUER@brownleelaw.com)>  
**To:**Kris Holbeck <[kris.holbeck@townofclaresholm.com](mailto:kris.holbeck@townofclaresholm.com)>

Hi Kris,

Here's the info:

Joanne M. Klauer  
Partner

Calgary  
Municipal  
tel. 403.232.8300  
dir. 403.260.5303  
fax. 403.232.8408  
Email. [jklauer@brownleelaw.com](mailto:jklauer@brownleelaw.com)  
<http://www.brownleelaw.com/>

-----  
This information transmitted is intended only for the addressee and may contain confidential, proprietary and/or privileged material. Any unauthorized

From: Smith, Rodney  
Sent: October 26, 2010 11:58 AM  
To: Klauer, Joanne  
Subject: RE: Requesting an official mark

Hi Joanne,

We can certainly register an Official Mark. I did one for the County of Paintearth that was just registered. The cost is usually between \$1,000 and \$1,500.00, depending on what is required in the application. It usually takes about 6 months to register, but the municipality has to adopt and use the mark before they can apply (use can be display on letterhead or on the website, etc.).

Let me know if you have any other questions.

Rodney.

-----Original Message-----

From: Klauer, Joanne  
Sent: October 26, 2010 11:29 AM  
To: Smith, Rodney  
Subject: FW: Requesting an official mark

-----Original Message-----

From: Kris Holbeck [<mailto:kris.holbeck@townofclaresholm.com>]  
Sent: October 26, 2010 11:28 AM  
To: Klauer, Joanne  
Subject: Requesting an official mark

Morning Joanne,

The Town of Claresholm is wondering what the time and cost would be to have our town logo (with tag line) protected via a request for an official mark.

I have attached a file of the Town's logo with tag line. We are currently only in the information gathering stage and based on the timeline and cost the project may or may not move ahead.

Thanks  
KRIS

\_\_\_\_\_ NOD32 5565 (20101026) Information \_\_\_\_\_

This message was checked by NOD32 antivirus system.  
<http://www.eset.com>

\_\_\_\_\_ Information from ESET NOD32 Antivirus, version of virus signature database 5565 (20101026) \_\_\_\_\_

The message was checked by ESET NOD32 Antivirus.

<http://www.eset.com>

# Staff Report

**To:** Council  
**From:** Administration  
**Date:** November 5, 2010  
**Re:** Industrial Lot for Sale – reserve bid

---

## **OVERVIEW**

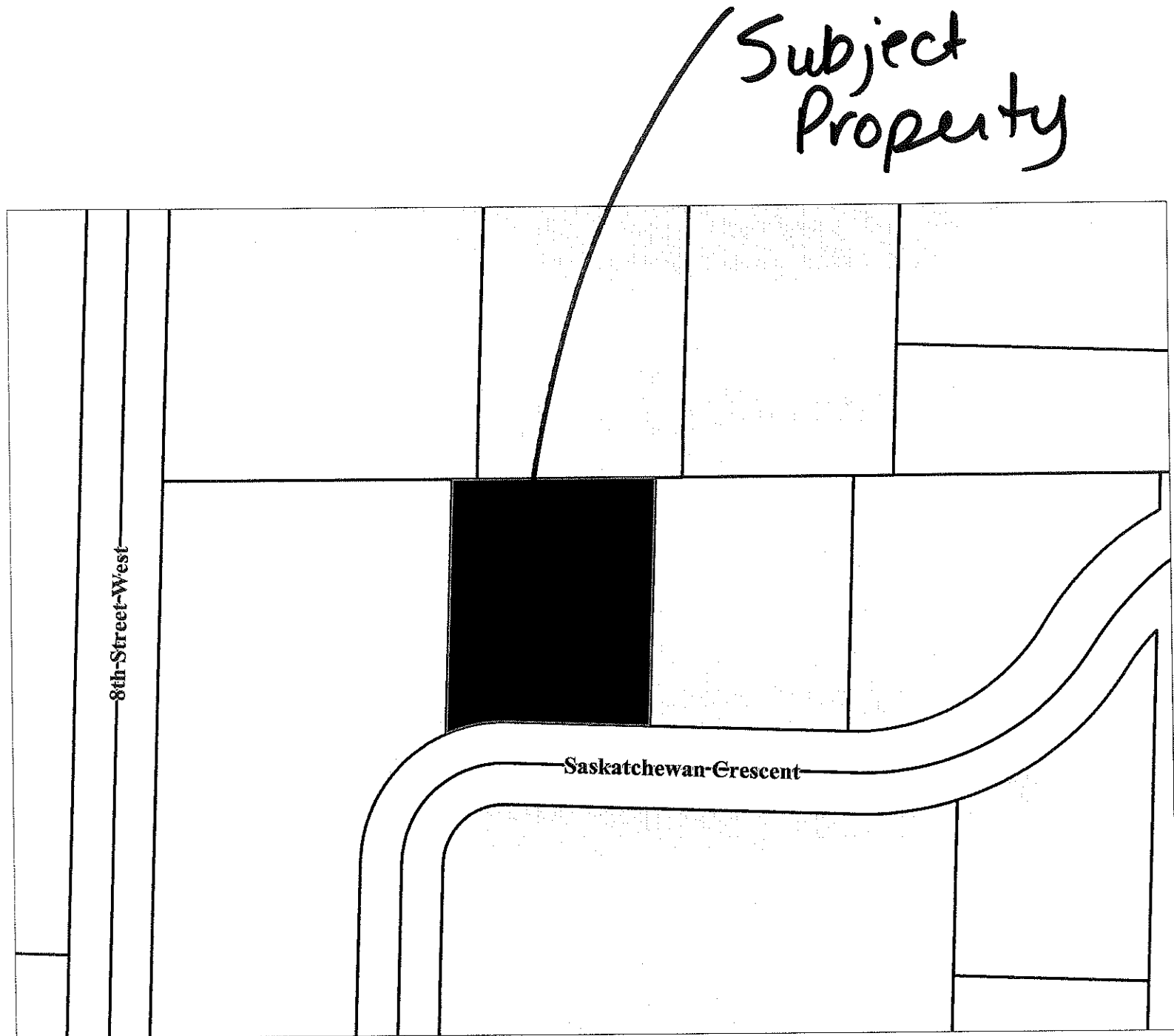
The Town has repossessed one of our industrial lots in the north industrial park located at 28 Saskatchewan Crescent. It is .73 acres and the Town is advertising it for sale to the public at the highest bid with bids closing November 17<sup>th</sup> at 4:30 pm.

Council needs to put a reserve bid on the parcel to ensure that the Town receives at least fair market value. An affidavit of value was completed by an independent realtor and the value is deemed to be \$59,050. See attached map for reference.

**RECOMMENDATION:** Council set a reserve bid on the property located at 28 Saskatchewan Crescent at \$59,050.

*Kris Holbeck, CA CAO  
Town of Claresholm*

# Industrial Lot for Sale



.73 acres  
Zoned Industrial.



# Memo

**To:** Council  
**From:** Administration  
**Date:** November 5, 2010  
**Re:** Grant Summary/Capital Project Budgets

---

## **OVERVIEW**

Following are documents as follows:

①

1. Administration's grant analysis showing the grants available to the Town and how they were utilized for the Town's major projects in 2010 and how much money there is from them to potentially fund capital projects in 2011.

②

2. Copies of amounts in capital and general reserves at the end of 2009. Copy of the Town's debt limit per our 2009 financial statement and a listing of outstanding debentures and when they will be repaid by the Town.

③

3. Cicon Engineering's Infrastructure Plan developed in 2008 for the Town (includes grant summary) – Mike, Ivan and I reviewed the projects in 2008 and put them in the year we felt they should be completed and prioritized them. Cicon had compiled these projects and put costs to them based on their estimates. The cost numbers are not correct as they are from 2008. This plan is for discussion purposes so that Council can see the types of projects an engineer feels are important to the municipality. Some of these projects mirror the projects in the Town Superintendent's listing (see 2 below). This report gives Council an idea of proposed infrastructure projects and what has been completed to date.

④

4. Town Superintendent's listing of infrastructure projects he recommends Council consider during capital budget deliberations. This listing is up to date and shows only projects that Administration believes should be completed in the future in order for the Town's infrastructure to be able to serve the residents and not become an issue.

⑤

5. Public Works/Parks 2011 budget requests for capital equipment. Capital equipment purchases have been historically funded out of capital reserves by the Town as no grants are available for these types of purchases:

⑥

6. Administration's summary of 2010 capital project budgets and actual year to date costs for these projects.

**RECOMMENDATION:** Council begins to review this information and add/defer projects as part of the discussion and process. Staff will be at the 2<sup>nd</sup> November meeting if needed to answer questions.

1

**FEDERAL GAS TAX FUND (FGTF) previously the New Deal for Cities & Communities (NDCC)**

- Receive grant money from April 2010 through March 2014 (four years) at \$206,201 per year based on Town's official population (so can change)
- Funds to be used for "environmentally sustainable infrastructure projects" (see attached information sheet on what is an eligible project)
- NDCC project cost can be supplemented by other grant programs (ie. MSI)
- Money is sent to municipality only **AFTER** the project has been applied for and accepted by the government
- Municipality will likely receive two installments per year due to federal transfers
- The Town did not apply for a capital project under FGTF in 2010 and will have two years of payments available (\$412,402) available for an eligible project in 2011.
- Historically , these grant funds were utilized for the water meter project which was completed in 2008 and had a total cost of \$407,600 (totally funded by the NDCC grant)
- Multi Year Capital Infrastructure Plan needs to be submitted annually as defined above including Environmentally Sustainable Infrastructure)
- Integrated Community Sustainability Plan had to be submitted and integrated with the MYCIP – defined as "any existing or new long-term plan developed in consultation with community members, for the community to realize sustainability it has for the environmental, cultural, social and economic dimensions of its identity. This is the Town's Municipal Sustainability Plan which was completed in 2008.

Based on no projects applied for under NDCC in 2010, there is 2 years of funding available or estimate of \$410,000 for 2011 projects

Kelalluck

11/4/2010



**TOWN OF CLARESHOLM  
OVERVIEW OF GRANT PROGRAMS 2011  
(for discussion purposes only)**

**ALBERTA MUNICIPAL SUSTAINABILITY INITIATIVE (MSI)**

- Receive grant money (operating and capital component) over 5 years (per 2010 letter \$697,954 capital was received and \$64,223 of operating). The operating portion is processed through our MSI Conditional funding program under CEDC policy #
- Can spend grant money on projects over 10 years (doesn't have to be spent in same year available)
- Need an updated Multi Year (10 year) Capital Infrastructure Plan done annually – defined as “a document created through a public process, with approval from locally elected officials, providing a detailed understanding of investments into tangible capital assets that are considered “priorities””
- 2010 – first capital installment under new agreement received \$697,954 (used for Town's portion of the South Sanitary Sewer Project)
- Remaining years 2011 – 2014 installments will be sent to municipality after Application for Program Acceptance for current year is sent in and accepted **AND** the Statement of Funding and Expenditures for the prior year is accepted
- **TIMELINE** - Multi Year Capital Infrastructure Plan for the 10 years has to be sent in by April 1<sup>st</sup> each year
- **TIMELINE** - Application for Program Acceptance for **2011** fiscal year has to be sent into the government by April 1, 2011
- **TIMELINE** - Statement of Funding and Expenditures for **2010** has to be sent into government by June 30, 2011

Based on YTD project costs + estimated 2011 grant amounts, Administration estimates. \$ 725,000 will be available for MSI Funding in 2011.

Halbeek  
11/4/2010





**STREETS IMPROVEMENT PROGRAM (SIP)**

- Receive a per capita grant each year based on Town's official population (so can change). In 2011 received \$222,000 and grant monies were used for 8<sup>th</sup> Street paving and Cottonwood/Sundance area local improvements to lane, sidewalks and the storm sewer system. The Town is eligible for \$222,000 again for 2011-2012
- The Province will fund 75% of projects with the Town having to fund the remaining 25%
- See attached information for eligible projects under the grant

Based on YTD costs they will be \$480,000 estimated for SIP projects in 2011

Ed  
11/4/2010

**COMMUNITY FACILITY ENHANCEMENT PROGRAM (CFEP)**

- This program offers up to \$125,000 (or 50%) of an eligible project per year. The Town of Claresholm applies for this grant on a need to basis. The Town successfully applied for this grant in 2007 and received \$125,000 for the Museum Expansion project and in 2010 we received \$26,250 towards the cost of the new playground at Patterson Park.

N/A

**REGIONAL COLLABORATION PROGRAM**

- The Province streamlined grants available to the municipalities in 2010 and this is a new program. It has to be applied for on a project by project basis and has thresholds based on the type of project. Included is the overview of the program.

N/A

**ALBERTA MUNICIPAL WATER/WASTEWATER PARTNERSHIP (AMWWP)**

- Projects approved for funding receive grants as a percentage of project costs based on the municipality's population. At 3,700 people, Claresholm receives a grant of 52.03% of the project cost.

N/A

SUMMARY – Each of these grants has full program details available from Administration. This is a summary for Council to be aware of these grants and programs for capital budgeting and for future project funding.

NOTE: The Town is NOT eligible for the Community Spirit Grant or the Community Initiatives Program.

Ed albert  
11/5/2010

# MSI CAPITAL

## Schedule 2 – Capital Project Categories

The following sections provide lists of general types of capital projects that qualify for MSI capital funding by category.

### **2.a) *Municipal Roadways, Bridges, and Related Facilities and Equipment***

- Roadways, bridges, and related structures
- Railway or Light Rail Transit (LRT) grade separations and roadway crossings
- Other ancillary works such as sidewalks, commuter bikeways, lighting and energy efficient retrofitting, traffic control signals, pedestrian signals, storm drainage, and utility relocations
- Construction or implementation of traffic management projects such as major intersection improvements, major traffic signal coordination, etc.
- Construction of noise attenuation devices as a part of a qualifying project, and rehabilitation of existing noise attenuation devices on qualifying roadways or transitways, consistent with the municipality's noise attenuation policy
- Municipality-wide or regional transportation planning studies and major infrastructure systems planning reviews
- Pedestrian trail systems
- Parking facilities
- Transportation studies to address specific environmental and/or safety concerns including environmental impact assessments
- The rehabilitation of gravel roads where new gravel is applied (does not include the re-grading of existing gravel back onto roadways)
- Gravel pits and snow dump sites

### **2.b) *Public Transit Vehicles and Facilities***

- LRT lines, station structures, park and ride facilities, and LRT maintenance facilities. LRT lines must be designated in the municipality's transportation system bylaw
- Major public transit terminals and transit garages
- Purchase of LRT vehicles, "low-floor" standard buses, "low-floor" articulated buses, and accessible community public transit vehicles as well as specialized transit vehicles for seniors and/or persons with disabilities
- Major rehabilitation of public transit vehicles

- Comprehensive transit-stop retrofit programs to achieve a "barrier free path of travel" to accessible transit services
- System-wide capital transit improvement or betterment projects
- Major capital transit security devices, communication equipment, and other public safety enhancements

### **2.c) *Water Supply, Treatment, and Distribution Systems***

- Raw-water supply lines and storage facilities
- Water treatment facilities
- Water quality management and monitoring systems (e.g. SCADA system)
- Water pumping facilities
- Treated-water supply lines, storage facilities and related works
- Water distribution system extensions, betterment, and replacements, including individual services to the property line and municipally owned water meters

### **2.d) *Wastewater Collection and Treatment Systems***

- Sewage collection system extensions, betterment, and replacements, including service mains to the property line
- Wastewater pumping facilities and lift stations
- Sewer lines from the collection system to the wastewater treatment facilities
- Wastewater treatment facilities
- Outfall sewers from the wastewater treatment facilities to the point of discharge or disposal and related works

### **2.e) *Storm Sewer Drainage Systems and Facilities***

- Construction of new storm water ditches and major relocation of existing storm water ditches (does not include routine maintenance or reconditioning of existing ditches)
- Storm water or waterway flooding containment structures
- Storm sewer collection lines including service lines, and catch basins
- Construction of new storm water retention ponds and treatment facilities
- Outfall storm sewers to the point of discharge or disposal and related works

## **2.f) Solid Waste Management Facilities and Equipment**

- Waste collection depots
- Solid waste and recycling collection container systems
- Recycling and material recovery facilities
- Organics management systems
- Thermal treatment systems
- Waste disposal landfills
- Waste transfer vehicles, landfill compactors, loaders, and material handlers

## **2.g) Emergency Service Facilities and Equipment**

- Police stations
- Fire halls
- Specialized fire fighting and rescue vehicles, including the basic on-board equipment necessary to make the vehicle functional, such as:
  - pumper trucks
  - rapid attack trucks
  - aerial trucks
  - water delivery tankers (or tanker shuttles)
  - dangerous goods spill recovery tankers and related equipment
  - mobile command post vehicles (excluding cars and pickup trucks)
  - equipment vehicles and personnel carriers
  - wildland equipment trailers
- Specialized fire fighting and rescue protective equipment
- Ground ambulances, as well as the basic on-board equipment necessary to make the vehicle functional
- Emergency operations centres
- Fixed central communications and computerized information management hardware and software that is integral to the delivery of emergency services
- Portable emergency power generators
- Emergency vehicle storage and administration facilities
- Rural signage systems

## **2.h) Regional and Community Airport Facilities and Equipment**

- Primary runway, cross-wind runways, secondary runways and taxiways, and runway extensions
- Aprons
- Primary taxiway from main/terminal apron to runway
- Airport buildings, including terminals and storage areas/sheds
- Development areas, access roads, fencing and drainage
- Lighting and navigation equipment

## **2.i) Maintenance Equipment**

Equipment that is a capital asset and that will be used primarily to maintain an asset or system that would qualify as a capital project under these guidelines (for construction equipment, see additional Project Profile requirements in section 3.11, page 8), such as:

- tandem trucks
  - motor graders
  - backhoes
  - loaders
  - tractor-mounted equipment
  - bobcats
  - sanding trucks
  - street sweepers
  - gravel trucks
  - snowplows
  - vacuum trucks
  - tractors
  - zambonis
- Maintenance equipment does not include equipment that will be primarily used for capital project construction, pick-up trucks and hand-held equipment

## **2.j) Infrastructure Management Systems**

- Infrastructure management systems capable of recording and retrieving information on various types of infrastructure, including key infrastructure characteristics and condition, on a consistent basis to assist systematic infrastructure planning and management, including:
  - purchase of computer hardware and software to facilitate the Municipal Infrastructure Management System (MIMS) or other infrastructure management systems
  - collection and input of data



## **2.k) Community and Recreation Facilities**



- Recreational and sports facilities
- Libraries
- Municipal halls or administrative buildings
- Cultural/community centres
- Campground facilities
- Playgrounds
- Convention or trade centres
- Seniors centres
- Exhibition buildings
- Performing arts facilities
- Permanent park facilities
- Museums
- Art galleries

## **2.l) Other Municipal Buildings and Physical Infrastructure**

- Public works facilities
- Tourist facilities
- Designated local heritage sites
- Public wharves, docks, and piers
- Rural or remote telecommunications such as fibre optic or copper cable, radio or satellite links in rural areas

---

# Federal Gas Tax Fund (FGTF)

Government of Alberta   
Canada 

## Program Description (2005 to 2014)

### Overview

The Federal Gas Tax Fund grant program commenced in 2005 as the New Deal for Cities and Communities to assist municipalities in addressing their sustainable municipal capital infrastructure needs. The program is supported through the allocation to Alberta Municipalities of a portion of the federal gasoline tax.

### Benefits of FGTF

This program provides financial assistance to municipalities in support of sustainable capital municipal infrastructure to maintain or enhance economic, social and cultural opportunity and well being, while protecting and improving the quality of our environment upon which people and economies of Alberta depend.

Funding under this program supports the development of public transit systems, and water and wastewater systems, solid waste management, community energy systems, and community capacity building. For communities with less than 500,000 population, the funding may also be used for rehabilitation of municipal roads and bridges that enhance sustainability outcomes.

Included in the list of eligible projects are design and engineering services, vehicle purchase, construction and rehabilitation. In addition, the program may include barrier-free transportation initiatives to improve accessibility for seniors and persons with disabilities.

For specific details refer to the Administrative Procedures for this program.

### Funding Policy

Funding under this program is subject to the province receiving the transfer payments from the federal government. The province will then distribute all of the funds to eligible municipalities in annual or semi-annual increments for the duration of the program up to their maximum allocation.

The per capita grant allocation for the first five years (2005/06-2009/10) was based on the municipality's 2007 Office Population. In accordance with the agreement for the program extension, the individual annual allocations for each of the next four years (2010/11-2013/14) is based on the 2009 Official Population.

The program provides conditional grants for capital-related projects which meet the program eligibility criteria. There is no requirement for a municipal funding contribution to projects accepted under this program.

The funding provided under this program is in addition to the municipality's normalized annual expenditures on capital municipal infrastructure. The municipality will be required to maintain this normalized annual capital expenditure before utilizing the funds available under this program.

In addition to maintaining their historical normalized annual expenditures on capital infrastructure, the municipality will be required to develop and implement a sustainability plan.

---

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# SCHEDULE 1

Sections 1 through 9 of this Schedule contain a listing of the general types of capital Infrastructure Projects that may be funded under the Canada-Alberta Agreement on the Transfer of Federal Gas Tax Revenues under the Federal Gas Tax Fund Agreement. The lists are not intended to be all inclusive. However, **all projects must respect eligible project categories listed in Schedule 2 of the Canada-Alberta Agreement.**

---

## 5. SOLID WASTE MANAGEMENT

- Waste diversion - Material Recovery Facilities.
- Organics management.
- Collection depots.
- Waste disposal landfills.
- Thermal treatment.

## 6. COMMUNITY ENERGY SYSTEMS

- Retrofits of local government-owned buildings.
- Energy systems such as renewable energy, combined heat and power (CHP), cogeneration and district energy.
- Street lighting retrofits.
- Other capital energy Projects as may be deemed appropriate by the Minister.

## 7. ROADWAYS AND BRIDGES (Except Edmonton and Calgary) that enhance sustainability outcomes for municipalities.

- Reconstruction and rehabilitation of roadways.
- Reconstruction and rehabilitation of road structures.
- Construction, reconstruction and rehabilitation of railway and other grade separations.
- Construction, reconstruction and rehabilitation of bridges.
- Other ancillary works such as sidewalks, commuter bikeways, lighting, traffic control signals, pedestrian signals, storm drainage and utility relocations.
- Construction or implementation of major transportation systems management projects such as major intersection improvements, major traffic signal coordination, etc.
- Construction of noise attenuation devices as a part of an eligible project, and rehabilitation of existing noise attenuation devices on an eligible roadway or transitway, consistent with the municipality's approved noise attenuation policy.

# SCHEDULE 1

Sections 1 through 9 of this Schedule contain a listing of the general types of capital Infrastructure Projects that may be funded under the Canada-Alberta Agreement on the Transfer of Federal Gas Tax Revenues under the Federal Gas Tax Fund Agreement. The lists are not intended to be all inclusive. However, **all projects must respect eligible project categories listed in Schedule 2 of the Canada-Alberta Agreement.**

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## 8. CAPACITY BUILDING

Funds can be used to undertake the following:

- Develop and implement a Integrated Community Sustainability Plan
- Collaboration: building partnerships and strategic alliances; participation; and consultation and outreach;
- Knowledge: use of technology; research; and monitoring and evaluation;
- Integration: planning, policy development and implementation.
- Municipality-wide or regional transportation planning studies and major systems planning reviews.
- Transportation studies to address specific environmental and/or safety concerns including environmental impact assessments.

## 9. GENERAL

This section includes items that may be stand-alone projects or may be an integral part of a project eligible under sections 1 through 8.

- System-wide reviews where such reviews will have an impact on capital Infrastructure expenditures.
- Relocation & adjustment of associated utilities.

## **SCHEDULE 2**

This Schedule is a reproduction of Schedule 2 from the Canada-Alberta AGREEMENT ON THE TRANSFER OF FEDERAL GAS TAX REVENUES UNDER THE NEW DEAL FOR CITIES AND COMMUNITIES dated May 14, 2005. All items in Schedule 1 are further refined by this schedule.

---

### **ENVIRONMENTALLY SUSTAINABLE MUNICIPAL INFRASTRUCTURE (ESMI)**

#### **ELIGIBLE PROJECT CATEGORIES**

##### **1) ESMI Projects include the following:**

a) Public transit, e.g.:

- i) Rapid Transit: tangible capital assets and rolling stock (includes light rail, heavy rail additions, subways, ferries, transit stations, park and ride facilities, grade separated bus lanes and rail lines);
- ii) Transit Buses: bus rolling stock, transit bus stations;
- iii) Intelligent Transport System (ITS) and Transit Priority Capital Investments;
- iv) ITS technologies to improve transit priority signalling, passenger and traffic information and transit operations;
- v) Capital investments, such as transit queue-jumpers and High Occupancy Vehicle (HOV) lanes.

b) Water, e.g.:

Drinking water supply; drinking water purification and treatment systems; drinking water distribution systems; water metering systems.

c) Wastewater, e.g.:

Wastewater systems including sanitary and combined sewer systems; and separate storm water systems.

d) Solid waste, e.g.:

Waste diversion; material recovery facilities; organics management; collection depots; waste disposal landfills; thermal treatment and landfill gas recuperation.

## SCHEDULE 2

This Schedule is a reproduction of Schedule 2 from the Canada-Alberta AGREEMENT ON THE TRANSFER OF FEDERAL GAS TAX REVENUES UNDER THE NEW DEAL FOR CITIES AND COMMUNITIES dated May 14, 2005. All items in Schedule 1 are further refined by this schedule.

---

- e) Community Energy Systems, e.g.:
    - i) Cogeneration or combined heat and power projects (where heat and power are produced through a single process);
    - ii) District heating and cooling projects where heat (or cooling) is distributed to more than one building.
  - f) Active transportation infrastructure (e.g, bike lanes), local roads, bridges and tunnels for Municipalities that are not Large Municipalities, that enhance sustainability outcomes.
- 2) Large Municipalities, as defined below, can use gas tax funding for two (2) Eligible Project Categories. Calgary and Edmonton have indicated that the majority of their gas tax funding will be used for public transit.
- 3) Capacity Building includes the following activities:
- i) Collaboration: building partnerships and strategic alliances; participation; and consultation and outreach;
  - ii) Knowledge: use of new technology; research; and monitoring and evaluation;
  - iii) Integration: planning, policy development and implementation (e.g., environmental management systems, life cycle assessment).

**Large Municipalities** means Calgary and Edmonton.

# **STREETS IMPROVEMENT PROGRAM (2002 SIP)**

## **Program Description**

### **Overview**

The Streets Improvement Program (SIP) provides cost-shared grants to towns, villages, summer villages, and eligible hamlets to assist with the provision of lasting streets improvements, to enhance life in rural centers and to serve to attract the decentralization of industry. The program was initially introduced in 1989 and was renewed effective April 1, 1997. The current Streets Improvement Program is intended to be an on-going municipal support program, commencing April 1, 2002. This program replaces the previous '97 SIP which sunset March 31, 2002.

The program allows the municipalities the flexibility to select their projects within general guidelines. Approved projects are eligible for 75% provincial funding for construction and engineering costs. All GST costs are the responsibility of the municipality.

### **Benefits of Program**

The grant provides funding for capital street improvements such as grading, gravelling, base course, paving, sidewalks, curb and gutter, roadway drainage, bridges and related work. As well, safety related features such as traffic control devices, improved street illumination, safety barriers and fencing, warning signs and pedestrian signals, which will enhance transportation safety for all Albertans, can be funded. Barrier free transportation initiatives to improve accessibility for seniors and persons with disabilities may be included.

Effective April 1, 2000, the reconstruction and/or replacement of existing municipal water distribution and sewage collection pipes within the roadway, in conjunction with street reconstruction, will also qualify for assistance.

### **Grant Funding**

Towns, villages, and summer villages, with populations of 300 or more, are eligible for an annual grant allocation of \$60 per capita, based on their official population (as reported by Alberta Municipal Affairs) for the previous year (i.e. the 2008 grant is based on the 2007 official population).

For towns, villages, and summer villages having populations of less than 300, the grant will include a "base grant" of \$8,000 plus \$33.33/capita.

For rural municipalities, the annual grant is based on the total aggregated population of all eligible hamlets within the municipality. The municipality will be eligible for \$60 per capita;



however, if the total aggregated population is less than 300, the allocation is calculated using the equation  $[\$8,000 + \$33.33/\text{capita}]$ . The rural municipality is permitted to use or assign the grant funds to any eligible project within any of their eligible hamlets. Rural municipalities are responsible for advising Alberta Transportation of any population changes in its eligible hamlets. Population figures should be compiled in accordance with the *Determination of Population Regulation 63/2001 under RSA 2000, Municipal Government Act, Chapter M-26, section 60(a)*.

Approved projects are funded on 75% government / 25% municipality basis for construction and engineering costs, up to the approved maximum eligibility. Municipalities must provide to the department a listing of proposed work (application) for the upcoming and/or future years. The application must contain a description and scope of work, proposed construction schedule, detailed cost estimates, and a copy of a location plan. Approval of a project is conditional upon its eligibility under the program. Maintenance projects, municipal labour and equipment, and municipal administration costs are not eligible for funding. GST is not an eligible expenditure.

---

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The background of the entire page is a grayscale, high-contrast image of several hands of different skin tones cupping a globe. The hands are positioned around the globe, with fingers pointing towards the center, symbolizing global unity and support.

*Alberta*

Freedom To Create. Spirit To Achieve.

# Regional Collaboration Program

## Program Guidelines

[www.municipalaffairs.alberta.ca](http://www.municipalaffairs.alberta.ca)

**This program supports strategic activities that improve the viability and long-term sustainability of municipalities through regional collaboration and capacity building.**

**Government of Alberta** ■  
Municipal Affairs

## Guidelines – Table of Contents

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## 1. Program Objectives

### What is the Regional Collaboration Program (RCP) and what does it do?

The objective of the Regional Collaboration Program (RCP) is to improve the viability and long-term sustainability of municipalities through strategic activities related to regional collaboration and capacity building by 2020-21. Strategic activities should demonstrate that they clearly respond to shared provincial and municipal priorities.

### Key outcomes from the program include:

- Significant regional approaches to municipal service delivery and governance are undertaken
- Improved overall municipal capacity to respond to municipal priorities and to build and maintain effective inter-municipal relations through joint and collaborative activities and
- Strong inter-municipal relations that result in strengthened community identities and improved quality of life.

## 2. Program Highlights

### When is my application due?

Applications can be submitted throughout the year until January 31 of a given fiscal year for all program components other than the Municipal Internship component. Applications for the Municipal Internship component are due by September 10 (with the program to commence the following May). Exceptions may be considered.

## What's New for 2020?

RCP is a new program composed of four components:

- Regional Collaboration
- Mediation and Facilitative Processes
- Municipal Internships and
- Strategic Initiatives

### Who do I contact for assistance?

If you have any questions about the program or information contained within these guidelines, please contact a program representative at 780-427-2225 (or toll-free: 310-0000).

## 3. Program Eligibility

### Who is eligible to apply for this funding?

#### Eligible entities include:

- Municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, improvement districts, special areas)
- Métis settlements
- Townsite of Redwood Meadows Administration Society
- A municipality formed by special Act
- Regional services commissions
- Inter-municipal partnerships, and
- Municipal regional boards as established by regulation (i.e., Capital Region Board).

Applicants requesting funding under the Municipal Internship component must meet specific population thresholds to be eligible (based on Municipal Affairs official population figures in effect at the time of application):

- population between 5,000 and 100,000 to access the land-use planners sub-component, and
- population between 700 and 100,000 to access the administrators sub-component.

***Ineligible entities include:***

- Individuals
- For-profit corporations
- Municipal subsidiary corporations (profit and non-profit), and
- Inter-municipal entities not controlled by municipalities or Métis settlements.

#### **4. Program Components**

**What do each of the various program components mean?**

*Regional Collaboration*

- Support for strategic regional approaches to municipal service delivery and governance.

***Eligible projects:***

- Two or more municipalities investigating the feasibility of delivering regional shared services or delivery models
- Two or more municipalities exploring the feasibility of regional governance alternatives, such as establishing a regional governance board

- Review of revenue and cost-sharing models
- Development of integrated regional plans that address growth, land-use, transit services, infrastructure, geographic information services, social services, etc.
- Public consultation process to raise awareness of specific concerns and needs that need to be addressed in any new structure
- Communications program to inform ratepayers and citizens of new partnerships or structures
- Development of contracts and agreements to formalize the structure and activities of the collaboration
- Development of terms of reference, bylaws and other guiding materials for any new governance body that is created
- Development of systems that are required to deliver the shared service
- Legal fees associated with the review of collaborative structures and service delivery mechanisms
- Two or more municipalities exploring the feasibility of restructuring activities such as dissolution or amalgamation
- Restructuring negotiation and application costs, and
- Limited term support for costs incurred due to restructuring through amalgamation or dissolution, such as infrastructure audits and other transitional costs.

*Mediation and Cooperative Processes*

- Support to municipalities for building relations within and between municipalities and resolving regional and inter-municipal issues.

## **Eligible projects:**

- Mediation of conflicts between two or more municipalities, and
- Development of cooperation protocols to help municipalities deal with conflicts internally or for working collaboratively with their municipal neighbors.

## **Municipal Internship**

- Support to municipalities or planning service agencies to recruit, train and retain competent municipal employees who can progress into leadership positions.

## **Eligible projects:**

- Municipal internship placements for administrators and land-use planners.

## **Strategic Initiatives**

- Initiatives that address municipal or inter-municipal special needs or circumstances of strategic significance.

## **Eligible projects:**

- Research activities related to regional collaboration and capacity building
- Support for regional projects of shared municipal and provincial strategic or emerging significance, such as:
  - strengthening the regional economy (attracting people, innovation and investment)
  - building safe, caring communities (crime reduction, affordable housing)
  - increasing transportation choices, and
  - Managing environmental sustainability (energy conservation, renewable energy, protecting regional spaces).

- Support for the establishment of, and operations over a limited term:
  - metro- and city- regional boards, and
  - shared administrative services.

## **Ineligible project costs for all program components:**

- Ongoing operating costs of municipalities, inter-municipal partnerships, regional governance organizations or restructured municipalities beyond a limited-term
- Investments in municipal infrastructure or capital projects, and
- Goods and Services Tax.

## **5. Funding Conditions**

### **What funds are available and how are they allocated?**

The total available funding under the program for the period 2010-11 to 2012-13 is \$11.5 million per year. These amounts may change as they are subject to annual approval by the Government of Alberta. Prior year commitments that carry over from previously existing programs may reduce the total amount of funding available in a given year.

Projects are eligible for funding up to a maximum amount as outlined below:

- Regional Collaboration (\$250,000)
- Mediation and Cooperative Processes (\$50,000)
- Municipal Internship
  - Administrators (\$43,000)
  - Land-Use Planners (\$62,000)
- Strategic initiatives
  - Project maximum amounts are at the Minister's discretion

See Appendix 5 - Schedule 1 for details concerning the minimum and maximum funding thresholds of the various grant components and subcomponents.

#### **How are funds distributed?**

Funds are distributed on a first-in, first-out basis within each program component and funding stream, subject to project approval and budget availability. Projects must undergo a review process that will result in a funding recommendation to the Minister.

#### **What requirements must I comply with in order to receive funds?**

Successful applicants must enter into a conditional grant agreement with Municipal Affairs, and payment will be made according to the terms of the signed agreement.

Municipal Affairs may require a successful applicant to publically recognize the Government of Alberta's funding contribution. At the time a project is approved, Municipal Affairs will indicate

whether a municipality will be asked to work with the Ministry to develop a joint communications plan for the project or otherwise publicize funded projects.

## **6. Application Process**

### **How do I apply for funding?**

Applicants complete a fillable grant application form that can be found under Grants and Funding at <http://municipalaffairs.alberta.ca>.

Submit the grant application via one of the following methods: email/fax/mail/ as outlined below.

Refer to Appendix 2 for specific instructions on completing different components of the application form.

| Method of Submission | Submit the grant application via email/fax/mail  |
|----------------------|--|
| Submission address   | Municipal Affairs<br>Municipal Services Branch<br>Municipal Grants Unit<br>17 <sup>th</sup> Floor, 10155-102 Street<br>Edmonton, AB T5J 4L4<br><br>Fax: 780-422-9133<br><br>Email:<br><a href="mailto:lgsgeneral.grants@gov.ab.ca">lgsgeneral.grants@gov.ab.ca</a> |

## How do I make an application for one or more of the available funding streams?

A separate application form must be completed for each component of the program. Complete and submit the following supplementary schedule(s) for the specific grant component that you are applying for. See *Appendix 5* for the relevant schedule(s).

| Program Component                   | Complete the following schedules |
|-------------------------------------|----------------------------------|
| Regional Collaboration              | <i>Schedule 2</i>                |
| Mediation and Cooperative Processes | No additional schedules          |
| Municipal Internship                | <i>Schedule 4 and Schedule 5</i> |
| Strategic Initiatives               | <i>Schedule 2</i>                |

## How will my application be evaluated?

The project must contribute to one or more of the expected key outcomes of the RCP:

- Significant regional approach to service delivery or governance
- Improved overall municipal capacity to respond to municipal priorities and build and maintain effective intermunicipal relations through joint and collaborative activities, and/or
- Strong intermunicipal relations that result in strengthened community identities and improved quality of life.

Additional criteria include:

- Priority will be given to projects that align with one or more of Government of Alberta priorities and initiatives
- The objectives, scope, and outcomes of the project should be well defined

- The project application should demonstrate how the supporting municipality(ies) are actively involved in project activities. Significant cash and in-kind contributions will be used to measure commitment to project outcomes
- The project should fulfill an identified regional or municipal need
- The project should demonstrate good value or return on investment to the province or region
- The project application should demonstrate how each participant will benefit from the project
- Project applications should demonstrate how the project benefits will be shared and used to further overall municipal sustainability, and how project benefits may be shared with other municipalities (e.g. publishing results of the project to a municipal website to share a new best practice), and
- The benefits realized from the project should continue beyond the term of the project (e.g. establishment of a regional framework that governs the delivery of ongoing municipal services that are self-supporting).



### How will I know if my application is successful?

Applicants will receive a letter from Municipal Affairs which will indicate whether the application has been approved for funding and the amount of funding that will be available for the proposed project. It is anticipated that applications will be processed within eight to ten weeks. Applications for the Municipal Internship program will not be reviewed until after the September 10 deadline.

### What if I disagree with the Government of Alberta's decision on my application?

All decisions by the Minister regarding grant funding are final.

## 7. Reporting Requirements

### What information do I need to provide to report on the use of my grant funds?

The municipality will submit reporting on a project basis in a prescribed package format. The package includes the following :

- **Reporting Form Instructions**
- **Completion Summary** to assist you to monitor the completion of your required reporting.
- **Basic Information** including contact information of the person who has completed the reporting templates.
- **Financial Reporting** is a Statement of Funding and Expenditures (SFE) that summarizes the project name, project details, invoice dates and amounts, interest earned and applied as well as a

reconciliation of the grant amount received, interest earned and total expenditures. The SFE must be signed by the Chief Administrative Officer or delegate, which certifies that the municipality is in compliance with the terms of the Conditional Grant Agreement, program guidelines and administrative procedures. The SFE may be subject to a review by the Provincial Auditor General.

- **Reporting on Results** collects actual results achieved.
- **Supporting Documents**, where required, such as under the Municipal Internship component, to provide component specific reporting templates.
- **Acknowledgment of Compliance** provides a signed certification that the funds were spent on the purpose intended.
- **Program Evaluation** is optional.

### Reporting Submission

Submit the reporting package via mail, fax, or email. It is only necessary to submit your reporting using one method.

Municipal Affairs  
Municipal Services Branch  
Municipal Grants Unit  
17<sup>th</sup> Floor, 10155 – 102 Street  
Edmonton, AB T5J 4L4

Fax: 780-422-9133

Email: [lgsgeneral.grants@gov.ab.ca](mailto:lgsgeneral.grants@gov.ab.ca)

Complete project reporting requirements and frequency are dependent on the grant component applied for and will be specifically set out in the Conditional Grant Agreement.

**When is my report due?**

The Regional Collaboration Program reporting due dates for the Regional Collaboration, Mediation and Cooperative Processes, Municipal Internship, and Strategic Initiatives components will be outlined in the respective Conditional Grant Agreement.

**What happens if the scope of my project changes?**

In some cases, a municipality may find that a project cannot be completed as originally described or cannot be completed by the project completion date. Reasonable delays and project concerns will be accommodated where possible. Requests for amendments must be made in advance of the expiration of the conditional grant agreement.

Requests for significant changes to the scope, activity budget allocations, or completion date of project, must be accompanied by a written request for an amendment that includes at a minimum, the following:

- An explanation for the change
- A breakdown of the funds expended to date, and
- A revised project completion date.

Municipalities will be advised in writing of the outcome of the request.

# AMWWP

## Eligible projects:

All services, material and equipment engaged on projects eligible for funding must be from the private sector. Municipalities are encouraged to support Alberta companies supplying goods and services to the waterworks and wastewater industry.

Funding may be available for the following projects, subject to a detailed assessment of eligibility by the department:

a. Water supply & treatment

- Raw-water intakes & wells.
- Raw-water supply lines to storage facilities.
- Raw-water storage facilities.
- Raw-water supply lines from storage facilities to treatment facilities.
- Water treatment facilities.
- Treated-water supply line from the treatment plant to the first connection point on the distribution system.
- Treated-water storage facilities and related works.

b. Wastewater treatment

- Outfall sewer from last connection point on the collection system to the wastewater treatment facilities.
- Wastewater treatment facilities.
- Outfall sewers from the wastewater treatment facilities to the point of discharge or disposal and related works.
- **Septage receiving stations at wastewater treatment plants, up to a limit of 20% of the cost of the facility and 20% of the capacity of the facility.**

c. Miscellaneous

- Small projects "at the plant" which would enhance the treatment process, such as chlorination or fluoridation.
- Planning and/or design studies directly related to an eligible project.
- General municipal infrastructure planning studies for eligible municipalities under 10,000 population.

## Eligible Associated Costs

Funding may be available for associated project costs which can include:

- a. Right-of-way acquisition and/or land costs, including expropriation costs.
- b. Relocation & adjustment of associated utilities.
- c. Engineering costs.
- d. Survey fees.

2

**TOWN OF CLARESHOLM  
CAPITAL RESERVES  
FOR THE YEAR ENDED DECEMBER 31, 2009**

| <b>NAME</b>            | <b>BALANCE<br/>DEC 31/08</b> | <b>INCREASES</b> | <b>DECREASES</b> | <b>BALANCE<br/>DEC 31/09</b> |
|------------------------|------------------------------|------------------|------------------|------------------------------|
| General Administration | 17,738.97                    | 102,000.00       |                  | 119,738.97                   |
| Water Supply           | 78,867.00                    |                  |                  | 78,867.00                    |
| Sanitary Sewer         | 74,003.43                    |                  |                  | 74,003.43                    |
| Garbage                | 18,000.00                    |                  |                  | 18,000.00                    |
| Subdivision            | 8,510.25                     |                  |                  | 8,510.25                     |
| Acreage Assessment     | 100,368.11                   |                  |                  | 100,368.11                   |
| Airport Land Sales     | 43,843.50                    |                  |                  | 43,843.50                    |
| Residential Land Sales | 129,787.36                   |                  |                  | 129,787.36                   |
| Industrial Land        | 71,240.47                    |                  |                  | 71,240.47                    |
| Town Land              | 25,163.31                    |                  |                  | 25,163.31                    |
| Tax Recovery Land      | 11,853.09                    |                  |                  | 11,853.09                    |
| Tamarack Subdivision   | 25,149.13                    |                  |                  | 25,149.13                    |
| Enforcement Vehicle    |                              | 16,000.00        |                  | 16,000.00                    |
| Backhoe                |                              | 40,000.00        |                  | 40,000.00                    |
|                        | <b>604,524.62</b>            | <b>56,000.00</b> | <b>0.00</b>      | <b>762,524.62</b>            |

2

**TOWN OF CLARESHOLM  
GENERAL RESERVES  
FOR THE YEAR ENDED DECEMBER 31, 2009**

| <b>NAME</b>                | <b>BALANCE<br/>DEC 31/08</b>           | <b>INCREASES</b>         | <b>DECREASES</b>   | <b>BALANCE<br/>DEC 31/09</b> |
|----------------------------|--|--------------------------|--------------------|------------------------------|
| Waterline Replacement      | 20,000.00                              |                          |                    | 20,000.00                    |
| Cemetery                   | 722.51                                 |                          |                    | 722.51                       |
| Office                     | 28,780.14                              |                          |                    | 28,780.14                    |
| Arena Renovation           | 8,500.00                               |                          |                    | 8,500.00                     |
| Waterworks                 | 15,000.00                              |                          |                    | 15,000.00                    |
| Garbage Truck              | 25,739.04                              |                          |                    | 25,739.04                    |
| Debt Reduction             | 292,453.04                             |                          |                    | 292,453.04                   |
| Sewer Main Replacement     | 35,000.00                              |                          |                    | 35,000.00                    |
| Fire Truck                 | 8,819.42                               |                          |                    | 8,819.42                     |
| Fill Dirt                  | 11,426.55                              |                          |                    | 11,426.55                    |
| Water Pumps                | 2,500.00                               |                          |                    | 2,500.00                     |
| Ball Diamonds              | 244.95                                 |                          |                    | 244.95                       |
| General                    | 561,067.11                             | 102,000.00               |                    | 663,067.11                   |
| Trust Accounts             | 56,557.68                              |                          |                    | 56,557.68                    |
| Physician Recruitment Fund |  | 11,670.28                |                    | 11,670.28                    |
|                            | <b><u>1,066,810.44</u></b>             | <b><u>113,670.28</u></b> | <b><u>0.00</u></b> | <b><u>1,180,480.72</u></b>   |
| Total increase from:       |  |                          |                    |                              |
|                            | Transfer from surplus 2009             |                          |                    | <b>102,000.00</b>            |
|                            | Transfer physician recruitment surplus |                          |                    | <b>11,670.28</b>             |
| Total decrease from:       |  |                          |                    | 0.00                         |
|                            |  |                          |                    | <b><u>113,670.28</u></b>     |

②

**TOWN OF CLARESHOLM  
DEBENTURES PAYABLE  
AS AT DECEMBER 31, 2009**

| <b>DEBENTURE<br/>NUMBER</b> | <b>YEAR<br/>REPAID</b> | <b>PURPOSE</b>      | <b>BALANCE<br/>DEC 31/09</b> |
|-----------------------------|------------------------|---------------------|------------------------------|
| 76                          | 2013                   | SWIMMING POOL       | 91,705.01                    |
| 77                          | 2023                   | SEWER UPGRADES      | 808,420.54                   |
|                             | 2023                   | PINE COULEE PROJECT | <u>3,919,693.33</u>          |
|                             |                        |                     | <u><b>4,819,818.88</b></u>   |

2

**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           |
|                      | <u>\$ 7,002,623</u> | <u>\$ 1,754,105</u> |
| Debt servicing limit | \$ 2,144,185        | \$ 1,308,681        |
| Debt servicing       | 403,399             | 403,399             |
|                      | <u>\$ 1,740,786</u> | <u>\$ 905,282</u>   |

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.

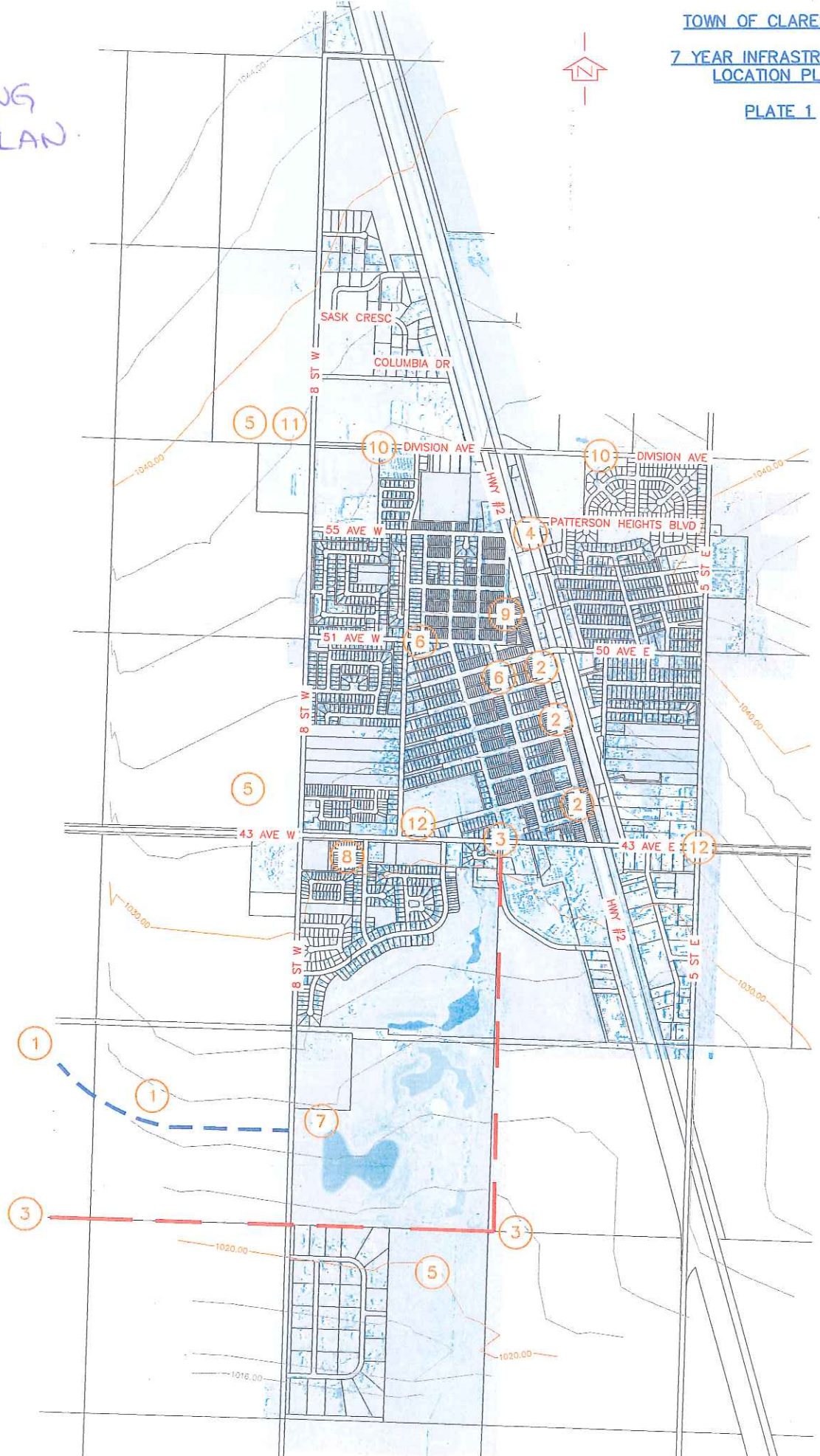
The Town is required to make current service contributions to the LAPP of 8.46% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 11.66% on pensionable earnings above this amount. Employees of the Town are required to make current service contributions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

CICON  
ENGINEERING  
7 YEAR PLAN

3







| 2009              |  | Population (G3700) 3842   |  |                                |   |                            |                  |                                |                |  |  |
|-------------------|--|---|--|--------------------------------|---|----------------------------|------------------|--------------------------------|----------------|--|--|
| Map Reference No. | Description  | Existing Conditions   | Proposed Improvements  | To Be Done By: Contractor Town | Total Estimated Cost                      | Grant Name                 | Grant % of Total | Grant Amount                   | Net to Town    |  |  |
| 7                 | Water treatment plant upgrade<br><i>COMPLETE</i>   | In-line gravity filtration capacity approximately 4000 population   | Increase capacity to 6700 population, bring plant to current A.B. Environment standards  | Contractor                     | \$4,887,500.00<br>(Town Portion)          | AMVWVP<br>AMIP             | 62.4<br>N/A      | \$3,049,800.00<br>\$437,500.00 | \$1,041,800.00 |  |  |
| 8                 | Sundance Subdivision<br><i>STORM + LAKE PAVING DONE</i>  | Improperly constructed municipal facilities   | Test and correct all deficiencies in sanitary sewer, water, roads and concrete work.   | Contractor                     | \$600,000.00                              | MSI<br>SIP<br>Frontage Tax | N/A<br>N/A       | \$32,000.00<br>\$468,000.00    | \$0.00         |  |  |
| 6                 | Watermain replacement and overlay pavement 51 Avenue from 4 Street W to 3A Street W, and 2 Street W from 49 Avenue to 50 Avenue<br><i>COMPLETE</i> | Existing 100mm Dia. watermain capacity insufficient, some is Cast Iron and corroding pavement on 2 Street W in poor shape   | Replace with 200mm Dia. PVC watermain. Repave street   | Contractor                     | \$261,000.00                              | SIP                        | N/A              | \$190,000.00                   | \$71,000.00    |  |  |
| 5                 | West side storm water management   | During heavy rainfall events storm water runoff enters the Town from North along 8th Street at Division Avenue and at 65 Avenue flooding streets, homes, surcharging sanitary sewer | Complete storm water management study, construct storm water dry pond NW of 8 Street and Division Ave. Pipe water south. Construct storm wet pond south of golf course | Contractor                     | \$1,729,200.00<br>(30% of \$5,764,000.00) | AMIP                       | N/A              | \$228,500.00                   | \$1,346,400.00 |  |  |
| N/A               | Many existing sanitary sewer mains have mineralized deposits   | Impeding flows  | 100mm grind, flush, televise and repair where necessary  | Contractor                     | \$28,000.00                               | N/A                        | N/A              | \$0.00                         | \$28,000.00    |  |  |
| N/A               | Patterson Blvd. water main loop<br><i>COMPLETE</i>   | Low pressure during peak demand NE area Town  | Construct 200mm diameter water main on Patterson Blvd. from Tamarack to 5 St. E. and 300mm diameter main 1 block south on 5 St. E.                                     | Contractor                     | \$270,000.00                              | N/A                        | N/A              | \$270,000.00                   | \$0.00         |  |  |
| N/A               | Most houses weeping tile systems connect to sanitary sewer, causing high flows during wet weather  |   | Provide \$400 incentive per household for 200 houses to reroute yard pit   | Contractor                     | \$80,000.00                               | NDOC                       | N/A              | \$66,000.00                    | \$24,000.00    |  |  |
|                   |  |   |  |                                | \$7,755,700.00                            |                            |                  | \$4,974,500.00                 | \$2,781,200.00 |  |  |
| TOTAL             |  |   |  |                                |   |                            |                  |                                |                |  |  |

May get contribution from MD as most water from North and West is from land within MD















4

## **2011 Infrastructure Projects**

|   |                      |
|---|----------------------|
| <b>1.</b> 50th Ave. East Sewer Replacement/Re-paving.         | Cost \$ 430,000.00   |
| <b>2.</b> Lagoon lift station replacement/ rehab.             | Cost \$ 1,250,000.00 |
| <b>3.</b> Sundance Subdivision repair.                        | Cost \$ 400,000.00   |
| <b>4.</b> Airport water system replacement                    | Cost \$ 2,200,000.00 |
| <b>5.</b> Town office Asbestos removal project                | Cost \$ 150,000.00   |
| <b>6.</b> 5100 Blk. 2 <sup>nd</sup> West Sewer repair/paving. | Cost \$ 160,000.00   |
| <b>7.</b> 4 inch Water main replacement program               | Cost \$ 220,000.00   |
| <b>8.</b> Re-Paving downtown parking lot                      | Cost \$ 90,000.00    |
| <b>9.</b> New Storm sewer main collector.                     | Cost \$ 500,000.00   |
| <b>10.</b> Street lights (Alberta Rd. & 8th St. west.)        | Cost \$ 120,000.00   |
| <b>11.</b> Paving North industrial Subdivision                | Cost \$ 460,000.00   |
| <b>12.</b> Water main looping project.                        | Cost \$ 450,000.00   |
| <b>13.</b> Arena Floor and board replacement.                 | Cost \$ 800,000.00   |
| <b>14.</b> Curb and Gutter on 59 <sup>th</sup> Ave West       | Cost \$ 85,000.00    |
| <b>15.</b> Paving downtown alleys                             | Cost \$ 160,000.00   |

All projects are listed in order of importance per Superintendent. Costs are estimates based on last few years of tenders.



## Project Descriptions.

1. Sewer main replacement is priority in 2011. This Street (50<sup>th</sup> Ave. East) is in very poor shape and in need of resurfacing as soon as possible. This paving was put off in 2008 due to sewer main investigations. A camera inspection of the pipe, recommended, it should be replaced before paving. We cannot push this back another year as there are a number of other streets in almost as poor of shape coming up for renewal as well, next year. One manhole on this line, the concrete is disintegrated on the bottom, and extra maintenance is now required, to ensure sewer backups are kept to a minimum. The Engineering is complete.
2. The lift station at the lagoons cannot keep up and one pump is running 24hrs a day. This is backing up the main, everyday, and slowly catching up during the night without ever getting ahead to stop pumping. The Anaerobic cells must be cleaned out as well. This has not ever been done. This is a must do job to start ASAP
3. The Sundance subdivision infrastructure must be repaired. It has been this way for 9 years. More lots will be made available and infill completed. Basic maintenance on these streets is very difficult or impossible to complete.

4. The water/sewer system at the Airport industrial area is not sufficient to service the demand any more. It does not provide the necessary Fire flows from any of the 18 hydrants to meet code. The water lines under ground are Cast Iron pipe lines that were installed approximately 70 years ago. Recent data shows leakage of over 50% of production. The sewers are as old but functioning well with maintenance, but the manholes need replacing soon. This project must be started ASAP.
5. The administration Byld. Is full of asbestos material and this must be removed before the building is renovated or sold or even torn down. All materials have been identified and this budget will allow phase one of removal to begin. The project will be broken down to 1.) Remove and replace insulation. 2.) Remove and replace flooring. 3.) Removal of all other identified hazards as funds allow.  
This work has to be handled by certified professional removal personal.
6. Sewer repair and pavement overlay on 5100block of 2<sup>nd</sup> sty. W. This street is in need of pavement overlay. Very busy arterial road plus bus route.
7. There is approximately 650m of 4 inch water main lines still in Town. Removal and replacement with 8 inch is needed, to stop complaints of low water volume when multiple users are turned on. These are a bottle neck type of restriction to the Towns system down stream of these sections. This cost will replace one block. Approx. 150m.
8. The Downtown parking lot is in very poor shape. If overlay is not done soon, complete removal and replacement will be required. This lot is used quite a bit for functions and BBQ's and almost always full when used as parking only.
9. The Towns underground drainage system is very undersized for the area that is now drained into it. Work must be started to develop a new trunk main and establish a bigger drainage plan so as to eliminate the need for storm lift stations as well as limiting surface drainage for new and existing subdivisions.
10. Alberta road is extremely dark from 59<sup>th</sup> Ave. N. to new development. With opening of Tim Horton's, traffic volume is much higher. Areas on 8<sup>th</sup>

street west are in need of light as well. Better street lighting has been requested for years by residents, and we need to start somewhere.

11. The North industrial subdivision is fully developed and requests for the paving are constant. The dust from semi traffic is quite substantial.
12. Our water looping project. We must continue this leg to complete this loop. A 12" pipeline from 39<sup>th</sup> Ave. To 53<sup>rd</sup> Ave East. This will help pressure and volume on the highest elevations in the Towns Upper East Side. The cost is to complete first phase which is half way, almost 900m.
13. The Town will need to start planning for the replacement of the arena floor and boards. They have reached there life expectancy and will fail in the next years to come. Please start a replacement fund for this. This work will be cheaper if we plan rather than having to replace in an emergency.
14. Curb and gutter must be installed in order to complete paving of the community centers parking lot, and improve drainage on the stretch between 4<sup>th</sup> St. West and 8<sup>th</sup> St. West.
15. Paving of downtown alleys has been requested by residents who use these like streets. We also now have store frontage in the alley.

5

## ***Public Works***

2011/2012 Budget Requests

### **New Truck**

2011 year

This for the fleet we will be replacing the Development vehicle. (1996 Jeep) The fleet will require one vehicle per year to replace the oldest. With 15 vehicles in the fleet the oldest will be at least 15 years old.

New cost \$30,000.00

### **New Equipment Fund**

2011 year

Set aside \$40,000.00

### **Mower Trailer**

2011 year

To replace the existing trailer that is too small for the newer mowers. The new mowers are 11 inches wider at the axle. This are needed to haul mowers to the Airport or north end of Town, also to haul back to the shop when broke down.

ESTIMATE \$19,000.00 New.

**1445 Lawn mower**

2011 year

Existing mower will have over 4,000hrs and I recommend trade in 2006 and purchase new. As parts can cost thousands and the value not increases it is not good practice for us to run it to the limit where there is no value left.

New cost \$28,000.00 / less trade \$10,000.00

Total equipment purchases for 2011

\$ 108,000



**TOWN OF CLARESHOLM**  
**ACCURAL TO CASH RECONCILIATION**

*Budgeted* → *Actual*

| GL Number                     | Description                         | 2009 YTD Budget | 2009 YTD Actual | 2010 YTD Budget | 2010 YTD Actual | 2010 YTD \$ Variance |
|-------------------------------|-------------------------------------|-----------------|-----------------|-----------------|-----------------|----------------------|
| <b>NON CASH ADDBACK ITEMS</b> |                                     |                 |                 |                 |                 |                      |
| 5-00-00-700-00                | NON CASH AMORTIZATION ADDBACK       | 0.00            | 0.00            | 1,621,000.00    | 0.00            | 1,621,000.00         |
| *                             | <b>TOTAL NON CASH ADDBACK ITEMS</b> | 0.00            | 0.00            | 1,621,000.00    | 0.00            | 1,621,000.00         |
| <b>NON PSAB CASH OUTFLOWS</b> |                                     |                 |                 |                 |                 |                      |
| 5-00-00-600-00                | PROCEEDS ON SALE OF FIXED ASSETS    | 0.00            | 0.00            | 0.00            | 12,701.45       | (12,701.45)          |
| 5-00-00-950-00                | PROCEEDS ON SALE OF PROPERTY        | 0.00            | 0.00            | 0.00            | 0.00            | 0.00                 |
| 6-00-00-610-00                | WATERLINE/SEWERLINE PROJECTS        | 296,000.00      | 0.00            | 0.00            | 0.00            | 0.00                 |
| 6-00-00-620-00                | CAPITAL PROJECT PAVING              | 0.00            | 0.00            | 404,140.00      | 504,723.34      | (100,583.34)         |
| 6-00-00-630-00                | CAPITAL PROJECT EQUIPMENT           | 146,500.00      | 0.00            | 0.00            | 0.00            | 0.00                 |
| 6-00-00-640-00                | CAPITAL PROJECT SIDEWALK,CURB       | 0.00            | 0.00            | 102,000.00      | 0.00            | 102,000.00           |
| 6-00-00-645-00                | 8TH STREET INFRASTRUCTURE PROJECT   | 0.00            | 0.00            | 0.00            | 0.00            | 0.00                 |
| 6-00-00-682-00                | PURCHASE OF PROPERTY                | 0.00            | 0.00            | 0.00            | 20,440.00       | (20,440.00)          |
| 6-00-00-710-00                | PINE COULEE PROJECT - MAIN          | 0.00            | 0.00            | 514,000.00      | 101,101.85      | 412,898.15           |
| 6-00-00-711-00                | PINE COULEE LAND ACQUISITION        | 0.00            | 0.00            | 0.00            | 5,755.50        | (5,755.50)           |
| 6-00-00-712-00                | PINE COULEE LAND RECLAMATION        | 0.00            | 0.00            | 0.00            | 0.00            | 0.00                 |
| 6-00-00-714-00                | TREATED WATER PILOTING STUDY        | 0.00            | 0.00            | 0.00            | 0.00            | 0.00                 |
| 6-00-00-715-00                | WATER PLANT UPGRADE                 | 4,000,000.00    | 0.00            | 2,940,000.00    | 2,591,137.87    | 348,862.13           |
| 6-00-00-716-00                | HIGH LIFT DISTRIBUTION PUMPING      | 0.00            | 0.00            | 0.00            | 0.00            | 0.00                 |
| 6-00-00-717-00                | HWY PUMP STN UPGRADE                | 846,650.00      | 0.00            | 800,000.00      | 794,366.32      | 5,633.68             |
| 6-00-00-718-00                | AQUIFER DEWATERING (ANENW)          | 0.00            | 0.00            | 0.00            | 0.00            | 0.00                 |
| 6-00-00-719-00                | GRANUM REG WATER SUPPLY             | 0.00            | 0.00            | 450,000.00      | 59,219.46       | 390,780.54           |
| 6-00-00-720-00                | SOUTH SANITARY SEWER                | 0.00            | 0.00            | 2,241,000.00    | 2,114,868.67    | 126,131.33           |
| *                             | <b>TOTAL NON PSAB CASH OUTFLOWS</b> | 5,289,150.00    | 0.00            | 7,451,140.00    | 6,178,911.56    | 1,272,228.44         |

*2010 CAPITAL PROJECTS*  
*BUDGET VS ACTUAL COSTS.*

*(6)*

*VA 11/4/2010*

# Information

**To:** Council  
**From:** Administration  
**Date:** November 5, 2010  
**Re:** November and December Meeting Dates

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## **OVERVIEW**

The second meeting in November, which falls on Monday, November 22<sup>nd</sup>, is not desirable as Council is heading to Edmonton that evening to attend the Alberta Urban Municipalities Association (AUMA) Convention, which begins on the morning of Tuesday, November 23<sup>rd</sup>. As a result, administration would like to suggest Monday, November 29<sup>th</sup> as the next regular Council meeting date.

Usually there is only one meeting in the month of December, and the 2<sup>nd</sup> Monday is December 13<sup>th</sup>. If the next meeting after is on this date, this would still give two weeks between meetings. Normally, December is a quiet month, so this should be sufficient. The next meeting in January will fall on Monday, January 10<sup>th</sup>, 2011.

Recommendation: Council passes a motion to make the next regular Council meeting on Monday, November 29<sup>th</sup>, 2010, with one meeting in December to be Monday, December 13<sup>th</sup>, 2010.

**Kris Holbeck, CA CAO Town of Claresholm**

# **INFORMATION ITEMS**





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

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| <b>Cheque #</b> | <b>Cheque Date</b> | <b>CEO</b> | <b>CAO</b> | <b>Vendor # Name</b>                         | <b>Amount</b> |
|-----------------|--------------------|------------|------------|--|---------------|
|                 |                    |            |            | <b>Batch # 14249</b>                         |               |
| 43020           | 2010-10-04         |            |            | 786195 Benchmark Assessment Consultants Inc. | 3,515.40      |
| 43021           | 2010-10-04         |            |            | 785928 BIG HILL SERVICES LTD.                | 281.15        |
| 43022           | 2010-10-04         |            |            | 786141 CLARESHOLM TAXI                       | 522.00        |
| 43023           | 2010-10-04         |            |            | 785973 CLEARTECH INDUSTRIES INC.             | 1,470.84      |
| 43024           | 2010-10-04         |            |            | 786697 CNH CAPITAL C3115                     | 2,908.28      |
| 43025           | 2010-10-04         |            |            | 26201 FERG'S SEPTIC SERVICE                  | 614.25        |
| 43026           | 2010-10-04         |            |            | 786597 FOOTHILLS HOME IMPROVEMENTS           | 197.17        |
| 43027           | 2010-10-04         |            |            | 56200 LOCAL AUTHORITIES PENSION PLAN         | 8,163.81      |
| 43028           | 2010-10-04         |            |            | 61450 MCNALLY CONTRACTORS LTD.               | 3,317.16      |
| 43029           | 2010-10-04         |            |            | 786590 MINISTER OF FINANCE                   | 157.50        |
| 43030           | 2010-10-04         |            |            | 786905 ONECONNECT SERVICES INC. T46194       | 77.67         |
| 43031           | 2010-10-04         |            |            | 786635 PCO SERVICES CORPORATION              | 178.50        |
| 43032           | 2010-10-04         |            |            | 786722 PLANET CLEAN (CALGARY) LTD.           | 119.46        |
| 43033           | 2010-10-04         |            |            | 785120 PLANET COFFEE                         | 820.05        |
| 43034           | 2010-10-04         |            |            | 12 PLATT CONTRACTING                         | 1,868.69      |
| 43035           | 2010-10-04         |            |            | 786453 PRAXAIR CANADA INC.                   | 787.50        |
| 43036           | 2010-10-04         |            |            | 786273 QUAYLE, CONNIE                        | 83.20         |
| 43037           | 2010-10-04         |            |            | 86300 RECEIVER GENERAL FOR CANADA            | 15,194.00     |
| 43038           | 2010-10-04         |            |            | 14265 SAVARIA LIFTS LTD.                     | 46.20         |
| 43039           | 2010-10-04         |            |            | 900 TELUS                                    | 75.13         |
| 43040           | 2010-10-04         |            |            | 900000 BROWNLEE LLP 'IN TRUST'               | 20,625.64     |
| 43041           | 2010-10-04         |            |            | 900000 DARRYL R SLETTEDE                     | 1,340.69      |
| 43042           | 2010-10-04         |            |            | 900000 ORGE, BRAD                            | 1,053.97      |
|                 |                    |            |            |  | 63,418.26     |



# TOWN OF CLARESHOLM

## CHEQUE LISTING FOR ACCOUNTS PAYABLE

| Cheque # | Cheque Date | CEO | CAO | Vendor # Name                                     | Amount               |
|----------|-------------|-----|-----|---|----------------------|
|          |             |     |     |   | <b>Batch # 14271</b> |
| 43043    | 2010-10-14  |     |     | 850 AG-LINE                                       | 599.61               |
| 43044    | 2010-10-14  |     |     | 600 ALBERTA ASSOCIATION OF M.D.'S                 | 10,627.22            |
| 43045    | 2010-10-14  |     |     | 650 ALBERTA BLUE CROSS                            | 4,782.54             |
| 43046    | 2010-10-14  |     |     | 1025 ALBERTA ONE CALL LOCATION CORP               | 56.70                |
| 43047    | 2010-10-14  |     |     | 786517 AMSC INSURANCE SERVICES LTD.               | 743.00               |
| 43048    | 2010-10-14  |     |     | 6390 BISHOFF AUTO & AG CENTRE                     | 1,847.00             |
| 43049    | 2010-10-14  |     |     | 786168 BLACK PRESS GROUP LTD.                     | 167.46               |
| 43050    | 2010-10-14  |     |     | 13250 CLARESHOLM CHILD CARE SOCIETY               | 2,183.50             |
| 43051    | 2010-10-14  |     |     | 13175 CLARESHOLM COMMUNITY CENTRE HALL BOARD      | 957.00               |
| 43052    | 2010-10-14  |     |     | 13660 CLARESHOLM LOCAL PRESS                      | 2,530.08             |
| 43053    | 2010-10-14  |     |     | 13125 Claresholm Mental Health & Addictions       | 46.64                |
| 43054    | 2010-10-14  |     |     | 14085 CLARESHOLM NAPA AUTO                        | 863.20               |
| 43055    | 2010-10-14  |     |     | 786141 CLARESHOLM TAXI                            | 693.00               |
| 43056    | 2010-10-14  |     |     | 14205 CLEAN BRITE CHEMICAL SERVICES LTD.          | 552.56               |
| 43057    | 2010-10-14  |     |     | 785973 CLEARTECH INDUSTRIES INC.                  | 9,197.20             |
| 43058    | 2010-10-14  |     |     | 14246 COMMUNITY EMPLOYMENT SERVICES               | 52.50                |
| 43059    | 2010-10-14  |     |     | 786058 Corporate Express                          | 80.23                |
| 43060    | 2010-10-14  |     |     | 786164 FCSS Association of Alberta                | 500.00               |
| 43061    | 2010-10-14  |     |     | 786257 FOOTHILLS FORD SALES                       | 10.00                |
| 43062    | 2010-10-14  |     |     | 31675 GLENTEL INC                                 | 399.00               |
| 43063    | 2010-10-14  |     |     | 31955 GREYHOUND COURIER EXPRESS                   | 72.07                |
| 43064    | 2010-10-14  |     |     | 49980 HARRY'S TIRE SALES (1984) LTD.              | 3,631.50             |
| 43065    | 2010-10-14  |     |     | 786267 LAWSON PRODUCTS INC.                       | 434.37               |
| 43066    | 2010-10-14  |     |     | 56155 LIFESAVING SOCIETY                          | 616.60               |
| 43067    | 2010-10-14  |     |     | 786704 MINISTER OF FINANCE (LT)                   | 67.00                |
| 43068    | 2010-10-14  |     |     | 65000 MUNICIPAL DISTRICT OF WILLOW                | 10,162.92            |
| 43069    | 2010-10-14  |     |     | 786192 NOBLE CONCRETE (1987) LTD                  | 286.13               |
| 43070    | 2010-10-14  |     |     | 76300 PEDERSEN TRANSPORT LTD.                     | 162.15               |
| 43071    | 2010-10-14  |     |     | 786156 Q.E.D. ENTERPRISES LTD.                    | 881.49               |
| 43072    | 2010-10-14  |     |     | 786188 Reynolds Mirth Richards & Farmer LLP       | 148.02               |
| 43073    | 2010-10-14  |     |     | 786180 RICOH CANADA INC.                          | 171.58               |
| 43074    | 2010-10-14  |     |     | 13525 SOBEYS CLARESHOLM                           | 93.54                |
| 43075    | 2010-10-14  |     |     | 785150 Torque's Heavy Truck & Trailer Repair Ltd. | 262.50               |
| 43076    | 2010-10-14  |     |     | 97000 TOWN OF CLARESHOLM                          | 22.80                |
| 43077    | 2010-10-14  |     |     | 101400 UNITED FARMERS OF ALBERTA                  | 1,780.78             |
| 43078    | 2010-10-14  |     |     | 101499 VITALAIRE                                  | 134.00               |
| 43079    | 2010-10-14  |     |     | 4090 WARNACO SWIMWEAR GROUP                       | 208.92               |
| 43080    | 2010-10-14  |     |     | 111705 WC CLASS II REGIONAL LANDFILL              | 7,459.98             |
| 43081    | 2010-10-14  |     |     | 126050 ZEE MEDICAL CANADA, INC.                   | 123.65               |
| 43082    | 2010-10-14  |     |     | 900000 BEVERIGE, DOROTHY                          | 97.13                |
| 43083    | 2010-10-14  |     |     | 900000 Canadian Mental Health Association         | 115.00               |
| 43084    | 2010-10-14  |     |     | 900000 CAYTEC EQUIPMENT LTD.                      | 194.33               |
| 43085    | 2010-10-14  |     |     | 900000 CORBETT, KRISTEN                           | 94.64                |
| 43086    | 2010-10-14  |     |     | 900000 O'CANADA GEAR                              | 488.25               |
|          |             |     |     |   | 64,597.79            |



TOWN OF CLARESHOLM  
CHEQUE LISTING FOR ACCOUNTS PAYABLE

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| <b>Cheque #</b> | <b>Cheque Date</b> | <b>CEO</b> | <b>CAO</b> | <b>Vendor # Name</b>           | <b>Amount</b>        |
|-----------------|--------------------|------------|------------|--------------------------------|----------------------|
|                 |                    |            |            |                                | <b>Batch # 14312</b> |
| 43087           | 2010-10-28         |            |            | 900100 G. POWROZNIK GROUP INC. | 1,386.45             |
| 43088           | 2010-10-28         |            |            | 900100 RN HOLDINGS INC.        | 676.70               |
|                 |                    |            |            |                                | <hr/>                |
|                 |                    |            |            |                                | 2,063.15             |



# TOWN OF CLARESHOLM

## CHEQUE LISTING FOR ACCOUNTS PAYABLE

| Cheque # | Cheque Date | CEO | CAO | Vendor # Name                                   | Amount               |
|----------|-------------|-----|-----|---|----------------------|
|          |             |     |     |   | <b>Batch # 14315</b> |
| 43089    | 2010-10-28  |     |     | 786517 AMSC INSURANCE SERVICES LTD.             | 2,675.38             |
| 43090    | 2010-10-28  |     |     | 6441 BOB HONG JANITORIAL LTD.                   | 288.75               |
| 43091    | 2010-10-28  |     |     | 785929 BOW MARK PAVING LTD.                     | 140,017.00           |
| 43092    | 2010-10-28  |     |     | 11250 CANADIAN LINEN SUPPLY                     | 412.40               |
| 43093    | 2010-10-28  |     |     | 786095 CHILTON, LISA                            | 300.00               |
| 43094    | 2010-10-28  |     |     | 56100 CIMCO REFRIGERATION                       | 9,698.42             |
| 43095    | 2010-10-28  |     |     | 785935 CLARESHOLM CHAMBER OF COMMERCE           | 265.00               |
| 43096    | 2010-10-28  |     |     | 13250 CLARESHOLM CHILD CARE SOCIETY             | 2,183.50             |
| 43097    | 2010-10-28  |     |     | 13175 CLARESHOLM COMMUNITY CENTRE HALL BOARD    | 425.25               |
| 43098    | 2010-10-28  |     |     | 13325 CLARESHOLM FIRE DEPARTMENT                | 150.00               |
| 43099    | 2010-10-28  |     |     | 13660 CLARESHOLM LOCAL PRESS                    | 31.50                |
| 43100    | 2010-10-28  |     |     | 786502 CLV HOME SPRING WATER LTD.               | 13.50                |
| 43101    | 2010-10-28  |     |     | 14246 COMMUNITY EMPLOYMENT SERVICES             | 22.50                |
| 43102    | 2010-10-28  |     |     | 786540 DIRECT ENERGY REGULATED SERVICES         | 38.80                |
| 43103    | 2010-10-28  |     |     | 76356 Excel Telecommunications (Canada) Inc.    | 25.12                |
| 43104    | 2010-10-28  |     |     | 786202 EXOVA                                    | 579.60               |
| 43105    | 2010-10-28  |     |     | 26201 FERG'S SEPTIC SERVICE                     | 236.25               |
| 43106    | 2010-10-28  |     |     | 786240 GAMMEL'S PLUMBING HEATING & GASFITTING   | 2,981.63             |
| 43107    | 2010-10-28  |     |     | 786800 GDM ELECTRIC LTD.                        | 337.28               |
| 43108    | 2010-10-28  |     |     | 786146 GODLEY'S JEWELLERY                       | 318.15               |
| 43109    | 2010-10-28  |     |     | 786648 HOLBECK, KRISTINE H                      | 300.00               |
| 43110    | 2010-10-28  |     |     | 36800 HOME HARDWARE                             | 854.24               |
| 43111    | 2010-10-28  |     |     | 26900 IRON ROCK ENTERPRISES LTD                 | 6,239.86             |
| 43112    | 2010-10-28  |     |     | 786186 K & R HOME & LAWN SERVICES               | 328.13               |
| 43113    | 2010-10-28  |     |     | 786528 LEON'S JANITORIAL SERVICE                | 1,029.00             |
| 43114    | 2010-10-28  |     |     | 56155 LIFESAVING SOCIETY                        | 270.00               |
| 43115    | 2010-10-28  |     |     | 56200 LOCAL AUTHORITIES PENSION PLAN            | 8,231.25             |
| 43116    | 2010-10-28  |     |     | 786664 MIFFLIN, TOVE                            | 42.00                |
| 43117    | 2010-10-28  |     |     | 786872 MPE ENGINEERING LTD.                     | 10,434.32            |
| 43118    | 2010-10-28  |     |     | 65040 MUNICIPAL INFORMATION SYSTEMS             | 867.34               |
| 43119    | 2010-10-28  |     |     | 66100 NATIONAL SECRETARY-TREASURER              | 1,211.41             |
| 43120    | 2010-10-28  |     |     | 786428 NEXEN MARKETING                          | 39,371.73            |
| 43121    | 2010-10-28  |     |     | 76300 PEDERSEN TRANSPORT LTD.                   | 131.23               |
| 43122    | 2010-10-28  |     |     | 97050 PHARMASAVE                                | 15.92                |
| 43123    | 2010-10-28  |     |     | 786205 PIPELINE WATER CO-OP LTD.                | 50.00                |
| 43124    | 2010-10-28  |     |     | 786167 PITNEY BOWES GLOBAL CREDIT SERVICES      | 341.75               |
| 43125    | 2010-10-28  |     |     | 786722 PLANET CLEAN (CALGARY) LTD.              | 205.43               |
| 43126    | 2010-10-28  |     |     | 786454 PRAXAIR DISTRIBUTION                     | 7.31                 |
| 43127    | 2010-10-28  |     |     | 86300 RECEIVER GENERAL FOR CANADA               | 17,002.77            |
| 43128    | 2010-10-28  |     |     | 786180 RICOH CANADA INC.                        | 219.69               |
| 43129    | 2010-10-28  |     |     | 900 TELUS                                       | 92.10                |
| 43130    | 2010-10-28  |     |     | 786849 TJ'S TREE TRIMMING                       | 2,480.25             |
| 43131    | 2010-10-28  |     |     | 900000 AMSC2010                                 | 4,683.00             |
| 43132    | 2010-10-28  |     |     | 900000 ANDERSON, GERALD                         | 135.20               |
| 43133    | 2010-10-28  |     |     | 900000 CAMPBELL, DON                            | 500.00               |
| 43134    | 2010-10-28  |     |     | 900000 CCVO                                     | 35.00                |
| 43135    | 2010-10-28  |     |     | 900000 CLARESHOLM MEDICAL CENTRE                | 1,089.23             |
| 43136    | 2010-10-28  |     |     | 900000 Friends of the Claresholm Public Library | 20,000.00            |
| 43137    | 2010-10-28  |     |     | 900000 HALL, BRENT                              | 68.21                |



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

| <b>Cheque #</b> | <b>Cheque Date</b> | <b>CEO</b> | <b>CAO</b> | <b>Vendor #</b> | <b>Name</b>                    | <b>Amount</b> |
|-----------------|--------------------|------------|------------|-----------------|--------------------------------|---------------|
| 43138           | 2010-10-28         |            |            | 900000          | LACELLE, BOB                   | 30.00         |
| 43139           | 2010-10-28         |            |            | 900000          | MARCHBANK, CANDI               | 30.00         |
| 43140           | 2010-10-28         |            |            | 900000          | NORBY, ROY                     | 80.00         |
| 43141           | 2010-10-28         |            |            | 900000          | Rainbow Motor Inn Macklin Ltd. | 50.00         |
| 43142           | 2010-10-28         |            |            | 900000          | SCENIC LANDSCAPING LTD.        | 4,725.00      |
| 43143           | 2010-10-28         |            |            | 900000          | STARLING, KELLY                | 135.20        |
| 43144           | 2010-10-28         |            |            | 900000          | THE GALLERY COLLECTION         | 391.02        |
| 43145           | 2010-10-28         |            |            | 900000          | VAN HIERDEN, HENRY             | 213.40        |
| 43146           | 2010-10-28         |            |            | 900000          | WAKELIN, PHIL                  | 197.80        |
|                 |                    |            |            |                 |                                | 283,088.82    |

**Total**

**413,168.02**



# School Council Minutes

|                      |  |
|----------------------|--|
| <b>Date</b>          | Tuesday, October 19, 2010  |
| <b>In Attendance</b> | Lindsay Martineau, Tania Smeltzer, Tara VanDellen, Karen Linderman, Carmelle Steele, Darlene Slot, Kelly Hall, Melissa Onofrychuk, Kelly Spanke, Marci Woodruff, Colleen Edwards, Heather Nimeck, Marika Gomes, Lisa Anderson, Kurtis Hewson, Ceri Penner, Nicole VanLangen, Lori Morrison, Jas Schmirler, Darleen Reid. |

## General Business

|                           |   |
|---------------------------|---|
| <b>Start Time</b>         | 6:36 pm   |
| <b>Approval of Agenda</b> | <ul style="list-style-type: none"> <li>• Additions – none</li> <li>• Approved by Carmelle. Seconded by Tara</li> </ul>  |
| <b>Minutes</b>            | <ul style="list-style-type: none"> <li>• Errors/Omissions – none</li> <li>• 584 magazine subscriptions thus far</li> <li>• Approved by Marci. Seconded by Tara</li> </ul> |

## Discussion Items

|   |  |
|---|--|
| <b>Introduction</b>                       | <ul style="list-style-type: none"> <li>• Lori - good chance for parents to get together, ask questions, comment, find out what's going on, and have your voice heard. Thank you for coming.</li> </ul>   |
| <b>Trustee Introduction</b>               | <ul style="list-style-type: none"> <li>• Kelly Hall and Charlene Dunlop. Charlene sends regrets for not attending meeting, proud to represent.</li> <li>• <b>High School Modernization</b> - plans are ready, just waiting for money. High priority on government list. Every month putting pressure on the government. Fall general meeting with MLA and Minister. Mr. Berger arranging meetings with Mr. Hancock. Parents, council and town could be submitting letters to increase urgency. Plans are "shovel-ready" and blue prints are available – completed during visioning process last year (some funds from K-6 used for planning WCCHS). Budget approximately \$14 million. Modernization will allow for bigger school, whereas building would mean smaller school, especially gym. Mod is a better choice for space for kids. Government officials aware of 7/8 situation.</li> <li>• <b>Learning Support Funding</b> – special needs is funded to the school, principal in charge of how funds are spent. Instructional funds are divided...special needs taken from this envelope. Funding formula reviewed last year. Principles will be reviewed to decided how funding will be distributed. Review in spring. Funding is tight. We have less dollars as enrollment declines. Money is pooled, depending on students. Dollars are distributed based on number. Kurtis informed that Two TAs cut yesterday, with significant cuts. 4 cut in spring. Other aids are now working 4 days a week. Support is in as much as we possibly can. Saved two positions by reducing 10. Fewer identified special needs students - redefining special needs versus kids who need support. Severe coding means money, others mean no additional funding. Traditionally 2 special needs clustered to provide TA but that model has shifted. The Government's Setting the Direction will hopefully shift the way schools are funded to support students with special needs.</li> <li>• <b>Invite Don Olsen and Mike Mahaffy to a future meeting to discuss WCCHS Modernization – perhaps opportunity for joint Claresholm Schools Council meeting.</b></li> </ul> |
| <b>Active Living and PE Opportunities</b> | <ul style="list-style-type: none"> <li>• Many questions regarding activities as schools merge. How can we give opportunities for active living with parent input? Program of Studies will guide discussion. Outdoor environment and value of active living in daily life. Survey results...what would you like to see for kids in our school?</li> <li>• Daily Activity is a requirement, no matter what. Most grades have 10-14% spent in PE and Health – province requires 10%.</li> <li>• Should make sure leaving school is worthwhile. They need to have a decent amount of time for the activity or the whole trip is a waste. Could early Fridays be used or PD days? Weekends? Too many educational days are lost. Curriculum can't be made up.</li> <li>• Physical activity has value. Kids take experience into classrooms and life. Swim to Survive is example. Value outweighs small loss of instructional time.</li> </ul>  |

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>• Exposure to different activities is of great value. Example of travel as enhancing life.</li> <li>• Cost has to be considered. Swimming is not in fundraising society budget, golf requires equipment. Curling is easier. Should swim to survive be done every year?</li> <li>• Activities be coordinated so they don't do the same each year? Make sure each grade has equity in field trips. Could it be a special activity for older kids? Rite of passage...make sure trips are not repetitive and each grade involves different activity exposure.</li> <li>• Ski trip cost to students - \$33 (rentals, pass, lessons)</li> <li>• Opportunity for different activities....running, yoga...is there more room for cost-effective activities.</li> <li>• <b>Kurtis will draft a plan now based on parent and staff input. Will bring back to school council in November.</b></li> </ul> |
| <b>Monthly Council Agenda</b>                | <ul style="list-style-type: none"> <li>• School council as forum for meaningful discussion, not just people coming to hear the Principal</li> <li>• Process for setting agenda shared (see agenda package)</li> <li>• Need to have more time announced for "hot topic" issues to ensure people are notified well in advance of upcoming discussions</li> <li>• Make sure to include review of decisions made by staff after council discussion. Review part on each monthly agenda. Add principal's report to agenda for each meeting (covering updates from previous meeting).</li> <li>• Information for contacting regarding babysitting will be put on each council agenda</li> </ul>  |
| <b>Increasing School Council Involvement</b> | <ul style="list-style-type: none"> <li>• What was effective for bringing people to this meeting? Movie was a hit, sandwich board at the front entrance.</li> <li>• Open house was a good title. Not all were previously aware that anyone could attend. Thought it was for council only. Need to increase awareness for parents that any and all are invited to meetings, with the chance to vote.</li> <li>• Add meeting dates to Claresholm Local Press Community Dates</li> </ul>   |
| <b>Future Agenda Topics</b>                  | <ul style="list-style-type: none"> <li>• Facebook (include Gail Young and Constable Wells)</li> <li>• Field trips</li> <li>• add parent conference to November agenda for information only</li> <li>• Teacher appreciation in January</li> <li>• Spelling bee</li> <li>• In-town bussing</li> <li>• eliminating paper newsletters if receiving by email</li> <li>• Math program</li> <li>• Field trips</li> <li>• Christmas planning for November agenda</li> </ul>  |
| <b>Adjournment</b>                           |  |
| <b>Next Meeting</b>                          | November 16  |
| <b>Adjournment</b>                           | <ul style="list-style-type: none"> <li>• Adjourned by Lori. Time – 7:59 pm</li> </ul>  |

5613 – 8th St. W.  
Box 130  
Claresholm, AB  
T0L 0T0

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

### Principal

Mr. Kurtis Hewson

### Assistant Principal

Mrs. Kathy Charchun

The Claresholm  
school community  
works to develop  
literate, life-long  
learners who are:

- ♦ Creative and critical thinkers
- ♦ Responsible and self-directed
- ♦ Ethical and involved citizens
- ♦ Able to adapt to change
- ♦ Team-oriented
- ♦ Effective communicators

While achieving the provincially defined outcomes.



Claresholm Schools  
CREATE Success!



Visit us online at

[www.lrsd.ab.ca/school/westmeadow](http://www.lrsd.ab.ca/school/westmeadow)



Join our Facebook  
Group

for discussions, event updates, video  
entries and photos

## Staffing Changes at WMES

Due to budgetary constraints at our school, we have had to say farewell to two very valuable staff members to start November. All the best to **Mrs. Deb McPhail**, a teacher assistant in Kindergarten, and **Ms. Leslie Campbell**, a teacher assistant currently assigned in grade two. Our heartfelt thanks to the contribution both of these individuals have made at our school over the past number of years!



We have also had to make another staffing transition to address our financial concerns yet still provide the best possible support for students. Beginning this week, we will minimize our teacher assistant staffing on Fridays. This reduction will ensure that further layoffs are not needed and still provide the best possible support for classrooms throughout the week.

Beginning this month, a monthly budget overview is going to be posted to our school website, with a link emailed out to families on our email list. If you have any questions or concerns how these staffing changes impact your child's classroom, please do not hesitate to contact Mr. Hewson ([hewsonk@lrsd.ab.ca](mailto:hewsonk@lrsd.ab.ca)).

### BOOK FAIR

Thanks for the overwhelming support of our Book Fair; we raised \$1,200 to purchase books and \$400 in free books.

Ali Hemmaway was the door prize winner and received \$25 worth of books for herself and \$25 for Mr. Mackin's classroom.

*In an effort to reduce paper sent home from the school, this is the final newsletter that will be mass-distributed. If you wish to continue receiving a paper newsletter, please contact the school office (unless you've already indicated your preference by email to Mr. Hewson).*

*Efforts will be made to have all further notes and newsletters from the school be delivered in paper format only to those requesting it. All other families will receive an email with links to items as they are added to our website.*



## *Is it too early to think about Christmas gifts?*

The Author, **Georgia Graham** was at our school, and has a selection of children's book available for purchase for K-Grade 3.

Georgia's books depict Alberta's farm, ranch and family life. **To order a copy signed and dated to your child**, write your selection, child's name, and a cheque payable to Georgia Graham. The deadline to order is **November 16, 2010**. Prices include GST. Books are hard cover unless noted and will be shipped to our school.

1. ***The Lime Green Secret*** – based on a real wedding in 1967. \$23.00.
2. ***A Team Like No Other*** – Set in Canmore, based on a true story. Hard Cover \$21.00; Soft Cover \$10.45
3. ***Wanda and the Wild Hair*** – Stylized Illustrations \$24.14
4. ***Wanda and the Frogs*** – \$23.00
5. ***The Strongest Man This Side of Cremona*** – Based on a true story \$18.85
6. ***Tiger's New Cowboy Boots*** – set on a cattle-drive in the foothills of Alberta. Soft Cover \$10.50; Hard Cover \$18.85
7. ***Bibi and the Bull*** – set in Central Alberta – Soft Cover \$9.40
8. ***Saturday Appaloosa*** – \$19.90
9. ***The Most Beautiful Kite in the World***  
Georgia's earliest picture book  
Soft cover \$9.40
10. ***Nan's Getting Married*** – a grandson is furious when his grandmother gets a boyfriend \$21.00

20% of sales are return to our Library.



## Internet Safety in November

How could we live without the internet? The internet can be a wonderful resource for kids to use to keep in touch with friends, find homework support and more.

This access however, can also pose hazards. That's why it is important to be aware of what your kids see on the internet, who they meet and what information they share

### **THANK YOU VERY MUCH**

I am very proud to be elected your School Trustee in Ward 1. I am very appreciative that you have placed your trust in me to represent you at the Board level and I will do my very best to make sure your voice is heard. There are many challenges that lie ahead and I am very excited to deal with them to the best of my ability. Thank you very much for your support.

**Charlene Dunlop**

## Tips to help create a safe use of the Internet

- ✓ **Become computer literate.** Learn how to block sites with objectionable material
- ✓ **Share an email account with your younger children.**
- ✓ **Bookmark your child's favorite sites.** This enables your child to easy access and lessens the chance of making a typo which may lead them somewhere else
- ✓ **Spend time on-line together.** Teach your children appropriate online behavior.
- ✓ **Monitor kid's use of chat rooms.** Be aware of what your children posting in messages.
- ✓ **Find out about online protection.** Call your internet provider for more info.
- ✓ **Set up basic internet rules, which include:**
  - never trade personal photos.
  - never reveal personal info (name, address, phone #, school name).
  - never arrange to meet anyone you've met online.
  - never respond to threatening emails/messages and tell a parent.

See [www.kidshealth.org](http://www.kidshealth.org) for more information.

**Criminal Record Checks:** The RCMP have a new policy requiring you to acquire a letter from our school, to take with you when you request your Criminal Record Check. We have letters available, for pick up in the office.

**Criminal Record Checks** are a school division requirement for any involvement including Field Trips, Swimming, class room volunteering, etc.



## Notes From the Office

Be sure to check out the **lost and found** located in the wooden box by the front doors. There are many items in there already.

**Inclement Weather:** if a decision is made to cancel buses and/or to close schools in an area, or in the entire school division, the following radio stations, CHRB 1140 (High River), CBC 860, 1010, CFAC 960, and CFR 660 (Calgary), CJPR 1490 (CNP), CHLB 95.5FM and LA107.7FM (Lethbridge), will be contacted to give public warning that the buses will not be operating. Our **school website** also has a notice posted



## Operation Christmas Child shoe box drive

Students who would like to donate items such as school supplies, toys, small gifts and hygiene items that will not melt, freeze, leak or break. Please do not donate war related toys, knives, toy guns, food, chewing gum, soft candy or decks of playing cards.

Items that work well in a shoe box include, pens, pencils, crayons, picture books, note pads, stuffed animals, hair clips, toy jewelry, t-shirts, socks, bar soap (in a sealable bag), hard candy (individually wrapped in a sealed or sealable bag), combs, small musical instruments, etc.

Donated items, or shoe boxes already made, must be at the school no later than Tuesday, November 16.

***Thanks for your help with this very worthwhile cause***

### Birth Certificates

Alberta Education requires that a birth certificate be on file for each student registered in school. If you have not provided a birth certificate for your child already – please send a copy to the office as soon as possible.

Did you know that two missing children were returned to their correct parent as a result of this program. – Huh!

### Grade 5/6 Volleyball

This year, we have over 30 students joining up for grade 5/6 volleyball, a great way to learn the skills before competitive Junior High play! For more information, contact Mrs. Becker ([thompsonj@lrsd.ab.ca](mailto:thompsonj@lrsd.ab.ca)) or Mrs. Gillespie ([gillespiea@lrsd.ab.ca](mailto:gillespiea@lrsd.ab.ca))



### The Impact of Trauma, Neglect and FASD on the Developing Brain

will be discussed in a Video Conferencing Session held on November 25, 2010 from 11:00 – 12:30 at the Claresholm General Hospital to register please email [ces@sacyhn.ca](mailto:ces@sacyhn.ca)

Just a reminder when coming into the school to volunteer or to pick up your child (children), please check in at the office. If you are going to remain in the school for a length of time, our school division requires that you are identified by wearing an I.D. tag.

Once the snow flies, please do not send sleds to school, as this often leads to problems on the playground and busses.

### Kids Sport

is a program enabling kids to play in sports who would not normally be able to due to financial concerns. Contact FCSS at 625-4417 for full details.

# November at a glance....



| Sunday  | Monday  | Tuesday  | Wednesday   | Thursday  | Friday   | Saturday   |
|---|---|--|---|---|--|--|
|   | <b>1</b><br><b>LRSD PD Day</b><br><i>No school for students</i><br><br>Whitney S<br>Drayden S | <b>2</b>   | <b>3</b><br>Student<br>Assembly 2:20                            | <b>4</b><br><br>Savannah S  | <b>5</b>   | <b>6</b><br><br>Mr. Hewson   |
| <b>7</b>  | <b>8</b>  | <b>9</b><br><br>Blade B  | <b>10</b><br>Remembrance<br>Day Assembly<br>10:30<br><br>Ross V | <b>11</b><br><b>Remembrance<br/>Day</b><br><br><i>School Closed</i> | <b>12</b><br><b>Staff Planning<br/>Day</b><br><br><i>No school for students</i><br>Molly | <b>13</b><br><br>Keenan M<br>Paige M.<br>Jesse P<br>Paige S.<br>Ty S |
| <b>14</b>   | <b>15</b><br><br>Nolan W  | <b>16</b><br>School Picture<br>Re-takes<br><br>School Council<br>6:30 pm | <b>17</b><br><br>Quinn C<br>Ashtyn W                            | <b>18</b>   | <b>19</b><br><br>Cassandra K   | <b>20</b><br><br>Jamie S.  |
| <b>21</b><br><br>Maya M<br>Logan F<br>John C.       | <b>22</b><br>Report Cards<br>sent home.   | <b>23</b><br><br>Fundraising<br>Society 6:30 pm<br><br>Mrs. McDowell     | <b>24</b><br>Grade 6 Swim<br>2:00-3:00<br><br>Chris L.          | <b>25</b><br><br>Joel T   | <b>26</b><br><br>Lane B<br>Avery K<br>Mrs. Swanson                                       | <b>27</b>  |
| <b>28</b><br><br>Kayanna C<br>Marlee M.<br>Megan S. | <b>29</b><br><br>Sierra N   | <b>30</b>  |   |   |  |  |

## Winter Weather

It is that time of year when we need to think about winter clothing. Every time there is a winter storm, we get questions as to whether the students will be going out at recess or not. If there is no wind, the students will go out for a few minutes of fresh air. If there is a high wind chill or if pouring rain, the students will stay in at recess. It is a good idea to dress your child everyday with the intention of them going out at recess. Playing in the snow is a favorite activity at recess, so please make sure your child has mitts in his/her back-pack at all times, and they have outdoor footwear.

*It would also be helpful to keep a change of clothes in your child's backpack in case they get muddy or wet.*



**Grade 6 Swim Date –  
November 24.**





# Membership Newsletter

Fall 2010

## Inside This Issue

- 1 Chinook Country News
- 2 VIC Year to Date Stats
- 3 Destination Marketing Services
- 4 2011 Publications
- 5 Low Cost of Free Advertising
- 6 Southwest Alberta Wrap Up

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*Travel to Alaska up over  
500%*

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## Chinook Country News

Membership matters! All programs and activities at Chinook Country Tourist Association (CCTA) are aimed at driving success to our members through increasing visitors to Southwest Alberta.

Chinook Country has had a busy summer in our home Visitor Information Centres as well as attending events and delivering literature all over the CCTA are and beyond. We kicked off the summer taking our University student travel counsellors on a few quick familiarization tours. As the responsible adult on one of the tours, June managed to lock the keys in the CCTA van so thank you to Tom & Bev Nelson and Bomber Command Museum in Nanton for coming to the rescue. Some of the other activities included working the Leonard Nimoy event in Vulcan, hosting an American travel writer and photographer at various locations around Southern Alberta and hosting American tourists in Waterton. Kimberly served ice cream at Prairie Tractor & Engine in Picture Butte and worked diligently with Travel Alberta and other tourism organizations to counteract the impact of the Rethink Alberta campaign in the US. Chris worked on the CCTA website, attended trade shows in Ottawa and Montreal and he and Nikolaus spent many hours in Waterton. Our Visitor Information Centre staff were the official greeters and promoters of Chinook Country to visitors from around the world.

## VIC Year to Date Stats 2010:

The number of people coming through the VICs was down slightly year over year which is likely for a combination of reasons. Inquiries by mail, phone and email were up exponentially while foot traffic was down slightly. Here are some trends from the Visitor Information Centres in Lethbridge:

Phone calls for information: up  
Email requests for information: up  
Requests for information by mail; up

Our visitors came from:

Lethbridge: up 52%  
BC: down  
Montana: up by almost 200 people  
Western US: up by almost 100 people  
Other US: up almost 200 people  
International: down about 800 people

Visitors told us they were going to:

Lethbridge: down about 1,400 people  
Zone: down 600 people  
Alberta destinations: up 300 people  
BC: up 175 people  
Montana: down 700 people  
Alaska: up over 100 people

The reasons given for seeking information show independent travel up 70%; Group/sports/convention travel is down 73%; business travel down 54%; relocation up 18%; and just coming in to ask where something is up 81%.

Traffic to [www.chinookcountry.com](http://www.chinookcountry.com) is up 4% year over year. This is an excellent time to make sure your listing is up to date and the information is accurate. Email changes to [chris@chinookcountry.com](mailto:chris@chinookcountry.com)

## Destination Marketing Services

CCTA provides core programs and services through four divisions: Marketing Services, Membership Services, Destination Marketing Services, and Information Services.

- Marketing Services are programs and activities that promote Southwest Alberta as an ideal leisure tourism destination.
- Membership Services are benefits provided to CCTA members in exchange for an annual membership fee.
- Destination Marketing Services are specific contracts with municipalities or organizations to provide dedicated marketing services for that location. This includes business and marketing plan development, tactic implementation and reporting.
- Information Services include operation of the Lethbridge Visitor Services Program, in addition to recognizing CCTA as the centre of tourism information for Southwest Alberta, and its role in sharing information resources with both the tourism industry and the public.

In our last newsletter we focused on CCTA Marketing Services. This time we are featuring Destination Marketing Services.

**Destination Marketing Services** are specific contracts with municipalities or organizations to provide dedicated marketing services for their location.

The scope of these plans may include:

- Strategic planning – working with the organization to identify the strategic goals that are necessary to move forward. A strategic plan defines the focus of activities and ensures all supplementary plans support the overall plan and that resources and efforts contribute to achieving the goals.
- Business planning – outlining the objectives and tactics in support of the strategic plan. The business plan defines timelines, measurable statistics and includes a marketing plan, a partnership strategy, a media relations plan and an industry communications plan.
  - A marketing plan details the activities needed to promote a destination as an ideal travel destination. It identifies marketing goals, target markets, advertising and promotion activities, budgets, tracking and reporting mechanisms. A marketing plan also identifies which activities may be eligible for leveraged market funding.
  - A partnership strategy identifies the opportunities to involve additional partners at multiple levels. The intent is to create synergies and leveraging opportunities to achieve the set goals.
  - A media relations plan defines target media markets both internally and externally and looks for opportunities to work with those markets to promote the destination to both industry and consumers.
  - An industry communications plan recognizes the importance of communicating the goals and initiatives to stakeholders and outlines how stakeholders will be informed.
  - Budgets specify how the assigned funds will be used based on the objectives defined in the business plan.

Chinook Country Tourist Association dedicates an experienced staff person as the primary point of contact and supplies support staff and expertise according to the needs of the client. Sometimes personnel need to be hired but often the resources are available within the organization. From business planning to purchasing media, sales and production to web and social media strategies, CCTA can be a one-stop marketing agency for your destination marketing.

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*CCTA provides many  
tourism marketing  
services*

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*CCTA works with many  
organizations and  
initiatives to create new  
marketing and  
development  
opportunities for  
Southwest Alberta.*

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## 2011 Publications

Fall and winter are busy seasons for Chinook Country staff. This is the time we design, sell and produce the publications that will carry all of us through the next tourism season which will arrive sooner than we expect!

The first deadline is the Southwest Alberta Travel Planner and sales for the new magazine style piece are well underway. We have some pretty quick deadlines with November 1<sup>st</sup> being the deadline for municipalities to book their space and November 15<sup>th</sup> for other advertisers. Copy and camera ready ads are due by November 15<sup>th</sup>.

Ad space in the Lethbridge Guide and on both maps is being sold as well. The Southwest Alberta map was in high demand this summer and Phil was out collecting any extras he could find to make sure we were stocked for the winter months.

As a CCTA member, you will notice that the significant spread in ad rates for members and non members continues to grow. It is important for CCTA to recognize member commitment and one of the ways we do that is to ensure value advertising in all our publications.

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*Members receive large discounts on ad rates.*

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## Advertising Packages

We have been working to make advertising in CCTA publications accessible to businesses large, small and in between. Last year we introduced the 30 word text Service listing and are ramping up the format for 2011 with the following packages:

### The Southwest Alberta Travel Planner Package:

Includes: A 30 word text service listing under the banner of your community, and a listing on the back of the Southwest Alberta map under your community.

OR

### The Lethbridge Package:

Includes: A 30 word text service listing in the Lethbridge Guide, and a listing on the back of the Lethbridge map.

*Either package*

*Non-member price - \$525*

**Member price - \$200**

*Members save \$325*

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*Advertising in the 2011 publications happens now*

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Email [june@chinookcountry.com](mailto:june@chinookcountry.com) or call 403-894-7116 to book yours

*Deadline is November 15<sup>th</sup>, 2010*

## Low Cost and Free Marketing Ideas

Marketing your tourism business can be a daunting and expensive proposition. On-line travel research and bookings have increased exponentially so it is important to be listed on many websites linked to your up-to-date and correct contact information. In the time vs. money balance in your business, on-line listings take up your valuable time, but consider that your on-line presence is as important as your physical presence. Consider hiring a student to propagate internet sites but make sure that person can spell and use credible business language. On a continuing basis make sure it is someone's job to respond to email inquiries and on-line bookings. Use your on-line contact information in all your print advertising. Invest in an email address that speaks to permanence and instils confidence that you will be in business when people show up. Remember to target your best potential customers and to use multi-media advertising and not rely on only one form of media to bring in your customers.

Here are some ideas for low cost or free marketing options:

[www.chinookcountry.com](http://www.chinookcountry.com) - Chinook Country website – your membership includes a microsite for your business at no additional charge. You should check your listing from time to time and make sure it is up to date. Listings on multiple sites help establish the credibility of your site with search engines.

[www.worldweb.com](http://www.worldweb.com) - WorldWeb.com is one of the largest networks of travel websites on the Internet. WorldWeb.com customers are both travellers who research and book their trips online as well as businesses that serve the tourism industry.

[www.travelalberta.com](http://www.travelalberta.com) - Travel Alberta – free events listings, Holiday Card and press releases. You do need a password to the industry side of the site <https://industry.travelalberta.com>. For assistance in working your free marketing with Travel Alberta check in with Marty Eberth [marty.eberth@travelalberta.com](mailto:marty.eberth@travelalberta.com)

[www.albertasouthwest.com](http://www.albertasouthwest.com) – Listings at no charge for businesses in the Alberta Southwest economic development area.

[www.visitlethbridge.com](http://www.visitlethbridge.com) – you may submit your Southern Alberta or Lethbridge tourism attraction to [info@visitlethbridge.com](mailto:info@visitlethbridge.com). This site is paid for by the Lethbridge Lodging Association and the site is well promoted on the internet to promote traffic to this website. Listings are no charge for complementing businesses such as attractions, experiences and restaurants.

[Tripadvisor.com](http://Tripadvisor.com) - is the world's largest travel site, enabling travelers to plan and have the perfect trip. TripAdvisor offers advice from real travelers and a wide variety of travel choices and planning features. There is a 'get listed' tab you can follow to make sure your property is listed. Check out your ratings on [tripadvisor.com](http://tripadvisor.com) and make sure you know what people are saying about you.

[www.canadatourism.travel](http://www.canadatourism.travel) - Canada Tourism Organization (CTO) lists over 25,000 accommodations available throughout Canada and supplies links to the Official Provincial tourism websites and Regional Tourism District websites throughout Canada.

[www.canadaone.com](http://www.canadaone.com) - CanadaOne's niche is its focus on Canadian business. The CanadaOne website includes an online magazine, a Canadian business directory, Canadian specific business resources, a technology centre, and several other promotional tools designed to help Canadians grow their businesses.

[www.kijiji.ca](http://www.kijiji.ca) - Kijiji is Canada's most popular free, local classifieds site. Kijiji offers a convenient advertising resource for goods, services, housing and jobs. The word "kijiji" (pronounced like key-gee-gee) means "village" in Swahili. This name was chosen because it captures the essence of a site where people can connect with others in their community.

[www.wegoplaces.com](http://www.wegoplaces.com) – get listed for free.

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*Start a Facebook page  
and post your activities  
regularly  
it's free!*

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*Ensure your email  
address has the  
credibility of a  
permanent address.*

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*Make it easy for your  
customers to book  
online*

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## If you wish a Sales or Membership call to your location:

Please call June at 403-892-7116 or email at [june@chinookcountry.com](mailto:june@chinookcountry.com)

You will notice your individual membership cost has increased somewhat to \$375. Municipal and accommodation membership formulas will increase for 2012. As a trade off your member advertising costs have seen a slight increase and in some cases, a slight decrease. Non-member advertising costs show the biggest increase. The difference between non-member and member costs will become more pronounced each year to further cement the benefits of membership.

## Alberta South TDR

If you wish assistance or information on TDR co-op marketing dollars please contact June at [june@chinookcountry.com](mailto:june@chinookcountry.com) or Jackie at [absouth1@telus.net](mailto:absouth1@telus.net)

## Alberta Southwest

Alberta Southwest hosted another excellent tourism showcase in Fort Macleod in September. Many Alberta Southwest businesses attended and we enjoyed an evening of tourism networking and even a speed date event which had participants active and engaged and talking to everyone in the room.

Alberta Southwest has produced a beautiful DVD that can be used for promotion at trade shows or in your tourism business. Your contact is David Thomas [davidjffthomas@gmail.com](mailto:davidjffthomas@gmail.com)

The keynote speaker was Dayna Dickens, R.U.R.A.L. and Pop Culture Tourism Marketing Specialist. Her topic was The Power of a Good Story which is available in part on her blog at [www.daynadickens.com](http://www.daynadickens.com)

## New Members:

CCTA welcomes the following businesses as members:

Bow Island Golf Club, Lethbridge Bulls Baseball Club, Canadian Badlands Charters, Blue Trail RV Resort, Blue Sky Corn Maze, Raptor Sports Rentals, Whitbie's Fish and Chips, Purely Inspired Kelsey Yule Academy of Beauty.

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*We are stronger as a  
tourism destination  
when we all work  
together.*

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*Member benefits  
include:  
Significant differences  
in ad rates  
[www.chinookcountry.com](http://www.chinookcountry.com)  
microsite  
Member brochures  
only in VICs*

---

*Chinook Country Tourist Association Sales & Membership  
June Robinson  
403-892-7116  
[june@chinookcountry.com](mailto:june@chinookcountry.com)*

*Fax: 403-329-6177*