



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
JULY 20, 2010  
AGENDA**

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

**CALL TO ORDER**

**AGENDA: ADOPTION OF AGENDA**

**MINUTES: REGULAR MEETING MINUTES JUNE 28, 2010**

**ACTION ITEMS:**

1. **BYLAW #1511 – Fire Protection & Emergency Services**  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings
2. **BYLAW #1546 – Curfew Bylaw**  
RE: 1<sup>st</sup> Reading
3. **DELEGATION RESPONSE: MD of Willow Creek**  
RE: “Waste to Energy”
4. **DELEGATION RESPONSE: Model Airplane Club**
5. **CORRES: RELIANCE APPRAISAL LTD.**  
RE: APPRAISAL OF R4 VACANT LAND (359 - 43<sup>rd</sup> Avenue West)
6. **CORRES: EMERCOR LTD.**  
RE: OFFERS TO PURCHASE LAND
7. **CORRES: CLARESHOLM ANIMAL RESCUE SOCIETY**  
RE: Downtown Parking Lot for BBQ
8. **CORRES: LIVINGSTONE RANGE SCHOOL DIVISION**  
RE: West Meadow Elementary School Grand Opening
9. **RIDE FOR CANCER – Councillor Quayle**
10. **ADOPTION OF INFORMATION ITEMS**
11. **IN CAMERA - LEGAL/DEVELOPMENT**

**INFORMATION ITEMS:**

1. Cheque Listing for Accounts Payable – June 2010
2. Claresholm and District FCSS – July 12, 2010
3. SouthGrow Regional Initiative Management Board Minutes – June 23, 2010
4. AltaLink – South Foothills Transmission Project – July 12, 2010
5. ORRSC – Executive Committee Meeting – May 13, 2010

**ADJOURNMENT:**



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING MINUTES  
JUNE 28, 2010**

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

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

**ABSENT:** Councillor Don Leonard

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

**CARRIED**

**MINUTES:** **REGULAR MEETING – JUNE 14, 2010**

Moved by Councillor Isaacson that the Regular Meeting Minutes of June 14, 2010 be accepted as presented.

**CARRIED**

**FINANCES:** **MAY 2010 BANK STATEMENT**

Moved by Councillor Sutter to accept the May 2010 bank statement as presented.

**CARRIED**

**DELEGATIONS:** **1. SOUTHERN ALBERTA ENERGY FROM WASTE ALLIANCE – (SAEWA) Earl Hemmaway & Ed Neufeld**

**RE: “Waste to Energy”**

Earl Hemmaway and Ed Neufeld spoke to Council on behalf of SAEWA regarding the Waste to Energy program. SAEWA is a coalition of waste management jurisdictions committed to researching and recommending for implementation technological applications for recovering energy from waste materials, and reducing reliance on landfills. Currently, they are looking for funding towards a study of \$0.54 per capita from the surrounding communities. This is the way of the future and the study is paramount.

**2. MODEL AIRPLANE CLUB – Neil Brint & David Hunt**

Mr. Neil Brint and Mr. David Hunt spoke to Council regarding their plans to start a registered non-profit model airplane club in Claresholm. They first need to get some interest so that they can raise some membership fees in order to get society status. They would like permission to use the south-east corner of the old runways in order to show what they are about to potential members.

**ACTION ITEMS:**

**1. BYLAW #1511 – Fire Protection & Emergency Services**

**RE: 1<sup>st</sup> Reading**

Moved by Councillor Moore give Bylaw #1511, regarding the fire protection and emergency services, 1<sup>st</sup> Reading.

**CARRIED**

**2. POLICY #94 – Emergency Services Levels and Standards**

Moved by Councillor MacPherson to adopt Policy #94 regarding Emergency Services Levels and Standards as presented.

**CARRIED**

**3. DELEGATION RESPONSE: EMERCOR**

Referred to administration.

**4. CORRES: Community Futures Alberta Southwest**

**RE: Alberta Youth Entrepreneurship Camp**

Received for information.

**5. CORRES: Alberta Southwest**

**RE: Invitation to July 7<sup>th</sup> Board Meeting**

Received for information.

**6. Stavelly Municipal Complex Grand Opening**

Received for information.

**7. CORRES: Livingstone Range School Division  
RE: Joint Election Agreement**

Moved by Councillor Sutter to accept the Joint Election Agreement with the Livingstone Range School Division as presented.

**CARRIED**

**8. CORRES: Bobbie-Jo Wutke  
RE: Beer Garden**

Moved by Councillor MacPherson to allow a beer gardens at Millenium Park from July 23 to 25, 2010 provided the event organizers provide proof of insurance and secure the proper liquor permits.

**CARRIED**

**9. CORRES: Claresholm Child Care Society  
RE: Summer Fun Program**

Moved by Councillor Isaacson to support the Summer Fun Program being provided by the Claresholm Child Care Society by hiring two summer employees chosen by the Society for this program and having them covered under Canada Summer Jobs grant funding.

**CARRIED**

**10. CORRES: Val Florence  
RE: Pasture Rental**

Moved by Councillor Moore to enter into an agreement with Val Florence to lease land at E ½ NW ¼ of Section 14 Township 12 Range 27 W4M in the amount of \$1,200 per year plus GST for the period July 1, 2010 to June 30, 2011.

**CARRIED**

**11. CORRES: Cicon Engineering  
RE: 8<sup>th</sup> Street West – Storm Sewer, Sidewalk and Paving**

Moved by Councillor MacPherson to award the 8<sup>th</sup> Street West – Storm Sewer, Sidewalk and Paving contract to Bow Mark Paving Ltd. for \$467,252.15 plus GST as recommended by Cicon Engineering.

**CARRIED**

**12. Intermunicipal Development Plan (IMDP) – Claresholm Industrial Airport**

Moved by Councillor Sutter to accept the Consolidated Phase One Analysis for the Claresholm Industrial Airport Development Plan prepared by AECOM as presented.

**CARRIED**

**13. Chief Returning Officer 2010 Municipal Election**

Moved by Councillor Isaacson to appoint Kris Holbeck, CAO as Chief Returning Officer for the 2010 elections.

**CARRIED**

**14. Advance Election Poll Resolution  
RE: Setting of Date to October 4, 2010**

Moved by Councillor MacPherson to set the date of the advance election poll to October 4, 2010 from 1 to 6 pm in Council chambers.

**CARRIED**

**15. Year to Date Revenue & Expenditure Report**

Received for information.

**16. Harvest Square Subdivision Security**

Councillor MacPherson declared a conflict of interest at 8:12pm and left the meeting.

Moved by Councillor Isaacson to accept the performance bond, the labour and materials bond and the wrap-up liability policy as presented by 1364335 Alberta Inc. as approved security for the Harvest Square subdivision development.

Councillor Sutter requested a recorded vote.

FOR: Mayor Steel, Councillors Isaacson, Moore and Quayle  
AGAINST: Councillor Sutter

**CARRIED**

Councillor MacPherson rejoined the meeting at 8:28pm.

**17. 2010 Tax Recovery Sales**

Moved by Councillor Quayle for the Town of Claresholm to hold a tax recovery sale according to the terms and conditions as recommended by administration.

**CARRIED**

Moved by Councillor Sutter to set the reserve bids for the tax recovery sale as follows:

Lot 2, Block 2, Plan 5968JK – \$83,600

**CARRIED**

**18. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**19. IN CAMERA – PERSONNEL**

Moved by Councillor Moore that this meeting go In Camera.

**CARRIED**

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

**CARRIED**

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

**CARRIED**

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Mayor – Rob Steel

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Chief Administrative Officer – Kris Holbeck, CA

# **ACTION ITEMS**



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

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

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

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

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

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

**SECTION 1                      NAME OF BYLAW**

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

**SECTION 2                      DEFINITIONS**

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

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

### SECTION 3

#### ESTABLISHMENT OF DEPARTMENT

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

And each shall be performed by the Claresholm Fire Department to the level of service adopted by Council in the Quality Management Plan and Schedule 'C' Policy #94, “Emergency Services Levels and Standards”, which shall not be inconsistent with the legislation and regulation of the Province of Alberta.

- 3.2 The Department shall respond within the scope that the department's manpower, equipment and training permits, for the purpose of:
- a) Preventing and extinguishing fires in structures and wild land areas;
  - b) Preserving life and property and protecting persons and property from injury or destruction by fire;
  - c) Providing assistance to emergency medical services (EMS) as required;
  - d) Acting as First Responders (Awareness) preserving life and property and protecting persons from injury or destruction by Dangerous Goods, or Hazardous Materials or Industrial incidents;
  - e) Acting as First Responders (Emergency Services) preserving life and persons from injury;
  - f) Providing rescue extrication services from vehicles;
  - g) Investigating the cause of fire in accordance with the Quality Management Plan approved by the Safety Codes Council;
  - h) Carrying out prevention patrols, pre-fire planning and fire inspections in accordance with the Quality Management Plan approved by the Safety Codes Council;
  - i) Assisting in disaster planning and "mock exercises";
  - j) Enforcing the provisions of the Safety Codes Act and its regulations;
  - k) Providing public education about fire safety.
- 3.3 Council may establish by policy such organizational structure for the Department as may be appropriate and may establish officer positions, prescribe the duties, expectations and qualifications of such Officers and establish the method of their selection and appointment. Officers will be selected on recommendation of members and approved by Council.
- 3.4 Members shall carry out duties and responsibilities assigned to them under the Bylaw or Policies adopted by the Council.

#### **SECTION 4 JURISDICTION**

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

#### **SECTION 5 HEALTH AND SAFETY**

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

#### **SECTION 6 FIRE CHIEF**

- 6.1 There shall be established the position of Fire Chief which shall, subject to the direction of the Chief Administrative Officer, be responsible for the operation and administration of the Department in accordance with the provisions of this Bylaw and the policies established by the Council.



- 6.2 The Fire Chief shall be appointed by Council on recommendation of the Claresholm Fire Department members.
- 6.3 The Fire Chief has complete responsibility and authority over the Department, subject to the direction and control, subject to the direction of the Chief Administrative Officer. In particular, the Fire Chief may direct the Department and its Members to carry out all Fire Protection and Emergency Services activities and such other activities as the Chief Administrative Officer may direct, including but not limited to:
- a) Pre-fire planning;
  - b) Prevention patrols;
  - c) Fire suppression activities;
  - d) Emergency medical services, excepting ambulance services;
  - e) Rescue operations;
  - f) Disaster relief;
  - g) Practice and member training.
- 6.4 The Fire Chief shall prepare and recommend for adoption by the Council as the case may be such rules, regulations, policies, standard operating procedures and protocols as may be required for the proper operation and administration of the Department, including, but not limited to administrative and technical work in planning, organizing and directing the fire fighting and fire prevention activities, pre-fire planning, preventive patrols and disaster planning assistance.
- 6.5 The Fire Chief shall prepare annually for submission to the Chief Administrative Officer, a Fire Services Plan which shall establish the fire protection service levels to be provided to the Town, the detailed operating and capital budget for the next fiscal year, the estimated expenditures and revenues for the upcoming three (3) years and estimated capital requirements and capital equipment plan for the next five (5) years.
- 6.6 The Fire Chief shall make such reports to the Council as may be required.
- 6.7 The Fire Chief shall:
- a) Be responsible for the appointment of Members to the Department as required;
  - b) Have the authority to dismiss any Member for cause which might include but are not limited to neglect of duties or insubordination. Dismissal of any Member by the Fire Chief will be carried out only after consultation with the Assistant Fire Chief and three (3) Crew Captains.
- 6.8 The Fire Chief shall be responsible for the use, care and protection of Department property.
- 6.9 The Fire Chief shall, upon approval of the Chief Administrative Officer, purchase or otherwise direct the acquisition of such apparatus or supplies that may be required for the proper operation and administration of the Department.
- 6.10 The Fire Chief shall keep or cause to be kept, in proper form, records of all business transactions of the Department, including the purchase or acquisition of apparatus or supplies.
- 6.11 The Fire Chief shall report all fires and incidents immediately after completing response to said fires and incidents to the Chief Administrative Officer or their designate, with sufficient details to enable the invoicing process to properly occur and to meet the requirements of the **Safety Codes Act, RSA 2000, Chapter S-1**, as amended.
- 6.12 The Fire Chief may obtain assistance from other officials of the municipality as the Fire Chief may deem necessary in order to discharge the Fire Chief's duties and responsibilities under this Bylaw.
- 6.13 The Fire Chief shall be trained as a Fire Safety Codes Officer.

**SECTION 7 MEMBERSHIP**

- 7.1 Membership in the Fire Department directly operated by the Town of Claresholm will be covered by Sections 7.1 to 7.7
- 7.2 An individual interested in becoming a member may become a Member if the individual:
- a) Has completed, or commits to completing a training program prescribed by the Fire Chief, or has already completed a separate training program or has sufficient experience, which in the opinion of the Fire Chief is equivalent to the prescribed training program; and,
  - b) Is recommended by the Fire Chief or another Officer and has received the approval of the majority of the Fire Departments Members; and,
  - c) Is in reasonable physical condition to perform the duties requested of the Member. The Fire Chief may, at his/her sole discretion request that the member or prospective

- member provide written documentation from a physician that there is no medical reason for them not to perform the duties requested; and
- d) Meets the standards established in the Department's Standard Operational Procedures or Operational Guidelines, together with any Provincial Occupational Health and Safety Program or training.
- 7.3 Individuals wishing to become Members will supply the Fire Chief with the following documentation, if requested:
- a) His/her criminal record check report as provided by the RCMP;
  - b) A signed form acknowledging his/her agreement to comply with this bylaw;
  - c) A photocopy of his/her driver's license;
  - d) A valid Social Insurance Number;
  - e) A Driver's Abstract generated within the past 30 days;
  - f) Any other information as deemed necessary by the Fire Chief to establish compliance with requirements established by the Municipality.
- 7.4 Current members may be required to provide the Fire Chief with the documentation noted in 7.3 upon the Municipality's request.
- 7.5 Fire Department Members must possess the following attributes:
- a) Be between the age of eighteen (18) and sixty-five (65) years inclusive. Persons over 65 may continue to serve in specific capacities as approved by the Fire Chief;
  - b) Possess at minimum a valid Class Five (5) driver's license. A Q Endorsement is required if a member is driving any apparatus equipped with air brakes. If a Member's Driver's License is suspended for administrative or criminal reason's the Member will immediately inform the Fire Chief;
  - c) Must possess Basic First Aid and CPR Training;
  - d) Be legally entitled to work in Canada. The Fire Chief may request proof of such entitlement;
  - e) Be physically capable of performing assigned duties as a Member;
  - f) Be able to communicate in English clearly and precisely, including under stressful circumstances;
  - g) Be able to understand and follow oral and written communication in English;
  - h) Participate in programs respecting Fire Protection and Emergency Services;
  - i) Be willing to undergo a periodic review by an Officer respecting the Member's fire protection skills and compliance with personal requirements;
  - j) Endeavour to develop knowledge and skills for fire protection, including the proper operation of Apparatus and Equipment;
  - k) Endeavour to develop knowledge of rules and regulations of the Fire Department and Municipality;
  - l) Be able to receive and respond appropriately to Fire Alarm and other emergency calls;
  - m) Endeavour to skillfully and safely operate and maintain Apparatus and Equipment including:
    - i) Laying and connecting hose;
    - ii) Holding nozzles and directing water streams;
    - iii) Raising and climbing ladders;
    - iv) Using Self Contained Breathing Apparatus;
    - v) Conducting firefighting, suppression and rescue activities;
    - vi) Operating fire pumps;
    - vii) Operating ventilation equipment;
    - viii) Operating extrication equipment;
    - ix) Operating safety and warning devices detectors and other equipment; and
    - x) Driving Fire Department Vehicles.
- 7.6 An Officer shall:
- a) Be elected by a majority of Members and in addition to the Fire Chief, include the Deputy Chief and three (3) Crew Captains;
  - b) Must have all the attributes required of other members and referred to in 7.5 above;
  - c) Be able to assist the Fire Chief in developing and facilitating any training and education programs provided for Members;
  - d) Assist to complete all Fire, Incident and Accident reports required by law, the Quality Management Plan, Municipal Policy and for the Fire Departments own records;
  - e) Assist the Fire Chief in performing maintenance of all Apparatus and Equipment, including routine checks for such maintenance;
  - f) Assist the Fire Chief in establishing rules, regulations and guidelines for the efficient operation of the Fire Department;
  - g) Organize and assume command of Fire Protection resources and equipment, as required;
  - h) Provide leadership and develop and implement long-range plans and programs;

- i) Participate in the preparation of all necessary reports, records and correspondence;
- j) Establish and maintain effective working relationships with other Members, members of other Fire Departments, Emergency Services, Police Authorities and the public;
- k) Maintain discipline and morale, exercise sound judgment, cooperate with others, and serve as a mentor to junior Members;
- l) Develop knowledge of:
  - i) Firefighting and Rescue practices and procedures;
  - ii) Dangerous Goods identification and isolation procedures;
  - iii) Water supply practices and hydraulics for Fire Protection; and
  - iv) Incident Command.
- m) Inform the Fire Chief immediately if a Member's driver's license is suspended or invalid for any reason.

**SECTION 8 TRAINING**

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

**SECTION 9 INCIDENT COMMANDER**

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

**SECTION 10 EMERGENCY MANAGEMENT**

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

**SECTION 11 POWERS OF MEMBERS**

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

- f) Direct the operations of extinguishing or controlling the fire or the operations to preserve life and property;
- g) Perform work relating to the extinguishing or controlling the fire or the operations to preserve life and property and enter onto any property for the purpose of extinguishing or controlling the fire; and
- h) Prevent the interference with the efforts or persons engaged in the extinguishing of fires or preventing the spread thereof by regulating the conduct of the public at or in the vicinity of the fire.

**SECTION 12 POWERS OF MEMBERS IN CHARGE AT INCIDENTS**

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

**SECTION 13 FIRE BANS**

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

**SECTION 14 PROPERTY IDENTIFICATION**

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

**SECTION 15 FIRE HYDRANTS**

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

**SECTION 16 CONTROL OF FIRE HAZARDS**

- 16.1 If Council finds within the Town's boundaries, on privately owned land or occupied public land, conditions that, in its opinion, constitute a fire hazard, it may order the owner or person in control of the land on which the fire hazard exists to reduce or remove the fire hazard within a fixed time and in a manner prescribed by the Town.
- 16.2 If Council finds that the order it made pursuant to Section 17.1 has not been carried out, a Designated Officer may enter onto the land with any equipment and any person he/she considers necessary and may perform the work required to eliminate or reduce the fire hazard.
- 16.3 The owner or occupant of the land on which work was performed pursuant to Section 17.2 shall, upon demand, pay to the Town a Fire Protection Charge and in default of payment of the Fire Protection Charge, the Town may add the Fire Protection Charge to the tax roll of the said land, which forms a special lien against the land in favour of the Town, from the date it was added to the tax roll.

**SECTION 17 REQUIREMENT TO REPORT**

- 17.1 The owner or authorized agent of any property damaged by fire, shall immediately report to the Department particulars about the fire which are satisfactory to the Fire Chief.
- 17.2 The owner or authorized agent of any property containing dangerous goods shall immediately report to the Department the particulars regarding any accidental or unauthorized release of such dangerous goods.

**SECTION 18 OPEN FIRES**

- 18.1 "Open Fire" means a fire which is not contained within an incinerator or outdoor fireplace or barbeque in accordance with Section 20.
- 18.2 Except where provided following in 19.3, no person shall cause an open fire to be ignited or allow an open fire to continue burning.
- 18.3 An open fire is only permitted as required by town employees in performance of their assigned duties.

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

- 19.1 No person shall set, or cause to be set, any fire within the boundaries of the Town except as otherwise provided for under this Bylaw.
- 19.2 No person shall burn, or cause to be burned, any refuse, waste, junk, garbage, structures, debris or other noxious substance within the boundaries of the Town.
- 19.3 Subject to Section 21, no person shall use fireworks or permit the use of fireworks on his or her property or property under his or her control, within the boundaries of the Town. For the enjoyment of dwelling residents use of fire pits, outdoor fireplaces and stationary barbeques may be permitted.
- 19.4 Subject to Section 20, a person may, on property owned or controlled by him or her, set a Recreational Fire, so long as that Recreational Fire is set within a fire pit, outdoor fireplace, or other structure designed for the purpose of containing the recreational fire within a small, controlled area.  
Fire pits, outdoor fireplaces, and stationary barbecues that burn combustible material shall:
  - a) Be located in a rear yard with a minimum of 3.4 meters (10 feet) clearance from buildings, property lines and combustible materials, or as approved by the Fire Chief;
  - b) Be constructed of bricks or concrete blocks, or heavy gauge metal, or other suitable non-combustible components;
  - c) Have a spark arrestor mesh screen of 1.30 centimeters (.50 inches) expanded metal (or equivalent) to contain sparks over the fire at all times;
  - d) Be the sole responsibility of the owner or tenant of the property;
  - e) Be supervised at all times by a responsible adult person over the age of eighteen (18) until such time as the fire has been completely extinguished. For the purpose of this clause, a fire shall be deemed to include any hot ashes and smoldering embers resulting from the fire;
  - f) Only burn clean wood, charcoal briquettes, propane or natural gas;
  - g) Have flames no higher than ninety (90) cm (3.28 feet) above the fire pit or the barbeque fire box.

- 19.5 When a fire is set in contravention of this Bylaw or during a fire ban pursuant to Section 13, the owner or occupier of the land, or the person having control of the land upon which the fire is lit shall:
- a) Extinguish the fire immediately; or
  - b) If unable to extinguish the fire immediately, report the fire to the Department as soon as possible.

## **SECTION 20 FIREWORKS**

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

## **SECTION 21 ILLEGAL FIRES**

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

## **SECTION 22 RECOVERY OF COSTS**

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

## **SECTION 23 OFFENCES**

- 23.1 No person shall damage or destroy Department apparatus or supplies.

- 23.2 No person shall obstruct the Fire Chief or any other person authorized to inspect property or to perform any work necessary to remedy a condition, from performing his or her duties under this Bylaw.
- 23.3 No person shall:
- a) Contravene any provision of this Bylaw;
  - b) Impede, obstruct or hinder a Member, or other person assisting or acting under the direction of a Member;
  - c) Damage or destroy Fire Department Property or Equipment;
  - d) At an incident, drive a vehicle over any Apparatus or Equipment without permission from the Fire Chief or Incident Commander;
  - e) Obstruct a Member from carrying out any function or activity related in any way to Fire Protection;
  - f) Falsely represent themselves as a Member or wear or display any Fire Department badge, cap, button, insignia, or other paraphernalia which may leave the false impression that the person is a Member;
  - g) Obstruct or otherwise interfere with access roads or streets or other approaches to any Fire alarm, fire hydrant, cistern or body of water designated or intended to be used for Fire Protection or any connections provided to a fire main, pipe, stand pipe, sprinkler system, cistern, or other body of water designated or intended to be used for Fire Protection;
  - h) Either directly, or indirectly, personally or through an agent, servant or employee kindle a Fire or let it become a Running Fire on any land not his or her own property or allow a Running Fire to pass from his or her own property to that of another.
  - i) Light a Fire without first taking sufficient precautions to ensure that the Fire can be kept under control at all times;
  - j) Light a Fire when weather conditions are conducive to creating a Running Fire;
  - k) Fail to take reasonable steps to control a Fire for the purpose of preventing it from becoming a Running Fire or from spreading onto Property other than his or her own;
  - l) Deposit, discard or leave any burning matter or substance where it might ignite other materials and cause a Fire;
  - m) Conduct any activity that involves the use of Fire that might reasonably be expected to cause a Fire unless that person exercises reasonable care to prevent the Fire from occurring;
  - n) Use a Fire to burn:
    - i. Material that will result in the production of dense black smoke, including insulation from electrical wiring or equipment, asphalt roofing materials, hydrocarbons, plastics, or other materials or creosoted wood; or
    - ii. Herbicides, pesticides or other toxic materials or substances;
  - o) Conduct any activity that involves the use of a Fire, where smoke from the Fire may impede visibility of the vehicular traffic on any Highway as defined in the *Traffic Safety Act*, R.S.A. 2000 Chapter T-6, as amended; or
  - p) Light a Fire on lands owned or controlled by the Town except with the Town's express written consent if a Recreational Fire, in a fireplace or campfire provided by the Town for that purpose.

## SECTION 24 PENALTIES

### ENFORCEMENT

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

### PENALTIES

- 24.2 Any person who:
- a) Violates any provision of this Bylaw;
  - b) Suffers or permits any act or thing to be done in contravention of or in violation of any provision of this Bylaw;
  - c) Neglects to do or refrains from doing anything required to be done by the provisions of this Bylaw; or
  - d) Does any act or thing or omits any act or thing, thus violating any provision of this Bylaw;
- is guilty of an offence under this Bylaw, and upon a conviction, is liable to a fine as set out in Schedule "B" attached hereto and forming a part of this Bylaw.
- 24.3 No person found guilty of an offence pursuant to this Bylaw shall be liable to imprisonment.

### **VIOLATION TAGS & TICKETS**

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

### **SECTION 25 NOTICE**

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

### **SECTION 26 LIABILITY**

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



imposed against any Member by reason of any conviction or charge for any violation of any statute or Bylaw.

**SECTION 27                    SCHEDULES**

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

**SECTION 28                    SEVERABILITY**

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

**SECTION 29                    REPEALED**

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

**SECTION 30                    PASSAGE OF BYLAW**

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

**READ** a first time in Council this **28<sup>th</sup>** day of **June** 2010 A.D.

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

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

---

Rob Steel, Mayor

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Kris Holbeck, CAO

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

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

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

Any material used shall be billed at cost.

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

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

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



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1546**

A Bylaw of the Town of Claresholm to regulate the time after which children shall not be in a public place at night without proper guardianship.

**WHEREAS** it is deemed necessary and desirable by the Municipal Council of the Town of Claresholm to regulate the time after which children shall not be in a public place at night without proper guardianship; and

**WHEREAS** a curfew bylaw will assist parents and legal guardians in exercising authority over their children to keep their children safe from harm; and

**WHEREAS** the Municipal Council of the Town of Claresholm is committed to preserving a community quality of life which emphasizes individual safety and well being as well as the protection from harm of public and private property;

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

**1. Definitions:**

In this bylaw:

- a) “**CAO**” means the Chief Administrative Officer of the Town of Claresholm.
  - b) “**Child**” means a male or female sixteen (16) years of age or under.
  - c) “**Council**” means the Town of Claresholm Council.
  - d) “**Peace Officer**” means a member of the Royal Canadian Mounted Police (RCMP), Community Peace Officer or Bylaw Enforcement Officer appointed by the Town.
  - d) “**Public Place**” means a place to which the public have or are permitted to have access including:
    - i. municipally owned or leased real property, and without restricting the generality of the foregoing includes streets, sidewalks, lanes, parks and recreation areas; and
    - ii. privately owned or leased real property, upon complaint only by owner or tenant, and without restricting the generality of the foregoing includes coffee shops, restaurants, shopping malls, and other similar properties.
  - e) “**Proper Adult Guardianship**” means under the care and control of, and accompanied by a Guardian or Temporary Guardian.
  - f) “**Guardian**” means parent, legal guardian or foster parent.
  - g) “**Temporary Guardian**” means an adult person who has been given prior permission by a Guardian to look after a Child for a specified time period.
  - h) “**Offender**” means a Child or Guardian charged with an offense under this bylaw.
  - i) “**Legitimate Excuse**” includes only the following:
    - i. traveling directly to and from a place of employment whether paid or volunteer work;
    - ii. working at a job (whether paid or volunteer) that requires the Child to be in a public place.
  - j) “**Town**” is the Town of Claresholm, in the Province of Alberta, a municipal corporation.
  - k) “**Violation Tag**” means a tag, in a form approved by the CAO, pursuant to this bylaw.
- 2.** No Child shall be in a Public Place within the corporate limits of the Town after the hour of 11:01pm and before 6:00am following without Proper Adult Guardianship or a Legitimate Excuse.
- 3.** Any Child who is found in a Public Place after 11:01pm and before 6:00am following without Proper Adult Guardianship or Legitimate Excuse is guilty of an offense and is liable to a fine of not less than one hundred dollars (\$100.00).
- 4.** Any Guardian whose Child is in a Public Place after 11:01pm and before 6:00am following without Proper Adult Guardianship or Legitimate Excuse is guilty of an offense for lack of supervision and is liable to a fine of not less than one hundred dollars (\$100.00).
- 5.** Under no circumstances shall any person contravening any provision of this bylaw be subject to penalty of imprisonment.
- 6.** A Peace Officer is hereby authorized and empowered to issue a Violation Tag to any person, who the Peace Officer has reasonable and probable grounds to believe has contravened this bylaw.

7. A Violation Tag may be issued to such person:
  - a) either personally; or
  - b) to the Guardian; or
  - c) by mailing a copy to such person at his/her last known post office address by "Registered Mail".
8. The Violation Tag shall be in a form approved by the CAO and shall state:
  - a) the name of the Offender;
  - b) the offense;
  - c) the appropriate penalty for the offense as specified in clause 5 above;
  - d) that the penalty shall be paid within thirty (30) days of the issuance of the Violation Tag; and
  - e) any other information as may be required by the CAO.
9. Where a contravention of this bylaw is of a continuing nature, further Violation Tags may be issued by the Peace Officer, provided however, no more than one (1) Violation Tag may be issued for each day that a contravention continues.
10. Where a Violation Tag is issued pursuant to Section 7 or 10 of this bylaw, the person to whom the Violation Tag is issued may, in lieu of being prosecuted for the offense, pay to the Town the penalty specified on the Violation Tag.
11. In those cases where a Violation Tag has been issued and if the penalty specified on the violation has not been paid within the prescribed time, then a Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to Part 11 of the Provincial Offenses Procedure Act, S.A. 1988, c.P-21.5 as amended.
12. Notwithstanding Section 12 of this bylaw, a Peace Officer is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to Part 11 of the Provincial Offenses Procedure Act, S.A. 1988, c.P-21.5 as amended, to any person who the Peace Officer has reasonable grounds to believe has contravened any provision of this bylaw.
13. Should any provision of this bylaw be invalid then such invalid provision shall be severed and the remaining bylaw be maintained.
14. This bylaw comes into full force and effect upon third and final reading.

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

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

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

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**Rob Steel, Mayor**

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**Kris Holbeck, CAO**

Neil Brint  
P.O. Box 3174  
1 Tamarack Road  
Claresholm, AB  
T0L 0T0

David Hunt  
P.O. Box 1134  
5320 3St W  
Claresholm, AB  
T0L 0T0

21<sup>st</sup> June 2010

**Members of Claresholm Town Council**

Subsequent to the article that appeared in the "Local Press" (attached) we are endeavoring to create a registered Remote Control (R/C) flying club. We unfortunately did not garner as much response to this article as we had hoped. Undaunted we are proceeding with our quest. In order to accomplish this we need a suitable site to be able to fly from. We have investigated a number of sites and have determined that the most practical site would be the southeast corner of the north/south and southeast/northwest relief runways (See diagram attached)

As part of our search we have had discussions with the Municipality of Willow Creek and Murray Frame of Frame Aviation who have given their verbal approval to our intentions. We have indicated to Mr. Frame that all vehicles will have revolving amber beacon lights whilst on the property and all members of the group will be instructed in the proper procedure when entering the property. Yielding to full-size aircraft is mandated by the "Model Aeronautics Association of Canada" (MAAC) and all members will be made aware of this mandate.

Included in the group that has already been assembled there are qualified pilots and an instructor.

Use of the facility would be dependant on suitable weather conditions.

We are aware that Council would normally only issue a ruling at a subsequent meeting. However given that summer is extremely short we respectfully request that council make an exception and verbally grant us permission in the interim.

Yours truly

  
\_\_\_\_\_  
Neil Brint

  
\_\_\_\_\_  
David Hunt

# Local men look to get model airplane club off the ground

By Alicia Fox  
Local Press Writer

Three Claresholm model airplane enthusiasts are seeking others who share their passion for the sport.

David Hunt, Jake Gerbrandt, and Neil Brint all have years of experience flying and putting together model airplanes and would now like to start a club in Claresholm.

"There are several people who are interested in model airplanes," Hunt said. "Neil has done quite a lot of it and he's an instructor. Jake has done a tremendous amount."

He said there could be many others in the area who are also interested either in learning the sport or picking it up again.

Their plan is to register with the Model Airplane Association of Canada, which is a recognized group that can provide them with club status and allow them to be insured against accident.

"That's an issue as far as liability is concerned," Hunt said. "When we form a group we'll make

Right now, the three are seeking a piece of land that could be used occasionally for flying their planes.

The land would ideally be a flat, open field with short grass free from power lines or trees.

"These critters have a habit of heading for the first tall thing they can find," Brint said.

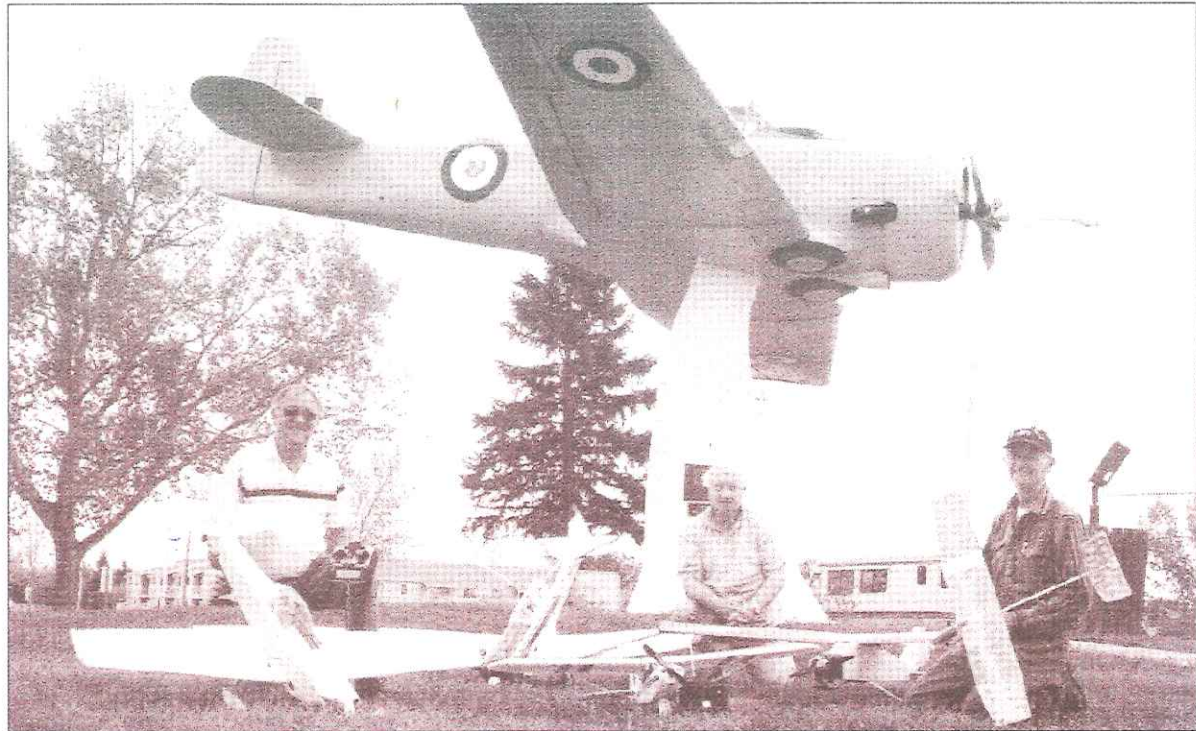
The options for planes are exceptionally varied in terms of technology, type of engine – whether gas or electric, or, in the higher end, jet-fuelled – and price.

A starter plane can cost less than \$400, complete with everything the new owner needs to get started.

Some can be simple to assemble, or almost ready to fly right out of the box, or can be more challenging to put together depending on what the person is seeking.

"It's a fascinating hobby," Hunt said. "It's wide open in terms of what folks want to do."

Their aim is to have something going by September, but would like to hear from others



**FINDING AIRSPACE** - Neil Brint, David Hunt, and Jake Gerbrandt are looking to start up a model airplane flying club, and are seeking others who would be interested in joining them. Photo by Alicia Fox

joining them in the area as soon as possible so they know what to expect in terms of numbers.

They would also like to find a place to fly as quickly as they can since they enjoy it and would like to get everything off the ground as soon as they can.

in the area, such as Okotoks, Lethbridge, Fort Macleod, and High River, but nothing right in Claresholm.

"They (the other clubs) are just too far away to keep running to so we wanted to start our own," Gerbrandt said.

Hunt added it's not an old boy's game at all,

that use the joystick often provide good practice for flying the planes. Because of that, younger people sometimes have an easier time learning how to control a plane.

"In a lot of ways it's very similar to the real thing," he said. "You control it in the same way you control a big

controller."

Anyone who is interested in picking up their own planes or learning how to fly one can contact Neil Brint at 403-625-3181 or Jake Gerbrandt at 403-625-2735. Those who do not have a plane but would be interested in trying it out are also welcome to



PROPOSED  
AREA OF  
USE.



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APPRAISAL OF  
VACANT MULTI-FAMILY LAND  
539 - 43<sup>RD</sup> AVENUE WEST  
CLARESHOLM, ALBERTA

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Full Report is  
available on  
[myclareholm.com](http://myclareholm.com)  
website.

*KT*





**APPRAISAL OF  
VACANT MULTI-FAMILY LAND  
539 - 43<sup>RD</sup> AVENUE WEST  
CLARESHOLM, ALBERTA**



**COMPLETED BY**

**RELIANCE APPRAISAL CONSULTANTS LTD.  
NANCY A. HOSACK, AACI, P. APP.  
JESSE KRAMPS, B.A.S.C.**

**FOR**

**TOWN OF CLARESHOLM  
221 - 45<sup>TH</sup> AVENUE WEST  
CLARESHOLM, ALBERTA  
T0L 0T0**

## RECONCILIATION

**Market Value** is estimated through application of valuation methods and procedures that reflect the nature of the property and the circumstance under which a given property would most likely trade in the open market. The most common methodologies of estimating market value include the Direct Comparison Approach, the Income Approach and the Cost Approach. However, with respect to the subject, the only applicable approach was the Direct Comparison Approach.

The Direct Comparison Approach has provided a reasonable indication of market value for the land as though vacant. Sales data was obtained from a very broad field as there is, at times, very little information available on the sale of multi-family lands within most centres, especially smaller centres. Nevertheless, good information was obtained and has provided a reasonable indication of market value for the subject land.

Adjustments have been made for differences found such as the time factor as land values have increased over the past few years, in some centres quite dramatically. Adjustments have also been made for location where a Lethbridge location was considered superior to the subject area. Furthermore, as the subject property is relatively large in comparison to some of the comparables sales utilized, a decrease in the per acre value was required.

In conclusion, the indication of market value for the subject property is best represented at **\$775,000 (SEVEN HUNDRED SEVENTY FIVE THOUSAND DOLLARS)**.

The above estimate of market value has been predicated on the following analysis of exposure time: Exposure time is always presumed to precede the effective date of the appraisal. It may be defined as follows:

The estimated length of time that property interest being appraised would have been offered on the market prior to the hypothetical consummation of a sale at market value on the effective date of the appraisal. It is a retrospective estimate based upon an analysis of past events assuming a competitive and open market.

Based on general market evidence and considering that the properties would have been placed for sale through the area Multiple Listing Services, the final estimate of market value is based on an exposure time of less than one and one half (1½) years.



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

Attention: Ms. Kris Holbeck, CA Chief Administrative Officer

Dear Sirs:

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

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

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

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

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

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

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

Yours truly,

ESIP Holdings Ltd.



Per Kenneth H Lambert  
Chief Executive Officer

Pc: David Rogne  
Jack Nodwell

June 4, 2010

Town of Claresholm  
Box 1000  
Claresholm, Alberta  
T0L 0T0

Attention: Ms. Kris Holbeck, CA Chief Administrative Officer

Dear Sirs:

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

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

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

**The R4 Residential Land**

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

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

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

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

### Airport Vacant Land

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

### Airport Land for Extension of Lancaster Drive

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

### Land Purchase Deposits

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

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

Yours truly,

ESIP Holdings Ltd.



Per Kenneth H Lambert  
Chief Executive Officer

Pc: David Rogne  
Jack Nodwell



July 15, 2010

Claresholm Town Council  
Box 1000  
Claresholm, AB T0L 0T0

**RE: USE OF DOWNTOWN PARKING LOT FOR BBQ**

The Claresholm Animal Rescue Society (CARES) would like to hold a fundraising BBQ in the downtown parking lot on Friday, August 6<sup>th</sup> from 11 am to 2 pm. We would like the Town crew to provide tables and chairs and waste receptacles for the event.

Thank you for your consideration of our request and if you have any questions or concerns regarding this matter, please feel free to contact the undersigned at your convenience.

Yours truly,

A handwritten signature in blue ink, appearing to be "D. D. D.", written in a cursive style.

Claresholm Animal Rescue Society Executive



5202 - 5 Street East  
P.O. Box 69  
Claresholm, AB  
TOL 0T0

T: 403.625.3356  
F: 403.625.2424  
www.lrsd.ab.ca  
1.800.310.6579



*Livingstone Range*  
SCHOOL DIVISION N<sup>o</sup>. 68

June 28, 2010

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

Attention: Mr. Rob Steel, Mayor

Reference: West Meadow Elementary School, Claresholm  
Grand Opening

Dear Mr. Steel:

The Board of Trustees for Livingstone Range School Division is having a Grand Opening of the newly modernized West Meadow Elementary School in Claresholm on Friday, September 10, 2010 at 10:15 am.

It is my pleasure, on behalf of the Board, to extend an invitation to you to attend these ceremonies to celebrate the changes made to this facility. We are hopeful you will be able to attend and bring a brief greeting at the opening exercise.

If you or a representative can attend, a response to Ms. Olwyn Buckland would be appreciated. Your reply can be directed to her by email ([bucklando@lrsd.ab.ca](mailto:bucklando@lrsd.ab.ca)), telephone (403-625-3356) or by facsimile (403-624-2424).

Yours sincerely,

Ellie Elliott  
Superintendent

**Board of Trustees**

Jim Burdett  
Gini Decoux-Filipuzzi  
Kelly Hall  
Ken Murray  
Dick Peterson  
Martha Ratcliffe  
Don Thompson

**Superintendent  
of Schools**

Ellie Elliott

committed to learning ...

dedicated to students ...

enriching communities ...

# **INFORMATION ITEMS**



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

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July 08, 2010  
1:39:50 PM

<b>Cheque #</b>	<b>Cheque Date</b>	<b>CEO</b>	<b>CAO</b>	<b>Vendor #</b>	<b>Name</b>	<b>Amount</b>	<b>Batch #</b>
							<b>13846</b>
42398	2010-06-04			786499	ADT SECURITY SERVICES CANADA INC.	104.06	
42399	2010-06-04			13125	AHS - CCMHA	59.36	
42400	2010-06-04			87028	Alberta Elevating Devices & AR Safety Assoc.	189.00	
42401	2010-06-04			785932	Alberta Hotel & Lodging Association	231.00	
42402	2010-06-04			786195	Benchmark Assessment Consultants Inc.	3,465.87	
42403	2010-06-04			785928	BIG HILL SERVICES LTD.	603.75	
42404	2010-06-04			6441	BOB HONG JANITORIAL LTD.	551.25	
42405	2010-06-04			6801	BROWN OKAMURA & ASSOCIATES LTD	2,404.71	
42406	2010-06-04			11130	CANADA POST CORPORATION	59.85	
42407	2010-06-04			786718	CICON ENGINEERING	59,344.95	
42408	2010-06-04			56100	CIMCO REFRIGERATION	1,076.25	
42409	2010-06-04			13090	CLARESHOLM & DISTRICT	1,500.00	
42410	2010-06-04			13250	CLARESHOLM CHILD CARE SOCIETY	2,183.50	
42411	2010-06-04			13325	CLARESHOLM FIRE DEPARTMENT	480.00	
42412	2010-06-04			13660	CLARESHOLM LOCAL PRESS	1,104.52	
42413	2010-06-04			14150	CLARESHOLM WELDING &	83.16	
42414	2010-06-04			786502	CLV HOME SPRING WATER LTD.	15.00	
42415	2010-06-04			786058	Corporate Express	195.43	
42416	2010-06-04			785937	DEADWOOD PUBLISHING	69.02	
42417	2010-06-04			786161	EBA ENGINEERING CONSULTANTS LTD.	2,252.25	
42418	2010-06-04			76356	Excel Telecommunications (Canada) Inc.	25.74	
42419	2010-06-04			786257	FOOTHILLS FORD SALES	28.79	
42420	2010-06-04			26480	FORAN EQUIPMENT LTD.	256,933.19	
42421	2010-06-04			31955	GREYHOUND COURIER EXPRESS	30.98	
42422	2010-06-04			786618	HTS LTD CLARESHOLM	92.72	
42423	2010-06-04			786180	Ikon Office Solutions, Inc.	208.03	
42424	2010-06-04			786416	KELLER, RANDY	188.99	
42425	2010-06-04			786619	LATTE-DA ESPRESSO & PASTRY BAR	53.55	
42426	2010-06-04			786620	LEONARD, DON	14.56	
42427	2010-06-04			56155	LIFESAVING SOCIETY	185.00	
42428	2010-06-04			56200	LOCAL AUTHORITIES PENSION PLAN	8,189.08	
42429	2010-06-04			786339	MACKILLOP LAWN CARE LTD.	2,520.00	
42430	2010-06-04			786519	MACPHERSON, DOUG	334.56	
42431	2010-06-04			61450	MCNALLY CONTRACTORS LTD.	1,061.55	
42432	2010-06-04			65000	MUNICIPAL DISTRICT OF WILLOW	886.77	
42433	2010-06-04			786708	OHS CANADA	100.28	
42434	2010-06-04			786197	PARCON CONSTRUCTION LTD.	149,493.39	
42435	2010-06-04			786156	Q.E.D. ENTERPRISES LTD.	881.49	
42436	2010-06-04			786536	R P WATERWORKS INC.	547.99	
42437	2010-06-04			86301	RECEIVER GENERAL	16,820.78	
42438	2010-06-04			786468	SHAW CABLE	55.60	
42439	2010-06-04			786571	SUTTER, DARYL	235.73	
42440	2010-06-04			900	TELUS	4,591.20	
42441	2010-06-04			786437	THE WRITE SOURCE	76.50	
42442	2010-06-04			786849	TJ'S TREE TRIMMING	131.25	
42443	2010-06-04			786794	TOWN OF GRANUM	1,503.45	
42444	2010-06-04			97301	TRIPLE T MOBILE INDUSTRIAL STEAM	1,433.25	
42445	2010-06-04			106840	VEGTER, ARNOLD	25.50	
42446	2010-06-04			4090	WARNACO SWIMWEAR GROUP	546.34	



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

Page 2 of 5  
July 08, 2010  
1:39:50 PM

<b>Cheque #</b>	<b>Cheque Date</b>	<b>CEO</b>	<b>CAO</b>	<b>Vendor #</b>	<b>Name</b>	<b>Amount</b>
42447	2010-06-04			111705	WC CLASS II REGIONAL LANDFILL	8,864.26
42448	2010-06-04			785905	WESTWIND COMPUTERS	2,439.28
42449	2010-06-04			786096	WHITE, CRAIG	28.80
42450	2010-06-04			126060	ZEP SALES & SERVICE OF CANADA	51.66
42451	2010-06-04			900000	COALDALE NURSERIES LTD.	400.00
42452	2010-06-04			900000	DANIEL & ABBY FELL	500.00
42453	2010-06-04			900000	DR. BAHN AL-YOUSIF	6,000.00
42454	2010-06-04			900000	DR. PETER YONEMORI	6,000.00
42455	2010-06-04			900000	GERALD ANDERSON	390.00
42456	2010-06-04			900000	HR DOWNLOADS INC	418.95
42457	2010-06-04			900000	JOYCE PALLISTER BRONSCH	120.00
42458	2010-06-04			900000	MEDIA MARKETING	2,499.96
42459	2010-06-04			900000	WILLOWTREE DESIGNS	249.22
						551,131.32
						<b>Batch # 13855</b>
42460	2010-06-10			900000	ESIP HOLDINGS LTD.	55,272.60
						55,272.60



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

Cheque #	Cheque Date	CEO	CAO	Vendor # Name	Amount
					<b>Batch # 13883</b>
42461	2010-06-18			850 AG-LINE	225.56
42462	2010-06-18			600 ALBERTA ASSOCIATION OF M.D.'S	8,252.37
42463	2010-06-18			650 ALBERTA BLUE CROSS	4,268.66
42464	2010-06-18			1025 ALBERTA ONE CALL LOCATION CORP	131.25
42465	2010-06-18			786517 AMSC INSURANCE SERVICES LTD.	2,812.68
42466	2010-06-18			11 Bakker Fencing & Oilfield Services Ltd.	2,294.25
42467	2010-06-18			6390 BISHOFF AUTO & AG CENTRE	3,687.95
42468	2010-06-18			786168 BLACK PRESS GROUP LTD.	396.78
42469	2010-06-18			786818 BROWNLEE LLP	1,587.90
42470	2010-06-18			11250 CANADIAN LINEN SUPPLY	308.49
42471	2010-06-18			13150 CLARESHOLM CASTING	73.50
42472	2010-06-18			14085 CLARESHOLM NAPA AUTO	1,098.51
42473	2010-06-18			13900 CLARESHOLM PHARMACY LTD	136.50
42474	2010-06-18			786141 CLARESHOLM TAXI	1,012.50
42475	2010-06-18			14150 CLARESHOLM WELDING &	73.50
42476	2010-06-18			14246 COMMUNITY EMPLOYMENT SERVICES	35.00
42477	2010-06-18			14575 Crop Production Services (Canada) Inc.	925.00
42478	2010-06-18			786743 DRC COMMUNICATIONS INC.	199.50
42479	2010-06-18			21350 EDDIE'S HANG-UP DISPLAY	167.27
42480	2010-06-18			786397 EPCOR	163.77
42481	2010-06-18			26201 FERG'S SEPTIC SERVICE	199.50
42482	2010-06-18			49980 HARRY'S TIRE SALES (1984) LTD.	202.88
42483	2010-06-18			786648 HOLBECK, KRISTINE H	190.40
42484	2010-06-18			786451 ITT FLYGT	2,059.12
42485	2010-06-18			51050 KAZ'S SERVICE	203.74
42486	2010-06-18			786619 LATTE-DA ESPRESSO & PASTRY BAR	63.00
42487	2010-06-18			900001 LETHBRIDGE HONDA	206.51
42488	2010-06-18			56155 LIFESAVING SOCIETY	474.00
42489	2010-06-18			56200 LOCAL AUTHORITIES PENSION PLAN	8,011.20
42490	2010-06-18			61467 MIDFIELD SUPPLY ULC B3999	191.37
42491	2010-06-18			786872 MPE ENGINEERING LTD.	44,309.94
42492	2010-06-18			65040 MUNICIPAL INFORMATION SYSTEMS	867.34
42493	2010-06-18			66100 NATIONAL SECRETARY-TREASURER	1,154.11
42494	2010-06-18			786905 ONECONNECT SERVICES INC. T46194	69.39
42495	2010-06-18			786635 PCO SERVICES CORPORATION	178.50
42496	2010-06-18			76300 PEDERSEN TRANSPORT LTD.	916.79
42497	2010-06-18			97050 PHARMASAVE	3.49
42498	2010-06-18			76400 PITNEYWORKS	479.14
42499	2010-06-18			786722 PLANET CLEAN (CALGARY) LTD.	235.50
42500	2010-06-18			786453 PRAXAIR CANADA INC.	787.50
42501	2010-06-18			786454 PRAXAIR DISTRIBUTION	28.83
42502	2010-06-18			86300 RECEIVER GENERAL FOR CANADA	18,130.89
42503	2010-06-18			13525 SOBEYS CLARESHOLM	34.41
42504	2010-06-18			786774 SOUTHLAND INTERNATIONAL	13.68
42505	2010-06-18			786882 STATEMENT ENTERPRISES	4,714.50
42506	2010-06-18			900 TELUS	825.39
42507	2010-06-18			101400 UNITED FARMERS OF ALBERTA	3,206.55
42508	2010-06-18			101500 VITERRA	145.00
42509	2010-06-18			23500 W.R. MEADOWS OF WESTERN CANADA	2,291.81



# TOWN OF CLARESHOLM

## CHEQUE LISTING FOR ACCOUNTS PAYABLE

Cheque #	Cheque Date	CEO	CAO	Vendor #	Name	Amount
42510	2010-06-18			4090	WARNACO SWIMWEAR GROUP	409.67
42511	2010-06-18			900000	ADVANIS ALBERTA	15.75
42512	2010-06-18			900000	Alberta Vehicle Extrication Association	1,100.00
42513	2010-06-18			900000	CDI FURNISHINGS	3,265.50
42514	2010-06-18			900000	CLARESHOLM LAND CORPORATION	10,500.00
42515	2010-06-18			900000	COALDALE NURSERIES LTD.	4,148.08
42516	2010-06-18			900000	KRISTEN CORBETT	145.60
42517	2010-06-18			900000	SHARON DUNCAN	602.66
42518	2010-06-18			900000	THE ROBCAN GROUP	19.95
42519	2010-06-18			900000	TILLY WALL	69.21
						138,321.84
						<b>Batch # 13907</b>
42520	2010-06-25			900100	MILLER, LEO	26.99
42521	2010-06-25			900100	WONG, CARLOS & ADA	59.69
						86.68
						<b>Batch # 13908</b>
42522	2010-06-25			600	ALBERTA ASSOCIATION OF M.D.'S	73.50
42523	2010-06-25			6801	BROWN OKAMURA & ASSOCIATES LTD	690.06
42524	2010-06-25			12190	CHAMCO INDUSTRIES LTD.	2,646.00
42525	2010-06-25			12325	CHINOOK ARCH REGIONAL LIBRARY	10,360.00
42526	2010-06-25			13250	CLARESHOLM CHILD CARE SOCIETY	2,183.50
42527	2010-06-25			13325	CLARESHOLM FIRE DEPARTMENT	90.00
42528	2010-06-25			13400	CLARESHOLM GLASS '88' LTD	48.30
42529	2010-06-25			13660	CLARESHOLM LOCAL PRESS	200.92
42530	2010-06-25			786141	CLARESHOLM TAXI	679.50
42531	2010-06-25			785973	CLEARTECH INDUSTRIES INC.	4,392.03
42532	2010-06-25			786502	CLV HOME SPRING WATER LTD.	22.50
42533	2010-06-25			786058	Corporate Express	87.44
42534	2010-06-25			786602	DEDOMINICIS, JOHN	350.00
42535	2010-06-25			786540	DIRECT ENERGY REGULATED SERVICES	32.41
42536	2010-06-25			786161	EBA ENGINEERING CONSULTANTS LTD.	5,263.55
42537	2010-06-25			21351	EDUFUN INC.	250.95
42538	2010-06-25			76356	Excel Telecommunications (Canada) Inc.	25.20
42539	2010-06-25			786908	GOESEELS, DEBRA L	711.00
42540	2010-06-25			36800	HOME HARDWARE	571.16
42541	2010-06-25			42321	IOS FINANCIAL SERVICES	400.46
42542	2010-06-25			786428	NEXEN MARKETING	31,397.38
42543	2010-06-25			71400	Oldman River Regional Services Commission	5,263.75
42544	2010-06-25			13525	SOBEYS CLARESHOLM	135.35
42545	2010-06-25			900	TELUS	4,168.27
42546	2010-06-25			126060	ZEP SALES & SERVICE OF CANADA	308.22
42547	2010-06-25			900000	DEADWOOD PUBLISHING	128.02
42548	2010-06-25			900000	JOYCE ZWICK	251.97
42549	2010-06-25			900000	KRISTEN CORBETT	41.60
42550	2010-06-25			900000	TERRY NELSON	135.46
42551	2010-06-25			900000	THE PIPELINE WATER CO-OP LTD.	4,000.00
42552	2010-06-25			900000	TRAVEL ALBERTA	49.88
						74,958.38



TOWN OF CLARESHOLM  
CHEQUE LISTING FOR ACCOUNTS PAYABLE

Page 5 of 5  
July 08, 2010  
1:39:51 PM

<u>Cheque #</u>	<u>Cheque Date</u>	<u>CEO</u>	<u>CAO</u>	<u>Vendor #</u>	<u>Name</u>	<u>Amount</u>
						<b>Batch # 13919</b>
42553	2010-06-28			786671	CARNIVALS FOR KIDS AT HEART	2,357.25
42554	2010-06-28			785966	CLARESHOLM FAIR BOARD	200.00
42555	2010-06-28			786664	MIFFLIN, TOVE	11.33
42556	2010-06-28			900	TELUS	203.44
42557	2010-06-28			900000	DAN DUGUAY	825.00
42558	2010-06-28			900000	MARLA HOPE-RAPP	550.00
						<hr/>
						4,147.02
					<b>Total</b>	<b>823,917.84</b>



Claresholm & District  
Family & Community  
Support Services

107 - 50 Ave. West  
P.O. Box 1297  
Claresholm, AB T0L 0T0

Tel: (403) 625-4417  
Fax: (403) 625-4851  
claresholmfcss@shaw.ca

July 12, 2010

Claresholm Child Care Society  
Box 271, (221-45 Ave. W)  
Claresholm, AB T0L 0T0

EMAILED TO:

Crystal Cooper – Chair, crystal.cooper@ypm.ca  
Deanna Bray – Director; cccs2@telusplanet.net

Dear Crystal and Deanna,

The FCSS Board discussed your request for \$4000.00, (to help cover your shortfall), for the first three months of your Kidz Zone program, at length, at our meeting on Thursday, June 24/10.

As you know, we are keenly aware of the need for Out of School programming in our community and wish to be a supportive partner. We were delighted when you agreed to run a program and were happy to provide you with all of our equipment and supplies. However, after reviewing our budget line by line, unfortunately we are not able to help you with funds. Our 2010 budget is already at its maximum with nothing extra to spare.

We are very happy that you were able to meet with the consultant, Kathleen Fair, from Alberta Child Care Ventures. Hopefully, this will give you a strong plan for running a successful Out of School Program. FCSS shares your vision of providing a wonderful program for our school age children through the Kidz Zone and we wish you every success.

Again, we truly regret that we are unable to provide any financial support at this time. Please keep us in mind for a partnership in the future; we hope we will be able to work with you once the modular units are placed. We appreciate your understanding and on-going communication. Please call at your convenience at any time you wish to have a conversation.

Regards,

Debbie Goeseels, Director





**Minutes** of the Meeting of **SouthGrow Regional Initiative Management Board** held Wednesday, June 23, 2010 at 1:30 pm, in the Alberta Finance and Enterprise Boardroom.

Present:

Sandra Nelson, Chair

Bob Tarleck

Ron Lagemaat

Paul Goldade

Don Wentz

Daryl Sutter

Harlan Cahoon

Kym Nichols

Linda Erickson, Director, Alberta Finance and Enterprise

Shilpa Stocker, Project Manager

Mary Swanek, Client Service Representative, AB Finance and Enterprise (Recording)

Excused: Ron Thunder Chief and Jon Stevens

**“Draft”**

**1. Call to Order**

Chair, Sandra Nelson called the meeting to order at 1:30 pm.

**2. Approval of the Minutes**

**Motion: # 1- 06/23/2010:** Kym Nichols **moved** that the Minutes of June 10, 2010 be approved.

**CARRIED**

**3. Additions to Agenda:**

Sandra Nelson requested the following additions:

- a. An in camera session prior to Item #5/Elections
- b. A third bullet under New Business: Report on Meeting with MLA Broyce Jacobs;

Linda Erickson requested the following items be added under New Business:

- a. CIBC Service Charges
- b. Letter of congratulations to nominated PC Candidate

Ron Lagemaat requested an additional bullet: Technology Commercialization Centre

**4. Approval of Agenda**

**Motion: # 2- 06/23/2010** Harlan Cahoon **moved** to approve the Agenda as amended. **CARRIED**

**Motion: # 3- 06/23/2010:** Daryl Sutter **moved** the board enter into an in camera session at 1:45 p.m.

**CARRIED**

Linda Erickson, Shilpa Stocker and Mary Swanek were excused from the meeting.

**Motion: # 4- 06/23/2010** Bob Tarleck **moved** that the board come out of the in camera session at 2:20 p.m. **CARRIED**

Linda Erickson, Shilpa Stocker and Mary Swanek returned to the meeting.

**5. Election of Executive Committee**

o *Election of Chair*

Linda Erickson was asked to assume the role as Chair. Linda Erickson called for nominations for the position of Chair. Paul Goldade nominated Sandra Nelson. Nominations times three were called.

**Motion: # 5- 06/23/2010** Bob Tarleck **moved** that nominations cease. **CARRIED**

Sandra Nelson took over as Chair of the meeting and thanked everyone for their confidence and asked for their continued support.

o *Election of Vice-Chair*

Sandra Nelson called for nominations for the position of Vice-Chair. Don Wentz nominated Kym Nichols. Nominations times three were called.

**Motion: # 6- 06/23/2010** Harlan Cahoon **moved** that nominations cease. **CARRIED**  
Kym Nichols accepted the position as Vice-Chair.

o *Election of Secretary*

Sandra Nelson called for nominations for the position of Secretary. Harlan Cahoon nominated Paul Goldade. Nominations times three were called.

**Motion: # 7- 06/23/2010** Bob Tarleck **moved** that nominations cease. **CARRIED**  
Paul Goldade accepted the position as Vice-Chair.

o *Election of Treasurer*

Sandra Nelson called for nominations for the position of Treasurer. Ron Lagemaat nominated Don Wentz. Nominations times three were called.

**Motion: # 8- 06/23/2010** Bob Tarleck **moved** that nominations cease. **CARRIED**  
Don Wentz accepted the position as Vice-Chair.

The SouthGrow Regional Initiative Executive Committee is as follows:

Chair, Sandra Nelson  
Vice-Chair, Kym Nichols  
Secretary, Paul Goldade  
Treasurer, Don Wentz

• **Signing Authority**

SouthGrow's Policies and Procedures affirm that "*signing authority will be the Chair, Vice-Chair and Treasurer or any two of them*".

**Motion: # 9- 06/23/2010** Daryl Sutter **moved** that the following executive committee members have signing authority: Chair, Sandra Nelson; Vice-Chair, Kym Nichols; and Treasurer, Don Wentz.  
**CARRIED**

• **Appointment of Auditors**

Bob Tarleck **moved** that Nyrose & Saito be appointed the Auditors for SouthGrow Regional Initiative for the 2010-2011 fiscal years. **CARRIED**

**6. Financial Report**

**Motion: # 10- 06/23/2010** Harlan Cahoon **moved** that the Financial Report be deferred to the next Management Board Meeting. **CARRIED**

**7. Visitation and Validation**

• *Update*

Shilpa Stocker reported that meetings have been held with all 27 member CAOs, with the exception of the Blood Tribe, which had to be rescheduled. Shilpa reported that the visitations went well and she will have a report ready in the next couple of weeks.

• *Determine Date for Presentation of Final Report*

Final Report will be presented to the Management Board on September 8<sup>th</sup>, 2010. Harlan Cahoon volunteered to contact the Manager of Paradise Canyon to see if their facility would be able to accommodate this meeting. Meeting will start at 5:30 p.m. and dinner will be provided.

## 8. Alternative Energy

- *Invitation to meet with AB Southwest Alliance and Economic Development Lethbridge*

Linda Erickson reported that draft letters directed to the Chairs of each organization, have been prepared.

Actionable: Mary Swanek to arrange for signature by Chair and mailing.

- *Review of Rural Community Adaptation Grant Program (RCAP) funding submission*

Linda Erickson handed out a draft three-page Project Summary. The total grant request is for \$135,000. Karen Wronko of the AB Finance and Enterprise Community Adaptation Unit prepared the draft application as a joint submission with Alberta Southwest Regional Alliance. Alberta Southwest and SouthGrow would each contribute \$10,000. There was discussion at length as to whether or not the application should be submitted jointly with AB Southwest? The question was raised as to how this would impact our relations with Alberta SW if they were excluded. Linda Erickson advised that she did not know. With regard to submitting a joint application with the founding SAAEP members, it was stated that the City of Lethbridge is not eligible to apply under the guidelines and criteria because it is not defined as a 'rural' community. The question was raised as to whether or not SouthGrow should take the lead, submit the application on its own and incorporate partners later, pending the outcome of the proposed joint meeting of the three founding partners? Other concerns and issues included activities, timelines and budget. Everyone in attendance was asked for their input.

**Motion: # 11- 06/23/2010** Daryl Sutter **moved** that the Management Board instruct the director to move forward with an application on behalf of SouthGrow and its 27 member communities.

**CARRIED.**

Actionable: Shilpa Stocker and Mary Swanek to provide input into said application.

*Bob Tarleck excused himself from the meeting*

## 9. New Business

- *Sponsorship Requests*

Linda Erickson requested direction from the board as to how they would like to deal with sponsorship requests that are received by the SouthGrow office from time to time; the most recent example being a Celebrity Slow-pitch Challenge.

**Motion: # 12- 06/23/2010** Harlan Cahoon **moved** that if the sponsorship request has no regional focus then the request be declined. **CARRIED**

- *Letter of Support from the Canadian Badlands*

The Executive Director from the Canadian Badlands has requested a letter of support for a Tourism Attraction Investment Initiative Proposal.

**Motion: # 13- 06/23/2010** Daryl Sutter **moved** that SouthGrow send a letter of support. **CARRIED**

*Kym Nichols excused herself from the meeting*

- *Report on Meeting with MLA Bryce Jacobs regarding water project*

Sandra Nelson and Linda Erickson met with MLA Boyce Jacobs. Mr. Jacobs advised that he is aware of the water issues and challenges that a number of southern Alberta municipalities are dealing with and has been in contact with AB Environment. He is in full support of SouthGrow moving forward with the Water for Economic Development Project. He appreciated being kept apprised of the issues and concerns.

- *CIBC Service Charges*

Linda Erickson received correspondence from the CIBC advising that SouthGrow's account has been sited to be updated with a new fee structure effective July 1, 2010. A flat fee of \$4.00 per month plus \$.90 per transaction will be charged. The CIBC also advised that they have cashable GIC's that pay interest for this account.

Actionable: Treasurer, Don Wentz, to arrange meeting with CIBC Account Manager, Mr. Todd Giesbrecht, to discuss fees and GICs.

- *Congratulations letter to nominated PC Candidate*

The question was posed as to whether or not SouthGrow should send a letter of congratulations to the newly nominated Lethbridge Riding Conservative Party Candidate. It was the consensus that SouthGrow not send a letter of congratulations at this time.

- *Technology Commercialization Centre (TCC)*

Linda Erickson, Paul Goldade and Harlan Cahoon attended the "Get Connected" TCC information session held earlier in the day. The purpose of the session was to garner feedback and input from community leaders and stakeholders. Notes from the session have been requested from EDL.

Shilpa Stocker provided an update on the status of the SouthGrow Regional Innovation Network project.

## **12. Adjournment**

**Motion: # 13- 06/23/2010** Daryl Sutter **moved** to adjourn the meeting at 4:00 p.m.

**Subject:** INFORM - AltaLink's South Foothills Transmission Project

**From:** "Strangway, Kevin" <Kevin.Strangway@AltaLink.ca>

**Date:** Mon, 12 Jul 2010 09:17:33 -0600

**To:** Bill McAlpine <mayor@okotoks.ca>, Cynthia Vizzutti <cindy@mdwillowcreek.com>, Derrick Annable <Division1@vulcancounty.ab.ca>, Harry Harker <hharker@highriver.ca>, Harry Riva Cambrin <hrc@mdfoothills.com>, Heather Ferguson <development@vulcancounty.ab.ca>, Henry Van Hierden <md26@mdwillowcreek.com>, Kris Holbeck <krisholbeck@townofclaresholm.com>, Larry Baran <cao@vulcancounty.ab.ca>, Les Rempel <sdoll@highriver.ca>, RicK Quail <rquail@okotoks.ca>, Rob Steel <rob.steel@townofclaresholm.com>, Roy McLean <council@mdfoothills.com>, Shane Olson <solson@okotoks.ca>

**CC:** "Churcott, Amber" <Amber.Churcott@AltaLink.ca>, "Boechler, Curt" <Curt.Boechler@AltaLink.ca>, "Janssen, Jack" <Jack.Janssen@AltaLink.ca>

Dear Municipal Stakeholder,

As part of my commitment to keep you informed of AltaLink Projects in your area, I have attached a letter regarding the South Foothills Transmission Project. On July 13<sup>th</sup>, this letter will be sent to landowners and other stakeholders who we have consulted with during the first round of our Public Involvement Program.

Key Points in the letter are:

- We are currently refining the preliminary route options
- We plan to consult with stakeholders again in the fall regarding the refined route options
- Anticipate filing an application with the Alberta Utilities Commission (AUC) in the Spring of 2011

Prior to the second round of consultation, I will email you the information that landowners will receive. This will include an updated newsletter that indicates refined route options, updated technical details and open house schedules. I will also ensure that all elected officials receive the same packages that are mailed to landowners and other impacted stakeholders.

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

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

Sincerely,

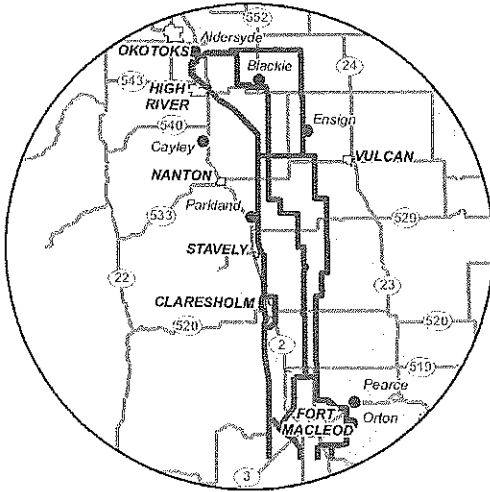
Kevin Strangway  
Manager, Municipal Relations  
Office: (403) 267-4200  
Mobile: (403) 819-5359  
Email: kevin.strangway@altalink.ca

AltaLink  
2611 – 3rd Avenue SE  
Calgary, Alberta, T2A 7W7  
[www.altalink.ca](http://www.altalink.ca)

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# South Foothills Transmission Project Update

July 2010 **ALTA LINK**



## Your input is extremely important to us.

Thank you for participating in the first stage of public consultation for the South Foothills Transmission Project. During the winter of 2009 and spring of 2010, AltaLink gathered valuable input from stakeholders about the preliminary route options shown on the map to the left. In late November and early December of 2009, we had more than 250 people visit our open houses in High River, Fort Macleod, Claresholm, Vulcan and Nanton. We have also conducted approximately 220 one-on-one consultations with landowners located along the preliminary route options.

## What's next?

We are currently refining the preliminary route options, with consideration for the input we have received from stakeholders and information from activities such as environmental field work. This fall, we will consult with stakeholders again about the refined route options through open houses, information centres and one-on-one consultations. Prior to the second stage of consultation, we will mail a newsletter to stakeholders that will include the refined route options, updated technical details, project cost estimates and planned open house locations and dates. We will also advertise the open houses in local newspapers.

We understand that harvest season is an important and busy time of year so we are also planning to host information centres in the project areas. These centres will be open for several days at a time to help make it as convenient as possible for stakeholders to obtain more information and provide input.

## Project schedule

Winter 2009/Spring 2010	First stage of consultation – included open houses and one-on-one consultations
Spring/Summer 2010	Use stakeholder feedback to refine potential routes
Fall 2010	Second stage of consultation – includes open houses, information centres and one-on-one consultation with stakeholders affected by the refined routes
Spring 2011	Anticipated application filing with the Alberta Utilities Commission (AUC)

## Contact us

Your input is important to us and we want to hear from you. To learn more about this proposed project please visit [www.albertaelectricityfuture.ca/satr](http://www.albertaelectricityfuture.ca/satr) or contact us at the information listed below.

**Phone: 1-877-767-4484 (toll-free) E-mail: [ftps@altalink.ca](mailto:ftps@altalink.ca)**

Please circulate to Mayor/Reeve and Council for information



# OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 3 (2010)  
**EXECUTIVE COMMITTEE MEETING**  
Thursday, May 13, 2010 – 7:00 p.m.  
ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

**EXECUTIVE COMMITTEE:**

- |  |                     |
|--|---------------------|
| Paul Goldade - <i>Chair</i>                  | Doug Thornton       |
| Terry Michaelis - <i>Vice-Chair</i> (absent) | Gordon Wolstenholme |
| Henry Van Hierden                            | Dick Fenton         |
| Doug MacPherson                              |                     |

**STAFF:**

- |                                |   |
|--------------------------------|---|
| Lenze Kuiper – <i>Director</i> | Barb Johnson – <i>Executive Secretary</i> |
|--------------------------------|---|

**AGENDA:**

1. **Approval of Agenda** – May 13, 2010.....
2. **Delegation** – BDO Dunwoody Chartered Accountants
3. **Approval of Minutes** – February 11, 2010..... (attachment)
4. **Business Arising from the Minutes**
5. **New Business**
  - (a) Auditor’s Report and Financial Statements 2009 .....(handout)
  - (b) Draft ORRSC Annual Report 2009 ..... (attachment)
  - (c) Conference Updates.....
    - (i) 2010 CPAA Conference – Red Deer ..... (attachment)
    - (ii) 2010 Intermountain GIS Conference – Bozeman, Montana..... (attachment)
    - (iii) GEO Alberta.....
    - (iv) South Alberta Emergency Response Project & Rural Addressing .....
    - (v) Projects for Public Spaces – New York ..... (attachment)
  - (d) RAC Update.....
  - (e) New Planner – Perry Neufeld and Assignments..... (attachment)
  - (f) New Intern – Breelyn Gray..... (attachment)
  - (g) Assessment Review Board Services .....
  - (h) Council Orientations to Municipal Planning Update .....

- 6. **Accounts**
  - (a) Office Accounts
    - (i) January 2010 ..... (attachment)
    - (ii) February 2010..... (attachment)
    - (iii) March 2010 ..... (attachment)
- 7. **Director’s Report** .....
- 8. **Executive Report** .....
- 9. **Adjournment**.....

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

**1. APPROVAL OF AGENDA**

**Moved by: Gordon Wolstenholme**

THAT the Executive Committee approves the agenda, as presented. **CARRIED**

**2. DELEGATION – BDO Dunwoody Chartered Accountants**

- Beverly Brewster of BDO Dunwoody Chartered Accountants presented the audit results and financial statements for the year ending December 31, 2009. Effective January 2009, the Commission changed the basis of accounting from those established by the Public Sector Accounting and Auditing Board to those consistent with Canadian generally accepted accounting principles for not-for-profit organizations.
- The new accounting treatment is suggested by Alberta Municipal Affairs and results in a more transparent treatment of the cost and useful life of its capital assets, and is consistent with other not-for-profit organizations, making the Commission’s financial statements more comparable.
- Also in 2009 the method of recording revenues and expenses for the GIS department was corrected.
- Ms. Brewster reviewed their management letter which identified several areas where existing systems of internal control could be improved. They also recommend that the Commission discontinue producing duplicate manual accounting records and move towards full use of the Simply Accounting software for all accounting functions by 2011.

**3. APPROVAL OF MINUTES**

**Moved by: Doug MacPherson**

THAT the Executive Committee approves the minutes of February 11, 2010, as presented. **CARRIED**

**4. BUSINESS ARISING FROM THE MINUTES**

None.



## 5. NEW BUSINESS

### (a) Auditors' Report and Financial Statements 2009

Moved by: Henry Van Hierden

THAT the Executive Committee accepts the Auditor's Report and Financial Statements for the year ending December 31, 2009. **CARRIED**

### (b) Draft ORRSC Annual Report 2009

- The number of subdivision applications was down substantially from 354 in 2008 to 258 in 2009. This enabled planners to spend more time on other projects and statutory plans.

Moved by: Dick Fenton

THAT the Executive Committee accepts the Draft ORRSC Annual Report 2009 as presented, which will be combined with the Auditors' Report and Financial Statements for the year ending December 31, 2009 and referred to the Board of Directors for approval at the June 3, 2010 Annual General Meeting. **CARRIED**

### (c) Conference Updates

#### (i) 2010 CPAA Conference – Red Deer

- Six Executive Committee members attended the conference. Paul Goldade submitted a conference summary which was included in the agenda.

#### (ii) 2010 Intermountain GIS Conference – Bozeman, Montana

- Mladen Krstic and Steven Ellert attended the week-long conference which consisted of workshops, presentations, mini-conferences and other events on the following topics:
  - Field Data Collection
  - Iron GIS Tech; Mobile GIS Solutions
  - Spatial Analysis
  - Data Modelling and Database Design
  - Perception and Role of 3-D Visualizations in Planning
  - Fire Protection Service Analysis
  - Structure Identification in Wildland Fire Decision
  - Managing Infrastructure Assets with GIS
  - Cave GIS
  - Water Sampling and Schedules Using GIS
  - Sharing Map Services Across the Web

#### (iii) GEO Alberta

- Jaime Thomas, Jordan Thomas and Steven Ellert were presenters at this conference held in Calgary on May 10-12, 2010.

#### (iv) South Alberta Emergency Response Project & Rural Addressing

- Jaime Thomas attended a meeting on April 30, 2010 in Brooks involving several municipalities to discuss providing spatial information for emergency response in Southern Alberta.

**(v) Projects for Public Spaces – New York**

- Planning Intern Michelle Denis used her intern grant money to attend a two-day training course on April 29-30, 2010 in New York entitled, “*How to Turn a Place Around*”, which introduced new ways of thinking about public spaces and how Placemaking can be used to bring communities together and revitalize underperforming spaces.

**Moved by: Doug Thornton**

THAT the conference updates be received as information.

**CARRIED**

**(d) RAC Update**

- The RAC Committee invited ORRSC to speak to them in Brooks on March 29, 2010 to elaborate on our position paper. Lenze Kuiper, Mike Burla, Steve Harty and Jonathan Schmidt attended the meeting where we discussed regional planning in the past, why it failed, and how it could work now. The meeting (which lasted about 4½ hours) dispelled some of our fears and gave us more confidence in the process.

**Moved by: Doug MacPherson**

THAT the RAC update be received as information.

**CARRIED**

**(e) New Planner – Perry Neufeld and Assignments**

- Perry Neufeld has been hired as a Planner beginning May 1, 2010 to help relieve workload and overtime. Perry is originally from Lethbridge and has a Bachelor of Science (Urban and Regional Studies) from the University of Lethbridge. His most recent position was Senior Planner at the City of Airdrie.
- Perry has been assigned the following municipalities: Vulcan County, Town of Cardston, Town of Coaldale, Town of Magrath and Village of Nobleford. He will be the lead planner starting immediately with assistance from the current planner for the first 4-6 months.

**(f) New Intern – Breelyn Gray**

- Breelyn Gray will begin working on May 25, 2010 as an Intern Planner under the 2010 - 2012 Municipal Internship Program for Land Use Planners. She recently graduated from the University of Calgary with a major in Urban Studies and a minor in Architecture.

**Moved by: Gordon Wolstenholme**

THAT the resumes of Perry Neufeld and Breelyn Gray be received as information.

**CARRIED**

**(g) Assessment Review Board Services**

- Several member municipalities have approached ORRSC re: providing Assessment Review Board Services. We are prepared to offer this on a fee-for-service basis, but there may not be enough time to have the service up and running for this year’s tax season.
- ORRSC would be willing to hold the names of people from our municipalities who have taken the courses.

**Moved by: Doug MacPherson**

THAT the Director investigate providing Assessment Review Board Services this year. If this is not feasible, the service will be offered in 2011. **CARRIED**

**(h) Council Orientations to Municipal Planning Update**

- Following the municipal elections in October, ORRSC will be offering council orientations. We propose to come out to municipalities in December or January, combining the rural and urban municipalities within each respective County or M.D. Orientations could also be held at the ORRSC office, if preferred.

**Moved by: Henry Van Hierden**

THAT the council orientation update be received as information. **CARRIED**

**6. ACCOUNTS**

**(a) Office Accounts**

**(i) January 2010**

4040	Fee for Service (member) .....	R. Day .....	\$ 688.00
	U of A - "Sustainable Communities" - Jan. 11 - Apr. 9/10 - registration		
4040	Fee for Service (member) .....	R. Day .....	688.00
	U of A - "Policy Planning & Program Evaluation" - Apr. 26 - June 30/10 - registration		
4040	Fee for Service (member) .....	R. Day .....	100.00
	ADOA Membership for 2010		
5150	Staff Mileage .....	S. Johnson .....	92.00
5460	Public Relations .....	S. Johnson .....	50.30
5530	Coffee & Supplies .....	S. Johnson .....	59.36
3120	Operating Reserve-Car .....	Chinook Chrysler .....	21,317.00
2040	Accounts Payable .....	AMSC Insurance Services .....	5,917.00
2040	Accounts Payable .....	Imperial Oil .....	303.94
5150	Staff Mileage .....	Imperial Oil .....	162.37
5280	Janitorial Services .....	Madison Ave Business Services	475.00
5285	Building Maintenance .....	DRC Communications .....	80.00
5285	Building Maintenance .....	Wild Rose Horticultural .....	520.00
5285	Building Maintenance .....	Peka Rollshutters .....	970.00
5285	Building Maintenance .....	Petty Cash (Duplex Receptacles and ice melter).....	22.39
5320	General Office Supplies .....	Petty Cash (Jet Dry, Kleenex, cards).	35.40
5320	General Office Supplies .....	Petty Cash (coffee & coffee mate) ....	61.45
5310	Telephone .....	Telus .....	478.68
5580	Equipment & Furniture Rental .....	Telus .....	244.04
5310	Telephone .....	Telus .....	24.34
5320	General Office Supplies .....	Citi Cards .....	62.28
5320	General Office Supplies .....	Citi Cards .....	75.24
5500	Subdivision Notification .....	Citi Cards .....	382.94
5320	General Office Supplies .....	Office Depot .....	5.69
5330	Dues & Subscriptions .....	Municipal World .....	55.00
5330	Dues & Subscriptions .....	AUMA .....	45.00
5340	Books & Publications .....	Minister of Finance .....	225.00

5380	Printing & Printing Supplies .....	Lethbridge Mobile Shredding ....	21.00
5380	Printing & Printing Supplies .....	Corporate Express .....	278.55
5380	Printing & Printing Supplies .....	Peak Vocational Services .....	90.00
5390	Graphic & Drafting Supplies .....	CIP .....	334.50
5390	Graphic & Drafting Supplies .....	CIP .....	98.25
5390	Graphic & Drafting Supplies .....	Greyhound Courier .....	18.57
5540	Other .....	Greyhound Courier .....	11.84
5390	Graphic & Drafting Supplies .....	Citi Cards .....	391.30
5390	Graphic & Drafting Supplies .....	Purolator Courier .....	42.46
5390	Graphic & Drafting Supplies .....	CIP .....	2,030.59
5440	Land Titles Office .....	Minister of Finance .....	484.00
5500	Subdivision Notification .....	Metro Assoc. ....	2,725.12
5500	Subdivision Notification .....	Corporate Express .....	90.20
5500	Subdivision Notification .....	Lethbridge Herald .....	262.08
5570	Equipment Repairs & Maint .....	Reiter Computer Associates ....	45.00
5570	Equipment Repairs & Maint .....	Pitney Works .....	197.90
5580	Equipment & Furniture Rental .....	Pitney Bowes .....	297.38
	Quarterly Rental - Feb 1 - Apr. 30/10		
1160	GST Receivable .....	GST Receivable .....	<u>1,607.69</u>
		<b>TOTAL:</b>	<b><u>\$42,166.85</u></b>

**(ii) February 2010**

5185	Planning Intern Expenses .....	M. Denis .....	\$ 992.87
5335	GIS Dues & Subscriptions .....	S. Ellert .....	250.00
5150	Staff Mileage .....	B. Johnson .....	40.00
2040	Accounts Payable .....	AMSC Insurance Services .....	2,777.00
5150	Staff Mileage .....	Imperial Oil .....	461.17
5150	Staff Mileage .....	Bridge City Chrysler .....	51.95
4040	Fee for Service (member) .....	SouthGrow .....	100.00
5170	Staff Conference & Area .....	SouthGrow .....	300.00
5185	Planning Intern Expenses .....	SouthGrow .....	100.00
5170	Staff Conference & Area .....	CPAA .....	350.00
5230	Member Conf & Out of Area .....	CPAA .....	2,460.00
5280	Janitorial Services .....	Madison Ave Business Services .....	425.00
5285	Building Maintenance .....	Wild Rose Horticultural .....	130.00
5310	Telephone .....	Bell Mobility .....	459.45
5310	Telephone .....	DRC Communications .....	171.00
5320	General Office Supplies .....	Citi Cards .....	18.96
5320	General Office Supplies .....	Citi Cards .....	6.79
5330	Dues & Subscriptions .....	Lethbridge Herald .....	233.04
5380	Printing & Printing Supplies .....	Lethbridge Mobile Shredding .....	21.00
5435	GIS Digital Map Purchase .....	Valtus .....	679.69
5440	Land Titles Office .....	Minister of Finance .....	324.00
5445	GIS Land Titles Office .....	Minister of Finance .....	648.00
5460	Public Relations .....	Minuteman Press .....	315.00
5475	GIS Computer Software .....	ESRI Canada .....	2,120.55
5500	Subdivision Notification .....	Lethbridge Herald .....	144.00
5510	Insurance .....	AMSC Insurance Services .....	561.00

5540	Other .....	Purolator Courier .....	16.52
5570	Equipment Repairs & Maintenance .....	Reiter Computer .....	50.00
5580	Equipment & Furniture Rental .....	Xerox .....	1,246.66
1160	GST Receivable .....	GST Receivable .....	344.76
		<b>TOTAL:</b>	<b><u>\$15,798.41</u></b>

**(iii) March 2010**

5185	Planning Intern Expenses .....	M. Denis .....	\$ 985.36
5185	Planning Intern Expenses .....	M. Denis .....	1,469.58
5160	Staff Field Expense .....	D. Horvath .....	196.38
5150	Staff Mileage .....	B. Johnson .....	40.00
5330	Dues & Subscriptions .....	M. Kristic .....	250.00
5150	Staff Mileage .....	Imperial Oil .....	548.83
5150	Staff Mileage .....	Bridge City Chrysler .....	128.20
2040	Account Payable .....	BDO Canada .....	10,000.00
4140	Approval Fees .....	Patrick Hochstein .....	450.00
5170	Staff Conference & Area .....	SouthGrow .....	50.00
		L. Kuiper - "Productivity & Leadership Seminar" - March 15/10	
5270	Renovations .....	MI3: Millwork Innovations .....	4,295.00
5280	Janitorial Services .....	Madison Ave Business Services .....	475.00
5285	Building Maintenance .....	Cam-Air Refrigeration .....	78.00
5285	Building Maintenance .....	Westburne West .....	54.00
5285	Building Maintenance .....	Petty Cash (vacuum tools) .....	29.99
5320	General Office Supplies .....	Petty Cash (paper towels, soap) .....	25.78
5460	Public Relations .....	Petty Cash (pop) .....	10.40
5530	Coffee & Supplies .....	Petty Cash (coffee) .....	42.96
5310	Telephone .....	Telus .....	394.88
5580	Equipment & Furniture Rental .....	Telus .....	252.44
5310	Telephone .....	Telus .....	34.09
5320	General Office Supplies .....	Citi Cards .....	140.15
5330	Dues & Subscriptions .....	Crowsnest Pass Promoter .....	45.00
5330	Dues & Subscriptions .....	Westwind Weekly News .....	33.33
5330	Dues & Subscriptions .....	American Planning Association .....	43.00
5350	Postage & Petty Cash .....	Postage by Phone .....	3,000.00
5380	Printing & Printing Supplies .....	Lethbridge Mobile Shredding .....	21.00
5440	Land Titles Office .....	Minister of Finance .....	669.00
5470	Computer Software .....	Global Cadd .....	1,861.80
5470	Computer Software .....	Xerox .....	1,545.00
5475	GIS Computer Software .....	Safe Software .....	900.00
5490	Consultants .....	Stacey Olsen .....	1,090.00
5500	Subdivision Notification .....	Claresholm Local Press .....	98.80
5500	Subdivision Notification .....	Lethbridge Herald .....	588.36
5540	Other .....	Purolator Courier .....	29.59
5545	GIS Other .....	Purolator Courier .....	24.14
5570	Equipment Repairs & Maintenance .....	Pitney Works .....	190.69
5580	Equipment & Furniture Rental .....	Xerox .....	960.00
5580	Equipment & Furniture Rental .....	Xerox .....	2,034.34

5595	GIS Furniture Purchases .....	Reiter Computer Associates .....	225.00
1160	GST Receivable .....	GST Receivable .....	1,542.94
<b>TOTAL:</b>			<b><u>\$34,853.03</u></b>

- Dick Fenton questioned the liquor expenses charged to the MasterCard in January, February and March. The Director will investigate and report back to the Executive Committee. It was agreed that a liquor policy should be put in place so that there are no grey areas on the matter and that liquor is only purchased for major events (e.g. Barbeque, Christmas Social) where a permit is obtained.

**Moved by:**

THAT the Executive Committee approves the Office Accounts of January 2010 (\$42,166.85), February 2010 (\$15,798.41), and March 2010 (\$34,853.03), as presented, providing clarification is received on the liquor issue. **CARRIED**

**7. DIRECTOR'S REPORT**

None.

**8. EXECUTIVE REPORT**

- Doug MacPherson – gave Committee members complementary golf passes to Claresholm Golf Course which is owned by the town
- Gordon Wolstenholme – Fort Macleod's new sewer plant is almost open

**9. ADJOURNMENT**

**Moved by: Gordon Wolstenholme**

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 9:05 p.m. until Thursday, June 10, 2010 at 7:00 p.m.

**CARRIED**

/bj

CHAIR: 