



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
FEBRUARY 28, 2011  
AGENDA**

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

**CALL TO ORDER**

**AGENDA: ADOPTION OF AGENDA**

**MINUTES: REGULAR MEETING MINUTES FEBRUARY 14, 2011**

- DELEGATIONS:**
- 1. CLARESHOLM FIRE DEPARTMENT – Kelly Starling, Chief  
RE: 2011 Budget**
  - 2. CLARESHOLM & DISTRICT MUSEUM – Anola Laing, Chair  
RE: 2011 Budget**
  - 3. CLARESHOLM & DISTRICT FCSS – Kristein Johnson, Director  
RE: 2011 Budget**

**ACTION ITEMS:**

- 1. BYLAW #1558 – Fire Protection  
RE: 3<sup>rd</sup> Reading**
- 2. CORRES: MD of Willow Creek to Minister of Health and Wellness  
RE: Ambulance Services**
- 3. CORRES: Willow Creek Composite High School  
RE: High School Yearbook**
- 4. CORRES: Foothills High School Rodeo Club  
RE: 2011 Rodeo March 19<sup>th</sup> and 20<sup>th</sup>**
- 5. ADOPTION OF INFORMATION ITEMS**
- 6. IN CAMERA: PERSONNEL**

**INFORMATION ITEMS:**

- 1. Cheque Listing for Accounts Payable – January 2011**
- 2. Claresholm & District Chamber of Commerce Meeting Minutes – February 15, 2011**
- 3. Oldman River Regional Services Commission Executive Committee Minutes – January 12, 2011**
- 4. SouthGrow Regional Initiative Management Board Meeting Minutes – February 9, 2011**
- 5. Claresholm Animal Rescue Society Meeting Minutes – January 20, 2011**
- 6. Porcupine Hills Lodge Board Meeting Minutes – January 4, 2011**
- 7. Claresholm Child Care Society Meeting Minutes – January 19, 2011**
- 8. West Meadow Elementary School Council Minutes – February 15, 2011**
- 9. Claresholm & District Museum Board Minutes – January 26, 2011**
- 10. Claresholm & District Museum Board Minutes – February 16, 2011**

**ADJOURNMENT:**



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING MINUTES  
FEBRUARY 14, 2011**

**CALL TO ORDER:** The meeting was called to order at 7:00pm by Mayor David Moore

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

**ABSENT:** Secretary-Treasurer: Karine Wilhauk

**AGENDA:** **6. CORRES: Claresholm Child Care Society**  
**RE: 2011 General Liability Insurance**

Moved by Councillor Hubka that the Agenda be accepted as amended.  
**CARRIED**

**MINUTES:** **REGULAR MEETING – JANUARY 24, 2010**

Moved by Councillor Quayle that the Regular Meeting Minutes of January 24, 2011 be accepted as presented.  
**CARRIED**

**ACTION ITEMS:**

**1. BYLAW #1558 – Fire & Emergency Services Bylaw**  
**RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**

Moved by Councillor MacPherson to give Bylaw #1558, the Fire and Emergency Services Bylaw, second reading.  
**CARRIED**

**2. LETTER OF UNDERSTANDING – Claresholm Fire Department**  
**RE: Clarification of Wording in Bylaw #1558**

Moved by Councillor MacPherson to accept the letter of understanding for the Claresholm Fire Department clarification of Bylaw #1558.  
**DEFEATED**

**3. CORRES: Fortis Alberta Ltd.**  
**RE: Franchise Agreement Extension**

Moved by Councillor Van Amerongen that the franchise agreement extension with Fortis Alberta be signed as presented.  
**CARRIED**

**4. CORRES: Chinook Emergency Services Ltd.**  
**RE: Ambulance Services**

Moved by Councillor Sutter that a letter be sent to the Minister of Health expressing Town Council's concerns regarding ambulance services and requesting a meeting to discuss these concerns.  
**CARRIED**

**5. CORRES: Claresholm Curling Club**  
**RE: 2011 General Liability Insurance**

Moved by Councillor Sutter to pay the Claresholm Curling Club's commercial general liability insurance for 2011 in the amount of \$1,500.  
**CARRIED**

**6. CORRES: Claresholm Child Care Society**  
**RE: 2011 General Liability Insurance**

Moved by Councillor MacPherson to pay the Claresholm Child Care Society's commercial general liability insurance for 2011 in the amount of \$2,817.  
**CARRIED**

**7. CORRES: MD of Willow Creek**  
**RE: 2011 Recycling Memorandum of Agreement**

Moved by Councillor Hubka to sign the 2011 recycling memorandum of agreement as presented.  
**CARRIED**

Moved by Councillor MacPherson to send a letter to the MD of Willow Creek expressing the Town's dissatisfaction with how the Town's position on the MOA with Willow Creek Recycling was presented to the MD Council by

their representative.

**CARRIED**

**8. CORRES: Frame Aviation**

**RE: Utilization of the Claresholm Airport**

Received for information.

**9. CLARESHOLM COMMUNITY CENTRE – Income Statement 2010**

Received for information.

**10. CLARESHOLM PUBLIC LIBRARY – Income Statement 2010 & Proposed Budget 2011**

Referred to budget.

**11. CORRES: John Koop**

**RE: Property in Northeast Part of Town**

Moved by Councillor Sutter to refer the matter to the Development Department.

**CARRIED**

**12. CORRES: SouthGrow Regional Initiative**

**RE: Productivity and Competitiveness Conference**

Received for information.

**13. CORRES: SouthGrow Regional Initiative**

**RE: Proposed Memorandum of Understanding**

Received for information.

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

**RE: Sustainability of Program**

Moved by Councillor MacPherson to respectfully decline the Claresholm CIB's offer for the Town's EDC to take over the CIB program.

RECORDED VOTE: IN FAVOR – Mayor Moore, Councillors: Fieguth, Van Amerongen, Quayle, MacPherson and Hubka. AGAINST – Councillor Sutter.

**CARRIED**

**15. MUSEUM REPORT – Councillor MacPherson**

Received for information.

**16. ANIMAL SERVICES BUILDING CFEP GRANT**

Moved by Councillor Fieguth that a letter of support be given to the Claresholm Animal Rescue Society for their CFEP grant for the construction of an animal services building.

**CARRIED**

**17. YEAR TO DATE REVENUE & EXPENDITURES REPORT and PRELIMINARY BUDGET NUMBERS FOR REVIEW**

Received for information.

**18. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**19. IN CAMERA: PERSONNEL**

Moved by Councillor Fieguth that this meeting go In Camera.

**CARRIED**

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

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Sutter that this meeting adjourn at 10:00pm.

**CARRIED**

# **DELEGATIONS**

**Claresholm Fire Department Budget  
For The Town of Claresholm**

**Safety**

|                  |           |
|------------------|-----------|
| Helmet x 1       | \$350.00  |
| Boots x 2        | \$500.00  |
| Bella Clava x5   | \$375.00  |
| Fire Gloves x 13 | \$1170.00 |
| Flashlight x 2   | \$150.00  |

**Equipment**

|                             |           |
|-----------------------------|-----------|
| 1 ½ inch fire hose x 2      | \$300.00  |
| 2 ½ inch fire hose x 2      | \$500.00  |
| High Volume 4 inch hose x 6 | \$4450.00 |
| Fog Nozzle 2 ½ x 1          | \$1200.00 |
| Fog Nozzle 1 ½ x 1          | \$1100.00 |
| FF Gear Bag x 5             | \$400.00  |

**Communication**

|            |           |
|------------|-----------|
| Pagers x 2 | \$1200.00 |
| Radios x 7 | \$5852.00 |

**Maintenance**

|  |           |
|--|-----------|
| Radios, floor dry, trucks,<br>Batteries, hose, clothes, broom,<br>Building repair, bills, foam, etc. | \$5000.00 |
|--|-----------|

|                        |           |
|------------------------|-----------|
| <b><u>Training</u></b> | \$2500.00 |
|------------------------|-----------|

|                     |             |
|---------------------|-------------|
| <b><u>Wages</u></b> | \$25,500.00 |
|---------------------|-------------|

\$25,047.00

\$25,500.00 (Wages)

\$50,547.00

## Claresholm Fire Department Budget

### For The MD of Willow Creek

#### Safety

|                  |           |
|------------------|-----------|
| Helmet x 1       | \$350.00  |
| Boots x 2        | \$500.00  |
| Bella Clava x5   | \$375.00  |
| Fire Gloves x 13 | \$1170.00 |
| Flashlight x 2   | \$150.00  |

#### Equipment

|                             |           |
|-----------------------------|-----------|
| 1 ½ inch fire hose x 2      | \$300.00  |
| 2 ½ inch fire hose x 2      | \$500.00  |
| High Volume 4 inch hose x 6 | \$4450.00 |
| Fog Nozzle 2 ½ x 1          | \$1200.00 |
| Fog Nozzle 1 ½ x 1          | \$1100.00 |
| FF Gear Bag x 5             | \$400.00  |
| Ventilation saw             | \$2000.00 |

#### Communication

|            |           |
|------------|-----------|
| Pagers x 2 | \$1200.00 |
| Radios x 7 | \$5852.00 |

#### Maintenance

|                                    |           |
|------------------------------------|-----------|
| Radios, floor dry, misc, trucks,   |           |
| Batteries, hose, clothes, broom,   |           |
| Building repair, bills, foam, etc. | \$4000.00 |

Training

\$2500.00

Wages

\$25,500.00

\$26,047.00

\$22,500.00 (wages)

\$48,547

**CLARESHOLM AND DISTRICT MUSEUM  
FINANCIAL STATEMENT - 2010**

(based on information received from Town Office, February 2011)

**INCOME**

|   |          |             |
|---|----------|-------------|
| Museum Support Fund                     |          | \$72,079.17 |
| Donations                               | 3,744.30 |             |
| Sales                                   | 2,092.71 |             |
| Grants: Alberta                         |          |             |
| AB. Museum Association (operations)     | 1,500.00 |             |
| AB Historic Resources (painting)        | 3,605.50 |             |
| Lethbridge Com. Foundation (mannequins) | 1,426.00 |             |
| Alberta SP REC PKS & W                  | 6,000.00 |             |
| Claresholm Chamber of Commerce          | 1,000.00 |             |
| Sons of Norway Lodge (heritage exhibit) | 1,000.00 |             |

**SUB-TOTAL**

\$ 18,968.51

**TOTAL INCOME**

**\$91,047.68**

**EXPENSES**

|  |           |                    |
|--|-----------|--------------------|
| Display/Exhibit Expense                  |           |                    |
| Historic Resources (grant - windows)     | 1,375.00  |                    |
| House and businesses (2009 grant)        | 5,577.36  |                    |
| House and businesses (2009 grant)        | 2,080.00  |                    |
| Heritage exhibit materials (Sons Norway) | 1,000.00  |                    |
| Mannequins                               | 1570.80   |                    |
| Lexan for display case                   | 901.16    |                    |
| Conservation expense                     | 933.29    |                    |
| Museum expense                           | 1,193.79  |                    |
| Office Supplies                          | 1,309.03  |                    |
| General Supplies                         | 538.39    |                    |
| Gift Shop Supplies                       | 1,686.14  |                    |
| Local Press (advertising & copying)      | 210.61    |                    |
| Godley Jewellery (engraving)             | 65.00     |                    |
| Official Opening                         | 308.61    |                    |
| Memberships (AB Museums Assoc.)          | 85.00     |                    |
| Professional Development - Jo-Ann        | 469.57    |                    |
| Professional Dev. - Tove & Bob           | 276.32    |                    |
| SUB-TOTAL                                |           | \$19,580.07        |
| Security System (Atcom)                  | 504.00    |                    |
| Telus (625-3131 and Internet)            | 2,111.63  |                    |
| Telus (625-2390) VIC courtesy phone      | 967.24    |                    |
| Telus (625-1742 and Internet)            | 1,852.20  |                    |
| Nexen (electricity - station)            | 1,748.64  |                    |
| Nexen (natural gas - station)            | 4,457.82  |                    |
| Nexen (electricity - expansion)          | 7,296.86  |                    |
| Nexen (gas - expansion)                  | 3,110.48  |                    |
| Museum Wages                             | 20,234.68 |                    |
| Museum wage benefits                     | 2,647.23  |                    |
| Visitor Information Centre Wages         | 24,212.56 |                    |
| Visitor Info. Centre wage benefits       | 2,313.27  |                    |
| SUB-TOTAL                                |           | <u>\$71,467.61</u> |

**TOTAL EXPENSES**

**\$91,047.68**



CLARESHOLM AND DISTRICT MUSEUM  
 PROPOSED BUDGET 2011

ESTIMATED INCOME:

|                              |                 |                  |
|------------------------------|-----------------|------------------|
| Donations                    | 3,500.00        |                  |
| Sales from gift shop         | <u>3,000.00</u> | 6,500.00         |
| Grants:                      |                 |                  |
| Alberta Museum Assoc.        | 1,500.00        |                  |
| Alberta SP REC PK & W        | 6,000.00        |                  |
| Claresholm Chamber           | 1,500.00        |                  |
| Town of Claresholm - storage | 14,000.00       |                  |
| Town of Claresholm - CPR P   | 6,000.00        |                  |
| Museum expansion trust fur   | 8,000.00        |                  |
| Heritage Resource CPR Plat   | <u>5,090.00</u> | 42,090.00        |
| Museum Support Fund          |                 | <u>77,306.00</u> |

TOTAL ESTIMATED INCOME: 125,896.00

ESTIMATED EXPENSES:

|  |                 |            |
|--|-----------------|------------|
| CPR Platform                           | 11,000.00       |            |
| Mezzanine/storage addition             | 22,422.00       |            |
| Exhibits & displays                    | 500.00          |            |
| Conservation                           | 500.00          |            |
| Display materials                      | 300.00          |            |
| General supplies                       | 1,100.00        |            |
| Office supplies                        | 1,500.00        |            |
| Membership AMA                         | 100.00          |            |
| Godleys engraving                      | 500.00          |            |
| Advertising Local Press                | 200.00          |            |
| Gift shop supplies                     | <u>2,500.00</u> | 40,622.00  |
| <u>Utilities</u>                       |                 |            |
| Security seystem                       | 504.00          |            |
| CPR Station Telus 7625-3131 + internet | 2,200.00        |            |
| Telus 625-2390 Visitor Info            | 970.00          |            |
| Nexen - electricity                    | 2,000.00        |            |
| Nexen - natural gas                    | 4,800.00        |            |
| Expansion Telus 625-1742 + internet    | 2,000.00        |            |
| Nexen - electricity                    | 7,500.00        |            |
| Nexen - natural gas                    | 3,500.00        |            |
| WiFi Hot Spot                          | <u>300.00</u>   | 23,774.00  |
| <u>Wages:</u>                          |                 |            |
| Professional development               | 800.00          |            |
| Volunteer apprecitation                | 200.00          |            |
| Museum executive director              | 29,800.00       |            |
| Museum part time                       | 3,200.00        |            |
| Visitor Information staff              | 25,000.00       |            |
| V I Staff benefits                     | <u>2,500.00</u> | 61,500.00  |
| TOTAL ESTIMATED EXPENSES               |                 | 125,896.00 |

| <b>FCSS 2011 BUDGET</b>      |                                |                      |                      |                      |
|------------------------------|--------------------------------|----------------------|----------------------|----------------------|
| <b>GL NUMBER</b>             | <b>DESCRIPTION</b>             | <b>2010 BUDGET</b>   | <b>Q4 YTD 2010</b>   | <b>2011 BUDGET</b>   |
| <b>REVENUE FCSS</b>          |                                |                      |                      |                      |
| 1-51-00-100-00               | FCSS - PROVINCIAL FUNDING      | \$ 87,695.01         | \$ 87,695.00         | \$ 87,695.00         |
| 1-51-00-100-01               | SUBSIDY ASC                    | \$ 3,000.00          | \$ 7,600.40          |                      |
| 1-51-00-100-05               | GRANTS - ASC                   | \$ -                 | \$ -                 |                      |
| 1-51-00-101-00               | FCSS - TOWN OF CLARESHOLM      | \$ 21,924.00         | \$ 21,924.00         | \$ 21,924.00         |
| 1-51-00-102-00               | FCSS - MD OF WILLOW CREEK      | \$ 39,269.48         | \$ 39,269.48         | \$ 39,270.00         |
| 1-51-00-103-00               | FCSS - DEFERED REVENUE         | \$ -                 | \$ -                 |                      |
| 1-51-00-104-00               | FCSS - OTHER INCOME            | \$ -                 | \$ -                 |                      |
| 1-51-00-104-02               | COMMUNITY CHOOSEWELL           | \$ -                 | \$ -                 |                      |
| 1-51-00-105-00               | FCSS - INTEREST EARNED         | \$ 75.00             | \$ 109.06            | \$ 25.00             |
| 1-51-00-106-00               | FCSS - DONATIONS & FUNDRAISING | \$ -                 | \$ -                 |                      |
| 1-51-00-101-01               | ALBERTA HEALTH OP              | \$ 24,136.00         | \$ 24,135.84         | \$ 24,136.00         |
| 1-51-00-102-01               | OTHER FUNDING & FEES OP        | \$ 750.00            | \$ 550.00            | \$ 250.00            |
| 1-51-00-104-01               | FUNDING - DRUG COALITION OP    | \$ 5,000.00          | \$ 5,250.25          |                      |
| 1-51-00-100-02               | FEES & REIMBURSEMENTS ASC      | \$ 2,600.00          | \$ 1,246.40          |                      |
| 1-51-00-100-03               | FEES & REIMBURSEMENTS SF       | \$ -                 | \$ -                 |                      |
| 1-51-00-100-04               | FEES & REIMBURSEMENTS OTHER    | \$ 800.00            | \$ 1,075.00          | \$ 1,000.00          |
| 1-51-00-100-06               | CFSA FUNDING RC                | \$ 31,071.00         | \$ 31,071.00         | \$ 31,071.00         |
| 1-51-00-101-06               | OTHER FUNDING & FEES RC        | \$ -                 | \$ 55.00             | \$ 50.00             |
| <b>TOTAL REVENUE FCSS</b>    |                                | <b>\$ 216,320.49</b> | <b>\$ 219,981.43</b> | <b>\$ 205,421.00</b> |
| <b>EXPENSE FCSS GENERAL</b>  |                                |                      |                      |                      |
| 2-51-00-100-00               | WAGES & SALARIES DIRECTOR      | \$ 50,500.00         | \$ 49,407.30         | \$ 49,440.00         |
| 2-51-00-102-00               | EI EXPENSE                     | \$ 1,100.00          | \$ 1,131.24          | \$ 1,200.00          |
| 2-51-00-103-00               | CPP EXPENSE                    | \$ 2,150.00          | \$ 2,293.54          | \$ 2,200.00          |
| 2-51-00-104-00               | WCB EXPENSE                    | \$ -                 | \$ -                 | \$ 5,000.00          |
| 2-51-00-105-00               | BENEFITS EXPENSE               | \$ 5,000.00          | \$ 3,254.89          | \$ 2,000.00          |
| 2-51-00-106-00               | LAPP CONTRIBUTIONS             | \$ 4,500.00          | \$ 4,000.07          | \$ 200.00            |
| 2-51-00-107-00               | PROFESSIONAL DEVELOPMENT       | \$ 1,000.00          | \$ 1,513.06          | \$ 500.00            |
| 2-51-00-108-00               | ADVERTISING & PROMOTION        | \$ 500.00            | \$ 181.96            | \$ 200.00            |
| 2-51-00-109-00               | ACCOUNTING & LEGAL             | \$ 4,250.00          | \$ 3,150.00          | \$ 3,500.00          |
| 2-51-00-111-00               | MEMBERSHIPS                    | \$ 1,100.00          | \$ 705.00            | \$ 750.00            |
| 2-51-00-112-00               | OFFICE EXPENSES                | \$ 3,200.00          | \$ 6,826.45          | \$ 2,500.00          |
| 2-51-00-113-00               | RENT EXPENSE                   | \$ 10,200.00         | \$ 10,074.12         | \$ 10,600.00         |
| 2-51-00-114-00               | GENERAL & ADMIN EXPENSES       | \$ 2,000.00          | \$ 25.16             | \$ 200.00            |
| 2-51-00-115-00               | JANITORIAL EXPENSES            | \$ 3,800.00          | \$ 3,709.05          | \$ 1,000.00          |
| 2-51-00-116-00               | TELEPHONE & UTILITIES          | \$ 6,000.00          | \$ 7,287.77          | \$ 7,500.00          |
| 2-51-00-117-00               | TRAVEL & MEALS                 | \$ 1,200.00          | \$ 2,036.31          | \$ 1,000.00          |
| 2-51-00-118-00               | INSURANCE EXPENSE              | \$ 450.00            | \$ 450.00            | \$ -                 |
| 2-51-00-120-00               | MISCELLANEOUS EXPENSE          | \$ -                 | \$ -                 | \$ -                 |
| 2-51-00-999-00               | ALLOCATION TO PROGRAMS         | \$ -                 | \$ -                 | \$ -                 |
| 2-51-00-745-00               | AMORTIZATION ESP-FCSS          | \$ -                 | \$ -                 | \$ -                 |
| <b>TOTAL FCSS GENERAL</b>    |                                | <b>\$ 96,950.00</b>  | <b>\$ 96,045.92</b>  | <b>\$ 87,790.00</b>  |
| <b>FCSS OUTREACH PROGRAM</b> |                                |                      |                      |                      |
| 2-51-00-100-01               | WAGES OP                       | \$ 42,000.00         | \$ 36,905.75         | \$ 37,492.00         |
| 2-51-00-100-11               | EI EXPENSE - OP                | \$ 1,000.00          | \$ 917.64            | \$ 910.00            |
| 2-51-00-100-21               | CPP EXPENSE - OP               | \$ 2,000.00          | \$ 1,715.39          | \$ 1,690.00          |
| 2-51-00-105-01               | BENEFITS OP                    | \$ 2,800.00          | \$ 2,931.42          | \$ 1,000.00          |
| 2-51-00-107-01               | PROFESSIONAL DEVELOPMENT OP    | \$ 250.00            | \$ 240.04            | \$ 250.00            |
| 2-51-00-108-01               | ADVERTISING OP                 | \$ 500.00            | \$ 363.66            | \$ 500.00            |
| 2-51-00-116-01               | CELL PHONE OP                  | \$ 320.00            | \$ 124.01            | \$ 320.00            |
| 2-51-00-117-01               | TRAVEL & MEALS OP              | \$ 500.00            | \$ 556.44            | \$ 200.00            |
| 2-51-00-120-01               | SUPPLIES OP                    | \$ 1,036.48          | \$ 1,519.69          | \$ 800.00            |

| GL NUMBER                               | DESCRIPTION                  | 2010 BUDGET          | Q4 YTD 2010          | 2011 BUDGET          |
|---|------------------------------|----------------------|----------------------|----------------------|
| 2-51-00-123-01                          | DRUG COALITION EXPENSE       | \$ 5,000.00          | \$ 4,941.56          |                      |
| 2-51-00-123-02                          | COMMUNITY CHOOSEWELL         | \$ -                 | \$ -                 | \$ -                 |
| <b>TOTAL FCSS OUTREACH PROGRAM</b>      |                              | <b>\$ 55,406.48</b>  | <b>\$ 50,215.60</b>  | <b>\$ 43,162.00</b>  |
| <b>AFTER SCHOOL CARE EXPENSES</b>       |                              |                      |                      |                      |
| 2-51-00-100-02                          | WAGES ASC                    | \$ 17,200.00         | \$ 15,477.38         | \$ -                 |
| 2-51-00-100-12                          | EI EXPENSE ASC               | \$ -                 | \$ 381.80            | \$ -                 |
| 2-51-00-100-22                          | CPP EXPENSE ASC              | \$ -                 | \$ 688.72            | \$ -                 |
| 2-51-00-105-02                          | BENEFITS ASC                 | \$ -                 | \$ 2,051.51          | \$ -                 |
| 2-51-00-107-02                          | PROFESSIONAL DEVELOPMENT ASC | \$ -                 | \$ -                 | \$ -                 |
| 2-51-00-108-02                          | ADVERTISING ASC              | \$ -                 | \$ 107.40            | \$ -                 |
| 2-51-00-116-02                          | CELL PHONE ASC               | \$ -                 | \$ 122.88            | \$ -                 |
| 2-51-00-117-02                          | TRAVEL & MEALS ASC           | \$ -                 | \$ 83.38             | \$ -                 |
| 2-51-00-120-02                          | SUPPLIES ASC                 | \$ 1,150.00          | \$ 1,600.52          | \$ -                 |
| 2-51-00-120-10                          | GRANTS EXPENSE ASC           | \$ -                 | \$ -                 | \$ -                 |
| 2-51-00-122-02                          | ADMIN ALLOCATION ASC         | \$ -                 | \$ -                 | \$ -                 |
| 2-51-00-124-02                          | LUTHERAN CHURCH ASC          | \$ 1,800.00          | \$ 1,800.00          | \$ -                 |
| 2-51-00-125-02                          | NUTRITION/SNACKS ASC         | \$ 600.00            | \$ 461.54            | \$ -                 |
| <b>TOTAL AFTER SCHOOL CARE EXPENSES</b> |                              | <b>\$ 20,750.00</b>  | <b>\$ 22,775.13</b>  | <b>\$ -</b>          |
| <b>SUMMER FUN EXPENSES</b>              |                              |                      |                      |                      |
| 2-51-00-100-03                          | WAGES SF                     | \$ -                 | \$ -                 | \$ -                 |
| 2-51-00-105-03                          | BENEFITS SF                  | \$ -                 | \$ -                 | \$ -                 |
| 2-51-00-108-03                          | ADVERTISING SF               | \$ -                 | \$ -                 | \$ -                 |
| 2-51-00-116-03                          | TELEPHONE SF                 | \$ -                 | \$ -                 | \$ -                 |
| 2-51-00-120-03                          | SUPPLIES SF                  | \$ -                 | \$ -                 | \$ -                 |
| <b>TOTAL SUMMER FUN EXPENSES</b>        |                              | <b>\$ -</b>          | <b>\$ -</b>          | <b>\$ -</b>          |
| <b>OTHER PROGRAM EXPENSES</b>           |                              |                      |                      |                      |
| 2-51-00-100-04                          | WAGES - OTHER                | \$ 1,500.00          | \$ 2,783.10          | \$ 400.00            |
| 2-51-00-108-04                          | ADVERTISING - OTHER          | \$ 250.00            | \$ 418.56            | \$ 500.00            |
| 2-51-00-120-04                          | SUPPLIES - OTHER             | \$ 250.00            | \$ 793.63            | \$ 1,200.00          |
| 2-51-00-123-05                          | OTHER ALLOCATED FUNDS (NEW)  | \$ -                 | \$ -                 | \$ 16,134.00         |
| <b>TOTAL PROGRAM EXPENSES</b>           |                              | <b>\$ 2,000.00</b>   | <b>\$ 3,995.29</b>   | <b>\$ 18,234.00</b>  |
| <b>PROGRAM GRANTS EXPENSE</b>           |                              |                      |                      |                      |
| 2-51-00-125-05                          | COMMUNITY GRANTS EXPENSE     | \$ 8,000.00          | \$ 9,400.00          | \$ 20,000.00         |
| <b>TOTAL PROGRAM GRANTS EXPENSE</b>     |                              | <b>\$ 8,000.00</b>   | <b>\$ 9,400.00</b>   | <b>\$ 20,000.00</b>  |
| <b>RESOURCE CENTER EXPENSES</b>         |                              |                      |                      |                      |
| 2-51-00-100-06                          | WAGES RC                     | \$ 29,200.00         | \$ 29,568.76         | \$ 31,000.00         |
| 2-51-00-100-16                          | EI EXPENSE - RC              | \$ 701.00            | \$ 744.74            | \$ 765.00            |
| 2-51-00-100-26                          | CPP EXPENSES - RC            | \$ 450.00            | \$ 78.47             | \$ 1,520.00          |
| 2-51-00-105-06                          | BENEFITS RC                  | \$ 1,113.00          | \$ 1,182.79          | \$ 1,000.00          |
| 2-51-00-107-06                          | PROFESSIONAL DEVELOPMENT RC  | \$ 300.00            | \$ -                 | \$ 1,000.00          |
| 2-51-00-108-06                          | ADVERTISING RC               | \$ 500.00            | \$ 349.45            | \$ 250.00            |
| 2-51-00-117-06                          | TRAVEL & MEALS RC            | \$ -                 | \$ -                 | \$ 200.00            |
| 2-51-00-120-06                          | SUPPLIES RC                  | \$ 950.00            | \$ 1,024.06          | \$ 500.00            |
| 2-51-00-122-06                          | ADMIN ALLOCATIONS RC         | \$ -                 | \$ -                 | \$ -                 |
| <b>TOTAL RESOURCE CENTER EXPENSE</b>    |                              | <b>\$ 33,214.00</b>  | <b>\$ 32,948.27</b>  | <b>\$ 36,235.00</b>  |
| <b>TOTAL EXPENSES:</b>                  |                              | <b>\$ 216,320.48</b> | <b>\$ 215,380.21</b> | <b>\$ 205,421.00</b> |
| <b>NET COSTS FCSS:</b>                  |                              | <b>\$ 0.01</b>       | <b>\$ 4,601.22</b>   | <b>\$ -</b>          |

# **ACTION ITEMS**



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1558**

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 employed by the Town 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 employed 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 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 No alcohol is permitted in the Fire Hall at any time unless proper liquor licensing has been obtained and the Town has given written approval.
- 5.6 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 hired by the Town in accordance with hiring procedures in this Bylaw and Town Policies.

- 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 keep or cause to be kept in proper form, records of all transactions of the Department's "Fire Fund" bank account independently audited by a Committee of members on an annual basis at the members' cost. This report will be submitted to Council as part of the Fire Chief's annual report.
- 6.7 The Fire Chief shall make such reports to the Council as may be required.
- 6.8 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 Deputy Fire Chief and three (3) Crew Captains.
- 6.9 The Fire Chief shall be responsible for the use, care and protection of Department property.
- 6.10 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.
- 6.11 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.
- 6.12 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.
- 6.13 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.
- 6.14 The Fire Chief shall be trained as a Fire Safety Codes Officer.
- 6.15 The Fire Chief shall ensure all Department members are trained in all Town Policies and that these Policies are enforced.
- 6.16 The Fire Chief shall ensure that the Department's property and/or the Town's equipment are not used for personal use by the Department's members. This includes, but is not limited to, the use of the Town's trucks for anything other than a fire, emergency, approved training and community events such as the parade or fire education.

**SECTION 7 FILLING A VACANCY FOR FIRE CHIEF**

- 7.1 The CAO will first inform Council.



- 7.2 The employment posting for the position will be displayed in the Fire Hall for two (2) consecutive weeks. In the event there proves to be no suitable internal applicants, the position will then be advertised in the local newspaper for two (2) consecutive weeks, and on the Alberta Urban Municipalities Association (AUMA) website for a period of one (1) month. All advertisements will state the deadline for submitting applications. Priority consideration for hiring will be given to those qualified applicants who are currently employed as members of the Department. Only in the event that the Recruitment Committee determines there are no suitable internal applicants will outside applicants be sought.
- 7.3 Applications received after the posted deadline will not be considered.
- 7.4 The Recruitment Committee (hereinafter referred to as the "Committee") will consist of:
- a) The Town CAO or his/her designate;
  - b) A representative of Town Council;
  - c) Four (4) representatives of the Department as selected by the majority vote of the Department members;
  - d) The Municipal District of Willow Creek CAO or his/her designate;
  - e) An additional representative may be asked by the CAO to participate in the recruitment process as a technical/procedural advisor only. This advisor shall not have voting rights in relation to the selection. Individuals eligible for this selection include a representative of the Fire Commissioner's Office, a current Fire Chief from a neighboring municipality, a professional human resource or recruitment consultant, or a senior member of the Department.
- 7.5 The Committee will meet within one (1) week of the deadline date to review all applications and select those candidates who are to be interviewed. All information presented to the Committee is to remain confidential. The CAO will schedule the interviews to occur within the following two (2) weeks. The Committee will then, by consensus, determine which candidate is preferred.
- 7.6 Once the preferred candidate is determined, the CAO will conduct reference checks of this candidate.
- 7.7 The results of the reference checks will be reviewed by the Committee and, on the basis of the interview, the Committee will identify the preferred candidate. It remains the responsibility of the CAO to make the final decision in this matter. In the event the preferred candidate is not approved, the CAO will explain his reasons for this decision to the Committee.
- 7.8 The CAO will contact the successful candidate and make the offer of employment. Prior to the new employee beginning work, or any other employment conditions being made, he/she will be required to review and sign a formal written offer of employment.
- 7.9 The CAO will advise Council and members of the Department of the selection at the first available opportunity. The CAO will advise all remaining candidates who received an interview of the decision.

## **SECTION 8 MEMBERSHIP**

- 8.1 Membership in the Fire Department directly operated by the Town of Claresholm will be covered by Sections 8.1 to 8.7 and Policy #GA 01-11.
- 8.2 An individual interested in becoming a member may be considered for membership 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 Committee is equivalent to the prescribed training program; and,
  - b) Is in reasonable physical condition to perform the duties requested of the Member. The Committee may, at their 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
  - c) 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.
- 8.3 Individuals wishing to become Members will supply the Hiring Committee with the following documentation, if requested:
- a) His/her criminal record check report as provided by the RCMP, which shall include a vulnerable sector check as well;
  - 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 Committee to establish compliance with requirements established by the Municipality.
- 8.4 Current members may be required to provide the Committee with the documentation noted in 8.3 upon the Municipality's request.
- 8.5 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 reasons the Member will immediately inform the Fire Chief;
  - c) Must possess Basic First Aid with Health Care Provider level CPR training. If the Member does not have this required training, they must obtain it at the first available opportunity after being employed;
  - 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 certified 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.
- 8.6 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 8.5 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.
- n) Attend a minimum number of fire calls per year (based on a percentage). Members that do not attend the minimum number shall have their membership reviewed by the Department's officers. This minimum number of fire calls shall be set by the Fire Chief and the Department's officers and documented in the Fire Department's Standard Operating Procedures.

**SECTION 9 FILLING A VACANCY FOR VOLUNTEER FIREFIGHTER**

- 9.1 The Fire Chief will first inform the CAO.
- 9.2 Advertisements will be placed in the local newspaper annually (at a minimum) for two (2) consecutive weeks. All advertisements will state the deadline for submitting applications.
- 9.3 Applications received after the posted deadline date will not be considered.
- 9.4 The Recruitment Committee (hereinafter referred to as the "Committee") consist of:
  - a) The Fire Chief or his/her designate;
  - b) The Town CAO or his/her designate;
  - c) A representative of Town Council;
  - d) Three (3) representatives of the Department as selected by the majority vote of Department members.
- 9.5 The Committee will meet within one (1) week of the deadline date to review all applications and select those candidates who are to be interviewed. All information presented to the Committee is to remain confidential. The Fire Chief will schedule the interviews to occur within the following two (2) weeks. The Committee will then, by consensus, determine which candidate is preferred. This process will include the Fire Chief doing reference checks on the candidates for the Committee.
- 9.6 The results of the reference checks will be reviewed by the Committee and, on the basis of the review, the Committee will make a final recommendation for selection to the CAO. It remains the responsibility of the CAO to make the final decision in this matter. In the event the preferred candidate is not approved, the CAO will explain his/her reasons for this decision to the Committee.
- 9.7 Once the preferred candidates are determined, these names and contact information will be forwarded to the Fire Department to keep on file.
- 9.8 The Fire Chief will keep the list of names and contact information at the Fire Hall in a secure area. These successful applicants will be considered in the event a vacancy on the Department becomes available.
- 9.9 Successful applicants' information will stay on file with the Fire Chief until such a time that the applicant is hired or withdraws their name for a Fire Department Member position.

**SECTION 10 TRAINING**

- 10.1 Only certified training courses will be paid for by the Town (course cost and member time) and must be taught by a certified trainer.
- 10.2 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) practices annually. These practices will take place at the discretion of the Fire Chief or his/her designate.
- 10.3 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.
- 10.4 Practices will commence at the discretion of the Fire Chief or his/her designate.
- 10.5 The Fire Chief will ensure the implementation of a certified training program for Members of the Fire Department.
- 10.6 The training program should include, but is not limited to, a 300 level of training in all of the following at awareness level:
  - a) Fire Suppression and Operations;
  - b) Vehicle Extrication;
  - c) Dangerous Goods Awareness;
  - d) Firefighter Safety;
  - e) Fire Apparatus Operations.

- 10.7 The Fire Chief will ensure that accurate training records are maintained for each member of the department.

#### **SECTION 11 INCIDENT COMMANDER**

- 11.1 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.
- 11.2 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 12 EMERGENCY MANAGEMENT**

- 12.1 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 13 POWERS OF MEMBERS**

- 13.1 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.
- 13.2 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 14 POWERS OF MEMBERS IN CHARGE AT INCIDENTS**

- 14.1 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.
- 14.2 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.
- 14.3 The Incident Commander may request Enforcement Officers to enforce restrictions on persons entering within the boundaries or limits outlined in Section 14.2.
- 14.4 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 15 FIRE BANS**

- 15.1 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.
- 15.2 A Fire ban imposed by the Fire Chief or CAO under Section 15.1 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 15.3, or until such time as the Fire Chief or CAO gives notice to the public that the ban has been lifted.
- 15.3 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.
- 15.4 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 16 PROPERTY IDENTIFICATION**

- 16.1 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 17 FIRE HYDRANTS**

- 17.1 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.
- 17.2 No person shall, without prior approval from the Fire Chief paint any fire hydrant, or any portion thereof.

**SECTION 18 CONTROL OF FIRE HAZARDS**

- 18.1 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.
- 18.2 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.
- 18.3 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 19 REQUIREMENT TO REPORT**

- 19.1 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.
- 19.2 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 20 OPEN FIRES**

- 20.1 "Open Fire" means a fire which is not contained within an incinerator or outdoor fireplace or barbeque in accordance with Section 21.
- 20.2 Except where provided following in 20.3, no person shall cause an open fire to be ignited or allow an open fire to continue burning.
- 20.3 An open fire is only permitted as required by town employees in performance of their assigned duties.

**SECTION 21 FIRE PITS, OUTDOOR FIREPLACES, STATIONARY & PORTABLE BARBECUES**

- 21.1 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.
- 21.2 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.
- 21.3 Subject to Section 22, 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.
- 21.4 Subject to Section 21, 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.
- 21.5 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 22 FIREWORKS**

- 22.1 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*.
- 22.2 Subject to the exceptions set out following, no person shall discharge any fireworks within the corporate limits of the Town.
- 22.3 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.
- 22.4 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.
- 22.5 No person shall be permitted to sell fireworks within the Town.

**SECTION 23 ILLEGAL FIRES**

- 23.1 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.

- 23.2 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 24 RECOVERY OF COSTS**

- 24.1 Upon the Town issuing an order or taking steps under Sections 27 or 28 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.
- 24.2 The schedule of fees for Fire Protection Charges are set out in Schedule "A" attached hereto and forming part of this Bylaw.
- 24.3 Without limiting the foregoing, a Fire Protection Charge may be imposed in the event of a False Alarm.
- 24.4 A Fire Protection Charge shall be paid within thirty (30) days of being levied.
- 24.5 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.
- 24.6 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 25 OFFENCES**

- 25.1 No person shall damage or destroy Department apparatus or supplies.
- 25.2 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.
- 25.3 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 26 PENALTIES**

**ENFORCEMENT**

26.1 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**

26.2 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.

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

**VIOLATION TAGS & TICKETS**

26.4 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.

26.5 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.

26.6 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.

26.7 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.

26.8 Notwithstanding Section 26.6, 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.

26.9 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.

26.10 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.

26.11 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 27 NOTICE**

- 27.1 Any Notice provided for in this Bylaw shall be in writing.
- 27.2 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 28 LIABILITY**

- 28.1 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.
- 28.2 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 29 SCHEDULES**

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

**SECTION 30 SEVERABILITY**

- 30.1 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 31 REPEALED**

- 31.1 Bylaw No. 1511, the "Fire Bylaw" and any amendments, are hereby repealed.

**SECTION 32 PASSAGE OF BYLAW**

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

**READ** a first time in Council this **10<sup>th</sup>** day of **January** 2011 A.D.

**READ** a second time in Council this **14<sup>th</sup>** day of **February** 2011 A.D.

**READ** a third time in Council and finally passed this      day of      2011 A.D.

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David Moore, Mayor

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Kris Holbeck, CAO

**TOWN OF CLARESHOLM  
BYLAW NO. 1558  
SCHEDULE "A"  
FIRE DEPARTMENT CHARGES**

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

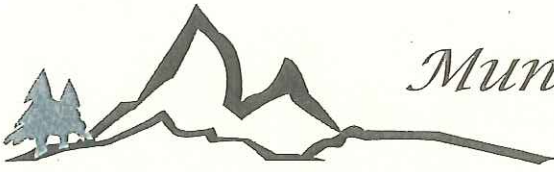
Where a vehicle is used only for transportation of firemen \$100.00 per hour per unit

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. 1558  
SCHEDULE "B"  
FINES & PENALTIES**

- 19.1 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
- 19.2 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
- 20.1 No person shall cause an open fire to be ignited or allow an open fire to continue burning, except where provided in 20.2.
- \$500 first offence            \$750 second offence
- 21.4 Fire pit, outdoor fireplaces, stationary & portable barbecue regulations.
- \$300 first offence            \$500 second offence
- 22.2 No person shall discharge any fireworks within the corporate limits of the Town, subject to the exceptions set out in 22.3.
- \$250 first offence            \$500 second offence
- 22.5 No person shall be permitted to sell fireworks within the Town.
- \$300 first offence            \$500 second offence
- Section 22 – all subsections 22.1, 22.3 and 22.4
- \$500 first offence            \$750 second offence



# *Municipal District of Willow Creek*

*Office of the Reeve*

*www.mdwillowcreek.com*  
*#26, Highway 520 West,*  
*Claresholm Industrial Area*  
*Box 550, Claresholm Alberta T0L 0T0*

*Office: (403) 625-3351*  
*Fax: (403) 625-3886*  
*Shop: (403) 625-3030*  
*Toll Free: 888-337-3351*

February 9, 2011

Honourable Gene Zwozdesky  
Minister of Health and Wellness  
Government of Alberta  
#208 Legislature Building  
10800-97<sup>th</sup> Avenue  
Edmonton, Alberta  
T5K 2B6

Dear Sir:

Please consider this as our request to meet with you during the Spring Convention of the Alberta Association of Municipal Districts and Counties.

The matter that we wish to discuss with you is the changes expected regarding the notice sent by Chinook Emergency Services, that after 30 years they will no longer be providing ambulance services to the Town of Claresholm and the surrounding areas of the Municipal District as of July 2011. While we are confident that the service will be maintained or even enhanced to an ALS service, we wish to make clear, our desire is that the service remain in Claresholm and that the number of ambulances and level of service be enhanced not reduced. The Claresholm General Hospital is an integral part of rural health services and given the fact that we have an active Rural Physicians Recruitment Committee we wish to meet with you to reinforce our position.

We wish to thank you for your time at the fall convention where we discussed food services in our auxiliary hospital and health centers. We enjoyed the opportunity to bring matters to your attention and we look forward to a continued positive relationship with Alberta Health Services.

The Spring AAMDC Convention will take place March 21, 22 and 23, 2011, in Edmonton. We are available during that time, at your convenience. Thank you for your anticipated positive response to this request.

Yours truly,

Henry Van Hierden  
Reeve

c.c. **Town of Claresholm**



# Willow Creek Composite High School

P.O. BOX 219, CLARESHOLM, ALBERTA T0L 0T0  
MAIN OFFICE (403) 625-3387; FAX (403) 625-3289

February 8, 2011

Hi:

It is once again the time of year when the Willow Creek Composite High School Yearbook Committee is in the process of seeking financial support for the school yearbook. This yearbook has an exciting new format and the entire book will be in color. Your \$50 donation is greatly appreciated.

Every year, WCCHS publishes a yearbook for the students who attend the school. Your sponsorship reduces the cost to the students and makes the production of a high quality yearbook possible.

To thank you for your support, a picture of your business will appear in the 2011 yearbook. Please make your donation payable to WCCHS Yearbook before March 1, 2011.

If you have any further questions, please contact us at 403-625-3387. Thank you for your continued support of the WCCHS yearbook.

Sincerely,

*Maxine Middleton*

Maxine Middleton

Yearbook Committee

There is no record of the Town of Claresholm contributing to advertising in the high school yearbook, at least in the past five years. kw



Sponsorship paid in  
2010 was \$300. kw

**Foothills High School Rodeo Club**  
**Box 2379, Claresholm, Alberta, T0L 0T0**

**TO: Town of Claresholm**

I would like to thank you very much for your generous donation for our 2010 Rodeo. Once again we are hosting a High School Rodeo in 2011 and it is to be held March 19 and 20<sup>th</sup> at the Claresholm Agriplex. Without donations from Companies like yourself, we are not able to put on such a successful rodeo each year.

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

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

Attached is a list of the three levels of sponsorship. Your contribution will sponsor one of ten events. As a sponsor your name will appear in the rodeo program each day, as well as the announcer mentions the sponsors several times during each performance.

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

Yours truly,

Trent Petersen  
Foothills High School Rodeo Club Member

403-625-4356 - TRENT

**FOOTHILLS HIGH SCHOOL RODEO CLUB  
SPONSORSHIP FORM**

DATE: \_\_\_\_\_

Sponsors Name: \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone#: \_\_\_\_\_

Contact Name: \_\_\_\_\_

**RODEO CLUB MEMBER:** \_\_\_\_\_

Telephone#: \_\_\_\_\_

**SPONSOR PACKAGES**

**GOLD:** *Event Sponsorship - \$300* \_\_\_\_\_

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

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

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

**BRONZE:** *Program Advertising - \$75* \_\_\_\_\_

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

# **INFORMATION ITEMS**





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

Page 1 of 5  
February 18, 2011  
2:14:50 PM

| <b>Cheque #</b> | <b>Cheque Date</b> | <b>CEO</b> | <b>CAO</b> | <b>Vendor # Name</b>                            | <b>Amount</b>        |
|-----------------|--------------------|------------|------------|---|----------------------|
|                 |                    |            |            |   | <b>Batch # 14493</b> |
| 43425           | 2011-01-05         |            |            | 650 ALBERTA BLUE CROSS                          | 4,469.50             |
| 43426           | 2011-01-05         |            |            | 786517 AMSC INSURANCE SERVICES LTD.             | 5,615.02             |
| 43427           | 2011-01-05         |            |            | 786195 Benchmark Assessment Consultants Inc.    | 3,515.40             |
| 43428           | 2011-01-05         |            |            | 12350 CHINOOK COUNTRY TOURIST ASSOC.            | 4,410.00             |
| 43429           | 2011-01-05         |            |            | 786751 LGAA                                     | 170.00               |
| 43430           | 2011-01-05         |            |            | 65040 MUNICIPAL INFORMATION SYSTEMS             | 4,039.02             |
| 43431           | 2011-01-05         |            |            | 71400 Oldman River Regional Services Commission | 20,327.00            |
| 43432           | 2011-01-05         |            |            | 71401 OLDMAN WATERSHED COUNCIL                  | 1,110.00             |
| 43433           | 2011-01-05         |            |            | 786156 Q.E.D. ENTERPRISES LTD.                  | 881.49               |
| 43434           | 2011-01-05         |            |            | 900000 DR. BAHN AL-YOUSIF                       | 4,500.00             |
| 43435           | 2011-01-05         |            |            | 900000 DR. FRASER LEISHMAN                      | 4,500.00             |
| 43436           | 2011-01-05         |            |            | 900000 DR. SCOTT SMITH                          | 4,500.00             |
|                 |                    |            |            |   | 58,037.43            |



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

Page 2 of 5  
February 18, 2011  
2:14:50 PM

| <b>Cheque #</b> | <b>Cheque Date</b> | <b>CEO</b> | <b>CAO</b> | <b>Vendor # Name</b>                         | <b>Amount</b>    |
|-----------------|--------------------|------------|------------|--|------------------|
|                 |                    |            |            | <b>Batch # 14538</b>                         |                  |
| 43437           | 2011-01-14         |            |            | 850 AG-LINE                                  | 655.34           |
| 43438           | 2011-01-14         |            |            | 600 ALBERTA ASSOCIATION OF M.D.'S            | 10,235.10        |
| 43439           | 2011-01-14         |            |            | 1025 ALBERTA ONE CALL LOCATION CORP          | 18.90            |
| 43440           | 2011-01-14         |            |            | 6390 BISHOFF AUTO & AG CENTRE                | 136.37           |
| 43441           | 2011-01-14         |            |            | 786168 BLACK PRESS GROUP LTD.                | 473.71           |
| 43442           | 2011-01-14         |            |            | 6805 BROWNLEE LLP                            | 550.20           |
| 43443           | 2011-01-14         |            |            | 786578 CENTRAL SHARPENING LTD.               | 91.35            |
| 43444           | 2011-01-14         |            |            | 786724 CITY OF CALGARY, CITY CASHIER 8042    | 171.15           |
| 43445           | 2011-01-14         |            |            | 13660 CLARESHOLM LOCAL PRESS                 | 2,105.98         |
| 43446           | 2011-01-14         |            |            | 14085 CLARESHOLM NAPA AUTO                   | 973.29           |
| 43447           | 2011-01-14         |            |            | 786141 CLARESHOLM TAXI                       | 697.50           |
| 43448           | 2011-01-14         |            |            | 786058 Corporate Express                     | 87.37            |
| 43449           | 2011-01-14         |            |            | 785951 DB PERKS & ASSOCIATES LTD.            | 283.24           |
| 43450           | 2011-01-14         |            |            | 76356 Excel Telecommunications (Canada) Inc. | 24.39            |
| 43451           | 2011-01-14         |            |            | 786257 FOOTHILLS FORD SALES                  | 214.16           |
| 43452           | 2011-01-14         |            |            | 786597 FOOTHILLS HOME IMPROVEMENTS           | 210.00           |
| 43453           | 2011-01-14         |            |            | 786800 GDM ELECTRIC LTD.                     | 70.61            |
| 43454           | 2011-01-14         |            |            | 31955 GREYHOUND COURIER EXPRESS              | 25.82            |
| 43455           | 2011-01-14         |            |            | 49980 HARRY'S TIRE SALES (1984) LTD.         | 982.11           |
| 43456           | 2011-01-14         |            |            | 36800 HOME HARDWARE                          | 1,142.32         |
| 43457           | 2011-01-14         |            |            | 786186 K & R HOME & LAWN SERVICES            | 168.00           |
| 43458           | 2011-01-14         |            |            | 51050 KAZ'S SERVICE                          | 569.87           |
| 43459           | 2011-01-14         |            |            | 786267 LAWSON PRODUCTS INC.                  | 566.28           |
| 43460           | 2011-01-14         |            |            | 786704 MINISTER OF FINANCE (LT)              | 18.00            |
| 43461           | 2011-01-14         |            |            | 786905 ONECONNECT SERVICES INC. T46194       | 71.48            |
| 43462           | 2011-01-14         |            |            | 786635 PCO SERVICES CORPORATION              | 178.50           |
| 43463           | 2011-01-14         |            |            | 97050 PHARMASAVE                             | 28.29            |
| 43464           | 2011-01-14         |            |            | 786180 RICOH CANADA INC.                     | 258.20           |
| 43465           | 2011-01-14         |            |            | 786468 SHAW CABLE                            | 57.70            |
| 43466           | 2011-01-14         |            |            | 13525 SOBEYS CLARESHOLM                      | 1,700.61         |
| 43467           | 2011-01-14         |            |            | 900 TELUS                                    | 546.03           |
| 43468           | 2011-01-14         |            |            | 4090 WARNACO SWIMWEAR GROUP                  | 81.38            |
| 43469           | 2011-01-14         |            |            | 111705 WC CLASS II REGIONAL LANDFILL         | 6,892.42         |
| 43470           | 2011-01-14         |            |            | 900000 977262 ALBERTA LTD.                   | 300.00           |
| 43471           | 2011-01-14         |            |            | 900000 CLARESHOLM MINOR HOCKEY               | 82.50            |
| 43472           | 2011-01-14         |            |            | 900000 CORBETT, KRISTEN                      | 155.48           |
| 43473           | 2011-01-14         |            |            | 900000 CRS CraneSystems Inc.                 | 1,732.50         |
| 43474           | 2011-01-14         |            |            | 900000 LAERDAL MEDICAL CANADA LTD.           | 91.46            |
|                 |                    |            |            |  | <b>32,647.61</b> |



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| <b>Cheque #</b> | <b>Cheque Date</b> | <b>CEO</b> | <b>CAO</b> | <b>Vendor # Name</b>                             | <b>Amount</b>        |
|-----------------|--------------------|------------|------------|--|----------------------|
|                 |                    |            |            |  | <b>Batch # 14545</b> |
| 43475           | 2011-01-17         |            |            | 650 ALBERTA BLUE CROSS                           | 5,667.10             |
| 43476           | 2011-01-17         |            |            | 786903 Alberta Municipal Enforcement Association | 335.00               |
| 43477           | 2011-01-17         |            |            | 786285 ALTALIS JV                                | 132.30               |
| 43478           | 2011-01-17         |            |            | 786517 AMSC INSURANCE SERVICES LTD.              | 2,911.32             |
| 43479           | 2011-01-17         |            |            | 786670 ART IN CANADA INC.                        | 630.00               |
| 43480           | 2011-01-17         |            |            | 786189 BIG SKY DODGE CHRYSLER 2008 LTD           | 15.33                |
| 43481           | 2011-01-17         |            |            | 786141 CLARESHOLM TAXI                           | 454.50               |
| 43482           | 2011-01-17         |            |            | 14205 CLEAN BRITE CHEMICAL SERVICES LTD.         | 457.54               |
| 43483           | 2011-01-17         |            |            | 785973 CLEARTECH INDUSTRIES INC.                 | 306.29               |
| 43484           | 2011-01-17         |            |            | 786420 COMMERCIAL SOLUTIONS INC.                 | 486.53               |
| 43485           | 2011-01-17         |            |            | 786727 FOOTHILLS REGIONAL E.M.S.                 | 8,762.25             |
| 43486           | 2011-01-17         |            |            | 786136 JOE JOHNSON EQUIPMENT INC.                | 1,886.31             |
| 43487           | 2011-01-17         |            |            | 786186 K & R HOME & LAWN SERVICES                | 698.25               |
| 43488           | 2011-01-17         |            |            | 786359 KLEARWATER EQUIPMENT AND TECHNOLOGIES     | 10,710.00            |
| 43489           | 2011-01-17         |            |            | 56200 LOCAL AUTHORITIES PENSION PLAN             | 9,341.86             |
| 43490           | 2011-01-17         |            |            | 786167 PITNEY BOWES GLOBAL CREDIT SERVICES       | 341.75               |
| 43491           | 2011-01-17         |            |            | 786722 PLANET CLEAN (CALGARY) LTD.               | 421.04               |
| 43492           | 2011-01-17         |            |            | 786453 PRAXAIR CANADA INC.                       | 787.50               |
| 43493           | 2011-01-17         |            |            | 786536 R P WATERWORKS INC.                       | 1,099.56             |
| 43494           | 2011-01-17         |            |            | 86300 RECEIVER GENERAL FOR CANADA                | 16,466.69            |
| 43495           | 2011-01-17         |            |            | 91377 SOUTHERN AB RECREATION ASSOC.              | 100.00               |
| 43496           | 2011-01-17         |            |            | 91710 STINTECH ELECTRONICS                       | 594.66               |
| 43497           | 2011-01-17         |            |            | 786849 TJ'S TREE TRIMMING                        | 84.00                |
| 43498           | 2011-01-17         |            |            | 900000 ACADEMY OF LEARNING                       | 355.00               |
| 43499           | 2011-01-17         |            |            | 900000 THE CO-OPERATORS                          | 1,500.00             |
|                 |                    |            |            |  | <b>64,544.78</b>     |



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| <b>Cheque #</b> | <b>Cheque Date</b> | <b>CEO</b> | <b>CAO</b> | <b>Vendor # Name</b>                                | <b>Amount</b>        |
|-----------------|--------------------|------------|------------|---|----------------------|
|                 |                    |            |            |   | <b>Batch # 14561</b> |
| 43500           | 2011-01-21         |            |            | 786657 Claresholm & District Transportation Society | 5,000.00             |
| 43501           | 2011-01-21         |            |            | 76150 Claresholm Animal Rescue Society              | 15,000.00            |
| 43502           | 2011-01-21         |            |            | 13175 CLARESHOLM COMMUNITY CENTRE HALL BOARD        | 10,000.00            |
| 43503           | 2011-01-21         |            |            | 786465 CLARESHOLM GOLF CLUB                         | 20,000.00            |
| 43504           | 2011-01-21         |            |            | 13600 CLARESHOLM PUBLIC LIBRARY                     | 50,000.00            |
| 43505           | 2011-01-21         |            |            | 786141 CLARESHOLM TAXI                              | 513.00               |
| 43506           | 2011-01-21         |            |            | 786502 CLV HOME SPRING WATER LTD.                   | 6.75                 |
| 43507           | 2011-01-21         |            |            | 14246 COMMUNITY EMPLOYMENT SERVICES                 | 210.00               |
| 43508           | 2011-01-21         |            |            | 786540 DIRECT ENERGY REGULATED SERVICES             | 85.64                |
| 43509           | 2011-01-21         |            |            | 786202 EXOVA  | 144.90               |
| 43510           | 2011-01-21         |            |            | 786240 GAMMEL'S PLUMBING HEATING & GASFITTING       | 288.55               |
| 43511           | 2011-01-21         |            |            | 786186 K & R HOME & LAWN SERVICES                   | 42.00                |
| 43512           | 2011-01-21         |            |            | 56155 LIFESAVING SOCIETY                            | 284.86               |
| 43513           | 2011-01-21         |            |            | 61467 MIDFIELD SUPPLY ULC B3999                     | 33.36                |
| 43514           | 2011-01-21         |            |            | 65040 MUNICIPAL INFORMATION SYSTEMS                 | 889.02               |
| 43515           | 2011-01-21         |            |            | 76300 PEDERSEN TRANSPORT LTD.                       | 1,686.84             |
| 43516           | 2011-01-21         |            |            | 91265 SCHUWEILER, MIKE                              | 500.00               |
| 43517           | 2011-01-21         |            |            | 786824 SOUTHERN REWIND LIMITED                      | 320.68               |
| 43518           | 2011-01-21         |            |            | 900 TELUS   | 1,403.73             |
| 43519           | 2011-01-21         |            |            | 900000 BREATHE EASY DUCT CLEANING LTD.              | 630.00               |
| 43520           | 2011-01-21         |            |            | 900000 CRS CRANESYSTEMS INC.                        | 630.00               |
| 43521           | 2011-01-21         |            |            | 900000 PTL TRAILERS                                 | 1,513.72             |
|                 |                    |            |            |   | <hr/> 109,183.05     |
|                 |                    |            |            |   | <b>Batch # 14562</b> |
| 43522           | 2011-01-21         |            |            | 11250 CANADIAN LINEN SUPPLY                         | 389.15               |
| 43523           | 2011-01-21         |            |            | 13125 Claresholm Mental Health & Addictions         | 99.64                |
| 43524           | 2011-01-21         |            |            | 26201 FERG'S SEPTIC SERVICE                         | 2,186.63             |
| 43525           | 2011-01-21         |            |            | 61350 JACK WATSON SPORTS INC.                       | 1,989.75             |
| 43526           | 2011-01-21         |            |            | 56155 LIFESAVING SOCIETY                            | 30.00                |
| 43527           | 2011-01-21         |            |            | 786872 MPE ENGINEERING LTD.                         | 5,328.75             |
| 43528           | 2011-01-21         |            |            | 786428 NEXEN MARKETING                              | 55,990.76            |
| 43529           | 2011-01-21         |            |            | 786205 PIPELINE WATER CO-OP LTD.                    | 50.00                |
| 43530           | 2011-01-21         |            |            | 786085 SUPERIOR PROPANE INC.                        | 904.83               |
| 43531           | 2011-01-21         |            |            | 101400 UNITED FARMERS OF ALBERTA                    | 1,114.13             |
|                 |                    |            |            |   | <hr/> 68,083.64      |
|                 |                    |            |            |   | <b>Batch # 14583</b> |
| 43532           | 2011-01-28         |            |            | 14205 CLEAN BRITE CHEMICAL SERVICES LTD.            | 1,060.58             |
| 43533           | 2011-01-28         |            |            | 61350 JACK WATSON SPORTS INC.                       | 561.12               |
| 43534           | 2011-01-28         |            |            | 65000 MUNICIPAL DISTRICT OF WILLOW                  | 9,525.05             |
|                 |                    |            |            |   | <hr/> 11,146.75      |



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| <b>Cheque #</b> | <b>Cheque Date</b> | <b>CEO</b> | <b>CAO</b> | <b>Vendor # Name</b>                             | <b>Amount</b>        |
|-----------------|--------------------|------------|------------|--|----------------------|
|                 |                    |            |            |  | <b>Batch # 14585</b> |
| 43535           | 2011-01-31         |            |            | 786903 Alberta Municipal Enforcement Association | 60.00                |
| 43536           | 2011-01-31         |            |            | 786670 ART IN CANADA INC.                        | 1,470.00             |
| 43537           | 2011-01-31         |            |            | 2550 AUMA  | 3,388.44             |
| 43538           | 2011-01-31         |            |            | 13250 CLARESHOLM CHILD CARE SOCIETY              | 2,183.50             |
| 43539           | 2011-01-31         |            |            | 786641 CLARESHOLM REGISTRIES                     | 9.45                 |
| 43540           | 2011-01-31         |            |            | 785973 CLEARTECH INDUSTRIES INC.                 | 813.49               |
| 43541           | 2011-01-31         |            |            | 14246 COMMUNITY EMPLOYMENT SERVICES              | 90.00                |
| 43542           | 2011-01-31         |            |            | 786186 K & R HOME & LAWN SERVICES                | 36.75                |
| 43543           | 2011-01-31         |            |            | 56155 LIFESAVING SOCIETY                         | 225.00               |
| 43544           | 2011-01-31         |            |            | 56200 LOCAL AUTHORITIES PENSION PLAN             | 9,343.83             |
| 43545           | 2011-01-31         |            |            | 66100 NATIONAL SECRETARY-TREASURER               | 1,212.77             |
| 43546           | 2011-01-31         |            |            | 786722 PLANET CLEAN (CALGARY) LTD.               | 281.38               |
| 43547           | 2011-01-31         |            |            | 86300 RECEIVER GENERAL FOR CANADA                | 16,995.03            |
| 43548           | 2011-01-31         |            |            | 786468 SHAW CABLE                                | 57.70                |
| 43549           | 2011-01-31         |            |            | 900 TELUS  | 2,923.26             |
| 43550           | 2011-01-31         |            |            | 900000 ANDERSON, LISA                            | 15.00                |
| 43551           | 2011-01-31         |            |            | 900000 COLEMAN, TRAVIS                           | 32.78                |
| 43552           | 2011-01-31         |            |            | 900000 LANGE, ROBERT                             | 500.00               |
| 43553           | 2011-01-31         |            |            | 900000 MISS MOLLY ENTERPRISES INC.               | 315.00               |
| 43554           | 2011-01-31         |            |            | 900000 PRINTY RUBBER STAMP                       | 84.48                |
| 43555           | 2011-01-31         |            |            | 900000 STARLING, KELLY                           | 79.95                |
| 43556           | 2011-01-31         |            |            | 900000 TRAVIS, WANINA                            | 150.00               |
|                 |                    |            |            |  | 40,267.81            |
| <b>Total</b>    |                    |            |            |  | <b>383,911.07</b>    |

Claresholm & District Chamber of Commerce Society  
February 15, 2011 Meeting Minutes

Attendance: 16

Meeting held at Douro's

Call meeting to order: Russell Sawatzky, President

Additions to Agenda: none

Approval of Agenda: motion by Linda Petryshen

Additions or corrections to Dec minutes: none

Approval of Dec minutes: motion by Val Umscheid

Guest Speaker: John Grove, AltaLink-Southern Alberta Transmission presentation concerning their role distributing electricity. New project to bring wind power from Southern Alberta to the grid. Open house: Claresholm: Wed March 2 – 4:00-8:00 pm at the Community Centre. For more information contact Russell or Nancy.

Calendar:

April 15 – Volunteer Appreciation Dinner

June – Flower pots hung

Fri June 24– Mexican Fiesta

Fair Days – August 13 & 14 – float-yes, include Citizen of the Year

2012 Trade Fair – February 3 & 4

Committee Reports

Memberships: Roxanne Thompson-have been sent out, 13 memberships so far. Kaleidoscope Travel not yet receiving e-mails- Nancy will follow up to get new e-mail address

Mexican Fiesta: date established-above

Financial: Sue Gour: Financial Report presented at AGM: Dec 31/10  
balance: \$24,115.42

Town Report: none

MD Report: none

Trade Fair: Don Leonard: successful event, 1452 people attended, 68 booths, 14 on a waiting list. Sponsors: Dairy Queen and Graham Auctions. 934 attended from the town, one exhibitor from Toronto, also BC. Only 1 not returning. Feedback was that exhibitors missed having hamburgers & hot dogs (last year comments stated

participants wanted more healthy food). Sole exhibitors asked for “relief” to be provided. Exhibitors happy with the venue. Exhibitors expressed a desire for internet access. Motion by Don that a letter to be sent to the community centre board asking about this and offering to help establish internet connection. Wilf Gour seconded this motion. All in favour, carried. Sue suggested Chamber could sponsor this upgrade. \$20,000-gross, around \$6000-7000 net revenue. Greater demand for booths this year. Help needed with tear-down-paid hourly. Marilyn Curry suggested Grad Society and Football teams looking for fund raising opportunities could be approached in future.

\*Thank you to everyone who worked on this successful event!

Citizen & Jr Citizen of the Year Awards-nominations must be submitted in writing to Roxanne at the Local Press.

### New Business

Russell reported that the Chamber by-laws state that the President can serve for 2 years only. A motion is needed to amend by-law as Russell is in his 3<sup>rd</sup> year as President. Marilyn made motion to amend by-law. Damon 2<sup>nd</sup>ed. Don: amended this motion to make an exception to the by law to allow Russell to serve another year instead of amending the by-law. Seconded by Damon Larkin. (1<sup>st</sup> motion was defeated) Passed as amended.

### New Directors

Russell suggests that the Chamber's board of directors be updated as some listed directors do not attend or participate any more. The following new directors were nominated by Russell: Marilyn Curry & Roxanne Thompson to stay on Tony Walker, Damon Larkin, Linda Petryshen, Don Leonard and Wilf Gour – will stand as new directors. Russell asks that directors commit to attending 10 meetings per year (none in July & August). Marilyn nominated Val Umscheid, 2<sup>nd</sup>ed by Linda Petryshen. Vote: carried – 8 directors.

### Change in Meeting Format/frequency

Russell proposes a change in the meeting format-monthly meetings for executive & board only. Motion: to change: 2nded by Val. Wilf asked for clarification: are all members welcome if they have a specific concern.

Meetings open to all members will be held 3x per year plus the AGM. These could possibly be evening/dinner meetings.

Roxanne: the purpose of the Chamber is to help businesses, not just beautification. The Chamber needs to focus more on the business aspect. This new meeting format may encourage more networking, new members and those who do want to commit to monthly meetings, to attend the quarterly meetings. Quarterly meetings could be less formal and encourage more input from members who cannot or do not wish to attend monthly meetings.

Don: members' ability to vote should not be restricted

Roxanne: voting would still be available at the quarterly meetings, but the elected executive makes decisions on a day-to-day basis.

Sue: Chamber members will still be encouraged to participate and attend the general meetings. This format would be more efficient.

Motion: It is proposed that the Claresholm Chamber of Commerce have monthly meetings that include the board (directors) and the executive monthly with 3 general meetings per year plus the AGM.

Possible general meetings could be scheduled in conjunction with Small Business Week, before the summer break, October and the AGM in January of each year.

Wilf: If somebody comes to the meeting, would verbal input still be allowed? Yes, the only restriction is voting or making a motion, but discussion is welcome. Members are always welcome to give feedback and input to board members.

Motion to accept this new meeting format was voted on and carried.

-The Chamber website needs to be updated. Doug Symonds is listed as webpage contact-this will be changed to Russell.

New 2011 projects: suggestions: Gazebo in Amundsen Park; finish Ringrose Park-a gateway entrance and mural on Al's Pets & Plants wall. Gazebo – maybe the Chamber could work with other service



organizations. These possible projects will be discussed further at future meetings.

Correspondence:

-request received from the Claresholm Museum for an increased donation of \$1500 instead of \$1000 to fund a web “hotspot” for travellers to access.

-Citizen of the Year nomination received. Nancy will let nominator know that they need to submit this in writing to Roxanne.

-Fair Board-bi-yearly donation to continue for Fair Board booklet ad.

-\$500 donation to Volunteer Appreciation Dinner to be given again this year. Roxanne to present the awards. She has already ordered the plaques. Roxanne will contact Kristein O'Neil to let her know the details of this project.

Motion to adjourn: Linda Petryshen – 1:20 pm.

Next meeting: Tuesday, March 15th, 2011 at Casa Roma, noon - 1:00pm for Executive & Directors

**Please circulate to Mayor/Reeve and Council for information**



## OLDMAN RIVER REGIONAL SERVICES COMMISSION

### **MINUTES - 1 (2011)**

### **EXECUTIVE COMMITTEE MEETING**

**Wednesday, January 12, 2011 – 7:30 p.m.**

**ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)**

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#### **EXECUTIVE COMMITTEE:**

Terry Michaelis - *Chair*

Gordon Wolstenholme - *Vice-Chair*

Henry Van Hierden

Doug MacPherson (absent)

Dick Fenton

Henry Doeve (absent)

Mike Selk

#### **STAFF:**

Lenze Kuiper – *Director*

Barb Johnson – *Executive Secretary*

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#### **AGENDA:**

1. **Approval of Agenda** – January 12, 2011.....
2. **Approval of Minutes** – November 10, 2010 ..... (attachment)
3. **Business Arising from the Minutes**
4. **New Business**
  - (a) New Executive Orientation.....
    - (i) ORRSC Bylaw 2004-1 .....(handout)
    - (ii) Policy Manual.....
  - (b) Correspondence
    - (i) M.D. of Taber re: Authorization to Prescribe Charges & Fees ..... (attachment)
    - (ii) ORRSC to Member Municipalities re: Basic Services Fee ..... (attachment)
    - (iii) Stringam Denecky re: General Information & Audit Letter..... (attachment)
    - (iv) Jim Steed, Town of Raymond re: Service Recognition Gift.....(handout)
  - (c) Meeting with Evan Berger – Update .....
  - (d) M.D. of Rocky View Presentation – Update.....
  - (e) Calgary Regional Partnership GIS Workshop – Update.....
  - (f) Bill 41 MGA Amendment – Community Services Reserve..... (attachment)
  - (g) Subdivision and Development Regulation Amendment ..... (attachment)
  - (h) Planning Projects 2011 - 2012..... (attachment)
  - (i) Keith Wilson – Public Information Meeting .....(handout)

5. **Accounts**
    - (a) Office Accounts –
      - (i) October 2010 ..... (attachment)
      - (ii) November 2010..... (attachment)
    - (b) Financial Statements –
      - (i) January 1 - October 31, 2010 ..... (attachment)
      - (ii) January 1 - November 30, 2010 .....(handout)
  6. **Director’s Report** .....
  7. **Executive Report** .....
  8. **Adjournment**.....
- 

CHAIR TERRY MICHAELIS CALLED THE MEETING TO ORDER AT 7:35 P.M.

**1. APPROVAL OF AGENDA**

**Moved by: Dick Fenton**

THAT the Executive Committee approves the agenda, as amended:

- ADD: 4(b)(iv) Jim Steed, Town of Raymond re: Service Recognition Gift
- 4(i) Keith Wilson – Public Information Meeting **CARRIED**

**2. APPROVAL OF MINUTES**

**Moved by: Gordon Wolstenholme**

THAT the Executive Committee approves the minutes of November 10, 2010, as presented. **CARRIED**

**3. BUSINESS ARISING FROM THE MINUTES**

- Dick Fenton suggested the issue of raising sufficient funds through membership fees should be discussed again at a future meeting. Committee members agreed that long-term sustainable funding options need to be investigated.

**4. NEW BUSINESS**

**(a) New Executive Orientation**

- (i) **ORRSC Bylaw 2004-1**
- (ii) **Policy Manual**
  - The Director would like to start a review of both the ORRSC Bylaw 2004-1 and the Policy Manual. A Policy Manual review was initiated in 2005, but was never finished. Timeline for completion is the end of 2011.

**(b) Correspondence**

**(i) M.D. of Taber re: Authorization to Prescribe Charges & Fees**

- On December 2, 2010 under recommendation of the Executive Committee, the Board of Directors approved an increase to the Subdivision Application Fee from \$300 to \$500 effective January 1, 2011. In a letter dated December 17, 2010 the Director responded to a request from Municipal District of Taber Councillor Don Johnson, explaining ORRSC's authorization to prescribe charges and fees for services.
- The Municipal District of Taber Subdivision and Development Authority replied in a letter dated December 20, 2010 recommending to the Board of Directors of ORRSC that a review of the Commission bylaws governing the process of fee changes be undertaken. Specifically that any changes to fee structures be referred to member councils for review prior to adoption by the Commission.

**(ii) ORRSC to Member Municipalities re: Basic Services Fee**

- As recommended by the Executive Committee, on December 2, 2010 the Board of Directors approved the establishment of a "Minimum Base Rate" for the "Basic Services Fee" of \$1,500 effective January 2012. As per the requirement to provide a year's notice of any fee changes over 5%, letters were sent to all member municipalities on December 21, 2010 informing them of this change.

**(iii) Stringam Denecky re: General Information & Audit Letter**

- Paul Pharo of Stringam Denecky has been appointed a Provincial Court Judge effective December 6, 2010. Therefore, Mr. Kurt E. Schlachter will be taking over ORRSC's file after his departure.

**(iv) Jim Steed, Town of Raymond re: Service Recognition Gift**

- Jim Steed, former Board member representing the Town of Raymond, sent an email thanking ORRSC for his service recognition gift and expressing his appreciation to Bonnie Brunner for the phenomenal job she does as the Town's planning advisor.

**(c) Meeting with Evan Berger – Update**

- The Regional Advisory Committee (RAC) completed their work and has submitted their advisory paper to the Province. At a meeting with Lenze Kuiper and Mike Burla on December 10, Mr. Berger suggested ORRSC aid in vetting the paper (we were the only group that submitted a paper summarizing all the issues). If ORRSC agrees to vet the paper, it would be done from our municipalities' perspective and some reimbursement from the Province would be required.

**(d) Calgary Regional Partnership GIS Workshop – Update**

- The Director attended a Calgary Regional Partnership GIS Workshop on December 14, 2010 at Cochrane Ranch. The CRP has hired a consultant (O2) as well as a firm from Boston to investigate this. There seems to be a division between the haves and have-nots, with smaller communities wondering how to get into GIS. One possible solution would be for them to begin with ORRSC and share their information with Calgary later.

**(e) M.D. of Rocky View Presentation – Update**

- Also on December 14, 2010 the Director presented the highlights and a synopsis of our *Municipal Perspectives: Position Paper on the South Saskatchewan Regional Plan* at the M.D. of Rocky View. It appears that all municipalities have the same pressures as the Position Paper addressed the exact issues they are concerned with. Representatives from the Province also presented at the meeting. We will continue to stay in touch with the M.D. of Rocky View and will include them in any future actions regarding the plan.

**(f) Bill 41 MGA Amendment – Community Services Reserve**

- Municipal Affairs issued Information Bulletin Number 09/10 amending the *Municipal Government Act* with respect to community reserves. This legislation created a new category of reserve land designation, Community Services Reserve (CSR), for surplus school building sites. The CSR designation can only be applied to the building envelope portion of municipal or school reserves where the school board declares that it no longer requires the site for school purposes. CSR lands can be used for a broader range of public purposes that benefit the community.

**(g) Subdivision and Development Regulation Amendment**

- Municipal Affairs issued Information Bulletin Number 10/10 amending the Subdivision and Development Regulation by Order in Council of November 24, 2010 by adding a new section 18.1 as follows:

*18.1 a development authority may not require, as a condition of a completed development permit application, the submission to and approval by Council of a report regarding the development.*

- The Government was made aware of a situation where a municipality required that an applicant, for certain types of development permits, submit and receive approval of a report from council prior to submitting the development permit application. This process is not consistent with the separation of administrative and council processes outlined in Part 17 of the *Municipal Government Act*. Steps were required to ensure that the right to apply for and appeal a decision on a development permit is not restricted by requirements for applicants to provide a Council approved report respecting that development with their application.
- This amendment does not affect the ability of the municipality or development authority to require an applicant to enter into a development agreement or pay development levies or off site charges approved by Council.

**(h) Planning Projects 2011 - 2012**

- A list of current long-term plan requests from municipalities for the next two years was attached to the agenda for information.

**(i) Keith Wilson – Public Information Meeting**

- Some of our municipalities' CAOs have been phoning us about public information meetings with guest speaker Keith Wilson, a lawyer from St. Albert, regarding "New Landowner Laws" (Bill 19, Bill 36 and Bill 50) and Proposed Transmission Projects. A presentation can be viewed on YouTube.

Moved by: Mike Selk

THAT the Executive Committee receives items 4(a) to 4(i), as information.

CARRIED

5. ACCOUNTS

(a) Office Accounts –

(i) October 2010

|      |                                       |  |                           |
|------|---------------------------------------|--|---------------------------|
| 5160 | Staff Field Expense .....             | M. Denis .....   | \$ 18.99                  |
| 5185 | Planning Intern Expenses .....        | M. Denis .....   | 54.00                     |
| 5185 | Planning Intern Expenses.....         | B. Gray .....  | 1,806.70                  |
| 5185 | Planning Intern Expenses.....         | B. Gray .....  | 808.91                    |
| 5151 | Vehicle Gas & Maintenance .....       | Imperial Oil .....                                       | 511.75                    |
| 5151 | Vehicle Gas & Maintenance .....       | Bridge City Chrysler .....                               | 51.95                     |
| 5170 | Staff Conference & Area .....         | Lethbridge College .....                                 | 141.95                    |
| 5280 | Janitorial Services .....             | Madison Ave. Business Services .....                     | 575.00                    |
| 5285 | Building Maintenance .....            | Westburne .....  | 87.26                     |
| 5285 | Building Maintenance .....            | Weing's Sprinkler .....                                  | 80.00                     |
| 5310 | Telephone .....                       | Bell Mobility .....                                      | 891.64                    |
| 5310 | Telephone .....                       | Telus .....  | 431.13                    |
| 5580 | Equipment & Furniture Rental .....    | Telus .....  | 294.24                    |
| 5320 | General Office Supplies .....         | Desk'N File .....  | 24.00                     |
| 5320 | General Office Supplies .....         | Grand & Toy .....  | 77.20                     |
| 5320 | General Office Supplies .....         | Petty Cash (paper towels, calendars,<br>batteries) ..... | 89.88                     |
| 5460 | Public Relations .....                | Petty Cash (Christmas Cards) .....                       | 34.61                     |
| 5320 | General Office Supplies .....         | Citi Cards .....   | 133.66                    |
| 5380 | Printing & Printing Supplies .....    | Citi Cards .....   | 302.48                    |
| 5340 | Books & Publications .....            | Minister of Finance .....                                | 12.00                     |
| 5380 | Printing & Printing Supplies .....    | Corporate Express .....                                  | 200.46                    |
| 5380 | Printing & Printing Supplies .....    | Peak Vocational Services .....                           | 90.00                     |
| 5380 | Printing & Printing Supplies .....    | Lethbridge Mobile Shredding .....                        | 21.00                     |
| 5380 | Printing & Printing Supplies .....    | Grand & Toy .....  | 118.20                    |
| 5390 | Graphic & Drafting Supplies .....     | Reiter Computer Associates .....                         | 65.00                     |
| 5430 | Aerial Photos & Maps .....            | Valtus .....   | 93.55                     |
| 5430 | Aerial Photos & Maps .....            | Vulcan County .....                                      | 142.80                    |
| 5540 | Other .....                           | Purolator Courier .....                                  | 31.90                     |
| 5570 | Equipment Repairs & Maintenance ..... | Xerox .....  | 652.50                    |
| 5570 | Equipment Repairs & Maintenance ..... | Reiter Computer Associates .....                         | 100.00                    |
| 5570 | Equipment Repairs & Maintenance ..... | Xerox .....  | 972.68                    |
| 5580 | Equipment & Furniture Rental .....    | Xerox .....  | 960.00                    |
| 1160 | GST Receivable .....                  | GST Receivable .....                                     | 332.01                    |
|      |                                       | <b>TOTAL</b>   | <b><u>\$10,207.45</u></b> |

Moved by: Dick Fenton

THAT the Executive Committee approves the Office Accounts of October 2010 (\$10,207.45), as presented.

CARRIED

**(ii) November 2010**

|      |                                       |  |         |
|------|---------------------------------------|--|---------|
| 5160 | Staff Field Expense .....             | M. Denis .....                         | \$ 7.75 |
| 5185 | Planning Intern Expenses .....        | M. Denis .....                         | 41.73   |
| 5185 | Planning Intern Expenses .....        | M. Denis .....                         | 229.20  |
| 5160 | Staff Field Expense .....             | S. Ellert .....                        | 86.28   |
| 5520 | Meetings .....                        | S. Ellert .....                        | 15.00   |
| 5185 | Planning Intern Expenses.....         | B. Gray .....                          | 298.88  |
| 5185 | Planning Intern Expenses.....         | B. Gray .....                          | 350.00  |
| 5460 | Public Relations .....                | B. Johnson .....                       | 155.57  |
| 5150 | Staff Mileage .....                   | S. Johnson .....                       | 6.50    |
| 5160 | Staff Field Expense .....             | S. Johnson .....                       | 17.81   |
| 5320 | General Office Supplies .....         | S. Johnson .....                       | 66.11   |
| 5530 | Coffee & Supplies .....               | S. Johnson .....                       | 124.66  |
| 5151 | Vehicle Gas & Maintenance .....       | J. Schmidt .....                       | 107.28  |
| 5160 | Staff Field Expense .....             | Jaime Thomas .....                     | 143.71  |
| 5160 | Staff Field Expense .....             | Jordan Thomas .....                    | 29.36   |
| 5151 | Vehicle Gas & Maintenance .....       | Imperial Oil .....                     | 589.61  |
| 5170 | Staff Conference & Area .....         | APPI South Events .....                | 200.00  |
| 5280 | Janitorial Services .....             | Madison Ave Business Services .....    | 475.00  |
| 5285 | Building Maintenance .....            | Spencer Dakin Kuiper .....             | 500.00  |
| 5285 | Building Maintenance .....            | Kost Fire Equipment .....              | 104.00  |
| 5285 | Building Maintenance .....            | Wild Rose Horticultural .....          | 780.00  |
| 5310 | Telephone .....                       | Bell Mobility .....                    | 934.39  |
| 5310 | Telephone .....                       | Telus .....                            | 442.60  |
| 5580 | Equipment & Furniture Rental .....    | Telus .....                            | 261.45  |
| 5320 | General Office Supplies .....         | Desk 'N File .....                     | 15.00   |
| 5320 | General Office Supplies .....         | Reiter Computer Associates .....       | 45.00   |
| 5320 | General Office Supplies .....         | Pitney Bowes .....                     | 175.90  |
| 5320 | General Office Supplies .....         | Corporate Express .....                | 53.88   |
| 5340 | Books & Publications .....            | Minister of Finance .....              | 45.00   |
| 5380 | Printing & Printing Supplies .....    | Xerox .....                            | 329.30  |
| 5380 | Printing & Printing Supplies .....    | Minuteman Press .....                  | 65.00   |
| 5380 | Printing & Printing Supplies .....    | Lethbridge Mobile Shredding .....      | 21.00   |
| 5430 | Aerial Photos & Maps .....            | M.D. of Pincher Creek .....            | 95.24   |
| 5440 | Land Titles Office .....              | Minister of Finance .....              | 562.00  |
| 5460 | Public Relations .....                | Jaime Thomas .....                     | 50.00   |
| 5460 | Public Relations .....                | Lenze Kuiper .....                     | 50.00   |
| 5460 | Public Relations .....                | 1 <sup>st</sup> Place Engravings ..... | 224.00  |
| 5500 | Subdivision Notification .....        | Lethbridge Herald .....                | 521.28  |
| 5500 | Subdivision Notification .....        | Lethbridge Herald .....                | 668.16  |
| 5510 | Insurance .....                       | AMSC Insurance Services .....          | 397.00  |
| 5520 | Meetings .....                        | Wal Mart .....                         | 81.70   |
| 5520 | Meetings .....                        | Cowley & District Community Hall ....  | 175.00  |
| 5520 | Meetings .....                        | Taber Legion .....                     | 100.00  |
| 5540 | Other .....                           | Purolator Courier .....                | 42.55   |
| 5570 | Equipment Repairs & Maintenance ..... | Cansel Survey Equipment .....          | 698.25  |

|      |                                       |                      |                           |
|------|---------------------------------------|----------------------|---------------------------|
| 5570 | Equipment Repairs & Maintenance ..... | Xerox Canada .....   | 549.98                    |
| 5580 | Equipment & Furniture Rental .....    | Xerox Canada .....   | 1,246.66                  |
| 1160 | GST Receivable .....                  | GST Receivable ..... | 507.10                    |
|      |                                       | <b>TOTAL</b>         | <b><u>\$12,685.89</u></b> |

**Moved by: Henry Van Hierden**

THAT the Executive Committee approves the Office Accounts of November 2010 (\$12,685.89), as presented. **CARRIED**

**(b) Financial Statements –**

**(i) January 1 - October 31, 2010**

**(ii) January 1 - November 30, 2010**

**Moved by: Mike Selk**

THAT the Executive Committee accepts the following unaudited Financial Statements, as presented:

January 1 - October 31, 2010

January 1 - November 30, 2010

**CARRIED**

**6. DIRECTOR'S REPORT**

- We are currently in the midst of conducting municipal planning orientations. Three workshops have been held (Vulcan, Lethbridge, Newell) and the remaining five (Pincher Creek, Warner, Cardston, Taber, Willow Creek) will be completed by the end of January.

**Moved by: Gordon Wolstenholme**

THAT the Executive Committee receives the verbal Director's Report, as information.

**CARRIED**

**7. EXECUTIVE REPORT**

- Committee members reported on various projects and activities in their respective municipalities.

**8. ADJOURNMENT**

- 

**Moved by: Gordon Wolstenholme**

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 9:10 p.m. until Thursday, February 10, 2011 at 7:00 p.m.

**CARRIED**

/bj

CHAIR: 



**Minutes** of the Meeting of the **SouthGrow Regional Initiative Management Board** held Wednesday, February 9, 2011 at 4:30 p.m., in the SouthGrow Boardroom. **“Draft”**

**Present:**

Sandra Nelson, Chair

Rajko Dodic , Daryl Sutter, Ron Lagemaat, Don Wentz, Dannie Lien, Roger Houghton, Elvira Smid, Director, Alberta Finance and Enterprise; Mary Swanek, Project Officer, Alberta Finance and Enterprise (Recording); Excused: Rob Crow, Jon Stevens, and Kym Nichols;

**1. Call to Order**

Chair, Sandra Nelson, called the meeting to order at **4:40 p.m.** Sandra welcomed newly elected board members Councillor Dannie Lien, Village of Warner and Councillor Roger Houghton, Cardston County.

**2. No additions to the Agenda**

**3. Approval of the Agenda**

**Motion: # 1- 02/09/2011:** Daryl Sutter **moved** approval of the ‘revised’ Agenda as circulated.

**CARRIED**

**4. Report on REDA Chair’s Meeting** – in Edmonton on February 4, 2011

Sandra Nelson provided a synopsis of the key changes resulting from Alberta Finance and Enterprise’s restructuring of support to the Regional Economic Development Alliances. Supporting documents were included in the agenda packages. In preparation for the meeting, the Lethbridge Director prepared and circulated a Project Status Report as at February 11<sup>th</sup> and a ‘proposed draft’ one-year budget plan showing projections.

Following considerable discussion as to next steps and whether or not SouthGrow should sign newly proposed three-year MOU with AB Finance and Enterprise, it was recommended that the Board seek direction from the membership and proposed a Special General Meeting be called. The Special General Meeting will be scheduled on March 17<sup>th</sup>, 2011 commencing at 6:30 p.m., in the Aspen Room, Lethbridge Lodge Hotel & Conference Centre.

Actionable: Chair Sandra Nelson to contact other REDA Chairs and advise them that SouthGrow will not be signing the three-year MOU at this point in time.

Actionable: Lethbridge Director to draft a letter to the membership giving them notice of the meeting. It was proposed that the opening paragraph of the letter state the purpose of regional economic development. The letter should include informational facts. Additionally, the letter needs to clearly outline who is eligible to vote as per SouthGrow’s Articles of Association.

Actionable: Sandra Nelson to email MLAs and invite them to the Special General Meeting.

Actionable: Lethbridge Director to apply for the one-time transitional funding in the sum of \$50,000 offered by AB Finance and Enterprise.

Actionable: Elvira Smid will advise innovation partners at their next meeting on February 10<sup>th</sup> about the restructuring of the Regional Development Branch.

**5. Monthly Financial Report** – reallocation of funds within budget – handout of the 2010-2011 budget was distributed. Lethbridge Director proposed repositioning the following budget items:

**Move \$3,200.00** from Core Business #1; Strategic Collaboration: Update Community Economic Development Profiles (General Ledger #10421) to Core Business #2: Marketing and Communications; Recognition Event (GL #20422)

**Move \$1,000.00** from Core Business #1; Strategic Collaboration: Land Use Framework (General Ledger #10427) to Core Business #1; Strategic Collaboration: Visitation and Validation (General Ledger #10426)

**Move \$1,000.00** from Core Business #3; Economic Development & Innovation; Innovation and Commercialization Centre Implementation (General Ledger #30410) to Core Business #2; Marketing and Communications; Internal Communications (General Ledger #20410)

**Move \$1,000.00** from Core Business #3; Economic Development & Innovation; Innovation and Commercialization Centre Implementation (General Ledger #30410) to Administration (General Ledger #80421 Professional Fees)

**Move \$5,000.00** from Core Business #2; Marketing and Communications; Website Depth – Water (General Ledger #20431) to Core Business #2; Marketing and Communications; Branding and Marketing (General Ledger #20420)

Confirmed from December 8, 2010 Management Board Meeting:

**MOVE \$16,000** from Core Business #1: Strategic Collaboration: Productivity Training & Workshops (General Ledger #10422); to Core Business #3: Economic Development & Innovation: Productivity Improvement Initiative (GL #30430);

**Motion: # 2- 02/09/2011:** Don Wentz **moved** that the above transfer of funds proceed as per the recommendation of the Lethbridge Director. **CARRIED**

## 6. Decisions

- A. **Meeting Dates** – Next Management Board Meeting – visit from Diane Simsovic and Justin Riemer, Edmonton – Diane Simsovic and Justin Riemer to be advised of the March 17, 2011 meeting date.

**Committee Meeting Dates** – As a number of new council members and designates have expressed interest in participating on the various SouthGrow Committees, it was recommended that SouthGrow move forward with establishing meeting dates.

Actionable: Lethbridge Director to contact Committee Chairs and arrange to set up meeting dates.

- B. **Appoint Board Members to Committees** – Sandra advised that in accordance with SouthGrow's Policies, the Chairperson of a committee must be a member of the Management Board. Members of each committee elect a Chairperson at the first meeting of the year. Sandra asked those members in attendance if and what committee they would like to participate on. At this time the committee members are as follows:

Strategic Collaboration Committee: Ron Lagemaat, Jon Stevens, Sandra Hedin

Marketing & Communications Committee: Sandra Nelson, Ray Bryant, Gord Brown, Glenn Logan and Russell Sawatzky

Economic Development & Innovation Committee: Maggie Kronen, Kym Nichols, Dannie Lien, Carol Zelenka, (John Pollemans will be asked to participate in place on Don Wentz)

C. **Meet Provincial Ministers' Events** – Provincial Cabinet Tour SouthGrow board members received an invitation to the Cabinet Tour hosted by the Cardston-Taber-Warner Constituency in Taber on February 17th. The Lethbridge Chamber of Commerce is also hosting a Luncheon on February 17<sup>th</sup>. Earlier management board discussions revealed that SouthGrow should have a presence at these types of gatherings. Sandra noted that she will be attending the Taber function. Don Wentz expressed interest in attending the Lethbridge Chamber luncheon. Other members were encouraged to attend functions in the region.

D. **MLA roundtable** – Discussion / decision on who to invite – **TABLED**

E. **Productivity Project** – A letter from Productivity Alberta outlining the Roles of SouthGrow and Productivity Alberta was distributed. Management Board members in attendance will act as delegate hosts and their name tag will denote that they are on the SouthGrow Management Board. Management Board members will be invited to attend the 'night before dinner' on Wednesday, March 2<sup>nd</sup> at the Lethbridge Lodge.

**Motion: # 2- 02/09/2011:** Don Wentz **moved** that SouthGrow Management Board Members and Committee Members receive complimentary tickets to the Productivity Conference if requested.  
**CARRIED**

F. **Ad Hoc Committee on Alternative Energy** – Next Meeting – **TABLED**

The Lethbridge Director advised the board that Bev Thornton has advised Economic Development Lethbridge that the outcome from Alberta Finance and Enterprise's restructuring of support to the Regional Economic Development Alliances has implications for the Southern Alberta Alternative Energy Partnership (SAAEP).

G. **RCAP Funding** – Lethbridge Director reported that as of January 31<sup>st</sup> the application has moved forward, but this is not a guarantee. The Director also noted that some of the work that was described in the Project Summary has been completed, and a change in scope of work may be required. Board members were asked to read the Project Summary that was distributed, and consider any changes.

H. **Lethbridge Airport** – committee members – The Terms of Reference received from John Hamilton was distributed. They are seeking representation from East, West and South of Lethbridge. Quarterly meetings are planned. Mayor Dodic advised that he currently sits on the Airport Committee and reported that the committee is currently working on a RFP to see if it is viable.

Actionable: Lethbridge Director to draft a letter to the general membership to see if anyone is interested in participating on said committee.

**Motion: # 4- 02/09/2011:** Ron Lagemaat **moved** that the board enter into an in camera session at 6:43 p.m. Elvira Smid and Mary Swanek were excused from the room.

**Motion: # 5- 02/09/2011:** Rajko Dodic moved that the board come out of the in camera session at 6:50 p.m.

## 10. **Adjournment**

**Motion: # 6- 02/09/2011:** Ron Lagemaat **moved** to adjourn the meeting at 6:51 p.m. **CARRIED**

**Claresholm Animal Rescue Society  
Bi-weekly Board Meeting Minutes  
January 20, 2011**

**Present:** Rita Hahn, Gerald DeBruyn, Anne Papan, Judy Van Amerongen, Kimberley Alexander, Kris Holbeck, Carol Tierney

**Guest:** Fern Brothers

**Regrets:** Karen Thompson, Denise Peters, Barb Hinkle, Mike Baril, Sylvia Giroux

**1. Call to Order**

The meeting was called to order at 7:30 p.m.

**2.**

**Pass** January 06, 2010 Agenda by:

**MOTION Amend:** Kris Holbeck AND All in favour

**3.**

**Pass** Adopt the Minutes of December 16, 2010

**MOTION Amend:** Judy Van Amerongen AND All in favour

**4. Benefit Concert by Fern Brothers:**

- Fern collected already for businesses \$740.00
- Collected a number of Silent auction items
- People that train dogs
- Jack he rescue dog
- Recipe booklets
- 50/50 draw
- Bone guessing
- Tim Horton's donation of donuts and coffee
- Clean – up after concert
- Power point of animals

**5. Review of Shelter Update the past two weeks**

- Volunteers Hours 235.75
- Volunteers 14
- New Cats → 2 new cats – Sydney and Lolly
- Adoptions → Cats – Bailey
- Foster Cats → Smiley, Clarice and Onyx to adopt
- Dumpster has been moved
- Roof is leaking 3 places
- Contract is back from Mr Lannon
- #4 should contract say utilities are included in Rent?

**6. Adoptions Update**

- Brook doing well, is it OK to show Brook on their website under our pricing

**7. TNR Update**

- No update

**8. Fundraising**

- No update

**9. Treasure's Report** – as per attached by Kris Holbeck

**10. New Shelter** - no update

**11. Other Items-**

- FCSS Yes we can come to the Arena on Family Day
- Hire apart time to help Rita
- Town most likely will not build this year See Kris's Treasury Report Item #5 March 31, 2011 we will know about this Grant
- Keep our eyes open on our situation
- What are we going to do? Plan B

**12. Meeting Adjourned** – 9:25p.m Next Meeting February 3, 2011

Porcupine Hills Lodge  
BOARD MEETING  
Minutes of Meeting

*January 4, 2011*

**PRESENT:** Michelle Day, Earl Hemmaway, Karen Florence, Anna Mae Mifflin, , Shirley Isaacson, Pam Crone, Judy Van Amerongen, Linda Todd

ABSENT: Audrey Hoffman

1. **Call to Order – Earl Hemmaway called the meeting to order at 7:00pm.**
2. **Additions to agenda: PPCA Request - new item  
Brenda Plourd -**
3. **Acceptance of Agenda – *Shirley Isaacson made a motion to accept the agenda as presented. All in favor, carried.***
4. **Minutes of Last meeting – *Anna Mae Mifflin made a motion to accept the minutes of the December 7, 2010 meeting. All in favor, carried.***
5. **5.1 Financial Report**

***Moved by Shirley Isaacson to table the financial report until the year end report is complete at the February Meeting. All in favor, carried.***

**5.1.1 Increase to LAP - by \$.50 cents to 8.75 day = 262.50 month; Special Services grant increases by \$.20 to \$3.70 effective Feb 1, 2011.**

**5.1.2 Revenue Canada GST Rebate Update – Michelle received a call from Revenue Canada. They are wanting our land value. They are sending an auditor down to do an assessment of our property for free.**

***Anna Mae Mifflin made a motion to pay the bills. All in favor, carried.***

**5.2 Manager's Report**

Michelle reviewed her report.



### **5.2.1 Outstanding Items:**

**Lodge/Supportive Waiting List – 15/12** – huge turnover right now and rooms are being painted as they come empty.

**CFEP Court Yard Grant** – haven't heard yet

**3 Year Business Plan** – Guideline given out; send out last one for the board perusal and we will table till next meeting. All has been accomplished except the scooter garage.

**Centre Point Facilitator for 3 year Plan** – table

**Licensing Application Sent** – accommodation standards requirement.

### **5.2.2 New Items –**

**AAMDC/Jubilee Improvement Options** – additional perks to the coverage we already have. New items available to be reviewed by members for future discussion and consideration.

**CCSA Injury Reduction Program** – Continuing Care Safety Association. With WCB & ASCHA – promoting injury reduction program. Michelle to have a meeting with them next week.

**FOIP/Workplace** - Arlette and Michelle have finished courses. Are going to implement same, education, training courses. Workplace Violence is included in this. Preventative Maintenance Program – Michelle attended course in Lethbridge. Has obtained valuable information in regards to same. Michelle is taking Facility Works to ASCHA.

**APHA Executive Meeting** - Michelle again is taking the Facility Works program to them.

**Policy Changes** - Proposed changes that Michelle presented were reviewed and discussed.

***Shirley Isaacson made a motion to accept the proposed changes to the Governance Policies. All in favor, carried.***

***Shirley Isaacson made a motion to accept the proposed changes to the Employee Handbook/Employee Policies. All in favor, carried.***

**Uniforms** - majority of the board feel that a uniform top would be an appropriate direction to lean towards.

**Resolutions for ASCHA** - Everyone is assessed on Line 150 on your income tax. Asset test base includes all assets in your overall income was discussed. Do we resubmit last years resolution? Yes we are submitting the same resolution to be under Housing and Urban Affiars.

***Anna-Mae Mifflin made a motion to resubmit our resolution from last year at the ASCHA Conference. All in favor, carried.***

**PPCA** – incident in one of the self-contained units over Christmas. Michelle suggested they call PPCA with the incident. Resident did call them. Incident documented. Resident has asked Michelle not to call PPCA nor her daughter.

***Linda Todd made a motion to accept the Manager's report as presented. All in favor, carried.***

### **6.1 Supportive Units**

- 6.1.1 Warranty Walk Through - M&K is on the work that needs to be done.
- 6.1.2 Lever Set Updates - done
- 6.1.3 Snow Blower Quotes – still working on it.

**Brenda Plourde has withdrawn the offer to take over the community housing project.**

**6.2 Recreation Report** – everything running smoothly

***Judy VanAmerongen made a motion to accept the recreation report as presented. All in favor, carried.***

### **6.3 Maintenance Report** –

- 6.3.1 Crawl Space – Letter sent to MLA Evan Berger- Earl to contact Evan
- 6.3.2 Paint & Carpet Update – carpet all done and painters have started. Everything going smoothly. Anna-Mae Mifflin suggested replacing the pink chairs in the entry way and covering them to match the new wall colors. When painting done, Michelle will do some research on to cover or replace.

***Anna Mae Mifflin made a motion for Michelle to investigate into replacing or recovering the pink chairs in the entrance way once the painting is done. All in favor, carried.***

***Anna Mae Mifflin made a motion for Michelle to investigate options for more office space. All in favor, carried.***



***Shirley Isaacson made a motion to accept the maintenance report as presented. All in favor, carried.***

**6.4 Committee Reports – none**

**7. Correspondence - reviewed**

**8. In-Camera Issues – none**

***Pam Crone made a motion to adjourn the meeting.***

**Next meeting – Tuesday, February 1, 2011**

Claresholm Child Care Society  
Regular Board Meeting  
Wednesday January 19, 2011

Present: *Chairperson:* Crystal Cooper, *Vice Chairperson:* Tiffany O'Neil, *Daycare Director:* Kim Gugala, *Kidz Zone Director:* Michelle Toth, *Office Administrator:* Cheryl Cochlan, *Town Rep:* Betty Fieguth, Nicole Van Langen.

**1.0 Call to Order:** 5:35pm

**2.0 Approval of Agenda:** Tiffany O'Neil

**3.0 Approval of Minutes:** Nicole Van Langen

**4.0 Business arising from the minutes:** No business arising from the minutes

**5.0 Correspondence:**

1. **Letter from Kim** – It was e-mailed to the Board Members and Crystal will e-mail it to Betty Fieguth. Kim does an excellent job as the director, but would rather be working as a teacher. The Board accepted Kim's resignation.

**6.0 Reports:**

1. **Financial** – Balance sheet was made up by Cheryl and was reviewed by the board
2. **Manager** – Kim – 32 children enrolled currently and have phoned some families off of the waiting list to fill some spaces. Tammy has been working in the 2 year old room with Veronica and has been doing a great job. Sandra is still doing great in her classroom with the 3 year olds. The daycare did a workshop on January 5/11 with the Vulcan daycare. It was on Sensitive Interactions with the Children, which will help us for accreditation. Pam, Jeremi and Karrie are sending in their applications for the Early Learning and Child Care Course on-line through Bow Valley College to do their Level 2. Sandra said she will start a couple of months after her wedding which is in April. Karrie, Pam, Sandra, Veronica and Kim are attending the Calgary Preschool Teacher Association conference on Saturday January 29<sup>th</sup>. Kim's surprise is that she is expecting in September.  
Michelle – They are doing well, but still kind of slow, hopefully when it gets out their more things will pick up. Just had another child register, which is part-time. The Kidz Zone will start accreditation when Michelle is closer to finishing her schooling for her Level 2.
3. **Chairperson** – Christmas Party at Roy's Place was good, everyone had fun. The daycare hasn't heard anything from Employment Standards about the complaint from Deanna Bray. The daycare couldn't pay the staff a Christmas bonus, due to the financial situation. Crystal is very happy with what is going on at the daycare and Kidz Zone right now.

**7.0 New Business**

1. **Re-accreditation** – Board consent forms to fill out. The board also needs to do some policies for the daycare for re-accreditation, Crystal will complete the Safety and Hiring policies for the daycare.
2. **Kidz Zone Staffing** – There are too many staff at the Kidz Zone right now. On Tuesday and Thursday there is only 1 child and 3 staff. The Kidz Zone

does not have the funds right now to support that many staff with such few children. Michelle said that she needs to keep Erin at the program, as she does an amazing job with the children, but she does not feel that she needs to keep Rhonda. Crystal mentioned the idea of possibly having a floater that would be able to go between both programs, to help save money.

The decision was made to let Rhonda go from the Kidz Zone, as it was costing the program too much money. Michelle said that she would give Rhonda the letter, with a board member present. No board members were able to go with Michelle, so Cheryl said that she would go. This letter is to be given to her as soon as possible, last day will be January 31, 2011.

Michelle asked about funding for her schooling, since she is not working at the daycare anymore she does not receive the accreditation money. The board thinks that the Daycare should help Michelle finish paying for her schooling and then the Kidz Zone can reimburse the Daycare later. Nicole made the motion that the daycare pay for the rest of Michelle's schooling and Tiffany seconded the motion. All in favour motioned carried.

Michelle brought up that Erin was expecting the \$2.14 top up when she was finished her Level 1, but since they are not accredited the government does not give them top ups yet. Erin's contract does state that she was supposed to receive the top-up, the Board feels that they should honour the pay increase, since that was what was promised to her. It will be retro-active to November 17<sup>th</sup>, which was when Erin completed her Level 1.

3. **Kim Holidays** – Kim is going to Mexico from February 16 – 24<sup>th</sup> and will be back to work on February 25<sup>th</sup>
4. **Cheryl Holidays** - Cheryl is going to Arizona from February 17 – 25<sup>th</sup> and will be back to work on the 28<sup>th</sup>. Payroll will be pre-paid as Cheryl is off when payroll would be sent.
5. **Annual General Meeting** – The AGM will be on February 9<sup>th</sup> at 6pm at the daycare. There will be childcare available to any parents that attend that needs it. There will be an ad put in the paper for two weeks to advertise for the meeting and there will also be invitations sent out to all parents at the daycare.
6. **New Director Applications** – Karrie has put in her resume for the position as Program Director. The board would like Karrie to have the position. Licensing requires the daycare to continue to advertise, so an ad will be put in the Regional newspaper for two weeks. Kim will write a letter to licensing to ask for an exemption to have Karrie as the Program Director.
7. **Costco Card** – Since we have a debit card now, it does not seem necessary to have a Costco membership for the Daycare. So we will not be renewing the membership.

**8.0 Next Meeting** – February 9<sup>th</sup> 2011, will also be the Annual General Board Meeting @ 6pm at the Daycare.

9.0 **Adjourned:** 7:00pm



# School Council Minutes

|                           |  |
|---------------------------|--|
| <b>Date</b>               | February 15, 2011  |
| <b>In Attendance</b>      | Kurtis Hewson, Carmelle Steel, Colleen Edwards, Charlene Dunlop, Ceri Penner   |
| <b>General Business</b>   |  |
| <b>Start Time</b>         | 6:31 p.m.  |
| <b>Approval of Agenda</b> | <ul style="list-style-type: none"> <li>• Additions – Distribution of Council Resolutions</li> <li>• Approved by Carmelle. Seconded by Colleen</li> </ul>   |
| <b>Minutes</b>            | <ul style="list-style-type: none"> <li>• Errors/Omissions – Question: Did anything come back in regards to talking about where the students would go when high school is under construction? Charlene and Carmelle have heard a lot of feedback. Parents did not know the plans for keeping students together in a larger building. Board is going to keep investigating. How will these decisions be made in the future? What is going to happen if the money for the school doesn't come? What is Plan B?</li> <li>• Cameras in school questionnaire: about 40 received. Many differing opinions. Sent on to Ellie and board. Kurtis was able to clarify some budget concerns. The feedback was generated to help guide the divisional conversation – the school has no plans to install cameras at our school.</li> <li>• Approved by Colleen. Seconded by Carmelle.</li> </ul>   |
| <b>Discussion Items</b>   |  |
| <b>Principal's Report</b> | <ul style="list-style-type: none"> <li>• Principal's Report: thank you to organizers of Parent Conference 2011 and thank you to parents for the Staff Appreciation lunches.</li> </ul>   |
| <b>Trustee Report</b>     | <ul style="list-style-type: none"> <li>• Board Report</li> <li>• Evergreening: report shows that technology in our division is outdated and insufficient. Review done by independent experts from outside the division. Technology will become centralized. Evergreening will be "forklifted." This means all the old will be removed and replaced with new. Replacement is done on a five-year cycle. Will help with reliability issues. Every piece of technology will be kept at the same standard. Much more efficient and easier to maintain as technology will be kept more consistent. Everything is kept on servers and therefore can be transferred. A schedule has been designed that ensures that all schools will be upgraded in three years then a new cycle begins. Purchases must be made within a specific window of time. Ratios have been set for how many computers will be in each school.</li> <li>• Video-conference from Canyon Preschool: kids singing Twinkle Twinkle Little Star in Blackfoot.</li> <li>• Projected enrollment is down divisionally. Also down in West Meadow, but not drastically.</li> <li>• Meeting with Ted Menzies and Evan Berger to discuss First Nations student success and high school modernization.</li> <li>• Budget February 24<sup>th</sup> from province, so board budget is delayed until that time. Lively discussion about school fees is taking place. Trustees are hoping that schools will meet and provide input to help board support what schools need. Kurtis wonders if the board would be interested in creating a parent</li> </ul> |

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|   | <p>survey in order to get a more representative sample of parent feelings on the subject of school fees. If this was done division-wide, it would be more informative. School council attendance is not truly representative of parent involvement and engagement in the school.</p> <ul style="list-style-type: none"> <li>• ATA, ASBP and government have been meeting, but not making progress. They have discontinued discussion by mutual agreement and very little information has been released, as it is considered irrelevant at this time.</li> <li>• Monthly board report is available to parents.</li> <li>• Charlene thanks school and council for the Parent Conference 2011. Thought it was wonderful and was thrilled with the speakers and information.</li> <li>• Engagement: Charlene wonders if the schools will help her find ways to engage parents with the board. Hopes it will continue in future years.</li> </ul> |
| <b>School Mission</b>                       | <ul style="list-style-type: none"> <li>• Mission: 8 key points – staff has discussed what they should and should not be doing and chosen 5 actions as commitments. We would like to extend this to include what parents could be doing to ensure students achieving the mission. How can we involve parents in this discussion and encourage them to make a commitment as well?</li> <li>• Parents should be invited to contribute. Survey is not enough alone. Process should be outlined in order to help parents understand what school is looking for. Focus group could really help with this. Showing parents what staff has come up with would help them focus and add to the information. Parents need to feel that it is a meaningful list of priorities, rather than a to-do list being imposed upon them by the school. Maybe attendees of Parent Conference would make an excellent focus group to begin with.</li> </ul>        |
| <b>School Council Topics for Discussion</b> | <ul style="list-style-type: none"> <li>• Council calendar: March is time for field trip discussion.</li> <li>• Is in-town bussing still a discussion? Charlene should be consulted on how to discuss this topic. Is it too big for a school council meeting? If enough people are still concerned, would this be worth discussing in a larger setting. This topic will be moved to April.</li> <li>• Math program: this in an information session. A separate meeting should be planned so it does not bog down the council meeting. A sign-up sheet could be made to decide whether or not enough people are interested in this topic and whether it is worth bringing in a presenter for.</li> <li>• School events: this could be included in discussion of field trips so parents can see how money is being spent and what is being planned.</li> </ul>  |
| <b>Council Resolutions</b>                  | <ul style="list-style-type: none"> <li>• School council resolutions: draft is presented, input can be sent in and issues will be voted upon later. This will have to be discussed in March.</li> </ul>   |
| <b>Adjournment</b>                          |  |
| <b>Next Meeting</b>                         | March 15, 2011   |
| <b>Adjournment</b>                          | <ul style="list-style-type: none"> <li>• Adjourned by Kurtis. Time – 7:30</li> </ul>   |

CLARESHOLM AND DISTRICT BOARD MEETING FOR JANUARY 26 2011

ALL MEMBERS OF THE BOARD WERE PRESENT.

ANOLA CALLED THE MEETING TO ORDER AT 7.40 PM.

DON GLIMSDALE PROPOSED THAT THE MINUTES OF THE DECEMBER MEETING BE APPROVED.

FINANCIAL REPORT: THE \$12090.57 IN THE DONATIONS FUND IS BEING HELD IN TRUST BY THE TOWN.

THE BUDGET FOR 2011 NEEDS TO BE SET UP . DOUG M. GAVE US SOME ADVICE ON HOW IT SHOULD BE DONE. ANOLA AND DON G. WILL BE WORKING ON THIS AND WILL PRESENT IT AT THE FEBRUARY MEETING.

DOUG M. REPORTED THAT THE BLUEPRINTS FOR THE MEZANINE CANNOT BE CHANGED. THE WINDOWS CANNOT HAVE GLASS. INSTEAD OF A REGULAR DOOR HE SUGGESTED A ROLL UP DOOR. WE NEED AN ESTIMATE FOR THE COST OF THIS. HAROLD PROPOSED THAT WE FRAME OFF THE AREA AROUND THE EXISTING OVERHEAD DOOR TO PROVIDE AN AREA WHERE THE CUTTING CAN BE DONE. BERNICE SUGGESTED THAT THE RENOVATIONS IN THE FRONT FOYER BE DONE BY VOLUNTEERS SINCE WE ALREADY HAVE THE NECESSARY DRYWALL. FOR OUR SHARE OF THE EXPENSES WE WOULD BORROW \$1000 FROM THE LION'S MONEY TO MAKE UP THE SHORTFALL. BERNICE MOVED THAT WE GO AHEAD WITH THE CONSTRUCTION AS SOON AS POSSIBLE. UNANIMOUSLY PASSED.

PANORAMIC PICTURE: BERNICE MOVED THAT THE LEXCAN BE CUT FOR THE PANORAMIC VIEW OF THE TOWN. THIS WILL BE DONE BY CLARESHOLM GLASS.

OLD BUSINESS : HAROLD PROPOSED THAT WE OPEN THE WALL IN THE FRONT FOYER TO SEE EXACTLY WHAT NEEDS TO BE DONE. JIM ASKED FOR SOME DIRECTION ON THE PURPOSE OF THE FRIENDS OF THE MUSEUM. DOUG M. SAID IT SHOULD BE A GROUP OF VOLUNTEERS WHO WOULD GIVE TIME AND MONEY. WE SHOULD ALSO BEGIN THE PAPERWORK TO FORM A FRIENDS SOCIETY.

DONATIONS AND ACESSIONING: BERNICE SHOWED US A BOX THAT SHE HAD RECEIVED FROM THE COPELAND FAMILY CONTAINING TWO 1950'S SEMI FORMAL GOWNS IN EXCELLENT CONDITION. THE FRIENDSHIP QUILT FROM THE SUNSHINE CLUB WILL BE DELIVERED SOMETIME IN FEBRUARY. WE DISCUSSED HOW DONATIONS SHOULD BE RECRUITED AND RECEIVED. DOUG LEEDS SUGGESTED THAT WE JUST USE COMMON SENSE IN ACCEPTING DONATIONS FOR NOW , UNTIL WE HAVE HAD TIME TO REVIEW THE POLICY REGARDING THIS MATTER. BERNICE SAID THAT IF WE RECEIVE ITEMS THAT WE CANNOT USE WE CAN TRANSFER THESE ITEMS TO OTHER MUSEUMS IF WE DO THE REQUIRED PAPERWORK. HAROLD MOVED THAT WE ACCEPT THE DONATION OF THE DRESSES AND THE TWO PICTURES FOR THE RAILWAY BUILDING.

DON KICHNER HAS DISCUSSED WITH ANOLA THE POSSIBILITY OF A WIFI WHICH WOULD MAKE US A HOT SPOT.

VETERANS AFFAIRS CENETAPH MEMORIAL: THE LEGION HAS INFORMED US THAT THEY ARE GOING AHEAD WITH THE PROJECT. THE TOWN HAS ALREADY GIVEN THEM A PLACE IN AMENDSON PARK WHERE THEY WILL ERRECT IT.

RAY MONPETIET HAS THE OAK PLYWOOD FOR THE DONATIONS BOARD AND WILL SUPERVISE THE CONSTRUCTION.

NEW BUSINESS: WE RECEIVED THE GRANT FROM ALBERTA AND COMMUNITY SPIRIT IN THE AMOUNT OF \$5090 FOR THE CONSTRUCTION OF A RAILWAY PLATFORM. THANK YOU TO RAE FOR HER PERSISTANCE AND PATIENCE IN AQUIRING THIS GRANT. WE WILL SEND A LETTER OF THANKS TO LINSAY BLACKETT, EVAN BERGER AND CARINA NARANJILLA AND INVITE THEM TO VISIT US TO SEE THE PLATFORM WHEN IT IS CONSTRUCTED. WE COULD ALSO ASK THE ELEMENTARY SCHOOL PRICIPAL IF THE GRADE THAT IS COVERING THE EXPANSION OF THE WEST WOULD LIKE TO PREPARE A PROGRAM WHEN THE INAUGURATION TAKES PLACE.

STAFFING POLICY: DOUG M. SAID THAT WHAT WE NEED IS A MUSEUM TECHNICIAN. WE DISCUSSED WHO WE SHOULD HIRE AND WHAT THE SALARY SHOULD BE AND HOW MANY HOURS THIS PERSON SHOULD WORK. DOUG M. SUGGESTED THAT ANOLA DISCUSS THIS MATTER WITH LISA AND THE SALARY SHOULD BE COVERED IN THE PROPOSED BUDGET . DOUG M. MADE THE MOTION THAT WE CREATE A FULL TIME, 12 MONTH POSITION FOR A MUSEUM TECNICIAN. UNANIMOUSLY PASSED.

WORK BEE FOR THE STORAGE AREA: WE NEED VOLUNTEERS TO PACK UP THE MERCHANDISE IN THIS AREA AND MOVE IT TO A TEMPORARY LOCATION UNTIL THE CONSTRUCTION IS COMPLETED. THIS WILL TAKE PLACE ON FRIDAY FEBRUARY 4<sup>TH</sup>. DOUG M. SUGGESTED THAT WE ASK MIKE TO MOVE THE FIRE ENGINE TO THE TOWN STORAGE TO GIVE US MORE ROOM. MR. MONPETITE HAS VOLUNTEERED TO SUPERVISE THE CUTTING AND PAINTING OF THE SHELVES. WE ALSO NEED TO PURCHASE SOME MORE PLASTICE CONTAINERS FOR THE STORAGE OF DONATED ITEMS.

ANOLA WILL SEND A LETTER TO THE CHAMBER OF COMMERCE REQUESTING THEIR ANNUAL DONATION.

THE NEXT MEETING WILL BE ON FEBRUARY 16<sup>TH</sup>.

THE MEETING WAS ADJOURNED AT 9.30

MINUTES  
CLARESHOLM AND DISTRICT MUSEUM BOARD

PRESENT: HAROLD SEYMOUR, DON CLARK, DOUG LEEDS, ANOLA LAING, BERNICE CASE, DOUG MCPHERSON, RHODENA KING, DON GLIMSDALE, JIM KJARSGAARD.

1. THE MEETING WAS CALLED TO ORDER BY ANOLA LAING AT 7:30 P.M.
2. APPROVAL OF THE AGENDA MOVED BY DOUG LEEDS
3. APPROVAL OF THE MINUTES FOR JANUARY. DON CLARK OBJECTED TO THE WAY THE MINUTES ARE BEING TYPED AND REQUESTED THAT THEY BE ITEMIZED IN ACCORDANCE WITH THE AGENDA.
4. FINANCIAL STATEMENT: WE DISCUSSED THE FINANCAL STATEMENT AND DON CLARK MOVED THAT IT BE APPROVED.
5. BERNICE CASE HAS APPLIED FOR THE ALBERTA MUSEUM GRANT OF \$1500 WELL BEFORE THE MARCH 1 DEADLINE.
6. ANOLA LAING HAS SENT A LETTER TO THE CLARESHOLM CHAMBER OF COMMERCE REQUESTING FUNDING IN THE AMOUNT OF \$1500.
7. A. THE EDC HAS REQUESTED THAT THE BOARD SEND A LETTER TO THE CHAMBER OF COMMERCE STATING THAT WE WOULD WORK WITH THEM TO DEVELOPE A HOT SPOT TO BE LOCATED AT THE MUSEUM. ANOLA REPORTED ON HER RESEARCH OF THE COST OF ESTABLISHING THIS. THE COST WOULD BE IN THE RANGE OF \$3000 FOR THE WHOLE TOWN. OUR SHARE OF THIS WOULD BE ABOUT \$300. HAROLD MADE THE MOTION THAT WE SEND A LETTER SAYING THAT WE SUPPORT THEM IN THIS ENDEAVOUR.

B. ANOLA DISTRIBUTED A COPY OF THE JOB DESCRIPTION THAT SHE AND LISA DEVELOPED FOR THE POSITION OF A FULL TIME EXECUTIVE DIRECTOR. DOUG MCPHERSON SUGGESTED THAT THE INDIVIDUAL BE HIRED FOR A SIX MONTH PROBATION PERIOD.

C. DISCUSSION OF THE 2011 BUDGET PROPOSAL: DON GLIMSDALE EXPLAINED THE BUDGET LINE BY LINE. THE COST OF ELECTRICITY AND GAS WAS QUESTIONED. ANOLA WILL MEET WITH KARINE FROM THE TOWN OFFICE TO LOOK INTO THIS MATTER. EXPANSION FUND: WE NEED TO BORROW FROM THE DONATION FUND FOR THIS.



DOUG GLIMSDALE MOTIONED THAT WE ACCEPT THE PROPOSED BUDGET.

8. CORRESPONDENCE:

- A. WE RECEIVED A LETTER FROM THE ARCHIVES SOCIETY OF ALBERTA SURVEY TO WHICH ANOLA WILL REPLY.
- B. THE BENJAMIN MOORE RESTORATION PROGRAM OFFERED A GRANT FOR PAINT TO RESTORE AND RENOVATE A LIST OF APPROVED PROJECTS. UNFORTUNATLY WE CANNOT ACCEPT SINCE WE HAVE ALREADY COMPLETED OUR PAINTING.

9. FRIENDS OF THE MUSEUM:

JIM REPORTED THAT WE CANNOT RECEIVE CASINO MONEY UNTIL THE SOCIETY HAS BEEN OPERATING FOR TWENTY FOUR MONTHS. SIX PERSONS ARE REQUIRED TO ESTABLISH THE SOCIETY AND NUMEROUS GOVERNMENT FORMS NEED TO BE FILLED OUT. DOUG MCPHERSON SUGGESTED THAT HE MEET WITH KRIS TO FIND OUT HOW CARES WENT ABOUT SETTING UP THEIR SOCIETY.

- 10. A. DOUG MCPHERSON REPORTED ON THE CONSTRUCTION PROJECT. WE CHOSE A LINOLIUM SAMPLE FOR THE UPPER AREA FLOOR . AND DOUG ADVISED THE CONTRACTOR AS TO THE NUMBER OF ELECTRIC OUT LETS REQUIRED. HE ALSO MENTIONED THAT THE FIRE ALARM NEEDS TO BE RELOCATED.

B.CPR PLATFORM:

THE PLATFORM WILL BE BUILT BY THE TOWN CREW UNDER THE SUPERVISION OF MIKE RATHER THAN A CONTRACTER. IN THE INTEREST OF SAVING MONEY.

11: NEW BUSINESS

- A. OFFER OF A COLUMN IN THE CLARESHOLM PRESS= DENA WILL KEEP ROB INFORMED AND INVITE HIM TO ATTEND WHENEVER WE HAVE A NEWSWORTHY DEVELOPMENT. DENA SUGGESTED THAT THE RESTAURANT AREA BE USED AS A FLOATING EXHIBIT AREA. SUGGESTIONS WERE A TOOL DISPLAY TO GO WITH THE OPENING OF THE BLACKSMITH SHOP FOR THE MONTHS OF MAY, A QUILT DISPLAY TO GO WITH THE SHOWING OF THE HOME CHILDREN QUILT, A DISPLAY OF SEMI FORMALS AND WEDDING GOWNS FOR THE MONTH OF JUNE, A DISPLAY OF TEA TIME CHINA TO GO WITH THE TEA ON THE LAWN IN AUGUST.
- B. VOLUNTEER APPRECIATION NIGHT: THIS WILL BE HELD ON APRIL 15. WE WILL DECIDE AT THE NEXT MEETING WETHER WE ARE GOING TO OPAY FOR THE VOLUNTEER'S TICKETS.
- C. BOCHURES FOR DISTRIBUTION TO OTHER TOURIST INFORMATION KIOSKS. DOUG MCPHERSON SUGGESTED THAT WE ASK THE TOWN IF THEY CAN PRINT THE REQUIRED NUMBER OF COPIES.

- D. LETTER OFFERING THE SALT AND PEPPER COLLECTION AND SHELVING FROM DOROTHY LANGE: WE DISCUSSED THE MERITS OF ACCEPTING THE COLLECTION. DENA PROPOSED THAT WE ACCEPT WITH CONDITIONS REGARDING BREAKAGE AND PACKAGING. FOR: RHODENA, HAROLD, DOUG LEEDS, DOUG MCPHERSON. AGAINST: BERNICE, JIM, DON GLIMSDALE, DON CLARK. ANOLA STOOD DOWN BECAUSE OF CONFLICT OF INTEREST. THE MOTION WAS DECLINED.
- E. MYRNA ALLISON HAS OFFERED A SET OF 1976 ENCYCLOPEDIA OFFER DECLINED. HAROLD SUGGESTED THAT IN THE FUTURE WE ACCEPT THIS TYPE OF OFFER FOR GARAGE SALES THAT WE MIGHT ORGANIZE AS A FUND RAISER.
- F. SECURITY CODE: DOUG LEEDS QUERIED THE CORRECT CODE.
- G. SHELVING AT THE TOWN STORAGE AREA: A WORK BEE WILL TAKE PLACE ON MARCH 18<sup>TH</sup> AT 1 P.M. TO SORT OUT AND DISPOSE OF THE ITEMS THAT ARE NOT REQUIRED.
- H. MUSEUM STORAGE PLAN: DOUG MCPHERSON PROPOSED THAT WE POSTPONE DISCUSSION UNTUIL THE NEXT MEETING SO THAT MEMBERS OF THE BOARD CAN TAKE THE INFORMATION HOME TO READ AND DIGEST IT.

THE NEXT MEETING WILL BE ON MARCH 23 AT THE TOWN OFFICE AT 7.30 P.M.

THE MEETING WAS ADJOURNED AT 10 P.M.