



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
JANUARY 10, 2011  
AGENDA**

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

**CALL TO ORDER**

**AGENDA:                    ADOPTION OF AGENDA**  
**MINUTES:                 REGULAR MEETING MINUTES DECEMBER 13, 2010**  
**FINANCES:                NOVEMBER 2010 BANK STATEMENT**  
**ACTION ITEMS:**

1. **BYLAW #1558 – Fire Protection**  
    **RE: 1<sup>st</sup> Reading**
2. **CORRES: Statistics Canada**  
    **RE: National Household Survey**
3. **CORRES: Hon. Hector Goudreau, Minister of Municipal Affairs**  
    **RE: Property Rights**
4. **EDA ALBERTA – Elected Officials Course February 3, 2011**
5. **CORRES: SouthGrow Regional Initiative**  
    **RE: AltaLink / AESO Meeting**
6. **CORRES: The Bridges at Claresholm Golf Club**  
    **RE: 2011 General Liability Insurance**
7. **CORRES: Claresholm Curling Club**  
    **RE: Maintenance Forecasts**
8. **CORRES: Chad Rathgeber**  
    **RE: Penalties on Property Taxes**
9. **CORRES: Jason Hemmaway**  
    **RE: Local and Composite Assessment Review Board**
10. **CORRES: James Kjarsgaard**  
    **RE: Claresholm Museum Board**
11. **CORRES: Claresholm Fire Department**  
    **RE: Fire Chief – Mr. Kelly Starling**
12. **DEVELOPMENT DEPARTMENT – 2010 Year End Brief**
13. **POLICY #GA 01-11 – Fair Hiring**
14. **2011 CAPITAL BUDGET PLAN**
15. **ADOPTION OF INFORMATION ITEMS**
16. **IN CAMERA: PERSONNEL**

**INFORMATION ITEMS:**

1. **Cheque Listing for Accounts Payable – December 2010**
2. **The Bridges at Claresholm Golf Club Meeting Minutes – November 17, 2010**
3. **Chinook Arch Library Board Meeting Minutes – December 2, 2010**
4. **SouthGrow Regional Initiative Management Board Meeting Minutes – September 22, 2010**
5. **SouthGrow Regional Initiative Management Board Meeting Minutes – November 10, 2010**
6. **Claresholm Economic Development Committee Meeting Minutes – May 13, 2010**
7. **West Meadow Elementary School Newsletter January 2011**
8. **SouthGrow Regional Initiative's Alternative Energy Ad Hoc Committee – December 14, 2010**
9. **SouthGrow Regional Initiative Management Board Meeting Minutes – December 8, 2010**
10. **Claresholm & District Chamber of Commerce Meeting Minutes – November 16, 2010**
11. **Claresholm & District Chamber of Commerce Meeting Minutes – December 14, 2010**
12. **Porcupine Hills Lodge Meeting Minutes – November 9, 2010**
13. **Claresholm Animal Rescue Society Meeting Minutes – December 16, 2010**

**ADJOURNMENT:**



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING MINUTES  
DECEMBER 13, 2010**

**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; Secretary-Treasurer: Karine Wilhauk

**ABSENT:** None

**AGENDA:** Moved by Councillor Sutter to give unanimous consent to add the following item to the Agenda.

**12. KRAFT HOCKEY CHALLENGE**

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

**CARRIED**

**MINUTES:** **REGULAR MEETING – NOVEMBER 29, 2010**

Moved by Councillor Quayle that the Regular Meeting Minutes of November 29, 2010 be accepted as presented.

**CARRIED**

**DELEGATIONS:** **SGT. TERRY WICKETT, Claresholm RCMP**

Sgt. Terry Wickett met with Council to discuss what is happening with the RCMP Detachment in Claresholm. In April, they will be doing their annual review where they would like input from Council regarding what the issues are in our community and the Detachment will try to focus on those issues. They also will have an exhibition game versus the Claresholm Fire Department coming up on December 18<sup>th</sup>. Sgt. Wickett is approaching 30 years with the department and has spent all of those years in Alberta. He chose to come to Claresholm as he already knows the area. There is a new member of the detachment and he is currently training. There will be some check-stops in Town over the holiday season. Speeding through Town also continues to be a big issue. Criminal records checks are taking longer than they would like. The Detachment will be having some renovations done in the near future.

**ACTION ITEMS:**

**1. BYLAW #1557 - Borrowing**

**RE: All Readings**

Moved by Councillor MacPherson to give Bylaw #1557, a borrowing bylaw, 1<sup>st</sup> Reading.

**CARRIED**

Moved by Councillor Sutter to give Bylaw #1557, a borrowing bylaw, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Fieguth to give unanimous consent to give Bylaw #1557, a borrowing bylaw, 3<sup>rd</sup> and Final Reading at this meeting.

**CARRIED**

Moved by Councillor Quayle to give Bylaw #1557, a borrowing bylaw, 3<sup>rd</sup> and Final Reading.

**CARRIED**

**2. CORRES: Hon. Jason Kenney, Minister of Citizenship, Immigration & Multiculturalism (Government of Canada)**

**RE: Paul Yuzyk Award for Multiculturalism**

Received for information.

**3. CORRES: Hon. Cindy Ady, Minister of Tourism, Parks and Recreation**

**RE: 2014 Alberta Winter Games**

Received for information.

**4. CORRES: Hon. Hector Goudreau, Minister of Municipal Affairs**

**RE: Municipal Sustainability Initiative**

Received for information.

**5. CORRES: Oldman Watershed Council**

**RE: Support**

Moved by Councillor Sutter to renew our membership with the Oldman Watershed Council and donate \$1,110.00 towards membership for the 2011 year.

**CARRIED**

**6. CORRES: SouthGrow Regional Initiative**

**RE: Alternative Energy Section Adhoc Committee**

Received for information.

**7. CORRES: SouthGrow Regional Initiative**

**RE: General Meeting January 12, 2011**

Received for information.

**8. CORRES: Claresholm Healthy Community Coalition**

**RE: Letter of Support**

Moved by Councillor Fieguth to write a Letter of Support for the Claresholm Healthy Community Coalition's grant application to the Alberta Sport, Recreation, Parks and Wildlife Foundation.

**CARRIED**

**9. CORRES: Keith Armstrong**

**RE: Claresholm & District FCSS Board**

Moved by Councillor MacPherson to appoint Keith Armstrong to the Claresholm & District FCSS Board.

**CARRIED**

**10. STAFF REPORT - CAO**

**RE: Regional Collaboration Program Application**

Moved by Councillor Van Amerongen that Council authorizes the Town of Claresholm to participate in an application for the Regional Shared Services project submitted by the Town of Nanton, as the designated manager, under the regional collaboration component of Regional Collaboration Program, and

Further that the Town of Claresholm, if the applicant, agrees to enter into, or as participant, agrees to abide by the terms of a conditional grant agreement governing the purpose and use of grant funds.

**CARRIED**

**11. 2011 OPERATING INTERIM BUDGET**

Moved by Councillor Quayle to adopt the 2010 operating budget as the 2011 interim operating budget.

**CARRIED**

**12. KRAFT HOCKEY CHALLENGE**

Received for information.

**13. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**14. IN CAMERA: PERSONNEL / DEVELOPMENT**

Moved by Councillor MacPherson that this meeting go In Camera.

**CARRIED**

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

**CARRIED**

Moved by Councillor MacPherson to authorize administration to purchase \$20 gift cards for part-time staff and members of the Claresholm Fire Department as their Christmas bonus.

**CARRIED**

Moved by Councillor Sutter to authorize administration to allocate up to \$15,000 from the Municipal Sustainability Initiative Operating Grant for a study on the airport water system in conjunction with the MD of Willow Creek.

**CARRIED**

Moved by Councillor Van Amerongen to rescind the appointment of Tony Bonetti as Chief of the Claresholm Fire Department effective immediately.

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Sutter that this meeting adjourn at 9:29pm.

**CARRIED**

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Mayor – David Moore

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Chief Administrative Officer – Kris Holbeck, CA

**TOWN OF CLARESHOLM  
NOVEMBER 2010 BANK STATEMENT**

<b>RECONCILED BALANCE OCTOBER 31, 2010</b>			<b>-\$186,075.01</b>
<b>DEPOSITS TO BANK</b>	<b>DEBITS</b>	<b>CREDITS</b>	<b>BALANCE</b>
RECEIPTS FOR MONTH	\$490,013.61		
REVOLVING LOAN RECEIVED	0.00		
CURRENT ACCOUNT INTEREST	10.22		
GIC REDEEMED	1,500,000.00		
INTEREST ON GICS	3,205.48		
TRANSFERS FROM T-BILLS	0.00		
SUBTOTAL	<b>\$1,993,229.31</b>		
<b>CHARGES TO ACCOUNT</b>			
ACCOUNTS PAYABLE		\$333,311.36	
PAYROLL CHARGES		81,468.19	
INTEREST ON REVOLVING LOAN		0.00	
REVOLVING LOAN PAID		0.00	
LOAN PAYMENTS		0.00	
MASTERCARD PAYMENT		676.68	
TRANSFERS TO T-BILLS / GIC PURCHASE		1,101,084.93	
NSF CHEQUES		256.12	
SERVICE CHARGES		218.14	
SCHOOL FOUNDATION PAYMENT		0.00	
SUBTOTAL		<b>\$1,517,015.42</b>	
<b>NET BALANCE AT END OF MONTH</b>			<b>\$290,138.88</b>
<b>BANK RECONCILIATION</b>			
BALANCE PER BANK	371,851.99		
PLUS OUTSTANDING DEPOSITS	2,892.76		
LESS OUTSTANDING CHEQUES		-84,605.87	
<b>RECONCILED BALANCE NOVEMBER 30, 2010</b>			<b>\$290,138.88</b>
<b>OTHER BALANCES:</b>			
EXTERNALLY RES GIC'S & T-BILLS	\$1,049,671.76		
NON-RESTRICTED GIC'S & T-BILLS	\$1,848,573.33		
PARKING RESERVE	\$3,557.51		
WALKING PATHS RESERVE	\$1,935.19		
OFFSITE LEVY RESERVE	\$58,672.38		
SUBDIVISION RESERVE	\$35,540.39		
REVOLVING LOAN BALANCE		\$0.00	

**SUBMITTED TO TOWN COUNCIL THIS 10<sup>th</sup> DAY OF JANUARY 2011**

**MAYOR**

**SECRETARY-TREASURER**

# **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 Council may establish by policy such organizational structure for the Department as may be appropriate and may establish officer positions, prescribe the duties, expectations and qualifications of such Officers and establish the method of their selection and appointment. Officers will be hired according to procedures under this Bylaw and Town Policies.
- 3.4 Members shall carry out duties and responsibilities assigned to them under the Bylaw or Policies adopted by the Council.

#### **SECTION 4 JURISDICTION**

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

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

- 5.1 All members will endeavor to perform Fire Protection and Rescue services in a safe manner, in accordance with:
- a) Good judgment;
  - b) This bylaw;
  - c) Other related bylaws;
  - d) Established policies and guidelines;
  - e) The Quality Management Plan (QMP);
  - f) The training provided;
  - g) The Highway Traffic Act;
  - h) The Safety Codes Act;
  - i) A Code of Practice for Firefighters – Application of Alberta's Occupational Health and Safety Code 2006 to Emergency Operations of the Fire Service in Alberta;
  - j) Best safe working practices;
  - k) The department's Standard Operational Procedures.
- 5.2 All members will report unsafe conditions to the Fire Chief or his/her designate and endeavor to reduce the incidence of unsafe conditions.
- 5.3 No member will attend at an incident when under impairment from alcohol or any performance altering and/or illegal drug.
- 5.4 No member will consume any alcohol or performance altering and/or illegal drugs while attending at an incident.
- 5.5 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 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.
- 7.3 Applications received after the posted deadline will not be considered.
- 7.4 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.
- 7.5 The Recruitment Committee (hereinafter referred to as the "Committee") will consist of:
- a) The CAO or his/her designate;
  - b) A representative of Council;
  - c) Three representatives of the Department as selected by the majority vote of the Department members;
  - d) 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.
- 7.6 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.
- 7.7 Once the preferred candidate is determined, the CAO will conduct reference checks of this candidate.
- 7.8 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.
- 7.9 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.
- 7.10 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:
- e) His/her criminal record check report as provided by the RCMP;
  - f) A signed form acknowledging his/her agreement to comply with this bylaw;
  - g) A photocopy of his/her driver's license;
  - h) A valid Social Insurance Number;
  - i) A Driver's Abstract generated within the past 30 days;
  - j) 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 7.3 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 reason's the Member will immediately inform the Fire Chief;
  - c) Must possess Basic First Aid and CPR Training;
  - d) Be legally entitled to work in Canada. The Fire Chief may request proof of such entitlement;
  - e) Be physically capable of performing assigned duties as a Member;
  - f) Be able to communicate in English clearly and precisely, including under stressful circumstances;
  - g) Be able to understand and follow oral and written communication in English;
  - h) Participate in 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 7.5 above;
  - c) Be able to assist the Fire Chief in developing and facilitating any training and education programs provided for Members;
  - d) Assist to complete all Fire, Incident and Accident reports required by law, the Quality Management Plan, Municipal Policy and for the Fire Departments own records;
  - e) Assist the Fire Chief in performing maintenance of all Apparatus and Equipment, including routine checks for such maintenance;
  - f) Assist the Fire Chief in establishing rules, regulations and guidelines for the efficient operation of the Fire Department;
  - g) Organize and assume command of Fire Protection resources and equipment, as required;
  - h) Provide leadership and develop and implement long-range plans and programs;
  - i) Participate in the preparation of all necessary reports, records and correspondence;
  - j) Establish and maintain effective working relationships with other Members, members of other Fire Departments, Emergency Services, Police Authorities and the public;
  - k) Maintain discipline and morale, exercise sound judgment, cooperate with others, and serve as a mentor to junior Members;

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

**SECTION 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 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 CAO or his/her designate;
  - c) A representative of Council;
  - d) Two (2) 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.
- 9.6 Once the preferred candidate is determined, the Fire Chief will conduct reference checks on the candidate.
- 9.7 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.
- 9.8 The Fire Chief will contact the successful candidate and make the offer of employment. Prior to the new employee beginning work, or any other employment commitment being made, he/she will be required to review and sign a formal written offer of employment.
- 9.9 The Fire Chief will advise members of the Department of the selection at the first available opportunity. The Fire Chief will advise all remaining candidates who received an interview of the decision.

**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) 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      day of      2011 A.D.

**READ** a second time in Council this      day of      2011 A.D.

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

---

David Moore, Mayor

---

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



Statistics Canada

Western Region and Northern Territories  
300 - 10158 103rd Street NW  
Edmonton, Alberta  
T5J 0X6

Statistique Canada

Région de l'Ouest et des territoires du Nord  
300 - 10158, rue 103, N.-O.  
Edmonton, Alberta  
T5J 0X6

December 21, 2010

Mayor David Moore  
PO Box 1000  
Claresholm, AB T0L 0T0

Dear Mayor David Moore,

I am pleased to inform you that the census and the new National Household Survey (NHS) will take place in May 2011. I am writing to seek your support in our campaign to promote awareness of these activities and to encourage the participation of all residents of Canada.

Census information is important for all communities and is vital for planning services such as schools, daycare, police services and fire protection. The NHS is needed to plan family services, housing, roads and public transportation, and skills training for employment.

Since the census and the NHS are essential sources of information about Canada and the people who live here, they must be complete and accurate. It is therefore imperative that everyone complete and return their questionnaires.

We would like to work with you and your municipality to ensure that residents understand the importance of completing the census and the NHS. Their participation is key to gathering the data that will generate information you need to plan, develop and evaluate your programs and services—including neighbourhood improvement programs, transportation services, and housing programs.

In the coming weeks, a member of our communications team will contact you to discuss ways in which we can work together. Should you have any questions, please feel free to contact Shelly Blizzard Jones, Census Communications Manager, by e-mail at [shelly.blizzardjones@statcan.gc.ca](mailto:shelly.blizzardjones@statcan.gc.ca) or by telephone at 780-495-3895.

Thank you in advance for considering this request to support the 2011 Census and the NHS.

Yours sincerely,

Lise Rivais  
Director  
Western Region and Northern Territories

Canada



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Dunvegan - Central Peace*

December 9, 2010

AR49458

His Worship David Moore  
Mayor, Town of Claresholm  
PO Box 1000  
Claresholm, AB T0L 0T0

Dear Mayor Moore:

Recently, there has been much discussion about property rights and recent legislation that supports the ability of the Alberta government to plan for our province's future. I understand this topic also came up during the recent municipal association conventions. I would like to follow up with you on information shared by the Honourable Ed Stelmach, Premier, the Honourable Ron Liepert, Minister of Energy, and the Honourable Ray Danyluk, Minister of Infrastructure.

The *Land Assembly Project Area Act* clarifies how government acquires land for major long-term transportation and water management projects like ring roads and reservoirs. Under this law, government must notify and consult landowners when their land is being considered as part of a project area. Government must also make a decision about the use of the land within two years after a plan is made public and enter into negotiations to purchase land as soon as a landowner within a project area chooses to sell.

The *Alberta Land Stewardship Act (ALSA)* allows for the creation of regional plans that outline land use across the province. These plans may direct conservation of an exceptional environmental or ecological landscape or viewscape on private land, if doing so is deemed to be in the public interest. Landowners retain title to their land if this happens and are entitled to compensation as set out in the *ALSA*.

The *Electric Statutes Amendment Act, 2009*, states that government is responsible for approving the need for critical transmission, just as it is responsible for ensuring other important infrastructure is in place, such as roads, schools and hospitals. Landowners continue to have the right to have their concerns heard and have impacts mitigated to the extent possible. They also continue to have the right to receive fair compensation for transmission facilities located on their property.

.../2

104 Legislature Building, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550

P.O. Box 1054, 035- 1 Avenue SW, Falher, Alberta T0H 1M0 Canada Telephone 780-837-3846 Fax 780-837-3849  
Toll Free From All Areas 1-866-835-4988

Mayor Moore

Page 2

As a government, we take the responsibility to plan for the future needs of all Albertans very seriously. And we will always do so in a way that is open, transparent, accountable and fair. These laws are the tools that will allow us to meet the needs of a growing population and economy. Rest assured, we have worked hard to ensure that when plans are developed and implemented, landowners are listened to and respected. Alberta's tradition of good planning and respect for landowners remains in place.

I believe in open, honest conversation and I encourage you to continue to share your thoughts and ideas with me. I, in turn, will be pleased to bring them to the attention of my Cabinet colleagues so that you can be assured the voice of Alberta's municipalities is heard.

Sincerely,

A handwritten signature in black ink, appearing to read "Hector Goudreau". The signature is written in a cursive, flowing style.

Hector Goudreau  
Minister of Municipal Affairs  
MLA, Dunvegan-Central Peace

cc: Honourable Ed Stelmach, Premier  
Honourable Ron Liepert, Minister of Energy  
Honourable Ray Danyluk, Minister of Infrastructure



EDA Alberta  
Community Economic Development Training

# Elected Officials Course

## Registration Form

Location: Meeting Room – Ramada Inn, Pincher Creek

Thursday, February 3<sup>rd</sup>, 2011, 9:00 a.m. – 4:00 p.m.

Registration Fee – This course is offered **free of charge** to Elected Officials of Alberta SouthWest– Member Communities.

(Includes, course materials, lunch and refreshments)

**YES, I will attend** (RSVP by no later than January 19<sup>th</sup>, 2011.)

### Registration Information:

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

Box # or Street Address: \_\_\_\_\_

City/Town \_\_\_\_\_ Postal Code: \_\_\_\_\_

Company or organization \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

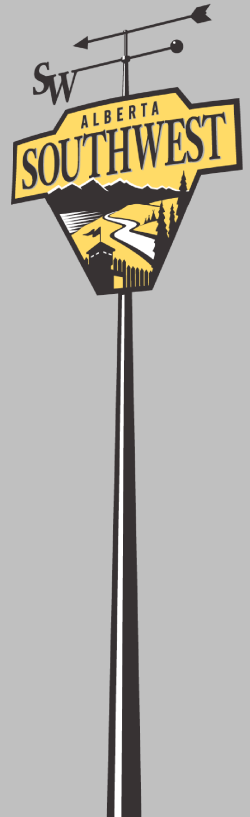
E-mail: \_\_\_\_\_

Please fax or email your registration form  
**on or before January 19<sup>th</sup>, 2011 to:**

Maureen Webster  
maureen.webster@gov.ab.ca  
Phone: 403-627-1165  
Fax: 403-627-1169

The communities of the Alberta South West Regional Alliance are working together to implement economic development activities in our Region.

As part of that initiative, this training is offered to create teams of community and business people to share ideas and be involved in encouraging a prosperous regional economy and building the capacity of our communities.



**Subject:** AESA and AltaLink Meeting  
**Date:** Thu, 6 Jan 2011 09:23:09 -0700  
**From:** Mary Swanek <[Mary.Swanek@gov.ab.ca](mailto:Mary.Swanek@gov.ab.ca)>  
**CC:** Elvira Smid <[Elvira.Smid@gov.ab.ca](mailto:Elvira.Smid@gov.ab.ca)>

*The following email is sent on behalf of Elvira Smid, Director, Lethbridge Region*

*There is still time to register for this meeting. Please contact the SouthGrow Office by phone at 403-381-5414 or email [mary.swanek@gov.ab.ca](mailto:mary.swanek@gov.ab.ca)*

During this summer's visit to your communities, many of you expressed an interest in meeting with both Leanne Dawkins of AESO and with Kevin Strangway of AltaLink. I have spoken with both of these individuals and they are very interested in meeting with communities.

Kevin did tell me that he has met individually with each of the rural CAOs. However as information changes constantly, he welcomes this opportunity to provide updates to all CAOs. We are also inviting Mayors, Reeves and EDOs to this meeting.

Now that the election is over and the AAMDC and AUMA conventions are over, it is a good time to plan this meeting.

Therefore please mark your calendars!

**AltaLink/ AESO meeting**

**Tuesday, January 25, 2010**

**1:00 pm – 3:00pm**

**Location to be determined by the level of interest**

**RSVP to [mary.swanek@gov.ab.ca](mailto:mary.swanek@gov.ab.ca)**

**January 13, 2011** so we can decide on the size of venue. Final confirmation on the meeting location will follow .

Regards,

Elvira Smid  
Director, Lethbridge Region  
Regional Development Branch  
Alberta Finance and Enterprise  
Ph: 403.381.5414  
[elvira.smid@gov.ab.ca](mailto:elvira.smid@gov.ab.ca)

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***Mary J. Swanek***

Client Service Representative  
Alberta Finance and Enterprise  
Administrator, SouthGrow Regional Initiative  
Lethbridge, Alberta  
Ph: (403) 381-5414  
Visit Us At: [www.southgrow.com](http://www.southgrow.com)



December 16, 2010

Mayor Moore & Council  
Town of Claresholm  
Box 1000  
Claresholm, AB. T0L 0T0

**Re: Request to pay 2011 General Liability Insurance**

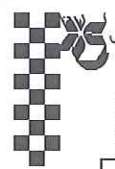
Dear Mayor Moore and Council

The Bridges at Claresholm Golf Club has received its 2011 general liability insurance policy from the co-operators. The total amount of this policy is \$2,345.00. We would like to make a request to Town Council to pay this amount to the co-operators on behalf of the Golf Club.

A copy of this policy is included with this letter. Your Consideration to this letter is greatly appreciated. Thank You.

Yours truly,

Wes Wiebe  
President



**COMMERCIAL PREMIUM NOTICE/OFFER TO RENEW  
VNP CULTURE RECREATION  
(AGENT'S COPY)**

RETAIN THIS PORTION FOR YOUR RECORDS  
PAGE 01 of 01

YOUR AGENT/SERVICE OFFICE IS:  
**SAWATZKY INSUR AGENCY INC** 11159  
TELE: 403-625-4205  
BOX 1131 133-49 AVE W  
CLARESHOLM AB TOL 0T0  
MAIL TO

POLICY NUMBER  
008657382

RENEWAL PERIOD  
From 01 JAN 2011 To 01 JAN 2012  
Day/Month/Year Day/Month/Year

All Times Are Local Times At The Insured's Postal Address

**YOUR POLICY EXPIRES ON 01 JAN 2011 12:01 A.M. LOCAL TIME. IF YOUR PAYMENT IS RECEIVED BY 01 JAN 2011 YOUR POLICY WILL BE RENEWED FOR THE PERIOD SPECIFIED.**

CLARESHOLM GOLF SOCIETY  
PO BOX 2080  
CLARESHOLM AB  
TOL 0T0

NAMED INSURED(S)  
CLARESHOLM GOLF SOCIETY

**COVERAGE SUMMARY**

	RIDER #	% CO-IN	\$ DEDUCTIBLE	\$ LIMIT	RATE	\$ PREMIUM
LIABILITY - ALL LOCATIONS						
COMMERCIAL GENERAL LIABILITY	D-1					1500.00
EXCLUDING ERRORS & OMISSIONS						
BODILY INJURY & PROPERTY DAMAGE	COV-A		1000	5,000,000		
AGGREGATE LIMIT 5,000,000						
PERSONAL INJURY	COV-B			5,000,000		INCLUDED
MEDICAL EXPENSES	COV-C			2,500		INCLUDED
TENANTS LEGAL LIABILITY	COV-D		1000	1,000,000		INCLUDED
ADVERTISING INJURY LIABILITY	D-1(R)			2,000,000		INCLUDED
SPORTS PARTICIPANT EXCLUSION	D-1(U)					INCLUDED
LIQUOR LIABILITY ENDORSEMENT	D-1(16)					INCLUDED
NON-OWNED AUTO	D-6			1,000,000		INCLUDED
D & O LIABILITY ENTITY FORM	D-23		1000	1,000,000		845.00
BASIC COV A: \$0 DED						
BASIC COV B: \$1000 DED						
BASIC COV C: \$1000 DED						
WRONGFUL DISMISSAL-ENTITY FORM	D-23(A)				INCLUDED	
<b>PREMIUM FOR LIABILITY:</b>						<b>2345.00</b>

Same as 1/7/2010

*Directors + Officers Insurance is paid for by the facility operator. The Town only pays the CGL.*

*td 1/7/2011.*

**RECEIVED**  
NOV 22 2010

MINIMUM RETAINED PREMIUM: \$ 350

TOTAL PREMIUM DUE \$ 2345.00

IF PAYMENT IS RECEIVED BY THE DATE SPECIFIED ABOVE THIS POLICY IS RENEWED IN THE AMOUNTS STATED ABOVE AND SUBJECT TO THE SAME TERMS AND CONDITIONS AS THE ORIGINAL CONTRACT AND ANY AMENDMENTS THERETO. SIGNATURE OF AUTHORIZED REPRESENTATIVE: *[Signature]* SECRETARY



December 3, 2010

To: Town of Claresholm

**RE: Claresholm Curling Club Maintenance Forecasts**

The Claresholm Curling Club is requesting that the Town of Claresholm set up a delegation to put together some forecasts and proposals to replace the roof and/or the ice plant. This facility is aging and the club has been proactive in setting funds aside. The cost of either project would be substantial and that is why we feel at this time it would be prudent to do some forward planning. We thank you in advance for considering our request, and our thanks go out to Daryl Sutter for initiating this process.

Sincerely

A handwritten signature in blue ink, which appears to read "Cody Fletcher". The signature is fluid and cursive, with the first name "Cody" being more prominent than the last name "Fletcher".

Cody Fletcher  
President of the Claresholm Curling Club



To: Town of Claresholm  
From: Chad Rathgeber

Regarding: Business Property Taxes for 1141408 Alberta Ltd.  
119 49 Avenue West Claresholm, AB T0L 0T0

I handed in a cheque just before the tax deadline for my 2010 property taxes. I subsequently received a phone call from Chris Holbeck saying that my cheque couldn't be cashed due to a hold at the Alberta Treasury Branches. I went in to discuss the matter with the branch manager, Kit, who said yes, there was sufficient funds in the account but that they couldn't release the Town of Claresholm cheque due to holds on deposits. I went back to the town office to explain this to Chris and that I could write a new cheque the next day (one day after the deadline) and she said I would have to pay a penalty and that there was no leniency in this matter. She then mentioned that I should wait until the end of the year to pay as there was no advantage to paying now.

So this is what I did. I waited until December 24<sup>th</sup> to give a week to make sure nothing wrong happened again. When I drove down to the town office in the morning I discovered that the town office was closed even though this is not a statutory holiday and every other place in town was open. I then went away for Christmas and didn't return until January 2<sup>nd</sup>, 2011.

On January 3<sup>rd</sup>, 2011 I went to the town office at 9 am to drop off my cheque. I was told there would be a penalty again due to it being late. I pleaded my case to no avail.

So, I started writing this letter thinking I would ask for a waiver of the additional penalty for missing the December 31<sup>st</sup> deadline.

After further thought, I am now asking for a complete waiver of all penalties on my 2010 property tax bill. I realize you have rules and deadlines for a reason. I believe that reason is to penalize people and businesses who don't pay their taxes on purpose or who are always late.

What I don't understand is how when a first time commercial property owner and 10 year resident and homeowner in Claresholm, who always pays his bills on time, makes an honest mistake there is no ability for leniency. Instead I am left with a 28% penalty that equates to over \$300. Funds that have to come directly out of revenue from a local small business. This charge seems far in excess of the 'crime' that was committed.

This has been my first negative experience with the town office and I hope it's my last as it's left quite a sour taste.

Sincerely,



Chad Rathgeber for 1141408 Alberta Ltd.

# MEMO

Date: January 4, 2011  
To: Mayor and Council  
From: Lisa Chilton – Tax Administrator  
Subject: Recommendation to council re: Chad Rathgeber request to cancel penalty for 2010 taxes

My recommendations as Tax Administrator would be to refer to the Tax Penalty Forgiveness Policy # 76 which clearly states that taxes are due and payable by the penalty dates of August 31 or last business day in August and December 31 or the last business day in December.

After reading Mr Rathgeber's letter I see that there could've been several ways this penalty could've been avoided:

1. Be aware of your bank's hold policy on funds.
2. After missing first deadline post date and deliver a cheque to the Town any day from September 1 – December 31 that is DATED for December 31.
3. If office is closed, put the cheque in the mail slot at top of stairs.
4. Ask a friend to take it down to the office if you are going to be away.
5. Put the cheque in the mail ensuring it is postmarked in plenty of time.
6. Read the material that is enclosed in the Tax Notice when it is mailed (copy of the Tax Penalty Forgiveness Policy)

This has been a contentious issue for many years and thus the reason for the Tax Penalty Forgiveness Policy. The purpose was to make these decisions easy by referring to the policy without exceptions. Mr Rathgeber was given many opportunities and avenues to pay his taxes on time, the first and second time, as are all of the Town of Claresholm rate payers. There were a couple long time residents in Town that simply forgot to pay and understood the deadline and paid their penalties.

Recommendation: Motion to <sup>not</sup> waive any penalties.

*K. Hallock*  
1/7/2011.



## TAX PENALTY FORGIVENESS Policy #TAX 09-08

**PURPOSE:** To establish a consistent policy to guide administration when requests are received from citizens for forgiveness on the penalty assessed on late paid property taxes.

**POLICY:** The onus of having the current property taxes paid on the due date (August 31<sup>st</sup> or the last business day in August) is clearly laid on the property owner.

### **GUIDELINES:**

1. This policy is to be used as formal documentation that supports administration's response to citizens that there is no forgiveness of penalties on late paid property taxes.
2. This policy is to be used as Council's direction to administration when taxpayers request the forgiveness of penalties on late paid taxes either verbally or in a letter to administration.
3. Letters addressed to Mayor and/or Council will be presented on the Council Agenda but this policy will give direction regarding the resolution of the issue.
4. If paying in person, the taxpayer must pay at the Town of Claresholm Administration Office by 4:00pm on the due date (August 31<sup>st</sup> or the last business day in August). **No payment after business hours will be accepted at the Town Office.**
5. Reasons such as family illness, bank errors, not knowing the due date for property taxes, etc are not valid reasons for the late payment of property taxes and the penalty will not be reversed.
6. If paying at a financial institution (during regular business hours) or via Internet banking, it is the onus of the taxpayer to ensure payment is made by 11:59pm on the due date (August 31<sup>st</sup> or the last business day in August).
  - If the taxpayer believes their payment was made by the due date, they need to provide one or more of the following pieces of documentation as proof of the payment date:
    - **In person at the bank:** the receipt showing the bank date stamp;
    - **Via Internet:** notification from the bank's electronic payment office, stating amount paid and tax account number paid;
    - **Via financial institution, all methods:** copy of a bank statement, showing name, payment date and amount. Note: please cross off any unnecessary items.
7. Payments via mail will be accepted as valid provided they are post-marked as August 31<sup>st</sup> or the last business day in August.
8. This policy also applies to all outstanding balances that are due on or before December 31<sup>st</sup> or the last business day in December and that are subject to a penalty.

**EFFECTIVE DATE: September 22, 2008**



To: Town Of Claresholm

Re: Local and Composite Assessment Review Board

I am writing to Town Council to be let known that I would like to be considered for appointment to the Local and Composite Assessment Review Board. I am eager to give back to this great community and become more educated and involved in the decision making processes of The Town of Claresholm.

Thank you in advance for your consideration.

Jason Hemmaway

James H. Kjarsgaard  
P.O. Box 3051  
Claresholm, Ab  
T0L 0T0

January 7, 2011

Town of Claresholm  
Box 1000  
Claresholm, Ab  
T0L 0T0

To Whom It May Concern:

Re: Director at Large, Claresholm Museum

I would appreciate it if you would consider me for the above named position.

I feel I am qualified for the position based on the following:

Master of Arts degree with concentration in Cultural Anthropology and  
Theatre Management

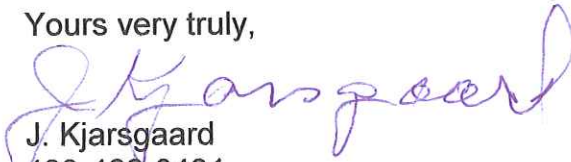
Ten years as owner and manager of an Antique Store

Fifteen years as owner and manager of a commercial enterprise

20 years collecting, buying and selling antique cars, trucks and airplanes

Now retired, I have a great deal of time on my hands and would like to be of  
some use to the community.

Yours very truly,

  
J. Kjarsgaard  
403-468-0401

/vk

**CLARESHOLM**  
**FIRE DEPARTMENT**

BOX 433 CLARESHOLM, AB TOL-0TO

Dear: Ms. Kris Holbeck

I am writing this letter to inform the Town of Claresholm, that I Kelly Starling have been elected the new Fire Chief at the Claresholm Fire Department as of Jan 5, 2011 pending Councils approval. I am very excited to take on this new opportunity and the challenges that may come with it. I look forward to many years of working side by side with town Council to provide the best service possible to the Town of Claresholm and our citizens.

Yours truly,



Kelly Starling

**TOWN OF CLARESHOLM  
DEVELOPMENT DEPARTMENT**

P.O. BOX 1000  
221 – 45<sup>th</sup> AVE W  
CLARESHOLM, AB T0L 0T0



**DEVELOPMENT DEPARTMENT  
YEAR END BRIEF**

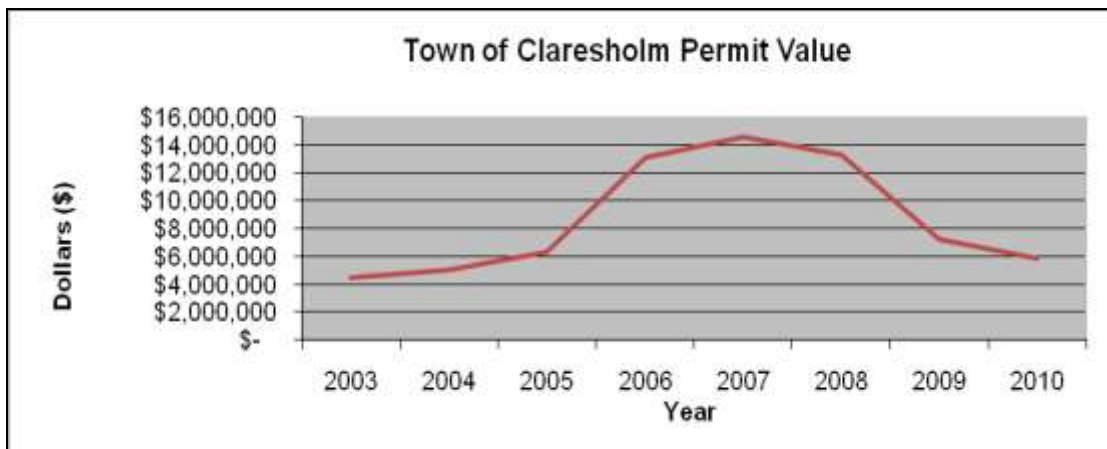
**To:** Council  
**From:** Jeff Gibeau, Planner / Development Officer  
**Re:** Year End Brief & Development Statistics

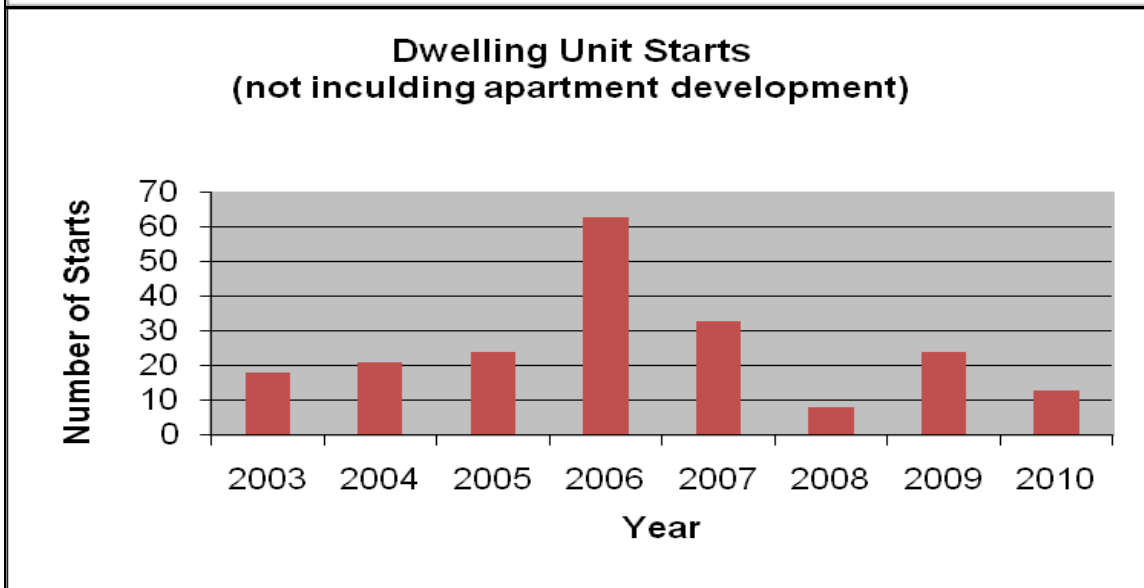
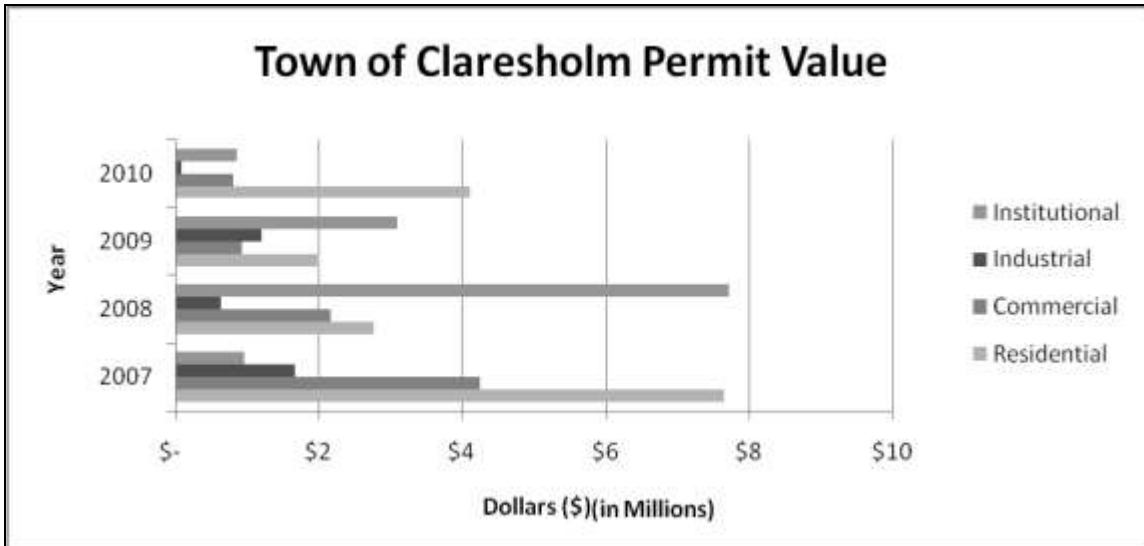
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**Development**

The 2010 development year was as expected. The number of development permits increased by 5%, however the total permit value decreased to a six year low. The primary reason of the decrease is the lack of institutional development, as the construction value plummeted to a four year low. As predicted last year, the residential construction market recovered nicely, this is a positive sign. The recovery occurred despite no housing starts in the newly created subdivisions (2009) and nominal progress with ongoing residential subdivision projects. While the commercial / industrial construction market's numbers indicate a downward trend, the permit numbers remain identical. Therefore, the construction occurred in a smaller in scale (in terms of construction value), such as additions and renovations, rather than new construction. 2010 saw a decrease in dwelling unit starts; however the 16 Porcupine Hills units are represented in the 2009 numbers. Outside those numbers, normal dwelling units improved slightly. Home Occupation approvals remain similar to past years. Requests for compliance increased 19% from a year ago and eclipsed the high marks set in 2006 & 2007. The main cause for the increase is likely due to amplified restrictions from lending institutions, but also indicates that the real-estate market in Claresholm was relatively healthy in 2010. Although development continues to be cyclical in nature it has been difficult to predict the busy periods, as fall and winter produced some of the busiest times.

Development Department statistics in graphical form are displayed below.





**Planning**

The Development Department continues to make use of the Oldman River Regional Services Commission various planning and development duties. Their Planning Advisor, Gavin Scott and other staff continues to provide assistance when required. Only one subdivision was approved in 2010. This is uncharacteristically low. However, the lack of subdivision applications allowed the Development Department and ORRSC to spend more time on planning projects. The following projects were completed in 2010:

- Municipal Development Plan Review (Bylaw No.1551)
- Southwest Residential Area Structure Plan (Bylaw No.1552)
- Prairie Shore Area Structure Plan (Bylaw 1536)
- Derochie Drive Subdivision Finalization

Progress was made on the following projects in 2010:

- Skyline Subdivision Finalization
- Fairway Vista Subdivision Finalization
- CPR Subdivision (Phase I)
- Harvest Square Project

The following is list of the future projects to be undertaken (and/or finished) in 2011 and future:

- CPR Subdivision (Phase I)
- CPR Area Redevelopment Plan (Phase II)
- Skyline Subdivision Finalization
- Fairway Vista Subdivision Finalization
- Land Use Bylaw Amendment
- 8<sup>th</sup> Street Redevelopment Plan (including 59<sup>th</sup> Avenue West)
- Claresholm Land Corporation Area Structure Plan
- Inter-Municipal Development Plan with the MD of Willow Creek (Phase I of future Industrial Annexation Project)
- Pedersen Estates Phase 1 Subdivision Finalization
- Harvest Square Project
- Sundance Subdivision Repair
- Southern Developments Area Structure Plan
- Parks Master Plan
- Transportation Master Plan

### ***Enforcement***

In 2009, Council indicated to the Development Department that more enforcement was desired. In response, the Development Department began tracking enforcements actions. This has resulted in over 30 files in 2010 alone. The files have resulted mainly from complaints and compliance requests. Unfortunately, the Development Department does not have adequate resources to bring these files to a close in a timely matter. In total almost 60 enforcement actions remain open. The Community Standards Committee has echoed Council's 2009 intentions by referring numerous files and inquires, however the Development Department was unable to give these items adequate attention in 2010. In addition, several joint projects with Bylaw Enforcement and Public Works have been put on hold. Other development and planning duties and priorities continue to preclude and eclipse the timely resolution of enforcement files.

### ***Miscellaneous***

In 2010 the Development Department continued to work closely with Superior Safety Codes Inc. regarding the administration of safety codes. Alberta Municipal Affairs continues to pressure the Town to take a more active role in the administration of safety codes. However, the Development Department's resources remain limited and therefore recommends that the current process is continued in the foreseeable future. The Development Department expects a routine audit from Alberta Municipal Affairs in 2011.

Other projects were also undertaken. Highlights of the 2010 Sidewalk Project include, 6 new ramps, upgrading of the pedestrian network around the Porcupine Hill Lodge and a new stretch of sidewalk along the northside of HWY 520, between Hwy #2 and 2 Street East. In total, over \$77,000 worth of sidewalk was replaced. Overall the Development Department experienced a moderate increase in

inquires and miscellaneous files. Effective response and communication to zoning, environmental, real-estate and general inquiries from the public remain a priority for the Development Department.

**Conclusions**

The balancing act between development, planning, enforcement and miscellaneous duties continue. The Development Department continues to give high priority to all development duties and efficient communications. Time is a finite resource. Unfortunately the lack available time resulted in both ineffective enforcement and minimal to moderate progress of planning projects. Increased pressure for results has negatively affected development duties; only 33% of the files opened this year have been closed, with little to no closure of remaining 2008 and 2009 files. As a result the Development Department has a larger than normal amount of 2010 files that requires attention during the start of the 2011. If the pace of development continues, the ability of the Development Department to recover will be hindered.

**Recommendations**

1. Land Supply
  - a. Pressure for the establishment of new commercial and industrial lands is increasing. The Development Department recommends that Council increase focus on the development (or redevelopment) of commercial and industrial lands.
  - b. Don't under estimate the need for continued development of residential land. During a busy year the entire residential land supply could be consumed. The Development Department cannot stress enough the importance of having an appropriate supply of developable land.
2. Staffs current time allocations and ORRSC's availability will allow a maximum of two to three planning projects can be completed a year. Given recommendation #1 and the list of future planning projects, the Development Department recommends that changes be made to the structure of the organization. Alternatively, Council will have to temper expectations and specify the three projects of highest priority to be worked on in 2011.
3. If Council considers enforcement as a high priority, changes must be made to the structure of the organization. Otherwise enforcement efforts will continue to be ineffective because they are being eclipsed by other duties.

Regards,

***Jeff Gibeau***  
***Planner / Development Officer***



[townofclaresholm.com](http://townofclaresholm.com)

Phone: (403) 625-3381

Fax: (403) 625-3869



# Policy #GA 01-11

## Fair Hiring

### **PURPOSE:**

The Town of Claresholm practices equal opportunity and fair hiring processes when filling positions, and hires only the most qualified individuals to ensure the success of our municipality. The Town of Claresholm has adopted this policy to ensure that all employees and potential candidates are considered for employment opportunities in a fair and consistent manner.

This policy shall:

- 1) Provide guidelines for all personnel requests;
- 2) Detail procedures for all job postings;
- 3) Describe the application process for potential candidates;
- 4) Outline the interview process;
- 5) Discuss employee eligibility for internal transfers;
- 6) Summarize the process for background checks and references;
- 7) Supply procedures for offers of employment;
- 8) Present resolutions for conflict in the hiring process.

### **DEFINITIONS:**

**CAO:** means the Chief Administrative Officer of the Town of Claresholm.

**Department Head:** includes the Public Works Superintendent, Senior Water Plant Operator and Fire Chief.

**Designated Officers:** includes the Secretary-Treasurer, Payroll/Tax Administrator, Development Officer/Planner, and the Family & Community Support Services (FCSS) Director.

### **POLICY:**

#### **Personnel Requests**

The Town of Claresholm requires that all requests for new or additional personnel be directed in writing, from the Department Head, to whom the position reports to, to the CAO or his/her designate for approval. Personnel requests shall include the position title, essential job functions, necessary qualifications, reasons for the opening, and the hours/shifts required.

#### **Job Postings**

##### **Internal:**

- The Town of Claresholm requires that all new postings of non union employment be circulated internally on the Town's message boards for a period of one week before being made public.
- This process is designed to give current Town of Claresholm employees first priority in consideration for new employment with the Town, and to promote applicable employees whenever possible.
- The Town of Claresholm requires union job postings be in accordance with the current collective agreement.



- Qualified applicants under the employ of the Town of Claresholm shall remain subject to the normal hiring processes, including interviews, etc.

**External:**

- After a period of one week, for non-union positions, if internal postings have not yielded a sufficient field of fully qualified candidates to choose from, the Town of Claresholm shall make public any new employment opportunities.
- For union positions, external posting will be done per the current collective agreement.
- External job postings for union positions shall be in accordance with the current collective agreement,
- External job postings shall be based on necessity and budget requirements.
- Administration shall be responsible for the placement of all recruitment advertisements. All advertisements will state the current salary range for the position and the deadline for submitting applications.

**Application Process**

- The Town of Claresholm requires applicants to submit a resume and letters of reference and an application on the consideration of employment.
- The Town of Claresholm will review all properly completed applications and resumes and interview the most qualified candidates.
- Candidates that for any reason do not meet the requirements for employment shall remain classified as applicants and may re-apply for reconsideration if the posting is re-advertised.
- Applications received after the posted deadline date will not be considered.
- When hiring for a vacancy in the Fire Department, the CAO will follow the procedures outlined in the current Fire Protection and Emergency Services Bylaw.

**Interviews**

- The CAO will determine which individuals are to participate in the interview process. When recruiting for a vacancy in the position of FCSS Director, the CAO will select FCSS Board members he/she wishes to participate. The interviewers are to review the applications within one week of the deadline date and short-list the candidates selected for interviews. Normally, not more than three (3) candidates will be interviewed for any position.
- Interview questions shall be compiled and reviewed by Administration to ensure their efficacy. These interviews will be conducted within two (2) weeks of the deadline date.
- Upon completion of all scheduled interviews, the results shall be reviewed by the CAO and his/her designate and reference checks of the preferred candidate will be conducted.
- The CAO shall make hiring decisions at his/her discretion.
- Applications and resumes of applicants that were not selected for employment shall be forwarded to office staff to ensure the appropriate retention of information.
- Administration shall notify interviewed applicants not selected for employment regarding the closure of the position.

### **Internal Transfers**

- Employees are encouraged to apply for internal job openings, and will have their applications considered on the basis of their qualifications and potential for success at the position.
- Internal applicants who are not selected for the position shall be notified by Administration.
- In the event that an employee is selected for employment pertaining to an internal job posting, following their transfer to the new position, they will begin a new probationary period.

### **References and Background Checks**

- The CAO and/or his/her designate shall conduct reference checks, and may request the potential candidate obtain a RCMP background check for employment at the Town of Claresholm.
- Background checks are designed to protect the safety of the employees by minimizing the hiring of potentially dangerous individuals with violent criminal backgrounds.
- References shall be checked to ensure a candidate's qualification for the position.

### **Offer of Employment**

- The Town of Claresholm shall give a conditional offer of employment to applicants that have been selected through the application and interview process.
- Job offers shall be contingent on the applicant's agreement to policies, successful reference and background checks, and any other condition applicable to the position that are required of the employee.
- Should the applicant accept an offer of employment from the Town of Claresholm, he/she will be considered an employee, and provided with a start date and required location to report for duty. Employee orientation shall be provided, and will include workplace duties, rules and regulations, and other job specific information designed to assist the employee in his/her duties. Authorization forms and policies shall be signed during this period of orientation.
- Non union employees will be asked to sign a confidentiality agreement.
- The CAO will advise Council of the selection at the first available opportunity and the Department Head will advise all remaining candidates who received an interview of the decision.

### **Potential Hiring Conflicts**

#### **Family Members:**

- The Town of Claresholm shall accept applications from, and consider a member of an employee's immediate family for employment if the candidate has all the requisite qualifications.
- An immediate family member shall not be considered for employment if by doing so, it might create a direct managerial/subordinate relationship with the family member or council, or if his/her employment could create a conflict of interest.
- For the purposes of this policy, immediate family members shall be defined as: wife, husband, mother, father, brother, sister, son, daughter, or any in-laws.

**Employee Relationships:**

- Employees engaging in romantic relationships and employees that become married or live in the same household may continue their employment with the Town of Claresholm provided that there is neither a direct managerial / subordinate relationship between the employees, or a conflict of interest created as a result of the relationship.
- In the event that either a managerial/subordinate, or conflict of interest issue arises, the Town of Claresholm will work with the employees to accommodate them in a reasonable fashion. Possible resolution may require one of the employees to transfer to another position within the municipality. If this is not possible, one of the employees may be asked to resign.

**Former Employees:**

- A former employee that left the Town of Claresholm on amicable terms may be eligible for re-employment, and could be asked to complete another probationary period.
- Former employees that left the Town of Claresholm without proper notice, or whose employment was terminated for disciplinary reasons, shall not be eligible for re-employment.

**EFFECTIVE DATE OF POLICY:**

**Acknowledgment and Agreement**

I, \_\_\_\_\_ (employee name) acknowledge that I have read and understand the Fair Hiring Policy of the Town of Claresholm. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face legal, punitive or corrective action.

**SIGNATURE:** \_\_\_\_\_

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

**WITNESS:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

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

**TOWN OF CLARESHOLM: 2011 CAPITAL BUDGET PLAN  
ALL DEPARTMENTS PROPOSED PROJECTS**

DEPARTMENT	PROJECT DESCRIPTION	CAT.	TOTAL COST	TOWN COST PAID MSI GRANT	TOWN COST PAID SIP GRANT	TOWN COST PAID FGT GRANT	TOWN COST PAID OPERATIONS	TOWN COST PAID RESERVES	FUNDING SOURCE	COMMENTS	
Sanitary/Streets	50th Avenue East Sanitary Sewer Main & Paving	New	529,000		363,000	166,000			Streets Improvement Grant	SIP grant available from 2010 and 2011.	
Sanitary System	Sewage Lagoon - Phase One Lift Station only	New	1,523,000.00	731,000					MSI Capital	MSI capital allocated over 2 yrs/AMWWP grant needed	
Sundance Subdivision**	Sanitary System/Roads (Town crew to do prep work)	New	180,000.00					180,000	Reserves	Monies repaid by landowners as LIT.	
Sanitary System	Sanitary Sewer Trunk Main (8th Street to Prairie Shores) (total cost to Town) see detailed breakdown	New	430,000.00				43,000		Operations/Reserves	Town has proposed to repay developer over 10 years (\$43,000 out of budget)	
Roads	Downtown Parking Lot	New	72,000.00		72,000				SIP Grant	Repave parking lot.	
Bylaw Enforcement	Animal Services Building	New	155,000.00					50,000	Reserves	Grant funds 50% of project and donations \$28,000	
Sanitary Sewer	5100 Blk 2nd St W Sewer	New	160,000.00			160,000			Federal Gas Tax Grant	Sewer repair/paving 5100 Blk 2nd Street	
Storm Sewer	Golf Course Pond Desludging	New	-								
Common Pool	Streetlights 8th Street and Alberta Road	New	-								
Common Pool	Capital Equipment Requirements	New	94,000.00					94,000	Reserves	See Superintendent's list attached.	
Recreation	Arena Floor & Boards Replacement	New	800,000.00				80,000		Operations to Reserve Fund	10 years allocate \$80K to reserves/apply for grant	
<b>TOTAL PROJECTS LISTED</b>				<b>TOTAL COST OF PROJECTS</b>							
				\$ 731,000.00	\$ 435,000.00	\$ 326,000.00	\$ 123,000.00	\$ 324,000.00	\$	1,939,000.00	
<b>MSI GRANT \$ AVAILABLE</b>				<b>\$700,000.00</b>							
<b>SIP GRANT and TOWN \$ AVAILABLE</b>				<b>\$435,000.00</b>							
<b>Federal Gas Tax GRANT \$ AVAILABLE</b>				<b>\$422,000.00</b>							

\*\*this project is a local improvement for the area and would have to be offered to and approved by the area's landowners showing costs that would be charged on their tax rolls over the next 10 years.

# **INFORMATION ITEMS**



TOWN OF CLARESHOLM  
CHEQUE LISTING FOR ACCOUNTS PAYABLE

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<b>Cheque #</b>	<b>Cheque Date</b>	<b>CEO</b>	<b>CAO</b>	<b>Vendor # Name</b>	<b>Amount</b>
					<b>Batch # 14420</b>
43296	2010-12-06			900100 GELOWITZ, ARLENE JOAN & WILLIAM	135.49
43297	2010-12-06			900100 RAINBOW MOTOR INN MACKLIN LTD	2,250.69
					<hr/>
					2,386.18



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

<b>Cheque #</b>	<b>Cheque Date</b>	<b>CEO</b>	<b>CAO</b>	<b>Vendor # Name</b>	<b>Amount</b>
				<b>Batch # 14429</b>	
43298	2010-12-08			600 ALBERTA ASSOCIATION OF M.D.'S	9,465.80
43299	2010-12-08			786813 ATCOM	349.13
43300	2010-12-08			786195 Benchmark Assessment Consultants Inc.	3,515.40
43301	2010-12-08			786354 BONETTI, TONY	706.62
43302	2010-12-08			786818 BROWNLEE LLP	4,450.35
43303	2010-12-08			785957 CAYTEC EQUIPMENT LTD.	288.53
43304	2010-12-08			13325 CLARESHOLM FIRE DEPARTMENT	480.00
43305	2010-12-08			786254 CLARESHOLM FLORAL & CANDY SHOPPE	50.00
43306	2010-12-08			13400 CLARESHOLM GLASS '88' LTD	247.80
43307	2010-12-08			13125 Claresholm Mental Health & Addictions	62.54
43308	2010-12-08			786641 CLARESHOLM REGISTRIES	11.50
43309	2010-12-08			786141 CLARESHOLM TAXI	576.00
43310	2010-12-08			785952 FIEGUTH, BETTY	444.92
43311	2010-12-08			786597 FOOTHILLS HOME IMPROVEMENTS	268.28
43312	2010-12-08			786240 GAMMEL'S PLUMBING HEATING & GASFITTING	4,248.10
43313	2010-12-08			786800 GDM ELECTRIC LTD.	1,295.66
43314	2010-12-08			49980 HARRY'S TIRE SALES (1984) LTD.	4,740.80
43315	2010-12-08			785954 HUBKA, DAVID	439.92
43316	2010-12-08			786186 K & R HOME & LAWN SERVICES	412.13
43317	2010-12-08			786078 LING, JULIE	34.64
43318	2010-12-08			56200 LOCAL AUTHORITIES PENSION PLAN	8,393.37
43319	2010-12-08			786519 MACPHERSON, DOUG	497.99
43320	2010-12-08			786570 MOORE, DAVID	491.76
43321	2010-12-08			786905 ONECONNECT SERVICES INC. T46194	80.98
43322	2010-12-08			75955 PALMER, FRED	160.00
43323	2010-12-08			786635 PCO SERVICES CORPORATION	178.50
43324	2010-12-08			76300 PEDERSEN TRANSPORT LTD.	82.02
43325	2010-12-08			786722 PLANET CLEAN (CALGARY) LTD.	119.84
43326	2010-12-08			786453 PRAXAIR CANADA INC.	787.50
43327	2010-12-08			786156 Q.E.D. ENTERPRISES LTD.	881.49
43328	2010-12-08			786273 QUAYLE, CONNIE	439.92
43329	2010-12-08			786536 R P WATERWORKS INC.	2,741.99
43330	2010-12-08			86300 RECEIVER GENERAL FOR CANADA	12,394.59
43331	2010-12-08			786571 SUTTER, DARYL	496.54
43332	2010-12-08			900 TELUS	348.19
43333	2010-12-08			786437 THE WRITE SOURCE	79.84
43334	2010-12-08			786849 TJ'S TREE TRIMMING	241.50
43335	2010-12-08			785150 Torque's Heavy Truck & Trailer Repair Ltd.	1,038.30
43336	2010-12-08			785956 VAN AMERONGEN, JUDY	469.92
43337	2010-12-08			111705 WC CLASS II REGIONAL LANDFILL	6,907.48
43338	2010-12-08			126050 ZEE MEDICAL CANADA, INC.	129.77
43339	2010-12-08			900000 CLARESHOLM SKATING CLUB	200.00
43340	2010-12-08			900000 RENOS BY JT LTD.	433.23
43341	2010-12-08			900000 ROTO-ROOTER	553.35
					<b>70,236.19</b>



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

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<b>Cheque #</b>	<b>Cheque Date</b>	<b>CEO</b>	<b>CAO</b>	<b>Vendor # Name</b>	<b>Amount</b>
				<b>Batch # 14458</b>	
43342	2010-12-21			850 AG-LINE	1,788.08
43343	2010-12-21			786868 BARLEY, BARRY	83.99
43344	2010-12-21			6390 BISHOFF AUTO & AG CENTRE	2,022.73
43345	2010-12-21			6441 BOB HONG JANITORIAL LTD.	231.00
43346	2010-12-21			11250 CANADIAN LINEN SUPPLY	319.44
43347	2010-12-21			87008 CANADIAN RED CROSS	379.70
43348	2010-12-21			786904 CDW CANADA INC.	1,662.45
43349	2010-12-21			786578 CENTRAL SHARPENING LTD.	36.75
43350	2010-12-21			13150 CLARESHOLM CASTING	220.50
43351	2010-12-21			13175 CLARESHOLM COMMUNITY CENTRE HALL BOARD	295.05
43352	2010-12-21			786141 CLARESHOLM TAXI	99.00
43353	2010-12-21			14205 CLEAN BRITE CHEMICAL SERVICES LTD.	550.52
43354	2010-12-21			785973 CLEARTECH INDUSTRIES INC.	578.14
43355	2010-12-21			786240 GAMMEL'S PLUMBING HEATING & GASFITTING	5,806.27
43356	2010-12-21			786800 GDM ELECTRIC LTD.	318.58
43357	2010-12-21			36800 HOME HARDWARE	881.29
43358	2010-12-21			26900 IRON ROCK ENTERPRISES LTD	823.87
43359	2010-12-21			786078 LING, JULIE	60.00
43360	2010-12-21			786428 NEXEN MARKETING	50,465.83
43361	2010-12-21			786732 NORBY, KEN	12,127.50
43362	2010-12-21			76300 PEDERSEN TRANSPORT LTD.	99.37
43363	2010-12-21			786722 PLANET CLEAN (CALGARY) LTD.	249.55
43364	2010-12-21			13525 SOBEYS CLARESHOLM	511.67
43365	2010-12-21			900 TELUS	1,344.62
43366	2010-12-21			96730 THE MACLEOD GAZETTE	42.00
43367	2010-12-21			126050 ZEE MEDICAL CANADA, INC.	46.01
43368	2010-12-21			900000 ALFA PRODUCTS INC.	3,517.71
43369	2010-12-21			900000 ANDERSON, GERALD	340.00
43370	2010-12-21			900000 ARCHER	420.00
43371	2010-12-21			900000 DEKRA-LIGHT	662.55
43372	2010-12-21			900000 HALL, BRENT	548.47
43373	2010-12-21			900000 HEGGIE, TODD	340.00
43374	2010-12-21			900000 PLANET COFFEE	30.91
					<b>86,903.55</b>





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

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<b>Cheque #</b>	<b>Cheque Date</b>	<b>CEO</b>	<b>CAO</b>	<b>Vendor # Name</b>	<b>Amount</b>
				<b>Batch # 14460</b>	
43375	2010-12-22			785929 BOW MARK PAVING LTD.	64,678.34
43376	2010-12-22			13660 CLARESHOLM LOCAL PRESS	1,880.18
43377	2010-12-22			14085 CLARESHOLM NAPA AUTO	1,041.88
43378	2010-12-22			786641 CLARESHOLM REGISTRIES	11.50
43379	2010-12-22			786141 CLARESHOLM TAXI	724.50
43380	2010-12-22			786058 Corporate Express	77.82
43381	2010-12-22			786540 DIRECT ENERGY REGULATED SERVICES	56.01
43382	2010-12-22			76356 Excel Telecommunications (Canada) Inc.	14.83
43383	2010-12-22			36800 HOME HARDWARE	19.94
43384	2010-12-22			786267 LAWSON PRODUCTS INC.	219.08
43385	2010-12-22			786078 LING, JULIE	28.63
43386	2010-12-22			56200 LOCAL AUTHORITIES PENSION PLAN	8,271.16
43387	2010-12-22			786704 MINISTER OF FINANCE (LT)	5.00
43388	2010-12-22			786872 MPE ENGINEERING LTD.	9,359.94
43389	2010-12-22			97050 PHARMASAVE	50.01
43390	2010-12-22			786205 PIPELINE WATER CO-OP LTD.	50.00
43391	2010-12-22			786722 PLANET CLEAN (CALGARY) LTD.	90.72
43392	2010-12-22			86153 RANCLAND EMBROIDERY	315.00
43393	2010-12-22			86300 RECEIVER GENERAL FOR CANADA	10,675.94
43394	2010-12-22			786292 RELIANCE APPRAISAL CONSULTANTS LTD.	2,835.00
43395	2010-12-22			786180 RICOH CANADA INC.	98.30
43396	2010-12-22			786424 SKYLINE TOWING SERVICES	283.50
43397	2010-12-22			13525 SOBEYS CLARESHOLM	88.08
43398	2010-12-22			786571 SUTTER, DARYL	127.60
43399	2010-12-22			97000 TOWN OF CLARESHOLM	49.08
43400	2010-12-22			101400 UNITED FARMERS OF ALBERTA	1,394.32
43401	2010-12-22			786187 Western Canada Welding Products Ltd.	97.70
43402	2010-12-22			126050 ZEE MEDICAL CANADA, INC.	262.00
43403	2010-12-22			900000 JOHNSON, CYRIL	500.00
43404	2010-12-22			900000 LOCAL BUSINESS PRODUCTS LTD.	199.50
					<b>103,505.56</b>



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

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<b>Cheque #</b>	<b>Cheque Date</b>	<b>CEO</b>	<b>CAO</b>	<b>Vendor # Name</b>	<b>Amount</b>
				<b>Batch # 14480</b>	
43405	2010-12-30			76150 Clareholm Animal Rescue Society	25.00
43406	2010-12-30			13250 CLARESHOLM CHILD CARE SOCIETY	2,183.50
43407	2010-12-30			13660 CLARESHOLM LOCAL PRESS	31.50
43408	2010-12-30			786502 CLV HOME SPRING WATER LTD.	20.25
43409	2010-12-30			786058 Corporate Express	44.56
43410	2010-12-30			785951 DB PERKS & ASSOCIATES LTD.	952.69
43411	2010-12-30			786373 FLAGWORKS	2,476.95
43412	2010-12-30			42321 IOS FINANCIAL SERVICES	400.46
43413	2010-12-30			56200 LOCAL AUTHORITIES PENSION PLAN	8,302.03
43414	2010-12-30			786610 MINISTER OF FINANCE 1	238.40
43415	2010-12-30			786570 MOORE, DAVID	43.68
43416	2010-12-30			65000 MUNICIPAL DISTRICT OF WILLOW	173.72
43417	2010-12-30			66100 NATIONAL SECRETARY-TREASURER	1,717.19
43418	2010-12-30			786536 R P WATERWORKS INC.	1,631.70
43419	2010-12-30			86300 RECEIVER GENERAL FOR CANADA	11,382.91
43420	2010-12-30			900 TELUS	2,761.13
43421	2010-12-30			4090 WARNACO SWIMWEAR GROUP	155.37
43422	2010-12-30			126050 ZEE MEDICAL CANADA, INC.	56.45
43423	2010-12-30			900000 CANADA CHAIR COMPANY	3,429.88
43424	2010-12-30			900000 CLARESHOLM MINOR HOCKEY	250.00
					36,277.37
				<b>Total</b>	<b>299,308.85</b>

The Bridges at Claresholm Golf Club  
**REGULAR MEETING**  
Wednesday, November 17, 2010 at Noon

Present: WesWiebe, Larry Ford, Larry MacDonald, Dave Baptie, Doug Symonds, Doug MacPherson, Frank Keller, Russell Sawatzky, Lyle Broderson & Rod Andrews.

Excused: Kathy Davies & Sue Gour

1. Chairman Wes Wiebe called the meeting to order
2. Larry Ford moved the approval of the agenda and Oct. 27, 2010 regular meeting minutes. **CARRIED.**
3. Correspondence:
  - 3.1. Municipal Sustainability Initiative Operating Grant - Town Needs letter asking for funds. Lyle to get done.
  - 3.2. Resume from Tammy Oulton Clubhouse committee to meet with her in near future.
4. Reports:
  - 4.1. **Greens Committee:** Rod reported on the following:
    - everything put to bed.
    - working on winter projects painting fixing equipment.
    - 5100 fairway & 3200 gas workman getting tired need replacing
    - 2500 tee mower may start costing money.
    - Lyle & Rod to work on equipment plan get prepared before meeting with town. Look at trading in old equipment and leased equipment at end of next season.
  - 4.2. **Club Pro and Marketing Committee:** Lyle reported on:
    - rough draft of past to present years for town meeting presented.
    - newsletter for rates to be sent out shortly
    - ad to be ran in local press for Christmas sale and membership rates.
    - bathroom roughly \$2,000 over will need to approach Men's League to make up difference.
  - 4.3. **Town Representative:**
    - Planning meeting with town to go over loan, equipment costs, as well as management fee.
    - Club needs to come prepared and prove to town they need assistance.

**4.4. Clubhouse Committee:**

- Holding cheques payable to Hazel until agreement can be made on outstanding rent.
- Pepsi contract up for renewal in January. Will check with Coke.
- Only have one resume for the restaurant.

**4.5. Finance Committee:**

- Very tight, will need prepayments to make it through the winter.
- Will use the casino money to pay wages until money runs out.

**4.6. Grants & Casino Committee:**

- Nothing to report.

**4.7. Tournaments:**

Nothing to report

**5. New Business:** none

6. Adjournment: Dave Baptie moved the meeting be adjourned at 12:50 p.m. Next meeting will be Wed. Dec. 15, 2010

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President

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Date

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Secretary



# BOARD REPORT

VOL. 9, NO. 3 DECEMBER 2010



**Chinook Arch**  
Regional Library  
System

## CHINOOK ARCH LIBRARY BOARD MEETING, DEC. 2, 2010

### Executive Committee Elected

Executive Officers to form the new Executive Committee were elected at the Chinook Arch Library Board December 2, 2010 meeting.

#### Table Officers:

**Chair:** Laura Ross-Giroux, Town of Taber

**Vice-chair:** Howard Paulsen, Village of Stavely

**Secretary-Treasurer:** Doug Cooper, Village of Stirling

#### Executive Officers:

Heather Caldwell, Town of Coalhurst

Gordon Given, Town of Nanton

Marie Logan, County of Vulcan

Christine Nyberg, Village of Champion

Jim Rowley, Village of Hillspring

Nicole Smith, Cardston County

Evelyn Sterenberg, Lethbridge Public Library

#### Policies reviewed:

Continuing Education, Board

Continuing Education, staff

Grievance procedures

Technology Plan 2010-2012

Belief Statement

Organizational Meetings Policy

Executive Officers Policy

Next Chinook Arch Library Board meeting — March 17, 2011

## CHINOOK ARCH FUNDRAISING

Chinook Arch Library Board has a long standing practice of supplementing operating grants and membership levies with fundraising for capital and other special projects. With the addition of the RISE project Chinook Arch has raised almost \$10 million from 1992—2010.

**2010 Total: \$238,151**

#### 1992—2010

Cash: \$4,425,280

Special projects: \$224,826

RISE (jointly with Marigold and Shortgrass Library Systems) \$4,822,688

**Total \$9,472,794**

### Did you know...

The member libraries in Chinook Arch collectively received more than \$319,000 from the RISE project **each year** from 2008-2010?

Funds were raised for the libraries by Chinook Arch in partnership with Marigold and Shortgrass library systems.

[www.risenetwork.ca](http://www.risenetwork.ca)

An advertisement for library cards as a gift. It features a stack of books with a library card on top. The text reads: "Give the gift of reading this Christmas... a library card makes a great gift." The website address www.chinookarch.ca is at the bottom.

Give the gift of reading  
this Christmas...  
a library  
card makes  
a great gift.  
[www.chinookarch.ca](http://www.chinookarch.ca)

### Contact Us:

Chinook Arch Regional Library System  
2902 7th Ave. N  
Lethbridge, AB T1H 5C6

Phone: 403- 380-1500

[www.chinookarch.ca](http://www.chinookarch.ca)  
[arch@chinookarch.ca](mailto:arch@chinookarch.ca)



## CHINOOK ARCH BOARD MEETING DECEMBER 2, 2010

## Board Members Present

Arrowwood	Neeltje Wyatt
Barons	Ken Chapman
Cardston County	Nicole Smith
Cardston (Town)	Frances Fullmer
Champion	Christine Nyberg
Claresholm	Lisa Anderson
Coaldale	Sherrie Duda
Coalhurst	Heather Caldwell
Crowsnest Pass	Emile Saindon
Fort Macleod	Sharon Monical
Hillspring	Jim Rowley
LPL Resource Centre	Dave Nussbaumer
LPL Resource Centre	Evelyn Sterenberg
Milk River	Cheleen Hacke
Nanton	Gordon Given
Pincher Creek MD	Bjorn Berg
Stavelly	Howard Paulsen
Stirling	Doug Cooper
Taber MD	Ben Elfring
Taber (Town)	Laura Ross-Giroux
Vauxhall	Brian Hagen
Vulcan County	Marie Logan
Vulcan (Town)	Edna Clark
Warner (Village)	Sandra Hedin
Warner County	Geoffrey Krokosh

## Regrets

Barnwell	Marg McCulloch
Carmangay	Carole Cheswick
Coutts	Margaret O'Hara
Glenwood	Barb Michel
Lomond	Roxane Holmes
Magrath	Brenda Beck
Milo	Laurie Duffield
Picture Butte	Wendy Jones
Pincher Creek (Town)	Lorne Jackson
Willow Creek	Earl Hemmaway

## Absent

Granum	Walter Gripping
Lethbridge County	John Willms
Raymond	Dustin Ralph

## INTRODUCING BIBLIOCOMMONS

As of December 14, Chinook Arch patrons will be treated to a new library website as well as a new online search experience through the catalogue, *BiblioCommons*. Chinook Arch introduced patrons to *BiblioCommons* with a soft launch of the product on December 1. Throughout the month of November orientation was provided both locally and at headquarters for all staff and volunteers at member libraries.

Along with a robust and user-friendly search, *BiblioCommons* offers many social networking options to library users. Besides making lists, putting items on hold and viewing their checked out items, users will also be able to add comments, rate items, send messages, and build their own personal collections. The catalogue further provides library patrons with automatically generated lists of award-winners, bestsellers, and new titles so they may explore new and upcoming reads to their hearts' content!

The new websites that will accompany the full launch of the catalogue on December 14 will closely mirror the look and feel of *BiblioCommons*. In this way, we are hoping to provide our library patrons with a comfortable and seamless user experience. Each library website will have a listing of the library's upcoming events and descriptions of the services provided through that library and the regional system. A cleaner, more accessible online experience is right around the corner for Chinook Arch patrons!



## Quick Facts 2010:

Population served:	178,499
Library Service Points:	34
Municipal Members:	39

Board Chair: Laura Ross-Giroux, Taber  
CEO: Maggie Macdonald  
[mmacdonald@chinookarch.ca](mailto:mmacdonald@chinookarch.ca)

**Minutes** of the Meeting of the **SouthGrow Regional Initiative Management Board** held Wednesday, September 22, 2010 at 2:00 pm, in the Alberta Finance and Enterprise Boardroom.

**“Draft”**

Present:

Sandra Nelson, Chair

Jon Stevens

Ron Lagemaat

Don Wentz

Daryl Sutter

Harlan Cahoon

Linda Erickson, Director, Alberta Finance and Enterprise

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

Excused: Rob Crow; Bob Tarleck; Paul Goldade; Kym Nichols;

**1. Call to Order**

Chair, Sandra Nelson called the meeting to order at 2:00 pm.

**2. Approval of the Minutes**

**Motion: # 1- 09/22/2010:** Jon Stevens **moved** that the Minutes of September 8, 2010 be approved.

**CARRIED**

**3. Additions to Agenda:**

Linda Erickson requested the following additions:

- a. Insert Item 4(a) *Linda Erickson Health Report*
- b. Insert Item 7(a) *Grant Extension Requests*
- c. Insert an additional bullet entitled *Sustainability Project Update* under Item 8./Committee Reports a) Strategic Collaboration

Mary Swanek requested that under Item 9. New Business, the second bullet is struck from the Agenda.

**4. Approval of Agenda**

**Motion: # 2- 09/22/2010** Daryl Sutter **moved** to approve the Agenda as amended. **CARRIED**

**4.(a)** Linda Erickson advised the board that she expects to be on medical leave for approximately 4 – 6 months or possibly longer. Linda read a letter dated September 21, 2010 from Diane Simsovic, Executive Director, advising that Elvira Smid, currently Director, Medicine Hat Regional Office, will take over as Acting Director for the Lethbridge Regional Office for the duration of Linda’s absence.

**5. Meeting with Minister Ted Morton – debrief**

Linda Erickson made reference to a letter inserted in the agenda packages from Chair, Sandra Nelson to the Honorable Minister Morton dated September 9, 2010, thanking him for his visit to Lethbridge and summarizing the key issues discussed during his visit with the Board.

**6. In-Camera Session** – *Chair Nelson advised that the In-Camera Session was added to the Agenda to be used as required.*



## **7. Project Manager's Contract**

- ✓ Sandra Nelson read an email dated September 12<sup>th</sup>, 2010 from Shilpa Stocker, Westwinds Management.
- ✓ Linda Erickson provided a handout dated September 12<sup>th</sup> entitled Contracts – Westwinds Management listing four 'proposed' contracts, including deliverables and fee for service for each contract.

**2:30 p.m.**

**Motion: # 3- 09/22/2010** Don Wentz **moved** that the board enter into an in camera session.  
**CARRIED**

**3:00 p.m.** Linda Erickson and Mary Swanek were excused from the meeting room.

**3.27 p.m.**

**Motion: # 4- 09/22/2010** Jon Stevens **moved** that the board come out of the in camera session.  
**CARRIED**

Linda Erickson and Mary Swanek returned to the meeting.

## **7. (a) Grant Extension Requests**

Linda Erickson requested the board's approval to extend the terms of the following SouthGrow Grants:

*Grant #G09-45 - \$200,000 Regions in Transition Grant - Amending the completion date from December 31, 2010 to March 31, 2011.*

*Grant #G10-41 - \$100,000 Supporting Regions in Transition Grant – Amending the completion date from March 31, 2011 to October 31, 2012.*

**Motion: # 5- 09/22/2010** Ron Lagemaat **moved** that the board approve a grant extension for the \$200,000 Regions in Transition Grant # G09-45 to March 31, 2011. **CARRIED**

**Motion: # 6- 09/22/2010** Don Wentz **moved** that the board approve a grant extension for the \$100,000 Supporting Regions in Transition Grant # G10-41 to October 31, 2012. **CARRIED**

**Moved to Agenda Item #9.**

## **9. New Business**

### **• Council Orientation**

Linda Erickson discussed the proposed orientation packages that will be sent out to SouthGrow Council members. Linda will work on a two-page 'colorful' brochure suitable for Sandra to hand out at the upcoming Mayors and Reeves meeting, said brochure to be used as an insert in the orientation packages. The brochure should reference the fact that the membership fees allow SouthGrow to leverage additional funds from various government departments.

Linda Erickson excused herself from the meeting.

**Moved to Agenda Item #8. Committee Reports**



## 8. Committee Reports

### a) Strategic Collaboration

- Meeting with Alberta SouthWest and EDL – *discussion and next steps*

Handout. The following documents were circulated:

- Summary Meeting Notes from August 18, 2010
- One page circle graph outlining SouthGrow and SAAEP Activities
- SouthGrow Alternative Energy Proposed Activities (1 Page)
- Memorandum of Understanding between EDL, Alberta SW and SouthGrow
- September 22, 2010 email from Cheryl Dick, CEO, Economic Development Lethbridge

**Motion: # 6- 09/22/2010** Ron Lagemaat **moved** that this agenda item be tabled and the entire package of documents listed above be circulated to those members not in attendance. **CARRIED**

**4:15 p.m.**

**Motion: # 7- 09/22/2010** Don Wentz **moved** that the board enter an in-camera session. **CARRIED**

Chair Nelson called for a short recess. Don Wentz excused himself from the meeting.

### **4:20 p.m. Meeting Resumed as an In-Camera Session**

Mary Swanek was excused from the meeting.

**4:50 p.m.** Mary Swanek joined the meeting.

**Motion: # 8- 09/22/2010** Jon Stevens **moved** that the board come out of the in camera session.  
**CARRIED**

**Next Meeting: October 5, 2010 at 2:00 p.m. Alberta Finance and Enterprise Boardroom.**

**Actionable:** Mary Swanek to send an email to Elvira Smid inviting her to the October 5<sup>th</sup> meeting to meet the SouthGrow Board.

## 12. Adjournment

**Motion: # 9- 09/22/2010** Harlan Cahoon adjourned the meeting at 5:00 p.m.

**Minutes** of the Meeting of the **SouthGrow Regional Initiative Management Board** held Wednesday, November 10, 2010 at 11:30 a.m., in the Alberta Finance and Enterprise Boardroom.

**“Draft”**

Present:

Sandra Nelson, Chair

Jon Stevens

Ron Lagemaat

Don Wentz

Kym Nichols

Elvira Smid, Director, Alberta Finance and Enterprise

Shilpa Stocker, Project Manager, SouthGrow Regional Initiative

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

Excused: Rob Crow and Daryl Sutter

Guest: John Carstairs (*joined the meeting at 1:00 p.m.*)

**1. Call to Order**

Chair, Sandra Nelson, called the meeting to order at **11:30 a.m.**

Sandra introduced Elvira Smid, Acting Director for the Lethbridge Regional Office and provided Elvira the opportunity to inform the board about her background. Elvira will be in Lethbridge for the duration of Linda's absence. Mary Swanek provided an update on Linda Erickson's health.

Actionable: Mary Swanek was requested to arrange delivery of a flower arrangement to Linda Erickson.

**2. Approval of the Minutes**

Motion: # 1- 11/10/2010: Jon Stevens **moved** that the Minutes of September 22, 2010 be approved. **CARRIED**

**3. Additions to Agenda:** No Additions

**4. Approval of Agenda**

Motion: # 2- 11/10/2010 Kym Nichols **moved** to approve the Agenda as circulated. **CARRIED**

**5. Monthly Financial Report** distributed and presented by Treasurer, Don Wentz

Motion: # 3- 11/10/2010 Don Wentz **moved** that the Financial Report be approved as distributed. **CARRIED.**

✓ **Provision of Banking Services update**

Don Wentz provided a verbal report following his meeting with the CIBC regarding additional service charges being proposed by the bank. It was recommended that Don Wentz meet with Servus Credit Union, First Choice Savings and other financial institutions to discuss SouthGrow's financial expectations. Jon Stevens agreed to accompany Don Wentz. Decision tabled until next meeting.

Actionable: Don Wentz to arrange meetings with financial institutions as listed above.

## 6. Committee Reports

### a) Strategic Collaboration

- ✓ **Articles of Association** – Review / approval (presentation by John Carstairs – *re-scheduled on Agenda for 1:00 pm*)
  - **Quote from Lawyers** – to review revised Articles of Association – (no decision)
- ✓ **SouthGrow and Alternative Energy – Ron Lagemaat**

SouthGrow needs to determine where it wants to go in the alternative energy sector and that SouthGrow's participation in the Southern Alberta Alternative Energy Partnership (SAAEP) is part of this discussion. Ron Lagemaat advised that in May 2010, a survey was circulated to the membership followed by a planning/discussion session at the Lethbridge Lodge for the purpose of ensuring that a new SAAEP agreement would result in value to member communities. He recommended that a committee be established to make a recommendation to the management board for SouthGrow's work in alternative energy.

**Motion: # 4- 11/10/2010** Ron Lagemaat **moved** that an Ad Hoc Committee be established.

#### **CARRIED**

Ron Lagemaat volunteered to Chair said Committee and Kym Nichols volunteered to be a committee member.

**Actionable:** Terms of Reference to be prepared by Elvira Smid and circulated to SouthGrow member municipalities to find out who would be interested in sitting on said committee. An eight member committee would be adequate.

Elvira Smid will attend upcoming SAAEP meeting scheduled for November 23, 2010 at 1:30 p.m. in the SouthGrow Boardroom.

### ✓ **Agenda – January 12, 2010 General Meeting**

The General Meeting will be held prior to the Recognition Event on January 12, 2010 at the Lethbridge Lodge. The two main agenda items will include:

1. *Articles of Association* – presentation of rewritten articles to the membership. Final copy of rewritten Articles to be circulated to the membership prior to the AGM along with a motion that would read: “*approve Articles of Association as amended and recommend adoption at the General Meeting*”
2. *By-Election* – fill vacancy of one village and one county; Kym Nichols volunteered to be the Elections Chair

### ✓ **Agenda – January 12, 2010 Recognition Event (immediately following General Meeting)**

1. *SouthGrow Orientation* – value of SouthGrow to members
2. *Awards Presentation*

**1:00 p.m. John Carstairs joined the meeting**

**Articles of Association** – *Review / approval* – two handouts prepared by John Carstairs were circulated at the meeting:

1. *Rewritten Articles of Association* wherein the language has been simplified and clarified
2. *Summary of Changes*

John Carstairs reviewed each of the articles listed in the Summary of Changes and received advice/feedback.

Actionable: John Carstairs will rewrite the articles to include comments/feedback and submit the updated version for presentation and adoption in principle at the December 8, 2010 Management Board Meeting.

**2:20 p.m.** John Carstairs excused himself from the meeting

✓ **Visitation and Validation** – *update by Elvira Smid*

A one-page sheet entitled “*What’s the Difference*” has been drafted by Linda Erickson. A number of the member municipalities had asked what the difference is between Canadian Badlands, Chinook Country Tourism and Community Futures. A list of funding programs for community and regional economic development has been drafted with input from AFE Edmonton, and will be uploaded to SouthGrow’s website.

✓ **Oldman Watershed Council Meeting** – *update by Elvira Smid*

Elvira Smid reported that she was invited to attend a meeting with Stephanie Palechek, Executive Director, of the Oldman Regional Watershed Council. Elvira conveyed that as SouthGrow moves forward with comparable projects, the Oldman Watershed Council would like to be kept informed. Ron Lagemaat reported on his involvement on the Strategic Watershed Assessment and Planning Priorities (SWAAP) Core Team.

✓ **Ensuring Sustainability Project** – *update by Shilpa Stocker*

An extension for funding was submitted to Alberta Finance and Enterprise. The completion date has been amended from March 31, 2011 to October 31, 2012. The project options will be discussed at the committee level.

**b) Marketing and Communications**

✓ **Recognition Event** – January 12, 2011 – *update by Shilpa Stocker*

Two nominations have been received to date. The nomination deadline is November 22, 2010. Mary Swanek will be contacting each of the member municipalities via phone to remind them of the nomination deadline. The date for the Recognition event was changed from January 20<sup>th</sup>, 2011 to January 12, 2011.

✓ **Water for Economic Development** – *update by Shilpa Stocker*

The Request for Proposal has been reworked and Elvira Smid will be reviewing proposal with Committee.

✓ **REDA Business Communications Initiative** – A handout entitled *REDA Business Communications Initiative- Scope of Work* was circulated. Elvira Smid advised that AB Finance

and Enterprise has engaged a communications consulting firm to assist each REDA in examining and improving communications practices, tools and tactics as they relate to engaging the region's business community and civic leadership. This meeting will take place on **Tuesday, November 30, 2010 from 12:00 Noon – 4:00 p.m.** The Marketing Committee and Management Board are invited to attend.

### c) **Economic Development and Innovation**

- ✓ **Interim Chair** – Ron Lagemaat volunteered to be the Interim Chair of this Committee. The next meeting of the Economic Development & Innovation Committee is scheduled for November 18, 2010 at 11:00 a.m.
- ✓ **RCAP Funding** – *update by Elvira Smid* – nothing further to report
- ✓ **Innovation and Commercialization Network** – *update by Shilpa Stocker*  
Lethbridge College is still on track to receive the funding for the Innovation Technical Advisor. SouthGrow can apply to RADF to infill the funding application to Alberta Innovates. Before SouthGrow applies for the funding, it needs to ensure that it will not be competing with any of its member communities who may also be applying for innovation/commercialization funding. Therefore member communities will be informed of SouthGrow's intention to apply and request information on similar funding applications that may be submitted by member municipalities. Once SouthGrow is ready to work on its application, Lethbridge College has offered to provide assistance in developing the funding proposal.
- ✓ **Seminar: The Solar Industry** – *report by Daryl Sutter* – tabled
- ✓ **Productivity Project** – *update by Shilpa Stocker*  
The Productivity and Leadership Conference is scheduled to take place March 3, 2011. The one-day conference includes keynote speakers as well as concurrent sessions which showcase examples of productivity, leadership and innovation in the region. Two key note speakers have been placed on hold. With regard to the Productivity Publication, the Project Manager is working with Productivity Alberta to showcase players in the region.

### 7. **Old Business**

- ✓ **Project Manager's Contract** – *update by Elvira Smid*  
The contract has been signed and this closes the following action items.  
Reference: March 10, 2010 Management Board Meeting - **Motion #3-03/10:** Jon Stevens moved to ratify Shilpa Stockers contract as Project Manager for SouthGrow. **CARRIED**
- ✓ **Micro-wind Turbine demonstration project** – *update by Elvira Smid*  
November 9, 2010 email received from Kelly Lund, AB Agriculture advising that they have incurred some problems with the draft grant going through Finance as Finance is questioning whether or not this should be a capital purchase.

### 8. **New Business**

- ✓ **Letter from Nyrose & Saito** dated October 18, 2010 – advising firm no longer provides auditing services

**Motion: # 5- 11/10/2010** Don Wentz **moved** that SouthGrow obtain quotes from several local accounting firms. **CARRIED**

Decision tabled until next meeting.

- ✓ **Lethbridge College** – request for SouthGrow representative on Local Advisory Committee  
Ron Lagemaat expressed interest in participating on this Advisory Committee.

**Motion: # 6- 11/10/2010** Don Wentz **moved** that Ron Lagemaat be appointed as the SouthGrow representative on the Lethbridge College Advisory Committee. **CARRIED**

**Actionable:** Letter to be sent to Lethbridge College advising them of this decision and providing contact information for Ron Lagemaat.

- ✓ **County of Lethbridge Airport** – request for SouthGrow representative on Advisory Committee  
It was recommended that a letter and a follow-up telephone call be directed to John Hamilton, Director, Lethbridge Airport advising that a decision is under consideration.

**Actionable:** Letter to be drafted; followed by a telephone call.

- ✓ **Thank – you letters to past board members** – Elvira Smid noted that Hank Van Beers, former Reeve for the MD of Taber was instrumental in the establishment of SouthGrow. The question was asked as to whether or not the board wished to send a letter to Hank or recognize him in some other way? It was decided that each of the ‘original’ steering committee members be invited to the Recognition Event and be presented with a SouthGrowN Basket. Hank Van Beers would be presented with a plaque along with a basket.

**Actionable:** Obtain list of original steering committee members; coordinate plaque and baskets.

**9. Next Meeting: December 8, 2010 - (4:45 p.m. dinner) Meeting will commence at 5:00 p.m. sharp in the Alberta Finance and Enterprise Boardroom.**

**10. Adjournment** –Jon Stevens adjourned the meeting at 3:00 p.m.

approved  
Dec 9/2010.

**CLARESHOLM ECONOMIC DEVELOPMENT COMMITTEE  
PROVINCE OF ALBERTA  
REGULAR MEETING MINUTES  
MAY 13, 2010**

**PRESENT:** Mayor: Rob Steel; Councillors: David Moore, Shirley Isaacson; Town Rep: Kris Holbeck, CAO; Members At Large: Peter Morton, Chamber of Commerce: None.

**ABSENT:** Michelle Day, Russell Sawatzky, Don Leonard

**CALL TO ORDER:** The meeting was called to order at 7:07 pm.

**AGENDA:**

Shirley Isaacson moved that the agenda be accepted as amended. Motion carried.

**MINUTES:**

David Moore moved that the EDC minutes of March 11, 2010 be accepted as presented. Motion carried.

**OLD BUSINESS -**

- i) **New Promotional Items** – New promotional items shown to members (bags, carabiners, pens, water bottles etc.). Members told if they needed any promo items for an event or a promotion to come get some.

Discussion regarding Chamber initiative to purchase reusable shopping bags and have the Town put its logo on them. This is to encourage people to shop locally.

- ii) **Town Signs** – Town signs painting and planting update – No response from Alberta Transportation on our application to upgrade the area around the sign. Item tabled as Michelle Day is absent. CAO to contact AB Transportation.

General Discussions regarding downtown lighting and putting saucers on them to deflect the light downwards. CAO to contact FortisAlberta for more information.  
General discussions regarding the need for more trees in Claresholm, how to cleanup the vacant downtown business frontages. Discussion regarding SouthGrown and Alberta Southwest organizations and how Claresholm is connected to them and what they do for us. Torch Relay signs to come down and Communities in Bloom default sign to go back up.

- iii) **Water Tower Project** – Mayor Steel update the EDC on the water tower project and how it will be lit up in 2010.

**NEW BUSINESS**

- i) **Parade Theme** – 2010 parade theme will be “Salute to our Western Heritage”
- ii) **New Claresholm Brochures** – A new brochure was passed around for members.
- iii) **2010 Industrial/Commercial Mill Rates** – The lowering of the commercial/industrial mill rates for 2010 were discussed (lowered from 14.0 mills to 13.5 mills).
- iv) **Other** – Tim Dungan’s resignation as he is moving. EDC decided not to advertise for another member at large until after elections.

**MOTION:** Moved by Shirley Isaacson that the EDC accept Tim Dungan's resignation letter with regret.

**CARRIED**

**NEXT MEETING:** September 9<sup>th</sup>, 2010 at Council Chambers 7 pm

**ADJOURNMENT:** Moved by David Moore to adjourn this meeting adjourn at 8:00 pm.

**CARRIED**

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CHAIR – ROB STEEL

COMMITTEE MEMBER



# Newsletter

January 2011

# West Meadow Elementary School

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

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

**Principal**  
Mr. Kurtis Hewson

**Assistant Principal**  
Mrs. Kathy Charchun

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

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

While achieving the provincially defined outcomes.



**Claresholm Schools**  
**CREATE Success!**



Visit us online at

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



Join our Facebook Group

for discussions, event updates, video entries and photos

*Our Staff would like to wish everyone a very happy, productive and prosperous New Year.*

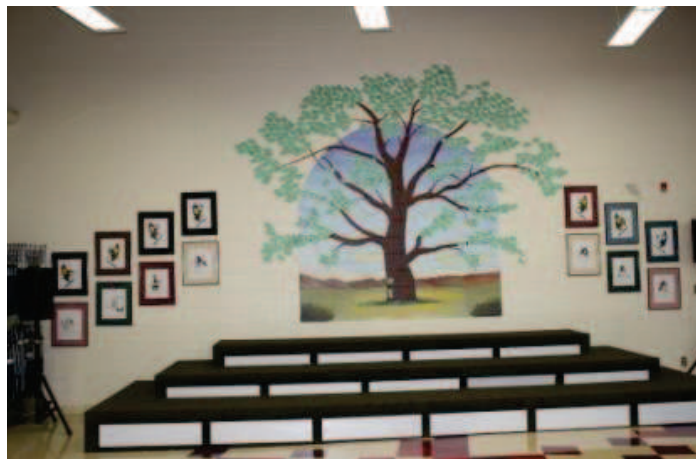


*A special thanks to Parent Council for the wonderful treats the last week of school for staff; as well as the goodies after the Christmas concert dress rehearsal for the students. Your thoughtfulness is appreciated.*

Thanks to all the students who did an outstanding job at the Christmas Concert and to the staff and organizers.



**Have you seen  
the common area...**



Our Growing with Respect Tree, with leaves awarded to students for demonstrating our mission and following our school expectations, as well as First Nations art depicting exceptional values for our school community.



West Meadow News, with information for parents, achievement results, budget overviews and more information about the school



Showcasing exceptional student work throughout our school.



## Reminder for Parents and Students

Please ensure that toys and electronic devices, including electronic games and music players, are not brought to school. These items are often misplaced or broken while at school. If any toys or electronic devices are brought to school, students are asked to leave them in their backpack and take them home. If students needed to be reminded multiple times, they will be given to the office and will need to be picked up by the parents.

### School Fees:

Reminder that school fees are past due, please make payment arrangements with the office or contact the school board directly.



### Entering the school:

Please check in the office when you enter the school. It is important that we know who is in the building. Lunches, notes, messages, etc can be left in the office and your child will be called down. **Volunteers require ID badges.**

### Attention: Country Families

If your child rides a bus to school, it is imperative that we have a storm home contact on file for your child. If busses are unable to run in the afternoon, and you are unable to pick up your child, your child will need a home to go to. Please contact Mrs. McLeod or Mrs. Clay with your information.



Just a reminder if your child has worn donated clothing items home from school, because their clothing got wet or dirty; please return them to the school, so they can be lent to someone else.

Please keep the school in mind when donating gently used clothing items, especially non gender sweat/jogging pants, shirts, socks and mittens. We only have a very few items of each size on hand to lend out and will appreciate more.



## Free Swim at the Claresholm Aquatic Center

Every Saturday - 2 p.m. until 4 p.m.

Maximum Occupancy is 125 swimmers and it does fill up. Come early so you don't have to wait for someone to leave.



## Library News

Rocky Mountain Book Award continues for Grades 4-6.



Students need to read **5 of the 20 books** in order to be eligible to vote online from March 15 to April 19.

*Don't miss out on some great stories.*



**All parents are invited to attend the next joint School Council Meeting on January 20, 2011, at 7:00 in the Library at the Willow Creek Composite High School.**

*This meeting will focus on the K-12 Modernization of Claresholm Schools, with staff from divisional Central Office in attendance to answer questions and share continuing plans for the high school.*

**Please plan to attend!**



### Kidzone is now

located in the portables at the north end of the school parking lot.

This before and after school program is open from 6:00 am to 6:00 pm.

To enroll your child in their program or receive further information, please contact Michelle of the Claresholm Child Care Society at 682-6011 or 682-7279.



Please remember that the morning warning bell rings at **8:25 am**, with announcements at **8:32 am**.







# Parent Conference 2011

## Linking Parents to Student Success

Saturday, February 12, 2011  
West Meadow Elementary School Claresholm, AB

Be empowered to help your children succeed! A chance for parents to connect and share ideas while attending sessions/viewing displays!

**Keynote Speaker: Dr. Debbie Pushor**  
Associate Professor, University of Saskatchewan  
**Parents: Integral and Essential**

Sessional topics will include: How to Talk to your Child about Sex, Parenting the Always-on Generation, Signs of Addictions, Strategies for Children to Deal with Peers, Preparing for Junior/Senior High and beyond, and Girl Relationships  
(topics subject to change)

**\$25 per person & \$40 per couple**  
(**\$35 / \$50 after February 1**)

Register today! Includes registration, lunch and sessions.

Forms available online from West Meadow Elementary School website Jan. 1, 2011

Childcare available \$5 per child includes lunch Pre-registration Required  
Registration subsidies available - please call 403-625-4417 for more information

Supporting & informing parents & guardians in our school communities  
Hosted by the Claresholm Schools Fundraising Society

# JANUARY *HAPPY NEW YEAR!*



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2 Milk Program runs all month. M/W Kindergarten Megan Carson	3 Welcome Back!  Chance	4   Madison	5  Amy Kennedy Nate	6   Katryna	7  Shaya	8
9	10  Keegan	11 	12	13   Kyle	14  Jacob	15
16  Jaylen	17  Taylor	18 	19	20  School Council meeting at High School 7:00	21	22  Matthew Sean Colin
23  Spencer	24	25   Ethan	26 Grade 5 Swim 2-3p.m.	27  Grade 6 Swim 2-3 p.m.	28  <b>Staff Planning Day No school for students.</b>	29  Nathan
30	31 Grade 1 Swim 9-11 a.m.					

Notes: -- M/W Kindergarten will have hotdogs on Wednesday. – Cheques made payable to “WMES Hot Lunch”



The after school program will begin once again in the second semester, with the first day on Tuesday, February 1. The program will once again run on Tuesday, Wednesday and Thursday. Please contact the school for more information.

**Notes from SouthGrow Regional Initiative's Alternative Energy Ad Hoc Committee held December 14, 2010 in the SouthGrow Boardroom.**

Present:

Ron Lagemaat – Chair

Sandra Nelson

Rajko Dodic

Murray Rochelle

Don Wentz

Leslie Warren

Maggie Kroenen

Elvira Smid, Director, AB Finance and Enterprise

Shilpa Stocker, Project Manager, SouthGrow Regional Initiative

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

1. **Call to Order:** The meeting was called to order by Ron Lagemaat at 11:00 a.m.
2. Round Table **Introductions** took place.
3. Ron Lagemaat provided opening remarks as well as background information about the Southern Alberta Alternative Energy Partnership (SAAEP). Ron pointed out that this committee has been established to compare the current SAAEP Memorandum of Understanding with the issues and opportunities identified by the SouthGrow membership and recommend action to the Management Board. The next step would be the review of SouthGrow's Strategic Plan and Budget and recommend future direction in alternative energy.
4. The following handouts were circulated:
  1. Terms of Reference
  2. Roll-up of Feedback from May 20, 2010 Session
  3. October 21 version of MOU signed by EDL and AB Southwest Alliance
  4. Diagram of the inter-relationship
5. Shilpa Stocker facilitated the meeting. The following **four headings** were printed on the white board and everyone was asked to identify four or five points under each heading.

**Improvements to SAAEP**

- Co-ordinate all energy sources – make it broader
- Open to other partnerships being added
- Representation or communication within SAAEP
- Engagement Plan – engaging communities in the region
- Communicating what SAAEP is doing within:
  - To ensure our members know what is happening
  - Encourage staff to get involved so they can seize opportunities
- Help educate communities
  - Information sessions for Councils
- Help understand how small communities can seize opportunities

### **Expectations of SAAEP**

- Awareness – SAAEP is a facilitator of projects, education, information
- Complete an Inventory of Projects in the Region
  - This could be a SouthGrow Project?
  - Write to each community to find out what is happening
- Adequate representation within SAAEP for our 27 communities
- A better understanding of:
  - Staffing
  - Resources
- Do we know what other groups are doing? e.g. Chambers of Commerce
  - Expectation that we are not duplicating
- What do we expect?
  - An Education:- of member communities to further the goals of Economic Development
  - An Economic Development focus
  - Perhaps become an “offset” to the Oil Sands – southern Alberta can be an image improver?
  - Learn about all sorts of opportunities

### **Engagement / Representation in SAAEP**

- Co-operative Effort – with great potential
- Is there a way we can have member needs met? We have expectations / improvements
- Neutral person coordinating
- Educate leaders of the community
- Board overseeing the initiative
- Communication to all communities
- Management Team – could be funded and shared
- Flexibility – possibility to have a municipal employee on management Team
- Share information

### **Questions:**

1. Is there a way to have other EDOs participate?
2. Should this be a REDA to REDA Initiative? Other partners may leave?
3. Does the purpose of REDAs fit?
  - Regional Economic Development has a different focus than REDAs
  - REDAs cannot lobby government – are funded by government
4. EDL is a member of Lethbridge – is this a problem? Is this seen as a potential conflict?
5. What about resources? There is definitely a cost!
6. WHY does partnership exist? We need to review purpose and intent of partnership

### **Risks / Strengths**

- SAAEP is seen as successful in Edmonton
- Group has strength – do we want to risk losing that?
- SAAEP is an important entity.

**6. Next Meeting** – 1:00 p.m. January 11, 2011 – SouthGrow Board Room

**7. Adjournment** – The meeting adjourned at 1:30 p.m.

**Minutes** of the Meeting of the **SouthGrow Regional Initiative Management Board** held Wednesday, December 8, 2010 at 5:00 p.m., in the Alberta Finance and Enterprise Boardroom.

**“Draft”**

Present:

Sandra Nelson, Chair  
Ron Lagermeat  
Don Wentz  
Kym Nichols  
Daryl Sutter  
Elvira Smid, Director, Alberta Finance and Enterprise  
Shilpa Stocker, Project Manager, SouthGrow Regional Initiative  
Mary Swaneck, Client Service Representative, AB Finance and Enterprise (Recording)  
Excused: Rob Crow and Jon Stevens

**1. Call to Order**

Chair, Sandra Nelson, called the meeting to order at **5:05 p.m.**

**2. Approval of the Minutes**

**Motion: # 1- 12/08/2010:** Kym Nichols **moved** that the Minutes of November 10, 2010 be approved. **CARRIED**

**3. Additions to Agenda:**

Under Item #8. Committee Reports; b) Strategic Collaboration; insert a fifth bullet entitled “13 Ways to Kill a Community”.

**4. Approval of Agenda**

**Motion: # 2- 12/08/2010** Don Wentz **moved** to approve the Agenda as amended. **CARRIED**

**5. Monthly Financial Report** distributed and presented by Treasurer, Don Wentz

**Motion: # 3- 12/08/2010** Don Wentz **moved** that the Financial Report be approved as distributed. **CARRIED**

**1. Move money within the budget** – Handout of the 2010-2011 SouthGrow Budget was distributed. Elvira Smid proposed repositioning the following budget items:

**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);

**MOVE \$9,000** from Core Business #3: Economic Development & Innovation: Alternative Energy (GL #30420); to Core Business #2: Marketing & Communications: Branding and Marketing (GL # 20420);

There was concern that moving \$9,000 from Alternative Energy would leave a shortfall in this project. Elvira Smid was asked to review the budget to see if funds could be allocated from other line items.

**Motion: # 4- 12/08/2010** Daryl Sutter **moved** that the above transfer of funds proceed as per the recommendation of Elvira Smid. **CARRIED**

**Actionable:** Elvira Smid to update members of outcome via email.

- ✓ **Outcome of visits to banks** – Don Wentz provided the Board with an overview of the fees, schedules and interest rates following his discussion with SERVUS Credit Union. It was suggested that perhaps SouthGrow wait until the start of the next fiscal year (April 1, 2011) to move bank accounts and at that time consult with the Credit Union to ensure that the banking fees have not altered.

**Motion: # 5- 12/08/2010** Kym Nichols **moved** in principle, to transfer SouthGrow's Bank Accounts from the Canadian Imperial Bank of Commerce to SERVUS Credit Union as of April 1, 2011. **CARRIED**

- ✓ **Accounting Firm Quotes** – Don Wentz advised that SouthGrow's current Accountants, Nyrose & Saito, will no longer provide auditing services and have made arrangements with Don G. O'Brien Professional Corporation to transition their audit files. They have assured SouthGrow that the same fee structure will be maintained.

Following discussion it was decided to engage the services of Don G. O'Brien for this fiscal year.

**Motion: # 6- 12/08/2010** Daryl Sutter **moved** that SouthGrow engage Don G. O'Brien Professional Corporation as SouthGrow's Auditors until next year. **CARRIED**

**Actionable:** Elvira Smid to advise Nyrose & Saito of decision.



## 6. Old Business

- ✓ **Lethbridge Airport** – request for three representatives on advisory committee. Elvira Smid has requested a Terms of Reference from John Hamilton, Director, Lethbridge Airport. Don Wentz and Daryl Sutter expressed interest in participating on this advisory board. It was suggested that SouthGrow seek further representation at the upcoming General Meeting.

### **Actionable:**

- 1) Include this as an Agenda Item for the January 12, 2011 SouthGrow General Meeting
- 2) Elvira Smid will email further explanation once SouthGrow has been advised of the commitment.

## 7. New Business

- ✓ **MOU between SouthGrow and AFE** – Sandra Nelson advised that she participated on a REDA Chairs' Conference Call on December 7, 2010. It was reported that the Memorandum of Understanding between the REDAs and Alberta Finance and Enterprise have not been signed by Minister Ted Morton. Sandra conveyed that it was determined that the first point of action would be for each of the REDAs to talk to the MLAs in their respective regions. A second conference call with the REDA Chairs has been scheduled for December 21, 2010.

**Motion: # 7- 12/08/2010** Daryl Sutter **moved** that SouthGrow draft a letter to Minister Ted Morton requesting clarification as to why the Memorandum of Understanding dated February 2010 has not been duly signed and returned. **CARRIED**

### **Actionable:**

- 1) Shilpa Stockert to draft a letter to Minister Morton and copy MLAs in SouthGrow Region and all REDA Chairs.
- 2) Prior to mailing letter, a meeting is to be arranged with each of the respective MLAs (with letter in hand).
- 3) Sandra to advise REDA Chairs at the December 21, 2010 meeting of SouthGrow's strategy.

- ✓ **AltaLink and AESO presentations** – an AltaLink/AESO Meeting has been scheduled for Tuesday, January 25, 2011 from 1:00 – 3:00 p.m., location to be determined. To date 2 administrators have RSVP'd.

**Actionable:** Mary Swanek to extend invitation to all council members and designated members along with a reminder to all CAOs and EDCOs.

- ✓ **Chinook Entrepreneurship Challenge** – re sponsorship for next year

**Motion: # 8- 12/08/2010** Daryl Sutter moved that SouthGrow support in principle, the Chinook Entrepreneurship Challenge for \$1,000.00. **CARRIED**

**Actionable:** Elvira Smid will review budget and follow-up with an email to the Management Board clarifying what budget line this will be paid from.

- ✓ **New Committee Members** – a number of new council members have inquired as to when the SouthGrow meetings are scheduled and their involvement.

**Actionable:** Elvira Smid to draft a letter to all newly elected representatives and member-at-large representatives advising them of the two openings on the Management Board and also inviting them to participate on the 3 committees.

## 8. Committee Reports

### **a) Strategic Collaboration**

- ✓ **Articles of Association** – Final copy has been received and circulated to the membership along with the motion – “approve Articles of Association as amended and recommend adoption at the General Meeting”.

- ✓ **General Meeting – January 12, 2011** – The 3 agenda items will include:
  - a) *Articles of Association* – presentation of rewritten articles to the membership.
  - b) *By-Election* – fill vacancy of one village and one county;
  - c) *Lethbridge Airport* – request for 3 representatives on advisory committee

- ✓ **SouthGrow and Alternative Energy** – TOR for Ad Hoc Committee

A Terms of Reference has been circulated. To date, eight individuals have expressed interest in participating on Ad Hoc Committee. The first meeting of the Ad Hoc Committee has been scheduled for December 14, 2010 at 11:00 a.m. in the SouthGrow Boardroom.

### **Actionable:**

Elvira Smid to draft and email to all committee members and attach a background package to include:

1. Latest MOU signed by the other two partners
2. Feedback from May 20<sup>th</sup> session; and

3. Diagram illustrating the interaction of the three partners and SAAEP

- ✓ **Ensuring Sustainability Project** – Elvira Smid advised that this project is now underway and will carry over into March 2012.
- ✓ **13 Ways to Kill a Community** – South Grow has partnered with Lethbridge & District Exhibition to bring Mr. Doug Griffiths, MLA for Battle River-Wainwright and co-author of '13 Ways to Kill Your Community' to Lethbridge. Doug is a dynamic speaker with a passion for ensuring communities are viable and vibrant. The session will take place on February 11, 2011 at 9:00 a.m. in the Saddle Room, Lethbridge Exhibition Grounds.

#### b) Marketing and Communications

- ✓ **Recognition Event** – January 12, 2011 – Shilpa Stocker advised that 19 nominations were received and the judging has been concluded. The program is being finalized and the invitations will be sent out early next week. Excellent feedback was received from the judges.
- ✓ **Water for Economic Development** – RFP has been distributed to 112 consultants. All proposals must be received by 9:00 a.m. December 15, 2010.
- ✓ **REDA Business Communications Initiative** – Elvira advised that the discovery meetings with all REDAs have now been completed and the results are being tabulated and analyzed. She has been asked to supply 2-3 dates between January 15 and February 18 to schedule a half day workshop to present the findings to the South Grow Management Board and Marketing Committee. The proposed dates are **February 7<sup>th</sup>, 8<sup>th</sup> or 9<sup>th</sup>.**

#### Actionable:

- 1) Once a workshop date has been established, the South Grow office will notify the Management Board and Marketing Committee.
- 2) Elvira Smid will request survey results from the consultant and distribute same.
- 3) Elvira Smid will circulate a copy of 'Establishing the Next Level Framework for REDAs in Alberta' to the Management Board Members via email. Elvira explained that the above initiative was one of the recommendations from the Next Level Framework.

#### c) Economic Development and Innovation

- ✓ **Productivity Project** – update by Shilpa Stocker  
The Productivity and Leadership Conference is scheduled to take place March 3, 2011. The one-day conference includes two keynote speakers as well as concurrent sessions. There is a point of confusion as to whether or not the conference should be branded a Productivity Alberta Provincial Conference or is it to be a South Grow Productivity Conference? The board articulated that they would like it to be a South Grow Conference. A conference call is scheduled for Monday, December 13<sup>th</sup> with Productivity Alberta.

**7:30 p.m.** Sandra excused herself from the meeting and Kym Nichols took over as Chair

- ✓ **Innovation and Commercialization Network** – Shilpa Stocker provided an update on the informal meeting held December 6<sup>th</sup> with the Lethbridge College, U of L, South Grow and Economic Development Lethbridge. Findings are outlined in her email of December 6, a copy of which was distributed at the board meeting. A second meeting to include Alberta Innovates has been scheduled for December 9, 2010. Shilpa Stocker and Elvira Smid will attend this meeting.

**Actionable:** Shilpa Stocker will provide an update on outcome of second meeting via email.

- ✓ **RCAP Funding** – nothing further to report at this time
- ✓ **Micro-wind Turbine demonstration project** – Elvira Smid reported that this project has been cancelled and referenced an email dated December 1, 2010 from Kelly Lund, AB Agriculture.
- ✓ **Seminar: The Solar Industry** – Daryl Sutter provided information on the seminar he attended on behalf of the Town of Claresholm.

#### 8. Items for Information in Agenda Packages

- ✓ **AEDA Newsletter** – Elvira noted that this is the first newsletter that has been distributed by the Alberta Economic Development Authority. AEDA directors include business people from all over the Province and from various parts of the economy. The Alberta Premier is the AEDA audience.

✓ **Oldman Watershed Council E Newsletter** – provided for information only.

**9. Next Meeting** Will be the General Meeting scheduled for January 12, 2011 at 4:00 p.m. in the Lethbridge Lodge upstairs ballroom.

**10. Adjournment** – the meeting adjourned at 8:10 p.m.

**Claresholm & District Chamber of Commerce Society**  
November 16, 2010 Minutes

Call meeting to order: Russell Sawatzky

Attendance: 13

Additions to Agenda: none

Approval of Agenda: Nancy McCance motioned, 2nded by Roxanne Thompson

Approval of October minutes: Marilyn Curry moved, 2nded by Val Umscheid

**Memberships:** Sue Gour reports 118 members - copy of list of current members given to secretary

**Financial Report:** Sue: \$6400 profit from 2010 Trade Fair (figures in report show transactions from more than 1 trade fair/year, so don't show the true profits). Group Insurance offered through Chamber and a small commission is earned. \$15,949.29 is current balance (all accounts/total). Please see financial statement as of Oct 31/10 - copies available from Sue or Russell. Roxanne: There is now an advertisement posted on the website for this group insurance for which the Chamber will receive \$75.

**Town Report:** from the new town council representative, Betty Fieguth: the Alberta Economic Southwest Grow evening was attended by Betty. The Claresholm Chamber is a member. They are working on a website that will be completed by Jan/11. Businesses can upload their information to the site for free. More information to come in January. The water tower lights are complete. If anyone has any concerns or questions for Betty to take back to town council, please let her know.

**MD Report:** Not in attendance

**Trade Fair:** Russell reports 19 booths are already reserved for 2011. If businesses want their choice of locations, you may want to register right away. Please send applications and cheques to the Chamber. If you did not receive the information by e-mail, contact us and we will send you the information. The registrations will be passed on to Kathy Davies who is on the Trade Fair committee.

**Correspondence:** Russell

- The Alberta Chamber of Commerce AGM will be held in St. Albert in 2011. Information is on file. Russell, who attended the conference in 2010, recommends this be attended by the Chamber President next year as the conference was very worthwhile.

- Town of Claresholm letter: A new representative is needed for the SouthGrow Regional Initiative. Roxanne suggests Russell be the representative. If Don Leonard does not wish to continue, Russell is willing to represent the Chamber. Russell will contact Don.

**Change in date for December meeting:** The Chamber meeting will be held Dec. 14th, 2010 at the Golf Course from noon – 1 p.m.

**AGM:** The Annual General Meeting is tentatively scheduled for January 18, 2011. Roxanne suggests we invite Doug Griffith, to speak at this meeting. He is the author of "13 Ways to Kill Your Community". The Rural Development strategy was developed by Mr. Griffith. Roxanne will forward information about Mr. Griffith to Nancy. The Chamber can then decide whether to invite him as speaker, depending on when he is available and what the cost is. (The fee that he charges is donated to a worthy cause).

**January Note:** A secretary will be needed for the January AGM as Nancy will be out of town. Please contact Russell if you could fill in for this meeting!

**Elections:** If you have any nominations or volunteers for the following positions for the Chamber for 2011, please let us know: President, Vice-President, Treasurer & Secretary.

**Garbage Fees:** Bernie Feodoroff reminded the members that the Chamber unanimously opposes an increase to garbage fees that may be proposed by the Town of Claresholm. Betty will pass this on at Town Council. (this was discussed at last month's meeting).

Roxanne: The annual Old-Fashioned Christmas/late night shopping will celebrate its 10th anniversary on Fri Dec 3rd. The Chamber has paid for hay wagon rides in the past. Roxanne suggests this donation again this year. The beef on a bun profits go to the food bank as well as any profits from the concession. Motion by Roxanne for the above, 2nded by Bernie Feodoroff. All members in attendance were in favour of an estimated \$1000 donation. Motion carried.

Terry Daniel attended the meeting representing the Empress Theatre and left the Chamber a brochure describing the 2010-2011 Centre Stage Series. If anyone is interested in obtaining a copy, please contact Russell or Nancy at The Co-operators.

The meeting was then adjourned.

Claresholm & District Chamber of Commerce  
December 14, 2010

Additions to agenda: none

Approval of agenda: Marilyn Curry

Nov minutes: accepted as recorded; moved by Val Umscheid

Attendance: 15

Calendar:

AGM - Tues. Jan 18/11-6:00 pm @ Cottonwoods

Tickets to be sold for this meeting/dinner

Spouses of Chamber members are also invited to attend  
cocktails & dinner, \$15/person last year, cash bar

No regular meeting in January

Further details will follow

Committee Reports:

Memberships/Financial Report: Sue Gour: no printed report  
circulated. Memberships still 118. Bank balance \$20,820.14 as of  
Nov 30/10 including Trade Fair sales of about \$4700. There may be  
be more money on deposit from the Trade Fair registrations.

Membership drive will start right way for 2011

December expenses: Late night shopping: \$735 for wagon rides,  
website \$750-last payment of the year for contract.

Old-Fashioned Christmas: Doug Bowman reported wagon rides were  
very popular and he was unaware the Chamber sponsored this event.  
Maybe a sign could advertise this fact.

Town Report: Betty Fieguth: Council will be renewing their  
membership with the Old Man River water organization . Alberta  
Southgrow is setting up an ad hoc committee re: wind energy so they  
can better access funding. Keith Armstrong volunteered to sit on  
FCSS board. New FCSS director: Kristein O'Neil. Garbage fees will  
not be going up. Economic Development Committee: next meeting  
Jan 6/11. The town may purchase "desert planters" for the downtown  
hanging pots. They require less water. Any questions or concerns  
re: the town, please contact Betty. The Christmas lights look great (

Sue) and snow removal has been excellent (Russell)

Trade Fair: We encourage members to register as there are only 21 booths left. The fair is February 4 & 5/11.

New Business:

New food service people will be here at the Golf Club in March.

Correspondence:

Chamber Website: Current contract is being evaluated. The web page is developed and minutes are added and the current cost is about \$1500/year. The site will be maintained until June. A new person will be needed to manage the website at that time. A web presence is offered to members for \$50/year but only 8 businesses currently use this advertising option.

Sue advised that her husband pays about \$60/month to maintain a website, as a comparison.

Doug Bowman knows how to manage a website and is willing to look at this in January.

Town map: \$300 ads. Town has purchased a spot on this map. A cover spot is \$1000. Maps would be available at the Tourist Information and sponsoring businesses. Distribution: about 7500. Motion: to pay \$500, partnering with Town, to be on the cover by Sue Gour. Seconded by Linda Petryshyn. Carried

The AGM of the Alberta Chamber of Commerce May 12-14 in St. Albert - will plan for this next year. \$12.25/member is the new fee for Alberta Chamber of Commerce membership.

Kris Holbeck sent information to the Chamber about a Travel Alberta workshop Jan 18<sup>th</sup>-Coleman & 19<sup>th</sup> in Pincher Creek. It will focus on marketing and communication. Free. Please register in advance by contacting: [heather.taylor@travelalberta.com](mailto:heather.taylor@travelalberta.com) directly by e-mail. Please contact Russell if you are interested in more details. Linda Petryshyn reports that these workshops were excellent in the past.

Child Safety books - target Grades 3-6. Sold per child sponsor, for example, 20 kids-\$315. Sponsored/approved by the local Lion's

Club. Members do not want to sponsor this at this time.

Trade Show catalogue for the province is available from the Trade Fair committee.

Membership "deals" as Chamber members: Please review your membership package for special offers for Chamber members.

Meeting adjourned



Porcupine Hills Lodge  
BOARD MEETING  
Minutes of Meeting

November 9, 2010

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

**ABSENT:** Linda Todd

Organization meeting:

1. **Michelle Day called the meeting to order.**
2. Michelle asked for Nominations for Chairman. Anna Mae Mifflin nominated Earl Hemmaway for chair. Earl accepted nomination.

Nominations for Vice-President. Shirley Isaacson nominated Judy VanAmerongen. Declared Judy VanAmerongen Vice-Chairman.

Appointment for Claresholm and District Transportation Society. Audrey Hoffman moved to have Anna Mae Mifflin be appointment to the board. All in favor, carried.

Appointment for Liason – Shirley Isaacson moved that Audrey Hoffman be appointed the Staff Liason. All in favor, carried.

Fan out list for emergency – Earl Hemmaway, Shirley Isaacson, Judy VanAmerongen.

3. **Additions to agenda: Meeting with Housing Advisor/ Facilitator request; outside laundry service request**
4. **Acceptance of Agenda – *Shirley Isaacson made a motion to accept the agenda as amended. All in favor, carried.***
5. **Minutes of Last meeting – *Audrey Hoffman made a motion to accept the minutes of the Sept 28, 2010 meeting. All in favor, carried.***
6. **Financial Report**
  - 6.1 **Review of 2011 Budget Approved**

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

## 6.2 Appointments for signing authority/Casino

*A motion was made by Shirley Isaacson to have Judy VanAmerongen obtain signing authority for the banking accounts at the Alberta Treasury Branch and Credit Union. Judy VanAmerongen, Shirley Isaacson, Michelle Day, Earl Hemmaway and Audrey Hoffman to all have signing authority on these accounts. All in favor, carried.*

*A motion was made by Judy VanAmerongen to have Shirley Isaacson & Earl Hemmaway to have signing authority for the casino account. All in favor, carried.*

### Manager's Report

Michelle reviewed her report.

#### 6.2.1 Outstanding Items:

##### Lodge/Supportive Waiting List – 20/13

**Casino Update** – Community Enhancement Program decision will take 3 months to see if we get funds.

**Southern Zone election and update (ASCHA)** – Michelle and Shirley attended meeting in Lethbridge. Oct 13. Next meeting in May 2011.

**ASCHA Convention** – March 14 in Edmonton.

**Brochures for Lodge Update** – Shirley Isaacson and Karen Florence left for pecuniary interests.

*A motion made by Audrey Hoffman to go with the quote from Designs of Steel and print 1000 copies of a brochure for the Lodge. All in favor, carried.*

**Meeting with Housing Advisor** – We have been asked to take over the Claresholm Housing Authority by Brenda Pollard. The past board decided to leave it in the hands of the new Board.

Earl suggested to have Brenda Pollard come and talk to the new Board about the proposal and discuss our options. **Table until Brenda Pollard comes to talk to the Board. All in favor, carried.**

#### 6.2.2 New Items

**Facilitator** - Michelle proposed a two day retreat to help with the direction of our 3 year business plan that is due at the end of December. Discussion was held on the cost and purpose of the facilitator and the board

decided that the direction of the business plan would be decided in January, 2011. The facilitator will be discussed again in December.

**Management Body Policy 5.7.2 Develop Purchasing Guide Outline**  
Purchase Guide & tendering process attached as submitted by Michelle.

**Shirley Isaacson made a motion to accept the purchase guide and tendering process. All in favor, carried.**

**Staff Christmas Party (FCSS, Claresholm Transportation Society) (Committee)** - Board Staff Xmas Party - Dec 10 Legion has been booked with a meal for approximately 13.50 a plate. Karen, Shirley, and Anna Mae to help.

**Resident Family Christmas Party (Committee)** – December 18

**Outside Laundry** – approached by a massage company to do laundry.

**Anna Mae Mifflin made a motion that we do not take on extra laundry. All in favor, carried.**

**Judy Van Amerongen made a motion to accept the Manager's report as presented. All in favor, carried.**

## **6.2 Supportive Units**

**Concerns & Updates - none**

## **6.3 Recreation Report –**

- 6.3.1 Professional Development Day for LACAA
- 6.3.2 Go-getters Survey Results and update
- 6.3.3 Go-getters mike system cost share
- 6.3.4 Go-getters by-law

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

## **6.4 Maintenance Report –**

6.4.1 Annual Boiler Inspection results – replace main valve and realignment of other valves.



6.4.2 Crawl Space Update (Alberta Infrastructure) – Michelle trying to get funding from government. We need \$40,000.00 to do this project. A letter to be sent to our MLA to approach the Ministry of Alberta Infrastructure.

**Shirley Isaacson made a motion to send a letter to MLA Evan Berger regarding financial support from Alberta Infrastructure for our crawl spaces. All in favor, carried.**

6.4.3 Paint/Carpet/Tractor/Trailer update – tractor/trailer delivered. Carpet picked out for the hallways. Painting will be done in January for common area.

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

**6.5 Committee Reports –**

**6.5.1 3 Year Business Plan –**

**7. Correspondence - letter from Alberta Gaming and Liquor.**

**8. In-Camera Issues –**

**Shirley Isaacson made a motion to go in camera. All in favor, carried.**

**Anna Mae Mifflin made a motion to come out of camera. All in favor, carried.**

***Judy Van Amerongen made a motion to adjourn the meeting.***

**Next meeting – Tuesday, Dec 7, 2010**

**Claresholm Animal Rescue Society  
Bi-weekly Board Meeting Minutes  
December 16th, 2010**

**Present:** Rita Hahn, Sylvia Giroux, Gerald DeBruyn, Anne Papan, Kris Holbeck,  
Judy Van Amerongen, Kimberley Alexander, Mike Baril

**Regrets:** Karen Thompson, Denise Peters, Barb Hinkle, Carol Tierney

**1. Call to Order**

The meeting was called to order at 7:13 p.m.

**2.**

**Pass** December 16, 2010 Agenda by:

**MOTION Amend:** Sylvia Giroux AND All in favour

**3.**

**Pass** Adopt the Minutes of December 2, 2010

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

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

Volunteers Hours 251

Volunteers 20

New Cats → Teddy Bear, Davy, Cooper, Shirley, Onyx, 4 babies (sick) Gracie – Barb found owner, Gigi – very sick

Adoptions → Cats – Rosie, Fuji

Foster Cats → Krissy, Kia

New Dogs → Booker – owner Claimed, Grady, Toomie

Foster Dogs → Toomie

Irving had anal glands removed & doing well

Bella – try Holistics

Lease proposal dropped off and at Mr Lannans

**Adoptions Update**

Dogs Adopted → Grady, Coco

Tracy – Training with Brook in LaDuk is going well

Holly – Doug would like

**TNR Update**

Trap a cat at – Calico at Kim's Place from the cat house

**Fundraising**

Calendars left to sell 9-10 at the shelter and 10 at the vet.

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

Budget for Rita's pay \$400.00 per month

**MOTION to Pass Budget for Rita's Pay:** Sylvia Giroux AND All in favour

**New Shelter**

Emercor quote and Doug's quote will be presented for Capital Budget of Town Council in January 2011

Cost \$155,000

\$ 77,500 Donations – Emercor, Plumber, etc.

\$ 77,500 Grant Money

\$ 49 500

Plywood for Cat Houses – Mike will be able to build 3 house out of 3 sheets, 2x4, 2"

3lbs of Screws

UFA – Straw for House

**Other Items-**

Helens Rental Proposal was discussed by CARES Board members

Rita read Proposal

Mr Lannon will be looking at this Rental Proposal

1 year \$ 1300 + GST ( no Month to Month)

Noise 10pm to 7am

Not to Close our windows

When doing our inspection w/ someone from CARES and Bylaw Officer

Keep Our Part of Property Neat and Tidy

**Meeting Adjourned** – 8:41p.m Next Meeting January 6, 2011