



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
JULY 18, 2011
AGENDA

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

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA
MINUTES: REGULAR MEETING MINUTES JUNE 27, 2011
FINANCES: JUNE 2011 BANK STATEMENT
PUBLIC HEARING:

ACTION ITEMS:

1. BYLAW #1564 – Area Structure Plan
2. BYLAW #1565 – Land Use Bylaw Amendment
1. BYLAW #1564 – Area Structure Plan
RE: 2nd & 3rd Readings
2. BYLAW #1565 – Land Use Bylaw Amendment
RE: 2nd & 3rd Readings
3. DELEGATION RESPONSE: RCMP
RE: Initiatives for AUMA Convention Meeting with Commanding Officer
4. CORRES: Fortis Alberta
RE: Customer Reception
5. CORRES: Jordan & Green Families
RE: Derochie Drive
6. CORRES: WCHS Junior Prom Organizing Committee
RE: Use of Arena for Prom 2012 and 2013
7. CORRES: Victory Church of Claresholm
RE: Use of Amundsen Park August 28, 2011
8. CORRES: Royal Canadian Legion Br.41
RE: Forgiveness of Municipal Taxes
9. CORRES: The Bridges at Claresholm Golf Club
RE: Forgiveness of Municipal Taxes
10. CORRES: Claresholm Curling Club
RE: Forgiveness of Municipal Taxes
11. STAFF REPORT – Electric Franchise Agreement
12. CAO UPDATE
13. ADOPTION OF INFORMATION ITEMS
14. IN CAMERA - LEGAL

INFORMATION ITEMS:

1. Cheque Listing for Accounts Payable – June 2011
2. Community Foundation of Lethbridge & Southwestern Alberta – Annual Friends of the Foundation Dinner
3. Community Foundation of Lethbridge & SW Alberta – Community Matters Spring/Summer 2011
4. Oldman River Regional Services Commission Executive Committee Meeting Agenda – July 14, 2011
5. Claresholm & District FCSS – Website and Resource & Registration Fair Information
6. Claresholm Animal Rescue Society Regular Meeting Minutes – June 16, 2011
7. Porcupine Hills Lodge Board of Directors Meeting – May 2, 2011
8. Porcupine Hills Lodge Foundation Special Meeting Minutes – May 30, 2011

ADJOURNMENT:



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
JUNE 27, 2011**

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

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

ABSENT: None

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

CARRIED

MINUTES: **REGULAR MEETING – JUNE 13, 2011**

Moved by Councillor MacPherson that the Regular Meeting Minutes of June 13, 2011 be accepted as presented.

CARRIED

FINANCES:

1. APRIL 2011 BANK STATEMENT

Moved by Councillor Van Amerongen to accept the April 2011 bank statement as presented.

CARRIED

2. MAY 2011 BANK STATEMENT

Moved by Councillor Quayle to accept the May 2011 bank statement as presented.

CARRIED

DELEGATIONS: **CLARESHOLM RCMP DETACHMENT – Sgt. Terry Wickett**

Sergeant Terry Wickett of the Claresholm RCMP Detachment was present to update Council on happenings within the department. There has been some work done on the detachment which has improved it a lot. They have had some presentations to seniors regarding fraud, mostly phone and email fraud. Members attended the agricultural fair as well as the bicycle rodeo in Stavely. Internet and texting are become a problem with some receiving inappropriate comments and threatening texts. They would like to have someone come in sometime this fall who has been victimized this way in order to speak to young people in the area. Sgt. Wickett would like the town to look into a bullying bylaw, and would be willing to help administration to create one. They had junior high school students in to the detachment to discuss forensic identification which was enjoyed by all who attended. They have had some kindergarten tours. They would like to have Council come over for a tour at the detachment. Council would like to see more enforcement on Highway 2 through Claresholm.

ACTION ITEMS:

**1. DELEGATION RESPONSE: Claresholm Kinsmen Club
RE: Kin Park**

Moved by Councillor MacPherson to support the concept and location for Kin Park as put forward by the Claresholm Kinsmen Club, and work with the club as plans for the park develop.

CARRIED

**2. DELEGATION RESPONSE: Claresholm Fire Department
RE: Junior Firefighters**

Moved by Councillor Sutter to support the Claresholm Fire Department in their junior firefighters program as presented.

CARRIED

3. 2011 TAX RECOVERY SALE

Moved by Councillor Quayle that a public auction date of Monday, August 29, 2011 be set for Lot 22 Block 36 Plan 147N with a reserve bid of \$239,000 according to the terms and conditions presented for a tax recovery sale.

CARRIED

4. REVENUE & EXPENDITURE REPORT – Year to date

Received for information.

5. ADOPTION OF INFORMATION ITEMS

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

CARRIED

6. IN CAMERA – PERSONNEL

Moved by Councillor MacPherson that this meeting go In Camera.

CARRIED

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

CARRIED

Moved by Councillor MacPherson to pay the Claresholm Fire Chief an annual honorarium of \$3,000 effective January 1, 2011.

CARRIED

ADJOURNMENT: Moved by Councillor MacPherson that this meeting adjourn at 8:04pm.

CARRIED

Mayor – David Moore

Chief Administrative Officer – Kris Holbeck, CA

**TOWN OF CLARESHOLM
JUNE 2011 BANK STATEMENT**

RECONCILED BALANCE MAY 31, 2011		\$65,836.25
DEPOSITS TO BANK	DEBITS	CREDITS
RECEIPTS FOR MONTH	\$925,411.36	
REVOLVING LOAN RECEIVED	140,000.00	
CURRENT ACCOUNT INTEREST	81.15	
GIC REDEEMED	800,000.00	
INTEREST ON GICS	843.29	
TRANSFERS FROM T-BILLS	0.00	
SUBTOTAL	\$1,866,335.80	
CHARGES TO ACCOUNT		
ACCOUNTS PAYABLE		\$718,409.98
PAYROLL CHARGES		154,784.86
INTEREST ON REVOLVING LOAN		24.66
REVOLVING LOAN PAID		140,000.00
LOAN PAYMENTS		144,434.13
MASTERCARD PAYMENT		699.33
TRANSFERS TO T-BILLS / GIC PURCHASE		418,666.00
NSF CHEQUES		0.00
SERVICE CHARGES		207.75
SCHOOL FOUNDATION PAYMENT		268,230.81
SUBTOTAL		\$1,845,457.52
NET BALANCE AT END OF MONTH		\$86,714.53
BANK RECONCILIATION		
BALANCE PER BANK	188,933.81	
PLUS OUTSTANDING DEPOSITS	50,062.63	
LESS OUTSTANDING CHEQUES		-152,281.91
RECONCILED BALANCE JUNE 30, 2011		\$86,714.53
OTHER BALANCES:		
EXTERNALLY RESTRICTED T-BILLS	\$1,272,746.37	
EXTERNALLY RESTRICTED GIC'S (FCSS)	\$20,000.00	
NON-RESTRICTED GIC'S	\$500,000.00	
PARKING RESERVE	\$3,560.48	
WALKING PATHS RESERVE	\$1,944.21	
OFFSITE LEVY RESERVE	\$58,732.34	
SUBDIVISION RESERVE	\$35,576.21	
REVOLVING LOAN BALANCE		\$0.00

SUBMITTED TO TOWN COUNCIL THIS 18th DAY OF JULY 2011

MAYOR

SECRETARY-TREASURER

ACTION ITEMS



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1564**

A Bylaw of the Town of Claresholm to adopt an Area Structure Plan.

WHEREAS pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, Council of the Town of Claresholm (hereafter called Council) may by bylaw establish a framework for subsequent subdivision and development of land; and

WHEREAS Council deems it desirable to establish an Area Structure Plan for the area formerly known as Prairie Shores;

NOW THEREFORE under the authority and subject to the provisions of the *Municipal Government Act*, Council duly assembled does hereby enact the following:

1. That the Area Structure Plan attached hereto as Schedule "A" to Bylaw #1564 be adopted.
2. On the passing of this bylaw, all the following bylaws are hereby rescinded:
Bylaw No.1536, and any amendments thereto.
3. This Bylaw shall take effect on the date of final passage.

This bylaw comes into full force and effect upon third and final reading.

Read a first time in Council this **13th** day of **June** 2011 A.D.

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

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

David Moore, Mayor

Kris Holbeck, CAO

<p>It is best to view Schedule "A" in color on the website as the changes made to the Area Structure Plan are in red. Please visit myclaresholm.com/council to download and view this document. KW</p>
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**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1565**

A Bylaw of the Town of Claresholm to amend Bylaw #1525, being a bylaw setting out land uses for the Town of Claresholm.

WHEREAS pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, Council of the Town of Claresholm (hereafter called Council) has adopted Municipal Development Plan Bylaw #1525; and

WHEREAS it is deemed expedient and proper pursuant to the provisions of the *Municipal Government Act* that the Council of the Town of Claresholm shall issue a Bylaw to amend its existing Land Use Bylaw.

NOW THEREFORE under the authority and subject to the provisions of the *Municipal Government Act*, Council duly assembled does hereby enact the following:

1. The Town of Claresholm Land Use Bylaw #1525 shall be amended as follows:

LAND USE DISTRICT MAP

Lot 9 & 10, Block 15, Plan 147N, be amended by changing the "R1" (Single Detached Residential) designation to an "R4" (Multiple Residential) designation.

2. This Bylaw shall take effect on the date of final passage.
3. Bylaw #1525 is hereby amended.

This bylaw comes into full force and effect upon third and final reading.

Read a first time in Council this **13th** day of **June** 2011 A.D.

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

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

David Moore, Mayor

Kris Holbeck, CAO



Merlin MacNaughton
Stakeholder Relations Manager
Customer Relations

FortisAlberta Inc.
1600 - 10 Street S.E.
High River, AB T1V 1M5
Tel (403) 652-5420
Fax (403) 652-4519
Cell (403) 816-7864
merlin.macnaughton@fortisalberta.com

The Executive and Board of Directors of



cordially invite you to our

Customer Reception

Monday, July 25, 2011
3 p.m. – 6 p.m.

Holiday Inn Lethbridge (*formerly Ramada*)
Crossroads Room
2375 Mayor Magrath Drive South
Lethbridge, Alberta

Food and refreshments will be served

RSVP by July 6, 2011

to

Debbie Bowering (403) 514-4168 or
debbie.bowering@fortisalberta.com

To whom it may concern:
Town of Claresholm. AB
July 9, 2011

regarding: drainage issues in Derochie Drive.

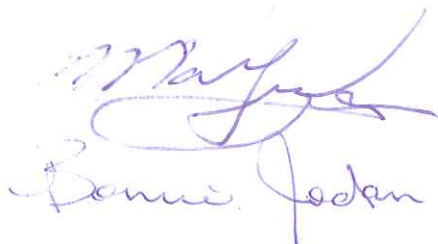
The drainage ditch that clears surface runoff water from Derochie Drive runs all across the east side of our lot (103) running north to south. Due to the very shallow grade of the ditch as well as settling of the bottom, it no longer drains. Water lays in the ditch most of the summer, making it difficult to maintain that part of our property. The stagnant water causes odour and insect issues as well.

For the last two years spring run off as well as during the heavy spring rains, the water level in the ditch rose to more than 24 inches and approached to within 30 feet of our home. The ditch does not have enough capacity to hold the amount of water it needs to in times of heavy runoff and lacks sufficient grade to move it away in a timely manner.

This water comes from up the street and all the adjoining lots. All of their runoff, eves trough downspouts, sump pumps, etc drain into the street which drains into the ditch and ends up sitting in our backyard, rather than leaving the neighbourhood. How are we to drain our property of our own water?

We have made several attempts to have this problem addressed by the developer and town in the past and hope that a solution can be found to correct the problem.

Mark and Bonnie Jordan.
103 Derochie drive
403-625-1717

Handwritten signatures in blue ink. The top signature is 'Mark Jordan' and the bottom signature is 'Bonnie Jordan'.

July 7, 2011

Claresholm Town Council
221 - 45 Avenue West
P.O. Box 1000
Claresholm, AB
T0L 0T0

Re: 101 Derochie Drive
Easement for Water Run Off

TO WHOM IT MAY CONCERN:

This letter is to address our major concerns with the stagnant pool that sits on our property. This letter is probably a carbon copy or similar to the letter written on July 21st, 2008.

The concerns, while having been somewhat addressed still leave this pool as a haven for bugs, mosquitoes etc., as well as having an algae film on top. This presents major health concerns for anyone on the street and especially us. We also have great difficulty trying to keep the grass mown and under control as per the town bylaws.

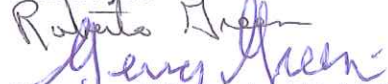
Part of the problem arises from the continual flow of water from most of the homes on the street that have sump pump run off with nowhere else to go. The neighbours are all affected as well and as much as they try to assist, the problems remain.

We need the drainage ditch to flow properly and or a culvert installed to keep the water flowing.

On a second note, we were told that a privacy fence would be erected at the rear of our property to screen us from the Automobile dealerships and nothing has been done in that regard.

We appreciate your dealing with our concerns.

Thank you



Gerry and Roberta (Bobbi) Green
101 Derochie Drive
Claresholm, AB
(403)625-2768

Dear Mayor and Council Members,

June 29, 2011

We are writing to you today on behalf of the organizing committee for WCCHS Junior Prom.

As we are sure you are all aware, the closing of WCCHS will create a lack of facilities able to host activities such as prom and the hours of practice involved with it. In the past, the WCCHS gym has hosted the Prom itself and the gym at WCCHS Campus 2 has been used for the 10 dance practices. As it was a school activity and school facilities were being used, there were no costs involved. Although there is a minimal fee of \$5.00 charged for admission, this money is used to pay for the dance instructors, decorations and gifts for the royalty. However for the upcoming year, or possibly two, these no cost spaces will not be available.

We would like to ask the Town Council to consider waiving the fees and allow us to have Prom 2012 and 2013 at the arena in late April and have the dance practices in the dance studio Monday nights from January till April.

Junior prom has been a Claresholm tradition for over 25 years. This is a special event that students and parents look forward to for years leading up to grade 11. We feel that although the next couple of years will be full of change, the students can at least be certain that with your help, Claresholm Junior Prom will continue.

Sincerely,



Barbara Bell – Prom advisor



Tina Attrill - Parent

Victory Church of Claresholm

5212 1a St West * Box 1779 * Claresholm, AB T0L0T0

Church office: 403-625-2448
E-mail: victorycc@shaw.ca

Pastor Don Whalen

July 6, 2011

To Mayor and Council

This letter is a request by the Victory church of Claresholm for the use of Amundsen Park on August 28, 2011 for a Public Church service and a picnic following. We would require access to the Park from 8am – 4pm on that day. We would also require the use of electricity as we will be using a sound system. I look forward to your response. I can be reached at the number above or by email.

Sincerely,

Pastor Don Whalen

Love In Action



ROYAL CANADIAN LEGION Br. 41

P.O. Box 807 Claresholm AB T0L 0T0

Ph: 403-625-3755

Email: rcl41@telusplanet.net

Fax: 403-625-3533

June 28, 2011

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

Dear Town Councillors:

The Royal Canadian Legion Claresholm Br 41 requests to be exempt from paying the Municipal taxes for the year 2010.

The total taxes are \$1,124.98.

Thank you for your consideration.

Yours truly,
Doreen Van Langen

Treasurer

LEST WE FORGET

TOWN OF CLARESHOLM

BOX 1000
221 - 45 AVE WEST
CLARESHOLM, AB T0L 0T0
(403) 625-3381



2011

TAXATION NOTICE

ROLL NO.	PROP. SIZE	PORTION			QUAD	SEC	TWP	RGE	MER
11915.000	0					0	0	0	0
SUBDIVISION NAME									
CIVIC ADDRESS									
MORTGAGE NUMBER									
MORTGAGE COMPANY NAME									

DATE OF MAILING	2011-Jun-16
DUE DATE	2011-Aug-31

ROYAL CANADIAN LEGION
BOX 807
CLARESHOLM, AB T0L 0T0

PREVIOUS ASSESSMENT	
DESCRIPTION	AMOUNT
COMM ASSOC IMPROVED	242,560.00
COMMERCIAL IMPROVED	103,960.00
TOTAL ASSESSMENT	346,520.00

CURRENT ASSESSMENT	
DESCRIPTION	AMOUNT
COMM ASSOC IMPROVED	245,650.00
COMMERCIAL IMPROVED	105,280.00
TOTAL ASSESSMENT	350,930.00
EXEMPT	245,650.00
TAXABLE	105,280.00

IMPORTANT PENALTY INFORMATION
TAXES ARE DUE IN FULL, EXCEPT FOR T.I.P.P. PARTICIPANTS, BEFORE 4:00 P.M. ON WEDNESDAY, AUGUST 31, 2011. ALL CURRENT OUTSTANDING TAXES AFTER AUGUST 31, 2011 ARE SUBJECT TO A 14% PENALTY. A FURTHER 14% PENALTY WILL BE ASSESSED ON ALL TAXES AND CHARGES APPLIED TO TAX ACCOUNTS REMAINING UNPAID AFTER DECEMBER 31, 2011.

TAX INSTALLMENT PAYMENT PROGRAM	
CURRENT INSTALLMENT AMOUNT	0.00
BY JOINING THE PAYMENT PROGRAM YOUR PAYMENTS COULD BE AS LOW AS	124.95
FOR COMPARISON 2010 TAXES (NOT INCLUDING LOCAL IMPROVEMENTS) WERE	1,403.46

YOUR PROPERTY HAS BEEN ASSESSED AS SHOWN FOR THE ABOVE TAXATION YEAR. THE ASSESSMENT ROLL WILL BE OPEN AFTER MAILING DATE FOR INSPECTION DURING OFFICE HOURS. IF YOU OR YOUR AGENT WISH TO APPEAL A STANDARD APPEAL FORM MUST BE FILLED OUT AND BE ACCOMPANIED BY A \$50.00 PER PARCEL APPEAL FEE. (A.R.B COMPLAINT AND AGENT AUTHORIZATION FORMS ARE AVAILABLE AT THE TOWN OF CLARESHOLM OFFICE AND ON THE TOWN OF CLARESHOLM WEBSITE www.townofclaresholm.com). APPEALS AND APPEAL FEES MUST BE RECEIVED ON OR BEFORE AUGUST 17th, 2011 BY THE CLERK OF THE ASSESSMENT REVIEW BOARD, KRIS HOLBECK, BOX 1000, CLARESHOLM, AB, T0L 0T0, OR DELIVERED TO THE TOWN OFFICE AT 221 - 45 AVE WEST IN CLARESHOLM.

EDUCATION TAXES		TAX RATE	% OF TOTAL	TAX AMOUNT
LRSD (NON-RESIDENTIAL)		0.0033202	23.31266	349.55
TOTAL 2011 EDUCATION TAXES				349.55
MUNICIPAL AND OTHER TAXES		TAX RATE	% OF TOTAL	TAX AMOUNT
HOME FOR AGED		0.0002362	1.65866	24.87
MUNICIPAL TAX (NON-RESIDENTIAL)		0.0106856	75.02868	1,124.98
TOTAL 2011 MUNICIPAL AND OTHER TAXES				1,149.85
SUB TOTAL 2011 TAXES				1,499.40
TOTAL 2011 TAXES				1,499.40
CURRENT OUTSTANDING				0.00
TOTAL CURRENT TAXES PAYABLE FOR 2011				1,499.40
AMOUNT DUE AFTER AUGUST 31, 2011				1,709.32

TOWN OF CLARESHOLM

BOX 1000
221 - 45 AVE WEST
CLARESHOLM, AB T0L 0T0
(403) 625-3381



2011

TAXATION NOTICE

ROLL NUMBER	11915.000
LAST DATE BEFORE PENALTY	2011-Aug-31

ARREARS OR CREDIT	CURRENT TAXES	NET DUE	AMOUNT DUE PLEASE PAY
0.00	1,499.40	1,499.40	1,499.40
			AMOUNT PAID

PLEASE SUBMIT THIS PORTION WHEN MAKING PAYMENT. THANK YOU.

ROYAL CANADIAN LEGION
BOX 807
CLARESHOLM, AB T0L 0T0

11915000

The Bridges at Claresholm Golf Club

Box 2080
Claresholm, AB. TOL OT0

June 24, 2011

Mayor Moore and Council
Town of Claresholm
Box 1000
Claresholm, AB. TOL OT0

Re: Request to Waive the Municipal Portion of the 2011 Property Taxes.

Dear Mayor Moore and Council,

The Bridges at Claresholm Golf Club executive would like to make a request to the Town Council for a waiver of the municipal portion in the amount of \$ 2,734.34 of the 2011 property taxes.

Your consideration in this matter is very much appreciated. Thank you.

Yours truly,



Wes Wiebe
President

TOWN OF CLARESHOLM

BOX 1000
221 - 45 AVE WEST
CLARESHOLM, AB T0L 0T0
(403) 625-3381



2011

TAXATION NOTICE

ROLL NO.	PROP. SIZE	PORTION	QUAD	SEC	TWP	RGE	MER
11630.000	2.02 AC	YB: 1981+s		0	0	0	0
SUBDIVISION NAME		GOLF CLUB HOUSE					
CIVIC ADDRESS		349 39 AVE W					
MORTGAGE NUMBER		PLAN	BLOCK	LOT			
		7810016	2	B			
MORTGAGE COMPANY NAME							

DATE OF MAILING	2011-Jun-16
DUE DATE	2011-Aug-31

TOWN OF CLARESHOLM (GOLF CLUB)
BOX 2080
CLARESHOLM, AB T0L 0T0

PREVIOUS ASSESSMENT	
DESCRIPTION	AMOUNT
COMM ASSOC IMPROVED	2,121,060.00
COMMERCIAL IMPROVED	248,500.00
TOTAL ASSESSMENT	2,369,560.00

CURRENT ASSESSMENT	
DESCRIPTION	AMOUNT
COMM ASSOC IMPROVED	2,134,270.00
COMMERCIAL IMPROVED	255,890.00
TOTAL ASSESSMENT	2,390,160.00
EXEMPT	2,134,270.00
TAXABLE	255,890.00

IMPORTANT PENALTY INFORMATION
TAXES ARE DUE IN FULL, EXCEPT FOR T.I.P.P. PARTICIPANTS, BEFORE 4:00 P.M. ON WEDNESDAY, AUGUST 31, 2011. ALL CURRENT OUTSTANDING TAXES AFTER AUGUST 31, 2011 ARE SUBJECT TO A 14% PENALTY. A FURTHER 14% PENALTY WILL BE ASSESSED ON ALL TAXES AND CHARGES APPLIED TO TAX ACCOUNTS REMAINING UNPAID AFTER DECEMBER 31, 2011.

TAX INSTALLMENT PAYMENT PROGRAM	
CURRENT INSTALLMENT AMOUNT	0.00
BY JOINING THE PAYMENT PROGRAM YOUR PAYMENTS COULD BE AS LOW AS	303.70
FOR COMPARISON 2010 TAXES (NOT INCLUDING LOCAL IMPROVEMENTS) WERE	3,354.75

YOUR PROPERTY HAS BEEN ASSESSED AS SHOWN FOR THE ABOVE TAXATION YEAR. THE ASSESSMENT ROLL WILL BE OPEN AFTER MAILING DATE FOR INSPECTION DURING OFFICE HOURS. IF YOU OR YOUR AGENT WISH TO APPEAL A STANDARD APPEAL FORM MUST BE FILLED OUT AND BE ACCOMPANIED BY A \$50.00 PER PARCEL APPEAL FEE. (A.R.B COMPLAINT AND AGENT AUTHORIZATION FORMS ARE AVAILABLE AT THE TOWN OF CLARESHOLM OFFICE AND ON THE TOWN OF CLARESHOLM WEBSITE www.townofclaresholm.com). APPEALS AND APPEAL FEES MUST BE RECEIVED ON OR BEFORE AUGUST 17th, 2011 BY THE CLERK OF THE ASSESSMENT REVIEW BOARD, KRIS HOLBECK, BOX 1000, CLARESHOLM, AB, T0L 0T0, OR DELIVERED TO THE TOWN OFFICE AT 221 - 45 AVE WEST IN CLARESHOLM.

EDUCATION TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
LRSD (NON-RESIDENTIAL)	0.0033202	23.31282	849.61
TOTAL 2011 EDUCATION TAXES			849.61
MUNICIPAL AND OTHER TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
HOME FOR AGED	0.0002362	1.65844	60.44
MUNICIPAL TAX (NON-RESIDENTIAL)	0.0106856	75.02874	2,734.34
TOTAL 2011 MUNICIPAL AND OTHER TAXES			2,794.78
SUB TOTAL 2011 TAXES			3,644.39
TOTAL 2011 TAXES			3,644.39
CURRENT OUTSTANDING			0.00
TOTAL CURRENT TAXES PAYABLE FOR 2011			3,644.39
AMOUNT DUE AFTER AUGUST 31, 2011			4,154.60

TOWN OF CLARESHOLM

BOX 1000
221 - 45 AVE WEST
CLARESHOLM, AB T0L 0T0
(403) 625-3381



2011

TAXATION NOTICE

ROLL NUMBER	11630.000
LAST DATE BEFORE PENALTY	2011-Aug-31

ARREARS OR CREDIT	CURRENT TAXES	NET DUE	AMOUNT DUE PLEASE PAY
0.00	3,644.39	3,644.39	3,644.39
			AMOUNT PAID

PLEASE SUBMIT THIS PORTION WHEN MAKING PAYMENT. THANK YOU.

TOWN OF CLARESHOLM (GOLF CLUB)
BOX 2080
CLARESHOLM, AB T0L 0T0

11630000



June 28, 2010

To: Town of Claresholm

RE: Claresholm Curling Club Municipal Taxes

The Claresholm Curling Club is requesting that the Town of Claresholm forgive the Municipal portion of the 2011 property taxes this year. This has greatly helped us in the past as we are a non-profit organization that services the town of Claresholm and the surrounding area. We thank you in advance for your support.

Sincerely

A handwritten signature in blue ink, which appears to read "Jason Hemmaway". The signature is fluid and cursive.

Jason Hemmaway
Director Claresholm Curling Club

TOWN OF CLARESHOLM

BOX 1000
221 - 45 AVE WEST
CLARESHOLM, AB T0L 0T0
(403) 625-3381



2011

TAXATION NOTICE

ROLL NO.	PROP. SIZE	PORTION	QUAD	SEC	TWP	RGE	MER
11917.000	0	YB:1973/91		0	0	0	0
SUBDIVISION NAME		CURLING RINK					
CIVIC ADDRESS		430 53 AVE E					
MORTGAGE NUMBER	PLAN	BLOCK	LOT				
	8010781	118	33				
MORTGAGE COMPANY NAME							

DATE OF MAILING	2011-Jun-16
DUE DATE	2011-Aug-31

TOWN OF CLARESHOLM (CURLING RINK)
BOX 1976
CURLING RINK
CLARESHOLM, AB T0L 0T0

PREVIOUS ASSESSMENT	
DESCRIPTION	AMOUNT
COMM ASSOC IMPROVED	1,014,760.00
COMMERCIAL IMPROVED	73,460.00
TOTAL ASSESSMENT	1,088,220.00

CURRENT ASSESSMENT	
DESCRIPTION	AMOUNT
COMM ASSOC IMPROVED	1,027,800.00
COMMERCIAL IMPROVED	74,590.00
TOTAL ASSESSMENT	1,102,390.00
EXEMPT	1,027,800.00
TAXABLE	74,590.00

IMPORTANT PENALTY INFORMATION
TAXES ARE DUE IN FULL, EXCEPT FOR T.I.P.P. PARTICIPANTS, BEFORE 4:00 P.M. ON WEDNESDAY, AUGUST 31, 2011. ALL CURRENT OUTSTANDING TAXES AFTER AUGUST 31, 2011 ARE SUBJECT TO A 14% PENALTY. A FURTHER 14% PENALTY WILL BE ASSESSED ON ALL TAXES AND CHARGES APPLIED TO TAX ACCOUNTS REMAINING UNPAID AFTER DECEMBER 31, 2011.

TAX INSTALLMENT PAYMENT PROGRAM	
CURRENT INSTALLMENT AMOUNT	0.00
BY JOINING THE PAYMENT PROGRAM YOUR PAYMENTS COULD BE AS LOW AS	88.53
FOR COMPARISON 2010 TAXES (NOT INCLUDING LOCAL IMPROVEMENTS) WERE	991.72

YOUR PROPERTY HAS BEEN ASSESSED AS SHOWN FOR THE ABOVE TAXATION YEAR. THE ASSESSMENT ROLL WILL BE OPEN AFTER MAILING DATE FOR INSPECTION DURING OFFICE HOURS. IF YOU OR YOUR AGENT WISH TO APPEAL A STANDARD APPEAL FORM MUST BE FILLED OUT AND BE ACCOMPANIED BY A \$50.00 PER PARCEL APPEAL FEE. (A.R.B COMPLAINT AND AGENT AUTHORIZATION FORMS ARE AVAILABLE AT THE TOWN OF CLARESHOLM OFFICE AND ON THE TOWN OF CLARESHOLM WEBSITE www.townofclareholm.com). APPEALS AND APPEAL FEES MUST BE RECEIVED ON OR BEFORE AUGUST 17th, 2011 BY THE CLERK OF THE ASSESSMENT REVIEW BOARD, KRIS HOLBECK, BOX 1000, CLARESHOLM, AB, T0L 0T0, OR DELIVERED TO THE TOWN OFFICE AT 221 - 45 AVE WEST IN CLARESHOLM.

EDUCATION TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
LRSD (NON-RESIDENTIAL)	0.0033202	23.31240	247.65
TOTAL 2011 EDUCATION TAXES			247.65
MUNICIPAL AND OTHER TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
HOME FOR AGED	0.0002362	1.65865	17.62
MUNICIPAL TAX (NON-RESIDENTIAL)	0.0106856	75.02895	797.04
TOTAL 2011 MUNICIPAL AND OTHER TAXES			814.66
SUB TOTAL 2011 TAXES			1,062.31
TOTAL 2011 TAXES			1,062.31
CURRENT OUTSTANDING			0.00
TOTAL CURRENT TAXES PAYABLE FOR 2011			1,062.31
AMOUNT DUE AFTER AUGUST 31, 2011			1,211.03

TOWN OF CLARESHOLM

BOX 1000
221 - 45 AVE WEST
CLARESHOLM, AB T0L 0T0
(403) 625-3381



2011

TAXATION NOTICE

ROLL NUMBER	11917.000
LAST DATE BEFORE PENALTY	2011-Aug-31

ARREARS OR CREDIT	CURRENT TAXES	NET DUE	AMOUNT DUE PLEASE PAY
0.00	1,062.31	1,062.31	1,062.31
			AMOUNT PAID

PLEASE SUBMIT THIS PORTION WHEN MAKING PAYMENT. THANK YOU.

TOWN OF CLARESHOLM (CURLING RINK)
BOX 1976
CURLING RINK
CLARESHOLM, AB T0L 0T0

Staff Report

To: Council
From: CAO
Date: July 14, 2011
Re: Electric Franchise agreement

BACKGROUND

The Town of Claresholm has franchise agreements with utility companies (ATCO Gas and Fortis) to provide gas and electricity services to the residents of Claresholm exclusively. The existing electrical agreement will be expiring December 31, 2011 and Fortis has been contacting municipalities to sign a new one. AUMA intervened on behalf of the municipalities and had Fortis's proposed template reviewed by legal counsel and then has provided the municipalities with an electrical franchise agreement template they support.

Highlights of the new template include a ten year term and one 5 year renewal period, Gives the electrical company exclusive right to be the Wire Service Provider (WSP) in the municipality, explains the difference between non-investment lighting (Town owned) and investment lighting (Fortis owned) and what the WSP does for maintenance based on the ownership type. A full agreement is available for Council's review if needed.

A Fortis representative will be at Council as a delegation in the future to discuss the possibility of the Town sells its owned streetlights to Fortis and the advantages and disadvantages of this option. There is still a dispute regarding who owns the streetlights on Highway #2 (the Town or AB Transportation). Once Fortis has this resolved in writing they will let the Town know if these streetlights are also able to be sold to Fortis.

For now the AUMA is holding seminar to discuss the new agreement and has an online survey for users to send in changes they wish to see. Administration will be attending the August seminar in Lethbridge to keep educated on the process.

Attached is a copy of the email regarding the project. If any member of Council wishes to read the proposed agreement or attend the seminar, please contact CAO.

NOTE: The ATCO franchise agreement expires April of 2025.

Kris Holbeck, CA CAO

Town of Claresholm

Kris Holbeck

From: Amylee Milke <amilke@auma.ab.ca>
Sent: Tuesday, July 05, 2011 1:57 PM
To: undisclosed-recipients:
Subject: 2011 Electric Franchise Agreement Template SURVEY
Attachments: image001.jpg; image002.jpg

Follow Up Flag: Follow up
Flag Status: Completed

Dear CAO,

AUMA has been working with FortisAlberta and ATCO Electric to update the 2001 Electric Franchise Agreement & Fees Template. Franchise Agreements are the cornerstone of any franchisee/franchiser relationship. They legally bind both parties to agreed upon terms and conditions (e.g., service levels). The 2001 Template (aka the Hinton Template) was approved by the Alberta Utilities Commission (AUC) and is used by over 80% urban municipalities in Alberta. For these recent negotiations, AUMA retained Reynolds Mirth Richards Farmer (RMRF) LLP, as they assisted with the negotiations ten years ago.

We are now asking for member feedback on the proposed changes, through an online survey. To complete the survey, click on the following link: **[2011 AMSC Electric Franchise Agreement Template Survey](#)**.

We have also planned a series of four workshops, to be held between August 8 and 12, 2011. Once compiled, the member feedback will then be prioritized and addressed in the next round of negotiations with FortisAlberta and ATCO Electric. We then plan to again submit the final revised Template to the AUC for their approval with Hinton as the pilot. Following AUC approval, AUMA will then organize education workshops to aid in the use of the new Template within municipalities.

Key Documents:

Below are links to the key documents, critical to understanding the proposed changes in the new Template:

1. Comparison Document of Old to New Template
 - o Black-line comparison to original 2001 Hinton Template to proposed 2011 Template
2. Clean copy of the original 2001 Electric Franchise Agreement Template
3. FortisAlberta Street Lighting Catalogue
 - o Sample catalogue of available standard streetlights
4. FortisAlberta Street Lighting Rates and Maintenance Comparison Table
 - o Outlines different streetlight rates, standard or non-standard product offerings and what is offered through the FortisAlberta maintenance programs.
 - o **NOTE:** This is for FortisAlberta served municipalities only.

Please respond to the online survey no later than July 31, 2011. When responding, please clearly indicate any revisions wanted and tell us what is working and is not working in the current Template. Your opinion on the proposed changes are very important to the Template development process.

If you would like more information about the Franchise Agreement Templates or have questions about the Survey, please contact Brian Jackowich at 780-409-4316 or Amylee Milke at 780-409-7450.

Sincerely,

Amylee Milke

Senior Project Coordinator

Alberta Municipal Place

#300, 8616 - 51 Ave. Edmonton, AB T6E 6E6

Direct: 780-409-7450 Toll-free: 1-800-661-2862 or 310-AUMA (2862)


Fax: (780) 433-4454

E-mail: amilke@auma.ca

Websites: www.auma.ca www.amsc.ca



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 Please think before you print.

_____ NOD32 6267 (20110705) Information _____

This message was checked by NOD32 antivirus system.

<http://www.eset.com>

**TOWN OF CLARESHOLM
CAO UPDATE AS AT JULY 18th, 2011**

1. **PUBLIC WORKS/PARKS** – 8th Street Sanitary Sewer project (construction by developer) began on Monday, July 11th. Project should take 5-6 weeks (weather permitting). 2011 Infrastructure projects will begin week of July 11th (weather permitting), 50th Avenue East is starting point, then 2nd Street West and parking lot and lanes. Contract specifies work to be complete by August 31, 2011. Animal Services Building project is ongoing with tentative move in date in October 2011. Normal operations ongoing with staff taking holidays throughout summer.
2. **PROPERTY AND REGULATORY SERVICES** – Both development and bylaw groups are busy with permits, compliances and enforcement in the development area and officer and public initiated complaints, orders, clean ups and fines in the bylaw area. All staff are busy becoming acquainted with their positions and the Town and the workflow turnaround and response continues to improve with the additional staff.
3. **ASSESSMENT APPEALS** – Tax notices have been mailed. All information on how to appeal assessments has also been sent to taxpayers. Appeal period deadline is 60 days from the date of mailing (June 17th, 2011). To date, 20 appointments with the assessor are booked over the 4 day schedule. No appeals received yet. Deadline to appeal is August 29th at 4 pm.
4. **FAIR DAYS 2011** – Reminder the parade is Saturday, August 13th at 11 am at the parade line up area. Town float will be available for Councillors to ride and candy to throw. Theme is “Celebrating our Cultural Diversity”. Town organizes the parade and the hospitality room and will provide two Movie in the Park nights (one Friday and one Saturday night behind the fire hall). The remainder of the events/attractions are organized by local groups.
5. **XERISCAPE GARDEN PROJECT** – The design and purchase of plants is ongoing and once the public works staff get the groundwork done and the rocks placed the planting of trees, shrubs and plants will commence. The site will have a place for a public sculpture, but this component has not been rolled out to the public at this time as we are developing the parameters.
6. **MISCELLANEOUS** – Staff hiring is complete. All temporary/seasonal hiring is complete. Trisha Carleton Museum Executive Director started July 4th. New “chamber pots” are out. CAO will compile information on savings of staff time for watering with the new desert planters after the season and report to Council in the fall.
7. **HOLIDAYS** – Management staff will be taking holidays throughout summer. There will always be one (possibly two) management personnel available throughout the summer

Kris Holbeck, CA
CAO
Town of Claresholm

INFORMATION ITEMS



TOWN OF CLARESHOLM

CHEQUE LISTING FOR ACCOUNTS PAYABLE

Page 1 of 4
 July 13, 2011
 8:57:04 AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Name	Amount
						Batch # 14924
44076	2011-06-09	EFT	EFT	600	ALBERTA ASSOCIATION OF M.D.'S	12,860.66
44077	2011-06-09			785932	Alberta Hotel & Lodging Association	262.50
44078	2011-06-09			1025	ALBERTA ONE CALL LOCATION CORP	199.50
44079	2011-06-09			786195	Benchmark Assessment Consultants Inc.	3,515.40
44080	2011-06-09	EFT	EFT	6390	BISHOFF AUTO & AG CENTRE	2,436.33
44081	2011-06-09	EFT	EFT	786818	BROWNLEE LLP	254.31
44082	2011-06-09	EFT	EFT	13325	CLARESHOLM FIRE DEPARTMENT	1,000.00
44083	2011-06-09	EFT	EFT	13660	CLARESHOLM LOCAL PRESS	2,024.11
44084	2011-06-09	EFT	EFT	786641	CLARESHOLM REGISTRIES	11.50
44085	2011-06-09	EFT	EFT	786697	CNH CAPITAL C3115	57.34
44086	2011-06-09			786421	Commercial Lighting Products	432.30
44087	2011-06-09			786058	Corporate Express	147.28
44088	2011-06-09			21351	EDUFUN INC.	197.40
44089	2011-06-09	EFT	EFT	786202	EXOVA	61.16
44090	2011-06-09	EFT	EFT	26201	FERG'S SEPTIC SERVICE	2,097.38
44091	2011-06-09			785952	FIEGUTH, BETTY	43.16
44092	2011-06-09	EFT	EFT	786800	GDM ELECTRIC LTD.	543.53
44093	2011-06-09			786584	HACH SALES & SERVICE CANADA LTD.	442.05
44094	2011-06-09	EFT	EFT	786880	HEITRICH, TRACEY	209.99
44095	2011-06-09	EFT	EFT	54026	JOHNSON, KRISTEIN	38.54
44096	2011-06-09			786359	KLEARWATER EQUIPMENT AND TECHNOLOGIES	10,710.00
44097	2011-06-09			786267	LAWSON PRODUCTS INC.	262.54
44098	2011-06-09			56155	LIFESAVING SOCIETY	593.48
44099	2011-06-09			56200	LOCAL AUTHORITIES PENSION PLAN	8,717.69
44100	2011-06-09	EFT	EFT	786812	MCGREGOR FILTERING EQUIPMENT (1974) LTD.	69.30
44101	2011-06-09	EFT	EFT	61450	MCNALLY CONTRACTORS LTD.	114,458.40
44102	2011-06-09			786905	ONECONNECT SERVICES INC. T46194	67.88
44103	2011-06-09			786197	PARCON CONSTRUCTION LTD.	41,207.35
44104	2011-06-09			786635	PCO SERVICES CORPORATION	178.50
44105	2011-06-09	EFT	EFT	76300	PEDERSEN TRANSPORT LTD.	1,320.54
44106	2011-06-09			786722	PLANET CLEAN (CALGARY) LTD.	733.73
44107	2011-06-09	EFT	EFT	76600	PORCUPINE HILLS FOUNDATION	101,823.00
44108	2011-06-09	EFT	EFT	786453	PRAXAIR CANADA INC.	826.88
44109	2011-06-09			786536	R P WATERWORKS INC.	422.10
44110	2011-06-09	EFT	EFT	86300	RECEIVER GENERAL FOR CANADA	18,351.85
44111	2011-06-09	EFT	EFT	786180	RICOH CANADA INC.	140.54
44112	2011-06-09	EFT	EFT	786152	SHANAHAN'S LIMITED PARTNERSHIP	931.04
44113	2011-06-09	EFT	EFT	13525	SOBEYS CLARESHOLM	42.13
44114	2011-06-09	EFT	EFT	786609	TASTE OF HEAVEN CAFE	145.95
44115	2011-06-09	EFT	EFT	900	TELUS	3,174.67
44116	2011-06-09			786191	TENAQUIP LIMITED	410.12
44117	2011-06-09	EFT	EFT	786437	THE WRITE SOURCE	29.43
44118	2011-06-09	EFT	EFT	97000	TOWN OF CLARESHOLM	59.99
44119	2011-06-09	EFT	EFT	23500	W.R. MEADOWS OF WESTERN CANADA	4,571.74
44120	2011-06-09			4090	WARNACO SWIMWEAR GROUP	565.30
44121	2011-06-09	EFT	EFT	111705	WC CLASS II REGIONAL LANDFILL	10,959.76
44122	2011-06-09	EFT	EFT	125000	YOUNG PARKYN MCNAB LLP	8,190.00
44123	2011-06-09	EFT	EFT	900000	CUTLER, DENELLE	20.00
44124	2011-06-09	EFT	EFT	900000	OLMSTEAD, LYLE	500.00



TOWN OF CLARESHOLM
CHEQUE LISTING FOR ACCOUNTS PAYABLE

Page 2 of 4
July 13, 2011
8:57:04 AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Name	Amount
44125	2011-06-09	EFT	EFT	900000	SCHMID, BURKE	500.00
						<hr/> 356,818.35



TOWN OF CLARESHOLM

CHEQUE LISTING FOR ACCOUNTS PAYABLE

Cheque #	Cheque Date	CEO	CAO	Vendor #	Name	Amount
						Batch # 14956
44126	2011-06-27	EFT	EFT	650	ALBERTA BLUE CROSS	5,451.36
44127	2011-06-27			786517	AMSC INSURANCE SERVICES LTD.	2,975.56
44128	2011-06-27			786427	BOUNDARY EQUIPMENT (CALGARY) LTD.	328.13
44129	2011-06-27			11250	CANADIAN LINEN SUPPLY	347.08
44130	2011-06-27			786099	CASE, BERNICE	169.66
44131	2011-06-27			786724	CITY OF CALGARY, CITY CASHIER 8042	1,677.90
44132	2011-06-27	EFT	EFT	76150	Claresholm Animal Rescue Society	2,200.00
44133	2011-06-27			13125	CLARESHOLM CENTRE	25.44
44134	2011-06-27	EFT	EFT	13660	CLARESHOLM LOCAL PRESS	398.48
44135	2011-06-27			14085	CLARESHOLM NAPA AUTO	793.86
44136	2011-06-27			786141	CLARESHOLM TAXI	897.75
44137	2011-06-27			14150	CLARESHOLM WELDING &	441.00
44138	2011-06-27			786421	Commercial Lighting Products	532.25
44139	2011-06-27	EFT	EFT	786540	DIRECT ENERGY REGULATED SERVICES	45.75
44140	2011-06-27	EFT	EFT	786397	EPCOR	12.55
44141	2011-06-27	EFT	EFT	786711	FORTIS ALBERTA	6,217.87
44142	2011-06-27			786146	GODLEY'S JEWELLERY	42.00
44143	2011-06-27			49980	HARRY'S TIRE SALES (1984) LTD.	302.49
44144	2011-06-27			36800	HOME HARDWARE	963.32
44145	2011-06-27			786781	HOPE-RAPP, MARLA	600.00
44146	2011-06-27	EFT	EFT	26900	IRON ROCK ENTERPRISES LTD	1,102.50
44147	2011-06-27	EFT	EFT	850	JOHN DEERE FINANCIAL	124.23
44148	2011-06-27			56155	LIFESAVING SOCIETY	18.19
44149	2011-06-27			786659	LIVINGSTONE RANGE SCHOOL DIVISION	747.20
44150	2011-06-27			56200	LOCAL AUTHORITIES PENSION PLAN	8,741.50
44151	2011-06-27	EFT	EFT	786519	MACPHERSON, DOUG	83.20
44152	2011-06-27			786590	MINISTER OF FINANCE	140.65
44153	2011-06-27			786872	MPE ENGINEERING LTD.	16,777.69
44154	2011-06-27	EFT	EFT	65000	MUNICIPAL DISTRICT OF WILLOW	18,243.30
44155	2011-06-27			65040	MUNICIPAL INFORMATION SYSTEMS	931.02
44156	2011-06-27			71400	Oldman River Regional Services Commission	5,527.00
44157	2011-06-27	EFT	EFT	75955	PALMER, FRED	250.00
44158	2011-06-27	EFT	EFT	76300	PEDERSEN TRANSPORT LTD.	1,051.91
44159	2011-06-27	EFT	EFT	76400	PITNEYWORKS	298.05
44160	2011-06-27			786722	PLANET CLEAN (CALGARY) LTD.	315.89
44161	2011-06-27	EFT	EFT	786536	R P WATERWORKS INC.	2,250.47
44162	2011-06-27	EFT	EFT	86300	RECEIVER GENERAL FOR CANADA	19,482.96
44163	2011-06-27			13525	SOBEYS CLARESHOLM	44.65
44164	2011-06-27			91700	STARLINE SIGNS	68.25
44165	2011-06-27	EFT	EFT	91710	STINTECH ELECTRONICS	599.13
44166	2011-06-27			786609	TASTE OF HEAVEN CAFE	147.00
44167	2011-06-27			786191	TENAQUIP LIMITED	144.90
44168	2011-06-27			786185	TOTEM CONFECTIONERY	52.47
44169	2011-06-27	EFT	EFT	97000	TOWN OF CLARESHOLM	36.75
44170	2011-06-27	EFT	EFT	786217	TRUMBLEY & HAMPTON INC.	70,247.67
44171	2011-06-27	EFT	EFT	101400	UNITED FARMERS OF ALBERTA	1,477.41
44172	2011-06-27			23500	W.R. MEADOWS OF WESTERN CANADA	2,366.97
44173	2011-06-27			900000	CANUEL, JUSTIN	186.16
44174	2011-06-27	EFT	EFT	900000	CHINOOK CREDIT UNION	90,000.00



TOWN OF CLARESHOLM

CHEQUE LISTING FOR ACCOUNTS PAYABLE

Cheque #	Cheque Date	CEO	CAO	Vendor #	Name	Amount
44175	2011-06-27			900000	CLARESHOLM JUNIOR RODEO	500.00
44176	2011-06-27			900000	Frank Slide Interpretive Centre	68.40
44177	2011-06-27			900000	GREENLINK	525.00
44178	2011-06-27			900000	H. BURLLES AT HBLS	127.32
44179	2011-06-27			900000	MACINNES, ANDREA	42.80
44180	2011-06-27			900000	MAGNUM FIREWORKS	4,725.00
44181	2011-06-27			900000	RAYMI SKIPPER'S WORKSHOP	57.46
44182	2011-06-27	EFT	EFT	900000	STARLING, KELLY	258.60
44183	2011-06-27			900000	WILLOWTREE DESIGNS	236.09
						272,420.24
						Batch # 14966
44184	2011-06-29			900100	MARTELL, FRANK & BARBARA	89.68
						89.68
						Batch # 14972
44185	2011-06-30	EFT	EFT	13250	CLARESHOLM CHILD CARE SOCIETY	2,183.50
44186	2011-06-30			13660	CLARESHOLM LOCAL PRESS	100.00
44187	2011-06-30			786141	CLARESHOLM TAXI	845.77
44188	2011-06-30			786078	LING, JULIE	40.00
44189	2011-06-30			56200	LOCAL AUTHORITIES PENSION PLAN	8,697.03
44190	2011-06-30			66100	NATIONAL SECRETARY-TREASURER	1,814.73
44191	2011-06-30	EFT	EFT	786428	NEXEN MARKETING	37,831.51
44192	2011-06-30			786205	PIPELINE WATER CO-OP LTD.	50.00
44193	2011-06-30			86153	RANCLAND EMBROIDERY	128.99
44194	2011-06-30	EFT	EFT	86300	RECEIVER GENERAL FOR CANADA	18,621.19
44195	2011-06-30			900	TELUS	483.97
44196	2011-06-30			900000	CCMHA	54.00
44197	2011-06-30			900000	CHINOOK CAMERA CLUB	18.40
44198	2011-06-30			900000	CUTLER, DENELLE	20.00
44199	2011-06-30			900000	METERCOR INC.	2,913.16
44200	2011-06-30			900000	SEGUIN, RYERSON	29.99
44201	2011-06-30			900000	STELMACK PAVING INC.	13,207.95
						87,040.19
Total						716,368.46

**COMMUNITY
FOUNDATION**
OF LETHBRIDGE AND
SOUTHWESTERN ALBERTA

Board of Directors 2011

Barbara Cavers
President (Monarch)

Dianne King
Vice-President (Lethbridge)

Marianne Gray
Secretary/Treasurer
(Lethbridge)

Corrine Klassen
Director (Coaldale)

Dennis Hatt
Director (Lethbridge)

Ed Sinnott
Director (Pincher Creek)

Gwen Van Raalte
Director (Lethbridge)

Jason Comin
Director (Cardston)

Kevin Keith
Director (Lethbridge)

Larry Helland
Director (Lomond)

Murray Pritchard
Director (Lethbridge)

Phyllis Hutchinson
Director (Skiff)

Reta Berte
Director (Lethbridge)

Wayne Street
Director (Coaldale)

George Hall
Executive Director

404 - 8th St South,
Lethbridge, AB T1J 2J7
Phone: 403-328-5297
Fax: 403-328-6061



COMMUNITY
FOUNDATIONS
OF CANADA
all for community.

June 13, 2011

Ms. Kris Holbeck
Town of Claresholm
PO Box 1000
Claresholm, AB T0L 0T0

Dear Ms. Holbeck,

I invite you to join the Community Foundation of Lethbridge and Southwestern Alberta for the annual Friend's of the Foundation Dinner on Wednesday, September 21, 2011 at the Lethbridge Lodge and Conference Centre. This year's dinner will celebrate the 45th anniversary of the Foundation. We hope that you will join us to celebrate the founders and builders of the Community Foundation, who, through their foresight and commitment, established the organization that has enabled donors to contribute \$6 million in grants to charitable organizations in southwestern Alberta.

The Community Foundation is pleased to welcome Dennis Shigematsu as this year's keynote speaker. Dennis is a lifelong resident of Lethbridge and has travelled to every corner of the globe. Dennis will relate his unique perspective as an adventurer, photographer and world citizen to the strengths of our communities and the positive impact of our community foundation.

Your attendance would be appreciated and tickets are available for \$45 per person by contacting the Foundation office (403-328-5297).

On behalf of the Board of Directors, thank you for supporting our community foundation.

Sincerely,

Barbara Cavers
President



COMMUNITY FOUNDATION
OF LETHBRIDGE AND SOUTHWESTERN ALBERTA

Inspiring Community Philanthropy
45 years • 1966 to 2011

An invitation to attend

***Our Community, Our World, Our Foundation:
A Perspective by Dennis Shigematsu***

Friends of the Foundation Dinner

Wednesday September 21, 2011
Lethbridge Lodge Hotel and Conference Centre
Tickets \$45 each, phone 403-328-5297
No host bar 6:15 p.m.
Dinner 7:00 p.m.

Community Matters



Issue #1

Spring/Summer 2011

Inspiring Community Philanthropy 45 Years • 1966 to 2011



Board President 2011
Barbara Cavers

On April 18, 2011, we celebrated the 45th Anniversary of the Community Foundation of Lethbridge and Southwestern Alberta. The Lethbridge Foundation was established in 1966 by a special act of the Alberta Legislature. In 2010, the Act was amended to change the name of the Foundation to reflect our vision and practice of serving all of southwestern Alberta.

The nine founding members of the Foundation envisioned their community made stronger through philanthropy - gifts of time and money. To make that vision a reality, they initiated a permanent endowment that would provide funding to charitable organizations far into the future. Donations, small and large, would be pooled together and invested. The investment income could then be used for annual grants that were responsive to the ever-changing needs of the community. People from all walks of life would help to create a legacy that would make a difference in their neighbours' lives.

The Foundation started small, but over the past 45 years, it has gained the confidence of donors from diverse communities, backgrounds, and interests. The Foundation now has a permanent endowment that exceeds \$13 million in assets. Investment income is returned to the community each year in the form of annual grants to registered charities so that important community issues may be addressed.

In addition to these community grants, other funds are distributed through Designated Funds. These endowment funds are established by individual donors and community organizations who are able to specify how their money is to be used over time. We are grateful for the work of the nine founders and the many builders of the Lethbridge Foundation. Through their foresight and commitment, they established the organization that has, since 1966, given over \$5.8 million in grants to charitable organizations in southwestern Alberta.

In April, we celebrated our 2011 Community Impact Awards, recognizing 33 community organizations from southwestern Alberta who shared \$152,125. These grants are featured on pages 2 and 3. We expect to distribute an equal amount in the fall of this year.

The Foundation not only makes effective grants; we also work to develop networks across all sectors. We help to identify opportunities in many fields and build on existing community strengths. We are well placed to make simple, but often powerful, connections between people and organizations in the community.

We are proud of our past and excited about our future. We look forward to working with new donors to assist each of them in making a lasting difference in their community through endowed gifts to the Community Foundation of Lethbridge and Southwestern Alberta.

UPCOMING.....

May 10

Leave a Legacy Lethbridge
Lethbridge Lodge

September 15

Fall Grant Submission Deadline

Wednesday, September 21

Friends of the Foundation Dinner Lethbridge Lodge

The Community Foundation will celebrate its 45th anniversary with a special presentation by Dennis Shigematsu of Lethbridge. Dennis is a well known presenter of travel programs that feature his superb photography and adventures in challenging locales throughout the world.

"I have a renewed outlook on what we have at home and how it compares to the rest of the world. I see the valuable work the Community Foundation does and how it's changed lives in Southwestern Alberta."

Tickets are \$45 each. Contact the Foundation at 403-328-5297.



Dinner speaker Dennis Shigematsu at the Simien Mountains in Ethiopia with an Amhara tribesman in December 2009.

Community Impact Grants 2011

The Board of Directors of the Community Foundation of Lethbridge and Southwestern Alberta is pleased to announce the awarding of grants to 33 community organizations totalling \$152,125. Grants are provided through endowment funds established by generous donors and support a broad range of community service in the areas of Arts, Culture and Heritage; Human and Social Services; Health and Wellness; Recreation and Leisure; and Environment and Conservation.

A grant of **\$2,000** will assist volunteers of the **Allied Arts Council of Pincher Creek** to upgrade the entrance and gift shop area of the historic Lebel Mansion. This venue includes a gift shop specializing in local art and space for art classes for all ages.

A **\$3,000** grant will assist the **Boys and Girls Club of the Crownsnest Pass** with the purchase of 30 sets of ski equipment to be used in after school programs, especially on early dismissal days. Through collaboration with the schools and the Cross Country Ski Club, this service will promote a healthy lifestyle for students with limited opportunities.

A **\$5,000** grant will enable the **Canadian Mental Health Association** in Pincher Creek to cover the cost of printing surveys to inform students, school staff, and parents in the Pincher Creek, Crownsnest Pass, and Brocket region about the warning signs of teen suicide. Aimed at teenagers, the surveys are part of a proactive teen suicide prevention program.

A **\$7,500** grant will help the local volunteers of the **Canadian Search Dog Association** purchase new GPS systems

to improve the accuracy of location information conveyed by the search dog team to rescuers. The association's primary goal is to save lives at no cost to communities or requesting organizations, and to support the RCMP and local police.

A **\$2,000** grant will assist **Le Touche à Tout Daycare** purchase age-appropriate playground equipment. The daycare, located within the French cultural centre/school in Lethbridge, provides an early opportunity for children to learn French in a natural play environment.

A **\$5,000** grant will assist with the purchase of a lift to enable staff and volunteers of the **Empress Theatre Society** to safely access lighting, props, and the event marquee at the historic Fort Macleod theatre. This popular venue features a variety of musical and theatrical events throughout the year.

A **\$5,000** grant will assist **G.S. Lakie School** purchase an expandable lighting/dimmer panel for a planned Convertible Space Arts Centre. The West Lethbridge centre will be an arts hub where a variety of arts groups and schools will be able to present music, dance, and theatre productions and camps.

A **\$3,500** grant will enable **Galbraith School** to provide seating for approximately 70 volunteers and students to use during paired reading time to promote literacy. The chairs will also be used for community and special events at the school.

A **\$2,400** grant to repair the roof of the **Granum Museum** will assist volunteers in the preservation

of the community's history at the Veterans Memorial and museum.

A **\$5,000** grant will enable the **Granum United Church** to install security doors, outdoor security lighting and safe entry stairs and landing. This will improve access to the hall which serves as Granum's community centre for a variety of recreational activities.

A **\$5,000** grant will enable the volunteers of the **Great Canadian Plains Railway Society** at Stirling to restore the roof of a 1920's CPR wooden caboose. The caboose will be turned into an educational resource centre for the heritage park, bringing to life the importance of the railways to the settlement and commerce of southern Alberta.

A **\$7,500** grant will enable the **Interfaith Food Bank** to purchase a fuel-efficient vehicle for pickup and delivery of food and donations. This will help the food bank manage the 88% increase in demand since 2008.

A **\$2,000** grant will assist the **Lethbridge and District Japanese Garden Society** with the development of an audio tour program to enhance visitors' experience of the Nikka Yuko Japanese Garden.

A **\$3,300** grant will assist the **Lethbridge and Region Community Housing Corporation** with the replacement of aging TV's and stands, and with the purchase of Nintendo Wii's for the community areas of three seniors' highrises. The goal is to promote socialization and physical fitness for the residents.

A **\$7,500** grant will assist **Lethbridge Family Services** purchase ceiling tracks and lifts for the DaCapo program. This equipment will enable staff and volunteers to safely help clients who are unable to bear or transfer their own weight to fully access the programs and facilities at the centre.

A **\$3,000** grant will purchase a 21 foot portable tipi to be available to all 19



Board President Barb Cavers presenting host organization Lethbridge Therapeutic Riding Association's Will Crust with a plaque.

schools in **Lethbridge School District #51** for use in the locally developed program Niitoyis: The Blackfoot Tipi Program. The tipi will provide hands on learning for students and community members to experience traditional Blackfoot knowledge about the tipi and the people who lived in these homes.

A **\$6,500** grant will help the **Lethbridge Therapeutic Riding Association** renovate its outdoor horse boarding pens to improve drainage and repair aging pens. The revenue from the boarding pens will provide ongoing support for the association's riding programs for the disabled.

A **\$10,000** grant will assist the Culture and Recreation Department of the **Municipality of Crowsnest Pass** develop a safe bicycle, wheelchair and pedestrian railway crossing for the 23 km non-motorized trail being developed to connect the communities of Crowsnest Pass.

A **\$5,000** grant will assist the volunteers of the **Nobleford Parks and Recreation Society** purchase and install the water spray apparatus for the new family-friendly recreation and fitness area being developed for all ages. The Village of Nobleford will match all funds raised by the society.

A **\$1,800** grant will enable **Park Meadows School** to purchase risers and performance rights for a musical production in 2011/2012, staged with the collaboration of University of Lethbridge drama students. The risers will provide a multi-use stage for ongoing school and community use.

A **\$1,725** grant will complete bathroom renovations for the **Pincher Creek Women's Shelter** which serves families in crisis, and will enable mothers to bathe children more easily.

A **\$6,000** grant will be combined with donations from local residents, service clubs and businesses to enable the **Ladies Auxiliary of the Prairie Rose Lodge** (Milk River) to purchase and install a walk-in bathtub for indepen-



Grants Committee Chair Dennis Hatt (left) along with Board President Barb Cavers (right) present Juran Greene, Council Field Executive of Scouts Canada - Chinook Council with a grant.

dence and accessibility for senior residents.

A **\$4,000** grant will enable **R.I. Baker Middle School** in Coaldale to purchase two treadmills and two exercise bikes for a fitness centre to complement the school gym. The fitness centre will add to the number of activities available at the school during noon hour and team practice times.

A **\$10,000** grant will assist the **Southern Alberta Self-Help Association** to install a new flooring in one of its Lethbridge houses that provides transitional and long-term housing for adults with mental illness.

A **\$6,000** grant will assist **Scouts Canada - Chinook Council** with the purchase of a new high efficiency furnace for the Scouting Service Centre in Lethbridge.

A **\$4,000** grant will assist **St. Michael's Foundation** purchase an unlimited software licence for computer access to the Brain Training Rehabilitation Program. This program will be available to residents, clients and the community for

brain recovery treatment of stroke and other injuries.

A **\$2,000** grant will assist the **Taber Public Library** purchase items for its reference, graphic novel, and children's

fiction collections.

A **\$5,000** grant will assist the **Wilderness Ranch of Claresholm** to purchase a small hitch trailer to move stock between the camp's two locations which provide a back country riding and camping experience to over 200 young people every summer.

A **\$5,000** grant will assist the volunteers of the **Coaldale and District Soccer and Football Associations** with construction of a perimeter fence for two new dual-use sports fields of the Town of Coaldale Sports Complex.

A **\$3,000** grant will assist the **Town of Granum Library** replace water damaged carpet and collections in the Young Readers' Room.

A **\$4,000** grant will assist the **Town of Raymond** construct a concession/restroom building for the sports field complex used extensively by town and area residents, and by those who will attend the Alberta Summer Games in 2012.

A **\$4,000** grant will assist the **Village of Warner** complete the Athletes' Fitness Centre at the Warner Community Hockey School. The exercise room is available to the community-at-large, as well as to students and minor hockey players.

A **\$7,500** grant will enable the **Warner School** to purchase two ride-glide playground pieces to help upgrade the school's aging playground.

FALL GRANT APPLICATIONS
September 15, 2011
Deadline

See the Foundation's website (www.cflsa.ca) for application forms or call 403-328-5297 for more information.

Board Members

Barbara Cavers
President (Monarch)

Dianne King
Vice-President (Lethbridge)

Marianne Gray
Secretary/Treasurer
(Lethbridge)

Corrine Klassen
Director (Coaldale)

Dennis Hatt
Director (Lethbridge)

Ed Sinnott
Director (Pincher Creek)

Gwen Van Raalte
Director (Lethbridge)

Jason Comin
Director (Cardston)

Joan Paradee
Director (Taber)

Kevin Keith
Director (Lethbridge)

Larry Helland
Director (Lomond)

Murray Pritchard
Director (Lethbridge)

Phyllis Hutchinson
Director (Skiff)

Reta Berte
Director (Lethbridge)

Wayne Street
Director (Coaldale)

George Hall
Executive Director



404 - 8th Street South
Lethbridge, Alberta T1J 2J7
Phone: 403-328-5297
email: office@cflsa.ca
http://www.cflsa.ca/

2010: A Successful Year

The activities of community organizations throughout southwestern Alberta were assisted by the Foundation through the awarding of grants totalling \$210,524. The Foundation collaborated with several other community partners to present the Buck Starts Here Conference that provided over 100 local charities the opportunity to meet face to face with a variety of funders. Conference attendees were also able to learn about the importance of storytelling in promoting the work of a charity through a presentation by one of Canada's leading authorities, Norma Cameron.

A revised and updated Act was proclaimed on April 22 by the Alberta Legislative Assembly through the sponsorship of MLA Greg Weadick. This enabled the name change to the Community Foundation of Lethbridge and Southwestern Alberta which better reflects the geographic region served by the Foundation.

The Community Foundation received contributions of \$358,739 that increased the invested capital of the Foundation to \$13,815,624. In addition to financial contributions, the Foundation had positive investment returns of 7.99% which added to the distributable earnings of the endowment funds. The Alberta Community Spirit Program provided \$25,000 in 2010 to assist with the endowment building objectives of the Foundation. In addition, the operations of the Foundation were assisted with an anonymous donation of \$50,000.

The 2010 Financial Statements, audited by BDO Canada, are available through the Foundation's website www.cflsa.ca. Printed copies are available upon request by contacting the office at 403-328-5297.



Lethbridge's First Ever LEAVE A LEGACY event May 10, 2011

Leave a Legacy is a national program to encourage people to leave a charitable gift during their estate or will planning.

When Creating or Updating Your Will Exercise Your "Will" Power and Leave a Legacy in Your Community

Keeping your Will current is just as important as making one in the first place. Having a Will helps you look after your family and friends and ensures that your final wishes are carried out in the way you want. If you're creating or updating your Will, and after you've looked after your family and friends, please consider exercising your "Will" power to make a difference in the lives of others in your community.

An approach that has worked for others is to think of the community foundation as additional child, or a "charity" child, by naming them in their Will. By doing so, this gift may result in a tax benefit for your estate.

To learn more please contact your legal advisor or George Hall, Executive Director of the Foundation, in confidence at 403-328-5297 or ghall@cflsa.ca.

Vision Statement

The Community Foundation of Lethbridge and Southwestern Alberta acts as a leader and catalyst in enabling community development in southwestern Alberta. The Foundation will provide expertise and opportunities to connect individuals, groups and organizations for the betterment of their communities.

A Library Legacy

An endowment fund to provide funding for books at the Claresholm Public Library was established in 2011 through a legacy gift by Mr. Fred McNeil.

It was important to Mr. McNeil that permanent funds be established to assist community organizations through ongoing investment income.

The Claresholm Library Endowment Fund is open to all who wish to make a permanent gift to assist the library - forever.

Mission Statement

The Community Foundation of Lethbridge and Southwestern Alberta provides an effective, flexible method for philanthropic individuals of all means to connect to worthy causes in southwestern Alberta.

AGENDA - 5 (2011)

**EXECUTIVE COMMITTEE MEETING
OLDMAN RIVER REGIONAL SERVICES COMMISSION**

**Thursday, July 14, 2011 – 7:00 p.m.
ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)**

1. **Approval of Agenda** – July 14, 2011
2. **Approval of Minutes** – May 12, 2011(attachment)
3. **Business Arising from the Minutes**
 - (a) Inquiry re 'Citi Cards' on Office Accounts
4. **New Business**
 - (a) ORRSC Perspectives: General Observations and Potential Issues regarding the RAC's Advice to the Government.....(attachment)
 - (b) Subdivision Statistics
 - (c) 2012 Budget Deliberations
 - (i) Salaries (COLA – September 2011)
 - (d) 2011 Reserve Allocations
 - (e) Tendering for Audit Services
 - (f) SouthGrow and Alberta SouthWest Regional Alliance Discussions.....
 - (g) GIS Update
 - (h) ADOA 2011 Conference – September 25-28
5. **Accounts**
 - (a) Office Accounts –
 - (i) May 2011(attachment)
 - (ii) June 2011 (handout)
6. **Director's Report**
7. **Executive Report**
8. **Adjournment**

Please notify Barb Johnson if you are not able to attend the meeting.

Please circulate to Mayor/Reeve and Council for information



OLDMAN RIVER REGIONAL SERVICES COMMISSION

**MINUTES - 4 (2011)
EXECUTIVE COMMITTEE MEETING
Thursday, May 12, 2011 – 7:00 p.m.
ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)**

EXECUTIVE COMMITTEE:

- | | |
|---|-------------|
| Terry Michaelis - <i>Chair</i> | Dick Fenton |
| Gordon Wolstenholme - <i>Vice-Chair</i> | Henry Doeve |
| Henry Van Hierden | Mike Selk |
| Doug MacPherson | |

STAFF:

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

AGENDA:

1. **Approval of Agenda** – May 12, 2011
2. **Delegation** – BDO Canada LLP
3. **Approval of Minutes** – April 7, 2011(attachment)
4. **Business Arising from the Minutes**
5. **New Business**
 - (a) Auditors' Report and Financial Statements 2010 (handout)
 - (b) Draft ORRSC Annual Report 2010.....(attachment)
 - (c) Regional Assessment Review Board(attachment)
 - (d) South Saskatchewan Regional Plan Update
6. **Accounts**
 - (a) Office Accounts –
 - (i) March 2011(attachment)
 - (ii) April 2011..... (handout)
7. **Director's Report**.....
8. **Executive Report**.....
9. **Adjournment**.....

CHAIR TERRY MICHAELIS CALLED THE MEETING TO ORDER AT 7:00 P.M.

1. APPROVAL OF AGENDA

Moved by: Gordon Woistenholme

THAT the Executive Committee approves the agenda, as presented.

CARRIED

2. DELEGATION – BDO Canada LLP

- Bryan Machacek and Dennis Sudo of BDO Canada LLP Chartered Accountants presented the audit results and financial statements for the year ending December 31, 2010. The Statement of Cash Flows shows a reduction in cash of \$361,218 mainly due to operations, purchase of vehicle and renovations. The Statement of Operations reports a deficiency of revenues over expenditures of \$317,726.
- Mr. Machacek reviewed their management letter which identified several areas where existing systems of internal control could be improved, including:
 - formal approval of the auditor should be documented each year in the minutes;
 - date all cheques when they are written and all entries made to records in the correct period;
 - use of the Accounts Payable module in Simply Accounting to record invoices into the accounting records as payables;
 - a person within senior management ensure that bank reconciliations are reviewed and approved;
 - agreements should be drawn up indicating the municipalities' acceptance of Fee for Service projects and when invoicing is required, timesheets and materials invoices be provided to the bookkeeper to substantiate the invoice;
 - the Executive Committee review the original credit card statement including all receipts attached;
 - in future grant arrangements through a sponsor municipality, a subsequent agreement is drawn up to clearly document that it is the grant flowing to ORRSC rather than Fee for Service revenue;
 - the Executive Committee consider updating the restricted reserve balances to current organizational requirements and address the issue that current cash does not fund the internally restricted reserves.

3. APPROVAL OF MINUTES

Moved by: Henry Van Hierden

THAT the Executive Committee approves the minutes of April 7, 2011, as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES

- None.

5. NEW BUSINESS

(a) Auditors' Report and Financial Statements 2010

- Due to the rising cost of the annual audit, the Director was instructed to put the audit out to tender for proposals and bring a recommendation back to the Executive Committee.

Moved by: Doug MacPherson

THAT the Executive Committee accepts the Auditors' Report and Financial Statements for the year ending December 31, 2010 prepared by BDO Canada LLP Chartered Accountants refers it to the Board of Directors for approval at the Annual General Meeting on June 2, 2011. **CARRIED**

(b) Draft ORRSC Annual Report 2010

Moved by: Dick Fenton

THAT the Executive Committee accepts the Draft ORRSC Annual Report 2010 and refers it to the Board of Directors for approval at the Annual General Meeting on June 2, 2011. **CARRIED**

(c) Regional Assessment Review Board

- A draft agreement and bylaw were sent to all member CAOs on April 12, 2011 along with a questionnaire to determine the level of interest in establishing a Regional Assessment Review Board. 20 of the 24 municipalities that responded were interested and the questionnaire responses indicated currently trained 21 board members and 15 clerks.
- Municipal representatives met with the Director at the ORRSC office on May 10 to discuss the draft agreement and bylaw. Minor changes were made and the final version was e-mailed to CAOs on May 11. Municipalities wishing to participate should sign the agreement, pass the bylaw, and forward an original to ORRSC by June 30, 2011.

Moved by: Gordon Wolstenholme

THAT the Regional Assessment Review Board update be received as information.

CARRIED

(d) South Saskatchewan Regional Plan Update

- ORRSC staff will soon release a brief response to the RAC "Advice to the Government of Alberta for the South Saskatchewan Regional Plan". An online workbook will be available soon at www.landuse.alberta.ca and each municipal council should go through it individually. A more comprehensive review and response to the 'Advice' document will also be prepared using ORRSC's initial 'Position Paper' as the framework.

Moved by: Mike Selk

THAT the South Saskatchewan Regional Plan update be received as information.

CARRIED

6. ACCOUNTS

(a) Office Accounts –

(i) March 2011

5185	Planning Intern Expenses	M. Denis	\$ 639.00
5120	AMS-Ext Health & Dental	M. Denis	21.42
5185	Planning Intern Expenses	M. Denis	141.00
5170	Staff Conference & Area	M. Denis	778.08
	Edmonton - "Internship Wrap-Up" - March 23-25/11 – mileage, hotel & meals		
5150	Staff Mileage	S. Johnson	16.00
5151	Vehicle Gas & Maintenance	S. Johnson	27.00
5320	General Office Supplies	S. Johnson	27.11
5530	Coffee & Supplies	S. Johnson	85.70
5151	Vehicle Gas & Maintenance	J. Schmidt	34.96
5151	Vehicle Gas & Maintenance	Imperial Oil	687.52
5151	Vehicle Gas & Maintenance	Bridge City Chrysler	51.95
5151	Vehicle Gas & Maintenance	Petty Cash (wiper blades)	38.98
5320	General Office Supplies	Petty Cash (chairmats & clock)	81.56
5520	Meetings	Petty Cash (pop)	41.62
5230	Member Conf & Out of Area	CPAA	1,050.00
	Red Deer - "CPAA Conference" - Registration Fees (T. Michaelis, G. Wolstenholme, D. Fenton)		
5280	Janitorial Services	Madison Ave Business Services	425.00
5285	Building Maintenance	Neils & Gord Lawn Mower	100.38
5285	Building Maintenance	Wild Rose Horticultural	390.00
5310	Telephone	Telus Mobility.....	862.50
5310	Telephone	Telus	426.60
5580	Equipment & Furniture Rental	Telus	291.48
5310	Telephone	Telus	37.54
5320	General Office Supplies	Corporate Express	199.95
5320	General Office Supplies	Citi Cards	69.91
5320	General Office Supplies	Citi Cards	193.24
5380	Printing & Printing Supplies	Citi Cards	209.70
5320	General Office Supplies	Citi Cards	92.97
5390	Graphic & Drafting Supplies	Citi Cards	40.34
5330	Dues & Subscriptions	Municipal World	99.00
5330	Dues & Subscriptions	Crowsnest Pass Promoter	46.33
5330	Dues & Subscriptions	Westwind Weekly	35.00
5330	Dues & Subscriptions	CPAA	180.00
5380	Printing & Printing Supplies	Office Depot	839.80
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	21.00
5440	Land Titles Office	Minister of Finance	300.00
5450	Legal Fees	Stringam Denecky	291.25
5470	Computer Software	Global Edge Systems	349.00
5470	Computer Software	Safe Software	900.00
5470	Computer Software	Xerox Canada	1,668.60
5470	Computer Software	App Assure Software	625.00

5500	Subdivision Notification	Lethbridge Herald	535.76
5500	Subdivision Notification	Purolator Courier	15.39
5570	Equipment Repairs & Maintenance	Xerox Canada	572.95
5570	Equipment Repairs & Maintenance	Xerox Canada	523.52
1160	GST Receivable	GST Receivable	476.79
		TOTAL	<u>\$14,540.65</u>

Moved by: Doug MacPherson

THAT the Executive Committee approves the Office Accounts of March 2011 (\$14,540.65), as presented. **CARRIED**

(ii) April 2011

5041	Planning Intern	B. Gray (March)	\$ 86.28
5120	AMS-Ext Health & Dental	B. Gray (March)	77.72
5170	Staff Conference & Area	B. Gray (March)	341.15
	Toronto - "Green Belt Conference" - March 18-25/11 - hotel & meals		
5160	Staff Field Expense	D. Horvath	101.33
5151	Vehicle Gas & Maintenance	Bridge City Chrysler	104.25
5151	Vehicle Gas & Maintenance	Imperial Oil	2,000.00
5160	Staff Field Expense	Petty Cash (staff lunches)	19.18
5320	General Office Supplies	Petty Cash (drawer organizers & kleenex)	27.67
5530	Coffee & Supplies	Petty Cash (coffee)	34.47
5570	Equipment Repairs & Maintenance	Petty Cash (fax toner)	54.69
5170	Staff Conference & Area	Lethbridge Chamber of Commerce ..	60.00
5280	Janitorial Services	Madison Ave Business Services	425.00
5285	Building Maintenance	DRC Communications	80.00
5285	Building Maintenance	Wild Rose Horticultural Services	260.00
5310	Telephone	Telus	412.20
5580	Equipment & Furniture Rental	Telus	205.47
5310	Telephone	Telus	39.06
5310	Telephone	Telus Mobility	1,900.00
5330	Dues & Subscriptions	Costco Wholesale	100.00
5350	Postage & Petty Cash	Postage by Phone	2,000.00
5380	Printing & Printing Supplies	Office Depot	756.00
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	21.00
5380	Printing & Printing Supplies	Peak Vocational Services	90.00
5390	Graphic & Drafting Supplies	CIP	1,808.86
5320	General Office Supplies	Citi Cards	56.85
5380	Printing & Printing Supplies	Citi Cards	294.51
5390	Graphic & Drafting Supplies	Citi Cards	39.93
5420	Accounting & Audit Fees	BDO	13,700.00
5430	Aerial Photos & Maps	County of Warner	180.00
5440	Land Titles Office	Minister of Finance	514.00
5460	Public Relations	Lethbridge Herald	56.00
5500	Subdivision Notification	Lethbridge Herald	547.60
5500	Subdivision Notification	Claresholm Local Press	100.10
5500	Subdivision Notification	Lethbridge Herald	275.28

5570	Equipment Repairs & Maintenance	Reiter Computer Associates	155.00
5570	Equipment Repairs & Maintenance	Reiter Computer Associates	160.00
5570	Equipment Repairs & Maintenance	Desk'N File Office Furniture	22.51
5580	Equipment & Furniture Rental	Xerox Canada	960.00
1160	GST Receivable	GST Receivable	<u>1,376.67</u>
		TOTAL	<u>\$29,442.78</u>

Moved by: Dick Fenton

THAT the Executive Committee approves the Office Accounts of April 2011 (\$29,442.78), as presented. **CARRIED**

- Committee members inquired about the several payments to 'Citi Cards'. The Director will clarify these expenses with the bookkeeper and report back at the next meeting.

6. DIRECTOR'S REPORT

- None.

7. EXECUTIVE REPORT

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

8. ADJOURNMENT

Moved by: Henry Van Hierden

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 8:40 p.m. until Thursday, June 9, 2011 at 7:00 p.m.

CARRIED

/bj

CHAIR: _____



ORRSC PERSPECTIVES:

GENERAL OBSERVATIONS AND POTENTIAL ISSUES REGARDING THE
REGIONAL ADVISORY COUNCIL'S ADVICE TO THE GOVERNMENT OF ALBERTA



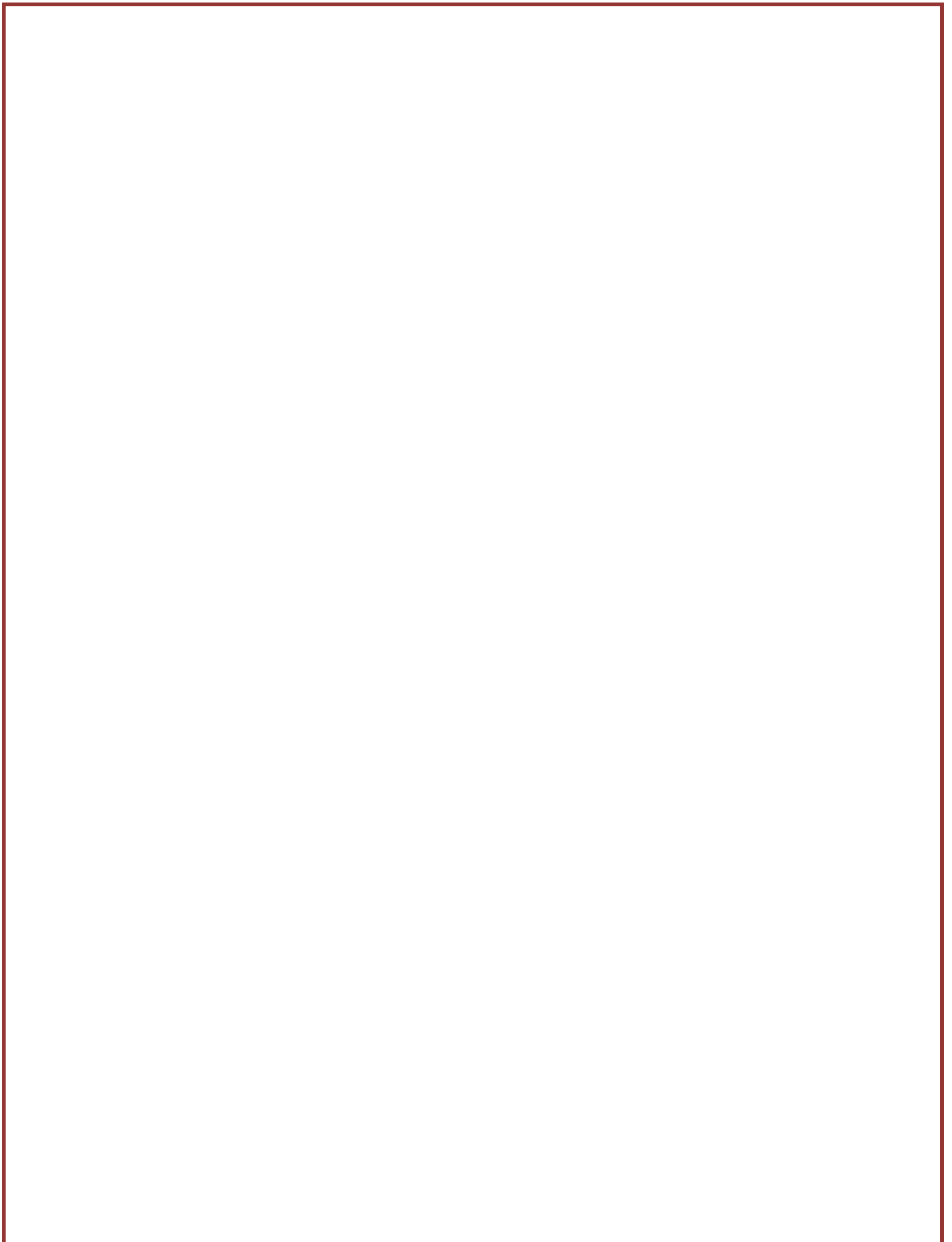


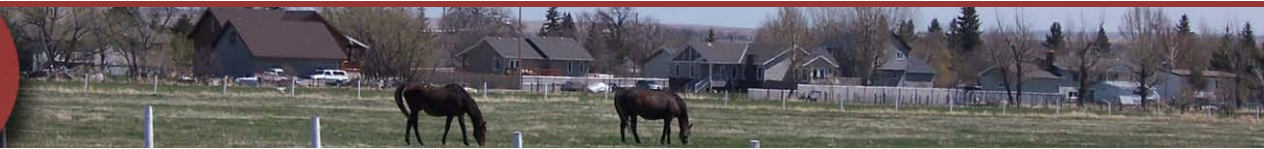
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This report was prepared by the Oldman River Regional Services Commission as information and may or may not reflect the views of its member municipalities.

TABLE OF CONTENTS

1.0	INTRODUCTION.....	1
2.0	GENERAL OBSERVATIONS AND POTENTIAL ISSUES	3
2.1	HEALTHY ECONOMY	4
2.2	HEALTHY ECOSYSTEMS AND ENVIRONMENT.....	5
2.3	HEALTHY COMMUNITIES	7
2.4	LAND-USE DIRECTION AND MANAGEMENT INTENT.....	9
3.0	NEXT STEPS	13
4.0	SUMMARY OF RAC ADVICE	15





“Input and feedback received on the advice document will inform the draft South Saskatchewan Regional Plan that the Government of Alberta will develop.”
(LUF Quarterly, September 2009)

1.0 INTRODUCTION

On March 25, 2011 the Alberta Provincial Government released the Regional Advisory Council’s document entitled, “Advice to the Government of Alberta for the South Saskatchewan Regional Plan” (Advice). The Advice is intended to provide the provincial government with information and direction for preparation of a regional plan for the South Saskatchewan Region (Region).

Commencement of the South Saskatchewan Regional Plan (SSRP) was announced as part of the Alberta Land Stewardship Act (ALSA) legislation on April 27, 2009. Integral to the preparation of the SSRP was the establishment of a Regional Advisory Council (RAC) which was charged with providing strategic advice and recommendations to the Government of Alberta. The RAC was established in May of 2009 with members selected to represent a broad spectrum of interests ranging from industry to municipal and private. In preparation, the RAC held 13 regional meetings and reviewed over 100 stakeholder submissions.

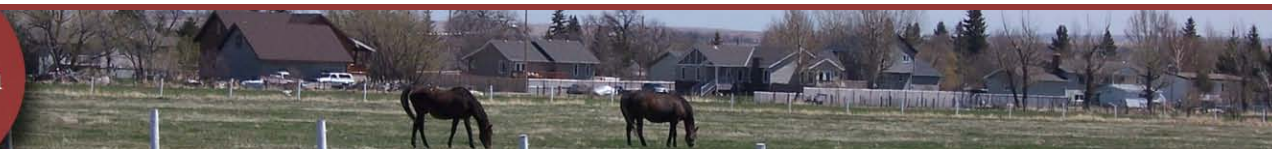
Government-supplied terms of reference, consistent with the desired outcomes established in the provincial Land-use Framework, provided the basis for the Advice. The RAC was requested to examine the relationship between population growth, water supply, economic growth and land conservation. The Advice contains four components: a regional vision statement; strategic land-use planning principles; regional outcomes, objectives and recommendations with associated resource maps; and a regional land-use map and associated management intents.

1.1 Purpose

The purpose of this report is to provide a brief overview of the South Saskatchewan Regional Advisory Council’s Advice to the Government of Alberta including perspectives of potential municipal issues on land-use planning. Prepared by the staff of the Oldman River Regional Services Commission (ORRSC) this report is intended to provide municipalities with considerations as they participate in the Government of Alberta’s consultation process for the preparation of the South Saskatchewan Regional Plan. This information is not a comprehensive identification of issues or a representation of municipal views. While recognizing the Regional Advisory Council’s Advice has the potential to result in positive outcomes for municipalities, our report draws attention to land-use planning issues.

The report is divided into the following sections:

- *Introduction* – background information and purpose;
- *General Observations and Potential Issues* – compilation of ORRSC observations of the four topic areas covered in the Advice;
- *Next Steps* – an overview of upcoming consultation and response; and
- *Summary of RAC Advice* – contains a condensed version of the document entitled, “Advice to the Government of Alberta for the South Saskatchewan Regional Plan”.



1.2 Considerations

As identified by the RAC, the components of their “report are highly interrelated and intended to be considered as a complete suite”. The three desired provincial outcomes – a healthy economy, healthy ecosystem and people-friendly communities – set out in the Land-use Framework are also interrelated and are of equal importance. In this context, and given the diversity of the Region, the RAC was tasked with a colossal undertaking in preparing a document that easily conveys such interrelationships and as such, the Advice at times, is contradictory and difficult to interpret.

The RAC Advice, if implemented in the regional plan, will impact municipalities differently, as individual community goals may either conflict with or enhance the objectives. Municipalities should consider whether the recommendations are consistent with municipal visions for a healthy economy, healthy ecosystem, and people-friendly communities. Until a draft regional plan is presented and the details of implementation are established, it will be difficult to determine exactly how or to what degree the Advice will affect municipalities.

As your municipality considers the RAC Advice and envisions strategies, it should be kept in mind that the Land-use Framework and ALSA are intended to “set out a new approach to managing the province’s land and natural resources” and “provide a decision-making blueprint for sustaining a growing economy while balancing social and environmental goals.”



2.0 GENERAL OBSERVATIONS AND POTENTIAL ISSUES

The following section is a summary of the general observations and potential issues that ORRSC has identified through a review of the Advice and is organized into the four main topic areas of the Advice document. A summary of the Advice is presented in Section 4.0 as supporting information to the observations.

Overarching Themes and Observations

There are a number of positive elements that can be derived and highlighted from the RAC Advice, including the following:

- the Advice attempts to address many diverse issues across the region;
- the Advice strives to present the interrelationships of various land uses or economic activities;
- the Advice recognizes there are many competing interests and attempts to present a context of how and under what conditions activity can be allowed on the land for multiple users;
- the Advice appears, for the most part, to have left many current land use decision making items with the local municipalities – it indicates that consideration should be given to reducing planning overlaps and redundancies while respecting the rights of affected jurisdictions in a collaborative approach to land use decisions.

Conversely, several potential issues may be of concern to municipalities. The Advice:

- has an overriding emphasis on economic development;
- is limited in its address of municipal planning and development issues;
- appears preliminary and requires additional research and public input before being implemented in the Regional Plan;
- topics would benefit from further analysis as they appear to have been considered in isolation as individual issues rather than being fully integrated or connected to primary issues and desired outcomes;
- has not provided specific solutions to achieve outcomes or attain identified objectives from the municipal perspective;
- recommends that land-use planning should “progress to outcomes based on integrated local and regional planning” that uses “triple-bottom line” principles involving market-based conservation and stewardship tools. Lack of integration and strategies for implementation are minimal or non-existent;
- addresses both provincial and municipal roles and at times, is unclear which level of government will be responsible for implementation, monitoring and funding.

The range of topics covered and the various components examined demonstrates that the RAC did consider the complexities of competing land interests. However, the information presented clearly evidences the difficulties of creating a regional plan for the South Saskatchewan Region given the region’s great diversity and highlights the need for sub-regional plans.



2.1 Healthy Economy

The prevalent theme throughout the Healthy Economy section is to support “economic growth by creating a positive investment climate”. The Healthy Economy recommendations address six sub-sections: Agriculture, Energy, Forestry, Recreation and Tourism, Economic Growth and Value-added Industries, and Infrastructure. To enhance economic viability and competitiveness, the RAC acknowledges the need to limit the challenges facing industry such as fragmentation and conversion of farmland; resource enhancement including technology, production and investment; uncertainty regarding stable land tenure and regulatory and government policy; enhanced recreation and tourism; and ensuring responsive transportation networks and systems.

GENERAL OBSERVATIONS AND POTENTIAL ISSUES

- The general focus of many of the objectives and recommendations for a healthy economy is market based with less recognition of land-use planning issues as defined under Part 17 of the Municipal Government Act (MGA). The emphasis on ensuring the best economic use of land may have significant impacts on how a municipality plans for its future growth objectives.
- There is limited discussion of a healthy economy as it applies to urban centres.
- Many recommended policies refer to the terms “market-based” approaches, encouraging “investment”, exploring “financial incentives” with no such terminology defined. This creates uncertainty as to how the policies may be applied and how they may impact municipalities.
- The recommendation supporting “*...irrigation expansion within districts ... with a portion of water saved through improved publicly funded water-use efficiency measures...*” is unclear. What is meant by publicly funded measures and how would this work? Is the intent for water to be saved by irrigation districts and then to be rerouted to value added production?
- Rural municipalities should be concerned with the agricultural recommendations 4.2.2.7 and 4.2.2.8, which refer to encouraging and supporting rural municipalities to minimize the extent of agricultural land conversion and report the extent to the government on a five-year basis. This raises the following questions:
 - How is agricultural land to be defined, and what is the basis for categorization? It should be recognized there are different soil types, quality of land, and land used for different agricultural purposes (e.g. grazing, cultivating, intensive irrigation, horticultural) in different areas across the region.
 - What is the intent of developing metrics to report on land fragmentation and conversion? Is consistency across the province necessary, given regional differences? To what extent will this impact local autonomy with regard to subdivision policy?
 - Why are the contributions of small-scale agriculture or intensive agriculture producers not addressed?
 - Why would sub-regional plans not be considered to address agricultural diversity?
- There is a lack of reference to First Nations and their agricultural land holdings. Their land is typically leased to agricultural producers and is integral to the local agricultural economy.



- In regard to forestry, the RAC identifies a need to reduce and streamline the administrative and regulatory processes, but no strategies are provided. There is no recognition that forestry management should be undertaken with regard to municipal land management objectives being pursued (e.g. tourism) which may create conflicting or competing outcomes.
- The RAC recommends identifying “tourism nodes and establish[ing] tourism development plans within recreation/tourism areas and market[ing] these nodes to tourism developers”. This recommendation does not identify which level of government is responsible for development and implementation of these initiatives.
- Specific tourism nodes have been identified in the Municipality of Crowsnest Pass, the Municipal District of Pincher Creek and the County of Newell. There are no suggested strategies as to how these municipalities may handle the infrastructure and management required to maintain natural attributes, or how tourism plans would align with their local economic development initiatives and municipal land-use plans.
- The healthy economy section does not adequately address the relationship between human habitats, built environment and the economy. Because these relationships are not defined, it is unclear how the policy recommendations would apply to or affect municipalities.
- The energy section contains wording that may cause concern with land owners and municipalities. Objectives referring to “ensuring reasonable access to the land base” and “removing regulatory impediments” for renewable energy should be defined to ensure their proper context. In light of the legislation and wording of Bill 36 (ALSA) and subsequently Bill 10 (Amendments), careful consideration should be given to such statements and their intentions.
- The Advice suggests that impediments to renewable energy regulations be minimized. What are these impediments? Does this mean that local decision-making on renewable energy will be removed?

2.2 Healthy Ecosystems and Environment

The RAC identifies *water*, *biodiversity* and *air* as the three critical components for managing healthy ecosystems and environment. The RAC’s main focus is on Water and this component is broken into five sub-categories: Water, Headwaters, Wetlands, Riparian Areas and Groundwater. The Biodiversity component is also quite extensive while the air component is brief and lacking substantive content. Common themes occur throughout each component including the recommendation for management plans, importance of quality mapping, and the development of an ecological goods and services revenue stream. In addition, each component has accompanying maps which identify the location of important ecosystem resources in the South Saskatchewan Region.

GENERAL OBSERVATIONS AND POTENTIAL ISSUES

- Common to the RAC’s recommendations is the establishment of issue/topic specific management plans such as watershed management plans, groundwater management plans, and airshed management plans. This advice is likely recognition that the issues associated with the objectives are extremely complex requiring detailed analysis not suited to a regional plan of this scale. Evaluation of the potential impacts to municipalities and the public of such



recommendations will be dependent upon the scope, scale and details of the management plans. Items of particular concern for municipalities may include, among other things:

- the role and impact of the management plans on the municipality's vision, growth priorities and development potential;
 - the expectations for the development, management and implementation of the plans, including funding, auditing, monitoring and enforcement;
 - the scale of the management plans and cross jurisdictional impacts (inter-municipal, provincial and federal interests); and
 - the extent of municipal consultation in the preparation of any management plan to ensure municipal interests are adequately protected and/or addressed.
- Many of the recommendations include terms such as 'market-based incentives', 'best-management practices', 'managed land uses', 'desired conditions' and managed 'land fragmentation'. Many terms and directives are not defined within the Advice. Thus, potential municipal impacts are uncertain and will depend upon how these terms are interpreted and implemented within the regional plan and any accompanying regulations.
 - The Advice recommends the establishment of regional and sub-regional targets and thresholds for wetlands conservation, biodiversity and air quality. Targets must be equitable and the establishment of thresholds and baseline levels must be open and transparent. Potential concerns to municipalities may include how these will impact the development potential and the extent and/or intensity of uses permitted on the land.
 - The information presented in the following maps, including the Priority Surface Water Resource Map, Groundwater Resource Map, Wetlands and Riparian Areas Resource Map, Conservation Network Conceptual Map and Candidate Conservation Management Areas on Public Lands Map may significantly impact landowners, municipalities and the general public. The resources identified in the maps span private, municipal, provincial and federal lands and could have a multitude of impacts for development depending on the level of importance assigned to corridors and resource areas.
 - The recommendations for integrated land management appear to be based on individual (topic specific) priority assessment which may not provide for an equitable balance of interests or realistic assignment of priorities. It is critical that the data and maps identifying RAC priorities and directives are overlaid and analyzed collectively. In addition, mapping and data should also identify municipal growth interests and objectives.
 - The recommendation to enhance the development of water allocation transfer mechanisms for short-term and long-term transfers in water stressed basins may alleviate some of the water issues within the region. However, it must be managed adequately to ensure that individual municipalities or Alberta Environment are not in a position to effectively re-assign development potential from one municipality to another through the purchase/transfer of water rights.
 - Recommendations for the implementation of conservation and stewardship tools (e.g. economic and market based incentives, conservation easements, mitigation banking, transferable development credits) require further clarification. These tools should be voluntary and implemented at a local scale.



- Sub-regional plans would be more appropriate for these issues/concerns/topics, which would then set the stage for the issue/topic specific plans and serve as a more applicable scale for management plans.

2.3 Healthy Communities

The RAC provides the goals for regional healthy communities as a set of outcome statements and has provided three sub-sections in which the outcome statements may be analyzed. These include: Healthy Communities, Aboriginal Peoples and First Nations Communities, and Recreation and Tourism. The sub-sections have accompanying maps, which identify historical resources and outlines tourism and recreational concepts. From the objectives and recommendations the following observations are provided.

GENERAL OBSERVATIONS AND POTENTIAL ISSUES:

- The Advice suggests that subdivision and development design and land-use management decisions consider health as a key design factor in order to successfully create a high quality of life for your community.
- Municipalities may take issue with the Advice which states “there is a lack of sufficient local knowledge and/or resources available to consistently apply land-use planning tools, concepts and best practices in the region.” Municipalities within ORRSC’s region are successfully applying land-use planning tools, concepts and best practices with limited resources. Community dollars are stretched and resources are underfunded, but communities manage to provide the best services economics allow.
- What really is lacking is provincial funding and involvement in providing appropriate land-use planning tools for communities to achieve healthy communities. Many provincial ministries and agencies are operating independently or are not actively participating in land-use planning. Hopefully the regional plans will address this.
- Currently the MGA does not require but suggests that a community may address “...the coordination of [and other matters relating to] municipal programs relating to the physical, social and economic development of a municipality” (MGA 632(1)(b)). If planning for healthy communities with ample recreation opportunities is mandated in the regional plan, who will be responsible for the added cost?
- The promotion of “collaboration and co-operation among municipalities to accommodate future populations” has broad regional implications. Given the limited resources available to achieve this objective it is hoped that the need for collaboration and co-operation does not jeopardize the success of individual communities by picking winners and losers.
- Unlike the rest of the Advice, the Aboriginal Peoples and First Nations Communities section provides an overview of the outcomes of healthy economy, ecosystems, and communities as they pertain to a specific community. Although, there is an understanding that oversight of Aboriginal Peoples and First Nations Communities occurs at the federal level, there needs to be a role for local communities to work with them toward common regional goals.



- The Recreation and Tourism sub-section occurs in both the Healthy Economy and Healthy Communities sections. It is necessary to refer to the Healthy Economy section for a definition of 'Iconic Tourism Destinations,' which is integral to understanding this section and the maps. Many of the Tourism Destination Nodes on the Tourism and Recreation Concept map are described with a Recreation and Tourism Opportunity Spectrum (ROS) class designation. For nodes that do not have the classification designated, the municipalities should discuss what class would be appropriate or if it should be a node at all. Also tied to the ROS classification system is the Proposed Recreation/Tourism areas and the Iconic Tourism Destinations.
- The Healthy Economy section recommends bike paths along highways and the need for adequate urban facility infrastructure funding which is relevant to the healthy communities' outcomes. These items could have significant impacts on municipalities in terms of planning, management, implementation and funding.
- The Recreation and Tourism sub-section provides a fairly balanced approach to recreation and tourism where the economy, social needs and the preservation of ecosystems are considered in a "triple bottom line" scenario. The objectives for the section focus on recreation tourism preferences, a range of opportunities, sustainability of scenic areas, and emphasizes management to balance negative effects on the environment.
- As background to the Recreation and Tourism sub-section, municipalities may wish to read the government document entitled 'Plan for Parks: 2009-2019' and the proposed Bill 29: Alberta Parks Act which was recently withdrawn by the government. These documents set the stage for some of the advice provided by the RAC to the government.
- The Healthy Ecosystems and Environment section calls for an integrated land management approach to planning for recreation, tourism, access, forestry, watersheds etc. to minimize losses of native vegetation. It also looks to minimize impacts on historic sites including historic viewsheds through best management practices. This could impact municipal planning for healthy communities.
- Municipalities on the eastern slopes will need to be forceful in their position on expanding access and damage control of remote areas. All municipalities should be involved in the identification of recreation and tourism activities and dealing with land-use conflicts in their respective areas.
- The Advice suggests that public access to recreational water bodies be maintained and enhanced. Municipalities will have to provide access through easements and reserve dedications.
- The Advice acknowledges that unmanaged recreation activities have impacts on municipalities and need to be properly regulated.



2.4 Land-use Direction and Management Intent

This section of the Advice includes five sub-sections: Agriculture, Conservation, Mixed use forests, Population Centres, and Recreation and Tourism. The RAC recommends using these five sub-categories to create a new land-use classification to better reflect the diversity of land uses and activities in the South Saskatchewan Region. Further, the new classification provides policy guidance to local and provincial governments through defined management intents. Emphasis is placed on land stewardship (“wise use of land, water and energy”) to enhance biodiversity, water security, long-term productive use of land, and the other desired management goals on both public and private land. While the RAC acknowledges the diversity of the South Saskatchewan Region and recognizes that “competition between different land uses can result in conflicts and inefficient outcomes”, advice is not provided on how such conflicts should be addressed or how to deal with conflict that occurs where the recommended land-use classes intersect.

GENERAL OBSERVATIONS AND POTENTIAL ISSUES:

Agriculture

- The RAC makes no distinction between dryland cultivation and irrigated land, only between cultivated land and rangeland. Thus, there is no proposal or direction given to address or manage these two distinct types of agricultural land any differently from one another.
- Specific recommendations to promote the mitigation of agricultural fragmentation resulting from development activities and best management practices are not forwarded by the RAC. It is not clear if best management practices applied to developments to help minimize farmland conversions will be merely voluntary (although it is implied), or, if further policy or regulations will or should be forthcoming.
- Depending on how a mitigation recommendation is implemented, and whether it is voluntary or regulatory, it has the potential to impact both urban and rural municipalities in regard to many local land use policy areas – e.g. growth planning and management, development densities, infrastructure planning, subdivision, annexation, inter-municipal cooperation.
 - How will mitigation be applied consistently by municipalities?
 - If the management intent is strictly voluntary, will this be successful?

It is also worth noting that this section does not directly link or cross reference the recommendations on population centres or development, although the two are expressly integrated.

- For public native rangelands, the RAC states best management practices will be used and gives specific examples, such as the use of access management and footprint thresholds. How this will occur has not been elaborated upon.
- One of the RAC management intents states integrated land management will be mandatory to reduce linear disturbances and development impacts on public native rangelands. It is assumed, that since this is public land, the province will be responsible for preparing such processes and plans. The method and level of public engagement for preparing such plans and how they may impact local landowners, leaseholders, industry, or municipalities is unknown at this point. How integrated land management on public land will link or work in coordination with managing



linear disturbances on adjacent private lands is not clear, especially if the private land approach is voluntary.

- For private native rangelands, the RAC indicates that voluntary stewardship will be encouraged but there is no clear direction provided on how this may be achieved other than alluding to using market-based incentives and conservation programs. The Advice does not recognize that linear disturbances, energy activity, etc. can also occur and impact the private native rangelands.

Conservation

- There is no mention of potential consequences if there is disregard for the Integrated Conservation Management Plans (ICMP) on private lands. Therefore, depending on the implementation, there may not be significant change to the current conservation efforts on private lands.
- The impact of the ICMPs and other tools on public lands may be inconsequential relative to the efforts and expense that will be required to develop, implement and maintain them when considering that 60% of the lands in the region are privately owned.
- The ICMPs will focus on “how” access and activities will occur, which will primarily affect public use of public conservation areas. It is inferred that public use will be limited more than energy, resource and infrastructure development.
- Range management plans may affect grazing practices, both positively and negatively, depending on how the plans are implemented.
- There is potential for certain conservation areas on public lands to serve as mechanisms to preserve oil and gas exploration and extraction and “forest harvesting” while other forms of development may be limited.
- There is no reference to how identified conservation areas will be reconciled with overlapping tourism and recreation areas.
 - What type of tourism and recreation opportunities will be available in these areas?

Mixed-use Forest

- The management intent of this section is focused on public lands outside the jurisdiction of municipalities. However, many municipalities and private landowners are located adjacent to these areas and what occurs on these lands will have an impact on both.
- The Advice “encourages and supports activities associated with natural resource development while maintaining large contiguous areas of forest cover within acceptable thresholds and targets.” Adjacent landowners and municipalities should be consulted in this process.
- The Advice recommends that development be “designed in a manner that maintains scenic values”. Once again, municipalities and the public should be consulted on how scenic values are determined and/or identified and how these determinations may work in conjunction with the iconic tourism areas.
- The active management of public motorized access on public lands has the potential to create a spill over effect onto private land and/or municipal lands. The resulting effects may include:



- Recreation users looking for alternative areas (with or without permission of the landowner) to undertake the desired activity.
- Municipalities requiring increased resources to address enforcement and management of recreation users.
- Natural resource development may compromise iconic tourism destinations if they are not designed in a manner that maintains scenic values and recreational opportunities.

Population Centres

- With the exception of the directive to require efficient provision of infrastructure, specific recommendations for encouraging “development of sustainable communities” has not been forwarded by the RAC. Implementation of such a directive in the SSRP would likely require municipalities to enter into inter-municipal development plans, tax-sharing agreements and provision of joint services.
- Of potential concern is the recommendation to encourage the reduction of the physical footprint of development within urban municipalities and the urban/rural fringe. Depending upon how such a recommendation is implemented, it has the potential to impact growth patterns within urban centres, annexation, and inter-municipal relations in the urban/rural fringe – increasing the need for inter-municipal cooperation and inter-municipal development plans.
- Equitable development opportunities for urban and rural municipalities will be necessary to minimize inter-municipal disputes, while achieving SSRP objectives for wise use of land, water and energy.

Recreation / Tourism

- The Advice suggests that “private landowners be encouraged to offer a range of recreation and tourism developments in key locations for economic development purposes”. There is no direction:
 - how this would be encouraged; and
 - where these key recreation/tourism areas on private land would be located.
- The management of certain environmental, scenic, and aesthetic values relevant to recreation and tourism on private lands is proposed to occur through conservation tools under ALSA. How these conservation tools are to be used is not apparent, and potential impacts are unknown at this time.
- The Advice suggests that specific tourism and recreation management and development plans will be developed for each recreation and tourism area.
 - Will the province undertake this or will individual municipalities be expected to do so?
 - Where is the funding coming from?



- 'Iconic Tourism Destinations' have been identified throughout the Advice with specific reference to the Castle, Kananaskis and Badlands areas. These 'Iconic Tourism Destinations' may not coincide with the vision of the host municipality.
- The Advice suggests there is potential for resource-based industries within public lands provided they do not compromise recreation/tourism values. Criteria would need to be developed to determine how this would occur.

3.0 NEXT STEPS

The Regional Advisory Council submitted their Advice to the Government of Alberta for consideration in the South Saskatchewan Regional Plan. The Government released the Advice to inform the public, stakeholders, and Aboriginal consultation. The next step in the governmental process is to seek public comment. A two part approach is being undertaken:

Part 1 - A workbook entitled "Phase 2 Working Towards the South Saskatchewan Regional Plan" has been released to solicit feedback on the advice (due December 19, 2011); and

Part 2 - Public sessions on the RAC's advice to government on a regional plan for southern Alberta are to be held this fall. Dates and locations have not yet been determined.

Municipalities are encouraged to complete individual workbooks and attend the fall public sessions. The workbook may be found on the Government of Alberta website under the South Saskatchewan Regional Plan. In continuing participation in this consultative process, ORRSC's next steps will be:

- to complete one workbook to represent a collective response on behalf of municipalities. We will answer the questions in the workbook based on the municipal perspectives as outlined in "Municipal Perspectives: Position Paper on the South Saskatchewan Regional Plan." Where the workbook provides opportunities for additional comment, ORRSC will identify any gaps, omissions, or issues;
- to forward the completed workbook to the municipalities for review and/or endorsement by October 2011;
- to forward the final document, with municipal endorsement, to the Province of Alberta; and
- to participate in phase 2 public sessions.



4.0 SUMMARY OF RAC ADVICE

Healthy Economy

OVERVIEW

This section includes six sub-sections: Agriculture, Energy, Forestry, Recreation and Tourism, Economic Growth and Value-added Industries, and Infrastructure. The RAC focuses on each sub-section of the regional economy and provides the primary issues, objectives and recommendations for each identified sub-section.

AGRICULTURE

Primary Issues and Objectives

The RAC identifies access to water and irrigation as a critical component to the future growth of agriculture and related industries. Diversification of the agricultural sector is emphasized but requires capital investment. The main objectives include the enhancement of economic viability and competitiveness of agriculture, and to ensure ecological goods and services are valued and profit-generating.

Recommendations Summary

The primary recommendations focus on the diversification and sustainable growth of the agriculture industry through investment while ensuring a transparent regulatory environment. Other recommendations include supporting irrigation expansions within districts with a portion of the water saved through improved, publicly funded, water-use efficiency measures; identifying and developing water storage; and encouraging and supporting rural municipalities to minimize the extent of agricultural land conversion and report the extent to the government on a five-year basis.

ENERGY

Primary Issues and Objectives

The RAC identifies that the future success of the energy industry is dependent on “new and improved resource development technology, production and processing.” In addition, it will be important to maintain a positive investment climate for renewable energy development. Objectives for the energy sector include:

- promoting responsible exploration, development and extraction of regional energy and mineral resources;
- ensuring access to the land base;
- ensuring the regulatory system is streamlined and efficient to maintain and enhance the economic competitiveness of the region; and
- promoting renewable energy development.



Recommendations Summary

The recommendations include the promotion and advancement of traditional (coal, gas, and oil) and renewable energy. There is an acknowledgment that the regulatory processes in the industry should consider cumulative environmental effects, and that financial incentives and market opportunities be explored for ecological goods and services to advance the SSRP objectives beyond what is required by basic energy management obligations.

FORESTRY

Primary Issues and Objectives

The RAC identifies challenges to the forestry industry including the lack of a stable land base, uncertainty around land tenure, and concerns with government policy and the regulatory process. The RAC identifies a need to reduce and streamline the administrative and regulatory processes. They also recommend the industry should go beyond the act of supplying fibre, but should also contribute to the management of wildlife habitat, forest fuels and water resources. The main objectives include:

- enhancing the economic viability and competitiveness of the forestry industry; and
- promoting the economic, environmental, and social benefits that communities derive from forestry and healthy forests.

Recommendations Summary

The recommendations focus on exploring opportunities to use forestry as a tool to maintain or enhance ecological goods and services and support research, marketing and commercialization of products made from raw forest materials. Consideration has also been given to enhancing land management by incorporating “natural disturbance planning” and “mitigation banking” into regional land-use planning. They also advocate using resource management approaches like integrated land management practices to minimize the loss of productive forestry land base. The Advice suggests exploring financial incentives and market opportunities for ecological goods and services that advance the SSRP objectives and go beyond what is required by basic forestry management obligations.

RECREATION AND TOURISM

Primary Issues and Objectives

The RAC identifies several “iconic tourism destinations” found within the region, including Castle, Kananaskis and the Badlands areas. These areas lack a critical mass of tourism attraction, infrastructure and appropriate management to maintain their nature-based, scenic and recreational attributes. The only objective presented in this sub-section is “to recognize and position the region as a world-class, year-round tourism destination using both public and private lands.”

Recommendations Summary

The recommendations focus on development, competitiveness and identifying opportunities of tourism/recreation areas. Specifically, the Castle (without necessarily designating it a provincial park), Crowsnest Pass, Kananaskis and a portion of the Canadian Badlands have been identified as areas which have the potential to become iconic tourism destinations.



ECONOMIC GROWTH AND VALUE-ADDED INDUSTRIES

Primary Issues and Objectives

The RAC indicates that the economy must be allowed to be productive and responsive to change by:

- creating the right business climate;
- developing human capacity, quality of life, supportive infrastructure, access to markets and a balanced fiscal system; and
- respecting private property rights.

The sub-section includes two objectives: enhancement of the market based economy of southern Alberta and the support and development of value-added products and services.

Recommendations Summary

The recommendations of the RAC focus on pursuing improvements to the physical infrastructure that supports research and development, and education and training. They also identify the need to streamline regulatory processes, encourage small business and support new and expanded regional and inter-regional supply chains. Lastly, the RAC recommends the improvement of communication tools in rural areas to allow people the freedom to choose where they live and do business.

INFRASTRUCTURE

Primary Issues and Objectives

The RAC advises that changes in economic development, demographics, lifestyles and technologies will require more adaptable and responsive transportation networks. In addition, demands for non-transportation infrastructure will also increase. Finally, multi-use corridors and nodal energy opportunities should be explored to support economic development. The sub-section identifies five objectives including:

- facilitating the movement of people, goods, services and energy within the region and between regions;
- ensuring infrastructure planning, development and servicing align at local and regional scales to reflect values and provincial infrastructure needs;
- addressing the water infrastructure needs of industry, society, communities and the environment;
- developing transportation infrastructure to move people, supplies, and products to support economic development; and
- minimizing environmental and ecological impacts of infrastructure.

Recommendations Summary

The recommendations focus on transportation development and takes into consideration cumulative environmental effects. The Advice recognizes the need to plan and build infrastructure corridors that minimize land fragmentation and impacts to the natural environment. The concept of strategically developing water storage opportunities is addressed in this subsection, as well as the agriculture subsection. There are additional recommendations regarding multi-use corridors (located east of Highway 2) identifying the economic benefits and costs, location, and considerations for route selection.



Healthy Ecosystems and Environment

The RAC identifies three sub-sections: Water Management, Biodiversity and Air Quality as the critical components for managing healthy ecosystems and environment. The water management sub-section is further divided into recommendations for water, headwaters, wetlands, riparian areas and groundwater. In addition, each component has accompanying maps which identify the location of important ecosystem resources in the South Saskatchewan Region.

WATER MANAGEMENT

Primary Issues and Objectives

The RAC recognizes three primary issues addressing water management: source water quality and quantity, proper planning and management, and water scarcity. Subsequent objectives for water management include:

- protection of source waters;
- implementation of management plans;
- proper management of headwaters and groundwater;
- restoration of wetlands and riparian areas; and
- maintenance of healthy aquatic ecosystems.

Recommendations Summary

The recommendations of the RAC focus on ensuring source water quality and quantity are sustained (by maintaining “watershed integrity”) with a priority of ensuring areas currently in a “desired state” maintain their present condition. Implementation strategies suggested include reducing sources of pollution, increasing water conservation through mandatory requirements, facilitating the development and supporting the implementation of watershed management plans, developing and applying market-based mechanisms that support watershed management objectives, and enhancing the development of transfer mechanisms to water stressed basins. Implementation of best management practices, increased education, improved land stewardship, integrated planning, and the importance of improving the current mapping and knowledge (specifically of wetlands and riparian areas) is also suggested.

BIODIVERSITY

Primary Issues and Objectives

The RAC denotes both the importance of biodiversity to healthy ecosystems and the subsequent pressures on biodiversity from development, land uses and land conversion. The Advice discusses the need for co-operation from private landowners through the use of best management practices and the minimization of land fragmentation. The RAC outlines 14 biodiversity objectives primarily focusing on:

- maintaining healthy native populations of flora and fauna;
- assessing wildlife trends;
- proper species management;
- minimization of conversion of native landscapes;



- public education; and
- delivering economic benefits and incentives to landowners who steward native species.

Recommendations Summary

The recommendations of the RAC focus on maintaining biodiversity and ecosystem health through a multitude of initiatives including: developing a regional biodiversity management framework, developing a "suite of conservation and stewardship tools" (used voluntarily by landowners and disposition holders), identifying an integrated network of public and private lands that contribute to biodiversity, establishing conservation management areas (public lands), applying an integrated land management approach (public and private lands) and promoting the use of best management practices. The recommendations further suggest that local governments, First Nations, industry, non-government organizations and the public need to work together to coordinate activities and reduce fragmentation by minimizing the impacts of human disturbance on ecosystem health, ecosystem function and biodiversity. Additionally, the recommendations state landscapes that have been fragmented beyond a certain threshold (as per the regional biodiversity framework) will be reclaimed and restored. It should be noted that in gauging progress on biodiversity and ecosystem health, the RAC suggests the application of "rigorous inventorying, monitoring and assessments".

AIR QUALITY

Primary Issues and Objectives

The Advice does not identify any primary issues for air quality. The single objective for air quality is "To manage the integrity of air quality to enhance and maintain ecological integrity and human health".

Recommendations Summary

The RAC recommends developing an air management framework to monitor air quality for various airshed zones and where monitoring shows it is necessary, establish air management plans.

Healthy Communities

The RAC provides the goals for regional healthy communities as a set of outcome statements and has provided three sub-sections in which the outcome statements may be analyzed. These include: healthy communities, Aboriginal peoples and First Nations communities, and recreation and tourism. Each sub-section identifies primary issues, outlines objectives and provides recommendations. In addition, the sub-sections have accompanying maps which identify historical resources and outlines tourism and recreational concepts.

HEALTHY COMMUNITIES

Primary Issues and Objectives

The RAC acknowledges that municipalities have limited human and financial resources to consistently apply land-use planning tools. The objectives for this section concentrate on the built environment as well as the cultural and historical resources of communities. Attention to design detail and land-use management decisions, with health as a design factor, is viewed to be a key consideration for municipalities.



Recommendations Summary

The Advice encourages the use of best practises in land-use planning, collaboration with the public/private sector to meet social needs, and the promotion of collaboration and co-operation among municipalities to accommodate future populations. The recommendations also encourage the exploration of partnership opportunities to revitalize, develop and enhance parks, open space, and recreation while maintaining accessibility and affordability.

ABORIGINAL PEOPLES AND FIRST NATIONS COMMUNITIES

Primary Issues and Objectives

The RAC encourages continued participation of Aboriginal Peoples and First Nation Communities in the regional economy. The Advice sees opportunity to maintain Aboriginal traditional land use and values traditional knowledge in the management of wildlife and natural resources.

Recommendations Summary

The recommendations seek to identify barriers to aboriginal peoples in the economy. The Advice also recommends working with aboriginal peoples in land-use planning and environmental assessment, coordinating planning processes with quality information, and considers the unique circumstances of aboriginal planning and funding for physical and social infrastructure. Lastly, the RAC encourages the use of traditional knowledge in land-use planning and in the understanding of cumulative effects to develop appropriate mitigation/minimization strategies.

RECREATION AND TOURISM

Primary Issues and Objectives

The Advice identifies that the planning, supply and management of recreation opportunities do not meet the existing or projected demands of the population. The challenge is balancing the integrity of the region's most important recreation resources and significant scenic areas with the need to provide a supply of parks and open spaces and recreation infrastructure to meet the demand. In addition, there is a large amount of ageing, outdated and inaccessible recreation and tourism infrastructure.

Recommendations Summary

The recommendations under subheading, *High Value Recreation and Tourism Areas and Managing Recreation on Public Lands*, focus on user preferences, defined locales for each recreational type, education, enforcement, and policy development.

The recommendations under subheading, *Maintaining the Integrity of High Value Recreation and Tourism Areas and Infrastructure Enhancements*, focus on investment in parks, recreational water bodies, public access, and recreation/tourism infrastructure. Further, it is suggested that implementation strategies be developed to promote visitation, private/not for profit and public solutions to tourism development, and expand services in the eastern slopes.



Land-use Direction and Management Intent

INTRODUCTION

The RAC recommends that a new land-use classification replace Alberta's existing Green and White Areas land-use designations. The new land-use classification, encompassing five classes and two sub-classes, is intended to better reflect the diversity of land uses and activities in the South Saskatchewan Region. Further, the new classification is intended to provide policy guidance to local and provincial governments through defined "management intents". Emphasis is placed on land stewardship ("wise use of land, water and energy") to enhance biodiversity, water security, long-term productive use of land, and the other desired management goals on both public and private land. The RAC recommends that land stewardship on private land focus on best management practices and targeted use of voluntary conservation tools and programs, such as market-based incentives. They recommend the approach for public land include the preparation of public integrated conservation management plans (ICMP) for Candidate Conservation Management Areas and tourism and recreation management and development plans.

A - AGRICULTURE, CULTIVATED AGRICULTURE AND NATIVE RANGELAND

The RAC acknowledges that agricultural land provides substantial economic, environmental and social benefits from the local to provincial scale. They note that extensive arable lands are cultivated and the region contains the majority of irrigated land in the country with productivity being amongst the highest in western Canada. The RAC also recognize that other important land uses occur on both private and public agricultural land. The RAC proposes two sub-classes of "management intents" to address the differences between cultivated areas and rangelands.

A1. Cultivated agriculture

Management intent: "The overriding intent for these areas is to support the long-term productive use of the land through the maintenance of soil productivity, improved agricultural infrastructure, and the mitigation of agricultural land fragmentation and loss resulting from development activities. Energy resources are often present and may be developed in locations where conflicts with other uses can be avoided or mitigated. As these are largely private lands, owners will be encouraged to maintain important ecological resources such as wetlands and riparian areas through stewardship practices, conservation tools and other voluntary programs. Best management practices for development will be promoted to minimize farmland conversion and fragmentation."

A2. Native rangeland

Management intent: The RAC emphasizes that native rangeland plays an important role in connecting core wildlife habitat areas and commonly have high scenic and recreation/tourism values. The RAC believes that rangelands "should be managed to sustain the multiple ecological goods and services they provide." "Best management practices (including access management and footprint thresholds on public lands) will be used to avoid, minimize, or mitigate associated development impacts."

- **For private native rangelands**, the RAC states that voluntary stewardship will be encouraged, and where development does occur, best management practices will be promoted to minimize native rangeland loss and fragmentation.



- **On public native rangelands**, the RAC states “the conversion to arable agriculture or other permanent uses will not be considered.” They suggest “managed livestock grazing will be the primary approach to emulate natural disturbance.” “Integrated land management will be mandatory to reduce linear disturbance and development footprint.” They further state that “integrated management plans that consider all permitted uses will be prepared for major rangelands.”

B – CONSERVATION

According to the RAC, conservation efforts should maintain water security and ecological outcomes in areas identified as having significant ecological and historical features. More emphasis is given to water security, as all land-use decisions must meet these objectives, but when no alternatives exist for certain developments to be located outside conservation areas, such as multi-use corridors, then mitigation efforts will be utilized to reduce their ecological impact.

There are different management intents proposed for private and public lands. The management intents for the conservation of private land propose to implement conservation tools currently being developed under the *Alberta Land Stewardship Act* and encourage voluntary stewardship by landowners. Management intents for public land propose a variety of options to properly deal with the diversity of these lands in the region. Special management areas and other designations will be considered and the RAC has identified nine initial Candidate Conservation Management Areas.

These nine areas may change in consultation with stakeholders and the First Nations, but the level of detail in describing the areas suggests they may be a precursor to the regional plan. Each area will have an ICMP created and the RAC will not endorse the establishment of conservation areas without these plans. In addition to ICMPs, range management plans are recommended to direct grazing practices. In addition, FireSmart strategies are to be prepared to reduce the impacts of wildfires. Resources and funding will be required to develop, implement, and maintain ICMPs, range management plans, and wildfire mitigation strategies. The RAC does not suggest who will be responsible for developing and managing these plans, or where the funding will come from.

Development will still occur in public conservation areas if it is determined it will not “significantly” impact water security and ecological outcomes. Crown mineral tenures that existed before a conservation management area was established will receive surface access for energy or mineral development. Forestry practices will be “modified” or “adapted” according to “desired” environmental outcomes. Management practices will focus on “how” access and activities will occur and not “if” or “who” has activity rights. Subsequently, it is implied that public conservation areas will primarily restrict public use, such as motorized access, and not economic or infrastructure developments.



C – MIXED-USE FOREST

The identified management intent for mixed-use forests on public land is to “encourage and support activities associated with natural resource development”. Secondary objectives include maintaining large contiguous areas of forest cover while minimizing fragmentation and access route density. The RAC suggests the development of economic resources are to be coordinated to reduce conflicts with other values, such as species of concern and recreation and tourism. In addition, the Advice advocates for integration between a multitude of plans including forest management plans, access management plans, energy approvals, watershed plans and all other plans. Recommendations also propose that the impacts from industrial, commercial and recreational activities be managed within established thresholds. The RAC states “integrated land management will be mandatory to reduce linear disturbance and development footprint”. Finally, direction is given to actively manage public motorized access and other intensive recreation activities on public land.

D – POPULATION CENTRES

The majority of population growth in the South Saskatchewan Region is expected to occur in the region’s urban areas. To assist in managing the pressures of urban growth, the RAC recommends that the management intent focus on supporting local governments in “creating complete and connected communities that provide a diversity of services and housing types, and encourages people to live and work in the community”. Recommendations for complete and connected communities include encouragement of compact forms of development, transit-ready communities, affordable housing, and active living – with implementation left as a municipal responsibility. Growth boundaries are not proposed, but requirements for efficiency in the provision of services and infrastructure is recommended. Reduction of the development footprint both within urban municipalities and in the rural/urban fringe is also encouraged.

E – RECREATION / TOURISM

The RAC has suggested that private landowners be encouraged to offer a range of recreation and tourism for economic development purposes. They have also noted that public land with high recreation and tourism value (features, settings and scenic quality) would be managed through the preparation of management plans. The potential for resource-based industries has been identified on public lands provided they do not compromise recreation/tourism values. A recreation and tourism opportunity spectrum (ROS) class has been identified, which includes six levels of development ranging from “unmodified natural landscapes” to a high dominance of “human modifications”. These ROS classes are intended to provide general management direction on public land while mitigating land use conflicts.

5(a)(i)

5. APPROVAL OF ACCOUNTS

(a) Office Accounts – May 2011

5160	Staff Field Expense	M. Denis	\$ 25.11
5160	Staff Field Expense	J. Schmidt.....	23.08
5160	Staff Field Expense	Petty Cash (Staff Field Expense)	15.73
5460	Public Relations	Petty Cash (juice & pop)	33.78
5520	Meetings	Petty Cash (Panago - meeting).....	40.40
5151	Vehicle Gas & Maintenance	Bridge City Chrysler	51.95
5170	Staff Conference & Area	Xerox Canada	235.00
	C. Kembel - "Xerox Docushare Symposium" - May 30-June 1/11 - Registration		
5170	Staff Conference & Area	Economic Development Lethbridge ...	60.00
	L. Kuiper - "Economic Trends Luncheon" - June 1/11 - Registration		
5265	Utilities	City of Lethbridge	614.04
5280	Janitorial Services	Madison Ave Business Services	475.00
5285	Building Maintenance	Lawn Master.....	181.50
5285	Building Maintenance	Cam Air Refrigeration.....	426.14
5285	Building Maintenance	Lawn Master.....	110.30
5310	Telephone	Telus.....	41.60
5320	General Office Supplies	Citi Cards.....	107.97
5320	General Office Supplies	Citi Cards.....	265.48
5380	Printing & Printing Supplies	Citi Cards.....	52.00
5330	Dues & Subscriptions	Brooks & County Chronicle	91.00
5330	Dues & Subscriptions	Claresholm Local Press	30.00
5500	Subdivision Notification	Claresholm Local Press	60.06
5350	Postage & Petty Cash	Postage by Phone.....	2,000.00
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	21.00
5420	Accounting & Audit Fees	BDO Canada.....	3,400.00
5440	Land Titles Office	Minister of Finance	835.00
5440	Land Titles Office	Minister of Finance	59.00
5450	Legal Fees	Stringam Denecky.....	119.59
5570	Equipment Repairs & Maintenance	Xerox.....	3,672.85
1160	GST Receivable	GST Receivable	456.13
		TOTAL	<u>\$13,203.71</u>

Total GST Receivable as of April 30/2011	\$7,974.43
May 2011 GST Purchases	456.13
MasterCard Purchases - May 26/2011 GST Purchases	43.67
Nexen - May 31/2011	100.38
Telus Bill - May 29/2011	35.91
Adjusting Entry BDO - December 31/2010	<u>155.59</u>
Total GST Receivable as of May 31/2011	\$8,766.11



TRANSACTION DETAILS

Post Date	Sale Date	Description	Amount
0427	0427	AUTOMATIC PAYMENT - THANK YOU	- 2,203.19
		TOTAL	\$2,203.19-
0407	0407	BRIGHT PEARL PINCHER CREEK OD	11.98
0413	0413	CDN TIRE STORE #00441 LETHBRIDGE OD	122.57
0415	0415	LUIGI'S PIZZA & STEAK LETHBRIDGE OD	86.55
0419	0419	BATTERY DIRECT LETHBRIDGE OD	207.59
0426	0426	SUBWAY PINCHER CREEK OD	13.10
		MIKE BURLA EXP	
		TOTAL	\$441.79
0408	0408	FIVE GUYS BURGERS & FR LETHBRIDGE OD	14.14
0412	0412	SURVEYMONKEY.COM 877-7040002 CA	25.00
0413	0413	WORLD KITCHEN CANADA I NIAGARA FALLS OD	544.79
0429	0429	FIVE GUYS BURGERS & FR LETHBRIDGE OD	28.29
0503	0503	SHOCKWARE WIRELESS INC MEDICINE HAT OD	41.95
0504	0504	CTO*GOTOMYPC.COM 888-259-3826 OD	24.99
		LENZE KUIPER EXP	
		TOTAL	\$679.16

ACCOUNT SUMMARY

Account Number	
Statement Date	05/05/11
Credit Limit	17,300.00
Available Credit	16,179.05
Annual Rate-Retail	8.00%
Annual Rate-Cash	8.00%
Previous Balance	2,203.19
New Purchases	+ 1,120.95
Cash Adv/MC Cheque	+ 0.00
Int-Purchases	+ 0.00
Int-Cash Adv	+ 0.00
Fees/Adjustments	+ 0.00
Payments/Credits	- 2,203.19
New Balance	\$ 1,120.95
Minimum Balance Due	\$ 34.00
Payment Due Date	05/26/11
Amount Paid	\$

MESSAGE CENTRE

1,120.95 WILL BE DEBITED FROM YOUR ACCOUNT LESS PAYMENTS/
CREDITS/RETURNS MADE PRIOR TO THE DUE DATE AND CREDITED AS
YOUR AUTOMATIC PAYMENT ON 05/26/11.

Claresholm & District FCSS Website
<http://www.claresholmfcss.ca/>

The website was designed to provide information to the community to advertise what FCSS offers through programs and services. Currently we have links to our services, programs, grant funding, summer activities, outreach, and employment opportunities, about FCSS and contact info.

We are hoping to involve community organizations with up-to-date information and a community calendar. The food bank is interested in a link to provide families with information about what is available.

**Claresholm & District 6th Annual
Community Resource & Registration Fair with
Free Equipment & Sports Swap Table**

**Thursday, September 8th, 2011
3:30 p.m. – 7:30 p.m.**

We are pleased to invite you to participate in our Sixth Annual Resource and Registration Event to be held at the Claresholm Community Centre. This event is open to all non-profit organizations, health providers, service clubs, and, sports/general interest groups. This is a great opportunity to promote your organization in the community. It provides residents with the opportunity to register as participants for all our activities at the same time.

There will be 50 tables available for rent. Each booth will be approximately 10' X 6' in size, consisting of a table and 2 chairs. You will need to provide your own table covers and display. Cost for each table is \$25.00. Should the fee cause your organization financial hardship, please make a notation on the registration form.

Set-up time: 2:00 p.m. - 3:00 p.m.

Door prizes for exhibitors will be provided at 3:00 p.m.

Sports swap donations should be brought to the Community Centre before 3:00 p.m.

3:00 p.m. – 3:30 p.m. – networking, snacks and prizes. This is your chance to see other displays and network.

Exhibit hours: 3:30 p.m. – 7:30 p.m.

Clean up to follow 7:30 p.m. – 8:00 p.m.

We ask exhibitors to keep booths set up until we close the doors at 7:30 p.m.

Rules and Regulations:

Booth rental payment is to be attached to the application and must be **submitted by June 17, 2011**

Cancellation of space must be received by FCSS by July 22nd, 2011 to receive a refund. FCSS will assign booth locations, and a map will be provided at set up time.

Concession:

A concession may be open, providing snacks and a light supper. **If your organization is interested in running it, please indicate on the registration form.**

An evaluation form will be provided to you during the event to help us make next year's event a greater success. See you there!

For more information contact:

Kristein Johnson
FCSS – 625-4417
Cell – 625-9221

DEADLINE FOR REGISTRATION IS JUNE 17, 2011

**REGISTRATION FORM
Claresholm & District 2010 Community
Resource & Registration Fair**

Show Dates and Times:

Thursday, September 8th. Set up 2:00 p.m. – 3:00 p.m.
Snack, prizes and preview for exhibitors from 3:00 p.m. – 3:30 p.m.
Open to public at 3:30 p.m. – 7:30 p.m.
Clean-up 7:30 p.m. – 8:00 p.m.

Organization Name: _____ Contact _____

Mailing Address _____

Town/City: _____ Postal Code _____

Phone: Business: _____ Cell _____

Fax _____

E-mail _____

_____ Table @ \$25.00 = \$ _____ enclosed. Make cheque payable
Town of Claresholm – FCSS. Table assignment will be at the discretion of FCSS

We require a plug-in _____

Our organization is interested in running the concession _____

We would be willing to volunteer to help with the event _____

We would be willing to provide demonstrations of our activity _____

We would like to participate but cannot afford the booth cost _____

We hereby acknowledge that we have read the Rules and Regulations and it is
agreed that these rules and regulations form part of this contract.

Authorized signature _____

Date _____

Claresholm Animal Rescue Society
Regular Meeting Minutes
June 16, 2011

Present: Kris Holbeck, Sylvia Giroux, Rita Hahn, Kim Alexander, Anne Papan,
Judy Van Amerongen, Barb Hinkle, Gerald DeBruyn

Regrets: Denise Peters, Karen Thompson

Call to Order

The meeting was called to order at 7:17 p.m.

Approval of Agenda

Motion by Anne Papan to approve the agenda as presented. All in favour. CARRIED.

Approval of Regular General Meeting Minutes June 2, 2011

Moved by Kris Holbeck to accept the minutes as amended. All in favour. CARRIED.

Shelter Update

June 2, 2011 to June 16, 2011– 12 volunteers and 198.75shelter hours

Cat Adoptions – Poppy, Effie, Zane. Bree, Maisie

New Cats – Jesse, 1 Grey, 4 - 7 week old kittens, 1 black cat

New Dog – 1 new dog Border Collie

Dog Adopts – Heidi & Marlee

Adoptions Update

Heidi Adoption finalized

Marlee Adoption finalized

Granade Adoption finalized, Dog house is the moved

Tracey Adopted Brook. Kim asks to waive adoption fee. Maybe taking Holly – later once there boarding house is complete. She will post Holly on their website, is the CARES board OK with them to advertising Holly on their website.

Moved by Kris Holbeck to waive adoption for Tracy and Jonathon for Brook. All in favour. CARRIED.

TNR Update – Denise – 2 cats no tipped ear, Kristal 1 cat were done but not tipped ear.

Fundraising Update – Paws at Sobey's, Recycling has new owners, July Barbeque

Treasurer's Report – See Kris's report

Talked about Petsmart adoption and to help other shelters

New Building Update –

Footings are in for the new animal shelter

Things needed for new animal shelter

Office Chairs

Frig (old)

Stove

Shelving

Kitchen Sink (have)

Laundry Sink (have)

Taps

Vanity

Dressers

File Cabinets

Chesterfield

Kitchen table

Kitchen Cupboards

Tubs interior doors

Karen – 3 bags of kitten food

Umbrella Enterprises → Donating a room in the animal shelter

Letter to Helen for rent

Other

Fair Days Parade – Anne will use her truck, Signage for the truck with Emercor and other companies that helped building the shelter

Summer – Breanna Pugh to \$8.80 min wage for two days a week

Moved by Sylvia Giroux k to accept Breanna Pugh. All in favour.

CARRIED.

Adjournment: Meeting adjourned at 8:25 p.m.

Next Meeting: Will be held in the Bill Simpson room at the library, Thursday, July 7th, 2011 at 7:15 pm.

Porcupine Hills Lodge

Board of Directors Porcupine Hills Lodge
 May 2, 2011
 7:00 pm
 Porcupine Hills Lodge

MINUTES

Attendees:
 Earl Hemmaway;
 Judy Van Amerongen;
 Linda Todd;

Arlette Heck;
 Audrey Hoffman;
 Shirley Isaacson;
 Pam Crone;

Anna Mae Wifflin
 Karen Florence

Regrets:

Agenda Item	Discussion	Action
1. Welcome and Introductions Chair	Earl Hemmaway called the meeting to order 7:00 pm	
2. Additions and Approval of Agenda All		
3. Acceptance of Agenda		
4. Review and Approval of Previous Minutes All	<p>Judy Van Amerongen made a motion to accept the minutes of the April 5, 2011 meeting. All in favor, carried.</p> <p>Business Arising</p> <p>Shirley Isaacson suggested that all staff making food should have the food safe course, specifically the 4-8 staff who make salads.</p>	
5. Announce CAO/Manager	<p>Shirley Isaacson made a motion to go in Camera. Audrey Hoffman made a motion to go out of Camera It is recommended by the Committee to hire Arlette Heck. Linda Todd made a motion to hire Arlette Heck for CAO with a six months probation period and starting salary to be \$48,000.00 a year with a review of performance and salary at six months. Recorded vote asked for by Shirley Isaacson.</p>	

	<p>All in favor -Linda Todd, Audrey Hoffman, Pam Crone, & Judy Van Amerongen Opposed – Shirley Isaacson and Anna Mae Mifflin</p>	
<p>5.1 Financial Report</p> <p>Karen</p>	<p>5.1.1 Doug Wilde here to present audit financial report. He presented a good audit. Audrey Hoffman made a motion to pay the bills and accept the financial report as presented. All in favor, carried.</p>	
<p>5.2 Chairman's Report</p>	<p>Review by-law about communication – Earl would like to know how we feel about this by-law. Shirley Isaacson feels like we should keep it, Pam Crone feels we should be able to talk to the staff. Others feel it is nonsense as well. Earl read the proposed by-law. Anna Mae Mifflin made a motion to rescind Policy # 1.2.2 and encourage staff to use the grievance process Policy # 1.21. 6 in favor, 1 opposed. Finance Committee – to be the 3 elected officials. Conversation held on the increased municipal requisitions and how it is figured. Pam Crone made a motion to appoint Judy Van Amerongen, Linda Todd, Earl Hemmaway, CAO and Karen Florence. All in favor, carried.</p>	
<p>5.3 Vice-Chairman's Report</p>	<p>Lodge Budget - discussed Food Cost Budget – Judy has done some figuring and the budget is not enough to cover food costs. Salad bar is going to be looked at and 4-8 snack will be stopped. There are left over muffins, desserts from meals that they can use. Food charges need to be revisited at a later date. Anna Mae Mifflin made a motion for Arlette to research information on other wholesale food suppliers. All in favor, carried.</p>	
<p>5.4 Manager's Report</p> <p>Arlette</p>	<p>5.4.1 Outstanding Items</p> <ul style="list-style-type: none"> - Lodge Waiting List & Supportive Living - 20 Lodge Units - Self Contained Units 	

Board of Directors - PHL
May 2, 2011

	<ul style="list-style-type: none"> - Seniors Week info on Party - June 7 430-530 Cocktails and Supper at 530 - Courtyard update and Grant info – Have meeting with residents about courtyard. Tuesday May 10 at 1:00 is the meeting with residents and Omni Green. - Michelle's notes that she left for new CAO/Manager - Photocopier update – quotes to next meeting. 	
	<p>Recreation – Holly will be starting June 6. Carolyn will move to recreation aid July 1, 2011. Tabled to - in camera</p>	
<p>5.2.2 New Business</p>	<p>Course in Lethbridge – Arlette would like to go. Monday, May 16, 2011. Pemican Lodge. Cost is free, 10-4</p> <p>Shirley Isaacson made a motion that Arlette and one board member go if possible. All in favor. Carried.</p> <p>Step Student Program – 8 weeks is approved. Do we want to hire him for extra hours.</p> <p>Judy VanAmeygen made a motion to hire the step student for one extra month being June, 3 days a week. All in favor, carried.</p> <p>Lodge Cell Phone in Michelle's Name - Arlette to get ahold of Michelle to change the name over.</p> <p>Costco Card Update – new application to renew card.</p> <p>Shirley Isaacson made a motion to renew Costco Card. All in favor, carried.</p> <p>All email address from board members – all to get to Arlette.</p>	

Board of Directors - PHL
May 2, 2011

5.3 Supportive Units	Storm Door Issue – Any more discussion needed? There is not much we can do about it. Pam Crone made a motion to accept the manager's report. All in favor, carried.	
5.4 Recreation Report	Caroline was upset she couldn't go to conference. Arlette told her it was due to cutbacks. Judy VanAmerongen made a motion to accept the recreation report. All in favor, carried.	
5.5 Maintenance Report	Roof Issues – Tom Hood to repair in spring Now have a UFA gas card. Shirley Isaacson made a motion to accept the maintenance report. All in favor. Carried.	
5.6 Committee Report	Uniform Update from staff and their opinions Anna Mae Mifflin made a motion to rescind the motion to have uniforms policy. Tabled till next meeting.	
6. Correspondence	none	
7. Staff Issues	Received a lot of applications. Has hired a new 4-8.	
8. Date of Next Meeting	Date: June 7, 2011 Time: 7:00 pm Location: PHL.	
9. Adjournment	Meeting was adjourned	



Porcupine Hills Lodge **FOUNDATION**
Special Meeting Minutes

Monday, May 30, 2011

PRESENT: Earl Hemmaway, Linda Todd, Judy Van Amerongen, Pam Crone, Audrey Hoffman, Shirley Isaacson, Anna Mae Mifflin and Arlette Heck

ABSENT: Karen Florence

Meeting called to order by Chair, Earl Hemmaway at 10:00 a.m.

DISCUSSION ITEMS:

1. RECREATION

As presented in the Finance Committee Minutes dated May 25, 2011 Holly Gillespie to be hired as Recreation Co-ordinator beginning June 1, 2011 as per agreement signed with former CAO Michelle Day. Recommendations to increase Holly's rate of pay to \$19.00/hr, plus long service pay of .50 per hour to be applied. Salary to be reviewed after a 3 month probationary period.

Linda Todd motioned we accept the Finance Committee's proposal as above. CARRIED.

2. ASSISTANTS NEEDED

Finance Committee recommendations were discussed regarding the position of Recreation Assistant. Caroline Boyle, as per signed document with previous CAO Michelle Day, agreed to stepping down to Recreation Assistant to make room for Holly Gillespie as Recreation Co ordinator. Her rate of pay would be dropped from \$17.99/hour to \$13.75/hour, as stipulated in Employee Handbook and in the signed agreement.

Options presented by Finance Committee were given regarding recreation assistant position.

Anna-Mae asked if there was someone capable of resuming duties when Arlette absent. No replacement available at this time. Anna-Mae then put forth the idea that a person could be hired in a part-time capacity as Arlette's Assistant and as a part-time Recreation Aide-when when needed. Caroline could then possibly become a part-time Admin. Assistant. Much discussion held. Decided Caroline was unable to carry out Administration Duties as expected.

All present decided a restructuring of the position of recreation assistant was necessary. An option for Caroline was put forth to pay Caroline severance pay plus 2 weeks vacation (terminate her employment without cause due to company restructuring).

Audrey Hoffman made a motion to terminate Caroline Boyle's employment as recreation as sistant without cause, giving her 8 weeks severance pay with 2 weeks paid vacation, as best option to deal with situation. - CARRIED



Monday, May 30, 2011

3. ADMINISTRATION ASSISTANT

Board agreed a position for Administration Assistant (part-time) should be advertised as soon as possible. Candidate should demonstrate interest in learning all other departments (floor, kitchen, recreation) to create a dependable, knowledgeable and full-time employ.

4. OTHER MATTERS

Tabled until June 7 general meeting.

5. ADJOURNMENT

Meeting Adjourned at 11:15 a.m.