



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
MAY 9, 2011
AGENDA**

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

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA
MINUTES: REGULAR MEETING MINUTES APRIL 26, 2011
FINANCES: MARCH 2011 BANK STATEMENT
DELEGATION: JEFFERY GIBEAU – Manager of Regulatory & Property Services
RE: Introduction of New Staff

ACTION ITEMS:

1. **BYLAW #1554 – Street Maintenance Tax**
RE: 2nd Reading
2. **BYLAW #1548 – Solid Waste Management**
RE: 2nd Reading
3. **BYLAW #1560 – Freedom of Information & Protection of Privacy (FOIP)**
RE: 2nd & 3rd Readings
4. **BYLAW #1562 – Fees and Charges**
RE: 2nd & 3rd Readings
5. **BYLAW #1563 – Tax Penalty**
RE: 1st Reading
6. **CORRES: Claresholm & District Health Foundation**
RE: Annual Charity BBQ Downtown
7. **CORRES: Brownlee LLP**
RE: Request for Canadian Official Mark
8. **CORRES: Oldman River Regional Services Commission**
RE: Questionnaire – Regional ARB
9. **STAFF REPORT: Chamber of Commerce Mexican Fiesta**
10. **STAFF REPORT: MSI Operating Grant Requests 2011**
11. **CAPITAL BUDGET EMERGENCY REQUEST**
12. **POLICY #REC 05-11 – Recreational Facility & Miscellaneous User Charges**
13. **OPEN HOUSE – Monday, May 16th, 2011**
14. **ADOPTION OF INFORMATION ITEMS**
15. **IN CAMERA - DEVELOPMENT**

INFORMATION ITEMS:

1. Cheque Listing for Accounts Payable – April 2011
2. Oldman Watershed Council Annual General Meeting – June 9, 2011
3. The Bridges at Claresholm Golf Club Organizational Meeting Minutes – April 27, 2011
4. Claresholm & District Transportation Society Meeting Minutes – January 21, 2011
5. Claresholm & District Transportation Society Meeting Minutes – March 25, 2011
6. Claresholm Kinette Club's Run, Walk 'n' Roll – June 4, 2011
7. Alberta Sport, Recreation, Parks and Wildlife Foundation – 2011 Municipal Recreation/Tourism Areas Annual Operating Grant
8. Claresholm Public Library Board Regular Meeting Minutes – March 28, 2011
9. Porcupine Hills Lodge Board Meeting Minutes – April 5, 2011
10. Claresholm & District FCSS Board Meeting Minutes – March 31, 2011
11. Claresholm Animal Rescue Society Meeting Minutes – April 7, 2011
12. WCCHS 7-8 Campus News – May 2011
13. WCCHS – The Navigator – April 18, 2011
14. WCCHS Council Minutes – April 20, 2011
15. West Meadow Elementary School Newsletter – May 2011

ADJOURNMENT:



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
APRIL 26, 2011**

CALL TO ORDER: The meeting was called to order at 7:00pm by Deputy Mayor Daryl Sutter

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

ABSENT: Mayor David Moore

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

CARRIED

MINUTES: **REGULAR MEETING – APRIL 11, 2011**

Moved by Councillor Quayle that the Regular Meeting Minutes of April 11, 2011 be accepted as presented.

CARRIED

DELEGATIONS: **CHINOOK ARCH REGIONAL LIBRARY SYSTEM**

RE: Connection to Library Services in Rural Communities

Robin Hephner spoke on behalf of the Chinook Arch Regional Library System. They go out to the communities once every three years after a municipal election in order to introduce themselves and let everyone know what they do, especially the new councillors. Chinook Arch was formed in 1992 and has 39 member councils since 2007. There are many benefits for member libraries including consulting services, training and professional development and sharing of items between libraries. Municipal contributions are the foundation of their funding, with some funding coming from provincial grants and other grants when available. Twenty-six councils including Lethbridge must approve the budget. Their Mission Statement is “Chinook Arch Regional Library System assists a network of cooperating libraries in southwest Alberta to provide cost-effective, convenient access to information and library services.”

ACTION ITEMS:

1. BYLAW #1561 – 2011 Mill Rates

RE: 2nd Reading

Moved by Councillor MacPherson to give Bylaw #1561, regarding 2011 Mill Rates, 2nd Reading.

CARRIED

2. BYLAW #1554 – Street Maintenance Tax

RE: 1st Reading

Moved by Councillor Hubka to give Bylaw #1554, regarding Street Maintenance Tax, 1st Reading.

Deputy Mayor Sutter requested a recorded vote.

For: Councillors: Hubka, MacPherson, Quayle and Van Amerongen.

Against: Deputy Mayor Sutter and Councillor Fieguth.

CARRIED

3. BYLAW #1548 – Solid Waste Management

RE: 1st Reading

Moved by Councillor MacPherson to give Bylaw #1548, regarding Solid Waste Management, 1st Reading.

Deputy Mayor Sutter requested a recorded vote.

For: Councillors: Hubka, MacPherson, Quayle and Van Amerongen.

Against: Deputy Mayor Sutter and Councillor Fieguth.

CARRIED

4. BYLAW #1560 – Freedom of Information & Protection of Privacy

RE: 1st Reading

Moved by Councillor Quayle to give Bylaw #1560, regarding Freedom of Information and Protection of Privacy, 1st Reading.

CARRIED

5. BYLAW #1562 – Fees and Charges

RE: 1st Reading

Moved by Councillor Van Amerongen to give Bylaw #1562, regarding Fees and Charges, 1st Reading.

CARRIED

6. DELEGATION RESPONSE: Claresholm Healthy Community Coalition

RE: Resolution

Moved by Councillor Quayle to support the Claresholm Healthy Community Coalition by re-signing the resolution previously presented in October of 2009.

CARRIED

7. CORRES: Hon. Luke Ouellette, Minister of Transportation

RE: Federal Gas Tax Fund (FGTF)

Received for information.

8. CORRES: Hon. Luke Ouellette, Minister of Transportation

RE: Federal Gas Tax Fund (FGTF)

Received for information.

9. CORRES: Alberta SouthWest – Crown of the Continent

RE: Geotourism Seminars

Received for information.

10. CORRES: Oldman River Regional Services Commission (ORRSC)

RE: Questionnaire – Regional ARB

Referred to administration.

11. CORRES: Willow Creek Agricultural Safety Fair

RE: Attendance Request

Received for information.

12. CORRES: Claresholm Chamber of Commerce

RE: Mexican Fiesta

Moved by Councillor Quayle to allow the Claresholm Chamber of Commerce to use the downtown parking lot for their Mexican Fiesta on June 24, 2011, as well as write any letters of support required for this event.

CARRIED

13. CORRES: Porcupine Hills Lodge Foundation

RE: Equalized Assessment

Referred to budget.

14. CORRES: Claresholm Community Centre Association

RE: General Liability Insurance

Moved by Councillor Fieguth to cover the general liability insurance of the Claresholm Community Centre Association, for the 2011 year only, in the amount of \$921.

CARRIED

15. Tax Recovery Property Sale – Reserve Bid

Moved by Councillor Fieguth to set the Reserve Bid for the property located at 410 – 56th Avenue West, at \$50,000.

CARRIED

16. POLICY #REC 04-11 – Claresholm Industrial Airport

Moved by Councillor Hubka to adopt Policy #REC 04-11 regarding the Claresholm Industrial Airport as presented effective April 26, 2011.

CARRIED

17. POLICY #REC 09-08 – Recreational Facility & Miscellaneous User Charges

Received for information.

18. ADOPTION OF INFORMATION ITEMS

Moved by Councillor Van Amerongen to accept the information items as presented.

CARRIED

19. IN CAMERA – PERSONNEL

Moved by Councillor MacPherson that this meeting go In Camera.

CARRIED

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

CARRIED

ADJOURNMENT: Moved by Councillor MacPherson that this meeting adjourn at 9:23pm.

CARRIED

Mayor – David Moore

Chief Administrative Officer – Kris Holbeck, CA

**TOWN OF CLARESHOLM
MARCH 2011 BANK STATEMENT**

RECONCILED BALANCE FEBRUARY 28, 2011			-\$77,341.65
DEPOSITS TO BANK	DEBITS	CREDITS	BALANCE
RECEIPTS FOR MONTH	\$805,100.26		
REVOLVING LOAN RECEIVED	0.00		
CURRENT ACCOUNT INTEREST	20.92		
GIC REDEEMED	250,000.00		
INTEREST ON GICS	217.81		
TRANSFERS FROM T-BILLS	694,194.14		
SUBTOTAL	\$1,749,533.13		
CHARGES TO ACCOUNT			
ACCOUNTS PAYABLE		\$552,032.67	
PAYROLL CHARGES		77,463.41	
INTEREST ON REVOLVING LOAN		0.00	
REVOLVING LOAN PAID		0.00	
LOAN PAYMENTS		0.00	
MASTERCARD PAYMENT		1,167.80	
TRANSFERS TO T-BILLS / GIC PURCHASE		506,201.00	
NSF CHEQUES		260.68	
SERVICE CHARGES		145.81	
SCHOOL FOUNDATION PAYMENT		268,238.01	
SUBTOTAL		\$1,405,509.38	
NET BALANCE AT END OF MONTH			\$266,682.10
BANK RECONCILIATION			
BALANCE PER BANK	270,649.13		
PLUS OUTSTANDING DEPOSITS	3,670.06		
LESS OUTSTANDING CHEQUES		-7,637.09	
RECONCILED BALANCE MARCH 31, 2011			\$266,682.10
OTHER BALANCES:			
EXTERNALLY RESTRICTED T-BILLS	\$544,036.68		
EXTERNALLY RESTRICTED GIC'S (FCSS)	\$20,000.00		
NON-RESTRICTED GIC'S	\$1,550,000.00		
PARKING RESERVE	\$3,557.51		
WALKING PATHS RESERVE	\$1,940.33		
OFFSITE LEVY RESERVE	\$58,680.88		
SUBDIVISION RESERVE	\$35,545.05		
REVOLVING LOAN BALANCE		\$0.00	

SUBMITTED TO TOWN COUNCIL THIS 9th DAY OF APRIL 2011

MAYOR

SECRETARY-TREASURER

ACTION ITEMS



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1554**

A Bylaw of the Town of Claresholm to authorize the imposition and levy of a special Street Maintenance Tax upon all lands fronting or abutting on any of the streets, lanes, squares or other public places that are paved with asphaltic or bituminous material.

WHEREAS per the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 Section 382(1), the Town of Claresholm in the Province of Alberta, may pass a bylaw pertaining to special taxes; and

WHEREAS there are many properties in the Town of Claresholm served by paved streets, roads, lanes or other public access; and

WHEREAS it is essential that the paved surfaces herein before mentioned are maintained in a good state of repair; and

WHEREAS it has been determined that an annual tax of fifty cents (\$0.50) per accessible front foot on properties abutting and fronting on the said paved streets, roads, land and public places is required to raise from benefiting properties, an equitable share of the maintenance costs.

NOW THEREFORE under the authority and subject to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Claresholm, in the Province of Alberta, duly assembled does hereby enact the following:

1. That the Chief Administrative Officer (CAO) or such other official as may from time to time be authorized, shall in the year 2011 and in all subsequent years so long as this bylaw is in force, levy annually against all properties fronting or abutting on any street, lane, square or other public place that are paved with asphaltic or bituminous material, a uniform special paving maintenance tax in the amount of fifty cents (\$0.50) per assessable front foot. No maintenance tax shall be levied on property presently assessed for local improvements for pavement or any property on which local improvements were prepaid until the original estimated lifetime has lapsed.
2. That the special tax referred to in (1) above shall be in addition to all other taxes.
3. Pursuant to the provisions of Section 404 of the *Municipal Government Act*, different size or odd shaped lots may be assessed a smaller or larger number of frontage feet than they actually have.
4. This bylaw comes into full force and effect upon third and final reading.
5. Bylaw #1331 is hereby rescinded.

Read a first time in Council this **26th** day of **April** 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

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1331

Existing
BYLAW

Being a Bylaw of the Town of Claresholm to authorize the imposition and levy of a special Street Maintenance Tax upon all lands fronting or abutting on any of the streets, lanes, squares or other public places that are paved with asphaltic or bituminous material.

WHEREAS there are many properties in the Town of Claresholm served by paved streets, roads, lanes or other public access; and

WHEREAS it is essential that the paved surfaces hereinbefore mentioned are maintained in a good state of repair; and

WHEREAS it has been determined that an annual tax of 25 cents per assessable front foot on properties abutting and fronting on the said paved streets, roads, land and public places is required to raise from benefiting properties, an equitable share of the maintenance costs.

NOW THEREFORE, under authority of the Municipal Taxation Act, the Municipal Council of the Town of Claresholm, duly assembled does hereby enact:

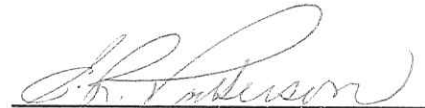
1. That the Secretary-Treasurer or such other official as may from time to time be authorized, shall in the year 1993 and in all subsequent years so long as this bylaw is in force, levy annually against all properties fronting or abutting on any street, lane, square or other public place that are paved with asphaltic or bituminous material, a uniform special paving maintenance tax in the amount of twenty-five cents (\$0.25) per assessable front foot. No maintenance tax shall be levied on property presently assessed for local improvements for pavement or any property on which local improvements were prepaid until the original estimated lifetime has lapsed.
2. That the special tax referred to in (1) shall be in addition to all other taxes.
3. Pursuant to the provisions of Section 171 of the Municipal Taxation Act different size or odd shaped lots may be assessed a smaller or larger number of frontage feet than they actually have.
4. That this bylaw shall be effective as on and from the date of its final passage.

READ a first time in Council this 30 day of November, A.D. 1992.

READ a second time in Council this 30 day of November, A.D. 1992.

READ a third time and finally passed by Council this 30 day of November, A.D. 1992.


Larry Fléxhaug, Secretary-Treasurer


E. R. Patterson, Mayor



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1548**

A Bylaw of the Town of Claresholm to outline the provision of Solid Waste Management.

WHEREAS pursuant to the *Municipal Government Act*, being Chapter M-26 of the Revised Statutes of Alberta 2000, and amendments thereto, a Council may pass bylaws for municipal purposes respecting the safety, health and welfare of the people, and the protection of people and Premises, nuisances, services provided by or on behalf of the municipality;

AND WHEREAS the *Municipal Government Act*, also provides that a council may pass bylaws to establish a system for the collection, removal and disposal of Garbage and Waste;

NOW THEREFORE, THE COUNCIL OF THE TOWN OF CLARESHOLM, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

SECTION 1 TITLE

- 1.1 This Bylaw may be cited as the **“SOLID WASTE MANAGEMENT BYLAW.”**

SECTION 2 DEFINITIONS

- 2.1 In this Bylaw, unless the context otherwise requires:
- a) **“Account”** means an agreement between the applicant and the Town of Claresholm for the provision of Utilities.
 - b) **“Ashes”** means cold residue from the burning of wood, coal and other like material for the purpose of cooking, heating buildings and disposition of waste combustible materials.
 - c) **“Automated Collection”** means the collection of waste by a system of mechanical lifting and tipping of receptacles into specifically designed vehicles.
 - d) **“Biomedical Waste”** means medical waste that requires proper handling and disposal because of environmental, aesthetic, and health and safety concerns as well as risks to human health and includes:
 - i) Human anatomical waste;
 - ii) Infectious human waste;
 - iii) Infectious animal waste;
 - iv) Blood and body fluid waste; and
 - v) Medical sharps, such as needles, syringes, blades or other clinical laboratory material capable of causing punctures or cuts.
 - e) **“Boulevard”** means:
 - i) The strip of land between the curb and the sidewalk and between the sidewalk and the property line;
 - ii) Where there is no sidewalk, the strip of land between the curb and the property line;
 - iii) Where there is no curb, the strip of land between the near edge of the road and the property line.
 - f) **“Building Waste”** means all waste produced in the process of constructing, demolishing, altering or repairing a building and shall include, but not be limited to, soil, vegetation and rock displaced during the process of building.
 - g) **“Bylaw Enforcement Officer”** means an appointed bylaw officer or Community Bylaw Enforcement Officer, Peace Officer and Superintendent of Public Works or the Royal Canadian Mounted Police – Claresholm Detachment.
 - h) **“CAO”** means the Chief Administrative Officer of the Town of Claresholm.
 - i) **“Collection Day”** means the day which is scheduled by the Superintendent for municipal collection of solid waste.
 - j) **“Collector”** means a person or persons who collect waste within the Town for and on behalf of the Town.
 - k) **“Cubic Meter”** for the purposes of collection shall be one (1) cubic meter of volume of solid waste.
 - l) **“Curb”** means the actual curb, if there be one, and if there is no curb in existence, shall mean the division of roadway between that part intended for the use of vehicles and that part intended for use by pedestrians.
 - m) **“Customer”** means any person, corporation or organization that has entered into a contract with the Town for utility provision at a particular premise, or who is the owner or occupant of any premises connected to or provided with a utility.
 - n) **“Food Waste Disposal Unit”** means an electrically operated unit intended to be used with kitchen sinks, designed to grind garbage into a state suitable for discharge into the sanitary sewer system.
 - o) **“Garbage”** means waste by-products produced from household and commercial process and can be composed of organic and inorganic material.

- p) **“Hazardous Waste”** means any substance or thing that falls within the definition of Hazardous Waste in Schedule 1 of Alberta Regulation July 6, 1999 192/96, the Waste Control Regulation.
- q) **“Lane”** means a narrow roadway intended chiefly to give access to the rear of buildings and parcels of land.
- r) **“Leaf and Yard Waste”** means grass clippings, leaves, brush, twigs, house and garden plants, sawdust and wood shavings or other similar items as designated by the Superintendent.
- s) **“Manual Collection”** means collecting waste by manually tipping cans or lifting bags into a waste collection vehicle.
- t) **“Occupant”** means a person or corporation in actual possession of any premises either as an owner or tenant. For billing purposes further defined as a person contracting with the Town for the domestic supply of utilities to any premises.
- u) **“Organics”** means food waste such as vegetables, fruits, solid dairy products, pasta, rice, bread, coffee grounds, filters, tea bags, egg shells, meat, fish, solid fats and yard waste such as grass clippings, plant waste and cat litter/feces but does not include cardboard, boxboard, paper, bones, plastic or any non-organic materials.
- v) **“Plastic Garbage Bag”** means a sturdy plastic bag specifically marketed to store waste, and excludes bags that are intended for other purposes.
- w) **“Premises”** means any land, building, supplied with utilities by the Town.
- x) **“Shared Receptacle Service”** means garbage collection services provided to a specific multi-premise site in Town in which several premises share a waste bin for garbage collection.
- y) **“Sidewalk”** means that part of a roadway primarily intended for the use of pedestrians and includes the part lying between the curb line or edge of the roadway and the adjacent property line, whether or not paved or improved.
- z) **“Special Occupant”** means a person contracting with the Town for the provision of waste collection services to any premises and not contracting with the Town for the domestic supply of water and/or sewer.
- aa) **“Street”** means a public thoroughfare within the Town and includes, where the context so allows, the sidewalk and borders of the street and all parts appearing in the Land Titles Office as set aside for a public thoroughfare; when used in distinction, it means the public thoroughfare on which the premises in question front.
- bb) **“Superintendent”** means the Superintendent of Public Works appointed to oversee the sanitation department and/or their duly authorized delegated, agent or representative.
- cc) **“Town”** means the corporation of the Town of Claresholm, or the area contained within the boundaries thereof, as the context requires.
- dd) **“Waste”** means any discarded household debris, commercial debris, recyclables, or household hazardous wastes as herein defined.
- ee) **“Waste Bin”** means any bulk waste receptacle with capacity greater than 1.5m³ requiring mechanized collection. Specifically marketed to store waste and excludes bins that are meant for other purposes.
- ff) **“Waste Container”** means a waste receptacle provided by the occupant specifically marketed to store waste and excludes containers that are meant for other purposes.
- gg) **“Wet Garbage”** means the kitchen waste containing liquids originating from hotels, boarding houses and restaurants but excludes drained household kitchen waste which has been properly packaged.
- hh) **“Waste Receptacle”** means a waste bin, waste container or plastic garbage bag.

SECTION 3 GENERAL

3.1 Authority of the Town

Except as otherwise provided in this bylaw, the Town shall provide for the public collection and removal of waste within the limits of the Town and shall supervise the facilities and equipment necessary or desirable for the management of waste collected or disposed by the Town.

3.2 Authority of the Superintendent

The Superintendent shall:

- a) Supervise the collection, removal and disposal of waste;
- b) Set the days and times that collection shall be undertaken in different portion of the Town;
- c) Outline the quantities and classes of waste to be removed from any premises or accepted by the Town for disposal;
- d) Decide which method will be used to collect waste:
 - i) manual collection;
 - ii) automated collection;
 - iii) shared receptacle service;
- e) State the location from which waste will be collected;
 - i) front street collection; or
 - ii) rear lane collection;
- f) May specify availability of waste collection for commercial pick-up;
- g) May specify that private waste haulers report the total volume of solid waste to be hauled out of the Town's boundaries;
- h) Carry out any inspections required to determine compliance with this bylaw;

- i) Take any steps or carry out any actions required to enforce this bylaw;
- j) Take any steps to carry out any actions required to remedy a contravention of this bylaw.

3.3 Waste Receptacles

- a) Any waste that is to be collected must be:
 - i) bagged to prevent loose waste from escaping; or
 - ii) prepared or packaged in a manner that will prevent loose material from escaping when bagging is not possible.
- b) The occupant of any residential premises in the Town from which waste is to be collected shall provide and maintain waste containers sufficient to hold the amount of garbage which accumulates in between designated pick-up periods.
- c) Except as otherwise provided, no person shall place waste elsewhere than in waste receptacles which comply with the requirements of this bylaw.
- d) Waste Receptacles provided by the occupant shall be either a waste container or plastic garbage bag.
- e) The occupant shall ensure that waste containers used:
 - i) are constructed of a sturdy, water-tight material;
 - ii) are maintained in good condition;
 - iii) have fixed rigid handles and a smooth rim;
 - iv) have properly fitted lids that are kept closed except when the containers are loaded and unloaded;
 - v) are of a tapered cylindrical design such that waste will slide out; and
 - vi) not be less than seventy (70) litres and not more than one hundred (100) litres in size.
- f) Waste containers larger than one hundred (100) litres may be used only if the container is wheeled and plastic garbage bags are used in the waste container so that the bags can be easily removed without the need to lift the container.
- g) The occupant shall ensure that plastic bags used:
 - i) are made of a material capable of bearing the weight of its contents without tearing or breaking when lifted;
 - ii) are securely tied or fastened so that the contents are wholly enclosed by the bag;
 - iii) are no smaller than sixty (60) litres, no larger than one hundred (100) litres, approximately eighty-five (85) centimetres in height, approximately seventy (70) centimetres in width;
 - iv) are placed in a waste enclosure or waste receptacle to adequately protect the bags from scavenging by animals.
- h) A waste receptacle shall not be filled to a height greater than five (5) centimetres from the top of the receptacle.
- i) The waste receptacle shall be cleaned out regularly by the customer to avoid build-up of odours.
- j) No person shall place waste in any waste receptacle without the permission of the owner or occupant of the premise.
- k) The Superintendent reserves the right to withhold collection of waste where the waste receptacle does not meet the necessary requirements or is in a dilapidated, unsafe or in an unsanitary condition or in contrary to the instructions and operating policy of the Superintendent.
- l) All multi-family residential units or condominiums shall utilize a waste collection bin.

3.4 Waste Boxes and/or Enclosures

- The occupant of the premises from which waste is to be collected when the premises are fenced from the lane or street where collection is made:
- a) Shall provide waste boxes or enclosures for the protection of waste containers and plastic garbage bags and in other applications as required by the Superintendent;
 - b) Residents with boxes or enclosures for manual collection are responsible for ensuring the design, construction and state of repair of any permanent enclosure for the storage of waste containers and plastic garbage bags at collection locations allow for the safe and efficient collection of waste and meets the following requirements:
 - i) Enclosure doors should be hinged at the sides with the bottom of the door located a minimum of fifteen (15) centimetres above grade level;
 - ii) Door latches should be large enough to be used by waste collectors even while wearing mitts or gloves;
 - iii) An enclosure should allow a minimum clearance of thirty (30) centimetres above the waste receptacles and lids;
 - iv) An enclosure should not be constructed in such a way that it requires waste collectors to lift waste receptacles over any obstacle exceeding fifteen (15) centimetres in height; and
 - v) Be free of rodents, wasps and other pests.
 - c) Shall ensure residential enclosures meet the minimum instructions, operating policy and design standards as set by the Superintendent;

- d) Shall ensure that residential enclosures that are permanent do not encroach past the property line on to public lanes or land;
- e) Shall ensure that enclosures for commercial waste bins meet the minimum instructions, operating policy and design standards as set by the Superintendent.

3.5 Weight of Waste

The weight of waste:

- a) For manual collection shall not exceed 18.2 kilograms or forty (40) pounds;
- b) For automated collection, the maximum weight will be set by the Superintendent.

3.6 Location of Waste Receptacles

a) Except as otherwise provided herein, no person shall place or keep waste receptacles upon any portion of the street or lane. Any waste receptacle improperly left in the street may be removed and disposed of by the Town.

b) No person who receives waste collection shall set out waste receptacles at locations that are: unsafe, obstructed, blocked by snow or ice, poorly maintained and uneven, or that prevent waste collectors from collecting waste in a safe and efficient manner in the opinion of the Superintendent or their designate.

c) The occupant of residential premises shall place waste receptacles for collection in such a way that collectors shall have access without entering into private property.

d) Waste receptacles set out for manual collection at premises serviced by front street pick-up must be placed such that:

- i) where there is a combined curb sidewalk, the receptacles are placed not more than one (1) metre away from the travel portion of the sidewalk adjacent to and directly in front of the premises;
- ii) where there is a separated curb and pavement by a boulevard, the receptacles are placed not more than one (1) metre away from the travel portion of the street adjacent to and directly in front of the premises;
- iii) where there is a curb and no sidewalk, the receptacles are placed not more than one (1) metre away from the travel portion of the street adjacent to and directly in front of the premises.

e) Except where in the opinion of the Superintendent, it is impractical to store waste receptacles outside of a building, no collector shall make a collection of waste from inside any building.

f) The Town shall collect waste from only one pick-up point from each premise, except where the Superintendent has designated any other pick-up point he considers necessary.

g) Waste receptacles must be placed in a location that is free of rodents, wasps and other pests.

3.7 Garbage, Waste and Ashes

a) An occupant of premises from which garbage is to be collected shall:

- i) thoroughly drain all household garbage and place it in a plastic garbage bag before disposing of it in the waste receptacle;
- ii) quench all ashes for collection, and if possible put them in separate waste receptacles from the other waste;
- iii) double bag all light, dusty or objectionable materials including cooled ashes, powders, sawdust, vacuum cleaner bags, furnace filters, animal feces and absorbents, and disposable diapers;
- iv) use protective packaging (sturdy sealed cardboard box or rigid disposable plastic container) for the disposal of sharp, dangerous items including broken glass, razor blades, sheet metal scraps, and items with exposed screws or nails;
- v) ensure all material unsuitable for bagging is to be bundled and securely tied with the bundles not exceeding 1.2 metres (4 feet) in length, 0.75 metres (2.5 feet) in diameter, and 18.2 kilograms (40 pounds) in weight;
- vi) ensure any spillage from garbage receptacles is picked up and/or cleaned up within twenty-four (24) hours after scheduled pick-up (if the spillage was not the fault of the sanitation department).

b) The Town shall not remove the following from premises:

- i) highly combustible or explosive materials including but not limited to liquid or solid fuels, gunpowder, ammunition or explosives;
- ii) hot ashes which are not properly quenched and appear to be hot or likely to cause a fire;
- iii) compressed propane or butane cylinders;
- iv) toxic or household hazardous waste including solvents, oven cleaners, paints, automotive fluids, wet cell batteries, pesticides, herbicides, or any material commonly referred to as household, commercial, or industrial hazardous waste;
- v) biomedical waste including hypodermic needles or syringes, lancets or any sharp item used in home medical care;
- vi) large bulky items such as mattresses, box springs, dressers, tables, chairs, whole shrubs, or discarded heavy machinery;

- vii) sheet iron, large pieces of scrap metal or machine parts;
- viii) electronic equipment including televisions, computers, computer monitors, keyboards, and associated cables;
- ix) renovation, construction or demolition material;
- x) stumps, concrete blocks or slabs, soil, rocks or aggregate;
- xi) dead animals and animal parts from hunting or trapping;
- xii) transient waste;
- xiii) septic tank pumpings, raw sewage, or industrial sludge;
- xiv) radioactive waste;
- xv) waste material which has not been placed for collection in accordance with the provision of this bylaw;
- xvi) liquid waste or material that has attained a fluid consistency and has not been drained;
- xvii) any material outside the waste receptacle that is caused by foraging animals or improper storage in accordance with the provision of this bylaw;
- xviii) cardboard except as noted in 3.7(a)(iv).

3.8 Wet Garbage

No person shall remove wet garbage from any hotel, boarding house, restaurant or retail or wholesale food outlet within the Town for use as food for swine or other livestock except under the authority of permits issued by the Environmental Health Inspector.

3.9 Building Materials and Construction Waste

- a) A person carrying out the construction, demolition or alteration of buildings or other building operations on any property shall do so in such a manner as to not permit building material or building waste material to remain loose, free or uncontrolled on the property.
- b) The main contractor on the building site shall be responsible for the actions of any subcontractor or tradesman who fail to comply with subsection a).
- c) Any building material or building waste material which blows free from the building site shall be recaptured, returned to the building site and deposited in a waste receptacle.
- d) The main contractor on a building site shall be responsible for the term of the construction in providing a suitable waste receptacle capable of receiving all building waste material and maintaining the same in a safe contained manner.
- e) Where the contractor is working on more than one building site and they are adjoining, he may provide one (1) building waste receptacle for each three (3) building sites.
- f) The main contractor on a building site shall be responsible for having all unused building material and building waste material disposed of in the landfill or appropriate area.
- g) The Superintendent may direct the person carrying out the construction or alteration of a building to provide a fence of a type that will trap any building material in such a manner as to prevent it from escaping from the building site.

3.10 Collection Schedules

- a) The Town shall collect waste from each residential premises once a week.
- b) Any waste that is stored in a waste bin may be collected by the Town at the Superintendent's discretion.
- c) The Superintendent may stipulate a different waste collection schedule for the following establishments:
 - i) hotels, restaurants and apartment houses;
 - ii) business and professional offices;
 - iii) retail and wholesale merchants;
 - iv) other commercial premises, whether similar or dissimilar;
 - v) industrial premises; and
 - vi) agricultural and irrigated areas.
- d) Where the Town does not collect waste at a premise listed in 3.10(c), the property owner or occupant, either by contractors, agents or by employees, shall remove and dispose of the waste in compliance with all applicable federal, provincial and municipal laws and shall provide the Town with a copy of the contract between the owner and the service provider.
- e) Waste receptacles shall not be set out for collection prior to 7:00pm the evening of the day prior to the collection day, and must be placed at collection points no later than 7:00am on the scheduled collection day.
- f) All waste receptacles must be removed from the street or lane by 8:00pm on the collection day and stored on the property when not in use.

3.11 Transportation of Solid Waste

No person shall convey through any street in the Town any waste except in a properly enclosed receptacle or in a vehicle which is covered with canvas or tarpaulin, or secured such that the contents are protected from being wind borne or falling on the streets.

3.12 Damage to Private Roads and Infrastructure

The Town will not be responsible for any damage to roads or infrastructure on a private site

resulting from legitimate operation of waste collection vehicles during waste collection activity at that private site.

3.13 Other Provisions

- a) It shall be unlawful for any person to dump building waste, garbage or other waste material anywhere within the limits of the Town of Claresholm, except in the location designated by the Superintendent and approved in writing by the Superintendent.
- b) No person, other than the occupant of the premise, shall pick over, remove, disturb, or otherwise interfere with any waste material that has been set out for municipal purposes.
- c) No person shall place residential or commercial waste in a public litter container.
- d) No person shall burn household refuse, burnable debris, or prohibited debris in any fireplace or fire pit within the Town.
- e) The Town reserves the right to withhold collection of improperly prepared waste, prohibited waste, excessive quantities of waste, or waste located at unsafe or non-compliant set-out locations.
- f) The occupant shall keep the lane at the rear of the premises occupied under his/her control – to the centre of the lane – in a clean and tidy condition and free from refuse of any nature.
- g) The occupant shall keep the curb and gutter at the front of the premises in a clean and tidy condition.

3.14 Charges for Collection and Depositing Waste

- a) Charges for solid waste removal by the Town are stipulated in Schedule “A”.
- b) The Superintendent shall cause such measurements to be made and records to be maintained as he/she deems necessary to estimate or determine the volume of waste removed from any premises and on the basis of such measurements and records shall establish the monthly charge to be levied on any occupier or commercial hauler. The Superintendent on being satisfied that any estimate required to be amended may establish new charges.
- c) Where conditions exist which could require the application of a different rate, such rate will be stipulated by the Superintendent.
- d) The fee for additional waste collection shall be set out per Schedule “A”.

3.15 Contravention

Any person who contravenes a provision of this bylaw is guilty of an offense and is liable of a fine not exceeding one thousand dollars (\$1,000.00).

3.16 Violation Tickets and Penalties

- a) Where a Bylaw Enforcement Officer and/or the Superintendent believes on reasonable and probable grounds that a person has contravened any provision of this bylaw, he may serve upon such person a violation tag provided by this section:
 - i) either personally on the premises or by leaving it for the occupant at their residence with a person on the premises who appears to be at least eighteen (18) years of age or by registered mail, and such service shall be adequate for the purpose of this bylaw.
 - ii) A violation tag shall be in such form as determined by the Town of Claresholm and shall state the section of the bylaw which was contravened and the amount which is provided, that will be accepted by the Town in lieu of prosecution.
 - iii) Upon production of violation tag issued pursuant to this section within fourteen (14) days from the issue thereof together with the payment to the Town of Claresholm of the fee as provided, the person to whom the tag was issued shall not be liable for prosecution for the contravention in respect of which the tag was issued.
 - iv) Notwithstanding the provision of this section, a person to whom a tag has been issued pursuant to this section may exercise his right to defend any charge committing a contravention of the provisions of this bylaw.
- b) The specified penalty payable in respect of a contravention of a provision of this bylaw is the amount shown in Schedule “A” in respect of that provision.
- c) The minimum penalty payable in respect of a contravention of a provision of this bylaw is the amount shown in Schedule “A” in respect of that provision.
- d) Notwithstanding Section 3.16:
 - i) where any person contravenes the same provision of this bylaw twice within one eighteen month period, the specified penalty payable in respect of the second contravention is double the amount shown in respect of that provision; and
 - ii) where any person contravenes the same provision of this bylaw three or more times within one twelve month period, the specified penalty payable in respect of the third or subsequent contravention is triple the amount shown in Schedule “A” in respect of that provision.

3.17 Compliance with Other Legislation

No section of this bylaw relieves a person from complying with any federal or provincial law or regulation other bylaw or any requirements of any lawful permit, order, consent or other direction.

3.17 Validity of Bylaw

Every provision of this bylaw is independent of all other provisions, if any provision of this bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this bylaw shall remain valid and enforceable.

SECTION 4 RESCINDED

4.1 On the passing of this bylaw, all the following bylaws are hereby rescinded:
Bylaw Nos. 743, 784, 845, 846, 1009, 1084, 1146, 1183, 1270, 1387, and any amendments thereto.

SECTION 5 PASSAGE OF BYLAW

5.1 This Bylaw shall come into effect upon passage of Third Reading.

Read a first time in Council this **26th** day of **April** 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

SCHEDULE "A"

Fees

COMMERCIAL SERVICES	
Three (3) cubic yard garbage container rental	\$40.00 / month
One pick-up per week	\$28.50 / month
Add one pick-up per week	Add \$28.50 / month
RESIDENTIAL SERVICES	
Residential Dwellings	\$12.50 / month

dep.

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1387**

Being a bylaw of the Town of Claresholm providing for the collection and disposal of waste material throughout the Town and the encouragement of recycling.

WHEREAS Section 7 of the Municipal Government Act provides that a Council may pass bylaws for municipal purposes for the safety, health and welfare of people and the protection of people and property.

NOW, THEREFORE, THE COUNCIL OF THE TOWN OF CLARESHOLM DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. This bylaw may be cited as the "Waste Bylaw."
2. (1) In this bylaw unless the context otherwise requires:
 - a) "Building waste" means all waste produced in the process of construction, altering or repairing a building, including earth, vegetation and rock displaced during the process of building.
 - b) "Town" means the corporation of the Town of Claresholm or the area contained within the boundaries thereof, as the context requires.
 - c) "Collector" means a person who collects waste within the Town for and on behalf of the Town.
 - d) "Medical Health Officer" means the official in charge of the Headwaters Health Unit.
 - e) "Occupant" shall mean a person or corporation in actual possession of any premises either as owner, tenant or otherwise.
 - f) "Street" means a public thoroughfare within the Town and includes where the context so allows, the sidewalk and borders of the street and all parts appearing in the Land Titles Office as set aside for a public thoroughfare when used in distinction to a lane it means the public thoroughfare on which premises in question front.
 - g) "Waste" shall mean any discarded or abandoned organic or inorganic material.
 - h) "Waste Receptacle" means a container designed or used for containing waste awaiting collection and disposal.
- (2) This bylaw applies to all waste produced within the boundaries of the Town.
3. Except as otherwise provided in this bylaw the Town shall provide for the public collection and removal of waste within the limits of the Town.
4. (1) The occupant of any premises in the Town from which waste is to be collected shall provide and maintain in good condition a number of waste receptacles conforming to the specifications prescribed in this bylaw, sufficient to hold a minimum of one week's accumulation of waste from the premises.

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4. (2) Except as otherwise provided no person shall place waste from a building or premises elsewhere than in waste receptacles which comply with the requirements of this bylaw.
 - (3) Waste receptacles required to be supplied by the occupant of any premises within the Town shall be made of galvanized metal or plastic with a water-tight cover and fixed handles. For domestic premises each waste receptacle shall have a capacity of not less than 2 ½ cubic feet and not more than 3 cubic feet and for commercial premises a capacity of not less than 2 ½ cubic feet and not more than 4 cubic feet.
 - (4) Where the owner or occupant of premises places waste in a receptacle other than one which meets the specifications set out in this bylaw, the collectors are entitled to consider such receptacles as waste and to remove them with the waste.
 - (5) The Collector at his discretion shall have the right to refuse to remove any garbage where the container does not meet the necessary requirements or is in a dilapidated, unsafe or unsanitary condition.
5. A collector shall not be required to remove any waste receptacle which, together with its contents, exceeds 75 pounds in weight.
6. (1) Except as otherwise herein provided no person shall place or keep waste receptacles upon any portion of a street, or lane and any such waste receptacle placed on a portion of a street or lane may be removed and disposed of by the Town.
 - (2) Where waste is to be collected from premises situated on land abutting a lane, the owner or occupants of the said premises shall place and keep the waste receptacles immediately adjacent to the land and in a place to which the collectors have unobstructed convenient access.
 - (3) Where premises from which waste is to be collected do not abut a lane or where special conditions make it impracticable to keep and place such receptacles at rear of the premises the occupant of such premises shall place the waste receptacles immediately inside the property line at the front of the premises.
 - (4) Where premises from which waste is to be removed includes no space outside the building for the placing of receptacles on the site in a manner that the collector may have access to them for collection purposes, an owner or occupant of the premises may place the waste receptacle for collection purposes on the portion of the sidewalk or street border adjoining the traveled portion of the street after the hour of 4 o'clock in the morning of the day when the Town collects waste from the premises and shall remove any such waste receptacles from the street or portion thereof within one hour after collection is made.
 - (5) Where in the opinion of the town, it is impractical to store waste receptacles outside of the building the collector may make collection of waste from inside of a building with the owner's permission.

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7. The occupant of premises from which waste is to be collected:
- a) Shall place or locate the waste receptacles for collection in such manner that they will not overturn or be likely to be overturned.
 - b) Shall, when the premises are fenced from the lane, or street where the collection is made, construct a door in the fence opening upon the place where the waste is placed near the regular gate or other access. The occupant shall keep the door, gate or other access clear of snow and any other obstruction in order that the collector may have an easy access to the waste receptacles at all times.
8. (1) An occupant of premises from which garbage is to be collected shall:
- a) Securely tie discarded clothing and fabric, newspapers, waste paper and magazines, and place the same beside the waste receptacles for collection.
 - b) Bag leaves and grass clippings in clear plastic bags which will be picked up by the collector once per week and taken to the compost area by the collector.
 - c) Quench all ashes for collection and put them in separate waste receptacles from the other waste.
- (2) Collectors shall not collect ashes which are not properly quenched and appear to be hot or likely to cause a fire.
9. (1) Subject to the provisions of subsection (2); (3) and (4) of this section the Town shall cause to be collected:
- a) From each dwelling house once a week.
 - b) To the extent that the circumstances require with the frequency that the Town shall direct from:
 - (i) hotels, restaurants and apartment houses
 - (ii) business and professional offices
 - (iii) retail and wholesale merchants
 - (iv) other commercial premises, whether similar or dissimilar
 - (v) industrial premises.
- (2) The Collector shall not remove the following from premises on which dwellings are located:
- a) discarded furniture including appliances, discarded automobile parts, tires, and other private vehicles and household equipment.
 - b) tree limbs, whole shrubs or bushes, portions of hedges.
 - c) fences, gates, other permanent and semi-permanent fixtures on the premises
 - d) without limiting the foregoing, any discarded household chattel, material or equipment which has an overall weight of more than 75 pounds or an overall length of more than 4 feet, except on an bi-annual clean up.

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9. (2) cont'd
- e) Any recyclable material which is collected by the local centre.
- (3) The Collector shall not collect from commercial or industrial premises:
- a) discarded heavy machinery
 - b) by-products of manufacturing
 - c) heavy or bulky wrapping, packaging or crating materials or cases of length greater than 4 feet or weight greater than 75 pounds.
 - d) cardboard or any other material collected by the local recycling centre.
- (4) The Collector shall not collect at any time the following:
- a) building materials and building waste
 - b) dead animals.
10. The Council of the Town of Claresholm may order a clean-up campaign in the spring and fall of each year at which time all refuse will be picked up with the exception of earth, gravel, rock, concrete, building refuse, large tree trunks, car bodies, manure and dead animals, Town lanes shall be kept clear of waste and debris at all times, except during the period two (2) weeks prior to the date set for the commencement of the spring clean-up campaign.
11. (1) A person carrying out the construction or alteration of buildings or other building operations shall remove from any portion of the street adjacent to such work and from any public place where the same have been deposited all earth, rubbish or waste materials.
- (2) All waste unacceptable for removal by the Town shall be disposed of in the Sanitary Land Fill by the occupant. Waste transported to the Sanitary Land Fill shall be properly covered with canvas or tarpaulins so as to prevent the contents from falling on the streets.
12. No person shall convey through any street in the Town any waste in a vehicle which is not properly covered with canvass or tarpaulins to prevent the contents from falling on the streets.
13. It shall be unlawful for any person to dump waste material anywhere within the limits of the Town of Claresholm, except in their own personal waste containers. Persons apprehended dumping waste of any kind into private waste containers other than their own are subject to the penalties of this bylaw.
14. a) For the purpose of this section:
- (i) "Occupant" means a person contracting with the Town for the supply of water to any premises.
 - (ii) "Premises" means any land, building or part of a building supplied with water under a contract with the Town.
- b) A charge shall be levied as set out in addendum "A" to this bylaw.
- c) Accounts for waste collection service shall be forwarded bi-monthly to the occupier of premises and shall be payable at the Town office or financial institutions.

- 14. d) Industrial or commercial accounts shall be billed on a monthly basis.
- e) Where the occupant is the owner or purchaser of premises the sum payable by him for waste removal services is a preferential lien and charge on the personal property of the debtor and may be levied and collected in like manner as municipal rates and taxes are recoverable. Where the occupant to whom waste removal service has been supplied is a person other than the owner or purchaser of the premises, the sum payable by the occupant is a debt due by him and shall be preferential lien and charge on his personal property and may be levied and collected with costs by distress.
- 15. Recycling is encouraged throughout the Town.
 - a) The Town has entered into a recycling agreement with Willow Creek Recycling and encourages the recycling of cardboard, paper, glass, tin and milk containers.
- 16. A person contravening any provision of this bylaw is guilty of an offence and is liable upon summary conviction in a court of competent jurisdiction to a fine:
 - 1) not exceeding \$75.00 for the 1st offence
 - 2) not exceeding \$100.00 for the second offence
 - 3) not exceeding \$150.00 for the third offence.
- 17. This bylaw shall come into force and take effect on the day of the final passing thereof.

Read a first time in Council this 14 day of December 1998 A.D.

Read a second time in Council this 11 day of January 1999 A.D.

Read a third time in Council and passed this 11 day of January 1999 A.D.

 Larry Flexhaug, Town Coordinator

 E. R. Patterson, Mayor

Bylaw No. 1270 Addendum

Sanitation

Commercial Services

June 8, 1987 Residential \$6 per month

- a. larger than usual pick up \$0.85 per pickup
- b. heavy pickup \$1.80 per pickup
- c. extra heavy pick up \$3.60 per pickup
- lw light wet pick up \$9.00 per pickup
- w. wet pick up \$45.00 per pickup

# pickups per week		a.	b.	c.	lw.	w.
1	\$9.50	\$10.35	\$11.30	\$13.10	\$18.50	\$54.50
2	\$19.00	\$20.70	\$22.60	\$26.20	\$37.00	\$109.00
3	\$28.50	\$31.05	\$33.90	\$39.30	\$55.50	\$163.50
4	\$38.00	\$41.40	\$45.20	\$52.40	\$74.00	\$218.00
5	\$47.50	\$51.75	\$56.50	\$65.50	\$92.50	\$272.50
10	\$95.00	\$103.50	\$113.00	\$131.00	\$185.00	\$545.00

*Basic or minimum charge

May 2, 1988 Motion to increase commercial rates 33 1/3%, residential \$2 per month
Residential \$8 per month or \$16 per billing

- a. larger than usual pick up \$1.14 per pickup
- b. heavy pickup \$- per pickup
- c. extra heavy pick up \$- per pickup
- lw light wet pick up \$- per pickup
- w. wet pick up \$- per pickup

# pickups per week		a.	b.	c.	lw.	w.
1	\$12.67	\$13.80	\$15.07	\$17.47	\$24.67	\$72.67
2	\$25.34	\$27.60	\$30.14	\$34.94	\$49.34	\$145.34
3	\$38.00	\$41.40	\$45.20	\$52.40	\$74.00	\$218.00
4	\$50.67	\$55.20	\$60.27	\$69.89	\$98.68	\$290.70
5	\$63.34	\$69.00	\$75.34	\$87.34	\$123.34	\$363.36
10	\$126.67	\$138.00	\$150.68	\$174.68	\$246.68	\$726.70

*Basic or minimum charge

May 28, 1990 Motion to increase garbage rates 10% (residential \$8.80 per month)
Garbage bin rental \$35

- a. larger than usual pick up \$1.26 per pickup
- b. heavy pickup \$2.64 per pickup
- c. extra heavy pick up \$3.88 per pickup
- lw light wet pick up \$13.20 per pickup
- w. wet pick up \$66.00 per pickup

# pickups per week		a.	b.	c.	lw.	w.
1	\$13.94	\$15.18	\$16.58	\$19.22	\$27.14	\$72.67
2	\$27.88	\$30.36	\$33.16	\$38.44	\$54.28	\$145.34
3	\$41.82	\$45.54	\$49.74	\$57.66	\$81.42	\$218.00
4	\$55.76	\$60.72	\$66.32	\$76.88	\$108.56	\$290.70
5	\$69.70	\$75.90	\$82.90	\$96.10	\$135.70	\$363.36
10	\$139.40	\$151.80	\$165.80	\$192.20	\$271.40	\$726.70

*Basic or minimum charge

May 29, 1995 Motion to increase garbage rates \$1 per month across the board
 Residential (\$9.80 per month)
 Garbage bin rental \$40 per month

- a. larger than usual pick up \$4.05 per pickup
- b. heavy pickup \$4.39 per pickup
- c. extra heavy pick up \$5.05 per pickup
- lw light wet pick up \$7.03 per pickup
- w. wet pick up \$20.23 per pickup

# pickups per week		a.	b.	c.	lw.	w.
1	\$14.92	\$16.19	\$17.56	\$20.20	\$28.12	\$80.92
2	\$29.84	\$32.38	\$35.12	\$40.40	\$56.24	\$161.84
3	\$44.76	\$48.57	\$52.68	\$60.60	\$84.36	\$242.76
4	\$59.68	\$64.76	\$70.24	\$80.80	\$112.48	\$323.68
5	\$74.60	\$80.95	\$87.70	\$101.00	\$140.60	\$404.60
10	\$149.20	\$161.90	\$175.60	\$202.00	\$281.20	\$809.20

*Basic or minimum charge

49 Tables used in commercial garbage billing

Code	Descr	Amount	GLRevNumb	Table#
	Basic Garbage	\$139.86	1-43-00-410-00	3
	Basic Garbage	\$140.60	1-43-00-410-00	4
	Basic Garbage	\$206.60	1-43-00-410-00	5
	4 pickups/week	\$80.80	1-43-00-410-00	6
	1 pickup a week	\$20.20	1-43-00-410-00	7
	Basic Garbage	\$225.40	1-43-00-410-00	8
	Basic Garbage	\$235.20	1-43-00-410-00	9
	3 pickups a week	\$60.60	1-43-00-410-00	11
	Basic Garbage	\$32.38	1-43-00-410-00	13
	Basic Garbage	\$17.56	1-43-00-410-00	15
	Basic Garbage	\$79.20	1-43-00-410-00	16
	Basic Garbage	\$117.60	1-43-00-410-00	17
	Basic Garbage	\$76.44	1-43-00-410-00	18
	Basic Garbage	\$262.60	1-43-00-410-00	19
	Garbage (1 pickup/week)	\$14.92	1-43-00-410-00	21
	Garbage (2 pickups a week)	\$29.84	1-43-00-410-00	23
	Basic Garbage	\$48.57	1-43-00-410-00	24
	Basic Garbage	\$39.20	1-43-00-410-00	26
	Basic Garbage	\$9.80	1-43-00-410-00	27
	Basic Garbage	\$54.92	1-43-00-410-00	28
	Basic Garbage	\$84.76	1-43-00-410-00	29
	Basic Garbage	\$44.76	1-43-00-410-00	33
	Basic Garbage	\$35.12	1-43-00-410-00	35
	Basic Garbage	\$39.64	1-43-00-410-00	36
	Basic Garbage	\$70.24	1-43-00-410-00	38
	Basic Garbage	\$149.20	1-43-00-410-00	39
	Basic Garbage	\$69.84	1-43-00-410-00	40
	Basic Garbage	\$58.80	1-43-00-410-00	41
	4 pickups a week- 2 bins	\$119.36	1-43-00-410-00	42
	Garbage (4 pickups/week)	\$99.68	1-43-00-410-00	43
	Basic Garbage	\$68.60	1-43-00-410-00	44
	Basic Garbage	\$323.40	1-43-00-410-00	45
	Basic Garbage	\$225.40	1-43-00-410-00	47
	Basic Garbage	\$78.40	1-43-00-410-00	48
	Res Garbage (1 pickup/week)	\$19.60	1-43-00-410-00	51
	Basic Garbage	\$29.40	1-43-00-410-00	56
	Basic Garbage	\$352.80	1-43-00-410-00	59
	Basic Garbage	\$129.52	1-43-00-410-00	61
	Basic Garbage	\$147.00	1-43-00-410-00	67
	Basic Garbage	\$137.20	1-43-00-410-00	68
	2 pickups a week	\$40.40	1-43-00-410-00	72
	Basic Garbage	\$64.76	1-43-00-410-00	73
	Basic Garbage	\$59.68	1-43-00-410-00	74
	Basic Garbage	\$107.80	1-43-00-410-00	76
	Basic Garbage	\$140.48	1-43-00-410-00	77

Code	GARBAGE BIN	Amount	GLRevNumb	Table#
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Bin Rental	\$40.00	1-43-00-410-00	1
2 Bins Rental (monthly)	\$80.00	1-43-00-410-00	2
Bin Rental (bi-monthly)	\$80.00	1-43-00-410-00	3
5 Bins Rental (monthly)	\$200.00	1-43-00-410-00	4



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1560**

A Bylaw of the Town of Claresholm, in the Province of Alberta, pertaining to the Freedom of Information and Protection of Privacy.

WHEREAS in accordance with the *Municipal Government Act R.S.A. 2000 Chapter M-26*, as amended, and pursuant to Section 89 of the *Freedom of Information and Protection of Privacy Act, S.A. 1994, c.F-18.5*, an Applicant has the right to access their own personal information and other municipal records, unless there is a reason why the information should not be disclosed;

AND WHEREAS in accordance with the said Act, upon request of any personal information in the possession of the municipality must be provided within a reasonable time and pursuant to Sections 87 and 89 of the *Freedom of Information and Protection of Privacy Act*, the Town of Claresholm may set any fees payable to the Municipality for services under the Act and Regulations;

AND WHEREAS in accordance with the said Act, a written appeal may be made to the Town Council;

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

SECTION 1 NAME OF BYLAW

- 1.1 This Bylaw may be cited as the "**Freedom of Information and Protection of Privacy Bylaw.**"

SECTION 2 PURPOSE OF BYLAW

- 2.1 The purpose of this bylaw is to facilitate access to information in the possession of the Town and to ensure personal information is protected from unauthorized collection, use of disclosure.
- 2.2 The Town acknowledges that:
- a) Information has value and can also be marketable asset managed by the Town; and
 - b) It is the responsibility of the Town to consider provision of information routinely requested via Active Dissemination or Routine Disclosure.
 - c) It is the responsibility of the Town, through its employees, to respond to persons requesting information as quickly and conveniently as possible, unless there are clear and reasonable grounds to withhold the information based on the record classification.
 - d) For the purpose of the Act, the Chief Administrative Officer is designated as the Head of the Municipality.
- 3) The Head of the Municipality of Claresholm is hereby authorized to delegate to a designated officer any duty, power or function of the Head except the power to delegate.

SECTION 3 DEFINITIONS

- 3.1 In this bylaw:
- a) "Act" means the *Freedom of Information and Protection of Privacy Act*.
 - b) "Active Dissemination" means routine disclosure of information by the municipality in bulk quantities. Records the municipality provides for the public on a regular basis.
 - c) "Appeal" means the process available to an Applicant when Request to Access Information is not provided or refused or rejected. (*See section on Appeals*)
 - d) "Applicant" means a person who makes a request for access to a record under Section 7(1) of the Act.
 - e) "Council" means the Town Council of the Town of Claresholm.
 - f) "Error" means mistaken or wrong information, or information not reflecting the truth.
 - g) "Exempt Information" is as defined in Section 6 of this Bylaw.
 - h) "Formal Requests": see "Requests" in Section 5 of this Bylaw.
 - i) "Municipality" means the Town of Claresholm and includes any board, committee, commission, panel, agency or corporation that is created or owned by the Town of Claresholm and all the members or officers of which are appointed or chosen by the Town of Claresholm.
 - j) "Omission" means information in a record which is incomplete or missing or has been overlooked.
 - k) "Province" means the Province of Alberta.
 - l) "Record" means the information recorded in any form, including books, documents, maps, drawings, photographs, letter, vouchers and papers, and any other information that is written, photographed, recorded or stored in any manner, but does not include software

or any other mechanism that produces records, except as this term may otherwise be defined in the Act from time to time.

m) "Refusal" means a Request to Access Information which is rejected for one of the reasons permitted for rejection in this bylaw as determined by the Freedom of Information and Protection of Privacy Coordinator.

n) "Rejection" means a Request to Access Information which is rejected for one of the reasons permitted for rejection in this bylaw as determined by the Freedom of Information and Protection of Privacy Coordinator.

o) "Requests": Formal Requests related to information not routinely provided. These types of request require completion of a "Request for Access to Information" form prior to release of the information.

Informal Requests are requests for information, which the municipality routinely discloses or provides via Active Dissemination. Informal requests do not require the completion of a "Request for Access to Information" form.

p) "Routine Disclosure" means the release of specific information on a regular basis, without the requirement of completion of a "Request for Access to Information" form.

q) "Third Party Information Requests" means a request relating to a person, group or persons, or an organization other than the applicant or the Town. This information may directly impact, involve, or belong to the originating party, and cannot be released without the originating party's permission.

SECTION 4 RIGHT TO INFORMATION

4.1 On request pursuant to "Requests" of this bylaw, provided the Applicant pays the applicable fees as set out in the Town of Claresholm Bylaw #1561 as per Section 93 of the Act. Each applicant has a right to:

- a) Access a Record that is in the possession of the Town;
- b) View a Record in the possession of the Town;
- c) Request copies of a Record that is in the possession of the Town;
- d) Request corrections to personal information maintained by the Town; and
- e) Receive a copy of a Record maintained by the Town in a format that is reasonably available, unless the Record is Exempt information pursuant to this bylaw.

4.2 Fees may be assessed for:

- a) Searching for, locating and retrieving records;
- b) Computer processing and programming;
- c) Producing a copy of a record;
- d) Preparing and handling a record for disclosure;
- e) Shipping records to the applicant; and
- f) Supervising examination of records by an applicant.

SECTION 5 REQUESTS

5.1 There are various types of requests regarding information and depending on the request, there are various forms that may be required.

a) If the requested information may be obtained by Request to Access Information, any individual may request information by telephoning, writing or by visiting (in person) the department, office or organization where the Record is kept, and sufficient detail must be provided in the description to identify the Record required.

b) If the requested information must be obtained by Formal Request, or if the Town must determine if the requested information may be obtained by Formal Request or Informal Request or to enable the Town to provide an estimate of the fees which will be required to obtain the Record, an Applicant will be required to complete a "Request for Access to Information" form.

c) Any applicant has the right to request information relating to a person, group or organization other than the Applicant or the Town, by completing a "Request for Third Party Information" form.

d) Any applicant who believes there is an error or omission in their own personal information held by the municipality, may request a change to the personal information by completing a "Request for Correction of Personal Information" form as prescribed.

5.2 All formal requests to access Records held by the municipality will be identified and tracked by the Town's Freedom of Information and Protection of Privacy Coordinator, and will be responded to within 30 days of receipt of the request.

5.3 Any questions or concerns regarding the release or access to information held by the Town, or an agent acting on behalf of the Town, or completion of a request form, may be directed to the Town of Claresholm FOIP Coordinator.

SECTION 6 RESPONSE TO REQUESTS

6.1 The FOIP Coordinator shall determine if a request is informal or formal as defined in the terms of this bylaw. If the FOIP Coordinator determines that the request for information

is a formal request, the applicant will be required to complete a "Request for Access to Information" form as prescribed.

- 6.2 Provided the record requested is not for exempt information, if an employee is able to access the Record, within thirty (30) days the applicant will be:
- a) Provided with a written estimate of any fees that will be charged;
 - b) Allowed to view the record; and
 - c) If the record is reasonably capable of being copied, provided with a copy of the record requested, subject to payment of the applicable fees.
- 6.3 If the requested record cannot reasonably be accessed within thirty (30) days of the date of receipt of the request, the applicant must be told where, when and how a copy of the record will be provided.
- 6.4 Pursuant to Section 13(1) of the Act, the head of a public body may extend the time for responding to a request up to thirty (30) days, or with the Freedom of Information and Protection of Privacy Commissioner's permission for a longer period.
- 6.5 If the application is refused or rejected, the Town shall provide the applicant:
- a) Written notification as to the reasons for the refusal or rejection and the provision on which the refusal is based;
 - b) An explanation of the appeal process;
 - c) The name, title, business address and business telephone number of an officer or employee of the Town who can answer any questions the applicant may have about the refusal.
- The FOIP Coordinator may refuse to confirm or deny the existence of a Record containing information described in Section 17 or Section 19 of the Act or a record containing personal information about a third party if disclosing the existence of the information would be an unreasonable invasion of the third party's personal privacy.
- 6.6 The Town must respond in writing within thirty (30) days of receiving a "Request for Correction of Personal Information" form stating:
- a) A correction has been made; or
 - b) An annotation of linkage has been attached to the information linking the information with the correction that was requested and not made.
- 6.7 Applications may be:
- a) Refused on the basis that the request did not meet the technical requirements as set out in this bylaw;
 - b) Rejected on the basis that:
 - i) The completed form or request was illegible;
 - ii) The Request to Access Information is exempt information;
 - iii) The request was considered vexatious or frivolous; or
 - iv) For any other reason provided for in the Act.
- 6.8 At any time, if information requested is scheduled for destruction, a copy of the written request, initialed by the Chief Administrative Officer, must be given to the Records Management Coordinator, who on receipt of the written request must delay the destruction of that information, until such time as:
- a) The request has been granted;
 - b) The time for appeal under this bylaw has expired; or
 - c) Any appeal or review permitted pursuant to this bylaw or the Act is refused or rejected.

SECTION 7 EXEMPT INFORMATION

- 7.1 Exempt information is information:
- a) Which may:
 - i) Be an unreasonable invasion of personal privacy;
 - ii) Cause financial harm;
 - iii) Threaten anyone else's safety of mental or physical health;
 - iv) Interfere with public safety; or
 - v) Harm law enforcement efforts.
 - b) Which is otherwise information which the FOIP Coordinator may refuse or be required to refuse to disclose pursuant to the provisions of the Act.
- 7.2 Advice or information given and deliberations or directions made at a private meeting or Council meeting, or a private meeting of a Council Committee, draft reports, draft resolutions or draft bylaws or other legal instruments unless they have been considered at a Council or Committee meeting open to the public or unless the record has been in existence for fifteen (15) years or more, are exempt information.
- 7.3 Information about assessments and taxes is exempt information, unless disclosure of such information is required or permitted under the Act or other statute.

SECTION 8 APPEALS

- 8.1 If an Applicant is not satisfied with the response received from the Town's FOIP Coordinator regarding compliance, or any part of a "Request to Access Information", an appeal can be sent to the Office of the Information and Privacy Commissioner of Alberta.
Office of the Information and Privacy Commissioner (Edmonton)
#410, 9925 – 109 Street
Edmonton, AB T5K 2J8
Phone: (780) 422-6860
Toll Free: 1-888-878-4044
Fax: (780) 422-5682
- 8.2 A staff member of the Commissioner's office will arrange to mediate with the two parties to come to an agreement. If this process fails to satisfy the Applicant, then a formal inquiry will be held with the Commissioner.
- 8.3 The Commissioner's ruling is binding on both parties.

SECTION 9 FEES

- 9.1 Where the applicant is required to pay a fee for services, the fee payable is in accordance with the Freedom of Information and Protection of Privacy Regulation, AR 200/95, as amended from time to time or any successor Regulation that sets fees for requests for information from the Province.

SECTION 10 REPEALED

- 10.1 Bylaw No. 1394, the "Access to Information Bylaw" and any amendments, are hereby repealed.

SECTION 11 PASSAGE OF BYLAW

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

READ a first time in Council this **26th** day of **April** 2011 A.D.

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

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

David Moore, Mayor

Kris Holbeck, CAO

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**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1394**

A by-law of the Town of Claresholm in the Province of Alberta, to regulate the providing of information and to establish information.

WHEREAS, in accordance with the Municipal Government Act, S.A. 1994, Chapter M-26.1, as amended and the Freedom of Information and Privacy Protection Act 1 S.A. 1994, F-I 8.5, an Applicant has the right to access their own personal information and other municipal records, unless there is a reason why the information should not be disclosed; and

WHEREAS, in accordance with the said Act, upon request of any person, information in the possession of the municipality must be provided within a reasonable time and on payment of a reasonable fee established by bylaw; and

WHEREAS, in accordance with the said Act, a written appeal may be made to the Town Council;

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

Part I: Bylaw Title

1. This bylaw shall be known as the "Access to Information" Bylaw.

Part II: Purpose of Bylaw

1. The purpose of this bylaw is to facilitate access to information in the possession of the Town and to ensure personal information is protected from unauthorized collection, use or disclosure. Schedule E outlines the process of requesting access to information and is attached hereto.
2. The Town acknowledges that:
 - a) information has value and can also be a marketable asset managed by the Town; and
 - b) it is the responsibility of the Town, to consider provision of information routinely requested via active dissemination or routine disclosure
 - c) it is the responsibility of the Town, through its employees, to respond to persons requesting information as quickly and conveniently as possible, unless there are clear and reasonable grounds to withhold the information based on the record classification.

Part III: Definitions

1.
 - a) **Active Dissemination** means routine disclosure of information by the municipality in bulk quantities. Records the municipality provides for the public on a regular basis.
 - b) **Appeal** means the process available to an Applicant when information requested is not provided or refused or rejected. See the section on Appeals.
 - c) **Applicant** means the individual making a request for information in accordance with this bylaw.
 - d) **Chief Administrative Officer** means the Chief Administrative officer of the Town of Claresholm, as appointed pursuant to the Municipal Government Act.
 - e) **Council** means the Council of the Town of Claresholm.

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- f) **Error** means mistaken or wrong information, or information not reflecting the truth.
- g) **Exempt Information** is information as defined in PART VII of this Bylaw.
- h) **Freedom of Information and Privacy Coordinator** is the Town Coordinator for the purposes of the Freedom of Information and Protection of Privacy Act (pursuant to Section 89). The Town Coordinator may delegate the duties for the Freedom of Information and Privacy Coordinator.
- i) **MASH Sector** means the sectors of public bodies under the Freedom of Information and Privacy Protection Act, which will be affected by the Act before the year 2000.
- j) **Omission** means information in a Record which is incomplete or missing or has been overlooked.
- k) **Record** means information recorded in any form, including books, documents, maps, drawings, photographs, letters, vouchers and papers, and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any other mechanism that produces records, except as this term may otherwise be defined in the Freedom of Information and Protection of Privacy Act from time to time.
- l) **Refusal** means an information request which is refused by the Town as a consequence of failure to meet the technical requirements as set out in this bylaw.
- m) **Rejection** means an information request which is rejected for one of the reasons permitted for rejection in this bylaw as determined by the Freedom of Information and Privacy Coordinator.
- n) **Requests** mean Formal Requests relate to information not routinely provided. These types of requests require the completion of a "Request for Access to Information" form, prior to release of the information.
- o) **Informal Requests** are requests for information which the municipality routinely discloses or provides via Active Dissemination. Informal requests do not require the completion of a "Request for Access to Information" form.
- p) **Routine Disclosure** means a release of specific information on a regular basis, without the requirement of completion of a "Request for Access to Information" form.
- q) **Third Party Information Requests** means a request for information relating to a person, group of persons, or an organization other than the applicant or the Town. This information may directly impact, involve, or belong to the originating party, and cannot not be released without the originating party's permission.

Part IV: Right to Information

1. On request pursuant to Part V of this bylaw, provided the applicant pays the applicable fees as set out in the Fees and Charges bylaw, each applicant has a right to:
 - a) access a record that is in the possession of the Town;
 - b) view a record in the possession of the Town;
 - c) request copies of a record that is in the possession of the Town;
 - d) request corrections to personal information maintained by the Town; and
 - e) receive a copy of a record maintained by the Town in a format that is reasonably available, unless the record is exempt information pursuant to this bylaw.

Part V: Requests

1. There are various types of requests regarding information and depending on the request, there are various forms that may be required.
 - a) If the requested information may be obtained by informal request, any individual may request information by telephoning, writing or by visiting (in person), the department, office or organization where the Record is kept, and sufficient detail must be provided in the description to identify the record required.
 - b) If the requested information must be obtained by formal request or, if the Town must determine if the requested information may be obtained by formal request or informal request or to enable the city to provide an estimate of the fees which will be required to obtain the record, an applicant will be required to complete a "Request for Access to Information" form as prescribed in Schedule A.
 - c) Any applicant has the right to request information relating to a person, group or organization other than the applicant or the Town, by completing a "Request for Third Party Information" form as prescribed in Schedule C.
 - d) Any Applicant who believes there is an error or omission in their own personal information held by the municipality, may request a change to the personal information by completing a "Request for Correction of Personal Information" form as prescribed in Schedule B.
2. All formal requests to access records held by the municipality, will be identified and tracked by the Freedom of Information and Privacy Coordinator, and will be responded to within 30 days of receipt of the request.
3. Any questions or concerns regarding the release or access to information held by the Town or, an agent acting on behalf of the Town, or completion of a request form, may be directed to the Freedom of Information and Privacy Coordinator.

Part VI: Response to Requests

1. The Freedom of Information and Privacy Coordinator shall determine if a request is an informal or formal request as these terms are defined in this bylaw. If the request for information is a formal request, then the applicant shall be requested to complete a "Request for Access to Information" form as prescribed in Schedule A.
2. Provided the record requested is not for exempt information, if an employee is able to access the record, within 30 days the applicant will be:
 - a) provided with a written estimate of any fees that will be charged;
 - b) allowed to view the record; and
 - c) If the record is reasonably capable of being copied, provided with a copy of the record requested, subject to payment of the applicable fee.
3. If the requested record cannot reasonably be accessed within 30 days of the date of receipt of the request, the applicant must be told where, when and how a copy of the record will be provided.
4. Pursuant to section 13(1) of the Freedom of Information and Protection of Privacy Act, the head of a public body may extend the time for responding to a request up to 30 days or, with the Freedom of Information and Protection of Privacy Commissioner's permission for a longer period.

5. If the application is refused or rejected, the Town shall provide the applicant:
 - a) written notification as to the reasons for the refusal or rejection and the provision on which the refusal is based.
 - b) an explanation of the appeal process.
 - c) the name, title, business address and business telephone number of an officer or employee of the Town who can answer any questions the applicant may have about the refusal.

Notwithstanding the foregoing the Freedom of Information and Privacy Coordinator may refuse to confirm or deny the existence of a record containing information described in Section 17 or Section 19 of the Freedom of Information and Protection of Privacy Act or a Record containing personal information about a third party if disclosing the existence of the information would be an unreasonable invasion of the third party's personal privacy.

6. The Town must respond in writing within 30 days of receiving a "Request for Correction of Personal Information" form stating:
 - a) a correction has been made; or
 - b) an annotation or linkage has been attached to the information linking the information with the correction that was requested and not made.
7. Applications may be:
 - a) refused on the basis that:
 - i) the request did not meet the technical requirements as set out in this bylaw.
 - b) rejected if:
 - i) the completed form or request was illegible;
 - ii) the information requested is exempt information;
 - iii) the request was considered vexatious or frivolous; or
 - iv) for any other reason provided for in the Freedom of Information and Protection of Privacy Act.
8. At any time, if information requested is scheduled for destruction, the Chief Administrative Officer, who on receipt of the written request must delay the destruction of that information, until such time as;
 - a) the request has been granted;
 - b) the time for appeal under this bylaw has expired; or
 - c) any appeal or review permitted pursuant to this bylaw or the Freedom of Information and Protection of Privacy Act is refused or rejected.

Part VII: Exempt Information

1. Exempt information is information
 - a) which may:
 - i) be an unreasonable invasion of personal privacy;
 - ii) cause financial harm;
 - iii) threaten anyone else's safety or mental or physical health;
 - iv) interfere with public safety; or
 - v) harm law enforcement efforts.

- b) which is otherwise information which the Freedom of Information and Privacy Coordinator may refuse or be required to refuse to disclose pursuant to the provisions of the Freedom of Information and Protection of Privacy Act
2. Advice or information given and deliberations or directions made at a private meeting of Council, or a private meeting of a Council Committee, draft reports, draft resolutions or draft bylaws or other legal instruments unless they have been considered at a Council or Committee meeting open to the public or unless the record has been in existence for fifteen(15) years or more, are exempt information.
3. Information about assessments and taxes is exempt information, unless disclosure of such information is required or permitted under the Freedom of Information and Protection of Privacy Act or any other statute.

Part VIII: Appeals

1. An Applicant may appeal to Council from a refusal to provide a record or a rejection of an application by serving to the Town Coordinator a written notice in the form prescribed in Schedule D, attached hereto:
 - a) within 15 days of receiving a written notice of delay, refusal or rejection of the application; or
 - b) within 60 days of requesting the record if no written notice of delay, refusal or Rejection is received.
2. Grounds for an appeal are:
 - a) that the released record was not complete; or
 - b) that the record was withheld without reason being stated; or
 - c) that the reason for withholding the record was insufficient or wrong.
3. Council may only consider an appeal if:
 - a) the persons to whom the information relates and the persons who would be affected by the release of the information have been notified; or
 - b) all possible attempts have been made to notify the applicants of the appeal.
4. Appeals filed that meet the requirements of this section, will be heard at a regularly scheduled meeting of Council within 60 days after receipt by the Town.
5. Any applicant filing an appeal will be notified of the hearing, and may be asked to make a presentation or to respond to questions from Council.
6. If an individual who receives notice of the hearing cannot attend, they may authorize, in writing, someone else as agent to attend on their behalf.
7. Council may decide to hear presentations and ask questions of each presenter separately and in private.
8. Council may proceed with the hearing in the absence of the applicant or any other person who has received notice of the hearing if Council determines that all reasonable attempts have been made by the city to notify the applicant or any other individual of the hearing.

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Part IX: Decisions of Council

1. At the appeal hearing, Council may:
 - a) hear the applicant and any other person that Council determines has relevant information for the hearing; and
 - b) determine that all or part of the record requested shall be made available, and in what format; and
 - c) permit the designated officer a further 30 days to make the record available; or
 - d) determine that the record shall not be disclosed; or
 - e) make any other decision that it considers reasonable and justifiable in the circumstances, including refund of appeal fees.
2. Subject to the right to review by the Commissioner as set out in Freedom of Information and Protection of Privacy Act, Council's decision is final, and shall be written in the official minutes of the meeting. The decision shall be available from the Council within 30 working days after the hearing is completed.

Part X: Fees

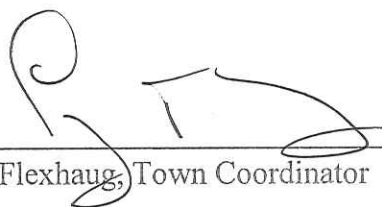
1. Administrative fees as established in the "Fees and Charges Bylaw", shall be charged before an Applicant is entitled to receive the requested information.

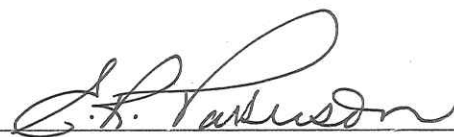
THIS Bylaw shall come into force and effect upon the date of the passing of the Third and Final Reading and signing thereof.

Read a first time in Council this 27 day of September 1999 A.D.

Read a second time in Council this 27 day of September 1999 A.D.

Read a third time in Council and passed this 27 day of September 1999 A.D.


Larry Flexhaug, Town Coordinator


E. R. Patterson, Mayor

lys.

Schedule A
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

REQUEST FOR ACCESS TO INFORMATION

REQUEST NO: _____

This is a request for: (Please check one)

- General information My own personal information Personal Information for another person
(Attach original proof of authority to act for the person)

FROM: _____

Which Public Body are you asking for information? (Please fill in name of Department, Agency, Board or Commission)

APPLICANT

Mr. Ms. Mrs. Miss Last name First name

Company name (if applicable) _____

Mailing address _____

City or Town Province Postal code

Telephone (home) Telephone (work) Fax/E-mail Address

INFORMATION REQUESTED

- I would like to receive a copy of the original record I would like to examine the original record
 Both
 I will pick up the information when ready I would like the information mailed to me when ready

Please describe in as much detail as you can, the information or records to which you want access. If you want access to personal information, be sure to provide all the person's previous names. If you need more space, please use the back of this form.

I certify the information I have provided is true and correct to my knowledge

Applicant's signature: _____

Date _____

Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act, and will be used to respond to your request. A fee may be charged for providing the information requested.

FEE CHARGED \$ _____

For Public Body use only

dejs

Schedule B
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY
REQUEST FOR CORRECTION OF PERSONAL INFORMATION

This is a request for correction to: (Please check one)
 My own personal information Personal Information for another person (Attach original proof of authority to act for the person)

FROM:
Which Public Body are you asking for information? (Please fill in name of Department, Agency, Board or Commission)

APPLICANT

Mr. Ms. Mrs. Miss Last name First name

Company name (if applicable)

Mailing address

City or Town Province Postal code

Telephone (home) Telephone (work) Fax/E-mail Address

INFORMATION REQUESTED FOR CORRECTION

Please describe in as much detail as possible, the records you wish to have corrected. Be sure to provide the last name appearing on the records if it is different from the name given above. If you need more space, please use the back of this form.

Please describe the correction you are requesting and the reason for it. Please attach any supporting documentation.

I certify the information I have provided is true and correct to my knowledge
Applicant's signature: _____ Date _____

Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act, and will be used to respond to your request. A fee may be charged for providing the information requested. FEE CHARGED \$ _____

For Public Body use only
DATE RECEIVED Approved Refused Rejected

Applicants Signature for Information Received (or double registered mail receipt attached hereto)

dep.

Schedule C
Request For Third Party Information

Request for Third Party Information	
To: Town of Claresholm Box 1000 Claresholm, Alberta T0L 0T0	DATE: _____
Information Specifics: <input type="checkbox"/> Whole File explain: _____ <input type="checkbox"/> Part File _____	
<input type="checkbox"/> Specific Item _____	
<p>I hereby grant access to the above noted information to the following person(s) or organization(s). I understand that as the first party to this information, I have the ability to waive confidentiality for the above mentioned information to the aforesaid named organization(s) or person(s) and that the named organization(s)/person(s) are responsible for information fees.</p>	
_____ Organization requesting information Address _____ _____ _____	
_____ Signature - First Party	_____ Printed Name - First Party
<p>The Signature of the THIRD PARTY hereby denotes acceptance of the aforementioned conditions.</p>	
_____ Signature - Third Party	_____ Printed Name - Third Party

Ep.

SCHEDULE D
APPEAL FORMS

If any applicant wishes to appeal a decision regarding information access, he or she must complete this Notice of Appeal and mail or deliver this Notice of Appeal to the office of the Town Coordinator, within sixty (60) working days after applying for the information or fifteen (15) days following receipt of written notification of refusal or rejection.

NOTICE OF APPEAL TO TOWN COUNCIL

To: Town of Claresholm
Box 1000
Claresholm, Alberta
T0L 0T0

Date: _____

I request information about: (please attach a separate page if necessary)

My reasons for appeal are:

- information has not been released
- it proposes to release information that my interests
- the information is not in the format I requested
- the information I received is not complete

Additional clarification or comments:

Signature - Third Party

Printed Name - Third Party

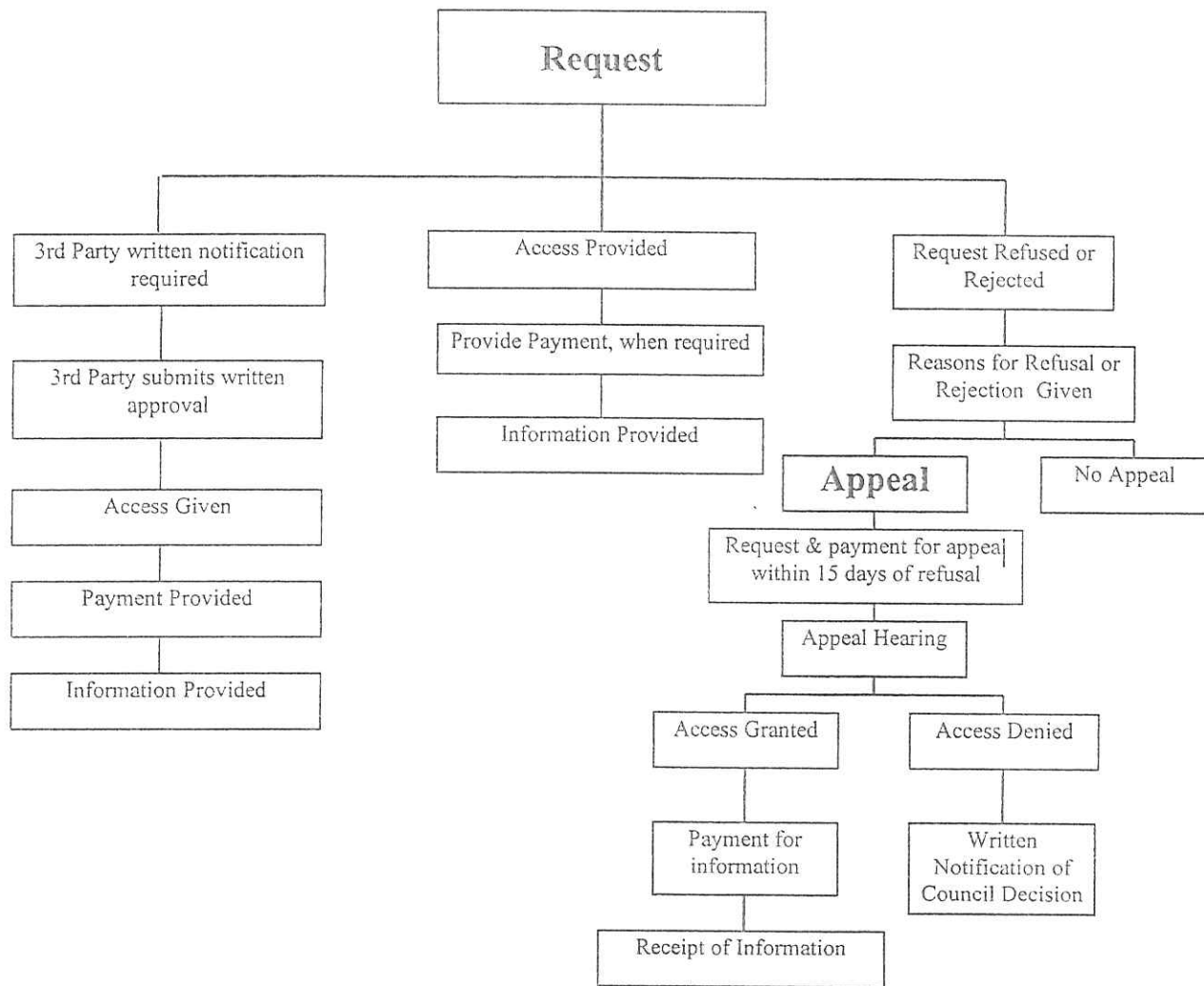
Mailing Address:

Phone: Res: _____
Work: _____
Fax: _____

Note: A hearing will be held by the Town Council and you will be informed of the date of the hearing.

djs.

Schedule E
Request and Appeal Process Summary





**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1562**

A Bylaw of the Town of Claresholm, in the Province of Alberta, to levy fees for information and copies thereof as provided by the *Municipal Government Act R.S.A. 2000 Chapter M-26* and the *Freedom of Information and Protection of Privacy Act*.

WHEREAS in accordance with the *Municipal Government Act R.S.A. 2000 Chapter M-26*, as amended, and pursuant to the *Freedom of Information and Protection of Privacy Act, S.A. 1994, c.F-18.5*, the Town must make certain information available to the public;

AND WHEREAS in accordance with Section 217 of the *Municipal Government Act* and Sections 89 of the *Freedom of Information and Protection of Privacy Act*, Council may pass a bylaw establishing fees to charge for providing information.

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

SECTION 1 NAME OF BYLAW

1.1 This Bylaw may be cited as the **“Fees and Charges Bylaw.”**

SECTION 2 DEFINITIONS

2.1 In this bylaw:
a) “Council” means the Town Council of the Town of Claresholm.
b) “Formal Request” is one made in writing to the Town either by completing a request form or writing a letter to the Town indicating that the request is being made under the *Freedom of Information and Protection of Privacy Act*.
c) “Municipality” means the Town of Claresholm and includes any board, committee, commission, panel, agency or corporation that is created or owned by the Town of Claresholm and all the members or officers of which are appointed or chosen by the Town of Claresholm.

SECTION 3 APPLICATION

3.1 On prior written approval obtained from the Chief Administrative Officer, when information is released, the Town shall charge fees as established in Schedule “A” and Schedule “B”, attached hereto.

SECTION 4 REPEALED

4.1 Bylaw No. 1395, the “Fees and Charges Bylaw” and any amendments, are hereby repealed.

SECTION 5 PASSAGE OF BYLAW

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

READ a first time in Council this **26th** day of **April** 2011 A.D.

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

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

David Moore, Mayor

Kris Holbeck, CAO

**TOWN OF CLARESHOLM
BYLAW NO. 1562
SCHEDULE "A"
FORMAL REQUESTS**

1. There shall be no charge for the receipt of personal information, except where the materials exceed \$10.00. Then the fee charged shall be for the cost of providing the materials in accordance with Schedule "B", attached hereto.
2. The Town shall charge a minimum of \$75.00 for each formal request received pursuant to the Freedom of Information and Protection of Privacy Bylaw. This cost includes a maximum of two (2) hours employee labour and \$20.00 for materials. Any costs in excess of these stipulated, will be calculated and charged prior to the release of information at a rate of \$56.00 per hour for labour and as listed for materials.
3. Actual costs will be charged for any charges incurred by the Town to access or produce third party information.

BYLAW NO. 1562
SCHEDULE "A"
INFORMAL REQUESTS

1. The Town will charge the following fees:
 - a) a photocopying charge of \$0.25 per page of information (\$0.50 per double-sided page to a maximum photocopying charge of \$150.00 (except where information is considered to be personal information and is under \$10.00 in copy charges). Information will be copied double-sided whenever possible.
 - b) for tax information: \$20.00 for a tax certificate;
 - c) for assessment information:
 - i. \$15.00 for information regarding the description of a parcel of land and the latest assessed value of the land and improvements thereon, as set out in the assessment roll;
 - ii. \$15.00 for information regarding the yearly assessments of a parcel of land, as set out in the assessment roll.
 - d) for copies of information in other formats:
 - i. \$1.00 per page for computer printer sheets, unless otherwise stipulated within this bylaw;
 - ii. \$10.00 per computer CD;
 - iii. \$2.00 per photograph plus:
 - a) \$3.00 per 5" x 7"
 - b) \$4.00 per 8" x 10"
 - c) \$10.00 per 11" x 14"
 - d) \$15.00 per 16" x 20".
 - iv. \$5.00 per audio cassette;
 - v. \$20.00 per DVD;
 - e) \$25.00 per hour to extract data from an electronic data base;
 - f) actual costs incurred by the Town to create information. Actual costs shall include staff time and material used;
 - g) \$30.00 for a stamp of compliance or letter of non-conforming use from the Development Officer.
2. Information in media other than that listed will be available at a reasonable costs based on actual costs incurred by the Town.

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW 1395

Amended by Bylaw # 1474 *ep.*

A bylaw of the Town of Claresholm in the Province of Alberta, to levy fees for information and copies thereof as provided by the Municipal Government Act and Freedom of Information and Protection of Privacy Act.

WHEREAS, in accordance with the Municipal Government Act, S.A. 1994, Chapter M-26.1, as amended; and the Freedom of Information and Protection of Privacy Act, S.A., 1994, Chapter F-I 8.5 the Town must make certain information available to the public; and

WHEREAS, in accordance with section 217 of the Municipal Government Act, and section 89 of the Freedom of Information and Protection of Privacy Act, Council may pass a bylaw establishing fees to charge for providing information.

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

Part I: Bylaw Title

- 1 That bylaw shall be known as the "Fees and Charges" Bylaw.

Part II: Definitions

1. a) **Town** means the Municipal Corporation of the Town of Claresholm.
b) **Council** means the Council of the Town of Claresholm.
c) **Formal Request** means a request for information which is not routinely provided and require the completion of a form in accordance with the Access to Information Bylaw of the Town.

Part III: Application

1. Unless prior written approval is obtained from the Town Coordinator, when information is released, the Town shall charge fees as established in Schedule A and Schedule B, attached hereto.

Part IV: Repeal

1. Bylaw 1335 is hereby repealed.

Part VI: Enactment

THIS Bylaw shall come into force and effect upon the date of the passing of the Third and Final Reading and signing thereof.

Read a first time in Council this 27 day of September 1999 A.D.

Read a second time in Council this 27 day of September 1999 A.D.

Read a third time in Council and passed this 27 day of September 1999 A.D.


Larry Flexhaug, Town Coordinator


E. R. Patterson, Mayor



Bylaw 1395
Schedule A
"Formal Requests"

1. There shall be no charge for the receipt of personal information, except where the materials exceed \$10.00. Then the fee charged shall be for the cost of providing the materials in accordance with Schedule B, attached hereto.
2. The Town shall charge the following fees:
 - a) a minimum of \$25.00 for each formal request received pursuant to the Access to Information Bylaw. This cost includes a maximum of 2 hours employee labour and \$10.00 for materials. Any costs in excess of these stipulated, will be calculated and charged prior to the release of the information at a rate of \$25.00/hr for labour and as listed for materials.
 - b) \$25.00 for an appeal filed pursuant to the Access to Information Bylaw of the Town.
3. Actual costs for any costs incurred by the Town to access or produce third party information.



Bylaw 1395
Schedule B
"Informal Requests"

1. The Town shall charge the following fees:
 - a) a photocopying charge of \$0.25 per page of information (\$0.50 per double-sided page to a maximum photocopying charge of \$150.00 (except where information is considered to be personal information and is under \$10.00 in copy charges) Information will be copied double-sided whenever possible.
 - b) for tax information:
 - i) \$15.00 for a tax certificate.
 - c) for assessment information:
 - i) \$10.00 for information regarding the description of a parcel of land and the latest assessed value of the land and improvements thereon, as set out in the assessment roll.
 - ii) \$10.00 for information regarding the yearly assessments of a parcel of land, as set out in the assessment roll.
 - d) for copies of information in other formats:
 - i) \$1.00 per page for computer printer sheets, unless otherwise stipulated within this bylaw;
 - ii) \$5.00 per computer floppy diskette;
 - iii) \$10.00 per computer compact diskette;
 - iv) \$2.00 per photograph plus:
 - a) \$3.00 per 5" X 7"
 - b) \$4.00 per 8" X 10"
 - c) \$10.00 per 11" X 14"
 - d) \$15.00 per 16" X 20"
 - v) \$5.00 per audio cassette;
 - vi) \$20.00 per video cassette;
 - e) \$25.00 per hour to extract data from an electronic data base.
 - f) actual costs incurred by the Town to create information. Actual costs shall include staff time and material used.
2. Information in media other than that listed will be available at a reasonable cost based on actual costs incurred by the Town.

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1474**

A Bylaw of the Town of Claresholm to amend Bylaw #1395 being a bylaw to levy fees for information and copies thereof as provided by the Municipal Government Act and Freedom of Information and Protection of Privacy Act.

WHEREAS it is deemed necessary from time to time to make additions and amendments to existing bylaws;

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

1. Change:

**Bylaw 1395
Schedule B
"Informal Requests"**

1. The Town shall charge the following fees:
 - b) for tax information:
 - i) \$20.00 for a tax certificate.
 - c) for assessment information:
 - i) \$15.00 for information regarding the description of a parcel of land and the latest assessed value of the land and improvements thereon, as set out in the assessment roll.
 - ii) \$15.00 for information regarding the tax information of a parcel of land, as set out in the assessment roll.
- Add:
 - g) \$30.00 for a stamp of compliance or letter of non-conforming use from the development officer.

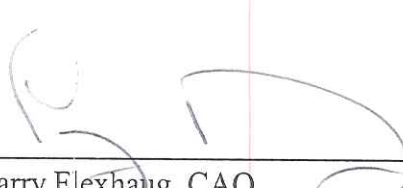
2. This Bylaw shall take effect on the date of final passage.

3. Bylaw #1395 is hereby amended

Read a first time in Council this 8th day of MAY 2006 A.D.

Read a second time in Council this 8th day of MAY 2006 A.D.

Read a third time and finally passed in Council this 8th day of MAY 2006 A.D.


Larry Flexhaug, CAO


Rob Steel, Mayor

**Bylaw 1395
Schedule B
"Informal Requests"**

1. The Town shall charge the following fees:
 - a) a photocopying charge of \$0.25 per page of information (\$0.50 per double-sided page to a maximum photocopying charge of \$150.00 (except where information is considered to be personal information and is under \$10.00 in copy charges) Information will be copied double-sided whenever possible.
 - b) for tax information:
 - i) \$20.00 for a tax certificate.
 - c) for assessment information:
 - ii) \$15.00 for information regarding the description of a parcel of land and the latest assessed value of the land and improvements thereon, as set out in the assessment roll.
 - ii) \$15.00 for information regarding the tax information of a parcel of land, as set out in the assessment roll.
 - d) for copies of information in other formats:
 - i) \$1.00 per page for computer printer sheets, unless otherwise stipulated within this bylaw;
 - ii) \$5.00 per computer floppy diskette;
 - iii) \$10.00 per computer compact diskette;
 - iv) \$2.00 per photograph plus:
 - a) \$3.00 per 5" X 7"
 - b) \$4.00 per 8" X 10"
 - c) \$10.00 per 11" X 14"
 - d) \$15.00 per 16" X 20"
 - v) \$5.00 per audio cassette;
 - vi) \$20.00 per video cassette;
 - e) \$25.00 per hour to extract data from an electronic data base.
 - f) actual costs incurred by the Town to create information. Actual costs shall include staff time and material used.
 - g) \$30.00 for a stamp of compliance or letter of non-conforming use from the development officer.
2. Information in media other than that listed will be available at a reasonable cost based on actual costs incurred by the Town.



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1563**

A Bylaw of the Town of Claresholm, in the Province of Alberta, to impose penalties for non-payment of taxes as provided by the *Municipal Government Act R.S.A. 2000 Chapter M-26.*

WHEREAS in accordance with the *Municipal Government Act R.S.A. 2000 Chapter M-26*, as amended, the Town imposes taxes annually in respect of property in the Municipality to raise revenue;

AND WHEREAS in accordance with Sections 344, 345 and 346 of the *Municipal Government Act* Council may pass a bylaw to impose penalties on non-payment of taxes;

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

SECTION 1 NAME OF BYLAW

- 1.1 This Bylaw may be cited as the “**Tax Penalty Bylaw.**”

SECTION 2 DEFINITIONS

- 2.1 In this bylaw:
- a) “CAO” means the Chief Administrative Officer of the Town of Claresholm.
 - b) “Council” means the Town Council of the Town of Claresholm.
 - c) “Municipality” means the Town of Claresholm and includes any board, committee, commission, panel, agency or corporation that is created or owned by the Town of Claresholm and all the members or officers of which are appointed or chosen by the Town of Claresholm.
 - d) “Tax Notice” is the notice sent by the Town with all information regarding the tax roll as per Section 334 of the *Municipal Government Act*.

SECTION 3 METHOD OF PAYMENT

- 3.1 The following are acceptable forms of payment for taxes:
- a) Tax Installment Payment Plan (TIPPs);
 - b) In person at the Town of Claresholm Administration Office by cash, cheque or Interac;
 - c) By cheque in the mail slot located at the Town of Claresholm Administration Office;
 - d) In person at an accepted financial institution with a date stamp as proof of payment if payment is being made on the due date;
 - e) Online Banking with proof being the financial institution's notification from the electronic payment office stating the amount paid and the corresponding tax roll;
 - f) Any other financial institution method with proof being a copy of the bank statement where the payment originated from showing name, payment date and amount; or
 - g) Canada Post with valid proof being the post-mark.
- 3.2 Payments for current taxes must be received by August 31st by the end of the business day, or the last business day in August by the end of the business day, in one of the manners listed in Section 3.1, or proof must be provided as indicated to avoid tax penalties being imposed the next day.
- 3.3 Payments on all outstanding balances must be received by December 31st or the last business day in December in one of the manners listed in Section 3.1, or proof must be provided as indicated to avoid tax penalties being imposed the next day.

SECTION 4 APPLICATION OF PENALTIES

- 4.1 Penalties will be applied to any tax roll where the current taxes remain unpaid after the date shown on the tax notice as per Schedule “A” (1).
- 4.2 Additional penalties will also be applied to any tax roll with an outstanding balance in any year if the taxes remain unpaid after December 31st as per Schedule “A” (2).
- 4.3 Any penalty imposed under the provisions of this bylaw shall be added to and form part of the unpaid taxes.

SECTION 5 PASSAGE OF BYLAW

5.1 Bylaw #1322 is hereby repealed.

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

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

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

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

David Moore, Mayor

Kris Holbeck, CAO

**TOWN OF CLARESHOLM
BYLAW NO. 1563
SCHEDULE "A"
TAX PENALTIES**

1. A penalty of fourteen percent (14%) shall be applied to unpaid current taxes.
2. A penalty of fourteen percent (14%) shall be applied to all outstanding balances.

cjs.

**TOWN OF CLARESHOLM
BYLAW # 1322**

A Bylaw of the Town of Claresholm to provide for the imposition of penalties to any or all unpaid taxes.

WHEREAS it is provided in the Municipal Taxation Act, being Chapter M-31 of the Revised Statutes of Alberta, that Council, by Bylaw, may require any or all taxes or any installments thereof to be payable on a certain day or days and may by way of penalty impose such additional percentage charge, not exceeding 18 per cent, as is considered expedient, for the non-payment of the taxes or any installments thereof on any day or days named, and

WHEREAS, the Municipal Taxation Act further states that any Council, by Bylaw may provide that in the event of any taxes remaining unpaid after the 31st day of December of the year in which they are levied there shall be added thereto by way of penalty an amount or amounts not exceeding an aggregate rate of 18 per cent in the next succeeding year and in such succeeding year thereafter so long as the taxes remain unpaid.

NOW, THEREFORE, THE COUNCIL OF THE TOWN OF CLARESHOLM DULY ASSEMBLED HEREBY ENACTS AS FOLLOWS:

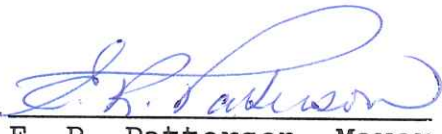
1. That a penalty of fourteen percent (14%) shall be added on January 1, of each year to all taxes remaining unpaid as of the 31st day of December of the year for which they are levied and in each succeeding year thereafter so long as the taxes remain unpaid.
2. That a penalty of fourteen percent (14%) shall be added on July 1st of each year to all current taxes remaining unpaid as of the 30th day of June of the year for which they are levied.
3. Any penalty imposed under the provisions of this Bylaw shall be added to and form part of the unpaid taxes.
4. Any penalty imposed under this Bylaw shall be subject to regulations laid down by the Provincial Government relative to the Homeowners Tax Discount.
5. Nothing in this Bylaw shall be construed to extend the time of payment of the taxes nor in any way impair the right of distress or any other remedy provided by the Municipal Taxation Act for collection of taxes.
6. This Bylaw shall remain in force until it is repealed or amended by a subsequent Bylaw and an amending Bylaw remains in force until repealed or amended.
7. Bylaw No. 1175 of the Town of Claresholm is hereby repealed.
8. This Bylaw shall take effect on the final day of passing.

READ a first time in Council this 10th day of February A.D. 1992.

READ a second time in Council this 10th day of February A.D. 1992.

READ third time in Council and passed this 24th day of February A.D. 1992.


Larry Flexhaug, Secretary-Treasurer


E. R. Patterson, Mayor



TAX PENALTY FORGIVENESS

Policy # TAX 09-08

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

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

GUIDELINES:

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

EFFECTIVE DATE: September 22, 2008



*Claresholm & District
Health Foundation*

April 27, 2011

Town of Claresholm
Box 1000
Claresholm, AB
T0L 0T0

Attention: Mayor and Council Members

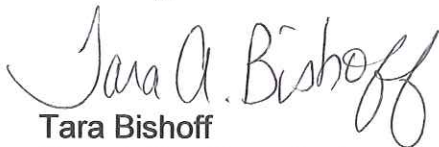
Re: Annual Charity BBQ Downtown

Currently, the Foundation is planning our 12th Annual Charity Barbecue for Thursday, June 16th, 2011. We wish to ask permission of Council to use the Downtown Parking Lot again this year.

This fundraiser has become very successful and has a great deal of support. Last year we cooked over 600 burgers and were able to raise over \$3,000.00.

Thank you for considering this request. I look forward to hearing your decision. Kindly call me at 403-682-3739 to inform me of your decision.

Sincerely,



Tara Bishoff
Foundation Coordinator



B R O W N L E E
L L P
B a r r i s t e r s & S o l i c i t o r s

Refer to: Rodney A. Smith
Direct Line: (403) 260-1471
E-mail: rsmith@brownleelaw.com
Your File #:
Our File#: 73502.0030/JMK

May 3, 2011

**VIA E-MAIL [kris.holbeck@townofclaresholm.com]
ORIGINAL VIA COURIER**

Town of Claresholm
221 – 45 Avenue West, Box 1000
Claresholm, Alberta T0L 0T0

Attention: Kris Holbeck, CAO

Re: Request for Canadian Official Mark
Mark: CLARESHOLM & Design
Application No.: 920768
Filing Date: November 15, 2010
Public Notice: April 20, 2011



We are pleased to report that the Canadian Trade-Marks Office has now issued its Certificate evidencing the notice to the public of the above-captioned trade-mark as of April 20, 2011. We have enclosed for your permanent records the original Certificate, which should be retained in a place of safekeeping.

This mark has been registered as an “Official Mark”, meaning it is an authorized mark deriving from, or having the sanction of, persons in public office and adopted and used by a public authority in Canada (in this case, the Town of Claresholm, the “Town”). The design mark CLARESHOLM & Design is now a “prohibited” mark, meaning that no other person or organization may adopt use of the mark without the Town’s express written permission, or challenge the Town’s right to ownership and use of it.

We warn you that you may, in the future, receive an invitation from Globus Editions, SA, Edition The Mark KFT of Buk, Hungary, the United States Trademark Protection Agency, or from others purporting to invoice you for trade-mark services. We recommend that you ignore such documentation. If, upon receiving such documentation, you have any questions, please contact us.

{5/3/2011_C0380473.DOC;1}

ESTD 1935

2000 WATERMARK TOWER
530 - 8TH AVENUE S.W., CALGARY, ALBERTA, CANADA T2P 3S8
TELEPHONE: 403.232.8300 WWW.BROWNELELAW.COM FACSIMILE: 403.232.8408

It has been our pleasure to assist you in the registration of your trade-mark rights at the Canadian Trade-Marks Office with respect to this official mark.

Yours very truly,

BROWNLEE LLP

A handwritten signature in black ink, appearing to read "Rodney Smith". The signature is written in a cursive style with a large initial "R" and "S".

Per: Rodney A. Smith

cc. Joanne Klauer, Brownlee LLP (*via e-mail*)

Enclosure



Numéro d'enregistrement - Registration Number
Votre référence - Your reference 73502.0030/KMK
Numéro de dossier - File number 920768

BROWNLEE LLP
SUITE 2000 WATERMARK TOWER
530 - 8TH AVENUE SW
CALGARY
ALBERTA T2P 3S8



**Office de la propriété
intellectuelle
du Canada**

Un organisme
d'Industrie Canada

50, rue Victoria
Place du Portage I
Gatineau (Québec) K1A 0C9

**Canadian
Intellectual Property
Office**

An Agency of
Industry Canada

50 Victoria Street
Place du Portage I
Gatineau, Quebec K1A 0C9

**BROWNLEE LLP
SUITE 2000 WATERMARK TOWER
530 - 8TH AVENUE SW
CALGARY
ALBERTA T2P 3S8**

Date	20 avr/Apr 2011
Votre référence - Your reference	73502.0030/KMK
Numéro de dossier - File number	920768

Demandeur - Requesting Party

Town of Claresholm

Marque interdite; Armoiries, écusson ou drapeau - Prohibited Mark; Arms, Crest or Flag

CLARESHOLM & Design

PUBLICATION

Vous trouverez ci-joint un certificat. Un avis public a été donné conformément à l'article 9 de la *Loi sur les marques de commerce*.

Les détails ont été publiés dans le Volume 58 No. 2947 du Journal des marques de commerce du 20 avril 2011.

ADVERTISEMENT

Enclosed is a certificate. Public notice has been given pursuant to section 9 of the *Trade-marks Act*.

The particulars have been published in the Trade-marks Journal of April 20, 2011 Volume 58 No. 2947.

Registraire des marques de commerce
Registrar of Trade-marks

Contact: Section du journal/
Journal Section
819-956-8394

Canada

www.opic.ic.gc.ca
www.cipo.ic.gc.ca

OPIC  CIPO

FILE No./No DOSSIER 920 768

Paragraph 9(1)(e)

ADVERTISED/ANNONCÉE DANS LE JOURNAL

FILING DATE/DATE DE PRODUCTION:

15 nov/Nov 2010

PUBLIC NOTICE DATE/DATE DE L'AVIS PUBLIC:

20 avr/Apr 2011

REQUESTING PARTY/DEMANDEUR:

Town of Claresholm
221 - 45 Avenue West
Box 1000
Claresholm
ALBERTA
T0L 0T0

CONTACT:

(73502.0030/KMK)

BROWNLEE LLP
SUITE 2000 WATERMARK TOWER
530 - 8TH AVENUE SW
CALGARY
ALBERTA T2P 3S8

**PROHIBITED MARK; ARMS, CREST OR FLAG/
MARQUE INTERDITE; ARMOIRIES, ÉCUSSON OU DRAPEAU:**



MARK DESCRIPTIVE REFERENCE/RÉFÉRENCE DESCRIPTIVE DE LA MARQUE:

CLARESHOLM & Design

Action	Date	BF	Comments/Commentaires
filed/produite	2010/11/15		
created/créé	2011/02/08		
formalized/formalisée	2011/02/10		
correspondence created/correspondance créée	2011/02/10		Avis de réception / Filing Notice

FILE No./No
Paragraph 9(1)(e)

920 768

Action

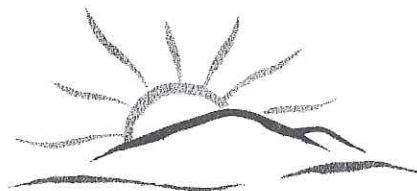
correspondence created/correspondance créée
accepted for publication/acceptée pour publication
extracted for advertisement/extrait pour publication
advertised/publiée

Date	BF	Comments/Commentaires
2011/03/01	2011/09/01	
2011/04/11		
2011/04/15		Vol.58 Issue 2947 2011/04/20
2011/04/20		Vol.58 Issue 2947



Certificat

Il est par la présente certifié que, dans le Journal des marques de commerce daté du 20 avril 2011, le registraire des marques de commerce a donné, en vertu de l'alinéa 9(1)(e) de la *Loi sur les marques de commerce*, un avis public d'adoption et emploi par le demandeur identifié ci-dessous des armoiries, écusson ou drapeau reproduit ci-après.



Claresholm

*Now you're living...
Now you're home*

Certificate

This is to certify that in the Trade-marks Journal dated April 20, 2011, the Registrar of Trade-marks gave public notice under paragraph 9(1)(e) of the *Trade-marks Act* of the adoption and use by the requesting party identified below of the arms, crest or flag shown below.

Numéro de dossier
File Number . **920768**

Demandeur
Requesting Party **Town of Claresholm**

Registraire des marques de commerce
Registrar of Trade-marks

(CIPO 196)11-10

Subject: Fwd: Regional Assessment Review Board Meeting
From: Kris Holbeck <kris.holbeck@townofclaresholm.com>
Date: Thu, 05 May 2011 08:45:17 -0600
To: Karine <karine@townofclaresholm.com>

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

Subject:Regional Assessment Review Board Meeting

Date:Tue, 3 May 2011 12:13:40 -0600

From:Barb Johnson <orrs@telus.net>

To:Arrowwood - Village (Arrowwood - Village) <vlgarw@telusplanet.net>, Barnwell - Village <barnwell@platinum.ca>, Barons - Village <barons@figment.ca>, Cardston - County <murray@cardstoncounty.com>, Cardston - Town <marian@cardston.ca>, Carmangay - Village <villagec@wildroseinternet.ca>, Champion - Village <champvil@wildroseinternet.ca>, Claresholm - Town <kris.holbeck@townofclaresholm.com>, Coaldale - Town <cao@coaldale.ca>, Coalhurst - Town <rkhauta@town.coalhurst.ab.ca>, Coutts - Village <vilcouth@telus.net>, Cowley - Village (Cowley - Village) <vilocow@shaw.ca>, Crowsnest Pass - Municipality (Crowsnest Pass - Municipality) <cao@crowsnestpass.com>, Fort Macleod - Town <manager@fortmacleod.com>, Granum - Town <cao.townofgranum@shaw.ca>, Hill Spring - Village <office@hillspring.ca>, Lethbridge - County <dshigematsu@lethcounty.ca>, Lomond - Village <voflom@keltech.ab.ca>, Magrath - Town <wade@magrath.ca>, Milk River - Town <cao@milkriver.ca>, Milo - Village <vilmilo@wildroseinternet.ca>, Nanton - Town <cao@nanton.ca>, Newell - County <stephensonk@countyofnewell.ab.ca>, Nobleford - Village <caohofman@village.nobleford.ab.ca>, Picture Butte - Town <audrey@picturebutte.ca>, Pincher Creek - MD <wkay@mdpincercreek.ab.ca>, Pincher Creek - Town <cao@pinchercreek.ca>, Ranchland - MD <cao@ranchland66.com>, Raymond - Town <scottbarton@raymond.ca>, Stavely - Town <stavely@platinum.ca>, Stirling - Village (Stirling - Village) <stirling@telus.net>, Taber - MD <dkrizsan@mdtaber.ab.ca>, Vauxhall - Town <bmiller@town.vauxhall.ab.ca>, Vulcan - County <cao@vulcancounty.ab.ca>, Vulcan - Town <acloutier@townofvulcan.ca>, Warner - County <administrator@countyofwarner5.ab.ca>, Warner - Village (Warner - Village) <vowarner@shockware.com>, Willow Creek - MD <cindy@mdwillowcreek.com>

CC:Lenze Kuiper (Lenze Kuiper) <lenze.kuiper@telus.net>

Dear CAO,

In mid-April, ORRSC sent out a package soliciting your interest in participating in a **Regional Assessment Review Board**. In that package was a questionnaire and draft bylaw for your review and a promise to hold a meeting to further discuss and refine the details involved in making this service a reality.

At this time, we would like to extend an invitation to you to meet with us on:

Tuesday, May 10, 2011
1:00 P.M.
ORRSC Conference Room
3105 – 16th Avenue North, Lethbridge

(rear parking lot and entrance)

If you have not already done so, please return the attached questionnaire prior to the meeting.

Lenze Kuiper B.E.S. - Director



Ph: (403) 329-1344 • Fax: (403) 327-6847
www.orrsc.com • Email: lenze.kuiper@telus.net

** All outgoing email is scanned by Symantec anti-virus software. **

Information from ESET NOD32 Antivirus, version of virus signature database 6097
(20110505)

The message was checked by ESET NOD32 Antivirus.

<http://www.eset.com>

Regional Assessment Review Board Questionnaire.pdf

Content-Type: application/pdf
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— Regional Assessment Review Agreement and Contract.pdf —

Regional Assessment Review Agreement and Contract.pdf

Content-Type: application/pdf
Content-Encoding: base64

Regional Assessment Review Board Questionnaire



Municipality _____

CAO _____

Date _____

1. Is your Municipality interested in participating in a Regional Assessment Review Board?

Yes No

2. If yes, please provide the names of Assessment Review Board Members (currently trained) in your municipality.

_____	_____
_____	_____
_____	_____

3. If yes, please provide the names of Assessment Review Board Clerks (currently trained) in your municipality.

_____	_____
_____	_____

AGREEMENT FOR REGIONAL ASSESSMENT REVIEW SERVICES

Between
Oldman River Regional Services Commission
("Coordinator")
- and -

("Member Municipality")

Dated this ____ day of _____, 2011

BACKGROUND

- A. Oldman River Regional Services Commission is the Coordinator for property assessment complaints for the residents of the Member Municipalities identified in Schedule "A";
- B. The Member Municipalities wish to partner together to create one Regional Assessment Review Board.
- C. The Member Municipality is willing to join the Oldman River Regional Services Commission Region's Regional Assessment Review Services membership.

The Parties agree as follows:

1. AGREEMENT

The following schedules form part of this agreement:

- Schedule "A" - List of Member Municipalities
- Schedule "B" - Bylaw
- Schedule "C" - Responsibilities
- Schedule "D" - Fees

2. DEFINITIONS

In this Agreement, unless the context provides otherwise, the following words or phrases shall have the following meanings:

- a. "**Assessor**" is the person appointed by the Member Municipality to assess residents' property.
- b. "**Assistant Clerk**" is a staff person employed by a Member Municipality to provide service to the Complainant;
- c. "**CARB**" is Composite Assessment Review Board as defined by the Matters Relating to Assessment Complaints Regulation;

- d. **"Clerk"** is the staff person appointed by the Director of Oldman River Regional Services Commission to act as the Designated Officer to the Regional Assessment Review Board;
- e. **"Complainant"** is an assessed person or taxpayer of the Member Municipality who files a compliant regarding that person's tax or assessment notice;
- f. **"Coordinator"** is Oldman River Regional Services Commission;
- g. **"LARB"** is Local Assessment Review Board as defined by the Municipal Government Act;
- h. **"Member Municipality"** is a municipality listed in Schedule "A";
- i. **"Regional Assessment Review Board"** means the Board appointed to hear appeals on tax and assessment notices established in accordance with section 454 of the Municipal Government Act.

3. MEMBER MUNICIPALITY RESPONSIBILITIES

- 3.1 The Member Municipality shall be entitled to participate in the Regional Assessment Review Board once it passes a Bylaw in the form attached as Schedule "B".
- 3.2
 - i) The Member Municipality may select and appoint one individual to be a Board Member and one alternate to be available to sit on a panel for the Regional Assessment Review Board.
 - ii) If a vacancy on the Board occurs at any time, the Member Municipality who appointed the individual may appoint a new individual to fill the vacancy for the remainder of that term.
 - iii) Any costs incurred to advertise and select a Board Member are the responsibility of the Member Municipality.
- 3.3 Each Member Municipality will pay an equal portion of costs to train Board members, procure insurance and provide any other general costs to establish and maintain the Regional Assessment Review Board. This will include legal services if they are required for general purposes to facilitate the administration of the Board (i.e., procedural questions).
- 3.4 The Member Municipality requiring a Hearing will pay all costs related to the hearing, i.e., Board Member honorarium, mileage. If there are multiple hearings held involving more than one Member Municipality each municipality will pay their portion of costs based on number of hearings. If legal services are required for issues that relate only to a specific complaint, the cost of the service will be payable by the Member Municipality which has jurisdiction over the appeal.

- 3.5 The Coordinator will be responsible to pay all costs related to the Regional Assessment Review Board and invoice each Member Municipality as per clauses 3.3/3.4. The Coordinator will charge administration or staff fees for the services provided to operate the Board as prescribed in Schedule "D" - Fees.
- 3.6 Oldman River Regional Services Commission will invoice Member Municipalities based on actual costs to operate the Board. All invoices are payable within 30 days upon receipt of invoice.

4. COORDINATOR RESPONSIBILITIES

- 4.1 The Coordinator will coordinate services for the Member Municipality as identified in Schedule "C" and may assign any responsibilities to the Clerk as deemed necessary.
- 4.2 The Coordinator will, at the request of the Member Municipality, assist during negotiations between the Assessor and the Complainant.
- 4.3 The Coordinator is responsible for ensuring the Regional Assessment Review Board members receive training in accordance with the MGA and regulations.
- 4.4 The Coordinator is responsible to assign a panel of Committee Members to the CARB, LARB or one member Board for administrative items as described in the MGA.
- 4.5 The Coordinator will follow Oldman River Regional Services Commission's current remuneration policy for Board Members and Oldman River Regional Services Commission assessment appeal fee schedule "D".
- 4.6 The Coordinator will keep a record of the complaint in accordance with the MGA and regulations.
- 4.7 The Coordinator will retain paper records such as background information, correspondence, appeal notices and withdrawn appeals for ten (10) years upon receipt of such paper records. However, agendas and minutes are permanent records.
- 4.8 The Coordinator will maintain liability insurance for the Board, obtain legal services when required and ensure the affected Member Municipality is informed.

5. ASSISTANT CLERK RESPONSIBILITIES

The Assistant Clerk will, when required, administer withdrawn appeals in accordance with the Member Municipality's practice.

- 5.1 The Assistant Clerk will, upon receiving an appeal, review the documents for validity and compliance with the MGA and regulations.

- 5.2 The Assistant Clerk will forward a copy of all the appeal documents to the Regional Clerk, and advise regarding hearing location preferences.
- 5.3 Any other responsibilities as identified in Schedule "C".

6. TERM

- 6.1 The term of this Agreement is for three (3) years from the execution date. The term may be extended for another three (3) years with mutual agreement by both parties.

7. PRIVACY

- 7.1 The Coordinator is subject to the Freedom of Information and Protection of Privacy Act (FOIP) and will protect the confidential information provided from unauthorized access or disclosure.
- 7.2 The Member Municipalities shall ensure that any information of a confidential nature which it provides to the Coordinator is clearly marked as such.

8. INFORMATION SHARING

- 8.1 Member municipalities will make every reasonable effort to ensure information will be or is intended to be used to make a decision in an assessment review is both complete and accurate.
- 8.2 In order to process reviews for a property tax or assessment notice, the Coordinator is authorized to collect the following types of personal information:
 - 8.2.1 Roll#
 - 8.2.2 Legal Address
 - 8.2.3 Civic Address
 - 8.2.4 Registered Owner Name(s)
 - 8.2.5 Registered Owner(s) mailing address and phone number
 - 8.2.6 Assessed Value and Assessment Class of the property under review
 - 8.2.7 Name, address and phone number of Registered Agent for the Owner
- 8.3 Personal information will be collected from the Member Municipality or ratepayer as per the FOIP Act.

9. TERMINATION OF AGREEMENT

- 9.1 The Member Municipality may withdraw at any time upon thirty (30) days written notice.
- 9.2 The Coordinator may terminate the agreement at any time upon six (6) months written notice.

10. DISPUTE RESOLUTION

- 10.1 All claims, disputes, and other matters arising out of this Agreement or relating to a breach thereof may, upon agreement of both parties, be referred to either:
 - 10.1.1 Mediation – voluntary, no risk, non-binding process bringing the parties to a resolution. The mediator will be appointed upon the agreement of both parties; or
 - 10.1.2 Arbitration – upon the agreement of both parties, be referred to a single arbitrator under the Arbitration Act, and if so referred, the decision of the arbitrator shall be final, conclusive and binding upon the parties. If the parties are not able to agree on an arbitrator, the Alberta Court of Queen’s Bench shall select one. All costs associated with the appointment of the arbitrator shall be shared equally unless the arbitrator determines otherwise in accordance with the Arbitration Act of Alberta.

11. INDEMNIFICATION

- 11.1 The Member Municipality agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Oldman River Regional Services Commission, its Board, Executive, Director and Employees against all damages, liabilities or costs arising out of the property assessment or disputes related to the property assessment.
- 11.2 The Member Municipality is solely responsible for the property assessments and compliance with the outcome of the disputed property assessments.
- 11.3 In the furnishing of any services by the Coordinator, the Coordinator shall not assume any responsibility, obligations or duties in respect to the services.

12. INSURANCE

- 12.1 The Coordinator through the Jubilee Insurance Program will arrange for comprehensive general liability insurance and directors and officers liability insurance to cover the Board and the members.

13. NOTICES

- 13.1 Any notices or other correspondence required to be given to any party to this agreement shall be deemed to be adequately given if delivered to the Member Municipality address as provided in Schedule "A".

14. FORCE MAJEURE

- 14.1 Each party reserves the right, at its option, either to suspend or cancel this Agreement, in whole or in part, at any time, without incurring any costs or damages whatsoever, where such suspension or cancellation is caused by force majeure, including, but not limited to, acts of God, the public enemy of the government, strikes or other labour disputes, fires, floods, freight embargoes, unusually severe weather or other contingencies beyond the control of either party.

15. SINGULAR AND MASCULINE

- 15.1 Words importing the singular number shall include the plural number and vice versa and words importing one gender only in this Agreement shall include all genders and words importing parties or persons in this Agreement shall include individuals, partnerships, corporations, and other entities, legal or otherwise.

16. GOVERNING LAW

- 16.1 This Agreement shall be deemed to have been made in accordance with the laws of the Province of Alberta except the International Sale of Goods Act, which is specifically excluded. The Courts of Alberta shall have sole and exclusive jurisdiction over any dispute or lawsuit between the parties.

17. INTERPRETATION

- 17.1 The headings in the Agreement are for ease of reference only and shall not affect the meaning or the interpretation of this Agreement.

18. SUCCESSORS

- 18.1 This Agreement shall inure to the benefit of and be binding upon the Parties and, except as herein before provided, the successors and assigns thereof.

19. ENTIRE AGREEMENT

- 19.1 This Agreement is the whole agreement between the parties and may not be modified, changed, amended or waived except by signed written agreement of the parties.

20. COUNTERPART

20.1 This Agreement may be executed in any number of counterparts by the parties. All counterparts so executed shall have the same effect as if all parties actually had joined in executing one and the same document.

The parties to this Agreement have affixed their corporate seals signed by the hands of their proper officers. In the absence of a corporate seal, the "Affidavit Verifying Corporate Signing Authority" and the "Affidavit of Execution" attached shall be completed in full.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

PER: _____

PER: _____

"MUNICIPALITY"

PER: _____

PER: _____

Schedule "A"
Member Municipalities

DRAFT

Schedule "B"

"MUNICIPALITY" BYLAW NUMBER _____ - _____

A bylaw of the "Municipality" in the Province of Alberta to establish a Regional Assessment Review Board.

WHEREAS, Section 456 of the *Municipal Government Act*, permits two or more Councils to jointly establish assessment review boards to have jurisdiction in their respective municipalities;

Oldman River Regional Services Commission and Municipalities within the region jointly wish to establish a Regional Assessment Review Board to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by taxpayers of a Regional Member Municipality;

Oldman River Regional Services Commission will pay for the costs associated with the establishment and operations of the Regional Assessment Review Board and each Member Municipality will pay the Commission their portions of those costs.

NOW THEREFORE, the Council of the "Municipality", duly assembled, enacts as follows:

I. Title

The title of this Bylaw shall be the "Regional Assessment Review Board Bylaw".

II. Definitions

- 1) Except as otherwise provided herein, words in this Bylaw shall have the meanings prescribed in section 453 of the MGA.
- 2) In this bylaw the following terms shall have the meanings shown:
 - a) "Alternate" means a person who is available to perform the duties of a member in the event the member is unable to fulfil Board duties;
 - b) "Board" means the Regional Assessment Review Board;
 - c) "CARB" means the Composite Assessment Review Board established in accordance with the *'Matters Relating to Assessment Complaints'* regulation;
 - d) "Citizen-at-large" means a person who does not represent a specific organization and is a resident of the Member Municipality.

- e) "Designated Officer" means the person appointed to carry out the duties and functions of the clerk of the assessment review board as required under section 455 of the Municipal Government Act;
- f) "LARB" means the Local Assessment Review Board established in accordance with the *'Matters Relating to Assessment Complaints'* regulation;
- g) "Member" means a member of the Regional Assessment Review Board;
- h) "MGA" means the Municipal Government Act of Alberta, RSA 2000, Ch. M-26, as amended and Regulations passed under that Act;
- i) "Regional Member Municipality" means those municipalities who enter into an agreement with the Commission to jointly establish a Regional Assessment Review Board and who enact a bylaw substantially in the form of this bylaw.

III. Appointment of Board Members

- 1) Each Member Municipality may appoint one individual to the Board and may appoint an individual as an alternate to the Board
- 2) The Board shall consist of up to twenty members who may be a Citizen-at-large who is a resident of the Member Municipality or a Council member.
- 3) In addition, when sitting as the CARB, the Board shall include the provincial member appointed by the Minister.

IV. Terms of Appointment

- 1) Unless otherwise stated, all Members are appointed for three-year terms, except in the initial year where up to three are appointed for three-year terms and up to four are appointed for two-year terms.
- 2) If a vacancy on the Board occurs the Member Municipality who made the appointment may appoint a new person to fill the vacancy for the remainder of the term.
- 3) A Member may be re-appointed to the Board at the expiration of his/her term.
- 4) A Member may resign from the Board at any time on written notice to the Designated Officer and to the Member Municipality to that effect.
- 5) The Member Municipality may remove a Member at any time.

V. Panels of the Board

- 1) The Board shall sit in panels to hear assessment complaints as the nature of the complaint may permit or require, such panels are to consist of:
 - three persons selected by the Designated Officer when the Board is acting as a Composite Assessment Review Board or a Local Assessment Review Board; or
 - a single member selected by the Designated Officer when the Board is acting as a Single Member Composite Assessment Review Board or a Single Member Individual Local Assessment Review Board.
- 2) The Designated Officer may select any member to sit on a panel and shall designate the Chairperson for each panel, provided however that:
 - the provincial member must be the Chairperson of a panel sitting as the Composite Assessment Review Board; and
 - the provincial member must be the sole member of a panel sitting as a Single Member Composite Assessment Review Board;
 - where possible, the Designated Officer shall include on a three-person panel a member who is from the municipality under whose jurisdiction the complaint arises.

VI. Chairperson

The Chairperson of a panel:

- will preside over and be responsible for the conduct of meetings;
- may limit a submission if it is determined to be repetitious or in any manner inappropriate; and
- will vote on matters submitted to the panel unless otherwise disqualified.

VII. Jurisdiction of the Board

The Board shall have jurisdiction to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by taxpayers of a Regional Member Municipality.

VIII. Designated Officer(s) of the Board

- 1) The Designated Officer(s) of the Board shall be a person designated by the Oldman River Regional Services Commission's Director.

- 2) The Designated Officer shall:
 - shall assist the Board in fulfilling its mandate; and
 - prescribe the remuneration and expenses payable to each member of the Assessment Review Board.

IX. Meetings

- 1) Meetings will be held at such time and place as determined by the Board.
- 2) The proceedings and deliberations of the Board must be conducted in public except where the Board deals with information protected from disclosure under the provisions of the Freedom of Information and Protection of Privacy Act.

X. Quorum and Voting

- 1) The quorum for panels of the Board shall be as established by the MGA, namely:
 - two members of a panel acting as a local assessment review board; and
 - one member and the provincial member of a panel acting as a composite assessment review board.
- 2) All members must vote on all matters before the Board unless a pecuniary interest or a conflict of interest is declared.
- 3) The majority vote of those Members present and voting constitutes the decision of the Board.
- 4) Where a member of a panel absents himself or herself from the proceedings due to a conflict of interest or a pecuniary interest, the Designated Officer shall appoint a replacement member of the panel.

XI. Conflict of Interest

- 1) Where a member of the Board is of the opinion that he or she has a conflict of interest in respect of a matter before the Board, the member may absent himself or herself from board proceedings while that matter is being discussed, provided that prior to leaving the meeting, the member:
 - declares that he or she has a conflict of interest; and
 - describes in general terms the nature of the conflict of interest.
- 2) The Designated Officer shall cause a record to be made in the Minutes of the members' absence and the reasons for it.

- 3) For the purposes of this provision, a member has a conflict of interest in a respect of a matter before the Board when he or she is of the opinion that:
 - he or she has a personal interest in the matter which would conflict with his or her obligation as a member to fairly consider the issue; or
 - substantial doubt as to the ethical integrity of the member would be raised in the minds of a reasonable observer, if that member were to participate in the consideration of that matter.

XII. Pecuniary Interest

- 1) The pecuniary interest provisions of the MGA apply to all members of the Board while attending meetings of the Board, as though they were councillors attending meetings of council.
- 2) A Board member who fails to declare a pecuniary interest in a matter before the Board, or fails to absent himself or herself from proceedings dealing with such a matter, ceases to be a member of the Board.

XIII. Commencement of Appeals

- 1) A taxpayer may commence an assessment complaint by:
 - mailing or delivering to the address specified on the assessment or tax notice a complaint in the form set out in the 'Matters Relating to Assessment Complaints' regulation and within the time specified in the MGA; and
 - paying the applicable fee.

XIV. Rules of Order

- 1) The Board shall make its own procedural rules, having due regard for the principles of procedural fairness.

XV. Adjournments

- 1) The Board may in its discretion grant adjournments of a hearing for such purposes as it feels necessary to ensure proper consideration of the issues before it, including:
 - allowing the Board to obtain a legal opinion or other professional guidance; or
 - to allow a viewing by the Board of the site in respect of which the appeal is being made.
- 2) Where the parties to an appeal consent to an adjournment of the hearing, such adjournment may be granted by the Chairperson after consultation with the Members individually (whether in person, by telephone or by e-mail) without the need to convene a formal meeting. In such a case, the Board is deemed to have

convened and the hearing is deemed to have commenced as of the date of such consultation.

XVI. Notice of Decisions & Record of Hearing

- 1) After the hearing of a complaint, the Designated Officer shall:
 - under direction of the Chairperson, prepare Minutes of the hearing, the decision or order of the Board and the reasons for the decision in compliance with the MGA; and
 - arrange for the order or decision of the Board to be signed and distributed in accordance with the requirements under the MGA.
- 2) The Designated Officer will maintain a record of the hearing.

XVII. Delegation of Authority

- 1) In accordance with its authority under MGA section 203(1) to delegate power, Council hereby delegates:
 - its authority under the MGA to prescribe an appeal fee schedule and the remuneration and expenses payable to each member of the Regional Assessment Review Board and to the Designated Officer who will follow the Oldman River Regional Services Commission policy.

XVIII. Reimbursement of Costs

- 1) The Oldman River Regional Services Commission shall pay for the administrative costs associated with the operation of the Regional Assessment Review Board. Recovery of costs from Regional Member Municipalities will be as set out in the agreements established.

Read a First Time in Council this ____ day of _____, 2011.

Read a Second Time in Council this ____ day of _____, 2011.

Read a Third and Final Time in Council this ____ day of _____, 2011.

Mayor / Reeve

Municipal Clerk

Schedule "C" Responsibilities

AC = Assistant Clerk from member municipality

A = Assessor from member Municipality

C = Clerk for Regional Board (ORRSC or as designated by Director)

Receipt of Appeal	
AC	<ul style="list-style-type: none"> • Collect fee
AC	<ul style="list-style-type: none"> • Review appeal for validity/compliance with legislation
AC	<ul style="list-style-type: none"> • Open file and send to Assessor & Clerk

Initial Stages	
A/AC	<ul style="list-style-type: none"> • Preliminary discussions and disclosure of information occurs between Complainant and Assessor
A/AC	<ul style="list-style-type: none"> • Assessor advises Assistant Clerk if matter is resolved or proceeding to appeal
AC	<ul style="list-style-type: none"> • If resolved, Assistant Clerk advises Clerk and administers withdraw in accordance with local practice (refund fee MGA Sec, 481(2))
AC	<ul style="list-style-type: none"> • If proceeding, Assistant Clerk advises Clerk and forwards copy of all appeal documents
AC	<ul style="list-style-type: none"> • Assistant Clerk advises Regional Clerk of hearing location preference

Confirmation of Receipt of Appeal	
C	<ul style="list-style-type: none"> • Review appeal for appeal type/validity/compliance with legislation
C	<ul style="list-style-type: none"> • Determine if issue exists for merit hearing

Assignment of Resources	
C	<ul style="list-style-type: none"> • Open file/identify all parties involved
C	<ul style="list-style-type: none"> • Assign administrative support and Board members
C	<ul style="list-style-type: none"> • Establish hearing date, schedule facility, Board members

Send Notice of Hearing to Complainant	
C	<ul style="list-style-type: none"> • Copies to Assistant Clerk, Assessor and Minister (if CARB)
C	<ul style="list-style-type: none"> • Copies if necessary to property owner, agent, lessee, etc...

Disclosure	
AC/A	<ul style="list-style-type: none"> • Complainant provides first disclosure to Assistant Clerk and Assessor
AC	<ul style="list-style-type: none"> • Assistant Clerk date stamps submission and forwards a copy to Clerk

A	<ul style="list-style-type: none"> Assessor submits response to Assistant Clerk and Complainant
AC	<ul style="list-style-type: none"> Assistant Clerk date stamps Assessor's submission and forwards a copy to Clerk
AC	<ul style="list-style-type: none"> Complainant provides rebuttal to Assistant Clerk and Assessor
AC	<ul style="list-style-type: none"> Assistant Clerk date stamps submission and forwards a copy to Clerk

	Agenda
C	<ul style="list-style-type: none"> Clerk verifies all disclosures
C	<ul style="list-style-type: none"> Clerk verifies attendance of all parties
C	<ul style="list-style-type: none"> Clerk produces agenda packages and provides copies at the hearing for members and public
C	<ul style="list-style-type: none"> Clerk liaises with Board and provides all material necessary - including legislation
C	<ul style="list-style-type: none"> Clerk prepares templates for minutes and decisions of Board

	Appeal Hearing
C	<ul style="list-style-type: none"> Clerk attends hearing and produces minutes that identify all issues presented to Board
C	<ul style="list-style-type: none"> Clerk attends deliberations and produces a decision from the Board that identifies all issues, arguments, reasons for the decision (including both conforming and dissenting reasons)

	Send Notice to Complainant
C	<ul style="list-style-type: none"> Copies to Assistant Clerk, Assessor and Minister (if CARB)
C	<ul style="list-style-type: none"> Copies if necessary to property owner, agent, lessee, etc...

	Reporting
C	<ul style="list-style-type: none"> Clerk provides Assistant Clerk with a reporting package of the appeal which includes:
C	<ul style="list-style-type: none"> - Invoice for services in accordance with agreement
C	<ul style="list-style-type: none"> - Copy of hearing minutes
C	<ul style="list-style-type: none"> - Statistics (where necessary)
C	<ul style="list-style-type: none"> - Feedback form to establish best practices and service standards for quality control
C	<ul style="list-style-type: none"> - Clerk compiles and retains a record of the hearing in accordance with legislation and regulations

Schedule "D"

Fees

Regional Assessment Board Annual Dues

Each municipal member shall be invoiced a \$200 administrative fee annually, payable to Oldman River Regional Services Commission.

Remuneration

Board Members shall receive honorariums for adjudicating at formally scheduled Hearings or taking appropriate training. Honorariums shall be awarded on the following basis:

MERIT Half day - Four (4) hour block \$100.00

MERIT Full day - Four plus (4+) hour block, excluding lunch hour \$200.00

LARB Half day - Four (4) hour block \$100.00

LARB Full day - Four plus (4+) hour block, excluding lunch hour \$200.00

CARB Half day - Four (4) hour block \$200.00

CARB Full day - Four plus (4+) hour block, excluding lunch hour \$400.00

Board Members and the Designated Officer shall receive compensation for travel based on the most current published Alberta Government Public Service Subsistence, Travel and Moving Expenses regulation for performing adjudication duties or taking appropriate training.

Board Members and the Designated Officer shall receive reimbursement for meals incurred while performing adjudication duties or taking appropriate training. A reasonable meal allowance will be offered and will most often be authorized and organized by the Designated Officer.

Guidance to limitations can be derived from the most current published Alberta Government Public Service Subsistence, Travel and Moving Expenses regulation.

Board Members and the Designated Officer shall receive reimbursement for any lodging accommodations required while performing adjudication duties or taking appropriate training.

Provincial Members shall receive reimbursement for all expenses incurred and at the rates prescribed by the Province.

Category of Complaint Fee

Residential 3 or fewer dwellings and farm land - \$50.00

Residential 4 or more dwellings - \$650.00

Non-residential - \$650.00

Business Tax - \$50.00

Tax Notices (other than business tax) - \$30.00

Linear property-power generation - \$650.00 per facility

Linear Property - other \$650.00 per LPAUID

Equalized assessment - \$650.00

DRAFT

Staff Report

To: Council

From: CAO

Date: May 5, 2011

Re: Mexican Fiesta 2011

BACKGROUND

Council previously approved the Fiesta to take place in the downtown parking lot, however, due to the infrastructure challenges the parking lot is having this year, the Chamber has requested that they be allowed to change the venue to Amundsen Park for the Mexican Fiesta on June 24, 2011 with the same conditions in place.

Kris Holbeck, CA CAO

Town of Claresholm

Staff Report

To: Council

From: CAO

Date: May 4, 2011

Re: MSI Operating Grant Requests 2011

BACKGROUND

The Town has approximately \$124,000 available for MSI Operating in 2011.

Projects approved to date are:

1. Physician's Recruitment - \$30,000
2. Claresholm Industrial Airport Water Study - \$15,000

Project applications sent in are detailed on the following page and total \$54,788.00

This would leave around \$24,000 for starter monies for 2012.

A resolution of Council is needed regarding which projects will be approved from the attached listing and the amount of funding that each group will receive for the 2011 application period.

Kris Holbeck, CA CAO

Town of Claresholm

**TOWN OF CLARESHOLM
MSI OPERATING GRANT 2011**

CRITERIA PARAMETERS:	KIDSPORT	FAIR BOARD	GARDEN CLUB	CHILD CARE	RAIDERS FOOTBALL	THE BRIDGES
NAME & CONTACT	X	X	X	X	X	X
DESCRIPTION OF ORGANIZATION AND ITS BENEFIT	X	X	X	X	X	X
AMOUNT REQUESTED AND WHY	X	X	X	X	X	X
BENEFIT TO TOWN OF THE WORK	X	X	X	X	X	X
FINANCIAL STATEMENTS	X	X	X	X	NO	X
BANK STATEMENTS	X	X	X	X	NO	X
NOT FOR PROFIT STATUS	X	X	X	X	X	X
AMOUNT	5,000.00	4,225.00	563.00	5,000.00	15,000.00	25,000.00
DESCRIPTION OF EXPENSES	FUNDING CHILDREN TO PLAY SPORTS & BE ACTIVE	OPERATING COSTS TO RUN BENCH SHOW	PLANTS	SALARIES NEW COMPUTER	OPERATIONS SO FUNDRAISING CAN BE DIRECTED TO CAPITAL PROJECT (FIELD UPGRADES)	WAGES CLUBHOUSE MAINTENANCE

Streets-CAPITAL Needs 2011

Due to the extreme winter and frost upheaval of the road infrastructure, the Public Works dept. is requesting an emergency capital allocation to be used for road repairs that cannot be performed by our staff. This money will be used for road repairs to Alberta Road and Columbia Drive

The two roads will require approximately 3000 sq. meters of pavement to be replaced as well as excavating 500 mm of sub base material in some areas.

A quote was requested from the contractor in Claresholm and we were told that due to all towns/cities in the area having the same problems we will not have another chance to do this work again this year. The contractor is in Claresholm doing patches arranged for last fall that they could not get done, as well as some warranty work for UFA. When they return for our 2011 infrastructure contract work they will not be able to stay longer due to other contract work that's scheduled already.

The quoted price (per attached estimate) is reasonable for the work to be done. It is without saying that this must be repaired and I feel this price is the cheapest it can be done for and we can have it done in the next two weeks versus having the road be in poor condition.

I recommend that the Town contract with them for this work now. They have given the Town a discount of \$22,000.00 off the full price due to the fact they are here already and a repair in that area that they promised to repair a year ago under warranty that will now be done under this project.

The rest of the road repairs through Town will be done by the Public works staff as we can.

Mike Schuweiler
Town Superintendent

CAO recommendation
Project can be funded out of MSI grant in 2011. This will decrease the amount reserved for the sanitary lagoon rehab project. MSI Available 2011.
= \$708,507.
K. Halbeck 5/6/11

Regarding: Patching

Date: 5/4/2011
File:

McNally Contractors Ltd.
P.O. Box 1076
Lethbridge Alberta
T1J 4A2
Phone: 403-328-3924 Fax: 403-328-3500

Attention: Mike Schuweiler

Town Of Claresholm
221 - 45ava West
Claresholm Alberta
T0L 0T0

Phone:
Fax: 403-625-3869
Cell: 403-625-0200

mike.schuweiler@townofclaresholm.com

Patching

Our Price Includes	Quantity	Unit	Price	Extended
A) Surface Patches				
Excavate, Remove and Replace With Asphalt 100mm Deep Patches Are Numbered With Paint				
3) North on Alberta Drive From Columbia	109.00	m ²	32.00	3,488.00
4) Far North Patch on Alberta Drive	155.00	m ²	32.00	4,960.00
5) Surface Patch at Columbia and Alberta	563.00	m ²	32.00	18,016.00
6) First Patch on West Side of Alberta South of Columbia	126.00	m ²	32.00	4,032.00
7) First Patch on East Side of Alberta South of Columbia	144.00	m ²	32.00	4,608.00
8) Second Patch on West Side of Alberta South of Columbia	57.00	m ²	32.00	1,824.00
9) Second Patch on East Side of Alberta South of Columbia	77.00	m ²	32.00	2,464.00
10) Third or Southernmost Patch on West side of Alberta Drive	33.00	m ²	32.00	1,056.00
11) Intersection of Alberta Drive and 59 Ave W	640.00	m ²	32.00	20,480.00
TOTAL ESTIMATE "A"				60,928.00
B) Full Depth Repair				
Excavate and Remove Existing Structure 500mm Deep Supply and Place Non Woven Geotextile Supply and Place 20mm Crushed Gravel 400mm Deep Supply and Place Asphalt 100mm Deep Patches Are Numbered With Paint				
1) Columbia Drive	1,067.00	m ²	60.00	64,020.00
Credit For Contractors Contribution	1.00	Lump Sum		-22,000.00
2) North East of Columbia and Alberta Drive Intersection	468.00	m ²	60.00	28,080.00
TOTAL ESTIMATE "B"				70,100.00
TOTAL ESTIMATE "A+B"				131,028.00

NOTES

G.S.T. IS EXTRA
PAYMENT IS BASED ON FINAL IN PLACE MEASUREMENT
2011 CONSTRUCTION WEATHER AND SCHEDULING PENDING
TOWN RESPONSIBLE FOR RESIDENT NOTIFICATION
SURVEY LAYOUT AND TESTING IF REQUIRED NOT INCLUDED
AREA TO BE FREE OF OBSTRUCTIONS BEFORE WE MOBILIZE
RESTORATION OF TOPSOIL, GRASS, LANDSCAPING AND PAINT LINES NOT INCLUDED
FINAL STRUCTURE AND AREA TO BE CONFIRMED BEFORE WE MOBILIZE
UTILITY RELOCATION IF NECESSARY IS OWNERS RESPONSIBILITY
OWNER IS RESPONSIBLE FOR ALL PERMITS AND APPROVALS FROM AUTHORITY HAVING JURISDICTION
THIS ESTIMATE IS VALID FOR 30 DAYS
TERMS: NET IN 30 DAYS

ANY QUESTIONS REGARDING THIS QUOTE MAY BE DIRECTED TO
Dave Neufeld (403) 634-3394

This Notice Of Acceptance Must Be Signed And Returned Via Fax To (403) 328-3509 Before We Proceed

Owner: _____

Mailing Address: _____

Price And Terms Accepted: _____

Authorized Signature: _____

Your Business Is Appreciated

Per Supt's discussion
w/ Iwan NO
engineering costs
needed for this
rehab project.

Kel 5/6/11





Recreational Facility & Miscellaneous User Charges Policy #REC 05-11

PURPOSE: To establish a document showing user fees for recreational facilities under the control of the Town of Claresholm and other miscellaneous user charges that are not clearly defined in the Town of Claresholm bylaws or other policies.

POLICY: Recreational facility user fees and miscellaneous user fees shall be charged based on the attached schedule of costs to users of these facilities or services.

PARAMETERS: The attached schedule shows the user fees charged at the arena, aquatic center, campground, airport et cetera which are not part of a bylaw or another policy.

This policy is to be reviewed annually to ensure the user fees being charged are adequate to Council's policy on cost recovery for that item or facility.

NOTE: Fees on this policy may be changed by Council resolution and updated to the policy at the next formal review of the fees and charges.

EFFECTIVE DATE:

**TOWN OF CLARESHOLM
RECREATIONAL FACILITY & MISCELLANEOUS USER FEE/CHARGES**

DESCRIPTION FEE

CLARESHOLM ARENA

- PRIME TIME ICE RENTAL (youth only) **\$63.00 / HOUR**
- NON PRIME TIME ICE RENTAL (youth) **41.00 / HOUR**
- AA AND ADULT RENTAL **90.75 / HOUR**
- OUT OF TOWN **110.00 / HOUR**
- CONCESSION RENTAL 1,000 / YEAR
- SKATE SHARPENING BUSINESS 300 / YEAR
- STORAGE – MEZZANINE 300 / YEAR
- STORAGE – ICE LEVEL (SM) 300 / YEAR
- STORAGE – ICE LEVEL (LG) 600 / YEAR
- ARENA ADVERTISING (RINK) 400 / YEAR – 1ST YEAR
- ARENA ADVERTISING (RINK) 275 EACH YEAR THEREAFTER
- ARENA ADVERTISING (LOBBY) CMHA AND CSC BE ALLOWED ½ EACH SIGNS FOR FUNDRAISING
- ARENA MEZZANINE/LOBBY(non profit) 55 / DAY
- ARENA FLOOR (non profit) 55 / DAY
- ARENA MEZZANINE/LOBBY(for profit) 100 / DAY
- ARENA MEZZANINE/LOBBY(non profit) 30 / EVENING
- ARENA MEZZANINE/LOBBY(for profit) 50 / EVENING
- DAMAGE DEPOSIT 400 / GROUP
- PUBLIC SKATING 500 / SEASON FOR CORPORATE SPONSORS
- SCHOOL USE NO CHARGE PER JOINT USE AGREEMENT

SUMMER RATES (RINK FLOOR)

- RECREATIONAL USE \$37.30 / HOUR, 250 / DAY
- COMMUNITY NON-PROFIT 150 / DAY
- COMMERCIAL USE 650 / DAY

CLARESHOLM AQUATIC CENTRE

	Drop in	10 Pass	3 Month
Under 3	Free	Free	Free
3-7 years old	\$1.25	\$10.00	\$20.00
8-17 years old	\$2.50	\$20.00	\$40.00
18-54 years old	\$4.50	\$36.00	\$72.00
55+ years old	\$3.25	\$26.00	\$52.00
Family	\$12.00	\$96.00	\$192.00

	Drop in	Preregistered
Aquafit	\$5.00	\$3.00 x # of Classes

	30 min lessons	45-60 min lessons
Swimming Lessons	\$33.00	\$45.00
School Rentals/hr	\$44.00	
Swim Club Rental/hr	\$44.00	
School Lessons	\$27.50/ instructor hour	
Public Rental	\$75.00	

**TOWN OF CLARESHOLM
RECREATIONAL FACILITY & MISCELLANEOUS USER FEE/CHARGES
PAGE 2**

DESCRIPTION FEE

WATER/SEWER/GARBAGE

- PER BYLAW
- DUMPSTER RENTAL \$40 / MONTH

CENTENNIAL CAMPGROUND FEES

- FULLY SERVICED LOT \$25 / DAY
- WATER & POWER (NO SEWER) LOT 23 / DAY
- UNSERVICED SITE 15 / DAY
- TENT SITE 12 / DAY

MISCELLANEOUS FACILITY/USER FEES

- AIRPORT TERMINAL BLDG ONLY \$125 / DAY
- AIRPORT RUNWAY RENTAL 500 / DAY (includes terminal bldg usage)
- MAPS COST + 50%
- DOG LICENSE (SPAY/NEUTER) 15 / YEAR
- DOG LICENSE (INTACT) 40 / YEAR
- DAYCARE RENT 100 / MONTH
- PLAYSCHOOL RENT 150 / SCHOOL YEAR
- FOOD BANK RENT NO CHARGE
- ASSESSMENT APPEAL FEE 50 PER PARCEL
REFUNDED IF SUCCESSFUL

BALL DIAMONDS

- RECREATIONAL USE – FREE FOR LOCAL USERS/GROUPS
- MILLENIUM COMPLEX (ALL DIAMONDS)
\$1,000 PER WEEKEND + 500 DAMAGE DEPOSIT
(FOR EXTERNAL USER GROUPS)



Recreational Facility & Miscellaneous User Charges Policy # *REC 09-08*

PURPOSE: To establish a document showing user fees for recreational facilities under the control of the Town of Claresholm and other miscellaneous user charges that are not clearly defined in the Town of Claresholm bylaws or other policies.

POLICY:
Recreational facility user fees and miscellaneous user fees shall be charged based on the attached schedule of costs to users of these facilities or services.

PARAMETERS:
The attached schedule shows the user fees charged at the arena, aquatic center, campground, airport et cetera which are not part of a bylaw or another policy.

This policy is to be reviewed annually to ensure the user fees being charged are adequate to Council's policy on cost recovery for that item or facility.

NOTE:
Fees on this policy may be changed by Council resolution and updated to the policy at the next formal review of the fees and charges.

EFFECTIVE DATE: APRIL 13, 2010

**TOWN OF CLARESHOLM
RECREATIONAL FACILITY & MISCELLANEOUS USER FEE/CHARGES**

<u>DESCRIPTION</u>	<u>FEE</u>
<u>CLARESHOLM ARENA</u>	
• PRIME TIME ICE RENTAL (youth only)	\$57.20 / HOUR
• NON PRIME TIME ICE RENTAL (youth)	37.30 / HOUR
• AA AND ADULT RENTAL	82.50 / HOUR
• OUT OF TOWN	99.65 / HOUR
• CONCESSION RENTAL	1,000 / YEAR
• SKATE SHARPENING BUSINESS	300 / YEAR
• STORAGE – MEZZANINE	300 / YEAR
• STORAGE – ICE LEVEL (SM)	300 / YEAR
• STORAGE – ICE LEVEL (LG)	600 / YEAR
• ARENA ADVERTISING (RINK)	400 / YEAR – 1 ST YEAR
• ARENA ADVERTISING (RINK)	275 EACH YEAR THEREAFTER
• ARENA ADVERTISING (LOBBY)	CMHA AND CSC BE ALLOWED ½ EACH SIGNS FOR FUNDRAISING
• ARENA MEZZANINE/LOBBY(non profit)	55 / DAY
• ARENA FLOOR (non profit)	55 / DAY
• ARENA MEZZANINE/LOBBY(for profit)	100 / DAY
• ARENA MEZZANINE/LOBBY(non profit)	30 / EVENING
• ARENA MEZZANINE/LOBBY(for profit)	50 / EVENING
• DAMAGE DEPOSIT	400 / GROUP
• PUBLIC SKATING	500 / SEASON FOR CORPORATE SPONSORS
• SCHOOL USE	NO CHARGE PER JOINT USE AGREEMENT
SUMMER RATES (RINK FLOOR)	
• RECREATIONAL USE	\$37.30 / HOUR, 250 / DAY
• COMMUNITY NON-PROFIT	150 / DAY
• COMMERCIAL USE	650 / DAY
<u>CLARESHOLM AQUATIC CENTRE</u>	
• ADULT – DROP IN \$4, 10 PUNCH \$35, ¼ PASS \$80, MONTHLY ALL INCLUSIVE \$39	
• CHILD – DROP IN \$2, 10 PUNCH \$17, ¼ PASS \$35, MONTHLY ALL INCLUSIVE N/A	
• PRESCHOOL – DROP IN \$1, 10 PUNCH \$8, ¼ PASS \$25, MONTHLY ALL INCLUSIVE N/A	
• STUDENT/SENIOR – DROP IN \$3, 10 PUNCH \$27, ¼ PASS \$52, MONTHLY ALL INCLUSIVE \$34	
• FAMILY – DROP IN \$11, 10 PUNCH \$90, ¼ PASS \$175, MONTHLY ALL INCLUSIVE \$100	
• PRIVATE RENTAL - \$75 / HOUR	
• SCHOOLS - \$40 / HOUR	
• SWIM CLUB - \$40 / HOUR	
• LESSONS - \$30 EACH	
<u>WATER/SEWER/GARBAGE</u>	
• PER BYLAW	
• DUMPSTER RENTAL	\$40 / MONTH

**TOWN OF CLARESHOLM
RECREATIONAL FACILITY & MISCELLANEOUS USER FEE/CHARGES
PAGE 2**

<u>DESCRIPTION</u>	<u>FEE</u>
<u>CENTENNIAL CAMPGROUND FEES</u>	
• FULLY SERVICED LOT	\$25 / DAY
• WATER & POWER (NO SEWER) LOT	23 / DAY
• UNSERVICED SITE	15 / DAY
• TENT SITE	12 / DAY
<u>MISCELLANEOUS FACILITY/USER FEES</u>	
• AIRPORT TERMINAL BLDG ONLY	\$125 / DAY
• AIRPORT RUNWAY RENTAL	500 / DAY (includes terminal bldg usage)
• MAPS	COST + 50%
• DOG LICENSE (SPAY/NEUTER)	15 / YEAR
• DOG LICENSE (INTACT)	40 / YEAR
• DAYCARE RENT	100 / MONTH
• PLAYSCHOOL RENT	150 / SCHOOL YEAR
• FOOD BANK RENT	NO CHARGE
• ASSESSMENT APPEAL FEE	50 PER PARCEL REFUNDED IF SUCCESSFUL
<u>BALL DIAMONDS</u>	
• RECREATIONAL USE – FREE FOR LOCAL USERS/GROUPS	
• MILLENNIUM COMPLEX (ALL DIAMONDS) – \$250 / DAY + 250 DAMAGE DEPOSIT (FOR EXTERNAL USER GROUPS)	

INFORMATION ITEMS



TOWN OF CLARESHOLM
CHEQUE LISTING FOR ACCOUNTS PAYABLE

Page 1 of 4
May 05, 2011
4:35:27 PM

Cheque #	Cheque Date	CEO	CAO	Vendor # Name	Amount
				Batch # 14754	
43802	2011-04-05			87028 Alberta Elevating Devices & AR Safety Assoc.	106.50
43803	2011-04-05			4150 AVIATION VISUAL AIDS	587.27
43804	2011-04-05			786195 Benchmark Assessment Consultants Inc.	3,515.40
43805	2011-04-05			786417 BISHOP, D. GRANT	178.49
43806	2011-04-05			786427 BOUNDARY EQUIPMENT (CALGARY) LTD.	1,486.28
43807	2011-04-05			11130 CANADA POST CORPORATION	61.95
43808	2011-04-05			11250 CANADIAN LINEN SUPPLY	312.42
43809	2011-04-05			12190 CHAMCO INDUSTRIES LTD.	1,408.42
43810	2011-04-05			785935 CLARESHOLM CHAMBER OF COMMERCE	50.00
43811	2011-04-05			786641 CLARESHOLM REGISTRIES	84.45
43812	2011-04-05			14150 CLARESHOLM WELDING &	683.02
43813	2011-04-05			14205 CLEAN BRITE CHEMICAL SERVICES LTD.	494.66
43814	2011-04-05			786697 CNH CAPITAL C3115	192.70
43815	2011-04-05			786058 Corporate Express	65.44
43816	2011-04-05			786743 DRC COMMUNICATIONS INC.	252.00
43817	2011-04-05			786397 EPCOR	92.96
43818	2011-04-05			42321 IOS FINANCIAL SERVICES	402.52
43819	2011-04-05			786451 ITT FLYGT	1,286.25
43820	2011-04-05			786267 LAWSON PRODUCTS INC.	113.12
43821	2011-04-05			56155 LIFESAVING SOCIETY	271.00
43822	2011-04-05			786812 MCGREGOR FILTERING EQUIPMENT (1974) LTD.	92.40
43823	2011-04-05			66100 NATIONAL SECRETARY-TREASURER	1,073.13
43824	2011-04-05			786708 OHS CANADA	100.28
43825	2011-04-05			786905 ONECONNECT SERVICES INC. T46194	80.89
43826	2011-04-05			786635 PCO SERVICES CORPORATION	178.50
43827	2011-04-05			76300 PEDERSEN TRANSPORT LTD.	84.65
43828	2011-04-05			786453 PRAXAIR CANADA INC.	826.88
43829	2011-04-05			786536 R P WATERWORKS INC.	3,141.71
43830	2011-04-05			86153 RANCHLAND EMBROIDERY	43.00
43831	2011-04-05			786468 SHAW CABLE	59.80
43832	2011-04-05			13525 SOBEYS CLARESHOLM	37.03
43833	2011-04-05			786085 SUPERIOR PROPANE INC.	1,487.87
43834	2011-04-05			786571 SUTTER, DARYL	212.38
43835	2011-04-05			900 TELUS	3,477.13
43836	2011-04-05			785956 VAN AMERONGEN, JUDY	38.91
43837	2011-04-05			786187 Western Canada Welding Products Ltd.	172.20
43838	2011-04-05			786784 WESTWIND CHEVROLET	21,113.40
43839	2011-04-05			111445 WILLOW CREEK AGRICULTURAL	4,126.00
43840	2011-04-05			126050 ZEE MEDICAL CANADA, INC.	153.85
43841	2011-04-05			900000 CANALTA FOOD SERVICES	102.19
43842	2011-04-05			900000 CRS CRANESYSTEMS INC.	690.90
43843	2011-04-05			900000 DR. BAHN AL-YOUSIF	4,500.00
43844	2011-04-05			900000 DR. FRASER LEISHMAN	4,500.00
43845	2011-04-05			900000 DR. SCOTT SMITH	4,500.00
43846	2011-04-05			900000 KELLY STARLING	320.24
43847	2011-04-05			900000 KRUECKL CONSTRUCTION	23,543.10
43848	2011-04-05			900000 MISS MOLLY ENTERPRISES INC.	1,275.75
43849	2011-04-05			900000 O'BRIEN, JANET	30.00
43850	2011-04-05			900000 R & R UPHOLSTERY	472.50



TOWN OF CLARESHOLM
CHEQUE LISTING FOR ACCOUNTS PAYABLE

Cheque #	Cheque Date	CEO	CAO	Vendor #	Name	Amount
43851	2011-04-05			900000	TRIPLE T VACUUM SERVICES	1,588.12
43852	2011-04-05			900000	WACHS CANADA LTD.	4,000.50
43853	2011-04-05			900000	WEBSITESONLINE.CA	2,861.25
43854	2011-04-05			900000	Willow Creek Child & Family Psychology	120.00
						<hr/> 96,649.41



TOWN OF CLARESHOLM

CHEQUE LISTING FOR ACCOUNTS PAYABLE

Cheque #	Cheque Date	CEO	CAO	Vendor # Name	Amount
					Batch # 14796
43855	2011-04-18			850 AG-LINE	2,129.28
43856	2011-04-18			600 ALBERTA ASSOCIATION OF M.D.'S	14,964.49
43857	2011-04-18			650 ALBERTA BLUE CROSS	5,224.22
43858	2011-04-18			1025 ALBERTA ONE CALL LOCATION CORP	52.50
43859	2011-04-18			786517 AMSC INSURANCE SERVICES LTD.	2,855.03
43860	2011-04-18			786189 BIG SKY DODGE CHRYSLER 2008 LTD	145.80
43861	2011-04-18			6390 BISHOFF AUTO & AG CENTRE	3,322.15
43862	2011-04-18			786168 BLACK PRESS GROUP LTD.	229.69
43863	2011-04-18			786174 BUTTE DAIRY	33.65
43864	2011-04-18			786578 CENTRAL SHARPENING LTD.	186.90
43865	2011-04-18			13125 CLARESHOLM CENTRE	33.92
43866	2011-04-18			13250 CLARESHOLM CHILD CARE SOCIETY	2,183.50
43867	2011-04-18			786254 CLARESHOLM FLORAL & CANDY SHOPPE	61.90
43868	2011-04-18			13660 CLARESHOLM LOCAL PRESS	2,310.08
43869	2011-04-18			785953 CLARESHOLM RENTALS & OILFIELD	411.60
43870	2011-04-18			786141 CLARESHOLM TAXI	499.50
43871	2011-04-18			14150 CLARESHOLM WELDING &	57.75
43872	2011-04-18			14205 CLEAN BRITE CHEMICAL SERVICES LTD.	296.10
43873	2011-04-18			786137 COLUMBIA INDUSTRIES LTD.	3,034.50
43874	2011-04-18			786450 COPE, KRIS	104.99
43875	2011-04-18			786058 Corporate Express	47.46
43876	2011-04-18			786540 DIRECT ENERGY REGULATED SERVICES	51.10
43877	2011-04-18			76356 Excel Telecommunications (Canada) Inc.	24.17
43878	2011-04-18			785952 FIEGUTH, BETTY	11.50
43879	2011-04-18			87032 FITZGERALD, BRUCE	308.84
43880	2011-04-18			786800 GDM ELECTRIC LTD.	599.99
43881	2011-04-18			31955 GREYHOUND COURIER EXPRESS	111.62
43882	2011-04-18			49980 HARRY'S TIRE SALES (1984) LTD.	36.75
43883	2011-04-18			36800 HOME HARDWARE	812.96
43884	2011-04-18			61350 JACK WATSON SPORTS INC.	447.93
43885	2011-04-18			786136 JOE JOHNSON EQUIPMENT INC.	2,484.00
43886	2011-04-18			786659 LIVINGSTONE RANGE SCHOOL DIVISION	633.53
43887	2011-04-18			56200 LOCAL AUTHORITIES PENSION PLAN	8,700.88
43888	2011-04-18			786872 MPE ENGINEERING LTD.	13,665.23
43889	2011-04-18			65040 MUNICIPAL INFORMATION SYSTEMS	889.02
43890	2011-04-18			786428 NEXEN MARKETING	46,963.22
43891	2011-04-18			76300 PEDERSEN TRANSPORT LTD.	155.57
43892	2011-04-18			97050 PHARMASAVE	31.54
43893	2011-04-18			786205 PIPELINE WATER CO-OP LTD.	50.00
43894	2011-04-18			786722 PLANET CLEAN (CALGARY) LTD.	763.06
43895	2011-04-18			786507 POULIN'S PEST CONTROL	180.50
43896	2011-04-18			500 PRECON PRECAST PRODUCTS	8,717.10
43897	2011-04-18			786156 Q.E.D. ENTERPRISES LTD.	881.49
43898	2011-04-18			86300 RECEIVER GENERAL FOR CANADA	15,985.28
43899	2011-04-18			786180 RICOH CANADA INC.	376.35
43900	2011-04-18			786152 SHANAHAN'S LIMITED PARTNERSHIP	1,018.50
43901	2011-04-18			13525 SOBEYS CLARESHOLM	82.46
43902	2011-04-18			786874 SUPERIOR SAFETY CODES INC.	32.00
43903	2011-04-18			900 TELUS	344.55



TOWN OF CLARESHOLM
CHEQUE LISTING FOR ACCOUNTS PAYABLE

Page 4 of 4
May 05, 2011
4:35:27 PM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Name	Amount
43904	2011-04-18			786437	THE WRITE SOURCE	51.49
43905	2011-04-18			96810	THOR'S ROOFING	6,621.30
43906	2011-04-18			786849	TJ'S TREE TRIMMING	525.00
43907	2011-04-18			97000	TOWN OF CLARESHOLM	57.77
43908	2011-04-18			101350	UNISOURCE CANADA INC.	2,696.61
43909	2011-04-18			4090	WARNACO SWIMWEAR GROUP	144.53
43910	2011-04-18			111705	WC CLASS II REGIONAL LANDFILL	6,432.06
43911	2011-04-18			900000	Canadian Mental Health Association	165.00
43912	2011-04-18			900000	COMMERCIAL LIGHTING PRODUCTS	2,353.91
43913	2011-04-18			900000	D&H SERVICES INC.	52.50
43914	2011-04-18			900000	D'AGNONE, KELLY	30.00
43915	2011-04-18			900000	GLOBAL SPORT RESOURCES LTD.	8,190.00
43916	2011-04-18			900000	JC MOWATT SEMINARS INC.	304.50
43917	2011-04-18			900000	KRUECKL CONSTRUCTION	2,332.05
43918	2011-04-18			900000	LORENZ, TAMMY	105.20
43919	2011-04-18			900000	NEEDHAM, KAREN	60.00
						172,666.07
						Batch # 14807
43920	2011-04-21			786670	ART IN CANADA INC.	393.75
43921	2011-04-21			786818	BROWNLEE LLP	360.60
43922	2011-04-21			786465	CLARESHOLM GOLF CLUB	780.00
43923	2011-04-21			56155	LIFESAVING SOCIETY	478.11
43924	2011-04-21			56200	LOCAL AUTHORITIES PENSION PLAN	8,736.21
43925	2011-04-21			66100	NATIONAL SECRETARY-TREASURER	955.72
43926	2011-04-21			786809	PTL TRAILERS	3,043.25
43927	2011-04-21			86300	RECEIVER GENERAL FOR CANADA	16,590.81
43928	2011-04-21			900000	K. FRANK-JENSEN	30.00
						31,368.45
Total						300,683.93

Subject: Invitation to the Oldman Watershed Council Annual General Meeting

From: Oldman Watershed Council <bev@oldmanbasin.org>

Date: Thu, 5 May 2011 12:21:33 -0400 (EDT)

To: clares@telusplanet.net

Having trouble viewing this email? [Click here](#)

**You are invited to attend the
Oldman Watershed Council
Annual General Meeting
and Celebration of our Volunteers!**



*OWC Volunteers make a
WORLD
of difference!*

OWC Annual General Meeting	Registration	11:30 am
Thursday, June 9	Lunch	12 noon
Lethbridge Coast Hotel	AGM	1 - 4 pm

Registration Deadline: June 7

Cost: \$20 - General Membership \$15 - Students, Watershed Stewardship Group

When:

Thursday June 9, 2011
11:30 am Registration
12:00 noon Lunch
1 - 4 pm AGM

We'd love to have you join us for the OWC Annual General Meeting on June 9. This year our theme is celebrating and thanking our volunteers - without them there would be no OWC!

All of the events and activities that the OWC participates in are because of the excellent group of volunteers we have who donate many hours to serve on the Board of Directors, Teams and as volunteers.

Where:

The Coast Lethbridge Hotel &
Conference Centre
526 Mayor Magrath Drive South
Lethbridge, AB T1J 3M2

AGM agenda:

Presentation of 2010/11 Financial Statements
OWC Team Updates
Resolution to amend bylaws
Board of Directors Election for Members-at-Large
Celebrating and Thanking Volunteers
Board Thank You and Appreciation

There are two member-at-large positions on the Board of Directors that need to be filled each year. If you are interested in serving on the board in this capacity, please contact the Nominating Committee [Cheryl Fujikawa](#) or [Gerhardt Hartman](#) for more information.



Driving Directions

Click on the link below to register - hope to see you there!

Register Now!

I can't make it

Thanks, looking forward to hearing from you and hope to see you at the AGM.

Bev Bellamy
Oldman Watershed Council
bev@oldmanbasin.org
403-381-5145

PLEASE NOTE: All registrations will be invoiced unless cancellation is received on or before June 7. To cancel, please email Bev or phone 403-381-5145.

[Forward email](#)



This email was sent to clares@telusplanet.net by bev@oldmanbasin.org | [Update Profile/Email Address](#) | Instant removal with [SafeUnsubscribe™](#) | [Privacy Policy](#).

Oldman Watershed Council | 100, 5401 - 1st Avenue South | Lethbridge | Alberta | T1K 4V6 | Canada

Information from ESET NOD32 Antivirus, version of virus signature database 6098 (20110505)

The message was checked by ESET NOD32 Antivirus.

<http://www.eset.com>

The Bridges at Claresholm Golf Club
ORGANZATIONAL MEETING
Wednesday, April 27, 2011 at 12 noon.

Present: Wes Wiebe, Larry MacDonald, Doug MacPherson, Russell Sawatzky, Larry Ford, Mike Young, Frank Keller, Kathy Davies, Lyle Broderson,

Excused: Dave Baptie, Don Rhodes

1. CALL TO ORDER: Chairman Wes Wiebe called the meeting to order at 12:07 p.m.

2. ELECTION OF EXECUTIVE:

Frank Keller moved Wes Wiebe for President. No other nominations for President.

Frank Keller moved Larry Ford for Vice- President. No other nominations for President.

Kathy Davies moved Frank Keller for Treasurer. No other nominations for President.

Kathy let her name stand for secretary. No other nominations for President. The executive for 2011/12 is:

President:	Wes Wiebe
Vice President:	Larry Ford
Treasurer:	Frank Keller
Secretary:	Kathy Davies

3. SIGNING AUTHORITY FOR FINANCIAL PURPOSES:

m/c – by Doug MacPherson that the President, Vice-President, Secretary and Treasurer have signing authority.

4. COMMITTEES: All committees include Board President as an ex-officio member and the Golf Club Pro for a resource person. It is the choice of the President as to whether he will attend each committee meeting. In keeping with our policies we only have one Board member on the Clubhouse committee and two on the Greens Committee.

4.1. Clubhouse Committee:

Russell Sawatzky

4.2. Greens Committee:

Larry Ford
Mike Young

4.3. Finance Committee:

Frank Keller
Dan Rhodes
Larry MacDonald

4.4. Grants and Casino Committee:

Kathy Davies
Mike Young

4.5. Marketing Committee:

Larry Ford
Dave Baptie

4.6. Tournament/Handicap Committee:

Larry Ford
Frank Keller

It was decided to add one more committee for reviewing of our policies.

4.7 Policy Committee:

Kathy Davies
Dave Baptie
Russell Sawatzky

5. MEETING TIMES:

Meetings will be held the 1st and 3rd Wed. at noon of the month for the months of May, June, July, August and September. The remaining monthly meetings will be the 3rd Wed. at noon.

6. GENERAL DISCUSSION:

6.1. Doug MacPherson said that the Town has put into their budget the \$1.2 million load. Still needs 3rd reading. The Golf Course will still receive the \$50,000 management fee.

6.2. The culvert on #7 need some work. Checked into in a bridge, but would need to be 45 feet. Doug will talk to Mike Schuweiler about maybe putting a proper sized culvert back. Must consider the proper drainage, so the water does not sit (or stand).

6.3. m/c: by Larry Ford, seconded by Frank Keller that we give the staff golf passes as attachment.

6.4. The signs are ready to be installed. Will set up a workbee. Lyle and Rod will organize. Frank talked about getting a plumber to install the toilets and sinks in the south-end washroom.

7. ADJOURNMENT:

m/c – by Frank that the meeting be adjourned at 12:55 p.m.

Next meeting: Wed. May 18, 2011 @ noon.

President

Date

The Bridges of Claresholm Golf Club
Employee Playing Privileges
April 2011

Definitions

Pertains to all employees employed by The Bridges of Claresholm Golf Club.

1. Full Time Employee: Any employee who works between 25 – 40 hours per week.
2. Part Time Employee: Any employee who works less than 25 hours per week.

If Employee is let go for reasons other than lack of work playing privileges will cease.

If Employee quits, playing privileges will cease.

Pro Shop

1. Head Golf Professional: Full playing privileges for Pro, spouse and children.
2. Full Time Employees: Full playing privileges.
3. Part Time Employees: Pay ½ of membership fee or \$1.00/hole green fee rate each time they play.
4. If employee is under 18 years of age they will receive full playing privileges.

Grounds

1. Superintendent: Full playing privileges for Superintendent, spouse and children.
2. Full Time Employees: Full playing privileges.
3. Part Time Employees: Required to pay ½ of membership fee or \$1.00 per Hole Green Fee Rate.
4. If Employee is under 18 years of age they will receive full playing privileges.

Restaurant

1. Kitchen Contractor and immediate family receive full playing privileges. (*In contract*).
2. Staff will receive discount rate of \$1.00/hole.

Power Carts

1. Head Golf Professional, Superintendent, & Full Time Employees will be allowed golf cart privileges.
2. If there is a shortage of carts in the case of a tournament or busy day employees with privileges will not be permitted to take a cart. This includes maintenance vehicles which will be used for rental carts at these times.

3. All Employees 18 years and under will not be allowed golf cart privileges. They will be allowed to rent a cart at a discounted rate if carts are available. Must have valid Drivers License.
4. Employees under the age of 16 will not be permitted to rent a cart.

Driving Range

1. All Employees get free range privileges.

Booking Procedures

1. Monday – Friday: Tee times may be booked at anytime.
2. Saturday, Sunday & Holidays: Tee times may be booked after 1:00pm. Morning tee times may be booked on these days if spots are still vacant.

The Bridges at Claresholm Golf Club
 BOARD OF DIRECTORS
 2011/12

NAME	POSITION	ADDRESS	PHONE	EMAIL
Wes Wiebe	President	Box 3045	625-9330 (cell)	wes@foothillsford.ca
Larry Ford	Vice-President	Box 1153	625-3577	larryford@shaw.ca
Kathy Davies	Secretary	Box 2971	625-2895 (h) 625-4168 (w)	kdavies@claresholmlibrary.ca
Frank Keller	Treasurer	Box 1383	625-2816	kellerh@telus.net
Doug MacPherson	Council Rep.	Box 1071	625-2510	comltd@telus.net
Dave Baptie		Box 2111	625-2024	dblyndon@gmail.com
Russell Sawatzky		Box 1131	625-4336 (h) 625-4205 (w)	russell_sawatzky@cooperators.ca
Larry MacDonald		Box 1767	625-4857 (h) 625-3593 (w) 625-0017 (c)	larrymac77@gmail.com
Mike Young		Box 2926	615-6703 (c)	mikey@emercor.com
Dan Rhodes		Box 1501	625-1582	dan_gwen@telus.net
EMPLOYEES				
Lyle Broderson	Golf Pro	Box 2681	625-3500 (w) 625-4877 (h)	bridgpro@telus.net
Rod Andrews	Grounds Super.		625-4620 (w) 625-3803 (h)	

**CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY
Board of Directors January 21, 2011**

*Town
Copy*

ATTENDEES: Debbie Millar – Wandering Willows
Neil Ohler – Lay Representative
Bob Thompson – Seniors Center
Lyal O’Neill – Office Coordinator
Brydon Saunders – Lay Representative
Anna-Mae Mifflin – Porcupine Hills Lodge
Howard Paulsen - Lay Representative
David Hubka– Town of Claresholm

REGRETS: Walter Gripping – Town of Granum
Earl Hemmaway – M. D. of Willow Creek

Howard Paulsen, Chair called the meeting to order at 10:00am.

1.0 APPROVAL OF ADDITIONS TO AGENDA

Moved by Bob Thompson seconded Brydon Saunders to accept the agenda.
Carried.

2.0 APPROVAL OF MINUTES

Moved by Neil Ohler seconded Anna-Mae Mifflin to accept the minutes of the meeting held **November 19, 2010**. Carried.

3.0 BUSINESS ARISING

1. GPS/Dispatch Solutions – Made by Nuvi costing \$125 per unit purchased 5 units including 1 to be installed in the bus.
2. Used W/C Lifts. Moved by Brydon Saunders seconded Bob Thompson to sell the lift removed from van 3 to Neil Ohler. Carried.
3. Van used by Stavely Elks NYE Party went well.
4. BUS audit was completed by Howard Paulsen and Lyal O’Neill. The File is now at our office. All handling of the bus will be through our office manager.

4.0 CORRESPONDENCE

1. Casino –Shift schedules are complete. Moved by Anna-Mae Mifflin seconded Brydon Saunders that we purchase 100 Thank You cards to be made up with a photo of the vehicles. Carried.
2. M D Letter appointing Earl Hemmaway to CDTS.

5.0 REPORTS

1. Financial Report – Moved by Lyal O’Neill seconded Neil Ohler to accept the financial report. Carried.
2. Office Coordinator Report- Moved by Brydon Saunders seconded Neil Ohler to pay for a driver luncheon in February. Carried
3. Advertising & Fundraising- A good response from letters sent out to the service clubs. \$25,250
4. Chairman’s report. The Christmas party was very good and enjoyed by everyone. Was involved in the audit of the bus files, now everything is handled by our office manager.

6.0 NEW BUSINESS

1. Driver’s pay increase. Moved by David Hubka and seconded Anna-Mae Mifflin that we increase drivers pay by \$0.50/ hour. Carried.
2. Drivers Luncheon motion complete.
3. Downtown Office – Window has been installed. Visibiliy of location discussed and will be reviewed when the lease come due.

7.0 NEXT MEETING is 10:00 am. Thursday February 17, 2011 at Town of Claesholm, Conference Room

8.0 The meeting was adjourned at 11:30 by Bob Thompson.

cc. Town of Claesholm
WCCCC Laurie Watt

CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY
Board of Directors MARCH 25, 2010

ATTENDEES: Debbie Millar – Wandering Willows
Neil Ohler – Lay Representative
Bob Thompson – Seniors Center
Lyal O’Neill – Office Coordinator
Brydon Saunders – Lay Representative
Howard Paulsen - Lay Representative

REGRETS: Walter Gripping – Town of Granum
Earl Hemmaway – M. D. of Willow Creek
Anna-Mae Mifflin – Porcupine Hills Lodge
David Hubka– Town of Claresholm

Howard Paulsen, Chair called the meeting to order at 10:00am.

1.0 APPROVAL OF ADDITIONS TO AGENDA

Moved by Bob Thompson to accept the agenda. Carried.

2.0 APPROVAL OF MINUTES

Moved by Neil Ohler to accept the minutes of the meeting held **January 21, 2011**. Carried.

3.0 BUSINESS ARISING

1. NONE

4.0 CORRESPONDENCE

1. Casino –AGLC letter and package confirming our casino for 2014. Thank You cards will be sent out now.
2. Letter of decline from Alberta Lotteries to our CIP van app. Will be reapplying in the new year.
3. Stavely Elks donation for \$200.
4. Letter to appoint Bob Thompson – Seniors Center

5.0 REPORTS

1. Financial Report – AISH recovery of \$288 paid to our Society. Moved by Brydon Saunders and seconded by Bob Thompson for Lyal to get signatures to withdraw a Term Deposit if needed. Carried. Moved by Lyal O’Neill seconded Neil Ohler to accept the financial report. Carried.
2. Office Coordinator Report- Moved by Debbie Millar seconded Bob Thompson. Carried
3. Advertising & Fundraising- None
4. Chairman’s report. Pleased to have the casino work out well.

6.0 NEW BUSINESS

1. Lyal will look into finding a new meeting location.
2. Downtown office Brydon Saunders tabled to next meeting. Garage – Bob Thompson moved that we remove the sign from the window siting security as a concern. Seconded by Neil Ohler. Carried.
3. Volunteer appreciation Moved by Debbie Millar seconded Bob Thompson that we provide tickets to the supper for our volunteer workers including the casino workers. Carried
4. Lyal is available for a photo with the Kinsmen today 1:00, Local Press.
5. PHL invoicing tabled to next meeting, by Brydon Saunders.

7.0 NEXT MEETING is 10:00 am. Changed toFriday April 29, 2010 at WCCCC, Board Room.

8.0 The meeting was adjourned at 11:30 by Bob Thompson.

cc. Town of Claresholm
WCCCC Laurie Watt



Box 2313
Claresholm, AB
T0L 0T0

Claresholm Kinette Club

May 3, 2011

Town of Claresholm

Dear Sir or Madam:

As a service group dedicated to helping out wherever we can, the Claresholm Kinette Club takes pleasure in knowing that our local fundraising events ultimately help fund groups such as yours which in turn improve the very fabric of our community, making it a better and healthier place to live. We're pleased that we have been able to make a difference by donating to your club or organization.

We thank you for your past support of events such as the Craft Fair and our Ladies Night Out. Our next event, which raises awareness for our national service project, funds research for Cystic Fibrosis, a debilitating disease that attacks the lungs. Over the years, Kin Canada groups across Canada have raised over \$30,000,000 towards the goal of finding a cure for this disease.

We challenge you now to get your group together and join us in our Run, Walk 'n' Roll, a 5 K walk that begins and ends at Amundsen Park downtown, to be held at 10 a.m. on June 4th. Early registration guarantees you a T-shirt as well as refreshments after the walk. It's always a fun event and requires only a couple of hours of your time. All proceeds go to the Canadian Cystic Fibrosis Foundation.

You will find attached an entry form for more details. You can pre-register for the event by contacting any Kinette member or stopping in to Ranchland Embroidery/Sears. Registration fees are tax deductible so be sure to fill the information in correctly on your registration form.

We look forward to seeing you and your families on June 4th as we come together and show support for community!

Sincerely,

April Kuntz
Chairperson of the Run, Walk 'n' Roll Committee



14th Annual RUN, WALK 'N' ROLL 2011

Sponsored by

The Kinette Club of Claresholm

Claresholm 5K Tour - Fun Walk, Run, Bike or Roller blade

Saturday, June 4 - 10a.m.

Starts and ends at Amundsen Park

Pre-register with any Kinette Member or call April Kuntz for more info

403-625-4018

Entrance fees as follows:

Under 12 - \$7

Over 12 - \$10

INCLUDES REFRESHMENTS

All proceeds to the Canadian Cystic Fibrosis Foundation through the Kinette Club of Claresholm

ENTRY FORM

(ONE FORM PER PERSON PLEASE)

Please complete the following entry form and drop off with any Kinette member or call April Kuntz to pick up with cash or cheque made payable to the **Kinette Club of Claresholm**. Entry forms can also be mailed to April Kuntz Box 2588, Claresholm, Ab, T0L0T0. All proceeds will be forwarded to the Cystic Fibrosis Foundation.

FEES: Under 12 - \$7 & over - \$10

Please enter amount for this entry _____

Name on Tax receipt _____ **Name of Entrant** _____

Street Address _____

Mailing Address _____

Home Phone _____ **Work** _____

T-Shirt size (please check one) Small ___ **Medium** ___ **Large** ___ **XL** ___

Signature _____ **Date** _____

Signature of Parent or Guardian if Entrant is Under 18 years of age

In consideration of the Kinette Club of Claresholm accepting this, my entry, both myself and my heirs waive any and all claims for damages (whether for personal injury, death, illnesses or for negligence) which I may have as a result of my participation in, or attendance at, this event and release from liability for such claims the following: The Kinette Club of Claresholm and any volunteers working this event.

April 21, 2011

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

Dear Mayor Moore:

I am pleased to announce support to the Claresholm Museum Tourist Rest Area in the amount of \$6,000.00 as awarded by the Alberta Sport, Recreation, Parks, and Wildlife Foundation for the 2011 Municipal Recreation/Tourism Areas annual operating grant. This funding will be forwarded to you shortly. The Alberta Sport, Recreation, Parks and Wildlife Foundation receives an annual allocation from the Alberta Lottery Fund, as well as support from the private and corporate sectors. As General Manager responsible for the Foundation, I am pleased that we can assist you in providing sport and recreation opportunities in Alberta.

You are required to account for this funding in your audited financial statement, which you are to provide within the next 12 months. As well, we ask that you acknowledge the Government of Alberta and the Alberta Sport, Recreation, Parks and Wildlife Foundation in any promotion associated with your projects.

Please feel free to contact Fred Wilton should you have any questions with respect to this funding. Mr. Wilton can be reached at Alberta Tourism, Parks and Recreation, Recreation and Sport Development Division, 903 Standard Life Centre, 10405 Jasper Avenue, Edmonton, Alberta T5J 4R7, or by phone at (780) 415-0267. A toll-free connection is available through the Service Alberta Operator by first dialing 310-0000.

I am pleased to know that a portion of our lottery dollars is being put to such valuable use through organizations such as yours. Please accept my best wishes for your continued success.

Sincerely,



Lloyd Bentz
General Manager

supported by



Alberta

Claresholm Public Library Board

Regular Meeting

Minutes March 28, 2011

Present: Kathy Davies, Mary Thompson, Kathrine Roberts, Shirley Leonard, Daryl Sutter
 Michael McAlonan, Arden Dubnewick, Earl Hemmaway, Lisa Andersen, Cathy Dahl, Marika
 Thyssen

Meeting called to order at 5:00 pm. By Shirley

Approval of Agenda: with addition of 8.2 MiniBee – approved by Earl

Approval of February minutes: Daryl

Topic	Notes
Old Business	<ol style="list-style-type: none"> 1. SA Library Conference – Kathryn won two books she is donating to the library; “Intellectual Freedom” very good; Syd Marty (keynote speaker) very good; noted that Kathy won two awards; On the whole, better than the first one. From ideas at the conference - Kathy now has a video conferencing screen in our library; Shelley working on facebook page; working on plan of service; only questionable portion was ALTA. ✓ 2. Plan of Service – 4 people from Claresholm confirmed (10 – 12 would be a good number); Tara will facilitate it; Kathy (Library Manager) and Lisa (Board Member) will attend – April 14.
FINANCIAL	<p>Earl said MD giving \$15,375.00 based on book usage; town hasn't confirmed their amount yet; Daryl said Municipal Sustainability Incentive (MSI) funding available – need to apply, goes to a committee by May 30; keep fines as get \$3-4,000 per year. Earl moved to approve the financial report. CARRIED.</p>
CORRESPONDENCE	<p>Letter received saying the Plan of Service is due the end of May/middle of June</p>
COMMITTEE REPORTS	<ol style="list-style-type: none"> 1. Chinook Arch – Lisa and Earl went. See attached material 2. Library Manager's Report - library will be closed April 4 for training; got 4 new computers 3. Friends annual meeting on April 5 at 7:00; will elect new executive
NEW BUSINESS	<ol style="list-style-type: none"> 1. Town Volunteer Supper – April 15 – beef on a bun, Miss Molly as entertainment. Arden moved that the library board pay for the supper of library volunteers, board members and staff. CARRIED. 2. MiniBee: see attached outline; Lisa met with Kurtis Hewson (principal); both dates are Friday evenings; held in community center;

	sponsors/school help with cost?; if make money, where will it go?; get Friends of the Library involved; perhaps look at a "Reach for the Top" (trivia) for the fall; enlist schools throughout the division? 3. Daryl – town ordered copies of "Thirteen ways to Kill a Community" is a good read
--	--

Meeting adjourned at 6:15 by Lisa
Next meeting April 18, 2011 at 5:00 pm

Chairman

Date

Secretary

Porcupine Hills Lodge

Board of Directors Porcupine Hills Lodge
 April 5, 2011
 7:00 pm
 Porcupine Hills Lodge

MINUTES

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

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

Regrets:
 Anna Mae Mifflin

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	Chaplaincy Fund Seniors Week	
3. Acceptance of Agenda	Shirley Isaacson made a motion to accept the agenda as amended with the additions. All in favor, carried.	
4. Review and Approval of Previous Minutes All	Linda Todd made a motion to accept the minutes of the March 1, 2011 meeting. All in favor, carried. Judy VanAmerongen made a motion to accept the minutes of a special meeting held March 14, 2011. All in favor, carried.	
5.1 Financial Report Karen	5.1.1 Auditor report finished and gone to ASCHA 5.1.2 Had to borrow 30,000.00 from MSCU Term Deposit 5.1.3 Requisitions have gone out. 5.1.4. LAG shall be here in two weeks Shirley Isaacson made a motion to pay the bills and accept the financial report as presented. All in favor, carried.	
5.2 Manager's Report Arlette	5.2.1 Outstanding Items Lodge Waiting List & Supportive Living - 20 Lodge Units 15 Self Contained Units	

	<p>3 Year Business Plan – Sent to Alberta Housing</p> <p>Ministerial Order – Submitted to Alberta Housing</p> <p>Uniforms – Staff do not want them. Arlette suggested the expense is a lot. Discussion held on pros and cons. It has been decided we will probably go with scrubs. Arlette to do some research. Maybe an implementation day of July 1, 2011.</p> <p>Beauty Salon - new sink working well, needs some new decorations. Will wait at this time for funding to come in.</p>	
	<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>CPR Course – Linda Smiley is coming to Lodge this Thursday.</p> <p>Food Safe Course - Sara will need to take this eventually as supper cook.</p> <p>Health Inspector Report – 100%</p> <p>Annual Report – for Seniors & Community Supports, Arlette to do.</p> <p>Shirnet – waiting on Hollie, hopefully will be up and running by Friday.</p> <p>Courtyard update & Grant info – Arlette saying the Seniors are upset about removing the trees and do not want it upgraded. Omni Green wondering when they can start.</p> <p>COR Course – This was a file on the computer. It is a health and safety course. Certificate of Recognition for Safety and Health. Do we want to proceed with this. Tabled.</p> <p>New Beds – 14 old beds, Price is \$340.00 per bed. Not to be ordered this year unless absolutely needed as all the old beds are still fine.</p>	

Discussion of Rec Coordinator – salary increase? To be discussed “In Camera”

Chaplaincy Fund - Asking for Donations to help pay Stefan's wages.

Shirley Isaacson made a motion to give \$500.00 to the Chaplaincy Committee.
All in favor, carried.

Seniors Week - First Week of June, we always have a BBQ for the seniors, supply entertainment. June 7, regular meeting night.. 430 Happy Hour, 530 Supper.

Parking - One resident wanted to park in the front of the Lodge. Arlette let her during the snow and would like to continue doing this. One resident is already parking up front. It was decided to just let it be for the time being.

Smoking in the Court Yard - One resident is smoking in the court yard during the night. We will allow this for the time being.

Maintenance Painting - Dale is painting all rooms as needed. He does not take breaks while he is painting. What kind of compensation is he going to get. It was decided to give him a couple days in lui and from this time on, if you don't take your break, there is no compensation.

Judy VanAmerongen made a motion to give Dale two days in lou of painting and from this date forward if you don't take your break you lose it. All in favor, carried.

Van – garage has been cleaned for evacuation purposes but the Van is now being stored in our garage. It does not necessary have to be stored inside. The van can be parked outside.

Step-Student – will need to advertise and hire someone.

Staff - We need night staff and all other shifts. We will advertise in the local paper. Arlette having trouble filling shifts for sickness or anything else.

	Pam Crone made a motion to put an ad in the paper and hire some relief staff. All in favor, carried.	
5.3 Supportive Units	Storm Door Issue – Still having trouble with screen doors and storm doors. We really have no suggestions on what to do. We will just deal with each door as it is a problem. Audrey Hoffman made a motion to accept the manager's report. All in favor, carried	
5.4 Recreation Report	Shirley Isaacson made a motion to accept the recreation report. All in favor, carried.	
5.5 Maintenance Report	Roof Issues – Tom Hood to repair in spring Pam Crone made a motion to accept the maintenance report. All in favor. Carried.	
5.6 Committee Report	Hiring Committee - For CAO job. No report.	
5. Correspondence	Thank you card from Audrey.	
6. In Camera – staff issues	Linda Todd made a motion to go in camera. Audrey Hoffman made a motion to come out of camera.	
7. Date of Next Meeting	Date: May 3, 2011 Time: 7:00 pm Location: PHL.	
8. Adjournment	Meeting was adjourned	

Minutes of the Claresholm & District FCSS Board Meeting

March 31, 2011, Council Chambers at 7:30 PM

Present: Gerry McGuire, Danielle Slettede, Keith Armstrong, Kristein Johnson. Connie Quayle

Regrets: Judy VanAmerongen, Diana Ross. Earl Hemmaway.

1. Danielle called the meeting to order at 7:30 PM.
2. Approval of the agenda was moved by Gerry. **Motion 0301:11.** Carried.
3. Connie moved approval of minutes from the last board meeting of February, 2011. **Motion 0302:11.** Carried
4. Financial information - Connie moved financials be approved. **Motion 0303:11.** Carried.
5. The correspondence folder was reviewed and Connie moved to accept correspondence for information, **Motion 0304:11.** Carried.
 - FCSS will be looking at estimates to change the sign in the window to the current FCSS Logo.
 - Information was given out regarding the new Laptop Computer.
 - Andrea has found a better website provider that will offer us more options, costing approximately \$7.00 per month. Kristein will be heading to Calgary to see funders in May, for information and help regarding their reporting requirements.
 - Andrea and Kristein will be attending a one day Disaster social services training (AP. 14) in Lethbridge,
 - Volunteer dinner tickets - Danielle & Connie attended
 - FCSS now has the secure client database running which will compile reports. The resource center and outreach office will be sending out these new reports for Board meeting. These reports will look different but are easier to read.
 - The Town Council meeting went very well.
6. Staff reports from the Resource Centre and Community Resource Worker were sent via email.
7. There were no sub-committee reports.
8. New Business: - None
9. Other Business: - None
10. Gerry moved to adjourn at 8:03 p.m. **Motion 0305:11.** Carried.

Approved: _____

Board Chair

Director

Claresholm Animal Rescue Society
Bi-weekly Board Meeting Minutes
April 7, 2011

Present: Rita Hahn, Judy Van Amerongen, Kimberley Alexander, Kris Holbeck, Sylvia Giroux, Anne Papan, Denise Peters, Barb Hinkle, Carol Tierney, Gerald DeBruyn,

Regrets: Karen Thompson

1. Call to Order

The meeting was called to order at 7:24 p.m.

2.

Pass April 7, 2010 Agenda by:

MOTION Amend: Anne Papan AND All in favour

3.

Pass Adopt the Minutes of March 17, 2011

MOTION: Kris Holbeck AND All in favour

4. Review of Shelter Update the past two weeks

- Volunteers Hours 303.25
- Volunteers 15
- New Volunteer – Krystal - School
- New → Cats – Tony
- Adoptions → Cats – Vicky, Baxter, Irving, Jinx, Rupert, Polo
- Returned → Cats – Betty-Jo, Winslow, Gypsy/Abandoned, Micah from foster
- New Dogs → Grenade

5. Adoptions Update

- Roy – Stephanie want it to work with Roy
- Brook is moving in house this week, Things are going OK.

6. TNR Update

- Nothing has started with TNR yet.

7. Fundraising

- Garage Sale April 15th, 16th,17th 2011 will be at the arena
- Trying to find people help set up Friday, run the Saturday Sale and Clean up Sunday.

- Take Cats to the Garage Sale
 - Denise is collecting Silent Auction items fro, Town Businesses
8. **Treasure's Report** – as per attached by Kris Holbeck

 9. **New Shelter** –
 - meeting on April 11th, 2011 at the town meeting, Town Council will decide the funding for CAREs.

 10. **Other Items-** Rabies Vaccination Application

 11. **Meeting Adjourned** – 8:05p.m Next Meeting April 21, 2011

Upcoming Events:

May 18—Willow Creek
Agricultural Safety Fair
@ Stavely

May 19th—Sports Soci-
ety/School Council
@7:00pm

May 20th—Staff Plan-
ning Day

May 23rd—Victoria
Day—No School

May 26th—Jr. High
Track Meet Pincher
Creek

May 26th—Grade 7
Orientation

June 1st—Jr. High
Track & Field Zones
Lethbridge

WCCHS 7-8 CAMPUS NEWS

May 2011



Grade 7 Orientation - May 26, 2011

We will be welcoming the West Meadow Elementary and Stavely Elementary grade 6 students to our campus on May 26th. During the brief time the students are here we will be going through behavioral and academic expectations, option and extra-curricular opportunities. There will be time for students to ask questions. Students will be given an opportunity to tour the building and meet the staff that currently work on our campus.

We welcome any of the grade 6 parents that wish to attend.

Upcoming Events

Tuesday, May 10th is **DENIM DAY!** In honour of mothers everywhere, this is a Canadian Breast Cancer Awareness Day where schools, businesses, etc. are invited to wear DENIM to school or work. All 3 schools in Claresholm are participating and we hope that other Claresholm businesses will join us. So, put on your jeans, jean jackets, etc on May 10th! Also, anyone wishing to make a money donation to the Canadian Cancer Society can do so at any of the school offices. For a donation \$5.00 or more, you receive a pink ribbon to show your support.

MUCH MUSIC VIDEO DANCE May 19, 2011 8pm-12 at the 9-12 site. All grade 7-12 students are invited to attend. Admission is \$10.00 per student. MUCH MUSIC will be providing 3 video screens and a light show; Two screens that play the video to match each song and one that shows the crowd dancing by way of a roving camera. There will be Much Music t-shirts given away as well as SUBWAY gift cards. (Subway is a sponsor of Much Music Dances.) Student Council will run a concession throughout the dance.



Junior High Travel Club hot dog sales.

Monday, May 16th, order due on Wednesday, May 11th

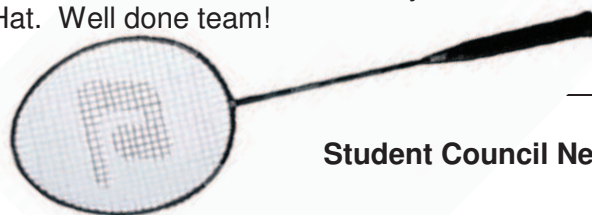
Monday, May 30th, order due on Wednesday, May 25th

\$1.50 per hot dog. Please pay in cash or make cheques payable to WCCHS.

Badminton

Congratulations to the Jr. high badminton team. Our team has competed in two tournaments and has done very well. At the divisional tournament in Pincher Creek, Claresholm earned 12 gold medals and 8 silver resulting in winning two banners, one for Juveniles and Bantam, Midget finished 2nd by 2 points.

At the zone qualifier in Nanton, Claresholm dominated. Claresholm won 13 of the available 20 positions. The next nearest school won 4. 19 players are now preparing for zone competition that will be held on May 7 in Medicine Hat. Well done team!



Student Council News

In April, student council held a sports jersey day at both sites! Students and staff showed their support for their favorite teams!

Principal Message

With the long winter we have experienced, the students are excited to be able to get outside again and it looks as though Spring has finally arrived! During lunch time, the halls are certainly emptier than a few weeks ago. More bikes are in the bike racks as students are riding to school again. Phys. Ed. classes are anxious to get outside again and enjoy the sunshine, fresh air, and outdoor activities.

In the month of May we will be busy timetabling courses based on student interest and need as well as finalizing staffing and budgets.

We will also be hosting incoming students from Granum (current gr. 9's) as they prepare to make the transition to WCCHS this September. Our Prom Royalty will be taking the current Granum grade nine students on a tour of the school, planning an activity for them to get to know some of the other grade nines here at WCCHS, and answer any questions that they may have about the school. We will also be explaining courses and the selection process to them. The 7 & 8 campus will also be holding an orientation for incoming grade seven students from WMES and Stavely.

Darryl Seguin

Updated attendance and marks are available on our website:
www.lrsd.ab.ca/school/willowcreek Pinnacle Access Viewer for Parents under Notices.



The Claresholm Nimble Fingers 4H Club is holding an Electronic Round Up Fundraiser on May 7th from 10 am -2 pm at the Baptist Church Parking Lot. Please drop off old computer monitors, servers, laptops, notebook, printers & combinations, keyboards, mice, cables, speakers and televisions. Thanks for your support.



Claresholm Raiders PeeWee/Bantam Football registration: Wednesday, May 4th 5:30-7:00pm WCCHS 9-12 site in the library.
For more information contact Maxine at 403-625-0466.



Junior High Track and Field: practices should be starting this week.
Please check our website for up to date schedules and information regarding location and time.

7-8 CAMPUS-Assistant Principal: Miss Beverly Webb

The Navigator

Issue 2 • Printed April 18, 2011

Welcome!

Thank you to all those who provided feedback on the first issue of **The Navigator**, produced and written by WCCHS staff, students and parents. We will strive to continue to provide information to parents of our students on what is happening in our school, and to share that with the wider community.

PROM 2011

The 2011 WCCHS Prom was held on Friday, April 1, in a beautifully decorated gym! The theme was **"Masquerade."** Congratulations to all of the participants of this year's prom. You were all outstanding! At the end of the evening, your new WCCHS Prom Royalty was announced: King & Mr. Congeniality - Chad DieBold; Queen & Ms. Congeniality - Courtney Thomas; 1st Princess-Kaitlynn Bolduc; 1st Prince - Ryan Heck; 2nd Princess - Kayty Adrian; and 2nd Prince - Ty Glimsdale. Their first duty as royalty will be hosting the Granum students that will be coming to WCCHS in September.

GRADE 10 INFO NIGHT

Parents of Grade 9 Students: On Wednesday, May 18, we will be hosting a meeting to provide information for next year's Grade 10 students. Please join us for this Grade 10 Parent/Student Information Night starting at 7:00 p.m. in the library. Information on graduation, post secondary requirements, and how the courses that are offered at the high school fit into that picture will be presented. If you have questions, please contact Adrien Lavoie, School Counsellor.

GRADUATION 2011

Thank you so much to everyone who helped out with the bottle drive Saturday, April 9. An especially big thanks to those who donated and to Willow Creek Recycling Depot for helping us. We raised approximately \$1500! We are now busy finding decorations and making plans! We are sending out notices to students who do not have enough checkmarks. If students have any outstanding checkmarks, they must be paid off at the school office before you will be allowed to participate in the Cap & Gown Ceremony. Each checkmark costs \$25, and all must be paid off

before May 6, 2011. Our graduation date is July 2, 2011 and our theme is **"Back to the Future,"** based on the movie. Banquet tickets will go on sale from May 9 - 12, 2011. Grads will get one free ticket if they have completed all five checkmarks, and four more tickets will be reserved per grad. Cost of tickets has yet to be determined. Grads may purchase additional tickets, depending on availability.

Thanks again to the community for making our bottle drive a success!



SADD

SADD Week starts May 16, and we are busy planning fun activities to get students involved. We would like to remind you to stay safe, especially during the May long weekend! This year we are focusing on the dangers of drinking and driving, as well as distracted driving, such as driving while texting. Here are some statistics about why texting and driving is so dangerous:

- * When a driver texts while driving, his reaction time will decrease by 35%
- * When texting, steering capability goes down by a tremendous amount - 91%.
- * A driver is 23 times more likely to get into a car accident while driving and texting.

source: <http://textinganddrivingstatistics.com>

What message is so important it can't wait for just a few more minutes? Have a safe, happy May long weekend!

INTERNATIONAL TRAVEL STUDY

A group of 25 high school students and advisors will be travelling to Spain and Portugal during the 2012 Easter Break. An information meeting was held on April 14, 2011 where information on dates/itinerary, cost, course outline, projects, and expectations were provided. Students who will be in grades 10-12 during the 2011-2012 school year are eligible to apply. The student application and \$500 non-refundable deposit will be

due in the WCCHS office May 5. Cheques are to be made out to WCCHS. Students will meet regularly during the 2011-2012 school year and complete different projects. Advisors for the International Travel Study are Malik Salman, Pam Russell, and Janet Walker. For further information, email walkerj@lrzd.ab.ca

STUDENT COUNCIL

April 21st is "Formal Thursday," the day before Easter Break! Celebrate with us!! Join your student council and WCCHS students in dressing up even more than you already do - just for the fun of it! Let's see you dress your best!!

May 10, 2011 is Denim Day! In honour of mothers everywhere, and in conjunction with the Canadian Cancer Society's country-wide initiative, everyone is encouraged to wear jeans to school or to work.

Donations will be accepted at both WCCHS school sites and forwarded to the Breast Cancer Division of the Cancer Society. Anyone giving a \$5 donation (or more) will receive a pink ribbon to show their support. AND the event we've all been waiting for...

Much Music Video Dance will be on the evening of Thursday, May 19 for grade 7 - 12 students. This promises to be a huge event with 3 video screens, a light show, free give-aways of Much Music t-shirts and paraphernalia, and Subway gift cards (our sponsor). The dance will be held in the 9-12 gym. Please join us for this exciting event - it promises to be a great time! Dance will begin at 8 pm and end at 12 am.

Admission is \$10 per student and a concession will be available.



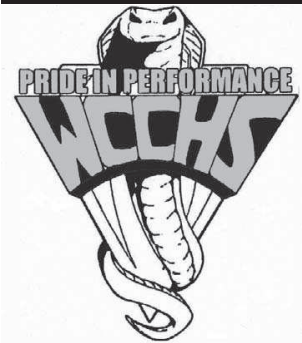
SPORTS COUNCIL

The WCCHS Sports Society is an umbrella organization under which all sports teams at WCCHS operate. The society provides the resources for each sports team at WCCHS to operate. The resources are pooled from the collection of fees and fundraising. The teams then use the resources available to them. The Sports Society will be hosting a dessert theatre as a fundraiser... see information on the right for more information.

News and information for the parents of Willow Creek Composite High School students, and the communities which make our school successful!

INSIDE THIS ISSUE:

- Prom Results
- Graduation 2011
- SADD Week
- Sports Society
- May 2011 Calendar
- Principal's Update
- Travel Groups
- Yearbook Committee
- School Council



It's Play Time!
Join us for the **Sports Society FUNDRAISER!!**



BITS & PIECES:
Live Dessert Theatre
May 11, 2011, 7 pm

WCCHS Gymnasium
Please attend and support the WCCHS Sports Society and WCCHS athletes!!

Tickets: \$12 per person

All WCCHS athletes are expected to sell four tickets and bring a dessert. Stop by the office or speak with Mr. Bohnet to pick up your tickets, or for more information.

SPRING REGAL FUNDRAISER

Student Council is selling Regal products! Check out our site at www.wcchs.shopregal.ca to order on-line before May 31.

**FROM THE PRINCIPAL:
Darryl Seguin**



I hope all of you are enjoying the information contained in the Navigator each month. I have heard several very positive comments from parents, students, and staff about having such an informative school newsletter at the Junior High and High School level. I hope it helps to provide information about everything that is happening at Willow Creek Composite High School. As you can see from the content, WCCHS is a busy place!

With the long winter we have experienced, the students are excited to be able to get outside again and it looks as though Spring has finally arrived...at least it was at the time this article was written! During lunch time, the halls are certainly emptier than a few weeks ago. Phys. Ed. classes are anxious to get outside again and enjoy the sunshine, fresh air and outdoor activities.

In the month of May, we will be busy timetabling courses based on student interest and need as well as finalizing staffing and budgets. We will also be hosting incoming students from Granum (current grade nines) as they prepare to make the transition to WCCHS this September. Our Prom Royalty will be taking the current Granum Grade nine students on a tour of the school, planning an activity for them to get to know some of the other grade nines here at WCCHS, and answer any questions that they may have about the school. We will also be explaining courses and the selection process to them. The Grade 7 & 8 campus will also be holding an orientation for incoming grade seven students from WMES and Stavely. Now that the days are longer and the warmer weather has arrived, I hope everyone takes time to enjoy the Easter Break.

RODEO

The Foothills High School Rodeo Club hosted the annual High School Rodeo on March 18 - 19 at the Claresholm Agriplex. This rodeo was a huge success with over a hundred competitors and their families in town for the event. The following students from the Willow Creek Composite competed at this rodeo: Ty Selk in Tie Down and Team Roping, Joeline Selk in Team Roping, Barrel Racing, Breakaway and Goat Tying; Taryn Matthews in Team Roping, Breakaway Roping and Barrel Racing, Ashley Simpson in Barrel Racing, Pole Bending and Breakaway Roping; Sidney Simpson in Barrel Racing and Pole Bending; Kipty Watt in Goat Tying, Pole Bending, Barrel

Racing and Breakaway; Chancey Lane in Team Roping; Nadine Jensen in Team Roping, Breakaway and Goat Tying; Trent Petersen in Team Roping; Kaycee Akins in Team Roping, Breakaway, Barrel Racing and Pole Bending and Mikayla McKee in Barrel Racing and pole

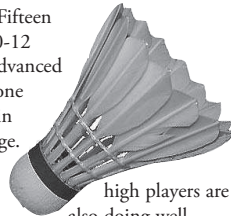
bending. Check out the HS Rodeo website at www.albertahsrodeo.com

Dates remaining for 2011 season:
Cochrane: April 30 and May 1
Nanton: May 7 and 8
Strathmore: May 21 and 22
FINALS will be held June 10, 11 and 12 in Ponoka, Alberta.

Everyone is welcome to attend and cheer us on!

SPORTS UPDATE

Badminton is underway, with playoffs and zones right around the corner. Congratulations to the high school badminton players, who defeated all the other divisional schools. Fifteen Grade 10-12 players advanced to the Zone Playoffs in Lethbridge. Junior



high players are also doing well, winning many medals in Pincher Creek on Thursday, April 14. Watch for more details next month.

Baseball and slo-pitch are also right around the corner and fees are now due. Practice schedules are being announced, and will be outdoors if weather permits, or indoors if wet outside. Check with Mrs. Sutter if you have questions.

UPCOMING DATES TO NOTE

Good Friday	April 22
Easter Week Off	April 25-29
Sports Society Dessert Theatre	May 11
Social & Math K&E students to Calgary	May 12
SADD Week	May 16-19
Sr. High California Band Trip	May 17-23
Sr. High Track & Field (Pincher Creek)	May 17
ELA Part A Provincial Achievement Tests (Gr. 9)	May 19
Gr. 7-9 to Ag Fair (Lethbridge)	May 19
Video Dance	May 19
PD Day (no school for students)	May 20
No School - Victoria Day	May 23
Sr. High Track & Field Zones	May 25
Jr. High Track & Field (Pincher Creek)	May 26
Jr. High Track & Field Zones	June 1
Graduation	July 2

SCHOLARSHIPS

There are many scholarships available to WCCHS students... here are a few:
Lucy Clifton Scholarship (\$2000) is available to Grads planning post secondary studies in Fine Arts or Vocational Studies. Application deadline is June 1, 2011.
Grade 12 Rutherford Achievement Scholarship applications due May 1.
Environmental Studies Scholarship - If you are pursuing post secondary in this area, see Ms. Lavoie.

YEARBOOK

We have surpassed our goal! Officially, we have sold 304 copies of the 2011 colour yearbook! If you didn't order one but still want one, your name will be put on a waiting list and the price is now \$42. The second segment of the yearbook (32 pages) will be sent to the printer in early June, while the last 32 pages will be due after the 2011 Graduation ceremonies in July. Yearbooks will be available in the fall.

FEEDBACK WELCOME ON THIS NEWSLETTER!!

Please contact Principal Darryl Seguin if you have any suggestions on how to improve it!

HOW TO REACH US

Main Phone 403-625-3387
website: www.lrsd.ab.ca/schools/willowcreek
email: seguin@lrsd.ab.ca
bohnetr@lrsd.ab.ca
News to add? dofsteel@shaw.ca

Congratulations!

to Greg & Jade Soetart on winning the iPad from the Satisfaction Survey draw. Thanks to everyone who took the time to submit their opinions.

May 2011						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11 Sports Society Dessert Theatre 7 pm	12 Sr. High Track & Field (PCreek)	13	14
15 SADD WEEK →	16	17 Sr. High Track & Field (PCreek)	18 Gr. 10 Parent/Student Information Night 7 pm WCCHS Library	19 Video Dance 8 pm - 12 am \$10 admission Sports Society 7 pm School Council 7:45	20 PD Day No school for students	21
22	23 Victoria Day Holiday (No school)	24	25 Sr. High Track & Field (PCreek)	26 Sr. High Track & Field (PCreek)	27	28
29	30	31				

WCCHS Council Minutes

April 20, 2011

7 pm

In Attendance: Darryl Seguin, Randy Bohnet, Bev Webb, Stacy Seguin, Jason Toone, Sandra Lindsell, Carmelle Steel, Ruth Lindquist, Marva-Jean St. Onge, Kelly Hall, Kitt Russell

Approval of Agenda: Carmelle approved, Stacy seconded

Approval of Minutes: Carmelle approved, Kelly seconded

1. Trustee Report: Kelly reported that the last board meeting was April 12. They discussed Instruction Formulas for giving money to schools with regards to students, School Fees, and the School Capital Plan. CUPE and bus driver agreements were also discussed. The Budget update shows about \$2.168 million less than last year and a continued decline in enrollment. There is one first year teacher in LRSD this year and he has been nominated for the Edwin Parr award.

2. Chairperson Report: Marva-Jean reported that she hadn't spoken to the representative from Granum regarding the resolutions from the Annual ASCA meeting in Edmonton.

3. 7/8 Campus: Bev reported that Ralph Smulders will be on medical leave for the remainder of the year and Pam Keating will be replacing his teaching position for the year. Elaine Watt has returned full time from her shoulder surgery.

Hot Lunch consists of Pizza and Subway. There was an increase in pizza prices as of May 1. The school has decided to cover the cost this year but next year, pizza will be more. Also, they may increase the price to serve as a fundraiser. Money would go towards purchasing things for the students to do during their lunch hour.

The student exchange was great.

4. Evergreening Computers: Technology Review

Any computers that are older than 4 years will be removed from the schools. WCCHS was originally scheduled only to be 'forklifted' later in the Evergreening cycle but has been moved up on the Evergreening list. This now means that all computers in the school will be replaced this summer. Currently, between the two sites, there are 244 computers. With the evergreening process and right-size formulas applied, the school will receive only 142. There is always the option to enhance this amount from the school budget.

There is an evergreening worksheet which 6 or 7 school staff have agreed to help Darryl complete. This will help to decide what type of computers (laptop, desktop, stationary) and where they might be placed within the two sites.

There will be smartboards in every classroom. These will be installed in the summer.

Desktops are around \$1000, Laptops \$1100.

5. School Goals:

1. Assessment and Reporting (Staff)

The staff will be having a speaker on May 20th to present regarding assessment and reporting.

2. Increasing School Spirit (Student Council)

The "pink" washroom has been closed due to flooding from the snow on the roof. When

things dry up, the bathroom will be repaired and painted a different color.

There will be some painting done in the hallways. Some of the brownish ceiling tiles are being replaced. More on order. Water fountains will be replaced (they can be removed and replaced during modernization). The Gym will have a good “spring” cleaning during Easter break. (old decoration tape, some banners and some dusting.)

A question was asked regarding the bleachers. There will be no new bleachers. They cost upwards of \$80,000. Maintenance will come and fix the current ones when needed.

3. Communication (Parents)

Connie is very good at keeping the website up to date. Carmelle has formed the newsletter titled “The Navigator”. There have been many positive comments in the community. Bev and Darryl are working on some visuals for tracking school goals on a monthly basis. Parent survey numbers were up to 134 this year.

6. Budget

WCCHS is the largest school (population) in the division and so will feel the “hurt” of the cuts. We will receive \$400 000-\$500 000 less than last year. It looks like the student population will be down about 30 students. This means a reduction in staff that looks like this:

- 1 full time office staff

- 3-3 1/2 support staff (2 have already left)

- 2-3 teachers

Staff is currently looking at different ways to deal with these cuts. (e.g.. Distance Learning room numbers, teacher preparation time). The students have handed in their course selections so Bev will be putting together a few different scenarios to suggest.

Right now, it looks like 2 grade 7 classes, 2 grade 8 classes, and 2 grade 9 classes. Each of these will have close to 30 students.

7. Next Meeting Date

Darryl must hand in the budget on May 17th. He is required to show it to the School Council before submitting it. Our next meeting isn’t scheduled until May 19th.

It was decided that there would be a special Budget presentation on May 16th at 4 pm. Then a regular council meeting on May 19th at around 8 pm (Sports Council is first this month).

8. Other

Jason asked if families were allowed to buy a computer the same as the school (from the school) when the Evergreening takes place. Darryl didn’t know for sure but said he would ask.

Meeting adjourned at: 7:55 pm

(Stacy motioned and Kelly seconded)

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

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

Principal
Mr. Kurtis Hewson

Assistant Principal
Mrs. Kathy Charchun

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

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

While achieving the
provincially defined outcomes.



Claresholm Schools
CREATE Success!



Visit us online at

www.lrsd.ab.ca/school/westmeadow



Join our Facebook Group

for discussions, event updates, video entries and photos



Follow us on Twitter

for the latest updates



Principal's Notes

It is with mixed emotions that Mr. Hewson announces his departure from WMES at the end of this school year, as he has accepted a position at the University of Lethbridge for the upcoming school year. The hiring of the new principal for the 2011-2012 school year will be announced in early May as planning continues.

Take time to visit the Budget Blog at <http://wmesbudgetblog.blogspot.com> to share your thoughts and ideas regarding the best way to utilize our reduced finances to support student learning in the upcoming school year. Please email or contact Mr. Hewson if you have difficulty leaving a comment (all comments are previewed to ensure appropriateness before being published to the site).



A proposal for the 2011-2012 school year calendar was discussed with staff and school council prior to the Easter Break and submitted for approval to Central Office. Once approved, the calendar will be posted on our school website and emailed to families.



Welcome Back Mrs. Paskal

We would like to welcome back Mrs. Alanna Paskal to WMES, as she will be replacing Mrs. Penner for the remainder of the year in grade four.

Best of luck to Mrs. Penner on the upcoming arrival of her second child!



Continue to check back on our school website, as new information for families continues to be added. Check out the **field trips section** for information about learning happening outside the classroom.

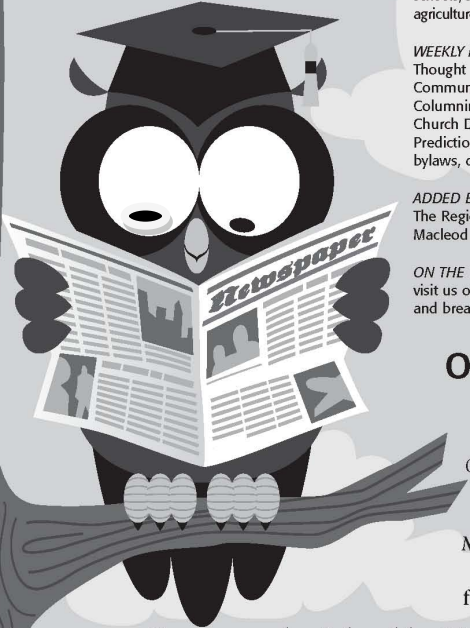
Sign up for **Twitter updates**, with frequent messages of what's new at WMES!



a word to the wise

you can learn a lot
from the Newspaper!

Encourage your children to make reading the newspaper a part of their routine for lifelong learning. Newspapers are living textbooks, helping students develop reading, math, social studies and language skills while exploring the issues affecting our world today.



Stay Informed with the Claresholm Local Press
Covering Claresholm, Staveley & Granum and all points in between.

We provide local information on sports, government, celebrities, schools, seniors activities, non-profit organizations, business & agriculture and much more.

WEEKLY FEATURES INCLUDE:
Thought provoking Opinion pages as well as the Good News page, Community Events Calendar, RCMP Beat, Columnist Susan Bohnet, Columnist Falon Wagner, Flashbacks, Focus on Community, Church Directory, Sports Coverage, Business Directory, Puzzles & Predictions, Important info. from the Town of Claresholm regarding bylaws, development, etc. and Classified ad Sections.

ADDED BONUS:
The Regional, containing the TV Guide & coverage from Fort Macleod to Okotoks.

ON THE WEB:
visit us on-line at www.claresholmlocalpress.ca for up-to-date info. and breaking news coverage.

only \$31.50/year!
on-line or by mail

For every subscription purchased through Claresholm Schools Fundraising Society, the Local Press will donate a portion of the subscription costs to the Fundraising society!

New subscriptions bring in \$5, & renewals \$2.50!

So sign up today, and encourage your friends, family & neighbours to sign up too!

Return to the School by May 31, 2011 to qualify!

SUBSCRIPTION ORDER FORM

Name _____ Mailing Address _____
 City _____ Province _____ Postal Code _____ Phone _____
 New Subscription Renewal
 Payment enclosed: Cheque or Money Order made payable to Claresholm Local Press. Cash Credit Card
 Card Type: Visa Mastercard Card # _____ Exp. Date _____

In preparation for our school's merge to the online attendance and mark programs, in use by our School Division, we would request that all student absences be called into the office by 9:00 a.m. if possible. We can take dates for appointments up to a year in advance. Call us as soon as the appointment is made.

Lunches – please make sure you send a lunch and enough lunch with your child. While we do keep a few things on hand, we often run out. – don't forget about snacks.



The Breakfast Program will provide a healthy breakfast for Grade 6 – May 13 and Grade 5 on May 27



If you would like to renew/extend your subscription to the Local Press, a portion of the renewal fee goes to our school's fundraising society. Stay in touch with your community while supporting a worthwhile cause.

Education Week

May 2 to May 6

We are inviting Parents
Grandparents, Brothers, Sisters,
Neighbours and Friends to come to
the school on

Friday, May 6, 2011

12:40 – 1:00 p.m.

to read with us!!



We're building Bird houses!!

Wednesday's Kindergarten class on
May 4 at 12:30 p.m. &
Thursday's Kindergarten to
Gr. 3 classes on May 5 – see the schedule
on the calendar and website.

We need Dad's, Grandpa's or
other close family or friends to help with
this project. If you are able to come
please bring a hammer.

This activity is part of **Education Week**.
We'd like to thank Home Hardware and
Conoco Philips for partnering with us.

Agricultural Fair in Stavely



This agricultural fair is geared toward Awareness and Safety in an Agricultural Community for kids.

The Kindergarten to Grade 3 class will attend from 9:00 – 11:30 a.m. on Wednesday, May 18.



Grades 4-6 will attend from 9:00 – 11:30 on Thursday, May 19.





From May 24-27 every student from Kindergarten to Gr. 6 participates in our annual reading assessment. This reading test, known as the GRADE, will provide teachers and parents with information about student reading levels, and demonstrate progress for students as they move through the grade levels.

The testing is being spread out over 1-2 weeks to ensure it is a comfortable experience for students—we aim to have no anxiety or stress for students during this process. For grade 3 and 6 students, it will not interfere with their Provincial Achievement Test schedule. We have taken careful consideration to make sure our students are not “over-tested”.

A brochure with more information and other resources are available at the school and on the website. The results of the assessment, along with other support materials to use the results to help your child at home, will be provided for parents in June



This month's Special Days are...

Mental Health Day  May 4 wear a Hat 

National Denim Day  May 10 

Wear Denim or Denim and 'Breast Cancer Pink' from head to toe - in awareness of breast cancer. If you would like to support of finding a cure for breast cancer a donation box will be in the office or donations can be given to the teacher. Donations over \$10 will be sent a tax receipt if requested.

Go to www.curefoundation.com for more info.



ELECTRONICS ROUND-UP

Where: Faith Community Baptist Church

When: May 7 from 10 to 2 p.m.

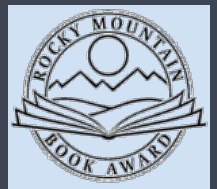
What: TV's, computers and old electronics



Who: sponsored by Claresholm Nimble Fingers 4-H Club



ROCKY MOUNTAIN BOOK AWARDS



Most read book:
"Prince of Neither Here nor There"

There were 46 students from Grade 4 to Grade 6 who read at least five books and were able to vote for their favorite title. Congratulations!!

The following six students read all the books and received the final prize of a gift certificate to purchase books from Scholastic:
Bailey Peterson, Tanner Ling, Tyler Rowland, Megan O'Brien, Kristen Putzi and Cassie Klaas.

Claresholm Fundraising Society

Next Meetings May 3 & 31 at 6:30 p.m.

** Note: there will be no Literacy Carnival – further discussion at next meeting.



Parent Council

Next Meeting
May 17 at 6:30

May at a glance....

Please check the school website for the latest calendar updates and events happening at the school



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Gr 3. Field Trip to Yates & Ramada 6:30 pm Fundraising Society	4 <i>Wear a Hat for Mental Health Day</i> Kindergarten Birdhouses 12:30 pm Student Assembly 2:25	5 Birdhouse Building Grade 2 – 8:35 am Kindergarten – 9:15 am Grade 1 – 10:10 am Grade 3 – 10:50 am	6 Read to Me 12:40 pm	7
8	9	10 National Denim Day 	11	12	13	14
15	16	17 Gr. 3 Lang. Arts P.A.T. Gr. 3 Swimming 6:30 pm School Council	18 K-3 Ag. Fair Gr. 6 Lang. Arts P.A.T. Gr. 6 Swimming	19 Gr. 4-6 Ag. Fair	20 Professional Development – no school for students	21
22	23 <i>Victoria Day School Closed</i>	24	25 Kindergarten Swimming	26 Kindergarten Swimming <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">Gr. 4 Field Trip to Frank Slide</div>	27	28
29	30	31 6:30 pm Fundraising Society				



May Birthdays

4	Chantelle D	14	Ryle D	18	Kaitlyn P	26	Marcie C
7	Aaron F	15	Cedie K	19	Rhys S	26	Joshua P
9	Maya K	17	Chance G	19	Adam S	26	Royer S
9	Brady S	17	Justice G	19	Madison W	27	Teagen G
13	Carly T	17	Levi M	24	Kelby K	31	Kayla B
13	Jackson W	18	Sebastian J-D	25	Mya A	31	Casey R