



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
NOVEMBER 14, 2011
AGENDA

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

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING MINUTES OCTOBER 24, 2011

FINANCES: OCTOBER 2011 BANK STATEMENT

DELEGATIONS: CALGARY REGION AIRSHED ZONE

ACTION ITEMS:

1. CORRES: Lisa Darch
RE: Claresholm Arena
2. CORRES: Elvira Bakk
RE: Electrician Costs
3. CORRES: Shirley Isaacson
RE: Resignation from Porcupine Hills Lodge Board
4. CAReS (Claresholm Animal Rescue Society) Lease
5. MEMO: RPS Department – Kin Park Project
6. STAFF REPORT: Town of Granum Potable Water Costs
7. PUBLIC WORKS: Fall Report 2011
8. CAO UPDATE as at November 14, 2011
9. ADOPTION OF INFORMATION ITEMS
10. IN CAMERA: PERSONNEL

INFORMATION ITEMS:

1. Cheque Listing for Accounts Payable – October 2011
2. Porcupine Hills Lodge Board of Directors Meeting Minutes – October 12, 2011
3. Claresholm & District Museum Board Minutes – October 26, 2011
4. West Meadow Elementary School Newsletter – November 2011
5. Willow Creek Composite High School Navigator – November 2, 2011
6. Claresholm Animal Rescue Society (CAReS) Regular Meeting Minutes – October 20, 2011
7. West Meadow Elementary School Council Minutes – October 18, 2011
8. Livingstone Range School Division – Minutes of the Board of Trustees – October 26, 2010
9. Livingstone Range School Division – Minutes of the Board of Trustees – October 25, 2011
10. Alberta SouthWest Bulletin – October 2011
11. Alberta SouthWest Regional Alliance Minutes of the Board of Directors – October 5, 2011
12. Oldman River Regional Services Commission Agenda Nov 10th & Minutes from October 13, 2011
13. Oldman Watershed Council OWC News

ADJOURNMENT:



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
OCTOBER 24, 2011**

CALL TO ORDER: The meeting was called to order at 7:08pm by Mayor David Moore

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

ABSENT: Councillor David Hubka

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

CARRIED

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

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

CARRIED

FINANCES: **SEPTEMBER 2011 BANK STATEMENT**

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

CARRIED

DELEGATIONS: **WILLOW CREEK RECYCLING**

RE: Introduction of New Owners

Shelly O'Neill has recently sold Willow Creek Recycling, but remains a silent partner with Mark Shaikh. Mark is running the depot with his son. Some changes are being made and they still want to run the recycling program, but it is time to look at the contract again with the MD of Willow Creek and the Town of Claresholm. They would like to get beyond the yearly renewal of the contract and have a minimum of a three year contract just to get a bit of stability. Being in business, they wish to plan more long term. The new owners think that the recycling program is great and hopefully can become an example to other communities. However, the work is quite labour intensive and some equipment may need to be purchased. They are amazed at how much recycling is coming in to the depot. At the next council meeting, they would like to make a proposal regarding the renewal of the contract.

ACTION ITEMS:

1. BYLAW #1545 – Cemetery Bylaw
RE: 2nd Reading

Moved by Councillor Van Amerongen to give Bylaw #1545 regarding the Cemetery 2nd Reading.

CARRIED

Moved by Councillor Sutter to give Bylaw #1545 regarding the Cemetery 3rd and Final Reading.

CARRIED

2. BYLAW #1550 – Traffic Bylaw
RE: 2nd & 3rd Readings

Moved by Councillor MacPherson to give Bylaw #1550 regarding Traffic 2nd Reading.

CARRIED

Moved by Councillor Van Amerongen to give Bylaw #1550 regarding Traffic 3rd and Final Reading.

CARRIED

3. CORRES: Hon. Dave Hancock, Minister of Education
RE: Claresholm Elementary School

Received for information.

4. CORRES: Federation of Canadian Municipalities
RE: Annual Membership

Moved by Councillor MacPherson to cancel the membership with the Federation of Canadian Municipalities.

CARRIED

5. CORRES: Rowan House
RE: November Family Violence Prevention Month Proclamation

Moved by Councillor Quayle to acknowledge November Family Violence Prevention Month as suggested by Rowan House Emergency Shelter.

CARRIED

6. BROWNLEE LLP: Emerging Trends in Municipal Law 2012

Received for information.

**7. CORRES: Oldman River Regional Services Commission
RE: Annexation & Intermunicipal Dispute Resolution Workshop**

Moved by Councillor Quayle to send Councillors MacPherson and Sutter and Mayor Moore to the Annexation and Intermunicipal Dispute Resolution Workshop put on by the Oldman River Regional Services Commission on November 16, 2011.

CARRIED

**8. CORRES: Claresholm Skating Club
RE: Competition Sponsorship January 20 – 22, 2012**

Moved by Councillor Quayle to waive the ice fees for the Claresholm Skating Club's competition to be held January 20 – 22, 2012.

CARRIED

9. Energy-from-Waste Research Project Summary Report

Received for information.

10. Frog Creek Drainage Agreement with MD of Willow Creek

Postponed to the end of the meeting after in camera.

11. ADOPTION OF INFORMATION ITEMS

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

CARRIED

12. IN CAMERA: PERSONNEL

Moved by Councillor MacPherson that this meeting go In Camera.

CARRIED

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

CARRIED

Moved by Councillor MacPherson to postpone a decision on the Frog Creek Drainage Agreement to the next regular council meeting.

CARRIED

ADJOURNMENT: Moved by Councillor Quayle that this meeting adjourn at 8:22pm.

CARRIED

Mayor – David Moore

Chief Administrative Officer – Kris Holbeck

**TOWN OF CLARESHOLM
OCTOBER 2011 BANK STATEMENT**

RECONCILED BALANCE SEPTEMBER 30, 2011		\$186,367.05
DEPOSITS TO BANK	DEBITS	CREDITS
RECEIPTS FOR MONTH	\$260,590.01	
REVOLVING LOAN RECEIVED	0.00	
CURRENT ACCOUNT INTEREST	131.77	
GIC REDEEMED	270,000.00	
INTEREST ON GICS	593.33	
TRANSFERS FROM T-BILLS	0.00	
SUBTOTAL	\$531,315.11	
CHARGES TO ACCOUNT		
ACCOUNTS PAYABLE		\$242,257.64
PAYROLL CHARGES		95,682.82
INTEREST ON REVOLVING LOAN		0.00
REVOLVING LOAN PAID		0.00
LOAN PAYMENTS		0.00
MASTERCARD PAYMENT		621.03
TRANSFERS TO T-BILLS / GIC PURCHASE		20,000.00
NSF CHEQUES		126.88
SERVICE CHARGES		272.30
SCHOOL FOUNDATION PAYMENT		0.00
	SUBTOTAL	\$358,960.67
NET BALANCE AT END OF MONTH		\$358,721.49

BANK RECONCILIATION

BALANCE PER BANK	370,142.41		
PLUS OUTSTANDING DEPOSITS	1,558.14		
LESS OUTSTANDING CHEQUES		-12,979.06	

RECONCILED BALANCE OCTOBER 31, 2011 **\$358,721.49**

OTHER BALANCES:


EXTERNALLY RESTRICTED T-BILLS	\$1,502,418.90	
EXTERNALLY RESTRICTED GIC'S (FCSS)	\$20,000.00	
NON-RESTRICTED GIC'S	\$1,750,000.00	
PARKING RESERVE	\$3,556.47	
WALKING PATHS RESERVE	\$1,948.76	
OFFSITE LEVY RESERVE	\$58,831.36	
SUBDIVISION RESERVE	\$35,636.19	
REVOLVING LOAN BALANCE		\$0.00

SUBMITTED TO TOWN COUNCIL THIS 14th DAY OF NOVEMBER 2011

MAYOR

SECRETARY-TREASURER

DELEGATIONS




To monitor, analyse and provide information on air quality and develop strategies to manage air quality issues within CRAZ. To have air quality that is not harmful to human health and the environment.

Calgary Region Airshed Zone

Working for Municipal Members

November, 2011



www.craz.ca



Agenda:

- Functions of CRAZ and Alberta Airsheds;
- Overview of CRAZ projects and activities;
- CRAZ strategic relationship to Municipalities;
- A look toward the future;
- CRAZ funding and membership;
- Questions



www.craz.ca




About CRAZ

What is the Calgary Region Airshed Zone (CRAZ)?


- One of 9 Airsheds established under Alberta Environment's Clean Air Strategy;
- Created in 2005 by a broadly-based regional group representing industry, community and environmental groups, local governments, and the Province;
- Official Society Status was granted to CRAZ in 2007;
- A member of the Alberta Airsheds Association - officially recognized and boundary approved by Alberta Environment and the Clean Air Strategic Alliance in 2008; (CRAZ' regional boundaries are presented on the next slide.)

CRAZ' Vision is to pursue strategies and programs that ensure regional air quality that is not harmful to human health and the environment.

CRAZ' Mission is to monitor, analyse and provide information on air quality and develop strategies to manage air quality issues within CRAZ.



Boundaries



CRAZ' regional boundaries include the cities of Calgary and Airdrie; the Municipal Districts of Rocky View, Bighorn and Foothills; Willow Creek, Vulcan and Wheatland Counties; the ID's of Kananaskis and Banff; and the Town of Canmore. The Siksika, Eden Valley, Tsuu Tina, and Stony First Nations are also located within the CRAZ area.




About CRAZ

Role & Function of Alberta's Airsheds

Principal airshed zone functions:

- ✓ Ambient air quality monitoring and reporting;
- ✓ Operating the Provincial air monitoring network;
- ✓ Developing a region-wide baseline air monitoring system;
- ✓ Collaborating with industry on data acquisition and analysis;
- ✓ Understanding major factors that air quality and evaluating possible impacts on human health and ecosystems;
- ✓ Conducting management plans to respond to specific risks;
- ✓ Implementing education and awareness programs to promote air quality issues;
- ✓ Representing members in regulatory and policy initiatives.



Guiding Principles

- Make all decisions using the Clean Air Strategic Alliance (CASA) Consensus Model.
- Ensure all decisions and actions are transparent to all CRAZ members as well as the general public.
- Include all stakeholders in the airshed zone with an interest in Air Quality
- Promote changes to improve Air Quality and contribute to the development of public policy
- Manage our activities and organization in a manner which ensures CRAZ sustainability and air quality science continuity.



Our CRAZ Region


- CRAZ' region includes 23 municipalities that are home to 1.4 million Albertans. Municipal development is closely linked to air quality and municipalities play a key role in managing non-point specific emissions.
- Regional economic activities have significant engagement with air quality – tourism, agriculture, rock, forestry. CRAZ has gained the respect and active participation of regional industries whose operating licenses require air and water monitoring.
- Air quality issues do not respect municipal boundaries and require regional approaches and solutions.



About CRAZ

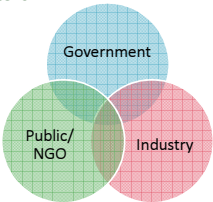
CRAZ' Strategic Roles for Municipal Members:

- CRAZ provides cost-effective, science-based and locally-accountable way to represent the interests of municipalities, most of which do not have the resources to carry out air studies alone.
- CRAZ operates the Provincial air monitoring system, and is implementing a region-wide air monitoring network that will establish air quality baselines and will be effective for risk identification and assessment.
- With endorsement from our municipal members, CRAZ provides a science-based, unified municipal response to emerging regional air quality management issues (including Provincial "orders") such as "PM₁₀".
- CRAZ is the lead regional multi-stakeholder voice in the development of provincial air policies and programs, and leads the integration of air quality in the regional land use framework.
- A critical issue for CRAZ is finding effective ways for municipalities to "mandate" CRAZ to undertake air quality monitoring and management planning.




Cross-Section of Members

- **CRAZ is comprised of three sectors:**
 - **Government**
 - Federal
 - Provincial
 - Municipal
 - **Industry**
 - Rock
 - Oil & Gas
 - Forestry
 - Chemical
 - **Public and Non-Government Organizations (NGOs)**





CRAZ Committees

- **Finance**
 - Draft budgets, audit process, all finances for CRAZ
- **Education & Outreach**
 - Build awareness of organization, programs for general public
- **Policy & Research**
 - Review of relevant government policies and implications of those policies on CRAZ and its members
- **PM/03 Audit**
 - Assesses the achievement of the PM/03 Plan deliverables
- **Technical**
 - Monitoring program, AQ info on website
- **Governance**
 - Bylaws, Governance policy, Board orientation, process improvement
- **Membership**
 - Contact prospective members, presentations, application forms



Monitoring

Continuous Air Quality Monitoring




Indicates Current Monitoring Station

Central Station
650 17th Avenue SW
Lat: 51° 52' 31" N
Long: 114° 04' 58" W
UTM: 18QUD06 8880000
Elevation: 1046 m


CRAZ operates the Alberta Environment network of three continuous air quality monitoring stations.

Real-time air quality data is available on the CRAZ website

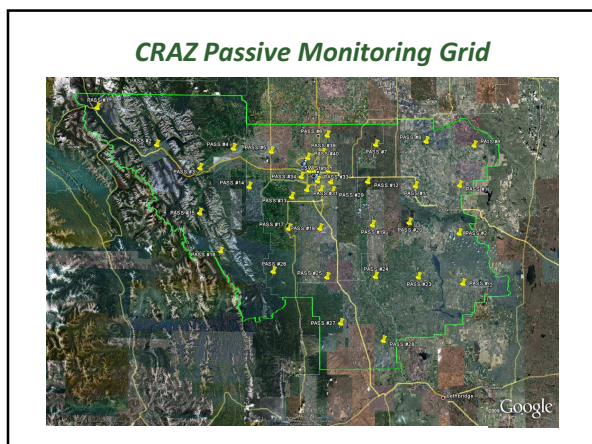



Monitoring

Passive Monitoring Grid

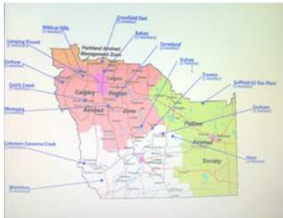


CRAZ has installed a region-wide network of passive air quality monitoring devices. This unique program will provide information on baseline air quality for areas in the region where no monitoring has ever been conducted, and will establish a scientific basis to monitor and evaluate air quality change.





Industry Monitoring




Several industries that report air emissions to regulators are collaborating with CRAZ to share data.



Education Outreach Programs

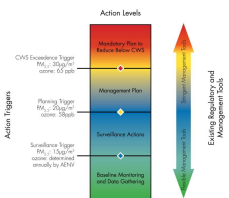
- **Presentations**
 - In 2010 and 2011 children & youth Day Camps in Calgary, Banff, Strathmore, Airdrie, and Black Diamond received this presentation
- **Photo Contest 2011**
- **Mayor's Environment Expo, Calgary**
- **Gauge and Save Campaign**
 - Partnered with Calgary Co-op 2010/11
 - Partnered with Husky Energy 2011





Issue Management PM/03 Plan

- Particulate Matter (PM) and Ozone (O3) have significant adverse effects on human health and the environment
- When the planning threshold was exceeded in 2004, the Clean Air Strategic Alliance (CASA) framework called for development of a management plan to ensure that PM/O3 would not exceed in the future
- The main focus of the PM/O3 Plan is:
 - Reduce O3 precursor emissions that resulted in exceedences of the planning trigger
 - Avoid future exceedences of O3
 - Reduce PM emissions to ensure that exceedences for PM do not occur in the future





Health and Air Quality

- Significant adverse human health and environmental effects have been demonstrated upon exposure to PM/O3:
 - Irritates eyes and respiratory tract
 - Linked to asthma, bronchitis, acute and chronic respiratory symptoms
 - Exposure to high levels results in chest tightness, coughing and wheezing
 - Impairs visibility (haze)
 - Contributes to acid rain formation
 - Agricultural crop loss and noticeable leaf damage
- Transportation and industry are highlighted as key issues





SSRP

- The South Saskatchewan Regional Plan (SSRP) will identify and set resource and environmental management outcomes for air, land, water, and biodiversity.
- SSRP will guide future resource decisions while considering social and economic impacts.






CRAZ Commitment to Municipal Members

CRAZ offers municipalities:

- A cost-effective, science-based, collaborative model to pursue effective engagement with regulators on emerging issues.
- Support for municipal governments developing education and communication projects.
- Effective regional and provincial representation on emerging air quality policy and regulatory issues (we work directly and through the Alberta Airshed Alliance with CRP/AUMA/AAMDC).
- Engagement and communication programs with industry and citizens on air quality issues.
- Positive, collaborative forums on issues at which municipalities, industry and NGOs participate as equals.
- Cost sharing by all regional stakeholders based on the polluter-pay principle.



Funding CRAZ

- CRAZ supports the “polluter-pay” principle. This means every individual, municipality and industry is responsible for the costs associated with their emissions!

1. Industry - emissions-based, starting w/ SO2 & NO2;
2. Municipalities: \$0.10/per capita;
3. NGO/Public: \$50/year

Air is a precious resource...



CRAZ is an efficient and effective way to develop multi-stakeholder responses to regional air quality issues.

ACTION ITEMS

Lisa Darch
Box 231, Claresholm, AB. T0L 0T0
403 625-3887

Agenda
Plaine
AD

Claresholm Town Council
Claresholm, AB. T0L 0T0

November 9, 2011

Attn: Daryl Sutter/Council Members – Town of Claresholm
Re: Claresholm Arena,

As a frequent user of the Claresholm Arena, I would like to make the suggestion, that a set of handicap, automatic doors be installed on the south side. Between all of the events that our arena hosts, from skating competitions, hockey, dance lessons and the Farmers Market; there are several advantages to making access easier, for parents, the disabled and seniors alike.

At the same time, there has been some interest expressed in perhaps installing a portable ATM machine, much the same as at the Claresholm Golf Course. I know of a local business that would be happy to invest in the setup and maintenance of such a machine, should the idea be carried further.

From a personal standpoint, having spent many hours at our arena, as well as being the “out of townner” trying to find a bank in a strange town, making that extra stop can be a nuisance. An ATM machine on site for Claresholm parents and visitors to our arena, I believe would be well received and very helpful.

Understanding that there are always concerns when changes can be made, I trust that council will take these suggestions into serious consideration, in order to help keep our local arena user friendly and convenient for everyone.

Thank you,



Lisa Darch
jldarch@platinum.ca

**Elvira Bakk
Box 1347
Claresholm, Ab.
T01-0t0**

To: Town of Claresholm Counsel

I am writing this letter to inform the Town of Claresholm about my bad experience in my house due to neglect of others. On the month of July/2011 I was electrocuted a number of times, was also electrocuted before, only this time was worse to the point I could not touch the phone to call for help, my neighbors did it for me. When I was taken to Gen. Hospital I told the doctor that I don't know why I got shocked and that my house was no longer safe. The Gen. Hospital then called an electrician to come to my house to find what was wrong. The findings are on the bill at the same time I was transferred by ambulance to Calgary Hospital where I was treated and released after a month and a half. Coming home to be faced with being laid off work plus ambulance \$248.60, Fire Dep. \$ 200.00, electrician \$630.00 plus medication cost and not to mention all the stress.

I am asking the town for help with the cost of the electrician as I already paid with my health and still do for this. I still have to find a job as at the moment I don't have one.

**I thank you for taking the time to read my letter and appreciate your service. Your truly Elvira Bakk
resident of Claresholm for over 30 years.**

Thank You

*Elvira Bakk.
Oct 25/2011*

Invoice

Boulton Electric Ltd.
Box 567
Nanton, Alberta T0L 1R0
403-646-2974

Date Invoice #
06/10/2011 1653

Invoice To
Elvira Bakk
Box
Claresholm, AB T0L 0T0
Canada

(403) 625-3916

P.O. No. Terms Project
30 Days

Qty	Description	Rate	Amount
	Check power and grounds in house - occupant being skocked		
	Main disconnect in garage and distribution panel in basement not properly grounded/bonded		
	Main ground to house removed when water meter replaced and poly pipe used for connection to old copper line		
	Material and labour for repair of above	600.00	600.00
	GST On Sales	5.00%	30.00

Total

\$630.00

Date April 17 Installer # Tyler Completion Code Payroll #

Street # 433 Street Name 50 AVE E Unit #

Property Owner ELVIRA Occupant BAKK Notes

Phone No. (H) 625-3916 Phone No. (H)
Phone No. (W) 13 57681130 Phone No. (W)

ERT ID # Meter Serial # 16161204 777.006

Additional Information

NO

Outside Hydrant	Undergnd Irrig. svc	Well	Cross Con.	Sump Pump	Ground Sewer	Main Shut-Off	<u>Good</u> Bad	Curbstop Functional	<u>YES</u> NO
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Additional Information - Condition of Pipe

Meter Installation Data

Installation Code Total Hours On Site 1 1/2 Plumbing Hours Carpentry Hours

Fittings Used

- No. 2 Korner Horn
- No. 3 Korner Horn
- No. 4 Korner Horn
- 5/8" x 3/4" Resetter
- 1/2" Solder Sleeve
- 3/4" Solder Sleeve
- PJA4-11 Pak-Joint
- PJA4-13 Pak-Joint
- PJA5-11 Pak-Joint
- PJA5-13 Pak-Joint
- 1/2" Solder Tail Piece
- 3/4" Solder Tail Piece
- Ground Clamp
- Ground Wire
- Hydro Stack Bracket
- Standard Valve (size)
- Ford Valve (size)

Meter Size	Service Size	Service Material	Service Location
<input checked="" type="checkbox"/> 5/8" x 1/2" <input type="checkbox"/> 3/4" <input type="checkbox"/> 1" <input type="checkbox"/> 1 1/2" <input type="checkbox"/> 2" <input type="checkbox"/> Other Size	<input checked="" type="checkbox"/> 1/2" <input checked="" type="checkbox"/> 3/4" <input type="checkbox"/> 1" <input type="checkbox"/> 1 1/2" <input type="checkbox"/> 2" <input type="checkbox"/> Other Size	<input checked="" type="checkbox"/> Copper <input type="checkbox"/> Iron <input type="checkbox"/> Lead <input type="checkbox"/> Plastic <input type="checkbox"/> Specify	<input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West <input type="checkbox"/> Specify

Before After

2-3/4" solder to 3/4" PEX ADAPT.
1-3/4" PEX BALL-VALVE
2-5/8" PEX MTR NUT.
4-3/4" PEX 90's
Jul 26/07
no

Additional Plumbing Fittings Used

SHUT-OFF VALVE

Had to install WATER meter & main

Authorized Representative: (Please Print Clearly) Elvira Bakk Inspector's Initial

October 27, 2010

Attention: Mayor and Council,

Re: Resignation from Porcupine Hills Lodge Board

Please accept this letter as my resignation as a member from the public at large representing the Town of Claresholm on the Porcupine Hills Lodge Board.

I was first elected to the Porcupine Hills Lodge Board in October of 2004, being a representative from Town Council. I have served on this board ever since.


The last year has been very frustrating for me as a board member. The Porcupine Hills Foundation was dissolved in March of 2011, but the three elected officials who make up the former Foundation Board, are still meeting and making all the decisions without any input from the rest of the Board of Directors.

I will not be part of a board, of which I am legally responsible, and not have any input into the final decisions made by the board.

It appears that you have not been informed of the dissolving of the Porcupine Hills Foundation, as you still have appointed a Town Councilor as a representative to this.

Also, at the last board meeting of the Porcupine Hills Lodge, there was a motion to have only one (1) member from the public at large representing the Town of Claresholm. This will be another change to the Ministerial Order for the Porcupine Hills Lodge.

Thank you for appointing me to this committee last November, 2010. It appears that there will be no need to replace me.


Shirley Isaacson

LEASE AGREEMENT

TOWN OF CLARESHOLM

TO

CLARESHOLM ANIMAL RESCUE SOCIETY

THIS LEASE made the _____ day of _____, 20_____.

BETWEEN:

TOWN OF CLARESHOLM

(hereinafter referred to as the "Landlord")

AND:

CLARESHOLM ANIMAL RESCUE SOCIETY

(hereinafter referred to as the "Tenant")

WHEREAS:

A. The Landlord is the registered owner of the Lands;

NOW THEREFORE in consideration of the grant of leasehold interest, rents payable, and the mutual covenants contained within this Lease, the parties hereby agree as follows:

ARTICLE 1 - DEFINITIONS

1.1 In this Lease the following terms have the following meanings:

- (a) "Buildings" means the buildings and improvements from time to time located upon the Lands;
- (b) "Commencement Date" means the 1st day of November 2011;
- (c) "Hazardous Substances" means toxic, hazardous, dangerous or potentially dangerous substances of any kind whatsoever including, without restricting the generality of the foregoing, urea formaldehyde, asbestos, PCB transformers and those elements, materials, substances or compounds which are regulated by federal, provincial or local statute, law, ordinance, code, rule, regulation order or decree including, but not limited to, the *Environmental Protection and Enhancement Act*, R.S.A. 2000, c.E-12, as amended from time to time, regulating, relating to or imposing liability or standards of conduct concerning any hazardous, toxic or dangerous or potentially dangerous waste, substance or material of any kind or nature whatsoever;
- (d) "Lands" means those lands legally described as that portion of Lots 3 & 4, Block 3, Plan 6752JK (4110 – 3rd Street East);
- (e) "Lease" means this lease agreement, as from time to time amended in writing by agreement between the Landlord and the Tenant;

- (f) "Permitted Use" means the operation and management of an animal rescue shelter for use by the public and the Society in compliance with all applicable laws, regulations or bylaws and for no other purpose whatsoever unless expressly authorized in writing by the Landlord in writing. The Permitted Use of the animal services building includes use by the public, use by the Society, operation of an animal rescue shelter, cultural or community events, and such other uses as authorized by the Landlord;
- (g) "Rent" means the rent payable by the Tenant pursuant to Paragraph 5.1 of this Lease, together with any other sums, amounts, costs or charges as may be required to be paid by the Tenant to the Landlord pursuant to the terms of this Lease;
- (h) "Stipulated Rate" means the prime rate of interest charged from time to time by the ATB Financial, formerly Alberta Treasury Branches, or its successor, at its main branch in Edmonton to its most preferred borrowers, plus Three (3%) percent per annum; and
- (i) "Term" means the term of this Lease as set forth in Paragraph 3.1 of this Lease.

ARTICLE 2 - GRANT

2.1 Demise of Lands. In consideration of the rents, covenants, conditions and agreements contained within this Lease to be paid, observed and performed by the Tenant, the Landlord hereby demises and leases the Lands to the Tenant.

ARTICLE 3 - TERM OF LEASE

3.1 Term. The term of this Lease shall be for approximately five (5) years commencing on the Commencement Date and ends October 31, 2016, subject always to earlier termination or renewal of this Lease and the Term as provided in this Lease.

3.2 Option to Renew. Provided that the Tenant is not then in default of any of its obligations contained within this Lease, the Tenant shall have the option to renew this Lease for one (1) further term of five (5) years, upon the same terms, covenants and conditions contained within this Lease. The Landlord and the Tenant acknowledge and agree that there shall be no recurring right of renewal, and that the renewal term(s) contemplated within this Paragraph constitute the extent of the Tenant's renewal right. The Tenant may exercise its right of renewal contained within this Lease by delivering notice in writing to the Landlord at any time up to and including the date of the expiration of the Term or renewal term, as the case may be.

ARTICLE 4 - EXAMINATION OF LANDS

4.1 "As Is, Where Is". The Landlord shall provide, and the Tenant shall accept, the Leased Premises in as-is, where-is condition.

4.2 Satisfactory Condition. Without limiting the foregoing, the Tenant agrees:

- (a) that there exists no promise or collateral agreement by the Landlord to alter, remodel, decorate or improve the Lands or any property neighbouring or surrounding the Lands;

- (b) that no warranties or representations whatsoever respecting the Lands (including, without restriction, the condition or quality of the Lands, or its suitability for the purposes and use intended by the Tenant) have been made by the Landlord or its agents or employees; and
- (c) that the Tenant has examined the Lands and as at the date of this Lease the Lands are in good order, ready for occupancy and in satisfactory condition.

ARTICLE 5 - RENT

5.1 Base Rent. The base rent payable by the Tenant to the Landlord for the Term of this Lease shall be the sum of \$1 per year, payable in advance on the first day of each and every year of the Term starting with the Commencement Date. The base rent payable by the Tenant will be reviewed by the parties before the end of November at the end of the term of the lease.

5.2 Net Lease. The Landlord and the Tenant hereby covenant and agree that for all purposes that this Lease shall be a net lease for the Landlord, and that save and except for as specifically set forth within this Lease the Landlord shall not be responsible for any cost, charge, expense or outlay of any nature whatsoever arising from or relating to the Lands, the Buildings, or any impositions, costs and expenses of every nature and kind relating to the Lands and the buildings whether or not specifically provided for within this Lease. All such costs shall be the responsibility of the Tenant to pay promptly when due. To the extent that any such costs are paid by the Landlord the Tenant shall reimburse the Landlord immediately upon demand, such sums being collectable in the same manner as Rent.

5.3 Additional Costs. In addition to the payment of Rent as set forth in Paragraph 5.1 of this Lease, the Tenant shall be responsible for payment of all servicing costs incurred in the construction of any and all services upon or within the Lands for the purposes of providing such services to the Leased Premises.

ARTICLE 6 - TAXES

6.1 The Tenant's Taxes. Subject to the availability of any exemption under the *Municipal Government Act*, R.S.A. 2000, c. M-26, the Tenant shall, pay when and if they shall become due and payable, all real estate taxes, assessments, rates and charges and other government impositions, general or special, ordinary or extraordinary, foreseen or unforeseen, of every kind, including assessments for local or public improvements and school taxes which may at any time during the Term be imposed, assessed or levied, in respect of the Tenant's buildings and Tenant's leasehold interest in the Lands and all fixtures and improvements from time to time located thereon, or which, howsoever imposed, might constitute a lien on the leased premises or any part thereof or a liability of the Landlord.

6.2 Goods and Services Tax. If and whenever applicable, the party making any payment required under this Lease shall be responsible for the payment of any and all Goods and Services Tax pursuant to the *Excise Tax Act*, or other value-added tax which may be imposed in place of or in addition to the Goods and Services Tax, which may become payable in respect of any sums to be paid pursuant to the terms of this Lease.

ARTICLE 7 - TENANT'S BUILDINGS

7.1 Ownership of Buildings and Fixtures. The Landlord and the Tenant agree that the Leased Premises together with anything in the nature of installations, alterations, additions and improvements, and all other fixed improvements which the Tenant may construct upon the Lands from time to time, are and shall remain the separate property of the Landlord and not of the Tenant, but subject to and governed by all the provisions of this Lease. The Tenant shall not mortgage, charge or encumber such improvement, nor assign or otherwise deal with the fixed improvements separately from any dealing with the leasehold interest under this Lease, unless authorized by the Landlord in writing.

7.2 Builders' Liens. The Tenant covenants not to permit any builders' or other liens to be registered against either the Landlord's freehold title to the Lands, or the Tenant's leasehold interest pursuant to this Lease. Upon the registration of such a lien on the said titles, the Tenant shall obtain a discharge thereof within Thirty (30) days after the Tenant has notice of the lien. With respect to liens registered against the Landlord's freehold title to the Lands, the Landlord shall have the right, but in no way shall it be obligated, to obtain a discharge of the lien, whereupon all sums paid by the Landlord to procure the discharge, as well as the Landlord's costs of obtaining such discharge including, without restriction, legal and other costs on a solicitor and his own client full indemnity basis, shall be repaid forthwith upon demand by the Tenant as Rent. Notwithstanding the foregoing the Tenant may, with respect to liens registered on the Tenant's leasehold title only, contest the validity of any such lien provided that the Tenant shall first either:

- (a) obtain an order from a Court of competent jurisdiction discharging the lien from the Tenant's leasehold title by payment into Court; or
- (b) furnish to the Landlord security satisfactory to the Landlord, in both format and amount, against all loss or damage which the Landlord might suffer or incur as a result of the Tenant contesting the lien.

7.3 Liability for Liens. Notwithstanding anything contained within this Lease, the Landlord and the Tenant hereby covenant and agree that the Landlord shall not be considered to be an owner for the purposes of the attachment of builders' liens. Without limiting the generality of the foregoing, nothing contained within this Lease shall be interpreted as an admission of liability on the part of the Landlord for the performance of any work or furnishing of any materials in relation to any improvements made to the Lands or the Leased Premises.

ARTICLE 8 - QUIET ENJOYMENT

8.1 The Tenant's Quiet Enjoyment. Subject to the terms, covenants and conditions contained in this Lease, the Landlord covenants that upon duly performing and observing all its covenants and obligations contained in this Lease the Tenant shall and may peaceably possess and enjoy the Lands for the Term without any interruption or disturbance from the Landlord or any other person lawfully claiming by, from or under the Landlord.

ARTICLE 9 - OPERATION OF LEASED PREMISES

9.1 **Management.** The Tenant shall operate and manage the Leased premises in a manner consistent with the Permitted Use and in a safe, efficient, and good workmanlike manner, and in substantially the same manner as a prudent municipal owner would operate and manage the Leased Premises in compliance with all applicable laws affecting the Tenant and the Leased Premises, and shall take such action as appropriate to ensure that the Leased Premises is properly and adequately supervised including, without limiting the generality of the foregoing, the Tenant shall:

- (a) supply all necessary equipment and personnel reasonably required with respect to the management, operation, and maintenance of the Leased Premises;
- (b) undertake all activities and provide all services reasonably required for the efficient management, operation and maintenance of the Leased Premises as a prudent owner would in similar circumstances;
- (c) promptly pay when due any and all charges, impositions, costs and expenses of every nature and kind relating to the Leased Premises and the maintenance, operation, cleaning (in a clean and sanitary condition, satisfactory to the Provincial Regulations), and caretaking (including providing bathroom and cleaning supplies, toilet paper, paper towels and soap), repair and replacement of all equipment located thereon including, without restriction, all costs relating to cleaning the interior and exterior portion of the Leased Premises, provision of hot and cold water, and provision of electricity;
- (d) throughout the Term continuously use the Leased Premises solely for the Permitted Use and shall not use or permit or suffer the use of the Leased Premises or any part thereof for any other business or purpose;
- (e) not cause or suffer or permit any Hazardous Substances (other than normal cleaning or other products reasonably required with respect to the maintenance and operation of the Leased Premises, and in the performance of the Tenant's normal operations upon the Lands as contemplated under the Permitted Use), to be located in or upon the Leased Premises, or discharged into the Leased Premises or into any driveways, parking areas, ditches, water courses, culverts, drains or sewers in or adjacent to the Leased Premises;
- (f) not do, omit to do, permit to be done, or omit to be done, any act or thing which may render void or voidable or conflict with the requirements of any policy or policies of insurance, including any regulations of fire insurance underwriters applicable to such policy or policies, under which the Leased Premises or the contents of the Leased Premises are insured;
- (g) promptly pay when due all costs incurred in the operation, maintenance, repair, replacement, improvement, and alteration of the Leased Premises, whether due to the supply of work, services or materials, and in such a manner so as to ensure no mechanics' or builders' lien(s) arise in respect of the Leased Premises or the Tenant's leasehold interest under this Lease;

- (h) maintain (including, without limitation, the performance of regular and periodic servicing, maintenance and inspections as a prudent owner would) in good operating condition all equipment, pipes, wiring and electrical apparatus and all plumbing fixtures, heating, ventilating and air conditioning equipment and all other mechanical systems and electrical systems in or about the Leased Premises and shall keep the same in clean and good working order and repair. It is understood and agreed that in case the said fixtures, systems and equipment or any part thereof shall be damaged or destroyed, or become incapable of performing their function, the tenant shall immediately notify the Landlord of same and the cost for the prompt repair, replacement, and upgrading of the same shall be the sole responsibility of the Tenant, with said repair, replacement, and upgrading to be performed to the quality and specifications approved by the Landlord;

9.2 Utilities. The Tenant shall pay promptly when due all rates, levies and charges (including installation charges) for telephone, cable, telecommunication, (except services provided by the Town of Claresholm) and any and all other services and utilities supplied to or used within the Leased Premises, and shall indemnify the Landlord against any and all liability or damages pertaining thereto.

9.3 Evidence of Payments. The Tenant shall produce upon the reasonable request of the Landlord, satisfactory evidence of the due payment by the Tenant of all payments required to be made by the Tenant under this Lease.

9.4 No Nuisance. The Tenant shall not at any time during the Term, use, exercise or carry on or permit or suffer to be used, exercised or carried on, in, about or upon the Leased Premises or any part thereof any waste or any offensive act, trade, business, occupation or calling, and no act, matter or thing whatsoever shall at any time during the Term be done in, about or upon the Leased Premises or any part thereof which shall be inconsistent or incompatible with the intended use of the Leased Premises, or which may be or grow to the annoyance, nuisance, damage or disturbance of the occupants and other users of the Leased Premises, as well as occupants of lands and property owners in the vicinity of the Leased Premises.

9.5 Comply with Laws and Regulations. The Tenant shall comply promptly at its expense with all laws, by-laws, ordinances, regulations, requirements and recommendations of any and all federal, provincial, civic, municipal and other lawful authorities, which may be applicable to the Tenant, to the construction of the Leased Premises, to the manner of use or operation of the Leased Premises, or the making by the Tenant of any repairs, alterations, changes or improvements to the Leased Premises.

9.6 Alterations. The Tenant shall not without the prior written consent of the Landlord, which consent may not be unreasonably withheld, excavate, drill, install, erect, or permit to be excavated, drilled, installed or erected over, under or through the Leased Premises, any pit, foundation, pavement, building, fence, sidewalk, installation, addition, partition, sign, alteration, or other structure or improvement. Notwithstanding the forgoing, throughout the Term of this Lease and renewal the Tenant shall be entitled to make changes, additions or improvements to the Leased Premises, without the requirement for consent from the Landlord, provided that such alterations:

- (a) do not alter the exterior of the buildings and improvements comprising part of the Leased Premises; and
- (b) do not result in changes to the square footage of the buildings or improvements forming part of the Leased Premises.

9.7 Signs. The Tenant shall be entitled to construct, erect, or install signs related to its operations in or upon the Lands and the Leased Premises. All such signs constructed, erected, or installed upon the Lands and the Leased Premises shall comply with all statutes, by-laws, regulations, codes and restrictions affecting the Lands and the Leased Premises, and all permits and approvals obtained in respect of such signs.

9.8 Fire Extinguishers/Alarms The Landlord shall be responsible for the regular (no less than annual) inspection and maintenance of the fire extinguishers and fire alarm systems. Any costs to the Landlord incurred through this maintenance will be paid for by the Tenant in a timely manner.

ARTICLE 10 - INSURANCE AND INDEMNITY

10.1 Insurance. The Tenant shall purchase and maintain in force during the Term and any renewal term the following insurance coverage satisfactory to the Landlord, acting reasonably:

- (a) during any periods of construction upon the Lands, property insurance in an amount not less than One Hundred (100%) percent of the replacement value of the improvements upon the Lands, providing coverage by way of a "Builder's All Risk" policy;
- (b) comprehensive general liability insurance against, among other things, claims for personal injury, death, property damage, or third party or public liability claims arising from any one accident or occurrence upon, in or about the Leased Premises (as well as the balance of the Lands, to the extent that the Tenant's activities occur thereon) of and from any cause to an amount of not less than FIVE MILLION (\$5,000,000.00) DOLLARS (or from time to time such greater amounts as are sufficient, as determined from time to time by the Landlord acting reasonably, to afford equivalent protection against all such claims) in respect of any one accident or occurrence; and
- (c) risks normally insured against by Tenant's of a Leased Premises in the Province of Alberta, in particular for the contents owned by the Tenant.
- (d) The Landlord shall purchase and maintain in force during the Term and any renewal term insurance coverage on the Leased Premises, the Equipment, and all intrinsic fixtures and improvements within the Leased Premises.

10.2 Additional Terms. All such policies of insurance maintained by the Landlord and the Tenant may contain a waiver or wavers of subrogation against the other party and its insurers, provided that such waiver is reciprocal within the insurance coverage and is first approved by the Landlord's and the Tenant's insurer.

10.3 Copies of Policies. The Landlord and the Tenant shall when requested, and no more often than on an annual basis, provide the other party with copies of each insurance policy purchased pursuant to the terms of this Lease.

10.4 Proceeds of Insurance. Subject to the provisions contained within Article 11 of this Lease, the proceeds of any insurance which may become payable under any policy of insurance effected pursuant to this Lease shall be payable to the Landlord and the Tenant as their respective interests may appear.

10.5 Repair Obligations. Subject to the provisions contained within Article 11 of this Lease, where repairs are necessary due to damage or destruction of the Leased Premises, the Equipment, or any fixtures and improvements in or upon the Leased Premises, the Tenant shall promptly effect such repairs to the extent of the proceeds of insurance received.

10.6 Indemnity. The Tenant shall indemnify and save harmless the Landlord from any and all liabilities, damages, expenses, costs, fees (including all legal and other professional costs on a solicitor and his own client full indemnity basis), claims, suits or actions arising out of or caused by the use and occupation of the Lands, the balance of the Lands, and the Leased Premises by the Tenant, and its respective employees, agents, and those for whose actions they are responsible for in law including, without restriction, such liabilities, damages, expenses, costs, fees, claims, suits or actions arising from:

- (a) any breach, violation, or non-performance of any covenant, condition or agreement in this Lease;
- (b) any damage to property; or injury to any person or persons including death;
- (c) any environmental damage and resulting clean up costs; and
- (d) all claims arising under the *Workers' Compensation Act, Occupational Health and Safety Act, Occupiers' Liability Act* or other statute that imposes liability upon the owners or occupiers of land or in relation to the operation of a worksite.

This indemnity shall specifically exclude any and all such claims, costs and expenses or portions thereof arising from the negligence of the party to be indemnified, or those for whose actions the party to be indemnified is legally responsible for. This indemnity shall survive the expiry or sooner termination of this Lease.

ARTICLE 11 - DAMAGE AND DESTRUCTION

11.1 Damage or Destruction of Leased Premises. In the event that the Leased Premises is damaged or destroyed by any cause whatsoever, the Tenant shall promptly repair such damage subject to the following provisions:

- (a) if, in the reasonable opinion of the Tenant, the Leased Premises cannot be rebuilt or made fit for the purposes of the Tenant within one hundred and eighty (180) days of the damage or destruction;
- (b) if, in the reasonable opinion of the Tenant, no less than fifty (50%) percent of the Leased Premises requires repair or reconstruction; or
- (c) if, in the reasonable opinion of the Tenant, the repair or reconstruction of the Leased Premises is not financially reasonable given the age of the Leased Premises, the equipment and improvements, or given the availability of alternative premises for Leased Premises and/or use by the Tenant;

then instead of being required to rebuild or make the Leased Premises fit for use by the Tenant the Tenant may, at its option, terminate this Lease by giving the Landlord Sixty (60) days' notice of termination and the Tenant shall deliver up possession of the Lands to the Landlord in the condition required under the terms of this Lease on or before the expiry of such sixty (60) days.

11.2 Distribution of Insurance Proceeds. Notwithstanding anything contained within this Lease, the proceeds of any insurance received by the Tenant as a result of the damage or destruction of the Leased Premises, or a portion thereof, shall be dealt with as follows:

- (a) subject to the provisions of Paragraph 10.1 of this Lease, applied to the costs of repairing, replacing, or reconstructing the Leased Premises; and
- (b) in the event of a termination pursuant to Paragraph 11.1 of this Lease, the proceeds shall be applied in the following order:
 - (i) the payment in full of any and all costs incurred in relation to the demolition of the Leased Premises and restoration of the Lands in accordance with Paragraph 15.1(b) of this Lease; and
 - (ii) any remaining portion of the insurance proceeds shall be paid to the Tenant.

11.3 Notice of Accidents, Defects or Damages. The Tenant shall immediately advise the Landlord, and promptly thereafter by notice in writing confirm such advice to the Landlord, of any accident to or defect in the equipment, plumbing, gas pipes, water pipes, heating, ventilating, and air conditioning apparatus, electrical equipment, conduits, or wiring, or of any damage or injury to the Leased Premises, or any part thereof, howsoever caused. Provided, however, that in no way shall this provision be construed in such a manner as to obligate the Landlord to effect any repairs or replacement.

ARTICLE 12 - SUB-LETTING AND ASSIGNMENT

12.1 Assignment and Subletting. The Tenant shall not assign its interest in this Lease in whole or in part, nor sublet all or any part of the Leased Premises, with the exception of the grooming room, nor part with or share possession of all or any portion of the Leased Premises, nor mortgage by either specific or floating charge or encumber in any way whatsoever this Lease or the Leased Premises, without the prior written consent of the Landlord. The Landlord may be permitted temporary use of the Leased Premises, subject to availability, at no cost to the Landlord.

ARTICLE 13 - DEFAULT

13.1 Events of Default. Each and every of the following events shall constitute an event of default (hereinafter referred to as an "Event of Default"):

- (a) if the Tenant fails to make any payment, in whole or in part, of any amount payable to the Tenant as provided in this Lease;
- (b) if the Tenant ceases to carry on the Permitted Use;
- (c) if the Tenant is or becomes, insolvent or bankrupt or if the Tenant:
 - (i) makes any assignment for the benefit of creditors,
 - (ii) is declared bankrupt,
 - (iii) seeks the protection of the *Bankruptcy and Insolvency Act*, the *Companies Creditor's Arrangement Act* or like legislation,

- (iv) disposes of all or substantially all of its assets without the consent of the Landlord, or
 - (v) commences proceedings to wind itself up or if winding up proceedings are commenced in respect of the Tenant; and
- (c) if the Landlord or the Tenant neglects or fails to observe, perform or comply with any of its obligations pursuant to this Lease, howsoever arising, and fails to remedy such default within Thirty (30) days from the date of receipt of written notice from the Landlord requiring that the curing the default.

13.2 Termination. Upon the occurrence of an Event of Default, in addition to any and all other rights and remedies available to landlords the Landlord may terminate this Lease by delivery of notice in writing to that effect to the party in default. Such termination shall not limit in any way the Landlord's recourse to any remedies available to it at law, equity or otherwise.

13.3 Collection of Costs. In addition to any other rights available to the Landlord or the Tenant pursuant to this Lease, the Landlord or the Tenant shall be entitled to collect from the party in default:

- (a) all payments made by the party not in default or costs incurred by the party not in default which ought to have been paid or incurred by the party in default, or for which the party not in default is entitled to be paid or to be reimbursed pursuant to the terms of this Lease;
- (b) all disbursements and costs (including legal and other professional costs on a solicitor and his own client full indemnity basis) and all fees and costs related to recovery or collection of such sums or the enforcement of the terms of this Lease generally; and
- (c) interest at the Stipulated Rate on all outstanding amounts owed by the party in default to the party in default, from the 31st day following the date they are invoiced to the date of payment in full.

13.4 Set-Off. In the event that either the Landlord or the Tenant fails to make any payment or provide any sum to the other party as required under the terms of this Lease, at the election of the Landlord or the Tenant, as the case may be, that amount may be set off against and applied to any sum of money owed by the defaulting party to the party not in default from time to time until all amounts owing to the party not in default are set-off in full. Exercise of such right of set-off by either the Landlord or the Tenant shall not limit or waive any right or remedy against the other party under this Lease.

ARTICLE 14 - PERFORMANCE & REMEDIES

14.1 Right to Perform. In addition to any other rights or remedies available under this lease, in law or in equity, if the Landlord shall fail to perform or cause to be performed any of the covenants or obligations owed by the Tenant under the terms of this Lease, the Landlord shall have the right, but shall not be obligated, upon Ten (10) days notice in writing to perform or cause the same to be performed, and to do or cause not to be done such things as may be necessary or incidental thereto (including without limiting the foregoing, the right to make repairs, installations, erections and expend monies). All payments, expenses, costs, charges, fees, including all legal fees on a solicitor and his own client full indemnity basis, and disbursements incurred or paid by or on behalf of the Tenant in default in respect thereof shall be immediately due and payable by the Tenant.

14.2 Overlooking and Condoning. Any condoning, excusing or overlooking by the Landlord or the Tenant of any default, breach or non-observance by the other party at any time or times in respect of any covenant, proviso or condition contained in this Lease shall not operate as a waiver of the Landlord's or the Tenant's respective rights under this Lease in respect of any subsequent default, breach or non-observance nor so as to defeat or affect in any way the rights of the Landlord or the Tenant in respect of any subsequent default, breach or non-observance.

14.3 Remedies Generally. Mention in this Lease of any particular remedy of the Landlord or the Tenant does not preclude the Landlord or the Tenant from any other remedy in respect of any such default, whether available at law or in equity or by statute or expressly provided for in this Lease. No remedy shall be exclusive or dependent upon any other remedy, all such remedies being cumulative and not alternative.

ARTICLE 15 – REPAIR ON TERMINATION [OR REMOVAL AND RESTORATION]

15.1 Upon the expiration of the Term or upon the earlier termination of the Lease, the Tenant covenants to surrender the Leased Premises in substantially the same condition as the Leased Premises were in upon delivery of possession thereof under this Lease save and except for reasonable wear and tear, any alterations approved by the Landlord pursuant to the terms of this Lease, and damage caused by fire, tempest or other casualty not due to the negligent, careless or willful acts or omissions of the Tenant, its employees, agents, servants, invitees, or those for whom the Tenant is responsible in law.

ARTICLE 16 - GENERAL

16.1 Grants of Interests. Provided always that the Tenant's use and enjoyment of the Lands is not significantly interrupted or prevented, the Tenant's leasehold interest in the Lands is and shall be subject to any and all grants of easements, utility right of ways, or other similar interests in the Lands by the Landlord, whether presently existing or to be granted in the future. In this regard, the Tenant acknowledges that the Landlord may deem it necessary or appropriate from time to time to cause or allow third parties, or the Landlord itself, to construct and install permanent underground or above-ground utility lines, pipeline facilities and transmission lines which will cross the Lands. The Tenant acknowledges and agrees that it shall in no way interfere or hinder the construction, installation, repair or maintenance of such lines or facilities undertaken by the Landlord or any person to whom the Landlord has granted such permission, and shall execute such further documentation as deemed appropriate in the sole discretion of the Landlord for purposes of expediting or permitting any such utility lines, pipeline facilities and transmission lines to be constructed, installed, repaired or maintained within the Lands by the Landlord or other authorized persons.

16.2 Overholding. If at the expiration of the Term or renewal term, as the case may be, the Tenant shall hold over with the consent of the Landlord, the tenancy of the Tenant thereafter shall, in the absence of written agreement to the contrary, be from month to month only and shall be subject to all other terms and conditions of this Lease except as to duration.

16.3 Notices. Any notice, demand, request, consent or other instrument required or permitted to be given under this Lease shall be in writing and shall be given and deemed to have been received as provided in this Section, and shall be addressed as follows:

to the Landlord at: Town of Claresholm
 P.O. Box 1000
 Claresholm, AB T0L 1R0
 Attention: Chief Administrative Officer

 Phone: (403) 625-3381
 Fax: (403) 625-3869

to the Tenant at: Claresholm Animal Rescue Society
 P.O. Box 2579
 Claresholm, AB T0L 0T0
 Attention: Chairperson

 Phone: (403) 489-5678 (LOST)
 Fax: n/a

or such other address as either party may appoint for all future notices by notice in writing. Any Notice must be mailed in Canada by prepaid registered post, delivered personally, or sent by prepaid courier. A notice shall be deemed to have been received by the party to whom the notice is addressed upon the same date as sending the notice by delivery or prepaid courier, or on that day which is five (5) business days following the date that the notice was mailed if sent by prepaid registered mail. Provided always that at the time of mailing there is not an actual or apprehended interruption in mail service by labour dispute or otherwise, in which case all notices shall be delivered or sent by prepaid courier.

16.4 Governing Law. This Lease shall be construed and governed by the laws of the Province of Alberta. All of the provisions of this Lease are to be construed as covenants and agreements as though the words importing such covenants and agreements were used in each separate article, paragraph and sub-paragraph of this Lease, and all of such covenants and agreements shall be deemed to run with the Land and the reversion therein. Should any provision of this Lease be illegal or not enforceable they shall be considered separate and several from the Lease and its remaining provisions shall remain in force and be binding upon the parties as though the illegal or unenforceable provisions had never been included. The schedules shall form part of this Lease.

16.5 Time of Essence. Time shall be of the essence throughout this Lease.

16.6 Captions. The headings, captions, paragraph numbers, sub-paragraph numbers, article numbers and indices appearing in this Lease have been inserted as a matter of convenience and for reference only and in no way define, limit, construct or enlarge the scope or meaning of this Lease or any provisions of this Lease.

16.7 Relationship Between Parties. Nothing contained herein shall be deemed or construed by the Landlord or the Tenant, nor by any third party, as creating the relationship of principal and agent or of partnership, or of a joint venture agreement between the Landlord and the Tenant, it being understood and agreed that none of the provisions contained in this Lease nor any act of the parties shall be deemed to create any relationship between the Landlord and the Tenant other than the relationship of a landlord and tenant.

16.8 Lease Entire Relationship. The Tenant acknowledges that there are no covenants, representations, warranties, agreements or conditions expressed or implied, collateral or otherwise forming part of or in any way affecting or relating to this Lease save as expressly set out in this Lease and that this Lease constitutes the entire agreement between the Landlord and the Tenant and may not be modified except by subsequent agreement in writing of equal formality executed by the Landlord and the Tenant.

16.9 Binding Effect. This Lease and everything contained within this Lease shall enure to the benefit of and be binding upon the heirs, executors, administrators, successors, permitted assigns and other legal representatives, as the case may be, of each of the Landlord and the Tenant, subject to the granting of consent by the Landlord as provided to any assignment or sublease. Where Tenant is comprised of more than one legal entity, this Lease shall be binding upon all such parties on a joint and several basis.

IN WITNESS WHEREOF each of the Landlord and the Tenant have executed this Lease on the day and year first written above.

TOWN OF CLARESHOLM

Per: _____

Per: _____

CLARESHOLM ANIMAL RESCUE SOCIETY

Per: _____

Per: _____

**TOWN OF CLARESHOLM
REGULATORY & PROPERTY
SERVICES**

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



MEMO

To: Council
From: Jeff Gibeau, Manager of Regulatory & Property Services Department
Date: November 14th, 2011
Re: Kin Park Project

KIN-PARK PROJECT:

In a partnership with several community service groups, the Town of Claresholm has begun the facilitating the establishment of a new community park that will be located between the water reservoir and 8th Street West. The concept, as submitted by the Claresholm Kinsmen Club, combines a wide range of children and family oriented park uses. These uses may include a fishing dock, toboggan hill, beach, camp kitchen, pathways and many other possibilities.

PROCESS:

At this point, the Town of Claresholm will be facilitating the planning part of this endeavor and have developed a process to maximize the potential of this new park.

1. **Public Consultation Process** – Public consultation processes are an important part of the planning process that will ensure the other members of the community are engaged (both proponents and opponents). This process is also a good tool to generate momentum for the project.
 - The Town's role will be to facilitate the use the Elementary School and a public open house to gather input on potential park uses for the entire park system in Claresholm (including the new Kin Park).
 - The Kin-Committee's role will be to actively participate in this process and to encourage as many friends and family to participate (including kids).
2. **Base Mapping Preparation** – A base map will provide important baseline data that will assist in the preparation and development the final plan. Valuable information regarding the existing contours, grading and drainage pattern will ensure that the plan translates into reality without drainage problems. The soil will also be tested (after building locations are established) to ensure that the base is suitable (or will be able to be made suitable) to accommodate building.
 - Town will be under-taking a survey of the proposed park area and engineering tests.
 - Kin-Committee; none.

3. **Revised Concept Plan** – presentation of the revised concept plan to the Kin-Committee and internally **only**.
 - Given the various factors of the site, the Town will be propose a concept plan.
 - Kin-Committee will provide input on the location, type of uses and phasing of construction.
4. **Final Plan / Approval** – Presentation of the final plan to all parties, including the public. Project will go to the Town of Claresholm Municipal Planning Commission & Council for approval.

This will ensure that the Town of Claresholm has undertaken a transparent process towards the goal of developing a new park area in Claresholm. Depending upon the extent of the surveying/engineering this process should take between 3 and 6 months.

PROGRESS:

At Council's direction, Administration has briefly met with the Kin-Committee to kick-off the project. Subsequently, an internal meeting was held to ensure all departments were aware of the project and Council's direction to Administration. The aggressive public consultation process is almost complete; the Regulatory & Property Services Department (in conjunction with the Livingstone Range School Division) has completed a consultation process with 110 students from West Meadow Elementary School and an Open House was held on the 9th of November. The results are currently being tabulated. Secondly, phase two (Base Mapping Preparation) of this process is underway; as part of its facilitation role, the Town will organize the surveying on the subject lands. Lastly, by sending e-mail updates, the Regulatory & Property Services Department is ensuring that communication with the Kin-Committee is being completed.

Regards,

Jeff Gibeau
Manager of Regulatory & Property Services



townofclaresholm.com

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Staff Report

To: Council
From: CAO
Date: November 8, 2011
Re: Town of Granum Potable Water Costs

BACKGROUND

As part of the Town of Claresholm's water supply agreement with the Town of Granum, we agreed to show them when requested what our costs are to supply, transport and treat the water we sell them. Administration has gone over this report with the Utility Planning Committee and is presenting this cost to Council for information purposes before sending it onto the Town of Granum for their information.

Currently the Town of Claresholm charges eighty cents (.80 same rate as over limit charge in Claresholm) plus a 5% administrative fee per cubic meter of water sent to Granum. According to the 2010 costs (see attached report) the total costs without non-cash amortization of tangible capital assets are \$940,640.67 and on a cubic meter basis this translates into a cost of \$1.15 per cubic meter for treated water. All costs that are unallowable per the agreement have been removed from this costing (ie. Highway Pump Station costs, Airport Water System costs etc.)

As the Town has told our utility users that we will investigate the costs of water, Administration has also attached the 2010 full cost water report for Town of Claresholm usage. The Utility Planning Committee will need to further investigate costing methods and recommend to Council what type of costing they feel is warranted and any cost rate changes that will be needed in the future for both the Town of Granum, the Pipeline Coop and Town of Claresholm users.

According to the water supply agreements with the Town of Granum and the Pipeline Coop, if we wish to increase the cost of water we have to give them three (3) months written notice. Council may wish to wait until the UPC's recommendations report is received to make any changes to the external user rates and the local water and sewer rates.

Kris Holbeck, CA CAO

Town of Claresholm



TOWN OF CLARESHOLM

Granum Potable Water Costing

GL Number	Description	2010 YTD Budget	2010 YTD Actual	2010 YTD \$ Variance	2011 YTD Budget	2011 YTD Actual	2011 YTD \$ Variance
WATER REVENUES							
1-41-00-420-00	GRANUM METER VAULT	20,000.00	32,451.70	(12,451.70)	30,000.00	39,128.60	(9,128.60)
*	TOTAL WATER REVENUES	20,000.00	32,451.70	(12,451.70)	30,000.00	39,128.60	(9,128.60)
**	TOTAL REVENUE	20,000.00	32,451.70	(12,451.70)	30,000.00	39,128.60	(9,128.60)
SOURCE OF SUPPLY							
2-31-00-215-00	RURAL OWNED LAND MTCE	5,000.00	2,185.00	2,815.00	3,500.00	530.30	2,969.70
*	TOTAL SOURCE OF SUPPLY	5,000.00	2,185.00	2,815.00	3,500.00	530.30	2,969.70
WATER TREATMENT EXPENSES							
2-41-00-100-00	WAGE BENEFITS - WATER TREATMENT	53,000.00	56,149.49	(3,149.49)	58,000.00	28,268.88	29,731.12
2-41-00-120-00	WAGES - PLANT OPERATORS	72,000.00	73,218.70	(1,218.70)	75,000.00	63,562.86	11,437.14
2-41-00-216-00	TELEPHONE - WATER SUPPLY	17,000.00	14,332.92	2,667.08	15,000.00	9,202.90	5,797.10
2-41-00-217-00	TELEPHONE - SWTP	2,500.00	3,504.19	(1,004.19)	3,500.00	3,012.82	487.18
2-41-00-218-00	WATERPLANT FREIGHT CHARGES	5,000.00	3,358.75	1,641.25	3,500.00	4,922.10	(1,422.10)
2-41-00-509-00	CHEMICALS SWTP	25,000.00	68,324.50	(43,324.50)	70,000.00	76,195.28	(6,195.28)
2-41-00-518-00	SWTP MAINTENANCE	10,000.00	160,505.71	(150,505.71)	15,000.00	24,182.28	(9,182.28)
2-41-00-538-00	POWER - SWTP	40,000.00	59,959.04	(19,959.04)	60,000.00	50,459.46	9,540.54
2-41-00-548-00	HEATING - SWTP	9,000.00	10,114.33	(1,114.33)	10,000.00	24,204.33	(14,204.33)
2-41-00-965-00	I/D - OFFICE SUPPLIES	1,300.00	1,300.00	0.00	1,625.00	1,625.00	0.00
2-41-00-966-00	SWTP - WATER TESTING	10,000.00	6,729.00	3,271.00	7,500.00	5,045.23	2,454.77
*	TOTAL WATER TREATMENT EXPENSE	244,800.00	457,496.63	(212,696.63)	319,125.00	290,681.14	28,443.86
DISTRIBUTION EXPENSES							
2-41-00-101-00	WAGE BENEFITS - DISTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00
2-41-00-130-00	WAGES - T & D	45,000.00	53,064.49	(8,064.49)	55,000.00	47,600.96	7,399.04
2-41-00-515-00	T & D - MATERIALS	60,000.00	103,521.48	(43,521.48)	60,000.00	47,148.53	12,851.47
*	TOTAL DISTRIBUTION	105,000.00	156,585.97	(51,585.97)	115,000.00	94,749.49	20,250.51
CUSTOMER ACCOUNT EXPENSES							
2-41-00-960-00	I/D - OFFICE PERSONNEL	20,250.00	20,250.00	0.00	25,300.00	25,300.00	0.00
2-41-00-962-00	I/D - POSTAGE	6,800.00	6,800.00	0.00	8,500.00	8,500.00	0.00
*	TOTAL CUSTOMER ACCOUNT	27,050.00	27,050.00	0.00	33,800.00	33,800.00	0.00



TOWN OF CLARESHOLM

Granum Potable Water Costing

GL Number	Description	2010 YTD Budget	2010 YTD Actual	2010 YTD \$ Variance	2011 YTD Budget	2011 YTD Actual	2011 YTD \$ Variance
ADMINISTRATION EXPENSES							
2-41-00-102-00	I/D - WAGES ADMINISTRATION	0.00	0.00	0.00	0.00	0.00	0.00
2-41-00-103-00	I/D - WAGE BENEFITS ADMINISTRATION	0.00	0.00	0.00	0.00	0.00	0.00
2-41-00-110-00	SALARY- SUPERINTENDENT	25,000.00	25,000.00	0.00	25,000.00	25,000.00	0.00
2-41-00-211-00	CONVENTIONS - TRAVEL & SUB.	0.00	0.00	0.00	0.00	0.00	0.00
2-41-00-220-00	ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00
2-41-00-230-00	WATER - ENGINEERING & LEGAL	2,000.00	0.00	2,000.00	1,000.00	0.00	1,000.00
2-41-00-961-00	I/D - TELEPHONE ADMINISTRATION	7,000.00	7,000.00	0.00	8,750.00	8,750.00	0.00
2-41-00-963-00	I/D - INSURANCE	10,000.00	10,000.00	0.00	12,500.00	12,500.00	0.00
2-41-00-964-00	I/D - VEHICLE RENTAL	8,960.00	8,960.00	0.00	11,200.00	11,200.00	0.00
2-41-00-987-00	WATER BAD DEBTS W/OFF	1,500.00	520.76	979.24	500.00	0.00	500.00
* TOTAL ADMINISTRATION		54,460.00	51,480.76	2,979.24	58,950.00	57,450.00	1,500.00
AMORTIZATION EXPENSES							
2-41-00-750-00	AMORTIZATION EXP - WATER	292,000.00	346,119.63	(54,119.63)	346,000.00	0.00	346,000.00
* TOTAL AMORTIZATION		292,000.00	346,119.63	(54,119.63)	346,000.00	0.00	346,000.00
RETURN ON CAPITAL EXPENSES							
2-41-00-832-00	WATER DEBENTURES INTEREST	204,299.00	204,104.15	194.85	199,810.00	100,480.23	99,329.77
* TOTAL RETURN ON CAPITAL		204,299.00	204,104.15	194.85	199,810.00	100,480.23	99,329.77
** TOTAL EXPENSES		932,609.00	1,245,022.14	(312,413.14)	1,076,185.00	577,691.16	498,493.84
***P SURPLUS (DEFICIT)		(912,609.00)	(1,212,570.44)	299,961.44	(1,046,185.00)	(538,562.56)	(507,622.44)

① TOTAL COSTS 1245,022.14
Add: Debenture Principal 2010 41,738.16

② Less: Non cash amortization < 346,119.63 >
940,640.67 (A)
Total costs allowable

Total m³ treated in 2010 = 816,125 (B)

(A)/(B) = \$1.15 / m³
cost of potable water to Granum.



TOWN OF CLARESHOLM

Water reporting full cost accounting



GL Number	Description	2010 YTD Budget	2010 YTD Actual	2010 YTD \$ Variance	2011 YTD Budget	2011 YTD Actual	2011 YTD \$ Variance
WATER REVENUES							
1-00-00-512-00	PENALTIES & COSTS UTILITIES	6,000.00	6,937.30	(937.30)	6,900.00	5,749.27	1,150.73
1-41-00-120-00	LOCAL IMPROV CHARGES - WATER	0.00	(40.78)	40.78	0.00	0.00	0.00
1-41-00-410-00	SALE OF WATER RESIDENTIAL	530,000.00	526,467.67	3,532.33	533,000.00	450,002.47	82,997.53
1-41-00-411-00	SALE OF WATER COMMERCIAL/INDUSTRI	249,000.00	238,388.69	10,611.31	240,000.00	233,223.09	6,776.91
1-41-00-420-00	GRANUM METER VAULT	20,000.00	32,451.70	(12,451.70)	30,000.00	39,128.60	(9,128.60)
1-41-00-425-00	WEST WATERLINE CO-OP	2,000.00	497.45	1,502.55	500.00	1,475.53	(975.53)
1-41-00-590-00	OTHER REVENUE WATER	15,000.00	25,876.31	(10,876.31)	15,000.00	22,703.58	(7,703.58)
1-41-00-910-00	WATER CONT FROM ALLOW	0.00	0.00	0.00	0.00	0.00	0.00
1-41-00-990-00	CONTRIB. TO HIGH PRESSURE SYST	2,800.00	3,095.94	(295.94)	2,800.00	0.00	2,800.00
1-41-00-992-00	PROVINCIAL GOV'T GRANTS	0.00	146,677.61	(146,677.61)	0.00	0.00	0.00
1-41-00-999-00	DEVELOPER CONTRIBUTIONS - WATER	0.00	157,450.00	(157,450.00)	0.00	0.00	0.00
*	TOTAL WATER REVENUES	824,800.00	1,137,801.89	(313,001.89)	828,200.00	752,282.54	75,917.46
**	TOTAL REVENUE	824,800.00	1,137,801.89	(313,001.89)	828,200.00	752,282.54	75,917.46
SOURCE OF SUPPLY							
2-31-00-215-00	RURAL OWNED LAND MTCE	5,000.00	2,185.00	2,815.00	3,500.00	530.30	2,969.70
*	TOTAL SOURCE OF SUPPLY	5,000.00	2,185.00	2,815.00	3,500.00	530.30	2,969.70
WATER TREATMENT EXPENSES							
2-41-00-100-00	WAGE BENEFITS - WATER TREATMENT	53,000.00	56,149.49	(3,149.49)	58,000.00	28,268.88	29,731.12
2-41-00-120-00	WAGES - PLANT OPERATORS	72,000.00	73,218.70	(1,218.70)	75,000.00	63,562.86	11,437.14
2-41-00-121-00	MTCE-BLDG & EQUIP TRT PL LABOR	0.00	0.00	0.00	0.00	0.00	0.00
2-41-00-216-00	TELEPHONE - WATER SUPPLY	17,000.00	14,332.92	2,667.08	15,000.00	9,202.90	5,797.10
2-41-00-217-00	TELEPHONE - SWTP	2,500.00	3,504.19	(1,004.19)	3,500.00	3,012.82	487.18
2-41-00-218-00	WATERPLANT FREIGHT CHARGES	5,000.00	3,358.75	1,641.25	3,500.00	4,922.10	(1,422.10)
2-41-00-509-00	CHEMICALS SWTP	25,000.00	68,324.50	(43,324.50)	70,000.00	76,195.28	(6,195.28)
2-41-00-512-00	CHEMICALS OLD TREATMENT PLANT	2,000.00	560.32	1,439.68	0.00	0.00	0.00
2-41-00-513-00	OLD WATERPLANT MAINTENANCE	5,000.00	3,189.19	1,810.81	13,000.00	11,985.07	1,014.93
2-41-00-518-00	SWTP MAINTENANCE	10,000.00	160,505.71	(150,505.71)	15,000.00	24,182.28	(9,182.28)
2-41-00-538-00	POWER - SWTP	40,000.00	59,959.04	(19,959.04)	60,000.00	50,459.46	9,540.54
2-41-00-540-00	POWER - OLD WTP	36,000.00	7,696.38	28,303.62	3,000.00	6,455.22	(3,455.22)
2-41-00-544-00	HEATING - OLD WTP	18,000.00	14,182.90	3,817.10	2,000.00	(1.85)	2,001.85
2-41-00-548-00	HEATING - SWTP	9,000.00	10,114.33	(1,114.33)	10,000.00	24,204.33	(14,204.33)
2-41-00-965-00	I/D - OFFICE SUPPLIES	1,300.00	1,300.00	0.00	1,625.00	1,625.00	0.00
2-41-00-966-00	SWTP - WATER TESTING	10,000.00	6,729.00	3,271.00	7,500.00	5,045.23	2,454.77
*	TOTAL WATER TREATMENT EXPENSE	305,800.00	483,125.42	(177,325.42)	337,125.00	309,119.58	28,005.42



TOWN OF CLARESHOLM

Water reporting full cost accounting



GL Number	Description	2010 YTD Budget	2010 YTD Actual	2010 YTD \$ Variance	2011 YTD Budget	2011 YTD Actual	2011 YTD \$ Variance
DISTRIBUTION EXPENSES							
2-41-00-101-00	WAGE BENEFITS - DISTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00
2-41-00-130-00	WAGES - T & D	45,000.00	53,064.49	(8,064.49)	55,000.00	47,600.96	7,399.04
2-41-00-131-00	T & D STANDBY PERSONNEL	0.00	0.00	0.00	0.00	0.00	0.00
2-41-00-132-00	WAGES - METER READING	500.00	114.76	385.24	150.00	339.94	(189.94)
2-41-00-134-00	WAGES - AIRPORT SYSTEM	15,000.00	11,284.44	3,715.56	12,500.00	10,449.32	2,050.68
2-41-00-135-00	WAGES - HIGH PRESSURE FIRE	2,000.00	4,748.29	(2,748.29)	5,000.00	3,887.14	1,112.86
2-41-00-514-00	HIGHWAY PUMP STATION MATERIALS	500.00	0.00	500.00	0.00	0.00	0.00
2-41-00-515-00	T & D - MATERIALS	60,000.00	103,521.48	(43,521.48)	60,000.00	47,148.53	12,851.47
2-41-00-516-00	ITRON CONTRACT (METERS)	1,500.00	1,466.39	33.61	1,500.00	0.00	1,500.00
2-41-00-517-00	AIRPORT SYSTEM MTCE MATERIALS	2,500.00	1,394.99	1,105.01	1,500.00	941.21	558.79
2-41-00-539-00	POWER - AIRPORT SYSTEM	8,000.00	9,676.76	(1,676.76)	10,000.00	5,789.91	4,210.09
2-41-00-541-00	POWER - BOOSTER STATION	500.00	379.20	120.80	500.00	475.93	24.07
2-41-00-542-00	POWER - HIGHWAY PUMP STATION	18,000.00	19,580.67	(1,580.67)	20,000.00	21,073.25	(1,073.25)
2-41-00-545-00	HEATING - BOOSTER STATION	1,500.00	1,382.63	117.37	1,500.00	967.03	532.97
2-41-00-546-00	HEATING - HIGHWAY PUMP STATION	2,500.00	1,814.72	685.28	2,000.00	924.30	1,075.70
2-41-00-547-00	HEATING - AIRPORT SYSTEM	2,000.00	1,862.12	137.88	2,000.00	1,406.60	593.40
* TOTAL DISTRIBUTION		159,500.00	210,290.94	(50,790.94)	171,650.00	141,004.12	30,645.88
CUSTOMER ACCOUNT EXPENSES							
2-41-00-960-00	I/D - OFFICE PERSONNEL	20,250.00	20,250.00	0.00	25,300.00	25,300.00	0.00
2-41-00-962-00	I/D - POSTAGE	6,800.00	6,800.00	0.00	8,500.00	8,500.00	0.00
* TOTAL CUSTOMER ACCOUNT		27,050.00	27,050.00	0.00	33,800.00	33,800.00	0.00
ADMINISTRATION EXPENSES							
2-41-00-102-00	I/D - WAGES ADMINISTRATION	0.00	0.00	0.00	0.00	0.00	0.00
2-41-00-103-00	I/D - WAGE BENEFITS ADMINISTRATION	0.00	0.00	0.00	0.00	0.00	0.00
2-41-00-110-00	SALARY- SUPERINTENDENT	25,000.00	25,000.00	0.00	25,000.00	25,000.00	0.00
2-41-00-200-00	WATER COOP MEMBERSHIP	1,000.00	4,300.00	(3,300.00)	1,000.00	550.00	450.00
2-41-00-211-00	CONVENTIONS - TRAVEL & SUB.	0.00	0.00	0.00	0.00	0.00	0.00
2-41-00-220-00	ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00
2-41-00-230-00	WATER - ENGINEERING & LEGAL	2,000.00	0.00	2,000.00	1,000.00	0.00	1,000.00
2-41-00-761-00	RESERVE ACCTS RECEIVABLE WATER	0.00	0.00	0.00	0.00	0.00	0.00
2-41-00-961-00	I/D - TELEPHONE ADMINISTRATION	7,000.00	7,000.00	0.00	8,750.00	8,750.00	0.00
2-41-00-963-00	I/D - INSURANCE	10,000.00	10,000.00	0.00	12,500.00	12,500.00	0.00
2-41-00-964-00	I/D - VEHICLE RENTAL	8,960.00	8,960.00	0.00	11,200.00	11,200.00	0.00
2-41-00-987-00	WATER BAD DEBTS W/OFF	1,500.00	520.76	979.24	500.00	0.00	500.00
* TOTAL ADMINISTRATION		55,460.00	55,780.76	(320.76)	59,950.00	58,000.00	1,950.00



TOWN OF CLARESHOLM

Water reporting full cost accounting

GL Number	Description	2010 YTD Budget	2010 YTD Actual	2010 YTD \$ Variance	2011 YTD Budget	2011 YTD Actual	2011 YTD \$ Variance
AMORTIZATION EXPENSES							
2-41-00-750-00	AMORTIZATION EXP - WATER	292,000.00	346,119.63	(54,119.63)	346,000.00	0.00	346,000.00
*	TOTAL AMORTIZATION	292,000.00	346,119.63	(54,119.63)	346,000.00	0.00	346,000.00
RETURN ON CAPITAL EXPENSES							
2-41-00-832-00	WATER DEBENTURES INTEREST	204,299.00	204,104.15	194.85	199,810.00	100,480.23	99,329.77
*	TOTAL RETURN ON CAPITAL	204,299.00	204,104.15	194.85	199,810.00	100,480.23	99,329.77
**	TOTAL EXPENSES	1,049,109.00	1,328,655.90	(279,546.90)	1,151,835.00	642,934.23	508,900.77
***P	SURPLUS (DEFICIT)	(224,309.00)	(190,854.01)	(33,454.99)	(323,635.00)	109,348.31	(432,983.31)

① TOTAL COSTS 1,328,655.90

Add: Debenture Principal 2010 41,738.16

1,370,394.06

Less: Amortization Non-cash. ② <346,119.63>

Total costs 1,024,274.43

Cubic meters treated 2010 816,125 m³

Cost/m³ \$1.26/m³

PUBLIC WORKS / FALL REPORT 2011

The Town crew has now started the fall cleaning of the sewer system in town and at the airport. This cleaning of all 47.8 km's of sewer mains and manholes is the best way of ensuring that our system keeps working without problems. Cleaning of the lagoons was a great improvement to our system's overall reliability. The flow must go on.

The condition of our roads is fair to good. We did have our problems with the wet spring/summer and we still have some soft spots. We completed crack filling on most of the East side of Town this year. Patching was the main focus on the streets this year due to last year's frost damage. We have emptied our oil tank and are done oiling for this year. We will continue with maintenance until freezing this year and hope for better conditions in the spring.

The water distribution system maintenance program is the focus of the public works crew right now. All frozen/broken hydrants were replaced or repaired by us this summer with only one more hydrant to be fixed. The system is in good working condition overall, but with 72km's of buried water mains there are always repairs/replacement needed.

All buildings have had their furnaces checked and filters changed. There are roof repairs and doors issues, but we will be ok for the winter months and will resume repairs in the spring.

The garbage collection program has had more issues again this summer. The main complaint is garbage truck is driving too fast. This problem is created by the amount of ground that has to be covered in a day. The G-men also have to almost run in order to collect all pick-ups.

The # of collections has increased, mostly by business's asking for more pick-ups per week. This situation is to the point that we must take action before there is a bigger problem. I am hoping to prevent injury or accident and I feel we must look at this issue. We also have issues with the landfill, not being open Wednesdays when we have stat. holidays (12).

One solution is to start collecting 5 days a week. We can spread out the 4 days of collecting into 5 equal days. This will help with the collection of garbage after holidays as well. I feel this will also be an improvement to this service as we will have more time for that added personal touch! (More time to place cans back, not throwing cans back, replacing lids and such... Extra clean-up, and it should be safer.) Our operation is maxed out for a four day pick-up and we are not able to expand or add additional pick-ups.

This can only be implemented with the co-operation of the landfill as they do not open up Wednesdays. We need them to open up five days a week as well, except for holidays. This will need to be discussed and implemented by the landfill commission, if you agree.

Over all, the crew is working hard every day to keep up with public demands. With the new year just around the corner I am hoping to add another full time employee next year. This position will be a laborer position. The current employees have moved up over the years and an entry level position is needed.

Mike Schuweiler

Superintendent

**TOWN OF CLARESHOLM
CAO UPDATE AS AT NOVEMBER 14, 2011**

1. **PUBLIC WORKS/PARKS** - Per attached report from Mike Schuweiler, Superintendent of Public Works.

2. **INFRASTRUCTURE 2011** –

All 2011 projects are completed (50th Street East, 2nd Street West and the Downtown Parking Lot).

The 8th Street Sanitary Sewer project constructed by SouthCal Developments Inc. is also completed. The final lift of pavement will be done in 2012 after a freeze / thaw cycle.

The Museum CPR depot's platform is complete.

The Animal Services Building will be complete and the new renters will be moved in by the end of November 2011.

The Pine Coulee Projects are all finalized with Alberta Infrastructure.

4. **MISCELLANEOUS** –

Town staff continues to work with the Kinsmen and Kinettes on the Kin Park plan. See Jeff Gibeau's memo.

Capital budgeting discussions have begun with the Utility Planning Committee and proposals will be presented to Council in December or January. Department operating budgets will be compiled and presented to Council in early spring.

Staff will be preparing for year end and audit in the next couple of months as well as ensuring all committees continue to meet and progress on any outstanding projects or initiatives.

Kris Holbeck, CA
CAO
Town of Claresholm

INFORMATION ITEMS



TOWN OF CLARESHOLM
CHEQUE LISTING FOR ACCOUNTS PAYABLE

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November 04, 2011
4:08:34 PM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Name	Amount
					Batch # 15250	
44614	2011-10-05	EFT	EFT	786325	ALBERTA WATER & WASTEWATER, OPERATORS	546.00
44615	2011-10-05	EFT	EFT	786195	Benchmark Assessment Consultants Inc.	3,803.80
44616	2011-10-05	EFT	EFT	56100	CIMCO REFRIGERATION	461.48
44617	2011-10-05	EFT	EFT	786475	COMPLETE CARPENTRY LTD.	931.98
44618	2011-10-05	EFT	EFT	786397	EPCOR	128.78
44619	2011-10-05	EFT	EFT	26201	FERG'S SEPTIC SERVICE	115.50
44620	2011-10-05	EFT	EFT	785952	FIEGUTH, BETTY	10.45
44621	2011-10-05	EFT	EFT	54026	JOHNSON, KRISTEIN	21.52
44622	2011-10-05	EFT	EFT	786359	KLEARWATER EQUIPMENT AND TECHNOLOGIES	10,710.00
44623	2011-10-05	EFT	EFT	786300	KRUECKL CONSTRUCTION	23,531.55
44624	2011-10-05	EFT	EFT	56200	LOCAL AUTHORITIES PENSION PLAN	8,784.23
44625	2011-10-05	EFT	EFT	786570	MOORE, DAVID	87.10
44626	2011-10-05	EFT	EFT	786905	ONECONNECT SERVICES INC. T46194	58.88
44627	2011-10-05	EFT	EFT	786050	PLANET CLEAN (LETHBRIDGE) LTD.	68.25
44628	2011-10-05	EFT	EFT	12	PLATT CONTRACTING	1,868.69
44629	2011-10-05	EFT	EFT	786453	PRAXAIR CANADA INC.	826.88
44630	2011-10-05	EFT	EFT	786156	Q.E.D. ENTERPRISES LTD.	881.49
44631	2011-10-05	EFT	EFT	786536	R P WATERWORKS INC.	2,510.55
44632	2011-10-05	EFT	EFT	86300	RECEIVER GENERAL FOR CANADA	18,123.42
44633	2011-10-05	EFT	EFT	91286	SEWARD CONSTRUCTION	1,729.88
44634	2011-10-05	EFT	EFT	786468	SHAW CABLE	83.95
44635	2011-10-05	EFT	EFT	786759	SIMPLEX GRINNELL	225.75
44636	2011-10-05	EFT	EFT	786571	SUTTER, DARYL	289.60
44637	2011-10-05	EFT	EFT	900	TELUS	652.82
44638	2011-10-05	EFT	EFT	786791	TOWN OF STAVELY	260.00
44639	2011-10-05	EFT	EFT	900000	DR. BAHN AL-YOUSIF	4,500.00
44640	2011-10-05	EFT	EFT	900000	DR. FRASER LEISHMAN	4,500.00
44641	2011-10-05	EFT	EFT	900000	DR. SCOTT SMITH	4,500.00
44642	2011-10-05			900000	GE'O GROUP	50.00
44643	2011-10-05	EFT	EFT	900000	GEO-K	6,825.00
44644	2011-10-05	EFT	EFT	900000	SEGO INDUSTRIES INC.	98.62
					97,186.17	
					Batch # 15252	
44645	2011-10-05	EFT	EFT	900100	KOSHNEY, ABBY	1,320.87
					1,320.87	



TOWN OF CLARESHOLM

CHEQUE LISTING FOR ACCOUNTS PAYABLE

Cheque #	Cheque Date	CEO	CAO	Vendor #	Name	Amount
						Batch # 15281
44646	2011-10-17	EFT	EFT	600	ALBERTA ASSOCIATION OF M.D.'S	9,335.31
44647	2011-10-17	EFT	EFT	650	ALBERTA BLUE CROSS	5,232.00
44648	2011-10-17			1025	ALBERTA ONE CALL LOCATION CORP	59.85
44649	2011-10-17	EFT	EFT	786517	AMSC INSURANCE SERVICES LTD.	2,960.52
44650	2011-10-17	EFT	EFT	6390	BISHOFF AUTO & AG CENTRE	2,390.58
44651	2011-10-17	EFT	EFT	786168	BLACK PRESS GROUP LTD.	1,341.40
44652	2011-10-17	EFT	EFT	6805	BROWNLEE LLP	698.83
44653	2011-10-17	EFT	EFT	786818	BROWNLEE LLP	5,937.93
44654	2011-10-17	EFT	EFT	11250	CANADIAN LINEN SUPPLY	371.00
44655	2011-10-17	EFT	EFT	786250	CARLETON, TRISHA	29.15
44656	2011-10-17			13125	CLARESHOLM CENTRE	34.98
44657	2011-10-17	EFT	EFT	13400	CLARESHOLM GLASS '88' LTD	780.15
44658	2011-10-17	EFT	EFT	13660	CLARESHOLM LOCAL PRESS	2,414.43
44659	2011-10-17	EFT	EFT	14085	CLARESHOLM NAPA AUTO	906.94
44660	2011-10-17			786141	CLARESHOLM TAXI	1,951.42
44661	2011-10-17	EFT	EFT	785973	CLEARTECH INDUSTRIES INC.	2,414.85
44662	2011-10-17	EFT	EFT	786697	CNH CAPITAL C3115	30.41
44663	2011-10-17	EFT	EFT	786058	Corporate Express	187.29
44664	2011-10-17	EFT	EFT	786257	FOOTHILLS FORD SALES	574.61
44665	2011-10-17	EFT	EFT	786240	GAMMEL'S PLUMBING HEATING & GASFITTING	1,492.33
44666	2011-10-17	EFT	EFT	786146	GODLEY'S JEWELLERY	94.50
44667	2011-10-17	EFT	EFT	31955	GREYHOUND COURIER EXPRESS	43.42
44668	2011-10-17	EFT	EFT	786584	HACH SALES & SERVICE CANADA LTD.	5,580.75
44669	2011-10-17	EFT	EFT	49980	HARRY'S TIRE SALES (1984) LTD.	1,417.75
44670	2011-10-17	EFT	EFT	36800	HOME HARDWARE	1,285.23
44671	2011-10-17			786136	JOE JOHNSON EQUIPMENT INC.	117.57
44672	2011-10-17	EFT	EFT	850	JOHN DEERE FINANCIAL	423.02
44673	2011-10-17			54026	JOHNSON, KRISTEIN	357.61
44674	2011-10-17			56155	LIFESAVING SOCIETY	300.00
44675	2011-10-17	EFT	EFT	786659	LIVINGSTONE RANGE SCHOOL DIVISION	381.03
44676	2011-10-17			58000	LOOMIS EXPRESS	143.72
44677	2011-10-17	EFT	EFT	61450	MCNALLY CONTRACTORS LTD.	51,102.94
44678	2011-10-17	EFT	EFT	786370	NANTON NEWS	54.02
44679	2011-10-17	EFT	EFT	786192	NOBLE CONCRETE (1987) LTD	94.50
44680	2011-10-17	EFT	EFT	786635	PCO SERVICES CORPORATION	185.86
44681	2011-10-17	EFT	EFT	76300	PEDERSEN TRANSPORT LTD.	762.37
44682	2011-10-17	EFT	EFT	786167	PITNEY BOWES GLOBAL CREDIT SERVICES	1,373.25
44683	2011-10-17	EFT	EFT	786050	PLANET CLEAN (LETHBRIDGE) LTD.	272.58
44684	2011-10-17	EFT	EFT	786180	RICOH CANADA INC.	516.73
44685	2011-10-17	EFT	EFT	786051	ROTO-ROOTER	462.00
44686	2011-10-17	EFT	EFT	786759	SIMPLEX GRINNELL	2,502.62
44687	2011-10-17	EFT	EFT	900	TELUS	78.91
44688	2011-10-17	EFT	EFT	786437	THE WRITE SOURCE	164.94
44689	2011-10-17			785150	Torque's Heavy Truck & Trailer Repair Ltd.	1,633.87
44690	2011-10-17	EFT	EFT	786500	TRINUS TECHNOLOGIES INC.	157.50
44691	2011-10-17	EFT	EFT	101400	UNITED FARMERS OF ALBERTA	12,545.02
44692	2011-10-17	EFT	EFT	23500	W.R. MEADOWS OF WESTERN CANADA	4,177.62
44693	2011-10-17			111705	WC CLASS II REGIONAL LANDFILL	7,668.98
44694	2011-10-17	EFT	EFT	126050	ZEE MEDICAL CANADA, INC.	31.30



TOWN OF CLARESHOLM
CHEQUE LISTING FOR ACCOUNTS PAYABLE

Cheque #	Cheque Date	CEO	CAO	Vendor #	Name	Amount
44695	2011-10-17			900000	ANALYGAS SYSTEMS	140.70
44696	2011-10-17	EFT	EFT	900000	BRANDT, VIRGINIA	112.50
44697	2011-10-17	EFT	EFT	900000	CHINOOK EMS	208.47
44698	2011-10-17	EFT	EFT	900000	DANSK CARPENTRY INC.	750.00
44699	2011-10-17			900000	DHL EXPRESS CDA.	380.36
44700	2011-10-17	EFT	EFT	900000	LAING, ANOLA	61.80
44701	2011-10-17	EFT	EFT	900000	RITE-WAY FENCING INC.	4,895.86
44702	2011-10-17	EFT	EFT	900000	SEGO INDUSTRIES INC.	223.86
44703	2011-10-17	EFT	EFT	900000	SPANKE, KELLY	115.60
						139,962.74
						Batch # 15313
44755	2011-10-31	EFT	EFT	13250	CLARESHOLM CHILD CARE SOCIETY	2,183.50
						2,183.50
Total						240,653.28

Porcupine Hills Lodge

Board of Directors Porcupine Hills Lodge
 October 12, 2011
 7:00 pm
 Porcupine Hills Lodge

REVISED MINUTES

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

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

Anna Mae Mifflin
 Karen Florence

Regrets:

Agenda Item	Discussion	Action
1. Welcome and Introductions Chair	Earl Hemmaway called the meeting to order 7:00 pm	
2. Additions and Approval of Agenda All	Transportation Society Old Cleaning Chemicals Floor quote Jubilee Appraiser	
3. Acceptance of Agenda	Judy VanAmerongen made a motion to accept the agenda with additions. All in favor, carried.	
4. Review and Approval of Previous Minutes All	Shirley Isaacson made a motion to accept the minutes of the September 6, 2011 meeting. All in favor, carried.	
5. REPORTS		
5.1 Chairman's Report	The Finance Committee met and Arlette Heck has finished her probation period. Her wages will be increased to \$50,000.00/yr. Shirley Isaacson asked to have a discussion about the ending of the Probation period. Anna Mae Mifflin asked if Arlette Heck could leave the discussion. Shirley Isaacson was asked if she was in conflict and she said she was not in conflict. After Arlette Heck left the meeting discussion was held on Arlette's probation	

October 12, 2011

	<p>period. Shirley Isaacson and Anna Mae Mifflin felt that her probation period should be extended.</p> <p>Lengthy discussion lead to Shirley Isaacson voicing her verbal resignation from the Board, but this will go through the Town of Claresholm as they were the ones to appoint her to the board.</p> <p>Earl Hemmaway asked if she was in fact resigning from the Board of Directors and Shirley Isaacson stated that, that was between the Town of Claresholm and herself.</p> <p>Arllette Heck came back to the meeting.</p> <p>The chair would like to lower the representation of the Town of Claresholm to one member at large.</p> <p>Linda Todd made a motion to equalize the representation of the members at large on the Board of Directors for the Porcupine Hills Lodge. One from the Town of Claresholm, one from the Town of Stavely and one from the MD of Willow Creek. Carried. "</p> <p>Pam Crone made the motion to take Arlette Heck off of probation and increase her wage \$50,000.00/year. Carried.</p> <p>Signing authority – too many people have signing authority and it was decided that we need to narrow down the people that can sign.</p> <p>Tippy chairs in staff room.</p>	
5.2 Vice-Chairman's Report		
5.3 Financial Report	<p>Pam Crone made a motion to pay the bills and accept the financial report as presented. All in favor, carried.</p>	Karen
5.4 Manager's Report Arllette	<ul style="list-style-type: none"> - Lodge Waiting List & Supportive Living – 23 Lodge Units - Self Contained Units- 8 couples & 12 singles - Respite Room – vacant - Increase rent for respite room – the bathroom has been revised to be in the room now, should rent be the same as any other room? <p>Anna Mae Mifflin made a motion to increase the respite room rent to \$1,010.00. All in favor, carried.</p> <p>Couples Room rent – how do we charge two people in one room. One full charge plus at least 50% for the second person. Discussion on what to charge. We will look and see if we can find what has been done in the past.</p> <ul style="list-style-type: none"> - Courtyard update – Arlette bought some furniture for Court Yard with the money left over. 	

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- Pay Schedule – bi-weekly starts Oct 14, 2011. Some small kinks to work out but will get figured out.
- Hail damage - Jubilee came and looked to see if we had damage. Letter to follow with report but very little damage reported.
- Insurance adjuster – Building appraisal – We will be insured for the new amount as of now but report to follow with new appraisal amount. Left a few minor recommendations.
- Grey Matters – very good course
- Going Green products – going ahead but will be keeping some oldies
- Old Cleaning Products – downstairs there are cleaning products that should be disposed of.
- Food Inspection – 100%
- Nativity Scene update – do we look for a new one? Check with Holly to see if they have picked up all the decorations. Let's hold off on the nativity scene.
- Donation fund Florence Carey donations for a new sound system - \$500.00 plus dollars in donations. Do we put plaques on the wall in the foyer. How do we know who goes on a plaque and who doesn't ?
- Arlette to check with John Dedominics to see about cost on sound system.

Linda Todd made a motion to check into the cost of a new sound system. All in favor, carried.

Anna Mae Mifflin made a motion that a donation should be at least \$100.00 before a plaque goes on the wall. All in favor, carried.

- Staff Association – want own account, Karen to do up a cheque for the amount in the account and they are to look after this on their own.

Shirley Isaacson made a motion to payout the staff fund to the staff and they will have their own funds. Karen to payout every month. All in favor, carried.

- Christmas Party - Discussion held on whether to have a Christmas Party. The Finance Committee members met and decided not to have one. Let the Staff have their own.
- Hutterite Chickens - having problems with green chicken parts. We will not use them until their inspector checks in it. To order chicken from somewhere else.
- Redo floor polishing - strip and refinishing – quote from Bob Hong \$1500.00 plus and Levi Groves - \$ 1600-1800; Mark from Planet Clean will do it for \$650.00 which is just a deep clean and refinishing. To strip the floor

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Board of Directors - PHL

	<p>done. Storm door request – Just to leave as is. Make-up Air Units – regular maintenance needs to be done. Linda Todd made a motion to accept the maintenance report. All in favor. Carried.</p>	
5.8 Committee Report		
5.9 Transportation	<p>Transportation Society suggested that someone from the Lodge obtain their class 2 license and this will make our expenses less. Holly to check into what it takes to get a Class 2 License although the cost is not that bad for a driver. Arlette to check into what it costs to take the course.</p>	
6. Correspondence		
7. Staff Issues	<p>Pam needs to be replaced from October 13 for the very least of 3 months. Cynthia Howkins has been here for 3 months working part time for Arlette Heck and part time for Holly Gillespie. Is a wage increase in order? She is presently making \$14.00 /hr. An increase of \$1.00/hr was discussed. Anna Mae Mifflin made a motion to increase Cynthia Howkins wage to \$15.00 per hour. All in favor, carried. Do we need to hire another person to help with recreation. It would require another part-time person. It was decided to leave as is for now. No one to get a supervisor wage while Pam is away.</p>	
8. In Camera	<p>Staff issued discussed.</p>	
9. Date of Next Meeting	<p>Date Tuesday, November 8, 2011 Time: 7:00 pm Location: PHL.</p>	
10. Adjournment	<p>Judy Van Amerongen made a motion to adjourned the meeting.</p>	

Claresholm & District Museum Board Meeting Minutes
October 26, 2011

Present: Trisha Carleton, Bernice Case, Don Clark, Don Glimsdale, Jim Kjarsgaard, Anola Laing, Doug Leeds, Doug MacPherson, Harold Seymour
Absent: Rhodena King

1. The meeting was called to order at 7:36 pm
2. Addition to the agenda: Under 9.c. the donation of the safe from TNT

Motion: Bernice Case moved to approve the agenda, with the addition. All in favour, motion carried.

3. Amendments to the September 29, 2011 meeting minutes:
 - a. Under 6, second line, change library to museum.
 - b. Under 7.b. change to, "Anola & Trisha attended the Southern Alberta Museums Association Meeting and heard a presentation from the Chinook Country Tourist Association about various web-based tools they are using which have relevance to the museum sector.
 - c. Under 7.d. change second sentence to, "Doug Leeds discussed his progress and promised to have the forge delivered by the end of October.
 - d. Under 8.a. change to, "Trisha will contact the Board Development Program to inquire about scheduling a workshop in January."

Motion: Don Clark moved to approve the minutes with the above amendments. All in favour, motion carried.

4. The financial statement was discussed and the general consensus was that we're doing ok. Although budget estimates were a little high on some items, overall it will all balance out.

Motion: Doug MacPherson moved to accept the financial statements as presented. All in favour, motion carried.

5. Old Business:
 - a. Anola commented on the visitor numbers which show an increase of over 1500 for the 2011 season over the previous season.
 - b. Anola contacted Brad Orge who had painted the CPR storm windows previously and he said that there were storm windows missing then, therefore it is unknown where they may be, if anywhere. Anola also spoke with B. Ritzen about having replacement storm windows produced and Brad Orge would like to learn how to produce this type of window. Doug M. suggested that Ray Monpetite may be able to do the windows, he will return from holidays in about 1 month.

ACTION ITEM 1: Trisha is to contact Alberta Historic Resources to find out what requirements may exist for installing replica storm windows in the CPR Station.

- c. Completed volunteer forms were submitted by: Harold Seymour, Anola Laing, Don Glimsdale and Doug MacPherson.

ACTION ITEM 2: Completed volunteer forms are still required from: Bernice Case, Don Clark, Jim Kjarsgaard, Rhodena King and Doug Leeds. Please submit at your earliest convenience.

There was no feedback on the format of the form, therefore Trisha will go ahead and distribute it to all other existing volunteers to fill out and use for all new volunteers coming in.

- d. Possible methods for getting rid of the pigeons at the CPR Station were discussed. Trisha put the question out to the Main-L listserv and received several responses.

ACTION ITEM 3: Trisha will compile Main-L responses to pigeon problem question and email it to the board.

- It was decided to form a committee to deal with the pigeon problem. The Committee for Pigeon Elimination includes: Don Glimsdale, Doug Leeds and Trisha Carleton.
- e. The application for the 'Friends Society' was temporarily put on hold while Trisha completed the AMA Staffing grant application.

ACTION ITEM 4: Trisha is to initiate the name search and then submit the society application form.

- f. Ideas for a Christmas activity were discussed such as a special event to cook Krumkaka at the museum and invite community members to come. This may be problematic in either museum building due to space restrictions and the presence of food/drink in the museum, also it is a very busy time of year. We will keep considering it.
- g. The speaker that Trisha met who specializes in the BCATP would be available to come speak in Claresholm for a fee of \$1500 (negotiable) plus expenses. It was originally thought that this November would be a good time for Remembrance Day, but this speaker, Stephane Guevremont, is already doing a whole weekend event in Fort Macleod Nov. 4-7 so it would be too much overlap. Will perhaps consider getting him for the spring sometime, but the cost is a deterrent.
- h. For the 100th anniversary of the CPR train station in 2012 there has been the idea of doing a special exhibit in the Station Agent's office area. Doug MacPherson suggested that the Economic Development Board may be willing to provide funding for this anniversary project. Anola suggested that we could have a special music event out on the platform featuring local musicians.

ACTION ITEM 5: Table task of contacting Economic Development Board regarding funding until the 100 year CPR Station project & events are more defined.

Other discussion: Doug MacPherson informed the group that the Town is working on a site plan for the entire Museum grounds which should be ready this year. The Communities in Bloom group approached the Town with some plans for the Museum grounds with supposed permission from the Museum Board, but there must have been some kind of confusion and they have been asked to hold off until the site plan is completed.

6. Trisha presented her ED Report, the following discussion resulted:
- January may be the best month to get everyone together for the Board Development Program.

ACTION ITEM 6: Trisha is to contact the Board Development Program to try to get a workshop scheduled in January of 2012.

- Bernice had the idea of doing our next temporary exhibit on graduation and it would be useful to have temporary exhibit panels (like the blue ones in the station) for this. The board agrees this could work.

ACTION ITEM 7: Trisha is to investigate prices for temporary exhibit panels and like products from office suppliers to bring back to the board to decide on.

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- A display case for the Norwegian exhibit still needs to be constructed using the funds remaining from the Lion's money. Doug M. suggested that Ray Monpetite may be able to make the cabinet and that Bruce Mackenzie may have the plans for the Aboriginal dress display cabinet which is similar to what is required for the Norway exhibit.

ACTION ITEM 8: Table to next meeting when Ray Monpetite will be back in town.

- There is a player piano in Noreen Bishop's garage that was accepted by the Museum Board into the collection, as confirmed by the January 24, 2008 minutes, item 7.4. The board would like to have the piano on display rather than in storage. Although it would fit with the music display in the station due to the challenges of moving such a heavy object it will be best to move it into the exhibit hall.

ACTION ITEM 9: Trisha is to determine a space for the piano when doing the 3 year exhibit plan, then contact the Town maintenance workers to move the piano.

- For the new railroad tracks we are missing the plates and bolts that are needed to connect the pieces of rail together.

ACTION ITEM 10: Trisha is to look in the storage compound for the plates and bolts.

- Trisha passed around a draft drawing for new signage to direct people to the exhibit hall done by Starline Signs. There was no feedback.

ACTION ITEM 11: Trisha is to get a quote for the signs to bring to the board for approval.

- Anola announced that she was successful in having the EDC pay for the WiFi and phone line for the CPR Station over the winter, but there may have been some confusion over who gave this approval from the EDC.

ACTION ITEM 12: Anola is to contact the EDC regarding paying for WiFi to confirm.

- Trisha will be away for Friday Nov. 25 to use up extra hours. If we can get a volunteer for that afternoon 1-4 that would be great.

ACTION ITEM 13: If any board member is available and would like to volunteer for Nov. 25 1-4 please let Trisha know.

a. – d. covered in ED Report

e. Atcom has installed a panic button system for each museum building. When the button is pressed police arrive silently, but full out, for emergencies only. As a secondary system, Trisha has a code to phone the Town Peace Officer with to indicate for him to come to the museum.

f. The board has decided to table the planning and development of a sign for the Museum Exhibit Hall until the Town completes the museum site plan.

7. New Business

- a. Trisha will continue to pursue the requirements for the Archives Society of Alberta membership.
- b. Anola asked if we should have volunteers open the museum on Saturdays during sports tournaments. It was uncertain how much interest there may be, but perhaps worth trying.

ACTION ITEM 14: Anola is to inquire about getting schedules for sports tournaments (hockey, curling, etc.) then we can see if anyone wants to volunteer for certain dates to give it a try.

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- c. It has been 1 year since the current board was established, Anola asked if everyone is happy with the positions as they are now and if any changes were desired. The consensus was that everyone was happy with the status quo, and the by-law currently states that positions are 3 year terms, so they could not be changed without first changing the by-law.
- d. The idea of forming committees for certain areas of museum work were discussed. It was established that each committee should have one board member, then ideally also include another volunteer from the community and that Trisha would be on each committee. So far the Exhibit Committee has Bernice and the Special Events Committee has Anola.

ACTION ITEM 15: Every board member who is not yet on a committee must come to the next meeting with an idea for an area of work that they would like to volunteer for and more committees can then be formed.

8. Other

- a. The Museum is very appreciative to Olive Darch and Rita Burton of the Garden Club for doing such a beautiful job with our gardens this season – Thank you! It was decided that we would send a thank you card and purchase them each a ticket to the Town Volunteer Supper in April.

ACTION ITEM 16: Decide who is to write the thank you cards to Olive and Rita.

ACTION ITEM 17: Table the purchase of volunteer supper tickets until they are available for purchase.

9. Donations

- a. No potential donations put forth by Trisha for discussion
- b. A committee for the Blacksmith shop was not formed, this may be taken up by the new Exhibit Committee.
- c. A safe from TNT (originally owned by Don Green) was brought in on Friday Oct. 21, 2011 under the impression that it had previously been accepted into the museum collection by the board. Looking back in the minutes of the June 23, 2010 meeting, item 7.4 the safe was discussed and tabled, so it was brought up again at this meeting.

<p>Motion: Harold Seymour moved to accept the safe into the museum collections. All in favour, motion carried.</p>

- d. Doug Leeds presented a potential donation of mounted moose antlers, antelope antlers, big horn sheep horns, and 3 bear skulls. Some board members felt that the possibility for a connection between these types of objects and natural history collections to the history of hunting for food and recreation is critical to the story of Claresholm. Trisha believed the museum should not accept the donation based on the following arguments:
 - i. None of the Museum's foundational documents (Statement of Purpose, mission, vision, collections management policy) make any reference to natural history collections, as the Claresholm & District Museum has focussed on cultural history.
 - ii. The Museum does not have the capacity to be able to take on a new area of collecting. Limited financial and human resources dictate that the museum

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October 26, 2011

must purposefully select areas that it will focus on as it cannot be all things to all people.

- iii. Natural history collections are extremely problematic to properly care for. The Museum will not be able to uphold its public trust responsibilities for these collections. The ED does not have the expertise to conserve these types of collections.
- iv. Once an object is accepted into a museum collection the museum cannot get rid of it and must keep and care for it forever. Deaccessioning is possible, but extremely undesirable as it requires a substantial investment of time and money to carry out according to the regulations enforced by the Province of Alberta through their Policy on Deaccessioning that we must comply with in order to remain a Recognized Museum. It is not as simple as giving objects to another museum and objects cannot be returned to the donor as it is a violation of public trust and illegal according to Revenue Canada (specifically when tax receipts are issued).
- v. Natural history collections are difficult to store and occupy precious storage space.
- vi. Natural history collections are highly susceptible to infestation and attract pests. The Museum does not have a quarantine area for new acquisitions, therefore there is no barrier between foreign pests or toxins coming in on a new object, and the rest of the collection. The Museum does not have an integrated pest management program, or a risk management plan to deal with the potential devastation of an infestation, although prevention of this in the first place is more important.
- vii. The museum currently does not have a collecting mandate and the need for this to document to be created has been discussed at several board meetings. With no specific policy directly guiding the collecting activities of the museum it is irresponsible to expand the collecting activities of the Museum at this time.

Motion: Doug MacPherson moved to accept the donation presented by Doug Leeds into the museum collection. 5 voted for, 2 voted against, motion carried.

10. Next meeting is November 23 at 7:30 at the museum

Motion: Doug MacPherson moved to adjourn the meeting.

Meeting was adjourned at 9:25 pm.



5613 – 8 Street W.

Box 130

Claresholm, AB T0L 0T0

Visit us online at:

www.lrsd.ab.ca/school/westmeadow

Principal
Mrs. Kathy Charchun

Assistant Principal
Mrs. Dana Burrows

Secretaries:
Mrs. Bev McLeod
Mrs. Elaine Clay

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

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.

Report Cards will be sent home November 28. Our school division has changed to a new system for reporting student progress. Your child's progress report will look different but will still report student progress on curricular outcomes. In the future, reports will be available for parents to view on-line.

Please feel free to contact your child's teacher if you have any questions.



Christmas Concert Survey –We are gathering information from parents, staff and students about our Christmas Concert. Please follow the link below to indicate if you would like two performances during the day, as in the past or if you would like one evening performance. Please explain your preference so that we can make an informed decision.

<http://www.surveymonkey.com/s/5339RHX>

A huge **THANK YOU to the Stavely Elks** who kindly donated \$1,000 to our Breakfast Program. Your kindness and generosity are very much appreciated.

If you require a paper copy of this newsletter, please contact the school office. We will not be sending out paper copies in an effort to reduce costs and save trees.

After School Pick-up

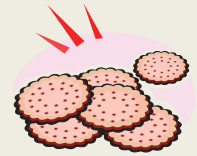
The common area and library are places of instruction throughout the school day. We request that parents please do not enter the school until **3:20** to pick up your children in order for classes to continue until the end of the day. This area has become congested and very noisy. Please help us maintain the best possible learning environment. As well please be extra careful and patient in your vehicles to keep our kids safe on the crosswalk and the street.



Claresholm Schools
CREATE Success!

Cookie dough sales are back! – Order before November 30

This year we are selling Simply Delicious Cookies and Simply Cinnamon products.



Prices are clearly marked on each of the order forms. Each order must be accompanied with payment. If ordering from both sheets, payment can be combined.

This cookie dough is a frozen product which can be kept in a freezer for one year or in a refrigerator for 90 days. It is a quick and easy way to make as many or as few cookies as you need. It is a good quality, popular product.

Please have cheques made out to CSFS (Claresholm Schools Fundraising Society).

Remember, if you collect orders, you need to deliver them as well. We need volunteers to help sort the cookie dough once it arrives (around December 14-15 in the afternoon).

PLEASE email Amanda if you think you can assist at clpprint@telus.net!!

Profits raised go to the Claresholm Schools Fundraising Society. This society's purpose is to fundraise and to support programs at the school such as swimming, parent meetings, student agendas, hot lunch coordinators/program, field trips and other special events at the school. Fundraising is needed to make these programs or items possible for our children.



By supporting this campaign, you are supporting our school!

Claresholm Schools Fundraising Society is selling clothing items with our school logo

Forms have been sent home with students. Additional forms are available at the office. They must be **returned by November 10** in order to be ready for Christmas.

Here's a great opportunity to surprise your kids with some cool gifts for Christmas and support our school!

T-SHIRTS: Youth sizes \$8; Adult sizes \$9

FULL ZIP HOODIE: Youth sizes \$26; Adult sizes \$30

HOODIE: Youth sizes \$24; Adult sizes \$24

SWEAT PANTS: Youth \$15 - elastic ankle
Adult \$22 - open ankle

SHORTS: Cotton - Youth sizes \$14; Adult sizes \$16

SHORTS: Polyester - Youth sizes \$15; Adult sizes \$17

WATER BOTTLE: \$ 6.50

BOOK FAIR

Thanks for the wonderful support of our Book Fair; we raised \$720 to purchase books and \$290 in free books.

Jackson Hamlyn won the door prize and received \$25 worth of books for himself and \$25 for Mr. Mackin's classroom.

A big thanks to Jenn Mackin, Maria Wannop, Rita McDonald, Lisa Anderson and Deb Bronson for all their help with the fair.

WMES – Dress Up Days – In an effort to help parents organize school events we are providing a list of school 'Dress Up Days' for the school year.

November – Wear Red or Camouflage to support our troops.

December – Christmas Decoration

January – Year of the Dragon

February 29 – Anti-Bullying Campaign

Wear a Pink T-Shirt

March – 'Royal' Dress Up (WCCHS Royalty)

April – Rainbow Color

May – Crazy Hair Day

June – Disco Day

Nov. 2 – Fort MacLeod at Claresholm

Nov. 21 – Stavelly at Claresholm

Nov. 7 – Claresholm at Fort Macleod

Nov. 23 – Claresholm vs parents

Nov. 9- practice

and windup

Nov. 15 – Claresholm at Stavelly

Grade 6 Volleyball Schedule

Nov. 16 – practice

Winter Weather

The cold evenings remind us that winter is fast approaching.

We often get questions as to whether the students will be going out at recess or not during inclement weather. If there is a high wind chill or pouring rain, the students will stay in at recess; otherwise, they are required to get a few minutes of fresh air. Please dress your child everyday with the intention of them playing with their friends outside at recess. Playing in the snow is a favorite activity and the new snow hills are sure to be a hit! So please make sure your child has appropriate outdoor gear including, mitts, toques, and footwear.

It would also be helpful to keep a change of clothes in your child's backpack in case they get wet.

Operation Christmas Child

Once again our school is putting together shoe boxes for operation Christmas Child. Gifts for children in less fortunate countries may include items such as school supplies, toys, and hygiene items that will not melt, freeze, leak or break and ship well. Suggestions include pens, pencils, crayons, picture books, note pads, stuffed animals, hair clips, toy jewelry, t-shirts, socks, bar soap (in a sealable bag), hard candy (individually wrapped in a sealed or sealable bag), combs, small musical instruments, etc. We will also accept donations of cash which will be used for shipping costs or for purchasing additional items should that be necessary.

Please do not donate war related toys, knives, toy guns, food, chewing gum, soft candy or decks of playing cards.

Donated items or shoe boxes already made must be at the school no later than Monday, November 21. The Grade 3 classes will be assembling the shoe boxes.

Thanks for your help with this very worthwhile cause

Criminal Record Checks: The RCMP requires a letter from our school, when you request a Criminal Record Check. Please pick one up before applying for yours. **Criminal Record Checks** are a school division requirement for any school involvement including field trips, swimming, class room volunteering, etc.



Free Oral Health Inspection for K-Gr . 2

Alberta Health Services will be providing a free Dental Inspection using a flashlight and tongue depressor – November 9 and 10. Their inspection will be followed by a fluoride rinse. Children can drink water after a rinse and steps will be taken to ensure a proper amount of time is left before eating to ensure the best possible results.

For more information on this service, or to inquire about financial assistance for dental services for children please call 403-228-3384.

GET YOUR GREEN ON!



Show your support for our 4-H Clubs and Members and Wear Green on Nov. 2.

Kids Sport

is a program enabling kids to play in sports who would not normally be able to due to financial concerns. Contact FCSS at 625-4417 for full details.

November at a glance....



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Oct. 31 No School WMES Staff Planning Day	1 No School LRSD Professional Development Day	2	3 Christmas concert survey closes.	4	5
6	7	8	9 Dental Screening K-Gr. 2 Picture Retakes	10 Dental Screening K-Gr. 2 School Clothing Order Deadline Remembrance Day Assembly	11 No School Remembrance Day	12
13	14	15 Fundraising Meeting 5:45 School Council Meeting 7:00	16	17	18 Dress-up Day! Wear red or Camouflage	19
20	21 Shoe Box Donation Deadline.	22	23	24	25 No School LRSD Staff Planning Day	26
27	28 Report Cards sent home.	29	30 Cookie Dough Sales Ends, all orders must be in office. Assembly 2:25			

Birthdays for November

Whitney S. 1	Molly S. 12	Kolton W. 15	Jolie P. 21	Marlee M. 28
Joshua S. 3	Paige M. 13	Quinn C. 17	Christopher L. 24	Megan S. 28
Savannah S. 4	Jessie P. 13	Ashtyn W. 17	Joel T. 25	Sierra N. 29
Daniel R-D. 8	Paige S. 13	Cheyenne B. 20	Lane B. 26	
Trinity N. 9	Ty S. 13	John C. 21	Avery K. 26	
Ross VR. 10	Ella W. 13	Logan F. 21	Susan T. 26	
Kobe F. 11	Nolan W. 15	Maya M. 21	Kayanna C. 28	



The Navigator

Issue 5 • Printed November 2, 2011

Claresholm, AB

Welcome Back to School!

The Navigator is produced and written by WCCHS staff, students and parents. We will strive to provide information to parents of our students on what is happening in our school, and to share with the community.

MODERNIZATION UPDATES

Asbestos abatement continues at the 7-12 modernization site. This work is scheduled to be completed by the end of November. Tenders closed on the general contract on October 19, 2011. Ten contractors submitted bids on the contract with the low bid being \$10,200,000. The contract will be awarded subject to Alberta Infrastructure's rules and regulations following a review by the Contract Review Committee of the provincial government.

GRAD 2012

Graduation 2012 will be held on Saturday, May 26, 2012. This year's theme as voted by the students is Alice in Wonderland. This theme reflects Alice's journey to adulthood. She comes into numerous new situations in which her curiosity creates challenges and her adaptability is absolutely necessary for success. This year's grad class is excited about the opportunities for decorating for this theme and the symbolism that can be related to high school graduation. Grad Pictures will be taken by LifeTouch sometime in February 2012. More information will be posted as it becomes available. Check this monthly newsletter or watch the school's website under the 'Councils & Committees' tab on the front page. All grad-related updates, letters, and information will be added to that page. Contact any of the executive if you have questions:

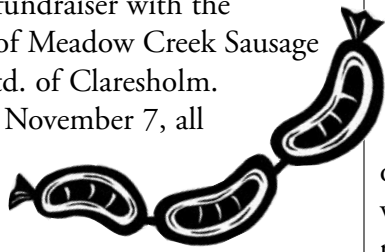
- Chair:Dakota Lelek
- Vice-Chair (Pictures): Alyssa Sutter
- Vice-Chair (Program): . . Shelby Florence
- Vice-Chair (Fundraising): Mariya Soetart
- Vice-Chair (Banquet): Brittany Broderson
- Secretary:Chad Diebold
- Treasurer:Megan Standing
- Checkmark Secretary: Courtney Thomas

SCHOOL (PARENT) COUNCIL

School council meetings are held the third Thursday of each month. The time alternates between 7 pm and 8 pm so be sure to check the website for the accurate time. If you have questions, contact Chair Ruth Lindquist (403-625-3123) or Principal Darryl Seguin. The next meeting will be at 7 pm on Thursday, November 17 in the school library.

SPORTS SOCIETY

The WCCHS Sports Society is holding a fundraiser with the assistance of Meadow Creek Sausage & Meat Ltd. of Claresholm. Beginning November 7, all athletes (and any other interested students or parents) will be offering a 36-serving variety pack of sausages and meat for \$60, with a portion of the funds going to the Sports Society. Sales sheets and money are due into the school by November 22. This is just one of the ways funds are raised to support and reduce the cost of sports in our school. The Sports Society provides the resources for each sports team to operate. The resources are pooled from the collection of fees and fundraising. The teams then use the resources available to them. The next meeting is 8 p.m. on November 17.



SPORTS / TEAMS UPDATE

The WCCHS Cobras football team has a record of 5-3 and sit ranked #5 in Football Alberta's Tier 4 rankings. The Cobras have used a tough defense and strong running game to get to this point. Their only losses have been by 6 points each to Chinook (tier 2) and a resurgent Pincher Creek Mustang squad (4-1, ranked # 3). The Cobras started the playoff season on a strong note Friday, October 28 with a 63-0 win over Kate Andrews of Coaldale. The team set a record for most rushing yardage in a game, rumbling for 572 yards. As a result, the Cobras move to the SAHSFL tier 4 final in Lethbridge (Thursday, November 3 at 6:00 pm) against Pincher Creek. The winner moves into provincial playoffs as South Zone champion.

After finishing second at Zones, the WCCHS golf team traveled to Sherwood Park to compete at high school provincials. The team of Ryan Stronski, Bobby McPeak, Devon Shearer and Caleb Laughington had a very respectable showing. Sitting in fourth and not too far off the lead, the team hoped to improve on their standings on day two when the tournament shifted to a private course. Our team held their own and finished fourth overall for 1A/2A schools.

The junior high cross country team competed at divisionals near Kip. There were many strong individual performances and all told when the

points were combined, we came home with the divisional banner.

Willow Creek hosted a successful JV volleyball tournament on Oct. 14-15, with 12 teams participating. Due to construction, we borrowed the gyms in Nanton. WCCHS broke their team up and had two entries. In spite of limited or no subs, they finished a very respectable 3rd and 4th in their pools. This same weekend the JV boys traveled to Rundle College in Calgary. While not coming home with any hardware, every set was competitive.

The jr. high teams have also been active with tournaments. The grade 9 girls traveled to a 32 team tournament in Calgary and brought home the B side championship. They also participated in a tournament in Pincher Creek, bringing home 4th. The grade 8 girls also competed in Pincher Creek. The grade 7 girls traveled to Coaldale for a tournament. They played strong in the round robin, coming out at the top of their pool before losing out in the semi-finals. On Oct. 28 and 29, the Junior High teams hosted a home tournament at West Meadow School. Thanks to all who assisted to make this possible.

Volleyball will be wrapping up early in November with final league games and tournaments. Congratulations to both Senior and JV boys and girls teams on the great effort this season and special thanks to the coaches who have dedicated their time to this sport! Watch for good things to come next year!

We are looking for junior high coaches for both boys and girls basketball... please call Todd Lybbert (403-625-3387) if you can assist.

LUNCH TIME

WCCHS 8-12 is an open campus. Students in grades 8-12 are allowed to leave the school grounds at lunch time. This is a change in practice from last year, when this building was only a grade 7 & 8 campus and students were expected to remain on campus during the lunch hour. Grade 7's at West Meadow Elementary School will still be required to have permission from parents to leave school grounds at lunch time.

Parents that do not want their child to leave the school grounds during lunch hour should discuss that expectation with their children.

If you have any questions or concerns please feel free to contact school administration.

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

INSIDE THIS ISSUE:

- Modernization Updates
- Grad 2012
- Sports Teams Updates
- School Council
- Sports Society Fundraiser
- November 2011 Calendar
- Principal's Update



PROM 2012

will be held on Friday, April 27, 2012!

CASINO VOLUNTEERS STILL NEEDED!

January 25 & 26, 2012
Call Carmelle if you can assist at 403-625-4017



COACHES NEEDED! JR. HIGH BOYS & GIRLS BASKETBALL

Any parents who can coach or assist, please contact Todd Lybbert at the school ASAP!



PINNACLE PASSWORDS

Do you have yours? Parents, your Pinnacle password changes every year so you need to get your new one from the office. Pinnacle is the program that allows you to view student marks online!

POLICE CHECKS

If your child is new to grades 7-12, and you wish to volunteer in some capacity within WCCHS, you will need to complete a record check and turn it into the office. Thank you!

**FROM THE PRINCIPAL:
Darryl Sequin**



Salute to Volunteers!

According to an article written in 2004 by the CBC, "Volunteering in Numbers", Canadians lead the world in volunteer participation; 27% of Canadians volunteer time in one fashion or another, providing an average of 13.5 hours a month of their time. In recent years, some provinces have incorporated mandatory volunteering as part of graduation requirements. Although student volunteering is not mandatory at WCCHS, it is very much appreciated and we strongly encourage our students to get involved and give back to the community whenever and wherever they can. We are very fortunate at WCCHS to have parents and community members set this example and willingly devote their time and energy each year in support of our students and our programming. Last year, we attempted to track the number of volunteer hours provided and determined that our school had a total of 20 activities involving volunteers. The task of recording volunteer hours can be difficult given different circumstances; however, nine of the twenty activities recorded 1300 hours. With 11 activities unreported, it is easy to assume that total volunteer hours at WCCHS were well beyond the 1300 hour mark. Traditionally, sports teams, clubs, councils and societies are the recipients of volunteer efforts. These contributions play an important, vital role in operating successful school activities; occasionally, however, volunteers donate their time and expertise in less traditional areas.

This year at WCCHS, a small group of French students are the beneficiaries of such assistance. With only a few interested in the course, students were scheduled to take French 10 through Distance Learning. In September, an individual in our community met with me to discuss volunteering in the school. As we began to discuss possibilities it became clear that "Raj" had an incredible knowledge and experience base. He holds a Masters of Arts in French Literature and Translation. He has several years experience teaching French at the college level and has served as the head of the French department at an International school in Oman. Raj volunteers 3 days a week at WCCHS helping these students with any concerns or questions they may have about their course and he gives them an opportunity to converse in the language. The students appreciate his assistance and look forward to his visits with them. We are extremely fortunate to have a community member with Raj's

qualifications and experience volunteer his time at WCCHS to help students in their pursuit to learn another language. As a school, we are tremendously grateful to him for his willingness to provide such a valuable service to us and our students. To Raj and the many other and great

volunteers at WCCHS, we salute you! Your examples, efforts and dedication play an important role as we educate our students and look to their futures. Thank you for all that you do and for sharing your talents and experience with us.

STUDENT COUNCIL

Students at WCCHS have been busy! In September, we had our Terry Fox Run, with a large aerial photo of the students and staff in the shape of a maple leaf. Students raised almost \$2000 with the school run and the donations from students, staff and community. We also had Toonie



UPCOMING DATES TO NOTE	
Remembrance Day - No School	November 11
Scholarship Information for Students	November 15
Report Cards	November 16
School Council Meeting (7 pm) All Parents Welcome!	November 17
Sausage/Meat Orders Due Back to School	November 22
Interschool PD Day - No school for students	November 25
Last day of classes before Christmas	December 22

Tuesday for Terry on the Tuesday prior to the run. The aerial photo of the maple leaf is now up around school with a "Where's Waldo" type activity.

In early October, we had Neon Day in conjunction with our first ever full colour yearbooks being given out. We also conducted a student survey, asking students for their interests to help our council in planning. The results are being tabulated and will be released soon.

A Hallowe'en Dance was held on October 28 in the gym. A fun time was had by all. We also had a costume dress up day and conga line on Monday, October 31. Watch for posters around the school for fun activities to come!

Remembrance Day Service at the Community Centre
Thursday, November 10
11:00 am
Everyone Welcome!

HOW TO REACH US
 Main Phone 403-625-3387
 website: www.lrsd.ab.ca/schools/willowcreek
 email: sequind@lrsd.ab.ca
 News to add? dofsteel@shaw.ca

WE SHALL REMEMBER...
NOVEMBER 11, 2011

TEEN MUSIC LESSONS!
 FREE music lessons held Fridays from 2 - 3 pm until Christmas at the Teen Centre. Take advantage of this time with Jessie O'Neil, instructor, and learn guitar, keyboard, or drums! All teens welcome! (Sponsored by Linderman Law)

Claresholm's Fall Flu Immunization Clinics will be held November 2 & 9 from 10 am to 5:30 pm at the Community Centre!

NOVEMBER 2011

SUN	MON	TUES	WED	THURS	FRI	SAT
		1 Divisional PD Day No School for Students	2 Gr. 9 Take Our Kids to Work Day	3 SAHSFL Tier 4 final in Lethbridge (6:00 pm) vs. Pincher Creek	4	5 Sr. Boys VBall to Nobleford
6 Clocks 'fall' back one hour	7 Meadow Creek Sausage & Meat Fundraiser begins! Forms in the office	8	9	10 REMEMBRANCE DAY Service Awards Night - 7 pm Comm.Ctr.	11 REMEMBRANCE DAY - No School	12
13	14	15 Scholarship Information Night WCCHS 7 pm Library	16	17 SCHOOL COUNCIL 7 pm SPORTS SOCIETY 8 pm (Library)	18	19
20	21	22 Meadow Creek Sausage & Meat Fundraiser ends - Forms and \$\$ to the office today!	23	24	25 Staff Planning & Collaboration Day No School for Students	26
27	28	29	30		Dec. 2 Meadow Creek Sausage & Meat Fundraiser delivery to the school	

Willow Creek Composite High School • Grades 7-12

**Claresholm Animal Rescue Society
Regular Meeting Minutes
October 20, 2011**

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

Regrets: Karen Thompson, Anne Papan, Kris Holbeck, Denise Peters

Call to Order

The meeting was called to order at 7:15 p.m.

Approval of Agenda

Motion by Judy Van Amerongen to approve agenda as amended as presented. All in favour. CARRIED.

Approval of Regular General Meeting Minutes October 6, 2011

Motion by Sylvia Giroux to accept the minutes as presented. All in favour. CARRIED.

Shelter Update

October 7 to October 20, 2011– 18 volunteers and 265.5 shelter hours

Cat Adoptions – Mila, Fred, Jaden, Shumi, Huxley, Fancy, Cruiser, Emmett, Tippy, VooDoo, India, Melvin

New – Cats 13

Adoptions Update

Reece's still open for adoption. Zoey and Jake adoption is finalized.

Bella is doing good.

Earl has a couple of applications for adoptions. Earl will go in for neuter October 20,2011, they will take a look at his hip during this procedure.

TNR Update – 1 cat (feral) released to where he came from.

Fundraising Update –Calendars were designed by Judy Van Amerongen and was

displayed for board to see before final printing. Should ready by the end of October.

Treasurer's Report – Tabled

New Building Update –

Heat was turned on for painting to proceed. Volunteers will be helping paint the walls in the shelter.

The tubs were put in.

Plumber showed the manifold where the heat can be adjusted in the different areas

Wheelchair accessible – the toilet needs to be Oval (the one we have is round), the vanity has to be for wheelchair accessible, therefore the one we have cannot be used.

Electrical inspector came

→ No outside lightings that are not installed according to the drawings will not be approved.

→ Light switches inside the building that are not located as per the drawings will not be approved.

Concrete Sealer cost \$1000 +/-

Planned to be in new building November

The plastic board from totem will need to installed. We should write a letter to totem to ask for a discount for non-profit organization.

Workers that were hired are not working out. Heather is not available to work.

We will find a new Vet.

Other

Adjournment: Meeting adjourned at 7:45pm

Next Meeting: Will be held in the Bill Simpson room at the library, Thursday, November 3, 2011, at 7:15pm.



School Council Minutes

Date	October 18, 2011
In Attendance	Deb Heitman, Amanda Zimmer, Lisa Perry, Charlene Dunlop, Janet O'Brien, Tania Smeltzer, Tara VanDellen, Kathy Charchun
General Business	
Start Time	7:09pm. Tara too fast!!
Approval of Agenda	<ul style="list-style-type: none"> • Additions – attendance taking. • Approved by Tara . Seconded by Deb.
Minutes	<ul style="list-style-type: none"> • Errors/Omissions - • Approved by Tania. Seconded by Deb.
Discussion Items	
	<ul style="list-style-type: none"> • Dates of Meeting 3rd Tuesday-at 7pm. Keep the same with fundraising society starting at 5:45pm till 7pm.
	<ul style="list-style-type: none"> • Trustee report: Charlene. Had meeting and same Board Chairs as last year. Had teacher retirement discussion. (Teacher retire in Jan. so easier on planning for future year) Touring sites of WCCHS on 25th. Enrollment is as of Sept 30th projected 3450.5. actual is 3616.00. Minister of Education injected \$865,000 into budget for our division. (School council would like this money to go directly back into the school budget and classrooms.) Approved the IMR block funding across the division. West Meadows- structure cable upgrade done before summer, replacing sidewalk. LRSD PAT's results grade 3s at provincial levels, grade 6 acceptable in 3 levels, new math- slightly below provincial average (across the division) SWAT- with staff (presentation about Jamie Vulmer- trying to help all the kids) Want to get into community to support school and get the communities outlook for school, want community to value education. Board meeting has been changed to 2 meetings a month. (travelling on one)
	<ul style="list-style-type: none"> • Did you know section in the local press about doing a section that the school can share tidbits of info with the community. Can put hotdog sales, little newspaper?? Stuff that we can tell the community to make them feel more involved with the school. Trying to make parents feel more welcome in the schools. Volleyball games, swimming, book sales, field trips, whatever is happening at the school.
	<ul style="list-style-type: none"> • Principals report- Don Olsen retires as of Dec. Jeff Perry will replace him. Ellie Elliot and Stephen Harris will remain with LRSD until June 2013 and December 2012, respectively. Grade 6 volleyball begins Oct 19th Jolene Becker/ Barb Norgard coaches. Friday Let's play program 1:30-3:30pm in the gym. Let other people know because there is still lots of room. Kelly Spanke runs the program can register at any time at FCSS office. Safety patrol has started. Grade Fours have started golf program and it is going really well. Focus areas: staff continue with assessments and interventions with less staff. Teaching staff is trying to prioritize and maybe new funding will help. EBS and learning support program and family liason program, learning pyramid work and mess together with fewer people. Need to find a way to respond to reading in Gr 4-6. Teachers are working on new reporting system with a parent viewer to see

	updates on child's grades etc. (Pinnacle System) Preschool PUF funded students have a program through the playschool this year. Happy with that move.
	<ul style="list-style-type: none"> • Question raised about meeting the needs of children who excel or struggle. What process do we put in place? What do we do for programming?
	<ul style="list-style-type: none"> • Deb Heitman spoke about an outreach high school student who helps in the classroom, and getting helpers from outside our normal community school group.
	<ul style="list-style-type: none"> • Calendar planning
	<ul style="list-style-type: none"> • Lisa read objectives from school council procedures. Deb talked about creative ways to bring more people to the meetings. Door Prizes, personal invitation, food, movie and popcorn. Janet thinks it is a good step to have the meetings on the same night. Deb wants to help gather ideas to try to get more parents involvement. Tania thinks for next month we should invite people to come. Next month on the council newsletter write that it is bring a friend night and cheesecake dessert.. Lisa & Tara have offered to make cheesecake for the next meeting. Ideas: Jan- white elephant gift exchange??
	<ul style="list-style-type: none"> • Amanda create a survey monkey about Concert on Dec 21st to decide whether or not to have a day concert or evening concert. Wondering about only have one performance. Will put on newsletter link to survey question. • Lisa talked about something for kids at Christmas. Fundraising society has limited budget this year, so we will see and maybe do hot chocolate again. Lisa also talked about shoe boxes and how to make it more eventful. Shoe boxes are already done here thought brought up about having community come and help coordinate with other groups to make it one big event. Deb will look into talking with the grade 3 teachers to see what they think and Baptist Church to coordinate possibly. • Lisa talked about teacher appreciation in February. Including bus drivers in a snack or lunch for Friday or coffee and snack in the morning. Big Hit is the day of supervision. New ideas are different lunch menus. Staff about 30 people. • Janet presented an idea about teacher appreciation. Writing appreciation notes to teachers from the students for that week in February. Tabled until Dec meeting. • Tania Smeltzer wondered about attendance procedures. Kathy informed us about our new electronic system to record attendance and it is a work in progress, but a system is in place to inform parents about any child who is absent and hasn't informed the school.
Adjournment	
Next Meeting	November 15 th 7pm.
Adjournment	<ul style="list-style-type: none"> • Adjourned by Lisa . Time -8:40pm. Good job Lisa on your first meeting!!! 😊



Livingstone Range School Division #68 Minutes of the Board of Trustees

The scheduled **Board Organization Meeting** of the Livingstone Range School Division No. 68 was held on Tuesday, October 26, 2010 at 1300h at the Administrative Office, Claresholm, Alberta. Following are the minutes from the meeting.

Attendance: Trustees Jim Burdett, Charlene Dunlop, Kelly Hall, Dick Peterson, Martha Ratcliffe, Shannon Scherger and Clara Yagos.

Ellie Elliott, Superintendent of Schools
Stephen Harris, Assistant to the Superintendent
Kathy Olmstead, Associate Superintendent, Education Services
Don Olsen, Associate Superintendent, Business Services
Olwyn Buckland, Executive Assistant

A. Call to Order

Associate Superintendent Olsen called the meeting to order at 1303 h.

B. Oath of Office

All trustees took the Oath of Office and completed the Disclosure of Information, as per the School Act 81 (1).

C. Superintendent's Comments

Associate Superintendent Olsen called upon the Superintendent, Ellie Elliott to address the Board. Mrs. Elliott welcomed the three new trustees, as well as the returning trustees to the Board. Mrs. Elliott noted that the trustees and she were at Regional School Council the previous night and were reminded of the board's responsibilities. She said the board's role is to act as advocates for students and parents and to ensure the best possible education for all, with the board being the bridge. Mrs. Elliott noted the tremendous growth amongst trustees over the past three years and the support amongst all.

D. Appointment of Ballot Counters

10-030 Trustee Peterson moved that Stephen Harris and Don Olsen be appointed by the Board of Trustees as Ballot Counters.

Carried

E. Election of Officers

E.1 Election of Chairman

Associate Superintendent Olsen called for nominations for the position of Chairman. Call 1, Trustee Burdett nominated Trustee Peterson as Chairman. Call 2, no nominations. Call 3, no nominations were made.

10-031 Trustee Hall moved that the Board of Trustees cease nominations.

Carried

Trustee Peterson was elected as Chairman and took over the meeting as Chair at 1315 h.

E.2 Election of Vice-Chairman

Chair Peterson called for nominations for the position of Vice-Chairman. Call 1, Trustee Hall nominated Trustee Ratcliffe as Vice-Chairman. Call 2, no response. Call 3, no nominations were made.

10-032

Trustee Burdett moved that the Board of Trustees cease nominations.

Carried

Trustee Ratcliffe was elected as Vice-Chairman and will resume that position.

F. Action Item

F.1 Committee Membership and Appointments

10-033

Trustee Dunlop moved that the Board of Trustees, in an election year, elect the Board Chair and Board Vice-Chair at the Organization Meeting in October and review the terms of reference for all Board Committees; and that committee membership will be determined at the Board Meeting in November; and that trustees have the opportunity to serve on various committees over their three year term.

Carried

G.1 Committee Membership

A review of Board Policy 9, Committees of the Board, was reviewed by all trustees in order that new trustees will be familiar with the various committees prior to the November meeting at which time appointments to the committees will take place.

H.1 Board Meeting Dates

The Board Meeting Dates for the 2010-2011 school year are as follows, commencing at 11:00 am at the Division Office in Claresholm:

- Monday, November 15, 2010
- Tuesday, November 30, 2010
- Tuesday, December 14, 2010
- Tuesday, January 11, 2011
- Tuesday February 08, 2011
- Tuesday, March 08, 2011
- Tuesday, April 12, 2011
- Tuesday, May 10, 2011
- Tuesday, June 14, 2011
- Tuesday, September 13, 2011
- Tuesday, October 11, 2011 (Organizational Meeting)
- Tuesday, October 11, 2011 (Board Meeting, immediately following Organizational Meeting)

10-034

Trustee Scherger moved that the Board of Trustees approve the Board Meeting Dates as amended.

Carried

I.1 Board Planning Dates

Board Planning Dates are as follows commencing at 1:00 pm:

- Tuesday, January 25, 2011
- Wednesday, February 16, 2011

Tuesday, March 22, 2011
Wednesday, April 20, 2011
Tuesday, May 24, 2011
Tuesday, June 28, 2011
Tuesday, September 27, 2011

10-035

Moved by Trustee Yagos that the Board of Trustees approve the Board Planning Meeting Dates as amended.

Carried

J. Destruction of Ballots

As there were no elections, the destruction of ballots was not necessary.

K Adjournment

10-036

Trustee Ratcliffe moved to adjourn the meeting at 1350 h.

Carried

Chairman

Secretary-Treasurer

Livingstone Range School Division #68 Minutes of the Board of Trustees

The scheduled Board Meeting of the Livingstone Range School Division No. 68 was held on Tuesday, October 25, 2011 at 1100h at the Administrative Office, Claresholm, Alberta. Following are the minutes from the meeting.

Attendance: Trustees Charlene Dunlop, Kelly Hall, Dick Peterson - Chair, Martha Ratcliffe - Vice-Chair, Shannon Scherger and Clara Yagos.

Ellie Elliott, Superintendent of Schools
Stephen Harris, Assistant to the Superintendent
Kathy Olmstead, Associate Superintendent, Education Services
Don Olsen, Associate Superintendent, Business Services
Olwyn Buckland, Executive Assistant

A. Call to Order

Chair Peterson called the meeting to order at 1102 h.

B. Additions to the Agenda

11-039 Trustee Yagos moved that the October 25, 2011 Agenda be approved by the Board of Trustees as presented.

Carried

C. Adoption of Minutes

11-040 Trustee Hall moved that the minutes from the Board Organization Meeting of October 11, 2011 of Livingstone Range School Division No. 68 be approved by the Board of Trustees as presented.

Carried

11-041 Trustee Dunlop moved that the minutes from the October 11, 2011 Board Meeting of Livingstone Range School Division No. 68 be approved by the Board of Trustees as amended.

Carried

D. Action Items

D.1 Tripartite Framework Agreement

Further to discussion that our Board of Trustees ratify the scope of agreement and the process that is set out for the Tripartite Framework agreement as requested by the Alberta School Board Association, the motion was amended as follows.

11-042 Trustee Hall moved that Livingstone Range School Division is in agreement to have Alberta School Board Association represent our Board's interests in discussions with the Government of Alberta and Alberta Teachers' Association with the aim of concluding a provincial framework agreement addressing: term, school board funding, teacher salaries and a dispute resolution mechanism.

Carried

D.2 Review of Board Meeting Start Times and Dates

Chair Peterson addressed the Board with concerns of having a second board meeting each month, as moved in the October 11, 2011 Board Organization Meeting (11-027). Due to conflicts in schedules, the costs and time involved, Chair Peterson proposed the Board of Trustees hold one meeting per month commencing at 9:30 am and ending at 4:00 pm and continue to hold Planning Meetings, as required, commencing at 1:00 pm with an end time no later than 5:00 pm.

11-043

Trustee Ratcliffe moved that the Board of Trustees amend motion 11-027 from the October 11, 2011 Board Organization Meeting and re-schedule the Board Meetings commencing at 9:30 am (unless otherwise noted) to:

Tuesday, November 8, 2011
Tuesday, November 29, 2011 at 1:00 pm
Tuesday, December 13, 2011
Tuesday, January 10, 2012
Tuesday, February 14, 2012
Tuesday, March 13, 2012
Tuesday, April 17, 2012
Tuesday, May 8, 2012
Tuesday, June 12, 2012
Tuesday, June 26, 2012
Tuesday, September 11, 2012
Tuesday, October 9, 2012 (includes Organization Meeting)

In addition, scheduled Board Planning Meetings will be held at 1:00 pm as follows:

Tuesday, March 27, 2012
Tuesday, June 26, 2012 (following Board Meeting)
Tuesday, October 23, 2012

Carried

D.3 Board of Trustees Priorities

11-044

Trustee Yagos moved that the Board of Trustees amend the Areas for Emphasis 2011-2012 from their Board Self Evaluation by deleting the priority, Educate School Councils and the regional School Council on inquiry processes.

Carried

11-045

Trustee Dunlop moved that the Board of Trustees approve the amended Board Self-Evaluation which has held on September 30, 2011.

Carried

E. Putting Students First

Ms. Moore, J.T. Foster School and three students, Kacey Barrett, Dan LaCoste and Phil LaCoste entered the boardroom at 1145 h and presented special projects they created following a combined school trip to Italy with Matthew Halton High School during the last school year. Jaycee Hawk, who was unable to attend the Board Meeting, created a video, *Colosseum* which was shown to the Board. Kacey Barrett chose the subject food and designed a cookbook, *Kacey's Cookbook from Italy* and distributed a copy to all board members. Dan LaCoste's project was on music, illustrating musicians and their compositions, comparing the past to today. Phil LaCoste project was *An Overview of Italy* and presented a video portraying their trip.

After answering questions the trustees had, the group left the meeting at 1220 h.

The Board broke for a lunch break at 1220 h and the meeting was called back to order at 1245 h.

F. Discussion

F.1 2011-2012 Budget Update

Further to the announcement from Alberta Education in regards to giving additional funding to school boards, Associate Superintendents Olsen and Olmstead shared information in regards to how this funding will be allocated to the schools. Livingstone Range School Division will receive \$864,491 over the amount originally allocated as part of the spring budget announcement.

F.2 Process for Filling a Vacant Seat

As Trustee Burdett has missed three meetings, Chair Peterson stated he is now disqualified as a trustee which leaves a vacant seat.

11-046 Trustee Hall moved that the Board of Trustees dismiss Trustee Burdett as a Board Trustee as he has been absent from three consecutive regular meetings of the Board without being authorized by a resolution of the board to do so.

Carried

Various options on replacing this vacancy were discussed.

11-047 Trustee Dunlop moved that the Board of Trustees hold a Bi-Election of Ward 3 and set the nomination date as January 16, 2012 followed by the election date as February 13, 2012.

Carried

F.3 Provincial Achievement Tests and Diploma Exam Results

During the October 11, 2011 Board Meeting Kathy Olmstead and Stephen Harris reviewed the Provincial Achievement Tests and Diploma Exam Results. The floor was open to further discussion on these items.

F.4 Early Dismissal Fridays

Trustee Dunlop requested information from Central Office staff on the effectiveness of early dismissal Fridays as related to student learning, program delivery and community satisfaction to support the question, has early dismissal Fridays met the outcomes that were intended? Assistant to the Superintendent Harris led discussion on how this practice originated, being one facet of the Coordinated School Day which enhances High School Programming. It was stated parent letters and a survey were distributed in February, 2009 prior to implementation of a revised school day and the response was overwhelming to support one. It was felt that many new parents to the jurisdiction may be unaware of the reasoning behind this change which commenced jurisdictionally in the 2010-11 school year. It was decided to open discussions on the awareness of this issue through 1) School Council Meetings, 2) the Regional School Council Meeting set for January 23, 2012 and then followed by 3) Board Discussions to see if the question 'Is early dismissal Fridays working?' should be a question added to the Jurisdiction Satisfaction Surveys.

F.5 Board Retreat Discussion

Chair Peterson opened discussions on hiring a facilitator for the upcoming Board Retreat scheduled for December 3, 2011. After discussion it was decided to postpone the retreat until after the Bi-Election. Superintendent Elliott will pursue looking into dates a facilitator could attend and schedule a March retreat.

G. Information

G.1 Divisional Day, November 1, 2011

Associate Superintendent Olmstead reviewed the plans for Divisional Day which is being held at F.P. Walshe School in Fort Macleod on November 1, 2011.

G.2 Priority Update

Assistant to the Superintendent Stephen Harris reported on one of the Board's priorities, High School Programming, which had been reviewed with high school Administrators on October 24, 2011. All aspects of the program were reviewed with the main objective being, is it working and are we meeting the original objectives. Mr. Harris reviewed the work and successes accomplished and discussed the three Administrative Procedures which have been embedded, in draft form, related to High School Programming: Admin Procedure 214, *Career and Technology Studies*, Admin Procedure 216, *Off-Campus Education* and Admin Procedure 470, *Jurisdictional Off-Campus Teacher*.

Trustee Ratcliffe requested an update on Technology as there have been complaints about network connectivity and speed. Mr. Harris informed the board they rely on feedback for issues such as this but said the technicians are currently upgrading some systems due to speed / access problems in one community.

H. Reports

H.1 Superintendent's Report

Superintendent Elliott distributed her Superintendent's Report which contained highlights of the past month. *The Superintendent Report is located on the LRSD website under Board, Agenda/Minutes/Highlights.*

H.2 Chairman's Report

Chairman Peterson reported on events he has attended during the past month.

H.3 Trustee Reports

Trustees reported individually on events they attended since the last board meeting. *Monthly Trustee reports are located on the LRSD website under Board, Updates.*

H.4 Committee Reports

Trustees reported on the following committees.

- a) ASBA
- b) ATA Executive / LRSD Trustee Working Committee
- c) Awards Committee
- d) Community Relations Committee
- e) First Nations and LRSD Working Committee
- f) Policy Review Committee
- g) Professional Development Committee

H.5 Board Agenda Items

There were no Board Agenda items brought forward at this time.

I. Adjournment

11-048

Trustee Ratcliffe moved to adjourn the meeting at 1600 h.

Carried

Chairman

Secretary-Treasure

Alberta SouthWest Bulletin – October 2011

Regional Economic Development Alliance (REDA) Update



→ Regional promotion

- Thank you to all the EDOs and municipal staff who helped to quickly update our regional events for 2012 to submit to Tourism Calgary to include in promotions.
- Lethbridge College is planning community networking events to be held in November/December regarding priorities and training needs in the region. This office is part of the Local Advisory Committee.
- Travel Alberta Open House will be held at the Ramada, 9:30am to 2:00pm on November 15, 2011. All invited!
- AlbertaSW Tourism Committee will meet on Wednesday November 23 at the AlbertaSW office, 2:00pm.
- Regional story ideas and experiences were requested by Travel Alberta to help develop a German fam tour being planned for May 2012. Story submissions included Fort Museum and First Nations Interpretive Centre, Claresholm Museum, Kootenai Brown Pioneer Museum, Nanton trains, planes and elevators, wind turbines, wildlife viewing opportunities, especially large animals- moose, elk, deer, bear etc.; accessibility of mountain hiking; the landscape- where prairies meet the mountains;

→ Sustainability and Operations

- Canterris and Twist Marketing provided a two hour on-line webinar for this office and our three Data Team contractors regarding updating web content and business directory. It is working very well, and Canterris is open to input and helping us improve the system. We really encourage “self-registration” by our businesses.
- 2011 AlbertaSW membership invoices have been sent to all 16 member communities.
- Operations Grant agreement from the Regional Development Branch has been received for signature.

→ Tourism and Geotourism

- Thom McCann, Waymarker, Waterton, is the new Alberta representative on the Crown Geotourism Council, replacing Shameer Suleman. Bev is the other Alberta representative and is Chair of that committee. The Council has been collaborating with the Yellowstone Business Partnership (YPB) regarding implementation of the “UnCommon Sense: Sustainable Business Practices Leadership Program in the Crown region.
- Travel Alberta Conference was held in Banff, October 23-25. Beth Russell-Towe was named “Alto Ambassador 2011” and the Great Canadian Barn Dance was a finalist in the “Alberta Pride” category. Congratulations!

→ Energy and Alternative Energy

- Southern Alberta Alternative Energy Partnership (SAAEP) which includes AlbertaSW, SouthGrow and Economic Development Lethbridge has jointly drafted a letter to Premier Redford and key Ministers, MLAs and MPs expressing appreciation for the stated intent to raise the importance of renewable and alternative energy development. AlbertaSW Board and communities will be copied on the correspondence.
- Paul Deleske, new AESO Community Relations Advisor, is very interested in SAAEP and impressed with the projects that have been completed to date. He looks forward to meeting with AlbertaSW and SAAEP and providing updated information regarding transmission development in the regions.
- SAAEP Management Team met with Economic Development Association of Southeast Alberta (EDASA) in Medicine Hat. In sharing information, there emerged some strong common goals.

→ Agriculture and Value-added Agriculture

- AlbertaSW submitted a concept proposal to the federal Community Development Program describing the “regional business communications services” idea that was discussed by the Board. The Program Officer has encouraged us to submit a full application, which would be up to \$75K, matched 1:1. The application and approval process would take at least 3 months.





Alberta SouthWest Regional Alliance Minutes of the Board of Directors Meeting

Wednesday October 5, 2011

Drop-In Centre, Railway Avenue, Granum

Meeting 7:00pm

Board Representatives

Shawn Patience, Fort Macleod
Walter Gripping, Granum
Dick Fenton, Nanton
Phil Wakelin, MD Willow Creek
David Moore, Claresholm
Dennis Gillespie, Stavely
Brian Baker, Waterton Lakes
Shane Hansen, Cardston County
Jordan Koch, Glenwood

Guest Presenters

Victoria Calvert, Mount Royal University
Trevor Hollihan, Nerds-on-Site
Jonathan Arnoldussen, Nerds-on-Site

Resource Persons

Wendy Kalkan
Ryan Vadnais
Bev Thornton

1. Welcome and Introductions
2. Approval of Agenda
Addition to the agenda: SAAEP letter and action brief added as item #5

Moved by Walter Gripping THAT the agenda be approved as amended.
Carried. [2011-10-209]
3. Approval of Minutes

Moved by Dick Fenton THAT the minutes of September 7, 2011 be approved as presented.
Carried. [2012-10-210]
4. Presentation – Mount Royal University
Vitoria Calvert

Mount Royal University will be conducting a “Business Retention and Expansion” project in selected regions of the province, including AlbertaSW.
5. Presentation – Nerds-on-Site
Trevor Hollihan and Jonathan Arnoldussen

A pilot project in Fort Macleod this summer offered free wi-fi access that opened to the AlbertaSW website. It was successful and offers new opportunities for regional and community promotion. The Board will further consider a proposal to implement a region-wide initiative to install one or two radio sites in each community. Signage and information strategy and maintenance will be other considerations of the plan. Funding and partnering options will be further explored and discussed at next meeting.
6. GyPSy Tours Proposal

Rick Bulich will be invited to attend the next Board meeting and make a presentation.
7. Print Publications Proposals

Consensus on proposed print advertising options:

 - Pincher Creek Magazine: place a half-page ad
 - Wateron Magazine: follow up regarding options available
 - Pincher Creek/Crowsnest Directory: logo on cover page and half-page black and white ad inside
 - Country Vacation Guide: will not participate at this time.

AGENDA - 7 (2011)
EXECUTIVE COMMITTEE MEETING
OLDMAN RIVER REGIONAL SERVICES COMMISSION

Thursday, November 10, 2011 – 7:00 p.m.
ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

1. **Approval of Agenda** – November 10, 2011
2. **Approval of Minutes** – October 13, 2011..... (attachment)
3. **Business Arising from the Minutes**
4. **New Business**
 - (a) Auditor (KPMG) Engagement Letter & Reference Check..... (attachment)
 - (b) Hourly Rate Increase Proposal (Fee for Service) (attachment)
 - (c) December Board Meeting and Christmas Social Update (attachment)
 - (d) ORRSC Bylaw Review
 - (e) Land Use Framework Update
5. **Accounts**
 - (a) Office Accounts – September 2011 (attachment)
 - (b) Financial Statement – January 1 - September 30, 2011 (attachment)
6. **Director's Report**.....
7. **Executive Report**.....
8. **Adjournment**.....

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

Please circulate to Mayor/Reeve and Council for information



OLDMAN RIVER REGIONAL SERVICES COMMISSION

**MINUTES - 6 (2011)
EXECUTIVE COMMITTEE MEETING
Thursday, October 13, 2011 – 7:00 p.m.
ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)**

EXECUTIVE COMMITTEE:	
Terry Michaelis - <i>Chair</i>	Dick Fenton
Gordon Wolstenholme - <i>Vice-Chair</i>	Henry Doeve (absent)
Henry Van Hierden	Mike Selk (absent)
Doug MacPherson	
STAFF:	
Lenze Kuiper – <i>Director</i>	Barb Johnson – <i>Executive Secretary</i>

AGENDA:

- 1. **Approval of Agenda** – October 13, 2011
- 2. **Approval of Minutes** – July 14, 2011(attachment)
- 3. **Business Arising from the Minutes**
- 4. **New Business**
 - (a) 2012 Draft Budget (handout)
 - (b) Audit Tender(attachment)
 - (c) ORRSC Updated Bylaw and Regulation Amendments.....(attachment)
 - (d) GIS Update (attachment)
 - (e) Building – Renewable Energy Pilot
 - (f) Annexation Workshop
 - (g) Board Meeting Discussion.....
 - (h) Executive Committee Members Resigning from Council.....
 - (i) Closing of Office between Christmas and New Year's.....
- 5. **Accounts**
 - (a) Office Accounts –
 - (i) July 2011(attachment)
 - (ii) August 2011.....(attachment)
 - (b) Financial Statements –
 - (i) January 1 - June 30, 2011(attachment)
 - (ii) January 1 - July 31, 2011(attachment)
 - (iii) January 1 - August 31, 2011(attachment)

- 6. Director's Report.....
- 7. Executive Report.....
- 8. Adjournment.....

DIRECTOR'S PERFORMANCE EVALUATION (attachment)

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

1. APPROVAL OF AGENDA

Moved by: **Gordon Wolstenholme**

THAT the Executive Committee approves the agenda, as amended:

- ADD: 4(h) Executive Committee Members Resigning from Council
- 4(i) Closing of Office between Christmas and New Year's **CARRIED**

2. APPROVAL OF MINUTES

Moved by: **Dick Fenton**

THAT the Executive Committee approves the minutes of July 14, 2011, as presented. **CARRIED**

3. BUSINESS ARISING FROM THE MINUTES

- None.

4. NEW BUSINESS

(a) 2012 Draft Budget

- Highlights of the 2012 Draft Budget include:

Revenue:

- 5% increase in membership fees (excluding those municipalities whose membership fee is increasing to the \$1500 base fee effective January 1, 2012)
- 5% increase in GIS fees
- subdivision fees same as last year (\$400,000)
- seeking a collaboration grant (\$250,000)
- allocation from operating reserve (\$76,100)

Expenses:

- planning intern salaries and expenses down from 2011 (losing intern May 1)
- \$10,000 office renovations
- decrease in audit fees
- \$15,000 for computer hardware in GIS

Moved by: Doug MacPherson

THAT the Executive Committee approves the 2012 Draft Budget as presented and refers it to the Board of Directors for ratification at their meeting on December 1, 2011.

CARRIED

(b) Audit Tender

- BDO auditor fees for 2010 totaled \$17,100, which prompted us to tender out the service. A "Request for Municipal Accounting/Audit Services" based on a three-year contract was sent to 10 firms with 4 responses being received. A table summarizing a breakdown of the proposals was reviewed and the lowest quote was accepted [KPMG: \$8,500 (including both Primary & LAPP Audit) for 2011; \$7,300 for 2012; \$7,600 for 2013].

Moved by: Henry Van Hlerden

THAT the Oldman River Regional Services Commission accepts the three-year proposal for accounting/auditing services by KPMG, subject to a satisfactory reference check.

CARRIED

(c) ORRSC Updated Bylaw and Regulation Amendments

- Municipal Affairs has been contacted to clarify the process of updating our bylaw and regulation to add member municipalities and services. An email from Kai C. So, Municipal Sustainability Advisor, outlined the steps required as follows.
- Regional services commissions must have a minimum of two bylaws: one that deals with items requiring the Minister's approval, and another dealing with matters stated in section 602.07(1)(b) of the MGA which does not require approval from the Minister. Municipal Affairs also provided us with a template to assist with drafting bylaws that comply with the MGA requirements for the bylaw that is subject to approval by the Minister.
- The Minister must approve the board appointments bylaw before a regulations amendment can proceed. The regulation amendment to add more members and to expand the range of services provided by the commission begins with a formal request from the commission for a regulation amendment. The request must include a council motion from each of the municipalities that are being added to the commission's membership, as well as a resolution from the commission board approving of the same. It must also include the rationale for increasing the membership and impact on the commission as a result of the increase in membership.
- Once these documents have been received, work can commence on the amendment of the Oldman River Regional Services Commission Regulation.
- A draft of the bylaws is currently being prepared and will be forwarded to the Executive Committee for review when complete.

Moved by: Gordon Wolstenholme

THAT the email from Alberta Municipal Affairs be received as information.

CARRIED

(d) GIS Update

- The Annual GIS Update Meeting was held on September 22, 2011 with 44 municipal staff in attendance. Topics discussed include:
 - Regional Collaboration Grant Program
 - Public access to GIS sites
 - Rural GIS Initiative
 - Possible 2012 orthophoto project
 - Permit information
 - Requests coming from other agencies (e.g. Atco Gas)
 - Appointment of new Advisory Committee
- A four-page article on the Oldman River Region Urban GIS Project and how Southern Alberta has benefitted from a cooperative GIS system appears in the Sept/Oct 2011 edition of Technology Alberta.

Moved by: Dick Fenton

THAT the GIS Update be received as information.

CARRIED

(e) Building – Renewable Energy Pilot

- An initial investigation has begun with Lethbridge College regarding ORRSC becoming a pilot site for urban renewable energy (turbine, solar, geothermal, etc.) The benefit to ORRSC would be a reduction in energy costs while researching the idea as an example for our member municipalities. We would likely only participate if there is no cost to us involved in the project.

Moved by: Doug MacPherson

THAT the renewable energy pilot investigation be received as information.

CARRIED

(f) Annexation Workshop

- ORRSC will be hosting an "Annexation & Intermunicipal Dispute Resolution Workshop" on Wednesday, November 16, 2011 in the ORRSC Conference Room. Featured speakers are Rick Duncan (Case Manager – Municipal Government Board) and Bill Diepeveen (Manager – Municipal Dispute Resolution, Municipal Affairs). Municipal Councils and CAOs can attend either an afternoon or evening session, and municipalities have the opportunity to schedule an individual 30-minute session with the speakers between sessions. The workshop will focus on the process required for annexation, the principles behind annexation decisions and the importance of intermunicipal cooperation.

Moved by: Gordon Wolstenholme

THAT the Annexation Workshop details be received as information.

CARRIED

(g) Board Meeting Discussion

- ORRSC currently holds four Board of Directors' Meetings each year on the first Thursday of March, June, September and December. Attendance at these meetings usually ranges from 46% to 64% at a cost of \$3000 - \$4000 per meeting. The meetings generally feature a guest speaker (approx. 30 minutes) and provide an update on the activities of ORRSC. Most of the decisions required by the Board occur at the Annual General Meeting in June (to approve the Annual Report and Financial Statements) and the Annual Organizational Meeting in December (for annual elections and budget approval).
- The Executive was asked if these meetings are filling the needs of our members and whether we should reduce to two or three meetings and replace them with workshops which could cover issues in more depth and invite Councils and CAOs as well.
- Any change in the number of Board of Directors' meetings would require an amendment to ORRSC Bylaw 2004-1.

Moved by: Henry Van Hierden

THAT the Executive Committee recommends to the Board at the December 1, 2011 meeting that the number of Board of Directors' meetings be reduced to two times per year (first Thursday of June and December). **CARRIED**

- The Executive also agreed that ORRSC provide only one meal per year for members and guests (June barbeque), and that light refreshments and drinks be served at the Christmas Social following the December meeting.

(h) Executive Committee Members Resigning from Council

- Executive Committee member Mike Selk has accepted an Assistant CAO position with the Village of Stirling and has resigned from Council. Section 8.5 of ORRSC Bylaw 2004-1 states: *"When, due to annual municipal organizational meetings, an Executive Committee member no longer represents that municipality on the Board, said member shall continue on the Executive Committee until the Organizational meeting of the Board when a new Executive Committee member is elected."*
- Section 8.5 does not really apply to this situation as Mr. Selk is no longer on Council and his position with the Village could be viewed as a conflict of interest.
- When drafting changes to ORRSC Bylaw 2004-1, a new policy should be added to address and clarify this issue.

(i) Closing of Office Between Christmas and New Year's

Moved by: Doug MacPherson

THAT the Executive Committee approves the closing of the ORRSC Office between Christmas and New Year's (December 26, 2011 through January 2, 2012) **CARRIED**

5. ACCOUNTS

(a) Office Accounts –

(i) July 2011

5160	Staff Field Expense	D. Horvath.....	\$ 92.95
5185	Planning Intern Expenses	B. Gray.....	125.52
5150	Staff Mileage	B. Johnson.....	40.00
5160	Staff Field Expense	J. Schmidt.....	33.96
5151	Vehicle Gas & Maintenance	Bridge City Chrysler.....	79.95
5151	Vehicle Gas & Maintenance	Imperial Oil.....	842.86
5280	Janitorial Services	Madison Ave Business Services	425.00
5285	Building Maintenance	Weing's Sprinkler.....	330.00
5285	Building Maintenance	Lawnmaster Services	110.30
5310	Telephone	Bell Mobility.....	733.97
5310	Telephone	Telus	42.70
5310	Telephone	Bell Mobility.....	872.50
5310	Telephone	Telus	334.94
5580	Equipment & Furniture Rental	Telus	325.16
5320	General Office Supplies	Citi Cards	51.53
5330	Dues & Subscriptions	APA	230.00
5380	Printing & Printing Supplies	Citi Cards	51.27
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding.....	21.00
5380	Printing & Printing Supplies	Peak Vocational Services	90.00
5430	Aerial Photos & Maps	County of Newell.....	200.00
5430	Aerial Photos & Maps	M.D. of Pincher Creek	100.00
5440	Land Titles Office	Minister of Finance	406.00
5460	Public Relations	ADOA.....	750.00
5500	Subdivision Notification	Metro Associates	98.45
5570	Equipment Repairs & Maintenance	Reiter Computer	70.00
5580	Equipment & Furniture Rental	Pitney Bowes	297.38
5580	Equipment & Furniture Rental	Xerox Canada.....	960.00
1160	GST Receivable	GST Receivable.....	296.18
		TOTAL	<u>\$8,011.62</u>

(ii) August 2011

5160	Staff Field Expense	B. Brunner.....	\$ 119.36
5185	Planning Intern Expenses	B. Gray.....	2,082.00
5151	Vehicle Gas & Maintenance	Imperial ESSO	540.27
5151	Vehicle Gas & Maintenance	Bridge City Chrysler.....	51.95
5280	Janitorial Services	Madison Ave Business Services	425.00
5285	Building Maintenance	Cam Air Refrigeration	297.20
5310	Telephone	Bell Mobility.....	1,008.49
5310	Telephone	Telus	432.59
5580	Equipment & Furniture Rental	Telus	264.14
5310	Telephone	Telus	37.01

5320	General Office Supplies	Minuteman Press	172.00
5320	General Office Supplies	Citi Cards	78.30
5320	General Office Supplies	Citi Cards	98.46
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding.....	21.00
5390	Graphic & Drafting Supplies	Continental Imaging Products	841.94
5390	Graphic & Drafting Supplies	Continental Imaging Products	891.78
5390	Graphic & Drafting Supplies	Continental Imaging Products	128.47
5430	Aerial Photos & Maps	Municipal District of Taber	190.48
5440	Land Titles Office	Minister of Finance	2,022.00
5500	Subdivision Notification	Lethbridge Herald	800.68
5540	Other	Purolator Courier	28.23
5540	Other	Purolator Courier	50.55
5580	Equipment & Furniture Rental	Xerox	2,389.58
1160	GST Receivable	GST Receivable.....	386.42
		TOTAL	<u>\$13,357.90</u>

Moved by: Dick Fenton

THAT the Executive Committee approves the Office Accounts of July 2011 (\$8,011.62) and August 2011 (\$13,357.90), as presented.

CARRIED

(b) Financial Statements –

- (i) January 1 - June 30, 2011
- (ii) January 1 - July 31, 2011
- (iii) January 1 - August 31, 2011

Moved by: Gordon Wolstenholme

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

January 1 - June 30, 2011
 January 1 - July 31, 2011
 January 1 - August 31, 2011

CARRIED

6. DIRECTOR'S REPORT

- Recently met with the new CAO in Milk River.
- Will meet with the new CAO of Picture Butte shortly.
- Fort Macleod has hired a new CAO to begin work in December.

Moved by: Henry Van Hierden

THAT the Executive Committee approves the verbal Director's Report, as presented.

CARRIED

7. EXECUTIVE REPORT

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

8. ADJOURNMENT

Moved by: Gordon Wolstenholme

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 8:45 p.m. until Thursday, November 10, 2011 at 7:00 p.m.

CARRIED

DIRECTOR'S PERFORMANCE EVALUATION

/bj

CHAIR: _____

Oldman Watershed Council

OWC NEWS

We're taking action to protect water and we want YOUR feedback!

We've just completed *The Oldman Watershed Plan: Promoting action to maintain and improve our watershed*. This plan will guide action to address priority water and land issues in the watershed. This is your opportunity to review it and become involved in developing action plans for each goal.

This plan outlines 8 goals to achieve over the long term. Please [take a look at the plan](#) and [fill out the questionnaire](#).

Public information sessions are also being held throughout the watershed:

Pincher Creek Heritage Inn
919 Waterton Ave
Wed. November 16

Lethbridge Royal Canadian Legion, West Memorial Hall
324 Mayor Magrath Drive South
November 22

Taber Community Centre (Aqua Centre)
4700 - 50th Street
Wed. November 23

Nanton Community Centre
2204 - 18th Street South
Tues. November 29

Information sessions will run from 2pm-8pm. A presentation will be given at 3pm and repeated at 6pm. Displays will highlight key information and planning team members will be there to talk to you one-on-one.

It's your watershed. It's your time to get involved.

These are the goals outlined in the plan:

Goal 1: Improve the understanding and strengthen the commitment of residents to the health of the Oldman watershed.

Goal 2: Optimize the availability of water for the natural ecosystem while supporting the social and economic needs of the community.

Goal 3: Manage and protect the integrity of headwaters and source waters.

Goal 4: Identify and prioritize the thresholds to manage threats and impacts on terrestrial and aquatic habitat.

Goal 5: Understand groundwater and how it interacts with surface water.

Goal 6: Identify water quality outcomes and assess factors impacting them for adaptive watershed management.

Goal 7: Prevent and control invasive species.

Goal 8: Understand the status and implications of emerging contaminants.