



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

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

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING MINUTES NOVEMBER 14, 2011

ACTION ITEMS:

1. DELEGATION RESPONSE: Calgary Region Airshed Zone  
RE: Resolutions
2. CORRES: Hon. Doug Griffiths, Minister of Municipal Affairs  
RE: Municipal Sustainability Initiative (MSI) Operating Funding
3. CORRES: Alberta Transportation  
RE: Federal Gas Tax Fund & Basic Municipal Transportation Grant
4. CORRES: Alberta Transportation  
RE: Water for Life (Alberta Municipal Water/Wastewater Partnership)
5. CORRES: Anna Mae Mifflin  
Resignation from Porcupine Hills Lodge Board
6. CORRES: Claresholm Physician Recruitment and Retention Committee  
RE: Budgeting for 2012
7. STAFF REPORT: Water Meter Ground Wire Concern – Elvira Bakk
8. STAFF REPORT: Arena Proposed Upgrades and ATM
9. MEMO: Regional Collaboration Program Council Resolution
10. DECEMBER 2011 MEETING DATES
11. ADOPTION OF INFORMATION ITEMS

INFORMATION ITEMS:

1. The Bridges at Claresholm Golf Club Regular Meeting – October 5, 2011
2. The Bridges at Claresholm Golf Club Special Meeting – October 14, 2011
3. The Bridges at Claresholm Golf Club Special Meeting – October 18, 2011
4. Claresholm Chamber of Commerce Society Meeting Minutes – November 15, 2011
5. West Meadow Elementary School Council Minutes – November 15, 2011
6. Claresholm Public Library Board Regular Meeting Minutes – October 24, 2011
7. Claresholm Community Hall Association Meeting Minutes – August 25, 2011

ADJOURNMENT:



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

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

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

**ABSENT:** None

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

**CARRIED**

**MINUTES:** **REGULAR MEETING – OCTOBER 24, 2011**

Moved by Councillor Sutter that the Regular Meeting Minutes of October 24, 2011 be accepted as presented.

**CARRIED**

**FINANCES:** **OCTOBER 2011 BANK STATEMENT**

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

**CARRIED**

**DELEGATIONS:** **CALGARY REGION AIRSHED ZONE (CRAZ)**

Presenting on behalf of Calgary Region Airshed Zone was Jill Bloor, Executive Director and Dave Day, a public member. CRAZ is one of nine airsheds established under Alberta Environment's Clean Air Strategy and was formed in 2005. Their vision is to pursue strategies and programs that ensure regional air quality that is not harmful to human health and the environment. The City of Calgary has been involved with CRAZ since the beginning which has helped to sustain the group going forward. They have a mobile lab to deal with citizen's concerns regarding air quality. They are also developing an education program, and have been doing presentations to children in the summer months. When new standards are being developed, it is important to have as many people involved as possible. Sulfur dioxide, nitrogen dioxide and ozone are currently being monitored in the Claresholm area. They are requesting a \$0.10 per capita contribution.

**ACTION ITEMS:**

1. **CORRES: Lisa Darch**  
**RE: Claresholm Arena**

Referred to administration.

2. **CORRES: Elvira Bakk**  
**RE: Electrician Costs**

Referred to administration.

3. **CORRES: Shirley Isaacson**  
**RE: Resignation from Porcupine Hills Lodge Board**

Moved by Councillor Sutter to accept Shirley Isaacson's resignation from the Porcupine Hills Lodge Board.

**CARRIED**

4. **CAReS (Claresholm Animal Rescue Society) Lease**

Moved by Councillor MacPherson to approve the lease with Claresholm Animal Rescue Society (CAReS) as presented.

**CARRIED**

5. **MEMO: RPS Department – Kin Park Project**

Received for information.

6. **STAFF REPORT: Town of Granum Potable Water Costs**

Received for information.

7. **PUBLIC WORKS: Fall Report 2011**

Received for information.

8. **CAO UPDATE as at November 14, 2011**

Received for information.

**9. ADOPTION OF INFORMATION ITEMS**

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

**10. IN CAMERA: PERSONNEL**

Moved by Councillor Quayle that this meeting go In Camera.

**CARRIED**

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

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Van Amerongen that this meeting adjourn at 9:10pm.

**CARRIED**

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Mayor – David Moore

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Chief Administrative Officer – Kris Holbeck

# **ACTION ITEMS**

November-10-11

**MUNICIPAL GOVERNMENT RESOLUTIONS OF SUPPORT  
“CALGARY REGION AIRSHED ZONE (CRAZ)”**

- 1. Resolution to engage CRAZ to represent the Municipal Government (City, County, MP, Village) in conducting Air Quality Monitoring, Reporting & Management. (This resolution can apply to air activity initiated by the Municipality, or by Alberta Environment).**

The effect of this resolution will be to secure the services of CRAZ to assist the Municipality in carrying out air quality activities (monitoring, reporting, management planning, education and engagement) whether initiated by the Municipality (e.g. to monitor emissions from an industrial activity or establish air quality baseline data) or by Alberta Environment (e.g. PMO<sub>3</sub> Management Planning for the CMA).

- 2. Resolution to secure CRAZ Membership and to pay the annual “Municipality” membership fee of \$0.10 / resident.**

Active membership allows Municipalities to engage at the Board level, at AGM's and at “Municipal Sector” meetings to determine CRAZ' strategic role and direction, and three-year work plan. The current membership fee (\$0.10 / resident) is an interim fee that was established to ensure that CRAZ would be financially sustainable during its formative years. We are collaborating with AENV and other Alberta Airsheds to determine a durable model for financial sustainability.



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

AR52547

October 31, 2011

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

Dear Mayor Moore:

Thank you for your municipality's project profile submissions under the 2011 conditional operating funding component of the Municipal Sustainability Initiative (MSI).

I am pleased to inform you that the following projects have been accepted as qualifying projects under the MSI conditional operating guidelines. Your municipality may now proceed and apply the following amounts of your 2011 operating funding allocation to these projects:

OPE-3754	Not For Profit Organizations Support	\$94,088
OPE-3755	Claresholm Industrial Airport Water Study	\$15,000
OPE-3902	Support for Project Read	\$ 1,500

In order to recognize your success through these projects, and to recognize the contribution that the MSI has made in achieving this success, please include them in a published list of MSI-funded projects that is available to the public.

As per the MSI operating guidelines, I may select specific projects that merit enhanced public recognition. If one or more of the above projects are selected, my ministry will contact you to develop a joint communication plan.

.../2



His Worship David Moore  
Page 2

I would like to recognize the Honourable Evan Berger, MLA, Livingstone-Macleod, for his continued support for this program.

I wish you, your council, and the municipality's staff continued success with these projects.

Sincerely,

A handwritten signature in black ink, reading "Doug Griffiths". The signature is written in a cursive style with a large, looping initial "D".

Doug Griffiths  
Minister

cc: Honourable Evan Berger, MLA, Livingstone-Macleod  
Kris Holbeck, Chief Administrative Officer, Town of Claresholm

Office of the Regional Director  
SOUTHERN REGION

Box 314  
3 Floor, Administration Building  
909 3 Avenue North  
Lethbridge, Alberta T1H 0H5

Toll-Free Connection  
Outside Edmonton - Dial 310-0000  
Telephone 403-381-5426  
Fax 403-382-4412  
www.transportation.alberta.ca

File No: 1560-FGTF-CLAR  
1560-BMTG-CLAR

November 3, 2011

His Worship David Moore  
Mayor  
Town of Claresholm  
P.O. Box 1000  
Claresholm, AB T0L 0T0

Dear Mayor Moore:

Please be advised that a grant in the amount of \$428,201 is being electronically transferred to the Town of Claresholm.

This amount includes the full payment for the calendar year of 2011 for the following grants:

- The Federal Gas Tax Fund, formerly New Deal for Cities and Communities, in the amount of \$206,201.
- The Basic Municipal Transportation Grant in the amount of \$222,000.

We look forward to working with your town in continuing to meet your capital infrastructure needs. If you have any questions or concerns regarding this program, please contact Mr. Keith Schenher, Infrastructure Grants Technologist, at 403-382-4069.

Yours truly,



Darrell Camplin, P.Eng.  
Regional Director

KS/clh

cc: Honourable Evan Berger, MLA, Livingstone-Macleod  
Municipal Programs



Office of the Regional Director  
SOUTHERN REGION

Box 314  
3 Floor, Administration Building  
909 3 Avenue North  
Lethbridge, Alberta T1H 0H5

Toll-Free Connection  
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Telephone 403-381-5426  
Fax 403-382-4412  
www.transportation.alberta.ca

File No: 1560-WWP-CLAR  
Upgrade of HUB WTP and Regional Waterline to Granum  
Raw Water Supply Line

November 10, 2011

His Worship David Moore  
Mayor  
Town of Claresholm  
P.O. Box 1000  
Claresholm, AB T0L 0T0

Dear Mayor Moore:

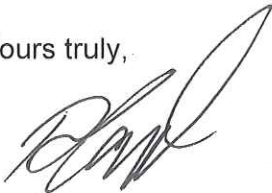
Please be advised that a grant in the amount of \$334,110.14 is being electronically transferred to the Town of Claresholm under the Water for Life Strategy as part of the Alberta Municipal Water/Wastewater Partnership

This amount includes final payment for the following grants:

- \$328,150.39 for the Upgrade of HUB Water Treatment Plant and Regional Waterline to Granum project.
- \$5959.75 for the Raw Water Supply Line project.

We look forward to working with your town in continuing to meet your capital infrastructure needs. If you have any questions or concerns regarding this program, please contact Mr. Keith Schenher, Infrastructure Grants Technologist, at 403-382-4069.

Yours truly,



Darrell Camplin, P.Eng.  
Regional Director

KS/clh

cc: Mr. Evan Berger, MLA, Livingstone-Macleod  
Municipal Programs

November 11, 2011

Town of Claresholm  
Box 1000  
CLARESHOLM, ALBERTA

Dear Sir:

As a member of the Porcupine Hills Lodge board of directors I would like to submit my resignation. This decision was made after much soul searching and consideration,

I am finding that is impossible to work under the present regime where there is total disregard for the opinions and feelings of the board. Since the resignation of the C.E.O. in March, 2011 the board morale and ability to work together has fallen into complete disarray.

The chairman of the board shows disrespect and unwillingness to create a work friendly environment. I feel that personality conflicts should not be part of the decision making aspect of this board, but the chairman does. So at this time I regretfully submit my resignation as I have up to now enjoyed my duties as part of this committee. If changes are made I would certainly like to be part of this board again in the future.

Yours truly



Anna Mae Mifflin  
Box 823  
CLARESHOLM, Alberta  
T0L0T0

November 15, 2011

Mayor and Council  
Town of Claresholm  
Claresholm, Alberta

Dear Mayor Moore and Council Members;

On behalf of the Claresholm Physician Recruitment and Retention Committee we wish to extend our sincere thanks to you and your community for your support in the past years for our recruitment committee. Due to your support and encouragement for our committee and its programs we find our community in very fortunate circumstances.

Our full compliment of six physicians are continuing to provide excellent care for the residents of the Claresholm area. There is a good comraderie amongst the doctors and their commitment to provide excellent medical care to our community continues to be their number one priority.

Although, we are not currently recruiting new physicians to Claresholm we do have an ongoing commitment to continue our two-year incentive package. We believe that our incentive package has been critical to enabling us to recruit new physicians. Therefore; we are asking that as you do your budgeting process of the 2012 year, you budget the same amount as you did in 2011. For the MD of Willow Creek we will be asking for a commitment of \$30,000.00 for 2012.

We greatly appreciate the past support of your council and community in our efforts to maintain a solid core of physicians in our community. Without your support we would not be able to achieve our goal of ensuring that we have a high quality health care team in the Claresholm area. If you have any questions or concerns regarding this letter please feel free to contact either Glen Alm or Brent Hall.

The Claresholm Physician Recruitment and Retention Committee



Glen Alm, Chairman

# Staff Report

**To:** Council  
**From:** CAO  
**Date:** November 22, 2011  
**Re:** Water Meter Ground Wire Concern – Elvira Bakk

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## BACKGROUND

As per Council's instructions water department staff have prepared a report on the water meter ground wire issue brought forward by Elvira Bakk (433 – 50 Avenue East).

Per the attached report by Brad Burns there is no evidence that the Town or its contractor (CMI Services Inc) changed or moved a ground wire at this location.

RECOMMENDATION – Write a letter to Elvira Bakk, stating our findings and denying her request for the Town to assist her with the electrician's costs.

*Kris Holbeck, CA CAO*

*Town of Claresholm*

## Meter Inspection Report

433-50Ave East

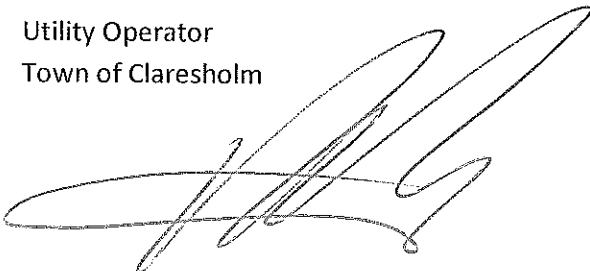
Elvira Bakk

### Time Line:

- April 17<sup>th</sup> 2007 the initial installation of a 5/8" meter by CMI Services INC.
- July 12<sup>th</sup> 2010 Property owner not happy with install and requested inspection.
- July 22<sup>nd</sup> 2010 Arrangements are made and meter is reinstalled at town cost by Eh! 1 Plumbing services. Meter is inspected again and home owner is satisfied, but would like the meter covered.
- July 23<sup>rd</sup> 2010 Roy Norby is contacted and a box is built at town cost to cover the meter. The box is made to look like a night stand, because the water line enters the home approximately 12" away from the basement wall.
- Aug 2010 Inspection done of the box made to cover the meter and home owner is very satisfied.
- November 15<sup>th</sup> 2011 Inspection done and photos taken of meter.

The meter at this address was original installed by CMI Services INC. Plastic water line with pex fittings were used to replace the copper line near the meter during this install. The original photograph of the water line and meter does not show a ground wire attached to the copper pipe below the meter. During the inspection on November 15<sup>th</sup> I did not notice a ground wire that was left unattached. The walls and ceiling had been dry walled prior the meter install. If a ground wire was attached to the water line it was prior to the meter in the wall, ceiling or in another part of the home. A new ground wire was installed near the water meter and other electrical work done by Bolton Electric prior to the November 15<sup>th</sup> inspection.

Brad Burns  
Utility Operator  
Town of Claresholm



**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 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

Phone No. (H) 625-3916 Phone No. (H)

Phone No. (W) 13 57681130 Phone No. (W)

ERT ID #  Meter Serial # 16161204 Notes 777.001

Additional Information

NO

Outside Hydrant  
  Undergnd Irrig. svc  
  Well  
  Cross Con.  
  Sump Pump  
  Ground Sewer  
 Main Shut-Off  Good  Bad  
 Curbstop Functional  YES  NO

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

5/8" x 1/2"  
 3/4"  
 1"  
 1 1/2"  
 2"  
 Other Size

Service Size

1/2"  
 3/4"  
 1"  
 1 1/2"  
 2"  
 Other Size

Service Material

Copper  
 Iron  
 Lead  
 Plastic  
 Specify

Service Location

North  
 South  
 East  
 West  
 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  
 mo

Additional Plumbing Fittings Used

Shut-off VALVE

Had to install WATER meter + main

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



# Staff Report

**To:** Council  
**From:** CAO  
**Date:** November 22, 2011  
**Re:** Arena Proposed Upgrades and ATM

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## BACKGROUND

### **AUTOMATIC DOORS**

As per Council's instructions the Town Superintendent has investigated automatic doors for the Arena. As the arena has four sets of doors (two exterior and two more inside the foyer) the option of an automatic opening doors will not work for this facility. If you automatically open the exterior door there is no room to hit another button to open the interior door also. Space at the arena will not work for this option.

The Town Superintendent looked into automatic sliding doors as an alternative. See attached quote and picture of the Taber Arena. Only one of the doors would move as there is not adequate space at the arena for both doors to open to the sides. Other municipal recreational facilities which could benefit from this type of improvement are: curling club and the community centre. The library has automatic opening doors and the museum building and animal services building are new buildings and this type of improvement was never planned for.

### **ATM AT ARENA**

The initiative was discussed with the Superintendent and arena staff. Staff has concerns regarding liability and an ATM attracting thieves. The arena has had break ins over the years and has no money on site. The Arena is also open during the day without staff and this would also pose a risk to potential crime with an ATM. There is an ATM at the Mac's store ½ block to the west which is open 24 hours and staffed.

*Kris Holbeck, CA CAO*

*Town of Claresholm*



**Wind River Automatics Ltd.**

#1, 542 – 39<sup>th</sup> Street North  
Lethbridge, Alberta  
T1H 6Y2

Ph. (403) 320-4527

Fax (403) 320-9123

To: Town of Claresholm

November 22, 2011

Attention: Mike Schuweiler

**RE:** Claresholm Arena – Automatic Sliding Doors

We are pleased to quote you on the above-mentioned project as follows:

AUTO SLIDERS: 2 – GyroTech 1175 Automatic Single Sliders  
• Approx 8' wide x 10' 6" high Frame, Surface Mounted

FINISH: Clear Anodized

CONTROLS: Motion/Presence I-Sensors  
Rocker Switch Controls

GLAZING: 5 mm Clear on Clear Tempered Units (Exterior)  
5 mm Clear Tempered (Interior)

**OUR PRICE SUPPLIED AND INSTALLED FOB JOBSITE**

**\$ 16,500.00**

Note: Price includes removal of existing doors and frames

Not Included                      GST  
    Power Supply for Operators

Thank you for the opportunity to quote the above project.

**Wind River Automatics Ltd.**

Larry Button  
Manager





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

Agenda  
Plans  
LD

Claresholm Town Council  
Claresholm, AB. T0L 0T0

November 9, 2011

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

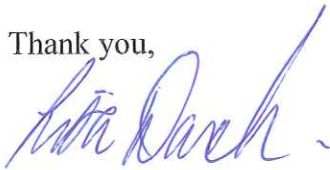
As a frequent user of the Claresholm Arena, I would like to make the suggestion, that a set of handicap, automatic doors be installed on the south side. Between all of the events that our arena hosts, from skating competitions, hockey, dance lessons and the Farmers Market; there are several advantages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

**TOWN OF CLARESHOLM  
REGULATORY & PROPERTY  
SERVICES DEPARTMENT**

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



# MEMO

**To:** Council  
**From:** Regulatory & Property Services Department  
**Date:** November 28<sup>th</sup>, 2011  
**Re:** Regional Collaboration Program – Oldman River Region GIS Enhancement Project  
Oldman River Regional Services Commission

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## **REGIONAL COLLABORATION PROGRAM – GIS Enhancement Project:**

### **BACKGROUND:**

In 2002, the Oldman River Regional Services Commission championed a pilot project that through intermunicipal cooperation, made it feasible to smaller communities throughout southern Alberta to benefit from a cooperative Geographic Information System (GIS) that allows the municipalities to make better and quicker decisions.

The GIS is the integration of geographical, or spatial, data that allows for easy understanding and access. The GIS can greatly simplify and streamline geographical information to an electronic format, where previously most of the spatial information was hardcopy only. The Oldman River Region Urban GIS Project allows municipal personnel to access the programming at any computer via the internet. Spatial data such as cadastral, title and infrastructure mapping as well as a multitude of database information such as infrastructure attributes, parcel ownership, tax roll data and land use districts is available at Staff's fingertips.

Currently there are 38 participating municipalities that use this technology provided by ORRSC. The Town of Claresholm began our participation in 2003. Data is stored on a central server located in Lethbridge and each community is able to access the GIS software and information via the Internet. ORRSC has assumed the role of service provider by managing the system and providing GIS expertise to the partnering municipalities. Partnering municipalities have begun to experience improved local management and operational efficiencies because of Internet access to accurate and up-to-date information. Other benefits of the urban GIS project include:

### **Partnerships**

- Cost savings through shared infrastructure and expertise in a central location
- Improved intermunicipal cooperation in the preparation of intermunicipal development plans, water quality studies and joint disaster plans
- Increased potential for future partnerships between municipalities

### **Municipal Management**

- Organized information that is updated, maintained and available on the Internet
- Access to an excellent planning tool that is useful in the preparation of reports and presentations for council meetings and public hearings
- Increased professional development as municipal staff explore the possibilities of the system

### **Infrastructure Management**

- Increased understanding of infrastructure deficiencies
- Reduced duplication of work
- Useful for providing notice to residents with regards to street and alley closures
- Assists in developing maintenance agreements with private sector developers

### **PURPOSE:**

Over the past 8 years, the Town of Claresholm has benefited from this system by having immediate access to information for decision-making, land use planning and infrastructure management. The purpose of the Regional Collaboration Program is to make improvements to the existing programming:

- Migrate and develop the new user interface,
- Enhance security protocols using the new data center in Lethbridge, and
- Aiding municipalities with the requirements and reporting for the Tangible Capital Asset Program.

### **PROPOSAL:**

The Oldman River Regional Services Commission (Urban GIS Project) is requesting that member municipalities lend their support to this Regional Collaboration Program. Please note that this initiative does not require supplemental financial support from the member municipalities.

### **RECOMMENDATION:**

Administration recommends that Council support this endeavor by passing the attached resolution.

Regards,

***Jeff Gibeau***  
***Manager of Regulatory & Property Services***



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

Phone: [\(403\) 625-3381](tel:(403)625-3381)

Fax: [\(403\) 625-3869](tel:(403)625-3869)

## Regional Collaboration Program Council Resolution

- 1) “Be it resolved that we authorize the \_\_\_\_\_  
*(Legal Status and Name of the Organization)*
- to participate in an application for the Oldman River Region GIS Enhancement Project, submitted by the **Town of Cardston** under the Regional Collaboration component of the Regional Collaboration Program, further
- 2) That the \_\_\_\_\_ , a participant, agrees to  
*(Legal Status and Name of the Organization)*
- abide by the terms of the Conditional Grant Agreement, governing the purpose and use of the grant funds.”

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Chief Elected Official or  
Duly Authorized Signing Officer

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Date

# **INFORMATION ITEMS**



The Bridges at Claresholm Golf Club  
**REGULAR MEETING**  
Wednesday, October 5, 2011 at 7:30 am

Present: Wes Wiebe, Frank Keller, Larry Ford, Mike Young, Doug MacPherson, Russell Sawatzky, Kathy Davies, Lyle Broderson & Rod Andrews.

Excused: Larry MacDonald, Dave Baptie & Dan Rhode

1. Chairman Wes Wiebe called the meeting to order at 7:40 am.
2. Mike Young moved the approval of the agenda. CARRIED.
3. Mike Young moved the approval of September 21, 2011 regular meeting minutes. CARRIED.
4. Correspondence: None
5. Reports:
  - 5.1. **Greens Committee:** Rod reported on the following:
    - Low on water – need water to cover the intake valve. Will keep an eye on it and if necessary will talk to the Town.
    - Have seeded the berms;
    - Will start aerating;
    - Starting to slowly shut things down;
    - Getting quotes on equipment.
  - 5.2. **Town Representative:** Doug reported:
    - Public hearing for the Golf Course loan by-law;
    - Looking into the dredging of ponds.
  - 5.3. **Clubhouse Committee:** Lyle reported:
    - Will keep the restaurant opened for the winter – hours will be from 8am to 8pm.
    - They are doing various promotions, ie. Small business night.
  - 5.4. **Club Pro and Marketing Committee:** Lyle reported on:
    - Website is up and running;
    - Lyle will be gone Oct. 17<sup>th</sup> to an Edmonton Buying Show;
    - Will send a letter to the MD for oil in the parking lot;
    - Use the golf swing on the stage again for the Trade Fair;
    - Will cost \$2500.00 to fix roof; Larry Ford moved that we have the roof fixed for \$2,500.00. CARRIED.

**5.5. Finance Committee:**

**5.6. Grants & Casino Committee:**

- Will look into a grant for running electricity to the far west cart shed.

**5.7. Tournaments:** in Lyle's report

- Tournaments were up by \$3,200.00 this year.

**5.8. Policy Committee:** nothing to report as of yet.

**6. New Business:**

**6.1 Golf Pro Contract:**

A new contract was presented. Will review at next meeting.

**7. Adjournment:** Larry moved the meeting was adjourned at 8:33 am.

Next meeting will be Wed, Oct. 19, 2011 at noon.

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President

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Date

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Secretary

The Bridges at Claresholm Golf Club

**SPECIAL MEETING**

Friday, Oct. 14, 2011 at 12 noon

Present: Wes Wiebe, Frank Keller, Dan Rhode, Larry Ford, Larry MacDonald, Mike Young,  
Russell Sawatzky, Kathy Davies, Lyle Broderson & Rod Andrews

Excused: Doug MacPherson, Dave Baptie

1. Chairman Wes Wiebe called the meeting to order at 12:05 pm.

2. Old Business:

2.1. **2012 Rates:**

Larry Ford moved that we adopt the proposed fees for the 2012 year. CARRIED.

3. Reports:

3.1 **Greens:** Rod reported that:

- Fences will be going up;
- Top dressed the greens;
- Have emailed Mike S. when to shut the water off.

4. New Business:

4.1. **Equipment:**

Lyle and Rod presented quotes from John Deere and Toro.

Larry Ford moved we go with the Toro \$130,000.00 bid for equipment, providing they give us a trade-in on the John Deere reels. CARRIED.

4.2 **Golf Carts:**

Lyle has checked with Yamaha, Club Car and Easy Go for prices on carts. Will continue to work on this.

Discussion as to financing for the equipment and the golf carts: Wes had talked to the Credit Union to see what they could offer. Will continue to investigate financing options.

5. Personnel:

5.1 **Golf Pro Contract:**

Moved by Frank Keller that we approved the contract for Lyle Broderson. CARRIED.

6. **Adjournment:** Larry Ford moved the meeting was adjourned at 1:07 pm.

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President

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Date

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Secretary

The Bridges at Claresholm Golf Club  
**SPECIAL MEETING**  
Wednesday, Oct. 18, 2011 at 12 noon

Present: Wes Wiebe, Frank Keller, Dan Rhode, Larry Ford, Larry MacDonald Kathy Davies,  
Lyle Broderson & Rod Andrews.

Excused: Mike Young, Doug MacPherson, Russell Sawatzky, Dave Baptie

1. Chairman Wes Wiebe called the meeting to order at 12:10 pm.

2. Old Business:

2.1. **Equipment:** Larry Ford moved we resend the previous Oct. 14 motion to go with the  
Toro \$130,000.00 bid for equipment. CARRIED.

Discussion was held regarding gas vs diesel and it was felt that diesel is better.

Larry Ford moved, seconded by Larry MacDonald that we accept the John Deere quote  
of \$125,200.00 – Interest free until the spring. CARRIED.

We will continue to investigate various financing options.

3. **Adjournment:** Larry Ford moved the meeting was adjourned at 12:30 pm.

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President

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Date

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Secretary

Claresholm Chamber of Commerce Society  
Meeting Minutes  
NOVEMBER 15, 2011

Meeting location: Claresholm Golf Course

Attendance: 20

Russell Sawatzky-Chamber President/The Co-operators, Roxanne Thompson-Claresholm Local Press, Don Leonard-Chinook Credit Union, Linda Petryshen-Motel 6, Wilf Gour-Gour Wealth Management, Betty Fieguth-Town of Claresholm, Iqbal Nurmohamed-Bluebird Motel, Doug Bowman-Archer Photo, Rob Vogt-Local Press, Tony Walker-EFAB, Catherine Abel-Mural Artist, Arlette Heck-Porcupine Hills Lodge, Karen Uhl-Kaleidoscope Travel, Mike Young-Emcor, Cheryl Robinson & Linda Herbert & Mavis Hugo-Western Financial Group, Marianne Williams-Flower Nook, Isaac Shaikh-Claresholm Bottle Depot, Nancy McCance-Chamber Secretary

Call meeting to order: Russell Sawatzky, President

Additions to Agenda: Old-Fashioned Christmas

Approval of Agenda: moved by Linda Petryshen

Additions or corrections to October minutes: none

Acceptance of October Minutes: Linda Petryshen

Special Guest: Dr. Jagoda, Business Retention & Expansion Survey-Dr. Jagoda explained the purpose of the survey and chamber members filled them out at this time.

\*Additional surveys are available at The Co-operators.

Calendar

Friday December 2, 2011 Old-fashioned Christmas

Saturday, December 3, 2011 Joint Hospital Christmas Party

Trade Fair: February 3 & 4, 2012

Committee Reports:

Financial: Sue Gour, treasurer, reports 1 bill outstanding: Local Press: \$488.52, General account: \$7,608.06, Trade Fair Account: \$11,167.36, Beautification Account: \$289.23. Total as of October 31, 2011: \$19,064.65.

Old-Fashioned Christmas: Roxanne Thompson: The Lions are providing beef on a bun and the Food Bank will be serving it, about \$6.00 each. Funds raised from their sale go to the Food Bank. Attractions include the Christmas tree lighting downtown, Claresholm Citizen of the Year will be in attendance, and wagon rides will be available. The cost of the wagon rides is \$735 and the Chamber has sponsored this event in the

past. Motion: by Roxanne for the Chamber to pay this, seconded by Wilf Gour. Vote: passed. Doug Bowman suggested that last year it was noted that there should be some kind of signage showing the sponsorship by The Chamber which Roxanne agreed to provide.

Town Report: Betty Fieguth: The Town of Claresholm has been asking for input re: parks and they got some from local school children. An Open house was also held for the public to give their input. Local parks will be improved in collaboration with the local Kinettes . The new animal rescue building is scheduled to be completed by the end of November. The 8<sup>th</sup> Street project is done.

MD Report: Glen Alm not in attendance

Mural Project: Russell asked Catherine Able to give us an update: A replica of the proposed mural is still on display at Patrick Lannan's law office (next door to The Co-operators). The historical part of the project has been submitted to Rae Trimble, local historian and Head Smashed In Buffalo Jump for historical accuracy. Some slight changes to the images have been made. A quote has been received for frames for approximately \$10,000. Steel and aluminum may not be compatible. This project will be discussed further at the December meeting.

Wifi: Russell: The Economic Development Committee cancelled their Nov meeting and Wifi is being pushed by EDC, so this will be discussed at their Dec meeting. They will probably go with the Lethbridge service outlined last month.

Downtown Farmer's market: Russell: no new information to report at this time.

Trade Fair: Don Leonard: 9 applications have been received so far—business wishing to participate should get their application and fee sent in before the booths fill up. Applications are available on the Chamber Website: [claresholmchamber.com](http://claresholmchamber.com)

Fair Days: The town made a presentation last month and the Chamber needs to make a decision as to whether they are going to take this project. Any feedback and/or volunteers to help with this project are welcomed.

Tony: Website not working properly. Doug will take a look at this.

### **New Business:**

Russell: A New Executive is needed for 2012. Please contact us if you have any nominations or would like to volunteer for a position as President, Vice-President, Treasurer, Secretary or a member of the board.

Moved to adjourn: Doug Bowman  
2nded: Nancy

Next meeting: \*\*December 13th, 2011 – this is the 2<sup>nd</sup> Tuesday for this month only

Annual General Meeting: January 2012 – date to be decided. This is an evening meeting/social.



# School Council Minutes

<b>Date</b>	November 15, 2011
<b>In Attendance</b>	Michelle Watt, Tania Smeltzer, Kathy Charchun, Tara VanDellen, Lisa Perry, Kelly Hall, Don Mackin, Darryl Wicks, Amanda Zimmer.

## General Business

<b>Start Time</b>	7:07
<b>Approval of Agenda</b>	<ul style="list-style-type: none"> <li>• Additions – to be determined.</li> <li>• Approved by Tania. Seconded by Amanda</li> </ul>
<b>Minutes</b>	<ul style="list-style-type: none"> <li>• Errors/Omissions -</li> <li>• Approved by Tania. Seconded by Amanda</li> </ul>

## Discussion Items

	<ul style="list-style-type: none"> <li>• Operational procedure review: Kathy recommended that a sub committee write a vision and mission statement for the procedures. Lisa, Kathy and Tara will draft proposals for school council. No major objections to the rest of the procedures.</li> </ul>
	<ul style="list-style-type: none"> <li>• Trustee report: Oct 25<sup>th</sup>-1 meeting a month. ATA, ASBA, &amp; Alberta Ed work towards long term funding plan for teachers salary. Local boards will still negotiate for other funding. \$864,000 extra for schools. Feb 13<sup>th</sup> election for 1 spot. Talked about early dismissal Fridays, talked about teacher sharing to offer more courses for high school (working well). A questionnaire will be coming out to School councils and student councils. Nov 8<sup>th</sup> meeting: 3 yr planning, policies bulletin. 8 resolutions- 4 yr terms school board members/ playgrounds could have funding support from government. Regional student council started, trustees excited about that. Talked about technology specs (Evergreen program- 4 year cycle) as students and parents want the same technology that is at school or bring their own. Next year our school will be eligible for the new technology with new computers, printers etc.</li> </ul>
	<ul style="list-style-type: none"> <li>• Principals Report: Judy VanAmerongen (Town councillor) will sit on school council. Division PD day was very well done. Budget: \$82,000 received. \$51,000 deficit was paid off, increased staff- Kindergarten teacher- mornings, increased TA time- moved one from 1/2 time to full time, added one more half time. Hired one more full time for Gr. 6, increased secretary time to add Mrs. Clay for the rest of the year.. PAT results: looked at divisional results. Gr 3 88% LA acceptable- are above division and province. Level of excellence well above province and division. Math: 85% above both division and province. Gr. 6 LA 84% acceptable just in the middle of division and province. Math: 68% acceptable level, province: 73%, division: 69%. With results they will look at programming to see where they can change. Science acceptable level were above province and division. Social: 75% acceptable level above province &amp; division. Ruth Lindquist, Cheryl Sundquist will be our schools PR people to go into the community and inform the public and promote things we do and our programs. They identified 8 groups that they can go to. Darryl Seguin has written letters to community groups to be added to their agendas to allow time to promote our school planning. Two people from Town came to talk to students</li> </ul>



	in Grades 4 - 7 about the Kin Park.
	<ul style="list-style-type: none"> <li>Local Press Tidbits: community engagement piece into the paper. Space is being offered to school staff, kids, to put in tidbits to allow community to see into what they are doing in the school. Kathy will bring back to staff to see if anyone is interested. Can put in what the staff has done at their PD days, can put in hours of instruction, etc.</li> </ul>
	<ul style="list-style-type: none"> <li>Christmas Concert results: Amanda did the survey online: Question: One Evening performance or two day concerts. Results: 50/50. Most parents concerned about space. Kids divided. Lots of reasons for day or night. Christmas Concert committee met and wondered about having the concert here, but would have to have 2 performances. Easier for teachers to have kids in rooms and set up and take down here. Kathy recommends we move it back here, with two day performances. 112 students said 2 day performances and 82 students said one evening performance. There will be 2 performances during the day in the WMES gymnasium.</li> </ul>
	<ul style="list-style-type: none"> <li>Paving the walkway: The school division and town is looking at it. They need to make sure about drainage. Can put gravel there right now and Kathy will check with Mike.</li> </ul>
	<ul style="list-style-type: none"> <li>\$100.00 from LRSD school board. We can decide what to do with it. Some ideas: hot chocolate, candy canes, goody bags. Tania made a motion to use the \$100.00 for candy canes to be given by teachers on the concert day from parents council. (320 students). Michelle Watt will purchase candy canes and Amanda Zimmer will make labels. Amanda Zimmer seconded that motion.</li> </ul>
	<ul style="list-style-type: none"> <li>No meeting in December.</li> </ul>
	<ul style="list-style-type: none"> <li>3 students teachers in the school until Christmas.</li> </ul>
<b>Adjournment</b>	
<b>Next Meeting</b>	January 17 <sup>th</sup> - 7pm. Feb meeting 15 <sup>th</sup> - 7pm.
<b>Adjournment</b>	<ul style="list-style-type: none"> <li>Adjourned by Lisa. Time-8:40pm.</li> </ul>

# Claresholm Public Library Board Regular Meeting Minutes October 24, 2011

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Present: Kathy Davies, Arden Dubnewick, Lisa Andersen, Marika Thyssen, Shirley Leonard, Earl Hemmaway, Daryl Sutter, Mary Thompson.

Absent: Michael McAlonan, Kathrine Roberts, Cathy Dahl.

Meeting called to order at 5:02 pm

Approval of Agenda: Arden (with additions 4.2 Southern Alberta Conference and 4.3 Benefits)

Approval of September minutes: Earl

Topic	Notes
Old Business	<ol style="list-style-type: none"> <li>1. Town – re insurance, caretaker and utilities – Daryl still has to meet with Kathy and Chris as a group next week. Finance committee cannot meet until after this meeting.</li> <li>2. SAC – Daryl, Arden, Lisa and Kathrine interested in going</li> <li>3. Benefits – Lisa moved to begin individual benefits for the 3 full time employees starting October 1. Employer to pay 100%. Will be \$1183.08 every 2 months and cover group life, 100% drug, long term and extended health. Will be \$7-\$9000 and is within budget. CARRIED.</li> </ol>
FINANCIAL	<p>Daryl asked for clarification of Chinook Arch payments as it seems like they are being paid twice. Kathy explained some of the \$13000 goes to books (\$8000ish) but will get more clarity by the next meeting.</p> <p>Daryl moved to accept the report CARRIED</p>
CORRESPONDENCE	nil

COMMITTEE REPORTS	<ol style="list-style-type: none"> <li>1. Chinook Arch - nil</li> <li>2. Library Manager's Report: began using debit machine on Oct. 11 from Credit Union; is 5 cents/transaction with a monthly fee of \$20.00. Daryl is going to look into a possible ATM machine too. Workflow is upgraded and working well. New librarian from Crowsnest Pass Library came for information and spent the day with Kathy.</li> <li>3. Friends - Pink Tea October 18 a success. Shelley suggested have "woman of today" speak – Kathy Charchun (school principal), Jackie Olsen (teacher, lawyer, restaurant owner), had draws and hat contest, Larry Ford sang. Cement pad has been poured so need some contouring as is quite high. Looking into wine tasting evening – check with Liquor Control Board for laws</li> </ol>

**NEW BUSINESS** Juvenile members have restricted access to adult materials. A parent was upset with this as it is censorship. Mary moved that juvenile members are allowed access to all materials except adult dvds from the Claresholm Public Library. **DEFEATED.**

Kathy asked if anyone wanted to help with the Christmas party. Lisa volunteered.

Meeting adjourned at 6:10 pm by Daryl

Next meeting November 21, 2011 at 5:00 pm

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

Claresholm Community Hall Association  
Meeting August 25, 2011  
7:30 pm

Members Present – Marni Lane, Doug Fletcher, Walt Lane, Pat O’Dell, Daryl Sutter  
Caretaker – Shayne and Karen Petersen

Minutes previously emailed to members, not presented at meeting

Treasurer’s report - Year End Financial Statements presented and reviewed. Balance sheet presented showing up to end of July. Balances: Casino: \$32848.24

General: \$17555.22

Pat accepted report as presented. Walt seconded. All in favor. Carried.

Caretaker Report –

- The freezer is still in the store room and still needs to be removed. Doug will ensure this gets moved.
- There are 2 old fridges that need to go to the dump. Shayne will talk to the town and see if they will take them when they are taking other loads and we will pay the fees for removing the Freon.
- New batteries were purchased for the floor washer at a cost of \$577.00. They were last replaced 4 years ago.
- Emergency lights – 6 are not working as batteries need replacing – 4 are the old style and should be replaced. Doug will get prices and this needs to be done right away as it is important that these work.
- Shayne is working on creating checklists for daily, monthly, quarterly, semi-annually and annually, so there is record of maintenance items being done.
- A quote to update the dishwasher to have the soap added was received through WestClean. They will install the system on the dishwasher free of charge as long as we buy the product from them. The cost is \$375.00 for the 3 pails of stuff required to run it. Daryl made a motion that we have them install it and we will purchase the supplies. Doug seconded the motion. All in favor, Carried.
- The list of items that we should start putting in our budget are:
  1. New countertops in bathrooms
  2. Tables – if we buy 6-10 each year it would be better than replacing all at once
  3. Chairs – get prices and purchase some each year

Karen and Shayne’s cell phone numbers were given to Doug.

Business:

The contract needs to be redone and updated right away and needs to include the rules including no tape, open candles, and straw bales. Discussion was held and it was decided that rental rates be changed to come into effect for 2012. Any bookings for 2012 that we already have will receive the pricing they have already been quoted, all new bookings

will be quoted new prices. Daryl made a motion that the following charges will be effective January 1, 2012. Marni seconded. All in favor, carried.

50% deposit required at time of booking, non refundable. Cleaning deposit of \$250.00 required 30 days prior to event and will be refunded upon inspection by caretakers that all required clean up was done and there were no damages to hall. Final hall rental is due 30 days prior to function and is non refundable.

Weddings/Dances:	\$400.00
Main Hall:	
	Half Day - \$225.00
	Full Day - \$275.00
Lodge Room:	
	Half Day - \$160.00
	Full Day - \$200.00
Meeting Room:	
	Evening or Half Day - \$90.00
	Full Day - \$120.00
Main Hall & Lodge:	\$435.00
Setup/Decorate:	\$120.00
Shower:	\$ 80.00
Bar rental /no pop:	\$ 50.00
Hall supplied pop:	
	Up to 200 people: \$150.00
	Over 200 people: \$300.00
Kitchen Rental:	\$100.00

#### Monthly Rentals

To be invoiced Semi-Annually and are paid for 12 months to receive this pricing as the rooms are reserved for specific days for the year and include the storage areas being used.

Lions:	\$147.00/ month
Sons of Norway :	\$80.00/month
Kinettes:	\$80.00/month
Masons:	\$80.00/month

All contracts and invoices need to be sent to Pat when completed and Pat is to let Shayne and Karen know when she receives checks in the mail. Marni will set up a hall email address to be used for bookings and board communications so it is separate from their personal stuff. Marni will put together a draft of the contract and email it out for review and we will schedule a meeting in early September to finalize.

New Business:

A quote was dropped off to Doug and Daryl will clarify with Kris and Mike.

Casino funds of approximately \$34000.00 received August 15.

The Lions are looking to spend some money on the hall and are thinking of putting stone on the east and south side from the bottom of the wall to 6 or 8 feet. Motion by Walt to allow the Lions to proceed with the project to put stone on the East side of the building, not the south side. It needs to have a cap to ensure water will not get in. Seconded by Marni. Carried.

Doug would like to get a list of board members from the time the hall started and get it displayed in the entrance. Also we should look at giving the entry way a facelift to make it more welcoming. We could get rid of the trophy case and redo the décor, maybe have some murals etc.

Meeting moved to be adjourned at 9:30 pm By Daryl.

Meeting adjourned at 9:30 p.m.