



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
AUGUST 13, 2012
AGENDA

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

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING MINUTES JULY 16, 2012

FINANCES: JULY 2012 BANK STATEMENT

PUBLIC HEARING: BYLAW #1576 – Land Use Bylaw Amendment

DELEGATION: ROSE PETEK
RE: Recyclable Materials Management Bylaw

ACTION ITEMS:

1. BYLAW #1575 – Recyclable Materials Management
RE: 3rd Reading
2. BYLAW #1576 – Land Use Bylaw Amendment
RE: 2nd & 3rd Readings
3. BYLAW #1577 – Land Use Bylaw Amendment
RE: 1st Reading
4. CORRES: Hon. Doug Griffiths, Minister of Municipal Affairs
RE: Municipal Sustainability Initiative (MSI) Operating
5. CORRES: Claresholm Community Centre
RE: Community Infrastructure Improvement Fund
6. PROPOSED STREETLIGHT BUYOUT BY FORTIS ALBERTA
7. AUMA CONVENTION – Councillor Sutter
8. ADOPTION OF INFORMATION ITEMS
9. IN CAMERA: LEGAL

INFORMATION ITEMS:

1. Cheque Listing for Accounts Payable – July 2012
2. Claresholm Child Care Society Regular Meeting Minutes – May 22, 2012
3. Claresholm Child Care Society Regular Meeting Minutes – June 26, 2012
4. Claresholm & District Museum Board Minutes – June 27, 2012
5. Claresholm Chamber of Commerce Meeting Minutes – July 17, 2012
6. Financial Statements of Oldman River Regional Services Commission (ORRSC) – Year ended December 31, 2011

ADJOURNMENT:



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
JULY 16, 2012**

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

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

ABSENT: Councillor Daryl Sutter

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

CARRIED

MINUTES: **REGULAR MEETING – JUNE 25, 2012**

Moved by Councillor Van Amerongen that the Regular Meeting Minutes of June 25, 2012 be accepted as presented.

CARRIED

FINANCES: **JUNE 2012 BANK STATEMENT**

Moved by Councillor MacPherson to accept the June 2012 bank statement as presented.

CARRIED

ACTION ITEMS:

1. BYLAW #1575 – Recyclable Materials Management
RE: 2nd Reading

Moved by Councillor Fieguth to give Bylaw #1575, regarding Recyclable Materials Management, 2nd Reading.

CARRIED

2. BYLAW #1576 – Land Use Bylaw Amendment
RE: 1st Reading

Moved by Councillor Fieguth to give Bylaw #1576, regarding a Land Use Bylaw Amendment, 1st Reading.

CARRIED

3. DELEGATION RESPONSE: Pipeline Water Co-op
RE: Old Water Line Land Titles

Moved by Councillor MacPherson to sell the following properties to the Pipeline Water Co-op:

▲ LINC: 0019124296

5721HU;RW;12 (Plan 5721HU; The Water Line Right of Way) for one dollar (\$1.00);

▲ LINC: 0019124288

5721HU;RW;12 (Plan 5721HU; The Water Line Right of Way) for one dollar (\$1.00);

with all costs associated with these sales to be covered by the Pipeline Water Co-op.

CARRIED

4. DELEGATION RESPONSE: Claresholm & District Chamber of Commerce
RE: Recycling Program

Moved by Councillor Fieguth to undertake a Request for Proposal process regarding recycling services in the Town of Claresholm with the deadline for submissions no later than October 9, 2012.

DEFEATED

5. CORRES: Alberta Transportation
RE: Basic Municipal Transportation Grant

Received for information.

6. CORRES: Drew Barnes, MLA Cypress-Medicine Hat
RE: Critic for Transportation and Infrastructure

Received for information.

7. CORRES: Claresholm Kinette Club
RE: Fundraising BBQ September 12, 2012

Moved by Councillor MacPherson to allow the Claresholm Kinette Club to hold a fundraising BBQ on September 12, 2012 in the downtown parking lot.

CARRIED

8. CORRES: Claresholm Lions Club
RE: Fly-in August 18, 2012

Moved by Councillor Van Amerongen to allow the Claresholm Lions Club to hold their Fly-in on August 18, 2012 at the Claresholm Industrial Airport and to allow them use of the terminal building.

CARRIED

9. CORRES: Krystal Law
RE: Wedding in Centennial Park July 6, 2012

Moved by Councillor MacPherson to allow Krystal Law to hold her wedding ceremony in Centennial Park on July 6, 2013.

CARRIED

10. ADOPTION OF INFORMATION ITEMS

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

CARRIED

11. IN CAMERA: Development/Personnel

Moved by Councillor MacPherson that this meeting go In Camera.

CARRIED

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

CARRIED

Moved by Councillor MacPherson to offer Pillar Homes (1991) Ltd. \$26,000 plus GST for Lot 2 Block 7 Plan 7911185.

CARRIED

ADJOURNMENT: Moved by Councillor Quayle that this meeting adjourn at 8:24pm.

CARRIED

Mayor – David Moore

Chief Administrative Officer – Kris Holbeck

**TOWN OF CLARESHOLM
JULY 2012 BANK STATEMENT**

RECONCILED BALANCE JUNE 30, 2012			\$310,140.51
DEPOSITS TO BANK	DEBITS	CREDITS	BALANCE
RECEIPTS FOR MONTH	\$1,159,516.66		
REVOLVING LOAN RECEIVED	0.00		
CURRENT ACCOUNT INTEREST	227.64		
GIC REDEEMED	20,000.00		
INTEREST ON GICS	55.85		
TRANSFERS FROM T-BILLS	0.00		
SUBTOTAL	\$1,179,800.15		
CHARGES TO ACCOUNT			
ACCOUNTS PAYABLE		\$615,570.41	
PAYROLL CHARGES		111,991.36	
INTEREST ON REVOLVING LOAN		0.00	
REVOLVING LOAN PAID		0.00	
LOAN PAYMENTS		0.00	
MASTERCARD PAYMENT		4,382.86	
TRANSFERS TO T-BILLS / GIC PURCHASE		642,000.00	
NSF CHEQUES		788.20	
SERVICE CHARGES		346.31	
SCHOOL FOUNDATION PAYMENT		0.00	
SUBTOTAL		\$1,375,079.14	
NET BALANCE AT END OF MONTH			\$114,861.52

BANK RECONCILIATION

BALANCE PER BANK	177,266.20		
PLUS OUTSTANDING DEPOSITS	67,943.16		
LESS OUTSTANDING CHEQUES		-130,347.84	

RECONCILED BALANCE JULY 31, 2012 **\$114,861.52**

OTHER BALANCES:

EXTERNALLY RESTRICTED T-BILLS	\$1,028,628.10		
EXTERNALLY RESTRICTED GIC'S (FCSS)	\$20,000.00		
NON-RESTRICTED GIC'S	\$1,300,000.00		
PARKING RESERVE	\$3,580.24		
WALKING PATHS RESERVE	\$1,957.55		
OFFSITE LEVY RESERVE	\$61,858.22		
SUBDIVISION RESERVE	\$35,770.17		
REVOLVING LOAN BALANCE		\$0.00	

SUBMITTED TO TOWN COUNCIL THIS 13th DAY OF AUGUST 2012

K Wilhauk

Kris Holbeck

Submitted: Karine Wilhauk
Secretary Treasurer

Reviewed: Kris Holbeck, CA
Chief Administrative Officer

KH 8/10/2012

Mayor: David Moore

DELEGATIONS

Karine Wilhauk

From: Rose <rosaline.petek@shaw.ca>
Sent: August-10-12 12:34 PM
To: Karine Wilhauk
Subject: Delegation - 2012 August 13th Town of Claresholm Meeting

Re: Delegation Request

2012 Aug 13 Town Council Meeting

BYLAW #1575 – Recyclable Materials Management (3rd Reading)

2012 Aug 10th

Karine,

As discussed this morning over our telephone conversation, as requested, please accept this as request to speak to Council at the 2012 Aug 13 Town Council Meeting.

I will be presenting questions to be considered prior to the 3rd reading of the Recyclable Materials Management some of which are, but not excluded to:

- in regards to this specific Bylaw, is Council aware of, referencing, and compliant with the Provincial / Municiple Government Act(s) in regards to tendering this service
- is AHS/CCMHA Community Employment Services going to collect and sort recycling (yes or no) ?
- within this Recycling Materials Management, is there specifics addressing:
 - cost capping
 - audit protocols and timelines
- are Provincial Building(s) billed?
- are apartment buildings and private seniors homes being billed specific to individual rent payers?
- how much money is already spent, to date, on this project and from what budget (have taxpayers/businesses been billed yet)
 - or is this delayed until after the 3rd Reading is passed?.
- if no taxpayers present as a delegation to these Readings, does Council assume they are in favour?

Sincerely,

Rosaline (Rose) Petek

Ph#(403)625-4560

ACTION ITEMS



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1575**

A Bylaw of the Town of Claresholm to outline the provision of Recyclable Materials Management.

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

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

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

SECTION 1 TITLE

- 1.1 This Bylaw may be cited as the **“RECYCLABLE MATERIALS MANAGEMENT BYLAW.”**

SECTION 2 DEFINITIONS

- 2.1 In this Bylaw, unless the context otherwise requires:
- a) **“Account”** means an agreement between the applicant and the Town of Claresholm for the provision of Utilities.
 - b) **“Boulevard”** means:
 - i) The strip of land between the curb and the sidewalk and between the sidewalk and the property line;
 - ii) Where there is no sidewalk, the strip of land between the curb and the property line;
 - iii) Where there is no curb, the strip of land between the near edge of the road and the property line.
 - c) **“CAO”** means the Chief Administrative Officer of the Town of Claresholm.
 - d) **“Clear Plastic Garbage Bag”** means a sturdy clear plastic bag specifically marketed to store recyclable materials, and excludes bags that are intended for other purposes.
 - e) **“Collection Day”** means the day which is scheduled by the Superintendent for municipal collection of recyclable materials.
 - f) **“Collector”** means a person or persons who collect recyclable materials within the Town for and on behalf of the Town.
 - g) **“Curb”** means the actual curb, if there be one, and if there is no curb in existence, shall mean the division of roadway between that part intended for the use of vehicles and that part intended for use by pedestrians.
 - h) **“Customer”** means any person, corporation or organization that has entered into a contract with the Town for utility provision at a particular premise, or who is the owner or occupant of any premises connected to or provided with a utility.
 - i) **“Enforcement Officer”** means a Community Peace Officer, a Bylaw Enforcement Officer, a Municipal Enforcement Officer or a member of the Royal Canadian Mounted Police (RCMP). For the purposes of this Bylaw, the Superintendent of Public Works is also considered an Enforcement Officer.
 - j) **“Lane”** means a narrow roadway intended chiefly to give access to the rear of buildings and parcels of land.
 - k) **“Manual Collection”** means collecting recyclable materials by manually tipping cans or lifting bags into a recyclable materials collection vehicle.
 - l) **“Occupant”** means a person or corporation in actual possession of any premises either as an owner or tenant. For billing purposes further defined as a person contracting with the Town for the domestic supply of utilities to any premises.
 - m) **“Premises”** means any land, building, supplied with utilities by the Town.
 - n) **“Recyclable Materials”** means those items deemed to be recyclable in Policy #UT 06-12.
 - n) **“Recyclable Materials Receptacle”** means a clear plastic garbage bag.
 - o) **“Shared Receptacle Service”** means recyclable collection services provided to a specific multi-premise site in Town in which several premises share a bin for recyclable materials collection.
 - p) **“Sidewalk”** means that part of a roadway primarily intended for the use of pedestrians and includes the part lying between the curb line or edge of the roadway and the adjacent property line, whether or not paved or improved.

- q) **“Special Occupant”** means a person contracting with the Town for the provision of recyclable materials collection services to any premises and not contracting with the Town for the domestic supply of water and/or sewer.
- r) **“Street”** means a public thoroughfare within the Town and includes, where the context so allows, the sidewalk and borders of the street and all parts appearing in the Land Titles Office as set aside for a public thoroughfare; when used in distinction, it means the public thoroughfare on which the premises in question front.
- s) **“Superintendent”** means the Superintendent of Public Works appointed to oversee the sanitation department and/or their duly authorized delegated, agent or representative.
- t) **“Town”** means the corporation of the Town of Claresholm, or the area contained within the boundaries thereof, as the context requires.

SECTION 3 GENERAL

3.1 Authority of the Town

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

3.2 Authority of the Superintendent

The Superintendent shall:

- a) Supervise the collection, removal and disposal of recyclable materials;
- b) Supervise the days and times that collection shall be undertaken in different portions of the Town;
- c) Outline the quantities and classes of recyclable materials to be removed from any premises or accepted by the Town for disposal;
- d) Decide which method will be used to collect recyclable materials:
 - i) manual collection;
 - ii) automated collection;
 - iii) shared receptacle service;
- e) State the location from which recyclable materials will be collected;
 - i) front street collection; or
 - ii) rear lane collection;
- f) May specify availability of recyclable materials collection for commercial pick-up;
- g) Carry out any inspections required to determine compliance with this bylaw;
- h) Take any steps or carry out any actions required to enforce this bylaw;
- i) Take any steps to carry out any actions required to remedy a contravention of this bylaw.

3.3 Preparation of Recyclable Materials for Collection and Recyclable Materials Receptacles

No person shall set out recyclable materials for collection without ensuring that the recyclable materials have been prepared for collection in accordance with the following:

- a) Any recyclable material that is to be collected must be:
 - i) acceptable by the Town as per Section 2.1(n);
 - ii) bagged in an acceptable clear plastic bag to prevent loose recyclable material from escaping; or
 - iii) prepared or packaged in a manner that will prevent loose material from escaping when bagging is not possible; and
 - iiii) clean and in an acceptable format as stipulated in Section 2.1(n).
- b) The occupant of any residential premises in the Town from which recyclable material is to be collected shall provide the clear plastic garbage bags sufficient to hold the amount of recyclable materials which accumulate in between designated pick-up periods.
- c) Except as otherwise provided, no person shall place recyclable materials elsewhere than in clear bags which comply with the requirements of this bylaw.
- d) Recyclable materials must be kept in a location that is clean and maintained.
- e) The occupant shall ensure that plastic bags used:
 - i) are clear plastic garbage bags (not plastic shopping bags);
 - ii) are made of a material capable of bearing the weight of its contents without tearing or breaking when lifted;
 - iii) are securely tied or fastened so that the contents are wholly enclosed by the bag;
 - iv) are no smaller than sixty (60) litres, approximately sixty-six (66) centimetres in width by eighty-two point five (82.5) centimetres in height, no larger than one hundred twenty-seven (127) litres, approximately seventy-eight point seven (78.7) centimetres in width, approximately one hundred and six point seven (106.7) centimetres in height.
- f) No person shall place recyclable materials for pickup without the permission of the owner or occupant of the premise.
- g) The Superintendent reserves the right to withhold collection of recyclable materials where the recyclable materials do not meet the necessary requirements or is in a dilapidated, unsafe

or in an unsanitary condition or in contrary to the instructions and operating policy of the Superintendent.

h) All multi-family residential units or condominiums shall utilize a recyclable materials collection bin.

3.4 Weight of Recyclable Materials

The weight of recyclable materials:

a) For manual collection shall not exceed 18.2 kilograms or forty (40) pounds, and/or a weight within the plastic bag's specified limits.

3.5 Location of Recyclable Materials

a) Except as otherwise provided herein, no person shall place or keep recyclable materials upon any portion of the street or lane. Any recyclable materials improperly located will not be picked up by the Town.

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

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

d) Recyclable materials will be set out for manual collection at premises by front street pick-up must be placed such that:

i) where there is a combined curb sidewalk, the receptacles are placed not more than one (1) metre away from the travel portion of the sidewalk adjacent to and directly in front of the premises;

ii) where there is a separated curb and pavement by a boulevard, the receptacles are placed not more than one (1) metre away from the travel portion of the street adjacent to and directly in front of the premises;

iii) where there is a curb and no sidewalk, the receptacles are placed not more than one (1) metre away from the travel portion of the street adjacent to and directly in front of the premises.

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

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

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

3.6 Collection Schedules

a) The Town or the Collector shall collect recyclable materials from each residential premise once a week, or when it is deemed necessary to collect;

b) The Town or the Collector may collect recyclable materials from non-residential premises if the Superintendent determines availability per Section 3.2;

c) The Superintendent may stipulate a different recyclable materials collection schedule for the following establishments, as available per Section 3.2:

i) hotels, restaurants and apartment houses;

ii) business and professional offices;

iii) retail and wholesale merchants;

iv) other commercial premises, whether similar or dissimilar;

v) industrial premises; and

vi) agricultural and irrigated areas.

d) Recyclable materials shall not be set out for collection prior to 7:00pm the evening of the day prior to the collection day, and must be placed at collection points no later than 7:00am on the scheduled collection day.

3.7 Other Provisions

a) It shall be unlawful for any person to dump recyclable materials anywhere within the limits of the Town of Claresholm, except in the location designated by the Superintendent and approved in writing by the Superintendent.

b) No person, other than the occupant of the premise, shall pick over, remove, disturb, or otherwise interfere with any recyclable materials that have been set out for municipal purposes.

c) No person shall place residential or commercial recyclable materials in a public litter container.

d) The Town reserves the right to withhold collection of improperly prepared recyclable materials, prohibited recyclable materials, excessive quantities of recyclable materials, or recyclable materials located at unsafe or non-compliant set-out locations.

- e) The occupant shall keep the boulevard at the front of the premises occupied under his/her control – to the centre of the lane – in a clean and tidy condition and free from refuse of any nature.
- f) The occupant shall keep the curb and gutter at the front of the premises in a clean and tidy condition.

3.8 Charges for Collection of Recyclable Materials

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

3.9 Contravention

Any person who contravenes a provision of this bylaw is guilty of an offense and is liable of a fine not exceeding one thousand dollars (\$1,000.00) and not less than seventy-five dollars (\$75.00).

3.10 Violation Tickets and Penalties

- a) Where a Bylaw Enforcement Officer and/or the Superintendent believes on reasonable and probable grounds that a person has contravened any provision of this bylaw, he may serve upon such person a violation tag provided by this section:
 - i) either personally on the premises or by leaving it for the occupant at their residence with a person on the premises who appears to be at least eighteen (18) years of age or by registered mail, and such service shall be adequate for the purpose of this bylaw.
 - ii) A violation tag shall be in such form as determined by the Town of Claresholm and shall state the section of the bylaw which was contravened and the amount which is provided, that will be accepted by the Town in lieu of prosecution.
 - iii) Upon production of violation tag issued pursuant to this section within fourteen (14) days from the issue thereof together with the payment to the Town of Claresholm of the fee as provided, the person to whom the tag was issued shall not be liable for prosecution for the contravention in respect of which the tag was issued.
 - iv) Notwithstanding the provision of this section, a person to whom a tag has been issued pursuant to this section may exercise his right to defend any charge committing a contravention of the provisions of this bylaw.
- b) The specified penalty payable in respect of a contravention of a provision of this bylaw is the amount shown in Schedule “B” in respect of that provision.
- c) The minimum penalty payable in respect of a contravention of a provision of this bylaw is the amount shown in Schedule “B” in respect of that provision.
- d) Notwithstanding Section 3.10:
 - i) where any person contravenes the same provision of this bylaw twice within one eighteen (18) month period, the specified penalty payable in respect of the second contravention is double the amount shown in respect of that provision; and
 - ii) where any person contravenes the same provision of this bylaw three or more times within one eighteen (18) month period, the specified penalty payable in respect of the third or subsequent contravention is triple the amount shown in Schedule “B” in respect of that provision.

3.11 Compliance with Other Legislation

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

3.12 Validity of Bylaw

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

SECTION 4 PASSAGE OF BYLAW

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

Read a first time in Council this **25th** day of **June** 2012 A.D.

Read a second time in Council this **16th** day of **July** 2012 A.D.

Read a third time in Council and finally passed in Council this day of 2012 A.D.

David Moore, Mayor

Kris Holbeck, CAO

SCHEDULE "A"

Fees

COMMERCIAL SERVICES	
Commercial / institutional / industrial	\$19.99 / month
RESIDENTIAL SERVICES	
Residential Dwellings	\$7.25 / month

SCHEDULE "B"

Penalties

Section	Description	Fine
3.3	Improper preparation of recyclable materials	\$150
	All other sections	\$75



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1576**

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

WHEREAS it is deemed expedient and proper pursuant to the provisions of *The Municipal Government Act*, RSA 2000, Chapter M-26 that the Council of the Town of Claresholm shall issue a Bylaw to amend its existing Land Use Bylaw.

NOW THEREFORE under the authority and subject to provisions of *The Municipal Government Act*, the Municipal Council of the Town of Claresholm duly assembled does hereby enact;

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

DEFINITIONS

Change:

Food processing facility means a development that consists of the processing of raw materials into a semi-finished or finished food and/or beverage product that may be stored on site prior to the distribution of the product. Any indoor display, office or administrative support area shall be deemed an accessory use.

To:

Food processing facility, major means a development that consists of the processing of raw materials into a semi-finished or finished food and/or beverage product that may be stored on site prior to the distribution of the product. The portion of the floor area directly related to the food processing facility exceeds 465 square metres (5005 square feet). Any indoor display, retail, office or administrative support area shall be deemed an accessory use and not used in the floor processing floor area calculations.

Add:

Food processing facility, minor means a development that consists of the processing of raw materials into a semi-finished or finished food and/or beverage product that may be stored on site prior to the distribution of the product. The portion of the floor area directly related to the food processing facility shall not exceed 465 square metres (5005 square feet). Any indoor display, retail, office or administrative support area shall be deemed an accessory use and not used in the floor processing floor area calculations.

SCHEDULE 1 – LAND USE DISTRICT REGULATIONS

Add to:

HIGHWAY COMMERCIAL – (C2)

1. LAND USES – DISCRETIONARY USES

Food Processing Facility, Minor

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

Read a first time in Council this **16th** day of **July** 2012 A.D.

Read a second time in Council this day of 2012 A.D.

Read a third time in Council and finally passed in Council this day of 2012 A.D.

David Moore, Mayor

Kris Holbeck, Chief Administrative Officer

TOWN OF CLARESHOLM
DEVELOPMENT AND PROPERTY
SERVICES DEPARTMENT

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

T0L 0T0



Land Use Amendment Bylaw Report

Date: August 13th, 2012
Applicant: Meadow Creek Sausage & Meats Ltd. (Chantal Blokpol)

SYNOPSIS

The applicant is applying to add a new use to the Town of Claresholm Land Use Bylaw No.1525; Food Processing Facility, Minor. In addition the new use would be inserted into the discretionary uses for the (C2) – Highway Commercial land use district.

BACKGROUND

Currently, the Town of Claresholm Land Use Bylaw No.1525 defines a **Food processing facility** as a development that consists of the processing of raw materials into a semi-finished or finished food and/or beverage product that may be stored on site prior to the distribution of the product. Any indoor display, office or administrative support area shall be deemed an accessory use. At this time the use is only listed as a discretionary use in the Industrial - (I1) land use district.

The proposed bylaw would make two classifications for a food processing facility:

***Food processing facility, major** means a development that consists of the processing of raw materials into a semi-finished or finished food and/or beverage product that may be stored on site prior to the distribution of the product. The portion of the floor area directly related to the food processing facility exceeds 465 square metres (5005 square feet). Any indoor display, retail, office or administrative support area shall be deemed an accessory use and not used in the floor processing floor area calculations.*

***Food processing facility, minor** means a development that consists of the processing of raw materials into a semi-finished or finished food and/or beverage product that may be stored on site prior to the distribution of the product. The portion of the floor area directly related to the food processing facility shall not exceed 465 square metres (5005 square feet). Any indoor display, retail, office or administrative support area shall be deemed an accessory use and not used in the floor processing floor area calculations.*

The 464 square feet of floor space is intended as a threshold between a major industrial food processing operation and a smaller operation that would be synonymous with a small business.

**TOWN OF CLARESHOLM
DEVELOPMENT AND PROPERTY
SERVICES DEPARTMENT**

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



DEVELOPMENT AND PROPERTY SERVICES
DEPARTMENT CONSIDERATIONS:

After reviewing several rezoning and other wording Land Use Bylaw amendment options, the Development and Property Services Department believes that the proposed land use bylaw amendment is the preferred course of action. Separating the Food Processing Facility use allows the Town of Claresholm to maintain development control of large operations, while at the same time encouraging small business.

There are two primary controls available to the Municipal Planning Commission. In the first, both the Major and Minor Food Processing Facility uses will be inserted into the discretionary use categories. This will culminate in a circulation process and review by the Municipal Planning Commission. The second is the establishment of a threshold that is based on 464 square feet floor area. The threshold delineates the major and minor uses. Overall, the Development and Property Services Department is satisfied that the proposed Land Use Bylaw Amendment provides adequate control within the development process.



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1577**

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

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

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

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

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

LAND USE DISTRICT MAP

Lot 2, Block 7, Plan 7911185, be amended by changing the "R1" (Single Detached Residential) designation to a "DC" (Direct Control) designation.

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

Read a first time in Council this day of 2012 A.D.

Read a second time in Council this day of 2012 A.D.

Read a third time in Council and finally passed in Council this day of 2012 A.D.

David Moore, Mayor

Kris Holbeck, Chief Administrative Officer

43rd Avenue-West

43rd Avenue-West

SUBJECT LANDS

Lot 2, Block 7, Plan 7911185
0.34 acres / 14953 sqft

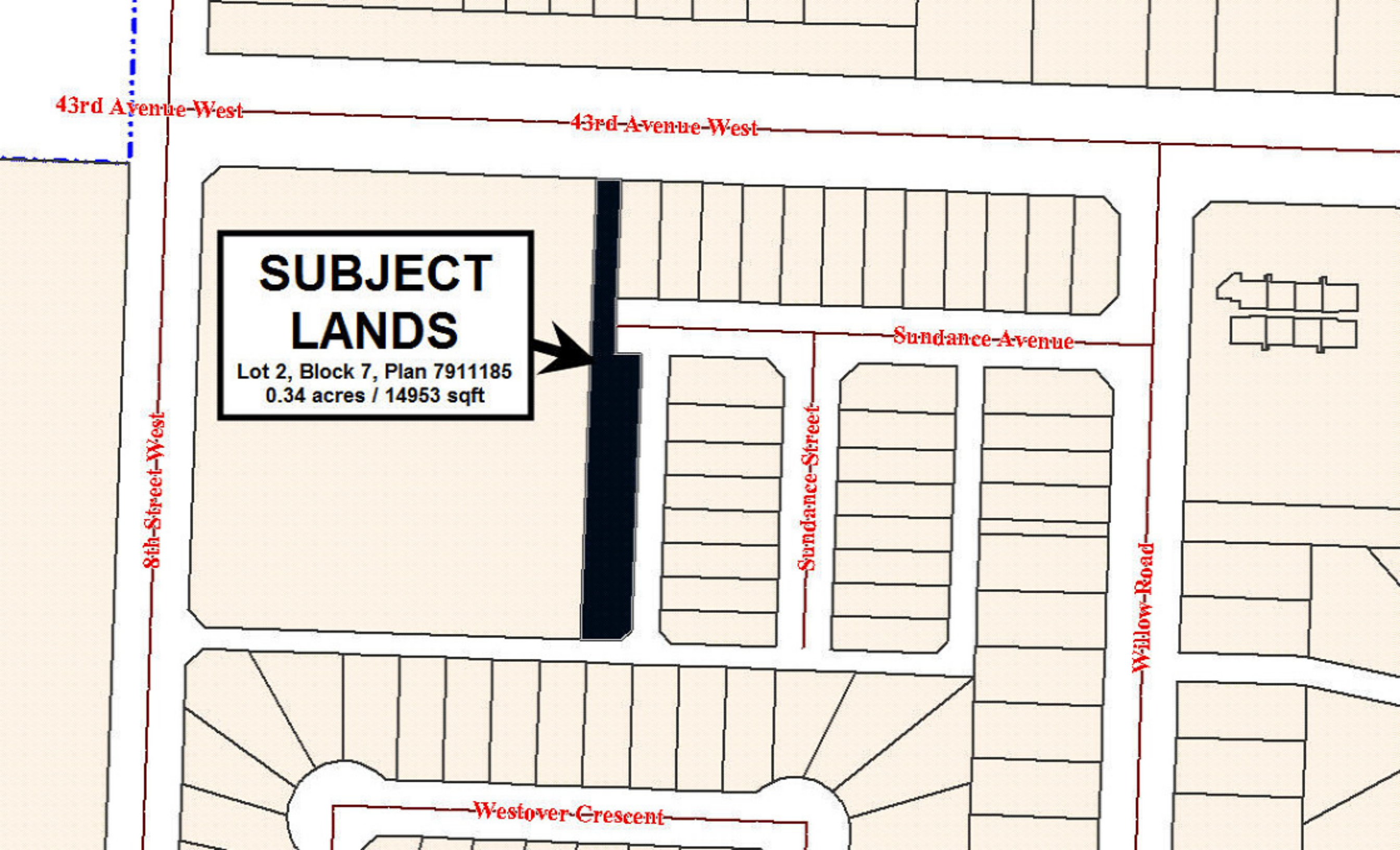
Sundance Avenue

8th Street-West

Sundance Street

Willow Road

Westover Crescent





ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister

AR56094

July 23, 2012

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

Dear Mayor Moore: *DM*

Thank you for submitting your municipality's operating spending plan under the 2012 conditional operating funding component of the Municipal Sustainability Initiative (MSI).

I am pleased to inform you that the operating spending plan has been accepted. You may proceed to apply your municipality's 2012 operating allocation and any estimated 2011 carry-forward to the priorities identified in your plan. Applying your municipality's 2011 carry-forward is subject to meeting the terms and conditions of the MSI long-term Memorandum of Agreement, including expending each annual allocation within two years.

In order to recognize the contribution that the MSI has made to your municipality's successes, please ensure that activities supported by your MSI operating spending plan are included on a published list of MSI-funded projects. For any projects that merit enhanced public recognition, please contact Municipal Affairs Communications, toll-free at 310-0000, then 780-427-8862, or at ma.msicommunications@gov.ab.ca, to discuss specific communication activities to highlight the project, as outlined in the MSI operating program guidelines.

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

Sincerely,

Doug Griffiths
Minister

cc: Kris Holbeck
Chief Administrative Officer, Town of Claresholm

Claresholm Community Centre Association

August 2, 2012

Town of Claresholm
PO Box 1000
Claresholm, AB T0L0T0

Dear Town Council:

A new infrastructure grant "Community Infrastructure Improvement Fund" was recently made accessible to organizations for improvements to facilities. The deadline for the application is August 2, 2012 so The Claresholm Community Centre board has applied for funds to make some improvements to the hall. Included in the application is the paving that the Town and MD have already set aside funds for, as we thought it best to try and get funds for that also. Attached is an outline of the project plan for your reference. The total project cost is estimated at \$193636 50% of which has been applied for in the grant leaving \$96817.50 as our share to pay. The hall board is requesting \$48408.75 from the Town of Claresholm for this project, \$22000.00 has already been set aside for the paving so the extra required is an additional \$26408.75.

Please consider this request an investment in the future of the Claresholm Community Centre. A letter of support from the Town would be appreciated as well as confirmation of funding. The project will not be possible without the grant and help from the Town. The board is also requesting the same amount of funding from the MD of Willow Creek.

Sincerely,



Marni Lane
Secretary

Enclosure: (Project Plan)

Claresholm Community Centre

Project Plan 2012

The hall is in need of some upgrades in order to improve the efficiency and help to lower the energy consumption as well as ensure the structural integrity is not compromised.

1. Paving – A project to resurface the current pavement is currently under way in order to upgrade the parking area in order to allow visitors better access. The cost of the project is \$44000.00.
2. Roof- The main structure of the building is very good, but there are many issues with the roof leaking and damaging the ceiling of the hall. The board has been exploring several options and has spent over 35000.00 in the last 3 years to fix the issue and it is still leaking. After consulting with builders and engineers it has been recommended that the entire roof be covered with a spray-foam coating or rubber product. This is the only way to get rid of the leaks and prevent damage to the structure. This type of product will also provide insulation to the roof and help cut down energy consumption in the building. The estimated cost for this is \$127995.00 including GST.
3. Currently there is an old swamp cooler on the roof to aid in cooling the kitchen area of the main hall. The cooler is leaking on the roof and needs to be replaced before it completely damages the ceiling. A quote was obtained to replace the swamp cooler with an air conditioning unit for the kitchen. Due to building code requirements the air conditioner will require a make- up air unit to ensure safe air quality in the kitchen. The estimated cost of the replacement is \$17000.00
4. The Lodge room of the hall has a kitchen and requires the 2 stoves be replaced. They were installed in 1989 and are not energy efficient models. Patrons of the hall frequently have trouble with them and therefore. It is proposed to purchase 2 new electric stoves that have a good energy rating as well as ensuring they are easy to clean in order to ensure health regulations are adhered to. The cost of the stoves are \$840.00 each including GST. Total cost \$1640.00.

5. Bathroom upgrades – It is proposed that both the Ladies and Mens bathrooms need to have the counters replaced in order to make one of the sinks wheelchair accessible. There are 3 sinks in the ladies washroom which would remain and the counter removed and replaced with a new one that allow one end sink to accommodate a wheelchair. The Mens washroom only has 2 sinks so the counter will be removed and replaced with the same style as the ladies. Estimated cost of upgrades including materials labor and plumbing is \$1500.00 per washroom. Total project cost \$3000.00 to be completed by December 2013.

Project summary:

Paving - \$44000.00

Roof - \$127995.00

A/C - \$17000.00

Stoves - \$1640.00

Bathroom - \$3000.00

Total of all projects : \$193,635.00

Grant Applied for 50%: \$96,817.50

Funds requested from Town of Claresholm and MD of Willow Creek: \$96817.50 (48408.75 each)

Council Report

To: Town Council
From: Administration
Date: August 9, 2012
Re: Proposed Streetlight Buyout by Fortis Alberta

Attached is an offer letter from Fortis Alberta for an investment buyback for 42 streetlights. Administration has forecasted the cost difference between leaving the lights as non-investment lights, where the Town has to pay for the repair and replacement of certain parts but the power rate is lower \$6.20 versus \$18.00 for the investment rate.

Per the attached spreadsheet, it is clear that, over 15 years under the assumptions in the spreadsheet, the investment option is the prudent and cost effective choice. The one time payment by Fortis to the Town could be allocated to a reserve and utilized for the West Hill Park project's lighting costs or to another project at Council's recommendation.

Recommendation: That the Town enter into the contract with Fortis Alberta for the investment buyback for 42 streetlights per their quotation.

Kris Holbeck, CA CAO Town of Claresholm

FORTIS ALBERTA

Merlin MacNaughton
Supervisor, Stakeholder Relations
Customer Service

FortisAlberta Inc.
1600 10 Street SE
High River, AB T1V 2B9
Phone: 403-652-5420
Cell: 403-816-7864
Fax: 403-514-5760
merlin.macnaughton@fortisalberta.com
www.fortisalberta.com

July 12, 2012

Town of Claresholm
Attn: Kris Holbeck, CAO
221 45 Avenue West
PO Box 1000
Claresholm, Alberta
T0L 0T0

Dear Ms. Holbeck;

RE: Conversion of Street Light Rate

FortisAlberta Inc. (FortisAlberta) is pleased to offer the Town of Claresholm an investment buyback quotation for 42 street lights in the Town of Claresholm currently on the no-investment rate. To place these 42 street lights on the investment/full maintenance rate option, FortisAlberta will invest a pro-rated amount into each of these street lights, based on the investment rate of \$1,763.00 per light multiplied by the appropriate percent value. The percent value is a simple life remaining calculation based on a 64-year amortization period versus the age of the fixture as determined by the installation date. The attached table details the investment amount for the 42 street lights in the Town of Claresholm.

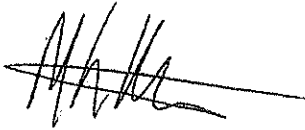
If the Town approves the recommendation to place these 42 street lights on the investment/full maintenance rate option, please sign this letter and return it to me soon as possible and I will arrange to have a cheque in the amount of \$ 50,071.47 prepared for issuance to the Town. At that time, I will also arrange to have the monthly billing for these 42 street lights changed to reflect the new rate option and will also place these street lights on the full maintenance program.

As you are aware, the rate option selected, based on investment versus non-investment by FortisAlberta does not affect the ownership of these street lights. FortisAlberta continues to own all the street lights regardless of which rate option is selected.

Thank you for the opportunity to provide this quote. I look forward to being able to continually improve our level of service to The Town of Claresholm.

Please do not hesitate to contact me if you require any additional information.

Yours truly,



Merlin MacNaughton
Supervisor, Stakeholder Relations

Town of Claresholm

OFFER ACCEPTED BY THE TOWN OF CLARESHOLM THIS ____ DAY OF ____ 2012

Per: _____

— (Please print name and title below)

Per: _____

— (Please print name and title below)

Town's GST# _____

STREETLIGHT AGED INVESTMENT CALCULATION WORKSHEET

CUSTOMER: Town of Claresholm
 DATE: July 11 2012

INVESTMENT LEVEL	YEAR OF INSTALL	AGE OF FIXTURE (YEARS)	NUMBER OF FIXTURES	AGED INVESTMENT	GST
\$1,763.00	2012	0	0	\$0.00	
\$1,763.00	2011	1	1	\$1,728.53	
\$1,763.00	2010	2	1	\$1,698.31	
\$1,763.00	2009	3	1	\$1,669.81	
\$1,763.00	2008	4	0	\$0.00	
\$1,763.00	2007	5	0	\$0.00	
\$1,763.00	2006	6	0	\$0.00	
\$1,763.00	2005	7	0	\$0.00	
\$1,763.00	2004	8	2	\$3,066.05	
\$1,763.00	2003	9	0	\$0.00	
\$1,763.00	2002	10	0	\$0.00	
\$1,763.00	2001	11	0	\$0.00	
\$1,763.00	2000	12	0	\$0.00	
\$1,763.00	1999	13	0	\$0.00	
\$1,763.00	1998	14	0	\$0.00	
\$1,763.00	1997	15	0	\$0.00	
\$1,763.00	1996	16	0	\$0.00	
\$1,763.00	1995	17	0	\$0.00	
\$1,763.00	1994	18	0	\$0.00	
\$1,763.00	1993	19	9	\$10,981.39	
\$1,763.00	1992	20	0	\$0.00	
\$1,763.00	1991	21	7	\$8,122.85	
\$1,763.00	1990	22	10	\$11,302.95	
\$1,763.00	1989	23	0	\$0.00	
\$1,763.00	1988	24	0	\$0.00	
\$1,763.00	1987	25	0	\$0.00	
\$1,763.00	1986	26	0	\$0.00	
\$1,763.00	1985	27	0	\$0.00	
\$1,763.00	1984	28	0	\$0.00	
\$1,763.00	1983	29	0	\$0.00	
\$1,763.00	1982	30	0	\$0.00	
\$1,763.00	1981	31	0	\$0.00	
\$1,763.00	1980	32	11	\$9,117.23	
\$1,763.00	1979	33	0	\$0.00	
\$1,763.00	1978	34	0	\$0.00	
\$1,763.00	1977	35	0	\$0.00	
\$1,763.00	1976	36	0	\$0.00	
\$1,763.00	1975	37	0	\$0.00	
\$1,763.00	1974	38	0	\$0.00	
\$1,763.00	1973	39	0	\$0.00	
\$1,763.00	1972	40	0	\$0.00	
\$1,763.00	1971	41	0	\$0.00	
\$1,763.00	1970	42	0	\$0.00	
\$1,763.00	1969	43	0	\$0.00	
\$1,763.00	1968	44	0	\$0.00	
\$1,763.00	1967	45	0	\$0.00	
\$1,763.00	1966	46	0	\$0.00	
\$1,763.00	1965	47	0	\$0.00	
\$1,763.00	1964	48	0	\$0.00	
\$1,763.00	1963	49	0	\$0.00	
\$1,763.00	1962	50	0	\$0.00	
\$1,763.00	1961	51	0	\$0.00	
\$1,763.00	1960	52	0	\$0.00	
\$1,763.00	1959	53	0	\$0.00	
\$1,763.00	1958	54	0	\$0.00	
\$1,763.00	1957	55	0	\$0.00	
\$1,763.00	1956	56	0	\$0.00	
\$1,763.00	1955	57	0	\$0.00	
\$1,763.00	1954	58	0	\$0.00	
\$1,763.00	1953	59	0	\$0.00	
\$1,763.00	1952	60	0	\$0.00	
\$1,763.00	1951	61	0	\$0.00	
\$1,763.00	1950	62	0	\$0.00	
\$1,763.00	1949	63	0	\$0.00	
\$1,763.00	1948	64	0	\$0.00	
\$1,763.00	1947 & older	65	0	\$0.00	
TOTALS			42	\$47,687.11	\$2,384.36
TOTAL CHEQUE				\$50,071.47	



Conference Attendance Policy #GA 09-08(a)

PURPOSE: To establish a consistent policy regarding Town Council members and designated staff of the Town of Claresholm attending conferences each year.

POLICY:

Members of Town Council and designated staff members can attend one conference per year that will be paid for by the Town.

GENERAL:

The Town of Claresholm recognizes the importance of Town Council and designated staff attending conferences each year. To show fiscal responsibility while continuing to encourage the pursuit of information, parameters must be placed and enforced on attendance of said conferences. This policy does not cover training/education (one day or half day workshops and seminars).

PARAMETERS:

Town Council

Members of Town Council are permitted one conference per year, which means they can choose to attend the annual AUMA Convention or another comparable convention per year of which the expenses will be paid for/reimbursed by the Town. If a Council member chooses to attend additional conferences, it will be at their own expense, could be funded by another organization or the Councillor can submit their request to the Administrative Committee to approve the additional conference attendance. If the Committee approves the request, the additional conference will be paid for by the Town.

Designated staff members

Designated staff are permitted one professional conference per year of which the expenses will be paid for/reimbursed by the Town. If the designated staff member wishes to attend another conference they can submit their request to the Administrative Committee to approve the additional conference attendance. If the Committee approves the request, the additional conference will be paid for by the Town. Expenses for conferences attended by designated staff will not exceed \$2,000 per year. These expenses are inclusive of mileage, meals, lodging, parking, etc and exclusive of wages.

NOTE:

Policy #66 - Staff Education and Training and Policy #70 - Convention Delegates Expenses should be reviewed for details on allowable expenses and other restrictions.

EFFECTIVE DATE: SEPTEMBER 8, 2008

INFORMATION ITEMS



TOWN OF CLARESHOLM

CHEQUE LISTING FOR ACCOUNTS PAYABLE

Cheque #	Cheque Date	CEO	CAO	Vendor #	Name	Amount
						Batch # 15927
45873	2012-07-06	EFT	EFT	786195	Benchmark Assessment Consultants Inc.	3,803.80
45874	2012-07-06	EFT	EFT	786250	CARLETON, TRISHA	546.91
45875	2012-07-06	EFT	EFT	786950	CLARESHOLM SELF STORAGE	598.50
45876	2012-07-06	EFT	EFT	785951	DB PERKS & ASSOCIATES LTD.	861.00
45877	2012-07-06	EFT	EFT	786602	DEDOMINICIS, JOHN	350.00
45878	2012-07-06	EFT	EFT	26201	FERG'S SEPTIC SERVICE	1,543.50
45879	2012-07-06	EFT	EFT	786727	FOOTHILLS REGIONAL E.M.S.	7,106.20
45880	2012-07-06	EFT	EFT	786711	FORTIS ALBERTA	3,127.31
45881	2012-07-06	EFT	EFT	786648	HOLBECK, KRISTINE H	38.28
45882	2012-07-06	EFT	EFT	26900	IRON ROCK ENTERPRISES LTD	18,905.25
45883	2012-07-06	EFT	EFT	900001	LETHBRIDGE HONDA	54.05
45884	2012-07-06	EFT	EFT	56200	LOCAL AUTHORITIES PENSION PLAN	10,837.59
45885	2012-07-06	EFT	EFT	61450	MCNALLY CONTRACTORS LTD.	141,117.61
45886	2012-07-06	EFT	EFT	786704	MINISTER OF FINANCE (LT)	30.00
45887	2012-07-06	EFT	EFT	786052	MYRON	1,421.54
45888	2012-07-06	EFT	EFT	66100	NATIONAL SECRETARY-TREASURER	1,809.43
45889	2012-07-06	EFT	EFT	786905	ONECONNECT SERVICES INC. T46194	38.59
45890	2012-07-06	EFT	EFT	75955	PALMER, FRED	50.00
45891	2012-07-06	EFT	EFT	786197	PARCON CONSTRUCTION LTD.	36,454.64
45892	2012-07-06	EFT	EFT	76300	PEDERSEN TRANSPORT LTD.	1,295.67
45893	2012-07-06	EFT	EFT	786453	PRAXAIR CANADA INC.	868.22
45894	2012-07-06	EFT	EFT	500	PRECON PRECAST PRODUCTS	1,564.50
45895	2012-07-06	EFT	EFT	80000	PUROLATOR COURIER	109.17
45896	2012-07-06	EFT	EFT	786156	Q.E.D. ENTERPRISES LTD.	881.49
45897	2012-07-06	EFT	EFT	86300	RECEIVER GENERAL FOR CANADA	22,379.02
45898	2012-07-06	EFT	EFT	91710	STINTECH ELECTRONICS	505.83
45899	2012-07-06	EFT	EFT	786571	SUTTER, DARYL	45.05
45900	2012-07-06	EFT	EFT	786437	THE WRITE SOURCE	89.47
45901	2012-07-06	EFT	EFT	97000	TOWN OF CLARESHOLM	54.59
45902	2012-07-06	EFT	EFT	786783	WOLSELEY WATERWORKS GROUP	3,990.53
45903	2012-07-06	EFT	EFT	126050	ZEE MEDICAL CANADA, INC.	189.82
45904	2012-07-06	EFT	EFT	900000	ATCO GAS	6,892.81
45905	2012-07-06			900000	BAPTIE, JORDAN	50.00
45906	2012-07-06	EFT	EFT	900000	BRUCE'S EXCAVATING	3,375.75
45907	2012-07-06	EFT	EFT	900000	DR. FRASER LEISHMAN	3,000.00
45908	2012-07-06	EFT	EFT	900000	FOX, ALICIA	130.09
45909	2012-07-06	EFT	EFT	900000	SEGUIN, RYERSON	52.50
45910	2012-07-06	EFT	EFT	900000	THOMAS, DAVID	28.85
45911	2012-07-06	EFT	EFT	900000	UNIVERSITY OF CALGARY	94.50
45912	2012-07-06	EFT	EFT	900000	WaterART Fitness International	1,568.70
						275,860.76
						Batch # 15930
45913	2012-07-06			900200	HOFFARTH, ROY & ISOBELLE	397.89
						397.89



TOWN OF CLARESHOLM

CHEQUE LISTING FOR ACCOUNTS PAYABLE

Cheque #	Cheque Date	CEO	CAO	Vendor #	Name	Amount
						Batch # 15974
45914	2012-07-23	EFT	EFT	600	ALBERTA ASSOCIATION OF M.D.'S	11,797.48
45915	2012-07-23			650	ALBERTA BLUE CROSS	5,723.12
45916	2012-07-23			1000	ALBERTA MUSEUMS ASSOCIATION	150.00
45917	2012-07-23			1025	ALBERTA ONE CALL LOCATION CORP	94.50
45918	2012-07-23	EFT	EFT	786517	AMSC INSURANCE SERVICES LTD.	3,901.02
45919	2012-07-23	EFT	EFT	786189	BIG SKY DODGE CHRYSLER 2008 LTD	4,201.76
45920	2012-07-23			6390	BISHOFF AUTO & AG CENTRE	2,183.28
45921	2012-07-23			11250	CANADIAN LINEN SUPPLY	480.72
45922	2012-07-23			12190	CHAMCO INDUSTRIES LTD.	6,085.07
45923	2012-07-23	EFT	EFT	13400	CLARESHOLM GLASS '88' LTD	662.97
45924	2012-07-23	EFT	EFT	13660	CLARESHOLM LOCAL PRESS	1,795.64
45925	2012-07-23	EFT	EFT	14085	CLARESHOLM NAPA AUTO	478.24
45926	2012-07-23	EFT	EFT	785953	CLARESHOLM RENTALS & OILFIELD	78.75
45927	2012-07-23			786141	CLARESHOLM TAXI	1,275.75
45928	2012-07-23	EFT	EFT	785973	CLEARTECH INDUSTRIES INC.	3,921.54
45929	2012-07-23	EFT	EFT	786697	CNH CAPITAL C3115	4,136.33
45930	2012-07-23			21351	EDUFUN INC.	239.40
45931	2012-07-23	EFT	EFT	786397	EPCOR	91.67
45932	2012-07-23	EFT	EFT	786202	EXOVA	2,009.33
45933	2012-07-23	EFT	EFT	111288	GARDEN SOUL	75.48
45934	2012-07-23			786146	GODLEY'S JEWELLERY	21.00
45935	2012-07-23	EFT	EFT	786505	GRAPHCOM PRINTERS LTD.	176.86
45936	2012-07-23			786584	HACH SALES & SERVICE CANADA LTD.	919.91
45937	2012-07-23	EFT	EFT	49980	HARRY'S TIRE SALES (1984) LTD.	101.33
45938	2012-07-23	EFT	EFT	36800	HOME HARDWARE	762.11
45939	2012-07-23			786136	JOE JOHNSON EQUIPMENT INC.	17,589.76
45940	2012-07-23			786267	LAWSON PRODUCTS INC.	116.54
45941	2012-07-23			56155	LIFESAVING SOCIETY	525.59
45942	2012-07-23	EFT	EFT	786162	LINDERMAN LAW OFFICE	951.75
45943	2012-07-23	EFT	EFT	56200	LOCAL AUTHORITIES PENSION PLAN	11,168.39
45944	2012-07-23	EFT	EFT	61450	MCNALLY CONTRACTORS LTD.	28,024.45
45945	2012-07-23	EFT	EFT	49900	MEGA-TECH	239.95
45946	2012-07-23	EFT	EFT	61467	MIDFIELD SUPPLY ULC B3999	102.11
45947	2012-07-23	EFT	EFT	786872	MPE ENGINEERING LTD.	3,285.10
45948	2012-07-23			65040	MUNICIPAL INFORMATION SYSTEMS	931.02
45949	2012-07-23	EFT	EFT	786192	NOBLE CONCRETE (1987) LTD	1,152.64
45950	2012-07-23	EFT	EFT	786039	NORWESCO INDUSTRIES (1983) LTD.	118.94
45951	2012-07-23			786635	ORKIN CANADA CORPORATION	100.80
45952	2012-07-23	EFT	EFT	76300	PEDERSEN TRANSPORT LTD.	231.34
45953	2012-07-23			97050	PHARMASAVE	21.53
45954	2012-07-23			786167	PITNEY BOWES GLOBAL CREDIT SERVICES	1,394.77
45955	2012-07-23			76400	PITNEYWORKS	4,242.00
45956	2012-07-23	EFT	EFT	786050	PLANET CLEAN (LETHBRIDGE) LTD.	361.11
45957	2012-07-23			80000	PUROLATOR COURIER	32.22
45958	2012-07-23	EFT	EFT	86300	RECEIVER GENERAL FOR CANADA	21,960.94
45959	2012-07-23			786292	RELIANCE APPRAISAL CONSULTANTS LTD.	2,100.00
45960	2012-07-23			786180	RICOH CANADA INC.	575.17
45961	2012-07-23	EFT	EFT	786051	ROTO-ROOTER	530.25
45962	2012-07-23			786759	SIMPLEX GRINNELL	4,034.27



TOWN OF CLARESHOLM

CHEQUE LISTING FOR ACCOUNTS PAYABLE

Cheque #	Cheque Date	CEO	CAO	Vendor #	Name	Amount
45963	2012-07-23	EFT	EFT	13525	SOBEYS CLARESHOLM	311.54
45964	2012-07-23	EFT	EFT	91710	STINTECH ELECTRONICS	584.16
45965	2012-07-23			900	TELUS	1,664.07
45966	2012-07-23	EFT	EFT	96730	THE MACLEOD GAZETTE	42.00
45967	2012-07-23	EFT	EFT	786437	THE WRITE SOURCE	136.35
45968	2012-07-23	EFT	EFT	786849	TJ'S TREE TRIMMING	291.37
45969	2012-07-23	EFT	EFT	97000	TOWN OF CLARESHOLM	42.59
45970	2012-07-23	EFT	EFT	786428	TransAlta Energy Marketing Corp.	37,179.90
45971	2012-07-23	EFT	EFT	786500	TRINUS TECHNOLOGIES INC.	157.50
45972	2012-07-23	EFT	EFT	101400	UNITED FARMERS OF ALBERTA	587.77
45973	2012-07-23	EFT	EFT	101500	VITERRA	55.00
45974	2012-07-23			111705	WC CLASS II REGIONAL LANDFILL	9,212.89
45975	2012-07-23	EFT	EFT	111800	WORKERS' COMPENSATION BOARD	5,004.80
45976	2012-07-23			900000	CLARESHOLM HEALTH UNIT	35.00
45977	2012-07-23	EFT	EFT	900000	ELFORD'S MEN'S WEAR LTD.	136.46
45978	2012-07-23	EFT	EFT	900000	FOX, ALICIA	13.64
45979	2012-07-23	EFT	EFT	900000	SFE GLOBAL	2,887.50
45980	2012-07-23	EFT	EFT	900000	WESTERN PUMP LTD.	108.13
						209,604.57
						Batch # 15992
45981	2012-07-31			786670	ART IN CANADA INC.	236.25
45982	2012-07-31			786195	Benchmark Assessment Consultants Inc.	4,021.50
45983	2012-07-31			12190	CHAMCO INDUSTRIES LTD.	2,920.06
45984	2012-07-31	EFT	EFT	13250	CLARESHOLM CHILD CARE SOCIETY	2,183.50
45985	2012-07-31			786540	DIRECT ENERGY REGULATED SERVICES	35.89
45986	2012-07-31			786397	EPCOR	97.23
45987	2012-07-31			76356	Excel Telecommunications (Canada) Inc.	27.55
45988	2012-07-31			786202	EXOVA	162.12
45989	2012-07-31			56200	LOCAL AUTHORITIES PENSION PLAN	11,255.82
45990	2012-07-31			786175	MacPherson Leslie & Tyerman LLP	3,396.75
45991	2012-07-31			66100	NATIONAL SECRETARY-TREASURER	1,186.52
45992	2012-07-31			75955	PALMER, FRED	500.00
45993	2012-07-31			80000	PUROLATOR COURIER	43.98
45994	2012-07-31			86300	RECEIVER GENERAL FOR CANADA	22,490.46
45995	2012-07-31			786468	SHAW CABLE	83.95
45996	2012-07-31			900	TELUS	3,153.17
45997	2012-07-31			96810	THOR'S ROOFING	2,377.45
45998	2012-07-31			4090	WARNACO SWIMWEAR GROUP	248.42
45999	2012-07-31			900000	Alberta Development Officers Association	150.00
46000	2012-07-31			900000	Canadian Missing Kids Newsmagazine	259.88
46001	2012-07-31			900000	CHRIXON	723.19
46002	2012-07-31			900000	JUST KIDDING	4,163.25
46003	2012-07-31			900000	O'CANADA GEAR	488.25
46004	2012-07-31			900000	WaterART Fitness International	252.31
						60,457.50
						Batch # 15993
46005	2012-07-31			900100	COLTHORP, ELIZABETH MARIE	1,409.16
						1,409.16



TOWN OF CLARESHOLM
CHEQUE LISTING FOR ACCOUNTS PAYABLE

<u>Cheque #</u>	<u>Cheque Date</u>	<u>CEO</u>	<u>CAO</u>	<u>Vendor #</u>	<u>Name</u>	<u>Amount</u>
Total						547,729.88



MEETING MINUTES

REGULAR BOARD MEETING

DATE: Tuesday, May 22nd, 2012
TIME: 6:30 pm
LOCATION: Chambers, Town Administration Office
221 45th Avenue West, Claresholm, AB

In Attendance:	Crystal Cooper, President	Brandi Carlson
	Denelle Cutler, Interim-Treasurer	Heather Belajac
	Betty Figueth, Town Rep	Jeff Gibeau
		Jen Martin
Regrets:	Chrissy Giles	Shari Marshall
	Gail Gibeau	
Staff:	Erin Whelen	Karrie Davies
	Samantha Reynard	

1.0 Call to order

- 1.1 6:35pm by Crystal Cooper

2.0 Approval of the Agenda

- 2.1 Motion to adopt the agenda as presented by Brandi Carlson.
CARRIED

3.0 Approval of the Minutes

- 3.1 Motion to accept the minutes from the April 17th, 2012 Regular Board Meeting by Denelle Cutler.
CARRIED

4.0 Program Reports

- 4.1 Society Financial Report
 - 4.1.1 No formal financial report, details to be presented by the Financial Committee.
- 4.2 Daycare Manager's Report
 - 4.2.1 Program Director, Karrie Davies reported on Day Care activities; Report attached.
- 4.3 Kidz Zone Manager's Report
 - 4.3.1 Program Director, Erin Whelen reported on Kidz Zone activities; Report attached.

5.0 Committee Updates / Reports

- 5.1 Personnel Committee
 - 5.1.1 Chantal Scott resigns from her position as Cook at the Day Care.

5.1.2 Announcement: Samantha Reynard hired as the new Day Care Program Director.

5.2 Financial Committee

5.3 Policy and Procedure Committee

6.0 New Business

6.1 Correspondence

6.1.1 Megan Braun; Resignation from Board of Directors

6.1.1.1 Motion to accept Megan Braun's immediate resignation from the Board of Directors by Denelle Cutler
CARRIED

6.1.2 Andrea Fletcher; Resignation from Board of Directors

6.1.2.1 Motion to accept Andrea Fletcher 's resignation ,after the completion of the Coco Brooks fundraiser, from the Board of Directors by Jeff Gibeau
CARRIED

6.1.3 Chrissy Giles; Resignation from Board of Directors

6.1.3.1 Motion to accept Chrissy Giles's immediate resignation from the Board of Directors by Jeff Gibeau
CARRIED

6.1.4 Erin Whelen; Resignation from Kidz Zone Program Director Position

6.1.4.1 Motion to accept Erin Whelen's resignation from the Kidz Zone Program Director's Position, effective August 17th, 2012, by Denelle Cutler CARRIED

6.2 Officer Nominations

6.2.1 Motion to nominate Jen Martin for the Position of Vice-President by Denelle Cutler
CARRIED

6.2.2 Motion to nominate Jeff Gibeau for the Position of Secretary by Denelle Cutler
CARRIED

7.0 Personnel / Legal

Pursuant to section 6.1.6.7 of the Claresholm Child Care Society's Bylaws all matters regarding personnel / legal will be discussed by the Board of Directors in a private session of the Board Meeting. Please respect the sensitive and confidential nature of these discussions; all motions must be considered during the regular (public) session of the Board Meeting.

7.1 Motion to remove Julie Ling from the Board of Directors (notification in writing) by Jeff Gibeau
CARRIED

8.0 Next Meeting

8.1 Tuesday, June 19th, 2012

9.0 Adjourned

9.1 8:45pm; Motion to Adjourn by Denelle Cutler
CARRIED



MEETING MINUTES

REGULAR BOARD MEETING

DATE: Tuesday, June 26th, 2012
TIME: 6:30 pm
LOCATION: Chambers, Town Administration Office
 221 45th Avenue West, Claresholm, AB

In Attendance: Crystal Cooper, President Brandi Carlson
 Jen Martin, Vice-President Gail Gibeau
 Denelle Cutler, Interim-Treasurer
 Jeff Gibeau, Secretary
 Betty Figueth, Town Rep

Regrets: Heather Belajac Shari Marshall

Staff: Vanessa One Owl Samantha Reynard

1.0 Call to order

1.1 6:35pm by Crystal Cooper

2.0 Approval of the Agenda

2.1 Motion to adopt the agenda as presented by Brandi Carlson.
 CARRIED

3.0 Approval of the Minutes

No Minutes Ready

4.0 Program Reports

4.1 Society Financial Report

4.1.1 Crystal Cooper presented Profit & Loss Statements for the Kidz Zone and the Day Care. Attached.

4.1.2 Accounts:

Day Care	\$5,176.41
Kidz Zone	* \$25,375.52
Casino	\$337.12
Fundraising	\$4318.81
Trust	\$900.00

*Subsidy Transfers Required

4.2 Daycare Manager's Report

4.2.1 Program Director, Samantha Reynard reported on Day Care activities; Report attached.

4.3 Kidz Zone Manager's Report

4.3.1 Program Director, Vanessa One Owl reported on Kidz Zone activities; Report attached.

5.0 Committee Updates / Reports

5.1 Personnel Committee

- 5.1.1 Announcement: Vanessa One Owl hired as the new Kidz Zone Program Director.
- 5.1.2 Staffing Update: Many changes recently. Due to a drop in enrollment, more changes may be necessary.
- 5.1.3 Jordan Uhl resigns from her position as Early Childhood Educator at the Kidz Zone, effective June 28th, 2012
- 5.1.4 Erin Whelen revises her original resignation from the Program Director position at the Kidz Zone; previously effective August 17th, 2012, now effective June 28th, 2012.

5.2 Financial Committee

- 5.2.1 CCCS Financials Update: Overhauling and updating the CCCS financials has been a large project that is still in progress.
- 5.2.2 Budget: Due to a drop in enrollment, there may need to be amendments made to the budgets. Budget orientation needed for the new Program Directors.

5.3 Policy and Procedure Committee

No Update Required.

6.0 New Business

6.1 Correspondence

- 6.1.1 Claresholm & District Community Resource & Registration Fair
 - 6.1.1.1 Motion for Samantha and Vanessa to organize and register a joint (Day Care & Kidz Zone) booth by Denelle Cutler
CARRIED
- 6.1.2 Third Wave Fundraising
Taken for Information
- 6.1.3 Erin Whelen; Revised Resignation from Kidz Zone (Program Director)
 - 6.1.3.1 Motion to accept Erin Whelen resignation from the Kidz Zone Program Director's Position, effective August 17th, 2012, by Jeff Gibeau
CARRIED

6.2 Separate Fundraising Accounts

- 6.2.1 Motion to separate the CCCS fundraising dollars, based on the previous year's revenue ratio: (2011: Day Care 73% / Kidz Zone 27%) and open separate accounts to track the amounts by Betty Figueth.
CARRIED

6.3 Policy Development: Education Funding for Employees

- 6.3.1 Motion to implement an education funding policy, whereby the CCCS will cover the cost of eligible courses taken by employees to a maximum limit of the available grant funding by Denelle Cutler.
CARRIED

7.0 Personnel / Legal

Pursuant to section 6.1.6.7 of the Claresholm Child Care Society's Bylaws all matters regarding personnel / legal will be discussed by the Board of Directors in a private session of the Board Meeting. Please respect the sensitive and confidential nature of these discussions; all motions must be considered during the regular (public) session of the Board Meeting.

8.0 Next Meeting

8.1 Tuesday, July 17th, 2012

9.0 Adjourned

9.1 8:35pm; Motion to Adjourn by Brandi Carlson.

CARRIED

CLARESHOLM AND DISTRICT MUSEUM

MINUTES OF BOARD MEETING FOR JUNE 27 2012

PRESENT: HAOLD SEYMOUR, DOUG LEEDS, ANOLA LAING, BERNICE CASE, DOUG MCPHERSON, RHODENA KING, DON GLIMSDALE.

ABSENT: DON CLARK, TRISHA CARLETON.

1. THE MEETING WAS CALLED TO ORDER AT 7.30 PM BY ANOLA LAING
2. BERNICE CASE MOVED THAT THE AGENDA BE ADOPTED AS AMENDED.
3. DOUG MCPHERSON MOVED THAT THE MINUTES BE ADOPTED AS AMENDED.
4. FINANCIAL REPORT:
THE FINANCIAL REPORT WAS PRESENTED, REVIEWED AND DISCUSSED. IT WAS MOVED THAT IT BE ACCEPTED BY DON GLIMSDALE. IT WAS UNANIMOUSLY PASSED.
5. DONATIONS:
TRISHA ATTENDED A MEETING AT THE LEGION WHERE SHE WAS PRESENTED WITH A CHEQUE FOR \$500. WE ARE WAITING FOR AN OFFICIAL LETTER FROM THE LIONS CLUB TO CONFIRM THE AMOUNT THAT THEY ARE DONATING.
6. COMMITTEE REPORTS
THE EXECUTIVE JOB DESCRIPTION. BERNICE DISCUSSED THE ISSUE WITH LISA AND SHE DID SOME INTERNET RESEARCH AND CAME UP WITH TWO DRAFTS WHICH WERE PRESENTED AND REVIEWED. (SEE ATTACHED) THE BOARD MEMBERS WILL FURTHER REVIEW THESE AT HOME AND THE DISUSSION WILL CONTINUE AT THE NEXT MEETING.

B. BOARD MEMBER JOB DESCRIPTION. THIS WAS PRESENTED BY ANOLA LAING, REVIEWED AND ADJUSTED. THE NEW DISCRIPTION WILL BE TYPED AND PRESENTED AT THE NEXT MEETING FOR APPROVAL.

C. REVIEW OF TOWN BY LAW # 1506. THIS IS A WORK IN PROGRESS WHICH NEEDS FURTHER DISCUSSION.
7. TRISHA'S REPORT. ANOLA PRESENTED THE REPORT IN TRISHA'S ABSENCE. IT WAS REVIEWED AND DISCUSSED. BERNICE REQUESTED THAT THERE BE A MONTHLY REPORT THAT SHOWS THE NUMBER OF VISITORS FOR BOTH BUILDINGS AND THE AMOUNT OF THE DONATIONS GIVEN. ANOLA REPORTED THAT THE APALOOSA MUSEUM MAY BE CLOSING. TRISHIA IS TRYING TO MAKE CONTACT WITH THEIR BOARD IN ORDER TO REQUEST THE DONATIONS OF THEIR SIGNS WHICH WOULD SAVE US THE COST OF HAVING ADDITIONAL ONES MADE. THE PLAYER PIANO HAS BEEN MOVED INTO THE MUSEUM. HAROLD WILL LOOK INTO THE COST OF HAVING IT RESTORED.
8. PRIORITY PLANNING. A LIST OF CURRENT PRIORITIES WAS PRESENTED> (SEE ATTACHED) DISCUSSION WILL CONTINUE AT THE NEXT MEETING.
9. THE OLIVER SEWARD FOSSIL COLLECTION: DOUG LEED PRESENTED SOME PHOTOS THAT HE HAD TAKEN OF THE COLLECTION. DOUG LEEDS MOVED THAT OLIVER'S COLLECTION BE ACCEPTED. THE MOTION WAS CARRIED.

B. A MODEL PLANE WAS DELIVERED TO THE MUSEUM WHICH HAD BEEN COMISSIONED BY RAE TRIMBLE. SHE IS GIFTING IT TO THE MUSEUM.

10. VISIT OF THE LIEUTENANT GOVERNOR. THIS VISIT WILL TAKE PLACE DURING FAIR DAYS. IT HAS NOT YET BEEN DECIDED IN WHICH EVENTS HE WILL PARTICIPATE. ANOLA SUGGESTED THAT HE MIGHT LIKE TO RIDE IN THE PARADE IN ONE OF THE ANTIQUE CARS.

11. TEA ON THE LAWN: RHODENA WILL BE WORKING WITH RITA BURTON TO PLAN THE DETAILS.

12. ANTIQUE VEHICLES. AT THE NEXT MEETING WE WILL DISCUSS WHICH ONES WE WILL ENTER IN THE PARADE.

MEETING ADJOURNED AT 9.30 BERNICE CASE.

THE NEXT MEETING WILL BE AT THE TOWN OFFICE ON JULY 25 2012 AT 7.30

DISCUSSED.

CLARESHOLM CHAMBER OF COMMERCE

MEETING MINUTES

July 17, 2012

Attendees:			
Iqbal Nurmohamed	Marilyn Curry	Wilf Gour	Sue Gour
Glen Alm	Marianne Williams	Tim Thompson	Anita Wahl
Bill Schnarr	Linda Petryshen	Linda Herbert	Patricia Lett
Russell Sawatzky	Valerie Umsheid	Lynda Baxter	John Vanderfluit
James Tessier			

Meeting Called to order: 12:05 P.M.	
Approval of Agenda:	Linda Petryshen 2 nd Iqbal Nurmohamed
Approval of Minutes: from June 19,2012	Russell Stewart 2 nd Linda Petryshen
<p>Presentation by James Tessier from Community Futures on the Community Business Survey Conducted earlier this year</p> <ul style="list-style-type: none"> • The survey interviewed 183 Claresholm & District businesses • It covered many aspects of business, with respect to marketing, location, employment, etc. As well asked questions relating to the perceptions about the effectiveness of the Chamber of Commers • The results of the survey was presented. A comprehensive report is available by contacting Linda Herbert of the Chamber or Community Futures • Additional presentations will be made to the Town and the MD 	
Committee Reports and Old Business	
<p>Fair Days/Parade: presented by Russell Sawatzky</p> <ul style="list-style-type: none"> • Email encouraging parade participation has received responses from some new entrants • Fireman hose laying and wrestling demonstration are tentatively planned. Wrestling demonstration cost is \$2000.00 • Planning efforts were discussed as well the necessity to finalize plans. A committee meeting was called for the next day 	
<p>Treasurers Report: presented by Sue Gour</p> <ul style="list-style-type: none"> • As of June 30, with all outstanding invoices paid, the balance of all Chamber accounts will total \$6,643.00. This balance is considerably less than normal and care must be taken when approving expenditures. 	
Town Report: Representative not in attendance.	
<p>MD Business: Presented by Glen Alm</p> <ul style="list-style-type: none"> • Parks are open 	

<p>Mural Project: Presented by Iqbal Nurmohamed</p> <ul style="list-style-type: none"> • Unveiling event to be planned 	
<p>EDC Report: No report</p>	
<p>Mexican Fiesta: Presented by Wilf Gour</p> <ul style="list-style-type: none"> • Feedback received has all been positive • Event was shut down at 11:00pm • Good learning experience and improvements will be made for next year to enhance the event further 	
<p>Hanging Baskets: Roxanne Thompson absent but Wilf Gour advised the Lions Club normally gives \$200.00 for this program but this year will give \$500.00</p>	
<p>Trade Fair: discussion tabled to next meeting</p>	
<p>Strategic Planning: Presented by Linda Petryshen</p> <ul style="list-style-type: none"> • A follow up session was held July 10th with the same facilitator from the June 16 workshop • Goals and strategies were identified and prioritized • Many of the improvement opportunities were in line with the report presented by James... with respect to the survey answers about the Chamber of Commerce • Additional planning meetings will be held with the Chamber directors 	
<p>Recycling: Presented by Iqbal Nurmohamed and Wilf Gour</p> <ul style="list-style-type: none"> • Town council voted down the proposal of the Chamber to solicit tenders/proposals from private business during the Town “pilot project” • Some members of town council did not feel the chamber adequately represented the feeling of most businesses, however all business represented at Chamber meetings have held strong feelings about the issue • Some concerns raised about the proposed town run program <ul style="list-style-type: none"> ○ In essence it the costs are born by the tax payers and becomes an additional tax ○ All businesses, regardless of size and use of program, will be charged the same ○ Previous cost to town residents was \$38,000 with an additional \$40,000 coming from the MD. New costs are estimated to be \$160,000 ○ No advertising for proposals or tenders was conducted to find an alternate privately run solution ○ Some town members of town council indicated that 98% of residents and businesses supported the town proposal, however no indication of how this number was determined was provided ○ Concerns about the operating and management of the program was raised • The chamber will send out a copy of the proposal presented to Town Council along with the newspaper articles to all members. Further discussion is required. 	

New Business	
Coupon Program: tabled to next meeting	
Committee Formation Requested: Patricia Lett requested that the businesses of Journey's Wellness Centre be allowed to form a committee to work on attracting people to the area. Iqbal Nurmohamed requested a proposal to the Chamber prior to a decision being made.	
<p>Lunch/Meeting Venue: Presented by Linda Herbert</p> <ul style="list-style-type: none"> • Current meeting place is not meeting Chamber needs and are not chamber members • Finding a new venue who can accommodate a one hour lunch meeting is difficult because we can not ensure specific numbers or menu selections <p>Motion: Move meetings for the next three months to the White Tie event building 110 50th Avenue W, with soup and sandwich catering from La Te Da ata a cost of \$13.00 per attendee and re-evaluate during that time.</p>	Linda Herbert 2 nd : Marilyn Curry Carried
Next meeting: August 21, , 2012 White Tie Events – 110 50 th Avenue W	
Motion to adjourn: 1:20 P.M.	Iqbal Nurmohamed

The remainder
of the package
is available to
view at the
Town office.

Financial Statements of

**OLDMAN RIVER REGIONAL
SERVICES COMMISSION**

Year ended December 31, 2011

Management's Responsibility for Financial Statements

The accompanying financial statements of the Oldman River Regional Services Commission (the "Commission") are the responsibility of management and have been approved by the Commission's Board. The financial statements have been prepared in conformity with Canadian generally accepted accounting principles, using management's best estimates and judgments, where appropriate. In the opinion of management, these financial statements reflect fairly the financial position, the results of its operations and changes in net assets of the Commission within reasonable limits of materiality.

A system of internal accounting and administrative controls is maintained by management to provide reasonable assurance that assets are safeguarded against loss from unauthorized use or disposition and that the financial records are properly maintained to provide accurate and reliable financial statements.

The Board is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal controls. The Board carries out this responsibility through regular meetings with management throughout the year to review significant accounting and auditing matters.

These financial statements have been audited, in accordance with Canadian generally accepted auditing standards, by KPMG, who were appointed by the Board. KPMG have full and unrestricted access to management and the Board to discuss their audit and related findings. The Auditors' Report outlining the scope of their examination and their opinion on the financial statements is presented on the following page.



Lenze Kuiper, Director

April 12, 2012



KPMG LLP
Chartered Accountants
500 Lethbridge Centre Tower
400 - 4th Avenue South
Lethbridge AB T1J 4E1
Canada

Telephone (403) 380-5700
Fax (403) 380-5760
Internet www.kpmg.ca

INDEPENDENT AUDITORS' REPORT

To the Members of the Oldman River Regional Services Commission

We have audited the accompanying financial statements of Oldman River Regional Services Commission, which comprise the statement of financial position as at December 31, 2011, the statements of revenue and expenses, changes in net assets and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting principles, and for such internal control as management determines is necessary to enable the preparation of the financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether these financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Oldman River Regional Services Commission as at December 31, 2011, and its results of operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.



Comparative Information

The financial statements of the Oldman River Regional Services Commission as at and for the year ended December 31, 2010 were audited by another auditor who expressed an unmodified opinion on those statements on May 2, 2011.

KPMG LLP

Chartered Accountants

April 12, 2012
Lethbridge, Canada

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Revenue and Expenses

Year ended December 31, 2011, with comparative figures for 2010

	Budget (Unaudited)	2011	2010
Revenue:			
Municipal contributions	\$ 465,284	\$ 464,513	\$ 444,087
Subdivision fees	400,000	339,180	372,800
Service fees	200,000	141,113	201,085
GIS service fees	107,694	163,091	53,141
GIS project revenue	--	-	22,881
GIS member fees	279,800	192,167	314,384
Interest income	10,000	9,386	14,966
Other revenue	20,500	14,142	17,694
Other grant revenue	19,000	21,979	62,905
Gain on sale of capital assets	--	965	-
	<u>1,502,278</u>	<u>1,346,536</u>	<u>1,503,943</u>
Expenses:			
Salaries and benefits	1,455,000	1,583,195	1,467,597
Occupancy costs	55,000	34,593	40,214
Equipment	25,000	28,828	27,135
Telephone	14,500	19,015	20,957
Professional fees	20,000	18,637	36,893
Staff travel	18,000	15,851	17,217
Members' travel	13,000	13,178	17,640
Members' fees	15,000	13,074	12,827
Repairs and maintenance	10,000	12,567	6,669
Staff training and conferences	20,000	9,685	21,898
Printing and duplicating	12,500	7,192	11,998
Land titles office	5,000	6,319	5,879
Office and general	5,400	5,021	4,671
Postage	7,000	5,020	9,193
Janitorial	5,500	4,925	5,600
Advertising	9,000	4,330	10,724
Public relations	7,500	3,776	7,324
Miscellaneous	1,700	1,968	924
GIS project expenses	--	-	22,881
Bad debts	--	-	14,032
Amortization	--	49,924	59,396
	<u>1,699,100</u>	<u>1,837,098</u>	<u>1,821,669</u>
Deficiency of revenue over expenses	\$ (196,822)	\$ (490,562)	\$ (317,726)

See accompanying notes to financial statements

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Changes in Net Assets

Year ended December 31, 2011, with comparative figures for 2010

	Invested in capital assets	Internally restricted	Unrestricted	Total 2011	Total 2010
Balance, beginning of year	\$ 793,049	\$ 517,508	\$ (222,355)	\$1,088,202	\$1,405,928
Deficiency of revenue over expenses	-	-	(490,562)	(490,562)	(317,726)
Amortization of internally funded capital assets	(49,924)	-	49,924	-	-
Net changes in investment in capital assets:					
Purchase of internally funded capital assets	330	-	(330)	-	-
Net book value of capital assets disposed of	(6,035)	-	6,035	-	-
Transfers from reserve	-	(517,508)	517,508	-	-
Balance, end of year	\$ 737,420	\$ -	\$ (139,780)	\$ 597,640	\$1,088,202

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Cash Flows

Year ended December 31, 2011, with comparative figures for 2010

	2011	2010
Cash provided by (used in):		
Operations:		
Deficiency of revenue over expenses	\$ (490,562)	\$ (317,726)
Items not involving cash:		
Amortization of capital assets	49,924	59,396
Gain on disposal of capital assets	(965)	-
Change in non-cash operating working capital:		
Accounts receivable	56,067	19,595
Prepaid expenses and deposits	2,715	(2,715)
Accounts payable and accrued liabilities	22,680	23,455
Deferred revenue	(2,979)	(23,785)
	(363,120)	(241,780)
Investments:		
Purchase of capital assets:		
- internally funded	(330)	(119,438)
Proceeds from sale of capital assets	7,000	-
Change in restricted operating cash	417,557	121,268
	424,227	1,830
Increase (decrease) in cash and cash equivalents	61,107	(239,950)
Cash and cash equivalents, beginning of year	-	239,950
Cash and cash equivalents, end of year	\$ 61,107	\$ -

See accompanying notes to financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements

Year ended December 31, 2011

The Oldman River Regional Service Commission is a regional planning commission created by an order in Council of the province of Alberta on October 21, 2003. It was created pursuant to the Municipal Government Act of Alberta. Members of the Commission are restricted to municipal authorities. The Commission is exempt from income tax under Section 149 of the Canadian Income Tax Act.

1. Significant accounting policies:

(a) Revenue recognition:

The Commission follows the deferral method of accounting for contributions. Externally restricted contributions are recognized as revenue in the year in which the related expenses are recognized. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Restricted investment income is recognized as revenue in the year in which the related expenses are recognized, unrestricted investment income is recognized as revenue when earned.

Approval fees and sales of maps are recognized as revenue in the period in which the service is delivered or in which the transaction or events occurred that gave rise to the revenue.

Fee for service revenue is recognized as revenue in the period in which the service is delivered or in which the transactions or events that gave rise to the revenue occurred.

(b) Capital assets:

Capital assets are recorded at cost. The Commission uses the following basis and annual rates for amortization of capital assets:

Asset	Basis	Rate
Building	Declining balance	4%
General contents	Straight-line	20%
Other equipment	Straight-line	20%
Computer equipment	Straight-line	25%
Automotive	Declining balance	30%

Capital assets are reviewed for impairment whenever events or changes in circumstances indicate that the asset no longer has any long-term service potential to the commission. Any such impairment is measured by a comparison of the carrying amount of an asset to estimated residual value.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements

Year ended December 31, 2011

1. Significant accounting policies (continued):

(c) Financial instruments:

Initial measurement of financial instruments is at fair value and subsequent measurement and recognition change depending upon the classification. Financial assets classified as "held for trading" are measured at fair value with changes as financial income. "Loans and receivable", and financial liabilities classified as "other financial liabilities" are measured at amortized cost using the effective interest method.

The Commission has classified its financial assets and financial liabilities as follows:

<u>Financial assets and liabilities</u>	<u>Classification</u>
Cash and short-term investments	Held for trading
Accounts receivable	Loans and receivables
Accounts payable	Other financial liabilities
Long-term debt	Other financial liabilities

i) Cash and short-term investments:

The Commission classifies its cash and short-term investments as held for trading assets and values them at fair value. Fair value is determined based on quoted market values. Cash and short-term investments include cash on hand, bank balances, and short-term liquid investments with maturities of three months or less, non-current cash and investments, forms an integral part of the Agency's cash management.

ii) Derivative financial instruments and embedded derivatives:

In accordance with generally accepted accounting principles the Commission has adopted a policy not to recognize embedded derivatives relating to non-financial contracts. The Commission was not involved in any financial derivatives contracts.

iii) Financial instruments - disclosures and presentation:

The Agency has also opted to apply the CICA Handbook Section 3861 Financial Instruments - Disclosures and Presentation in place of CICA Handbook Section 3862 Financial Instruments - Disclosures and 3863 Financial Instruments - Presentation as allowed under generally accepted accounting principles.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements

Year ended December 31, 2011

1. Significant accounting policies (continued):

(d) Capital disclosure:

The Commission defines its capital as follows:

- For operating purposes, the Commission defines capital to include working capital, unrestricted net assets and internally restricted net assets for operating expenses.
- For capital purposes, the Commission defines capital to include deferred capital contributions, long-term debt, unamortized deferred capital contributions, invested in capital assets and internally restricted net assets for capital purposes.

The Commission's objectives for managing capital are as follows:

- In the short term to safeguard the Commission's ability to continue to provide the appropriate level of services to its members.
- In the long-term to plan and ensure that it has sufficient capacity to meet the future needs of its operations.

Management and the Executive Committee monitor financial performance and the capital of the Commission to ensure that it will be able to meet the Commission's short term and long-term objectives.

(e) Pension expense:

The Commission participates with others in the Local Authorities Pension Plan (LAPP). This pension plan is a multi-employer defined benefit pension plan that provides pension benefits for the Commission's participating employees, based on years of service and earnings.

The Commission does not have sufficient plan information to follow the standards for defined benefit plans, therefore follows the defined contribution accounting whereby pension expense is recorded as contributions to the plan are due.

(f) Use of estimates:

The preparation of the financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, disclosure of contingent assets and liabilities at the dates of the financial statements and the reported amounts of revenue and expenses during the reporting periods. Actual results could differ from those estimates.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements

Year ended December 31, 2011

2. Accounting pronouncement:

On November 30, 2010, Canada's Accounting Standards Board ("AcSB") issued new accounting standards for Not-For-Profit Organizations ("NPOs"). NPOs will have the choice of adopting either International Financial Reporting Standards ("IFRS") or i) in the case of Government NPOs ("GNFPOs"), the Public Sector Accounting Handbook ("PSAB"), with the option to apply standards for NPOs; or ii) in the case of Non-Government NPOs, Accounting Standards for NPOs with Accounting Standards for Private Enterprises ("ASPE"). These standards are effective for years beginning on or after January 1, 2012. Management has indicated the impact of the adoption of these standards is being evaluated and is not known or reasonably estimable at this time.

3. Cash and short-term investments:

The major components of cash and investments are as follows:

	2011	2010
Held for trading:		
Cash	\$ 61,107	\$ -
Restricted operating cash	-	417,557
	61,107	417,557
Cash not available for current operations	-	417,557
	\$ 61,107	\$ -

4. Accounts receivable:

	2011	2010
Accounts receivable:		
Trade receivables	\$ 3,885	\$ 57,252
Goods and services tax	2,168	4,868
	\$ 6,053	\$ 62,120

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements

Year ended December 31, 2011

5. Capital assets:

			2011	2010
	Cost	Accumulated amortization	Net book value	Net book value
Land	\$ 80,000	\$ -	\$ 80,000	\$ 80,000
Building	773,397	175,931	597,466	622,360
Leasehold improvements	20,380	20,380	-	-
General contents	251,056	220,200	30,856	43,457
Other equipment	15,844	15,844	-	-
Computer equipment	80,014	71,814	8,200	17,628
Automotive	53,583	32,685	20,898	29,604
	<u>\$ 1,274,274</u>	<u>\$ 536,854</u>	<u>\$ 737,420</u>	<u>\$ 793,049</u>

6. Deferred revenue:

Deferred revenue relates to provincial grant revenue of funding received that remains unspent as of the year-end in regards to expenses relating to the Municipal Internship Program for Land Use Planners.

	2011	2010
Balance, beginning of year	\$ 5,084	\$ 28,869
Less amount recognized as revenue in the year	(21,979)	(66,785)
Add amount received during the year	19,000	43,000
	<u>\$ 2,105</u>	<u>\$ 5,084</u>

7. Commitments:

The Commission leased equipment under agreements expiring on dates ranging from February 2015 to January, 2017. The base rent obligations under the leases for the next year is approximately \$14,566.

8. Economic dependence:

The Commission receives a significant portion of its revenue directly and indirectly from its members. As such the Commission is economically dependent on its members.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements

Year ended December 31, 2011

9. Debt limits:

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 255/00 for the Commission be disclosed as follows:

	2011	2010
Total debt limit	\$ 2,691,142	\$ 3,007,886
Total debt amount	-	-
Amount of debt limit unused	\$ 2,691,142	\$ 3,007,886
Debt servicing limit	470,950	526,380
Debt servicing	-	-
Amount of debt servicing limit unused	\$ 470,950	\$ 526,380

The debt limit is calculated at 2 times revenue of the municipality (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.35 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

10. Local Authorities Pension Plan:

Employees of Oldman River Regional Services Commission participate in the Local Authorities Pension Plan, which is one of the plans covered by the Public Sector Pension Plans Act. The Plan covers approximately 133,000 employees of approximately 500 non-government employer organizations such as municipalities, hospitals, and schools (non-teachers).

Oldman River Regional Services Commission is required to make current service contributions to the Plan of 9.49% of pensionable payroll up to the years maximum pensionable earnings under the Canada Pension Plan, and 13.13% on pensionable earnings above this amount.

Employees of Oldman River Regional Services Commission are required to make current service contributions of 8.49% of pensionable salary up to the years maximum pensionable earnings under the Canada Pension Plan, and 12.13% on pensionable salary above this amount.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements

Year ended December 31, 2011

10. Local Authorities Pension Plan (continued):

Total current and past service contributions by Oldman River Regional Services Commission to the Local Authorities Pension Plan in 2011 were \$123,931 (2010 - \$107,964). Total current and past service contributions by the employees of Oldman River Regional Services Commission to the Local Authorities Pension Plan in 2011 \$109,700 (2010 - \$97,392).

At December 31, 2010; the Plan disclosed an actuarial deficit of \$4.6 billion.

11. Comparative figures:

Certain comparative figures have been reclassified to conform with the financial statement presentation adopted in the current year.