



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
DECEMBER 17, 2012
AGENDA

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

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING MINUTES NOVEMBER 26, 2012

FINANCES: NOVEMBER 2012 BANK STATEMENT

ACTION ITEMS:

1. BYLAW #1582 - Borrowing
RE: All Readings
2. CORRES: Claresholm & District Transportation Society
RE: Letter of Support
3. CORRES: Zone 1 Alberta 55+ Senior Games
RE: Aquatic Centre Use
4. 2013 OLDMAN RIVER REGION Urban Orthophotography Project
5. CORRES: Trisha Carleton
RE: Claresholm Public Library Board
6. CORRES: Robert Milton
RE: Assessment Review Board
7. POLICY #GA 12-12: Inventory
8. ADOPTION OF INFORMATION ITEMS
9. IN CAMERA: Legal

INFORMATION ITEMS:

1. Cheque Listing for Accounts Payable – November 2012
2. WCCHS Navigator – December 2012
3. WCCHS Modernization Update – November 26, 2012
4. West Meadow Elementary School Newsletter – December 2012
5. Alberta SouthWest Regional Alliance Seventy Five Cent Report
6. Pitch-in Alberta – Volunteers in Action!!
7. Claresholm Chamber of Commerce Meeting Minutes – November 20, 2012
8. Claresholm & District Museum Board Meeting Minutes – October 24, 2012
9. Claresholm & District Transportation Society Meeting Minutes – November 23, 2012
10. The Bridges at Claresholm Golf Club Board Meeting Minutes – December 5, 2012
11. Oldman River Regional Services Commission Special Board Meeting Minutes – October 11, 2012
12. Porcupine Hills Early Childhood Coalition Meeting Minutes – November 5, 2012
13. Alberta SouthWest Bulletin – December 2012
14. Alberta SouthWest Regional Alliance Board Meeting Minutes – November 7, 2012

ADJOURNMENT



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
NOVEMBER 26, 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, Daryl Sutter and Judy Van Amerongen; Chief Administrative Officer: Kris Holbeck; Secretary-Treasurer: Karine Wilhauk

ABSENT: Councillor Connie Quayle

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

CARRIED

MINUTES: **REGULAR MEETING – NOVEMBER 26, 2012**

Moved by Councillor Fieguth that the Regular Meeting Minutes of November 13, 2012 be accepted as presented.

CARRIED

ACTION ITEMS:

1. **CORRES: Municipal Information Systems Inc.**
RE: 2013 Municipal Software Support Agreement

Moved by Councillor Van Amerongen to sign the 2013 Municipal Software Support Agreement with Municipal Information Systems Inc. as presented.

CARRIED

2. **CORRES: Jane Marsh**
RE: Claresholm & District Museum Board

Moved by Councillor Fieguth to appoint Jane Marsh to the Claresholm & District Museum Board.

CARRIED

3. **CORRES: Claresholm Public Library**
RE: Appointment of Representative to Chinook Arch Library System

Moved by Councillor MacPherson to appoint Daryl Sutter as Claresholm's representative to the Chinook Arch Regional Library System.

CARRIED

4. **CORRES: John and Michelle Pinkerton**
RE: 11 Westrose Avenue

Moved by Councillor MacPherson to forward the Pinkerton's concerns to the Utilities Planning Committee.

CARRIED

5. **STAFF REPORT: 2012 Capital Projects Year-End Report**

Received for information.

6. **DECEMBER 2012 MEETING DATES**

Moved by Councillor Van Amerongen to set Monday, December 17, 2012 as the only regular council meeting date in December 2012.

CARRIED

7. **ADOPTION OF INFORMATION ITEMS**

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

CARRIED

8. **IN CAMERA: Development**

Moved by Councillor Sutter to go In Camera.

CARRIED

Moved by Councillor Hubka to come out of In Camera.

ADJOURNMENT: Moved by Councillor MacPherson that this meeting adjourn at 8:02pm.

CARRIED

Mayor – David Moore

Chief Administrative Officer – Kris Holbeck

**TOWN OF CLARESHOLM
NOVEMBER 2012 BANK STATEMENT**

RECONCILED BALANCE OCTOBER 31, 2012 **-\$3,472.95**

<u>DEPOSITS TO BANK</u>	DEBITS	CREDITS	BALANCE
RECEIPTS FOR MONTH	\$479,546.86		
REVOLVING LOAN RECEIVED	40,000.00		
CURRENT ACCOUNT INTEREST	103.60		
GIC REDEEMED	300,000.00		
INTEREST ON GICS	1,013.42		
TRANSFERS FROM T-BILLS	13,521.93		
SUBTOTAL	\$834,185.81		
<u>CHARGES TO ACCOUNT</u>			
ACCOUNTS PAYABLE		\$323,760.75	
PAYROLL CHARGES		159,776.07	
INTEREST ON REVOLVING LOAN		9.86	
REVOLVING LOAN PAID		40,000.00	
LOAN PAYMENTS		0.00	
MASTERCARD PAYMENT		855.69	
TRANSFERS TO T-BILLS / GIC PURCHASE		0.00	
NSF CHEQUES		120.23	
SERVICE CHARGES		192.66	
SCHOOL FOUNDATION PAYMENT		0.00	
SUBTOTAL		\$524,715.26	
NET BALANCE AT END OF MONTH			\$305,997.60

<u>BANK RECONCILIATION</u>			
BALANCE PER BANK	405,155.62		
PLUS OUTSTANDING DEPOSITS	6,000.29		
LESS OUTSTANDING CHEQUES		-105,158.31	

RECONCILED BALANCE NOVEMBER 30, 2012 **\$305,997.60**

<u>OTHER BALANCES:</u>			
EXTERNALLY RESTRICTED T-BILLS	\$458,723.57		
EXTERNALLY RESTRICTED GIC'S (FCSS)	\$20,000.00		
NON-RESTRICTED GIC'S	\$2,750,000.00		
PARKING RESERVE	\$3,586.22		
WALKING PATHS RESERVE	\$1,961.49		
OFFSITE LEVY RESERVE	\$61,961.66		
SUBDIVISION RESERVE	\$35,829.99		
REVOLVING LOAN BALANCE		\$0.00	

SUBMITTED TO TOWN COUNCIL THIS 17th DAY OF DECEMBER 2012

K Wilhauk
Submitted: Karine Wilhauk
Secretary Treasurer

K Holbeck
Reviewed: Kris Holbeck, CA
Chief Administrative Officer

12/14/12

Mayor: David Moore

ACTION ITEMS



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1582**

WHEREAS the Council of the Town of Claresholm (hereinafter called the “Corporation”) in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of meeting operating expenditures;

NOW THEREFORE pursuant to the provisions of the *Municipal Government Act*, it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. The Corporation borrow from Alberta Treasury Branches (“ATB”) up to the principal sum of \$470,000.00 repayable upon demand at a rate of interest per annum from time to time established by ATB, and such interest will be calculated daily and due and payable monthly on the last day of each and every month.
2. The Chief Elected Officer (“CEO”) and Chief Administrative Officer (“CAO”) are authorized for and on behalf of the Corporation:
 - a. To apply to ATB for the aforesaid loan to the Corporation and to arrange with ATB the amount, terms and conditions of the loan and security or securities to be given to ATB;
 - b. As security for any money borrowed from ATB:
 - i. To execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
 - ii. To give or furnish to ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and
 - iii. To execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to ATB the security or securities required by it.
3. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are:

Taxes, reserves, grants, etc.
4. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the *Municipal Government Act*.
5. In the event that the *Municipal Government Act* permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 2 hereof and delivered to ATB will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
6. This Bylaw comes into force on the final passing thereof.
7. Bylaw #1569 is hereby rescinded.

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, CAO



Box 2076
Claresholm, Alberta
T0L 0T0
(403) 625-4455
fax (403) 625-4510

December 12, 2012

Town of Claresholm
Box 1000
Claresholm, AB, T0L 0T0


Dear Members:

The Claresholm and District Transportation Society have been providing a valuable service to residents of the communities of Claresholm, Granum, Stavely, Nanton and Fort Macleod including residents within the M. D. of Willow Creek since October 28, 2002.

Alberta's population is aging and it is anticipated this will increase the demand for alternate transportation services, particularly among seniors in rural areas. The Medically At-Risk Driver (MARD) Centre is inviting proposals from interested Alberta rural community organizations, rural municipalities, counties, or municipal districts to partner with MARD to develop and implement a sustainable model of alternate transportation for seniors and people with mobility issues in a rural area in Alberta. This pilot project is expected to begin in February 2013.

We request your support in the form of a letter to MARD as we will apply for this grant and the opportunity to participate in this pilot project. Our organization is very well positioned to respond to community needs with equipment, personnel, office and the resources required to expand our services to seniors to meet their recreational, social mobility needs 7 days a week.

Sincerely,



Lyal O'Neill
Office Coordinator
Claresholm and District Transportation Society

Attach: Request for Proposal
Direct to: (will attach to our submission)
MARD
Medically At-Risk Driver
Meghan Linsdell
Research Coordinator
1704 College Plaza
8215-112 St, Edmonton AB, T6G 2C8

Request for Proposal Alternate Transportation Services for Seniors - Rural Alberta Pilot Project

Introduction

Alberta's population is aging and it is anticipated this will increase the demand for alternate transportation services, particularly among seniors in rural areas. The Medically At-Risk Driver (MARD) Centre is inviting proposals from interested Alberta rural community organizations, rural municipalities, counties, or municipal districts to partner with MARD to develop and implement a sustainable model of alternate transportation for seniors and people with mobility issues in a rural area in Alberta. This pilot project is expected to begin in February 2013.

Background

The MARD Centre is located in the Department of Family Medicine at the University of Alberta (U of A). The Centre is a partnership driven initiative between the U of A and numerous public and private stakeholders including the provincial ministries of Health and Transportation; the Insurance Bureau of Canada; community-based organizations and agencies; not-for profit organizations; health care professionals; and researchers. MARD is committed to providing appropriate research and the translation of that knowledge for the benefit of all Albertans. MARD's mission is to enhance the safety and mobility of medically at-risk drivers and reduce the social, health, and economic impacts of medically at-risk and medically impaired drivers. Alternate transportation is one of MARD's three pillars of research (along with identification and assessment of medically at-risk drivers). Although medical conditions that affect driving can occur at any age, they are more likely to be associated with older ages. While the majority of seniors are licensed to drive, a significant number of seniors either voluntarily give up driving or 'have to' give up driving due to the presence of one or more medical conditions and/or medical treatments.

Meeting the mobility needs of seniors who voluntarily and involuntarily stop driving is challenging. Canadian data indicate that less than 6% of seniors use public transportation (Sleightholm et al., 2010), with public transport seen a "less attractive alternative than driving or being driven" (Coughlin, 2001, p. vi). In rural settings, meeting the mobility needs of seniors is even more challenging given the lack of public transportation in most rural communities, the geographic spread of residents, and concentration of specialized services in larger urban centers. Lack of access to transportation often results in unmet needs (e.g., reductions in access to medical services, other 'necessary' services [groceries, banking], and to social and religious activities) and can compromise a senior's ability to age in place and remain healthy and active. A focus on implementation and evaluation of sustainable models of alternate transportation for seniors in rural areas in Alberta is timely given the increases in longevity, the aging of the baby boomers, as well as the recent deregulation of the bus industry in Alberta.

The results of a recent survey of alternate transportation service providers in Alberta (Dobbs et al., 2009) indicated that existing services from alternate transportation service providers could be enhanced and improved across a number of dimensions (Availability, Acceptability, Accessibility, Adaptability, and Affordability [The Beverley Foundation, 2010]). There also is a need for more responsive service across all service providers (e.g., many service providers offer rides during the weekday but not on weekends, or during the daytime but not in the evening). In general, the results of the provincial survey indicate that there is a scarcity of alternate transportation for seniors in rural Alberta.

It is anticipated that Alberta's aging population will increase the demand for accessible and appropriate transportation including alternate transportation services to support mobility and social inclusion. Current transportation options in rural communities often are piecemeal, inconsistent, and are not always responsive to community needs.

Project Description

The goal of this project is the successful development and implementation of a sustainable, responsive model of alternate transportation for seniors in a rural area of Alberta. This will involve collaboration and strategic planning with stakeholders in the selected pilot area to identify and implement the most appropriate model for the region. The successful community will work with MARD (and related partners) to engage and liaise with community stakeholders and community organizations; establish and support an effective steering committee/project working group; identify an appropriate model for the region; and facilitate implementation and evaluation of the pilot project. The results of the pilot will be used to inform the development of a Guide for the Implementation of Age-Friendly Transportation in Rural Areas, which will support other Alberta rural communities in developing and implementing successful alternate transportation models. As this grant has a rural focus, the successful applicant will be from a non-metropolitan region, including urban settlements with a population of 25,000 or less.

In previous work, MARD has identified a number of models of alternate transportation for seniors used in rural areas in Canada and the United States with demonstrated sustainability over a significant period of time. The intent is to utilize the learning and expertise from those service providers in the implementation of a responsive model (or models depending on the needs of the communities) in the pilot area. Commonalities among the successful models of alternate transportation for seniors in rural areas that have been identified are: 1) community engagement with support at the 'grass roots' level; 2) tailoring the model to the specific needs and resources of the community; and 3) careful, deliberate, and proactive planning. MARD will be a full partner in this pilot project, offering communities a unique opportunity to leverage relevant expertise in the area of alternate transportation models.

Project Scope and Outcomes

The project outcomes will include the following elements: a community needs assessment; identification of partners, roles and responsibilities; evaluation of options; selection of appropriate model; development of action plan; implementation and evaluation of the pilot project; development of a long-term strategic plan for sustainability; and development of a Guide for the Implementation of Age-Friendly Transportation in Rural Areas which will be made available to support other communities. Personnel at the MARD Centre will be available to provide expertise, guidance, and in-kind resources on a number of these elements (e.g., assistance with the community needs assessment, evaluation of options, selection of appropriate model, development of a long-term strategic plan; and development of a Guide for the Implementation of Age-Friendly Transportation in Rural Areas). The project is limited in scope to the pilot and evaluation, and the community will be responsible for sustaining the model after the pilot project is complete.

This pilot project could support tangible improvements in the quality of life for seniors and people with disabilities through the effective coordination and delivery of alternate transportation services. The project has the benefit of increasing understanding of transportation services and needs in rural Alberta, and improving knowledge of appropriate and responsive alternate transportation models for communities throughout the province. Potential outcomes include improved alternate transportation services in rural Alberta, resulting in improved access to needed services (e.g., health, essential, social, religious) for seniors, and a decreased risk of social isolation for seniors residing in rural Alberta. Because transportation is a key factor in social engagement, access to services is central to helping seniors to be able to remain in their homes and communities and in facilitating age-friendly communities. This project would have a widespread benefit as the results will be presented in a toolkit format which would allow other communities in rural Alberta to benefit from the findings.

Project Timelines

Applications are due by 1530 hours on December 21, 2012. Final funding decisions will be announced January 14, 2013. It is anticipated that this project will begin in February 2013 and will be complete by January 31, 2014. Final project reports will be due March 15, 2014.

Project Funding

MARD has secured funding that will be contributed to the project. The funding limit is \$75,000. Funding from MARD is not to exceed 50% of the total project costs. It is expected that the successful applicant will meet or exceed the amount requested from the grant, either in direct funds or through in-kind contributions (i.e. office space, staff time, etc.). Thus, applicants can apply for 50% of the total project budget up to a maximum of \$75,000. Any direct financial support that exceeds the project funding limit is the responsibility of the community. A detailed budget is to be included with all submissions, using the attached budget form.

Proposal Requirements

All applicants are required to complete their application using the attached form.

The proposal should:

- summarize suitability of community to undertake the pilot project;
- demonstrate an ability to facilitate effective community collaboration;
- demonstrate capacity to undertake the pilot project;
- articulate commitment and approach to leverage community resources;
- identify potential community partnerships and demonstrate partner commitments through letters of support;
- identify anticipated benefits and barriers to the pilot project;
- explain how the project will be sustained in the community once the pilot project is complete and providing supporting letters where appropriate; and
- outline the applicant's contribution to project funding (i.e. how in-kind support will be provided and associated valuations, available financial resources).

Selection Criteria/Evaluation of Proposals

Using criteria relevant to the proposal requirements, a Proposal Review Committee will review all proposals. The final decision will be based on consensus among committee members.

Proposal Deadline

Your proposal must be received on or before 1530 hours (3:30 pm) on Friday, December 21, 2012. Proposals will be accepted in either electronic or hard copy format.

Submission Instructions

Please email electronic copies to:
Meghan Linsdell
meghan.linsdell@ualberta.ca

You may also choose to mail a hard copy of submissions to:

Meghan Linsdell
Research Coordinator
1704 College Plaza
8215-112 St, Edmonton AB, T6G 2C8

Alt. Transportation RFP
October 22, 2012

Applicants requiring further clarification should contact:

Meghan Linsdell

Phone: (780) 492-5892

Email: meghan.linsdell@ualberta.ca

If during the review and preparation of the proposal, certain errors, omissions or ambiguities are discovered, questions should be addressed to Meghan Linsdell at the address stated above. Written clarification will be provided to all potential applicants. No person has the authority to verbally alter the details of the call for proposal.



December 3rd, 2012

Town of Claresholm
221 - 45th Ave. W.
Claresholm, AB T0L 0T0

Attention: Kris Holbeck, CA CAO

Dear Ms. Holbeck:

My name is Ray Brisson and I am a Director for Zone 1 of the Alberta 55+ Senior Games. At our last executive meeting in Lethbridge, I was asked if it would be possible to hold the Swimming Trials for the Summer Games at the Claresholm Aquatic Centre.

The ideal date for us would be on May 11th, 2013, from 1-4 P.M.

The Swimming Trials were held in Claresholm previously and I am told that they were allowed the use of the Pool at no charge. If possible, we would be very grateful, if granted the use of the Pool on May 11th, that it will be free-of-charge.

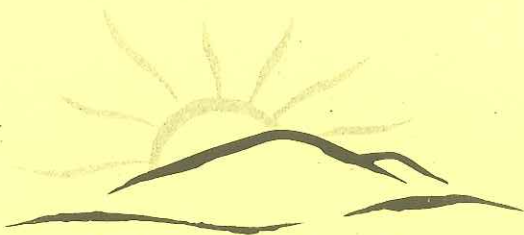
You may contact me by phone at 403-468-0055 or by mail at:

Mr. Ray Brisson
P.O. Box 790
Claresholm, AB, T0L0T0

Thank you for your consideration of this request in advance.

Yours truly,

Ray Brisson



Claresholm

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

March 10, 2009

Kaye McKee
P.O. Box 914
Claresholm, AB T0L 0T0

RE: YOUR REQUEST DATED MARCH 3, 2009

At the last regular meeting of Claresholm Town Council held Monday, March 9, 2009, Council passed a motion to allow the Alberta Seniors Citizens Sports & Recreation Association to use the Claresholm Aquatic Centre free of charge on May 2nd, 2009 from 10am to 12 noon for the Zone I tryouts. Council wishes you the best of luck with your event.

If you have any questions or concerns regarding this issue, please contact the undersigned at your convenience.

Yours truly,

Kris Holbeck, CA
Chief Administrative Officer
Town of Claresholm

KHH/kw

cc: Julie Ling, Supervisor, Claresholm Aquatic Centre

Karine Wilhauk

From: Kris Holbeck
Sent: November-27-12 4:06 PM
To: Karine Wilhauk
Subject: FW: Council Resolution - 2013 Orthophotography Project
Attachments: Regional Collaboration Program Council Resolution Ortho 2013.docx

From: Jaime Thomas [<mailto:jaimethomas@orrsc.com>]

Sent: November-27-12 1:48 PM

To: 'Arrowwood'; 'Barnwell'; 'Barons'; 'Bow Island Anna Marie'; 'Cardston'; 'Carmangay'; 'Champion'; Kris Holbeck; 'Coaldale'; 'Coalhurst'; 'Coutts'; 'Cowley'; 'Crowsnest'; cao@crownsnestpass.ca; ethangorner@raymond.ca; 'Fort Macleod'; 'Glenwood'; 'Granum'; 'Hill Spring'; 'Innisfail'; 'Lomond'; 'Kurtis Pratt'; 'Magrath'; 'Milk River'; 'Milo'; 'Nanton'; 'Nobleford'; 'Olds'; 'Mike Derricott'; 'Pincher Creek'; 'Raymond'; 'Rocky Mountain House'; 'Rosemary'; 'Stavely'; 'Stirling'; 'Taber'; 'Vauxhall'; 'Vulcan'; 'Warner'; 'Rick Binnendyk'; cao@villageofalix.ca; dean.p@sundre.com; basscao@telus.net

Cc: 'Steven'; 'Mladen'; 'Jordan'

Subject: Council Resolution - 2013 Orthophotography Project

Hello Everyone,

Attached you will find a template for a council resolution that supports the 2013 Orthophotography Project. I would like to have these back before you all break for Christmas as I know everyone has at least one more council meeting before then. Please, if you have any questions or concerns about the project, grant status, or the resolution make sure you contact me for any clarification.

Thanks,

Jaime Thomas, GISP

GIS Analyst

Oldman River Regional Services Commission

403-329-1344

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 **2013 Oldman River Region Urban Orthophotography Project** submitted by the **Town of Milk River** 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."

Chief Elected Official or
Duly Authorized Signing Officer

Date

Trisha Carleton
Box 2434
Claresholm, AB T0L 0T0

Nov. 27, 2012

Town Council
Box 1000
Claresholm, AB T0L 0T0

Dear Mayor and Council Members:

With this letter I wish to put my name forward for the Claresholm Library Board for the opening as advertised in the Claresholm Local Press. I have lived in Claresholm for 17 months now and have worked as the Executive Director for the Claresholm & District Museum for that time. I have a strong background in not-for-profit, public institutions having worked and volunteered in a variety of museums and other not-for-profit institutions over the past 8 years. Through work experience and many professional development initiatives I have become well versed in the roles and responsibilities of members of boards of public institutions, the roles of governance versus management, policy development, strategic planning and public trust responsibilities.

I believe that I have expertise to offer as well as a positive and fun attitude. I look forward to the opportunity to serve the Claresholm Library to help it continue to be an asset for the citizens of Claresholm and area.

Sincerely,



Trisha Carleton
403-625-1742 (work)
403-489-0207 (cell)

TRISHA D. CARLETON

Box 2434 Claresholm, AB T0L 0T0 Phone: 403-489-0207 Email: trisha.carleton@townofclaresholm.com

EDUCATION

- Master of Arts, Interpretation, Representation and Heritage** 2011
University of Leicester, UK, Museum Studies Department
- Bachelor of Arts, Major Social/Cultural Anthropology, With Distinction** 2006
Minor Museum and Heritage Studies University of Calgary
- Certificate in Museum Studies** Alberta Museums Association 2009
- Leadership Development Extension Certificate** 2012
Mount Royal University

PROFESSIONAL EXPERIENCE

- Executive Director** Claresholm & District Museum *July 2011 – Present*
- Lead development of policy and strategic planning for the museum.
 - Manage acquisitions, collections management and preventive conservation of artifacts and archival materials.
 - Carry out curatorial duties through research of the collections and exhibit development.
 - Develop, implement and evaluate programs for school groups and adults, as well as special events.
 - Volunteer management, including recruitment, coordinating, training and recognition.
 - Fund development in cooperation with the Board of Directors.
 - Provide visitor services, interpretive guidance to museum visitors, as well as respond to research queries.
- Program Coordinator** University of Victoria, Cultural Resource Management Program *Oct. 2010 – Jun 2011*
- Coordinate academic course offerings which included planning, promotions, reviewing content, managing logistics, and assisting instructors, as well as recruiting and advising students.
 - Responsible for carrying out concurrent programs and managing multiple deadlines.
 - Assist in leading a small team and supervising work study employees.
 - Develop marketing messages and strategies, and identify relevant audiences to send email and print promotions to in cooperation with the Cultural Management unit team and Division marketing team.
- Administrator** Arctic Institute of North America, University of Calgary *Oct. 2008 – Oct. 2010*
- Managed the storage, access, database and research requests for the collection of arctic artifacts.
 - Managed member services, scholarships, volunteers, accounts receivable & invoicing, fund development, Institute webpage, Board meeting minutes, book sales, outreach events, promotional activities, annual insurance renewal & inventory, general office operations, and various other tasks.
- Program Coordinator** Calgary Science Network *Jan. 2007 – Nov. 2008*
- Managed the Scientist-in-the-Classroom program to enhance the Alberta science curriculum which involved constant communication with volunteers & teachers to meet the curriculum-based needs of grades k-12.
 - Responsible for volunteer recruitment, orientation, training, retention and recognition.
 - Present regular reports to the board of directors and maintain accurate program records.
- Collections and Conservation Assistant** The Leighton Art Centre *July & Aug. 2007&2008*
- Wrote applications and evaluations for the Alberta Museums Association grants program and was successful in obtaining Provincial Designation for the Leighton Art Centre as a historic site.
 - Researched, developed and installed exhibits, including text for interpretive panels.

- Entered artifacts in the collections database with digitized photographs, storage locations, physical descriptions, condition reports and provenance.

Advisory Assistant Alberta Museums Association *Aug. 2006 – Jan. 2007*

- Processed applications for the Museum Affirmation Program, which required thorough knowledge of Museum Standard Practices, use of a member database, organizational skills, and organizing volunteer review panels of museum professionals.

Community Museum Site Visit Assistant Alberta Museums Association *May – Aug. 2006*

- Visited community museums across southern Alberta in an advisory role to provide customized assistance, and was a team player for the advisory group.
- Attended regional museum meetings and developed a network within the museum community.

Visitor Services Host The Nickle Arts Museum, University of Calgary *Sept. - May 2005*

- Monitored the front desk and galleries, processed cash, credit, and debit transactions for gift shop sales and admissions and oriented visitors to the museum.

Curatorial & Collections Management Assistant Aero Space Museum of Calgary *June-Sept. 2005*

- Accessioned, catalogued and assigned locations to collections which required a keen eye for detail, accurate use of descriptive terminology, and knowledge of artifact handling procedures.
- Processed acquisitions to the museum collection and conducted research to write text panels.

VOLUNTEER EXPERIENCE

- **Health Services, Friendly Visitor Program** Claresholm Health Unit *Jan. 2012 - Present*
- **Grant Jury Member** Alberta Museums Association *2011*
- **Cataloguing & Digitization Assistant** Nickle Arts Museum *Jan. 2010 – Oct. 2010*
- **Conference Host Committee** Alberta Museums Association *Jan. – Oct. 2009*
- **Special Events and Advisory** Leighton Arts Centre *2008 – Oct. 2010*
- **Collections Management Assistant** Blackfalds Historical Society & Archives *2005 – Present*
- **Special Events and Visitor Services** Aero Space Museum *2005 - 2009*
- **Land Titles Record Database Project** Fish Creek Provincial Park *Sept - Dec 2005*

PROFESSIONAL DEVELOPMENT

- **Strategic Planning Workshop** Jim Cullen/AMA *Sept. 20, 2012*
- **Oral History Workshop** Alberta Museums Association *Sept. 2010*
- **French Level I** University of Calgary Continuing Education *July – Oct. 2010*
- **Digitization Workshop** Archives Society of Alberta Workshop *Oct. 15-16, 2009*
- **Microsoft Excel and Access Courses** University of Calgary Continuing Education *2007 & 2009*
- **Volunteer Management Fundamentals** Volunteer Calgary Workshop *Nov. 28, 2007*
- **Developing a Strategic Plan** Centre Point Consultation *Apr. 21, 2007*

CONFERENCES

- **Alberta Museums Association Conference Delegate** (Speaker in 2010) *2005 – 2012*
- **British Columbia Museums Association Conference** *2010*
- **UNESCO World Heritage and Tourism Conference Delegate and Speaker** *2010*
- **Vitalize Conference** *2008*

MEMBERSHIPS: Alberta Museums Association, Canadian Museums Association, Blackfalds and Area Historical Society, Archives Society of Alberta, and the Calgary Heritage Initiative Society.

Robert (Bob) Milton
PO Box 3119
Claresholm, AB T0L 0T0
403-625-4502 or bjmilton@telus.net

November 28, 2012

To whom it may concern,

I wish to express my willingness to serve on the Assessment Review Board for the Town Of Claresholm. I recently retired from a position with the Provincial Government and relocated to Claresholm with my wife. I have read the precise for the position, and feel it aligns with my qualifications. I am available to take the required training as outlined.

During 31 years with the Solicitor General and Protective Services I worked in a variety of positions. I have taken on many positions in areas where flexibility, organizational and time management skills were essential to the smooth running of a given project. Many challenges assigned to me were with the simple instruction "make it work", and I always accomplished what was needed or found the resources to complete my task.

My final 3 years, I was the Adjudicator's Assistant for the Disciplinary Adjudication Process Board. Duties included the gathering of information for disciplinary hearings, ensuring guidelines from the Provincial Policy and Principles of Administrative Justice were applied in the disciplinary process, and documenting their outcomes. In the case of appeals, I processed the request according to provincial guidelines.

I remained cool-headed in stressful situations which often occurred in the correctional environment, and saw things through to a positive conclusion. I represented the department on a number of committees including the Calgary Urban Aboriginal Initiative, Smoking Cessation Committee, Domestic Issues Initiative, and the Health & Safety committee. For each of these I helped to set the goals and objectives for projects, and maintained the flow of information between interested parties. This required liaising with various external agencies, gaining insight in order to take information back to help with the decision making process.

I am looking forward to new challenges and am eager to serve the Town of Claresholm. Please feel free to contact me to discuss this position further.

Robert (Bob) Milton
403-625-4502 or bjmilton@telus.net



Policy #GA 12-12

Inventory Policy

PURPOSE: To provide a consistent policy for administration to follow regarding inventory recognition for accounting purposes.

POLICY:

1. Inventory counts by all departments are to be completed on December 31st, or as close to December 31st as possible.
2. Any items purchased by various departments to be held for future use will be valued using the **average cost method**.
3. Any items being held that are pieces of a complete item will be deemed to be of no value and will not be included in the inventory count.
4. Any items deemed to be obsolete will be removed from the inventory count at the time of counting.
5. This policy applies to the fiscal year in which it is passed and all subsequent fiscal years.

EFFECTIVE DATE:

INFORMATION ITEMS



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

2012-Dec-14

1:35:32PM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
					Batch #	16242
46411	2012-11-09	EFT	EFT	787501	1344585 ALBERTA LTD	805.08
46412	2012-11-09	EFT	EFT	600	ALBERTA ASSOCIATION OF M.D.'S	7,658.19
46413	2012-11-09	EFT	EFT	786195	Benchmark Assessment Consultants Inc.	4,021.50
46414	2012-11-09	EFT	EFT	12200	CHARLTON & HILL	1,358.32
46415	2012-11-09	EFT	EFT	786718	CICON ENGINEERING	12,027.75
46416	2012-11-09	EFT	EFT	56100	CIMCO REFRIGERATION	1,868.36
46417	2012-11-09	EFT	EFT	13150	CLARESHOLM CASTING	472.50
46418	2012-11-09	EFT	EFT	13660	CLARESHOLM LOCAL PRESS	1,677.85
46419	2012-11-09	EFT	EFT	786950	CLARESHOLM SELF STORAGE	598.50
46420	2012-11-09	EFT	EFT	786141	CLARESHOLM TAXI	1,176.53
46421	2012-11-09	EFT	EFT	786202	EXOVA	80.85
46422	2012-11-09	EFT	EFT	87032	FITZGERALD, BRUCE	24.29
46423	2012-11-09	EFT	EFT	786257	FOOTHILLS FORD SALES	95.38
46424	2012-11-09	EFT	EFT	786240	GAMMEL'S PLUMBING HEATING & GASFITTING	128.63
46425	2012-11-09	EFT	EFT	786505	GRAPHCOM PRINTERS LTD.	484.93
46426	2012-11-09	EFT	EFT	786584	HACH SALES & SERVICE CANADA LTD.	225.23
46427	2012-11-09	EFT	EFT	49980	HARRY'S TIRE SALES (1984) LTD.	2,945.42
46428	2012-11-09	EFT	EFT	51050	KAZ'S SERVICE	490.10
46429	2012-11-09	EFT	EFT	786078	LING, JULIE	217.16
46430	2012-11-09	EFT	EFT	786659	LIVINGSTONE RANGE SCHOOL DIVISION	373.76
46431	2012-11-09	EFT	EFT	56200	LOCAL AUTHORITIES PENSION PLAN	11,873.70
46432	2012-11-09	EFT	EFT	786812	MCGREGOR FILTERING EQUIPMENT	63.00
46433	2012-11-09	EFT	EFT	786055	MINISTER OF FINANCE	6.00
46434	2012-11-09	EFT	EFT	786704	MINISTER OF FINANCE (LT)	89.00
46435	2012-11-09	EFT	EFT	786570	MOORE, DAVID	21.58
46436	2012-11-09	EFT	EFT	61467	MRC CANADA ULC	43.01
46437	2012-11-09	EFT	EFT	65000	MUNICIPAL DISTRICT OF WILLOW	261.75
46438	2012-11-09	EFT	EFT	786905	ONECONNECT SERVICES INC. T46194	49.17
46439	2012-11-09	EFT	EFT	786635	ORKIN CANADA CORPORATION	100.80
46440	2012-11-09	EFT	EFT	76300	PEDERSEN TRANSPORT LTD.	833.17
46441	2012-11-09	EFT	EFT	97050	PHARMASAVE	36.50
46442	2012-11-09	EFT	EFT	785120	PLANET COFFEE	53.72
46443	2012-11-09	EFT	EFT	786453	PRAXAIR CANADA INC.	868.22
46444	2012-11-09	EFT	EFT	80000	PUROLATOR COURIER	33.89
46445	2012-11-09	EFT	EFT	786156	Q.E.D. ENTERPRISES LTD.	881.49
46446	2012-11-09	EFT	EFT	786536	R P WATERWORKS INC.	475.10
46447	2012-11-09	EFT	EFT	86300	RECEIVER GENERAL FOR CANADA	17,491.87
46448	2012-11-09	EFT	EFT	786180	RICOH CANADA INC.	236.54
46449	2012-11-09	EFT	EFT	13525	SOBEYS CLARESHOLM	17.67
46450	2012-11-09	EFT	EFT	91700	STARLINE SIGNS	52.50
46451	2012-11-09	EFT	EFT	900	TELUS	2,962.83
46452	2012-11-09	EFT	EFT	786437	THE WRITE SOURCE	108.93
46453	2012-11-09	EFT	EFT	786501	TOM HARRIS CELLULAR	252.00
46454	2012-11-09	EFT	EFT	97000	TOWN OF CLARESHOLM	72.00
46455	2012-11-09			785956	VAN AMERONGEN, JUDY	74.53
46456	2012-11-09	EFT	EFT	111705	WC CLASS II REGIONAL LANDFILL	7,892.46
46457	2012-11-09	EFT	EFT	786650	WFR WHOLESALE FIRE & RESCUE LTD.	11,130.13
46458	2012-11-09	EFT	EFT	900000	1594981 ALBERTA LTD.	1,555.05



Claresholm

TOWN OF CLARESHOLM

Cheque Listing For Account Payable

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
46459	2012-11-09	EFT	EFT	900000	A & J HOMES	3,500.00
46460	2012-11-09	EFT	EFT	900000	ANDORNOT CONSULTING INC.	367.50
46461	2012-11-09	EFT	EFT	900000	BREATHE EASY DUCT CLEANING LTD.	630.00
46462	2012-11-09	EFT	EFT	900000	GATEWAY MECHANICAL SERVICES INC.	527.24
46463	2012-11-09	EFT	EFT	900000	LETHBRIDGE TACTICAL SUPPLY	677.95
46464	2012-11-09	EFT	EFT	900000	MUNICIPAL WORLD INC.	37.70
46465	2012-11-09	EFT	EFT	900000	ORGE, BRAD	771.75
46466	2012-11-09	EFT	EFT	900000	SADDLE RANCH DEVELOPMENTS	1,500.00
46467	2012-11-09			900000	SPENCER, DENISE	22.24
						<hr/> 102,301.32



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

2012-Dec-14
1:35:32PM

Claresholm

<u>Cheque #</u>	<u>Cheque Date</u>	<u>CEO</u>	<u>CAO</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Batch #</u>	<u>Amount</u>
						16264	
46468	2012-11-20	EFT	EFT	600	ALBERTA ASSOCIATION OF M.D.'S		7,435.05
46469	2012-11-20	EFT	EFT	650	ALBERTA BLUE CROSS		6,226.20
46470	2012-11-20	EFT	EFT	1025	ALBERTA ONE CALL LOCATION CORP		189.00
46471	2012-11-20	EFT	EFT	786517	AMSC INSURANCE SERVICES LTD.		3,242.66
46472	2012-11-20	EFT	EFT	11	Bakker Fencing & Oilfield Services Ltd.		3,625.00
46473	2012-11-20	EFT	EFT	786189	BIG SKY DODGE CHRYSLER 2008 LTD		58.72
46474	2012-11-20	EFT	EFT	6390	BISHOFF AUTO & AG CENTRE		570.19
46475	2012-11-20	EFT	EFT	6801	BROWN OKAMURA & ASSOCIATES LTD		88.75
46476	2012-11-20	EFT	EFT	786190	CALMONT LEASING LTD.		246.40
46477	2012-11-20	EFT	EFT	11250	CANADIAN LINEN SUPPLY		1,048.02
46478	2012-11-20			786578	CENTRAL SHARPENING LTD.		79.80
46479	2012-11-20			13125	CLARESHOLM CARE CENTRE		100.80
46480	2012-11-20			785935	CLARESHOLM CHAMBER OF COMMERCE		240.00
46481	2012-11-20	EFT	EFT	13660	CLARESHOLM LOCAL PRESS		461.54
46482	2012-11-20	EFT	EFT	14085	CLARESHOLM NAPA AUTO		1,945.22
46483	2012-11-20	EFT	EFT	14150	CLARESHOLM WELDING &		32.55
46484	2012-11-20	EFT	EFT	14205	CLEAN BRITE CHEMICAL SERVICES LTD.		561.59
46485	2012-11-20	EFT	EFT	786397	EPCOR		119.96
46486	2012-11-20	EFT	EFT	786510	FENCO CONTRACTING LTD		14,954.21
46487	2012-11-20	EFT	EFT	26201	FERG'S SEPTIC SERVICE		231.00
46488	2012-11-20	EFT	EFT	786240	GAMMEL'S PLUMBING HEATING & GASFITTING		175.29
46489	2012-11-20	EFT	EFT	31955	GREYHOUND COURIER EXPRESS		26.81
46490	2012-11-20	EFT	EFT	786584	HACH SALES & SERVICE CANADA LTD.		530.78
46491	2012-11-20	EFT	EFT	850	JOHN DEERE FINANCIAL		399.02
46492	2012-11-20	EFT	EFT	54026	JOHNSON, KRISTEIN		157.50
46493	2012-11-20	EFT	EFT	56155	LIFESAVING SOCIETY		35.00
46494	2012-11-20	EFT	EFT	56200	LOCAL AUTHORITIES PENSION PLAN		11,910.83
46495	2012-11-20	EFT	EFT	58000	LOOMIS EXPRESS		81.34
46496	2012-11-20	EFT	EFT	787502	MID WEST PUMP (90) LTD.		847.30
46497	2012-11-20	EFT	EFT	66070	NATIONAL NEON DISPLAYS		824.07
46498	2012-11-20	EFT	EFT	75955	PALMER, FRED		47.25
46499	2012-11-20	EFT	EFT	76300	PEDERSEN TRANSPORT LTD.		343.69
46500	2012-11-20	EFT	EFT	76400	PITNEYWORKS		4,242.00
46501	2012-11-20	EFT	EFT	786050	PLANET CLEAN (LETHBRIDGE) LTD.		1,311.45
46502	2012-11-20	EFT	EFT	786534	PROFESSIONAL GROUP SERVICES LTD.		1,134.00
46503	2012-11-20	EFT	EFT	86300	RECEIVER GENERAL FOR CANADA		18,085.91
46504	2012-11-20	EFT	EFT	13525	SOBEYS CLARESHOLM		223.29
46505	2012-11-20	EFT	EFT	900	TELUS		1,193.69
46506	2012-11-20	EFT	EFT	786191	TENAQUIP LIMITED		489.74
46507	2012-11-20	EFT	EFT	786437	THE WRITE SOURCE		425.81
46508	2012-11-20			786501	TOM HARRIS CELLULAR		52.50
46509	2012-11-20	EFT	EFT	101400	UNITED FARMERS OF ALBERTA		1,053.68
46510	2012-11-20	EFT	EFT	4090	WARNACO SWIMWEAR GROUP		13.94
46511	2012-11-20	EFT	EFT	786605	WESTERN CANADA WATER		420.00
46512	2012-11-20	EFT	EFT	111800	WORKERS' COMPENSATION BOARD		5,004.80
46513	2012-11-20	EFT	EFT	900000	BEFUS, LISA		1,000.00
46514	2012-11-20	EFT	EFT	900000	HOLWERDA, DOMIEC		478.06
46515	2012-11-20	EFT	EFT	900000	WEREZAK, JOHN		2,500.00
							94,464.41



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

2012-Dec-14
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Claresholm

<u>Cheque #</u>	<u>Cheque Date</u>	<u>CEO</u>	<u>CAO</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Batch #</u>	<u>Amount</u>
46516	2012-11-28			6805	BROWNLEE LLP	16281	500.00
46517	2012-11-28			786095	CHILTON, LISA		87.90
46518	2012-11-28			785935	CLARESHOLM CHAMBER OF COMMERCE		300.00
46519	2012-11-28	EFT	EFT	13250	CLARESHOLM CHILD CARE SOCIETY		2,183.50
46520	2012-11-28			786483	CLARESHOLM CONTINUOUS EAVESTROUGHING LTD.		195.56
46521	2012-11-28			785973	CLEARTECH INDUSTRIES INC.		3,567.48
46522	2012-11-28			786420	COMMERCIAL SOLUTIONS INC.		451.57
46523	2012-11-28			786540	DIRECT ENERGY REGULATED SERVICES		47.23
46524	2012-11-28			76356	Excel Telecommunications (Canada) Inc.		73.34
46525	2012-11-28			26201	FERG'S SEPTIC SERVICE		115.50
46526	2012-11-28			87032	FITZGERALD, BRUCE		51.95
46527	2012-11-28			786240	GAMMEL'S PLUMBING HEATING & GASFITTING		91.35
46528	2012-11-28			36200	HAGEN ELECTRIC		593.25
46529	2012-11-28			786666	HILLS AUTO GLASS LTD		787.50
46530	2012-11-28			36800	HOME HARDWARE		1,013.73
46531	2012-11-28			786155	KEMERY, DOUG		100.00
46532	2012-11-28			56155	LIFESAVING SOCIETY		35.00
46533	2012-11-28			56200	LOCAL AUTHORITIES PENSION PLAN		11,877.25
46534	2012-11-28			786610	MINISTER OF FINANCE 1		349.62
46535	2012-11-28			65000	MUNICIPAL DISTRICT OF WILLOW		2,750.90
46536	2012-11-28			65040	MUNICIPAL INFORMATION SYSTEMS		931.02
46537	2012-11-28			66100	NATIONAL SECRETARY-TREASURER		1,691.17
46538	2012-11-28			75955	PALMER, FRED		125.00
46539	2012-11-28			76300	PEDERSEN TRANSPORT LTD.		561.13
46540	2012-11-28			86300	RECEIVER GENERAL FOR CANADA		14,663.95
46541	2012-11-28			786468	SHAW CABLE		83.95
46542	2012-11-28			91366	SMILEY, LINDA		720.00
46543	2012-11-28			900	TELUS		2,802.26
46544	2012-11-28			786191	TENAQUIP LIMITED		514.17
46545	2012-11-28			786849	TJ'S TREE TRIMMING		131.25
46546	2012-11-28			786501	TOM HARRIS CELLULAR		84.00
46547	2012-11-28			786428	TransAlta Energy Marketing Corp.		48,791.40
46548	2012-11-28			786500	TRINUS TECHNOLOGIES INC.		78.75
46549	2012-11-28			4090	WARNACO SWIMWEAR GROUP		438.90
46550	2012-11-28			787503	Western Materials Handling & Equipment Ltd.		1,389.15
46551	2012-11-28			786650	WFR WHOLESALE FIRE & RESCUE LTD.		2,023.04
46552	2012-11-28			900000	ARIEL ELECTRIC LTD.		2,042.63
46553	2012-11-28			900000	CITIZENS ON PATROL		1,500.00
46554	2012-11-28			900000	CLARESHOLM GENERAL HOSPITAL		134.70
46555	2012-11-28			900000	DEKRA-LITE		1,704.86
46556	2012-11-28			900000	ERDMAN, JUDI		178.28
46557	2012-11-28			900000	HEGGIE, TODD		47.83
46558	2012-11-28			900000	SENFT, BOB		13.12
46559	2012-11-28			900000	SMITH, GWEN		143.46
46560	2012-11-28			900000	SOURCE OFFICE FURNISHINGS		407.40
							106,374.05



Claresholm

TOWN OF CLARESHOLM

Cheque Listing For Account Payable

Page 5 of 5

2012-Dec-14
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<u>Cheque #</u>	<u>Cheque Date</u>	<u>CEO</u>	<u>CAO</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>
Total						303,139.78

*** End of Report ***

The Navigator

Willow Creek Composite High School

Issue 16 • Printed December 4, 2012

Claresholm, AB

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

INSIDE THIS ISSUE:

- Christmas Activities
- Modernization Update
- Student Council Update
- Prom 2013
- 2013 Grad Committee
- December 2012 Calendar

"The best way to spread Christmas cheer is to sing loud for all to hear." - Buddy The Elf

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

MODERNIZATION UPDATE

While it may not be evident from the outside, significant progress continues on the interior of the building. Major progress to date includes:

- Mechanical heating systems are operational and chemical flushings have been completed.
- Ongoing installation of ventilation ducting, electrical systems, domestic water and heating systems continues throughout the building.
- North and center core classrooms lighting has been installed.
- All classroom flooring is onsite.
- All core instructional areas have been painted and heating panels have been installed and are operational at clerestory locations.
- Learning support suites are now drywalled and awaiting paint.
- Administration area block walls are being installed.
- The common area roofing system is framed in and partially glazed.
- Common area and admin. suites roof areas are sealed and weatherproof.
- The common area floor concrete slab has been poured.
- Millwork has been delivered to site.

There are a few smaller demolition items in select areas remaining. A special tour was arranged for the staff of WCCHS and staff are excited about the progress to date as well the potential impact on student programming. The Administration of WCCHS will continue to be involved in the process, attending site meetings to provide a school operational perspective and to serve as a conduit to communicate to school staff and School Council. The next update will be posted to www.lrsd.ab.ca on December 20, 2012.

SPORTS UPDATE

Basketball is underway, with league games for both Junior High and Senior High starting the first week in December. The junior high game schedule will be posted on the WCCHS website. The High School game schedule is posted on the Deep

South Basketball web site (deepsouth-basketball.com). The Senior Varsity Boys Home Tournament is January 11 & 12, 2013.

The Sports Society Meat fundraiser orders will arrive at WCCHS on December 6. All athletes who sold packages, please make arrangements to pick up and deliver your orders that day. The Sports Society would like to thank all who helped with this fundraiser.



STUDENT COUNCIL UPDATE

WCCHS Student Council has several Christmas activities planned this month:

12 School Days of Giving

Tuesday, Dec. 4 until Dec. 19. All students, staff and community members are encouraged to donate non-perishable food items for the Claresholm Christmas Hamper Program. We are also collecting new/gently used Winter clothing for FCSS and stuffed animals for the Calgary Children's Hospital and FCSS. Donated items will be displayed in the foyer until Dec. 19.

Win a Comfy Chair for a Day!

Enter to win a comfy, cozy chair for a school day! Tickets \$1.00/entry - Sold at lunches in the foyer, starting Dec. 4 - 18, with all funds to be given to local charities.) The prize includes a cozy chair for you to sit in during each of your classes with snacks provided in all 4 Blocks. Also, lunch will be provided for you! Student Council Members will move the chair from class to class for you and deliver your snacks and lunch. The prize must be used on either December 19 or 20, no exceptions! Draw Dec. 18.

Winter Wednesdays

On Wednesday, December 5, the "Wrap a Staff Member" contest will take place. Students can sign up a team of four, plus a willing staff member, at the office in order to compete. Each team will be provided with wrapping paper, ribbon and tape in order to make their chosen staff member look like a present! Of course, there will be a time limit! Prizes will be awarded! Everyone is welcome to come to the gym at lunch to watch the festivities! Look for future "Winter Wednesday" Lunch time activities in December!

Paper Stockings - December 4

Each student and staff will have a stocking with their name on it posted in the school the night before. When each person finds their

stocking, they can bring it to the foyer before class or at lunch to receive a candy cane.

Friday, December 21 is Festive Friday! Dress 'Christmasy' Day: Red/Green, Santa hat, etc.

2013 GRAD COMMITTEE

The 2013 WCCHS Grad Class students would like to thank Garden Soul for supplying the poinsettias and wreaths for their fundraiser, and a huge thank you to each individual who purchased a poinsettia or wreath! With your purchase, you will have received a coupon for purchasing a Christmas tree at Garden Soul. For each Christmas tree purchased with the coupon, 20% will be donated to the Graduating Class of 2013.

Many checkmark opportunities have already occurred and future opportunities will be posted in the school announcements as they become available. The 2013 Grad Class would like to thank the Kinettes, Duck's Unlimited, Legion, and multiple rodeo groups for their donations.

This year's graduation ceremonies will be on Friday, June 28, 2013. Times and locations will be announced later in the year.

2013 PROM UPDATE

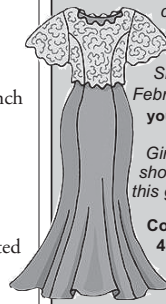
The Jr. Prom Candidates for 2013:

**Andrea D. & Bruce L.
Lindsey U. & John W.
Bella D. & Cody B.
Eden H. & Lane V.
Emma S. & Evan B.
Carlee P. & Andrew H.
Jacey B. & Seth R.
Shannon C. & Carson D.
Marjorie F. & Matthew V.
Tiffany H. & Chandler T.**

Prom meetings continue and dance lessons will start in January.

Looking for Gently Used Prom &/or Grad Dresses

Have a dress just "hanging around"? We are looking for people who would like to sell gently used dresses for purchase by this year's grads or Prom candidates. Dresses will be featured at this year's Prom Fashion Show, scheduled for February 12, 2013 (Mark your calendars!!)



Girls!! Attend the fashion show and take a look at this great opportunity!

Contact Lori Morrison at 403-625-0772 or Lise Schultz at 403-625-3959 for more info.



Merry Christmas & All the best to you and your families in 2013!

COBRA WEAR NOW ON SALE!

Next Order Date: DECEMBER 5

Samples in the office!

Tshirts in stock at the school!



Order forms in the office for t-shirts, shorts, sweats, tear-aways, jackets & more! Order now for Christmas!

**FROM THE PRINCIPAL:
Ian Stewardson**

It has been a very busy time at Willow Creek Composite High School with a variety of activities and events throughout this past month. I was pleased to read report cards for all the students



any questions, contact Chairperson Ruth Lindquist (403-625-3123) or Principal Ian Stewardson. The next meeting of WCCHS school council is at 7:00 pm on Thursday, January 17, 2013.

MOVEMBER FUNDRAISER

and there are many things to celebrate! The programs at the school are able to meet the needs of students. It has been busy as well at the modernized Willow Creek Composite High School. It is coming together nicely and it continues to surprise me that there are so many innovations planned for students in September 2013. Staff began a process of evaluating the programs and activities which we are currently embedded into our school. This began at the planning day on November 23 with each staff member signing up for one of the areas of focus. They are:

Environment – *What the school looks like, feels like, and sounds like.*

Curriculum – *Making curriculum relevant to a Claresholm Willow Creek standard.*

Instruction – *Which practices engage the students in relevant activities particularly the needs of a 21st Century Learner?*

Systems – *Making systems align (attendance, lates, discipline, student programming, documents from the school).*

Traditions – *What makes the school truly unique compared to other high schools (Prom, Graduation, Remembrance Day, etc).*

Modelling – *Demonstrating the attitudes and behavior which we want see demonstrated.*

Each group has the task of identifying what is currently in place and then deciding how we will implement the recommendations in the new school. Christmas time will come quickly now and we would like to remind parents of the Band Concert to be held on December 13, for Grade 7, 8 & 9 band students. It is also with excitement that I announce a Fine Arts (Band, Art and Drama) Support Society organizing meeting to be held on December 17, at 7:00 in Mr. Anderson's classroom.

*Merry Christmas,
Ian Stewardson*

SCHOOL COUNCIL

At the November meeting, a motion was passed by those attending the meeting to **keep the name** of the school "Willow Creek Composite High School." Please read the minutes online to read more about the motion passed that WCCHS School Council does not support school fees. School Council meetings are always held the third Thursday of each month (except in Dec, and July & Aug). If you have

The Great Movember Shave Off happened November 29 & 30. The following staff were involved as they raised money and awareness for cancer: Mr. Lybbert, Mr. Stewardson, Mr. Gibson, Mr. Sharma, Mr. Spencer, Mr. Bebek all had their moustaches and/or beards shaved off. Mr. Anderson and Mr. Tremblay had the facial and head hair shaved. Mr. Bryson, Mr. Salman and Mrs. McNutt all had their heads shaved.

Almost \$1350 was raised by students, parents, and staff, with \$300 going towards Movember and \$1000 going towards the High River District Health Care Foundations' Cancer Treatment Room.

Thank you to all who donated and participated!

THANK YOU!

Junior Prom Christmas Tea and Gift of Time raffle held December 1 was a huge success, raising over \$1200. Thanks to all the parents, families and friends for their support. Merry Christmas!



Grades 7, 8 & 9 will be venturing off to Castle Mountain on January 24, 2013 for a ski day! More details will be coming home from the school, but mark your calendar!

GIFT CARD FUNDRAISER

Buy GIFT CARDS through WCCHS (in partnership with West Meadow Elementary School) for everyday purchases, to give as gifts for birthdays or the holidays, or for your business needs. Up to 15% of your everyday purchases will be automatically donated back to WCCHS student activities!

Visit www.fundscrip.com/retailers for the complete list of participating retailers. Contact Lindsay Martineau (West Meadow) or Barb Bell (WCCHS) for further details.

NEXT DEADLINE IS DECEMBER 4!

JR HIGH SKI TRIP

UPCOMING DATES TO NOTE

- Gift Card Orders/Clothing Orders DueDecember 3/4
- Athletes! Pick up your Sausage Orders today!December 6
- Grade 7's to Theatre CalgaryDecember 11
- Christmas Band Concert (Gr. 7-9) WMESDecember 13
- Fine Arts Support Society Org. MeetingDecember 17
- Last Day of ClassesDecember 21
- Christmas BreakDecember 22-January 6
- Last day of regular classes Semester I Gr. 10-12January 23
- Exam Week (Gr. 10-12 Semester I)January 24-30
- No School for StudentsJanuary 31
- Prom Fashion ShowFebruary 12
- PROM 2013April 26, 2013

IS YOUR CHILD ABSENT FROM SCHOOL?
You need to call the school
403-625-3387
to let us know!



Are you WCCHS Alumni?
Register at
www.wccsalumni.com

Willow Creek Composite High School Alumni Association
 @wccsalumni

HOW TO REACH US

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

December 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	1 PROM Tea & Fundraiser, 2-4 pm Lutheran Church
12 School Days of Giving - December 4-21!						
2	3	4 Fundscrip Orders Due Today - Order your Gift Cards for Christmas Gifts!	5 COBRA WEAR Orders due!	6 Sausage & Meat Fundraiser PICK UP today!	7	8
9	10	11 Grade 7's to Theatre Calgary for "A Christmas Carol"	12	13 Grade 7, 8 & 9 Christmas Band Concert @WMES	14	15
16	17 Fine Arts Support Society Organizational Meeting 7:00 pm	18	19	20	21 Festive Friday!! LAST DAY of SCHOOL before Christmas Break	22
23	24	25	26	27	28	29
Christmas Break - No School for students or staff						
30	31	1 January	2	3	4	
Christmas Break - No School for students or staff First Day of Classes is Monday, January 7, 2013						



Willow Creek Composite High School • Grades 7-12

WCCHS Modernization Update

November 26, 2012

While it may not be evident from the outside, significant progress continues on the interior of the building.

Major progress to date:

- ⇒ Mechanical heating systems are operational and chemical flushings have been completed.
- ⇒ Ongoing installation of ventilation ducting, electrical systems, domestic water and heating systems continues throughout the building.
- ⇒ North and center core classrooms lighting has been installed.
- ⇒ All classroom flooring is onsite.
- ⇒ All core instructional areas have been painted and heating panels have been installed and are operational at clerestory locations.
- ⇒ Learning support suites are now drywalled and awaiting paint.
- ⇒ Admin area block walls are being installed.
- ⇒ The common area roofing system is completely framed in and partially glazed.
- ⇒ Common area and admin suites roof areas are sealed and weatherproof.
- ⇒ The common area floor concrete slab has been poured.
- ⇒ Millwork has been delivered to site.

There are a few smaller demolition items in select areas remaining.

A special tour was arranged for the staff of WCCHS and staff are excited about the progress to date as well the potential impact on student programming.

The Administration of WCCHS will continue to be involved in the process, attending site meetings to provide a school operational perspective and to serve as a conduit to communicate to school staff and School Council.

Due to the nature of the construction process, as well as for safety and insurance purposes, the general contractor will not allow unauthorized individuals on-site.

Site meetings occur every two weeks throughout the duration of the construction process involving representatives from LRSD, AB Infrastructure, the General Contractor and Consultants.

Following are photos of the work underway at WCCHS.

The next modernization update will be posted on December 20, 2012.



Common area - steel stud framing being put in place to accommodate drywall. Also a view of the front of the commercial kitchen



North classroom showing the installation of light fixtures and that flooring has commenced



A look from the common area at the video conference suite



A look at a clerestory showing that the perimeter heating has been installed



A look from the common area into the administration area



Box 130
5613 – 8th Street West
Claresholm, AB T0L 0T0

P: 403-625-4464
F: 403-625-4283

Website:
www.lrsd.ab.ca/school/westmeadow

Principal
Mrs. Kathy Charchun

Assistant Principal
Mrs. Dana Burrows

Office Assistants
Mrs. Bev McLeod

Learning Supports
Mrs. Barb Norgard

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

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

While achieving the provincially defined outcomes.



**Claresholm Schools
CREATE Success!**

“Christmas Wishes”

A Christmas Concert

Starring: The Cast of the West Meadow Elementary School

Where: W.M.E.S. Gymnasium

When: December 20 at 10:00 a.m. and 1:00 p.m.

Don't miss this amazing production of hard work and talent.

Parents with last name of M-Z are asked to attend in the morning and A-L please attend in the afternoon - if possible.

This program will be about an hour long, and in consideration of other families and children please stay for the entire program.

Admission will be a donation to the food bank.



Christmas Dress Up Day
December 18

Dress Up like a Christmas
Decoration!

Last day of school before
Christmas Holidays is
December 21. First day back
for students is January 7.

Have a wonderful Christmas
and a safe and Happy
Holiday Season.

Claresholm Schools Fundraising Society is selling FundScrip Gift Cards

We have a few cards available in the office. You can pick up an order form or order on-line at fundscrip.com using invitation code **4Q2XMT**. Order forms must be returned by **Dec. 4** in order to be ready before Christmas.

This is a great opportunity to surprise your friends or family with some cool gifts for Christmas and support our school!

Just a few samples of cards available are:

- Extra Foods - Home Depot
- Sobey's - Canadian Tire
- Subway - Wendy's
- Home Hardware - Toys R Us
- Chapters

Plus many, many, many more.



Operation Christmas Child

W. M. E. S. would like to thank everyone who donated to Operation Christmas Child. Our Gr.6 classes made the boxes and the Gr. 3's filled them. 44 boxes were created that will make wonderful Christmas surprises for needy children around the world. Thanks again!

We often see children arrive without proper winter attire. Please ensure that your child has warm winter gear. With the exception of a very few inclement days the entire student body plays outside at recesses. Please keep your child safe by ensuring they have winter gear with them and if possible, an extra set of mitts and a hat in their back pack.

The Lost & Found box is full –
Please look through it before the
Christmas break, for any items that
may belong to your child



Remembrance Day - thank you to everyone who organized set up and participated in our Remembrance Day Ceremony. It was a wonderful tribute to our brave men and women.



School Council Meeting

December 18 at 6:30

Instructional Materials fees will be one topic on the agenda!

Fundraising Society Meeting

January 21, 2013 at 7:00.



All parents are invited and encouraged to attend!

November 30 – Deadline for ordering Cookie Dough and Cinnamon Buns!!

– These are frozen products which can be kept in your freezer. They are pre-portioned and will keep in your refrigerator for 3 months or in your freezer up to a year. – *Do your Christmas Baking easily!!!*



Cookie Flavors include: Chocolate Chunk, Oatmeal Raisin, Peanut Butter, White Chocolate Macadamia, Triple Chocolate, Pecan Milk Chocolate, Circus Circus.

VOLUNTEERS

Please contact your child's teacher if you are interested in volunteering at school. We encourage you to share your special skills and talents, read with students, assist with numeracy activities and much more!

A criminal record check is required and can be obtained from our local RCMP detachment

School Fees are due!

If you have forgotten how much they were, or would like to arrange a payment schedule, please contact Mrs. McLeod at the school office.



WMES Snow Hills

WMES students had to opportunity to use our snow hills for a couple of days in November and had a great time. A Huge thank-you goes out to our Grade 6 leadership for fundraising and purchasing crazy carpets for everyone to use. We ask that students bring only crazy carpets from home and not hard, inflexible sleds. Hopefully, we will have snow again soon so that students can made use of our fabulous hills.



As part of our WE Day committee events, we are collecting pennies for a project call “WE Create Change” which goes to provide clean drinking water in 3rd world countries. There is a large tank set up in the office that is partly filled with pennies. The goal of the WE Day student committee is to have the tank filled to overflowing. We will be accepting pennies until the Christmas Break. Please help the We Team with this worthwhile global initiative.

We Need Your Help!

Our hallways are more congested than normal at the end of the school day with students gathering and putting on their winter clothing to go home.

Please **remain in the common area** to meet your child after school. This will reduce added congestion that is causing us difficulty as well as providing the opportunity for children to independently get ready for dismissal!

Classroom teachers will ensure that your child is encouraged to meet you in a timely manner!

By the Principal's Pen.



I would like to take this time to wish everyone a Merry Christmas and happy holiday! I am very proud of our students, families and staff for filling 44 boxes for Operation Christmas Child. Thank you so much for your generosity.

We have had an action packed first 3 months at WMES. Our student leadership team has been hard at work planning activities for the whole school – haunted and not so haunted houses for Halloween, Captain Respect and the Respectables have been teaching appropriate behavior in the school and we have had enough snow for a few days on the snowhill using the crazy carpets that they purchased. We have been taking part in cross graded activities such as buddy reading, noon-recess activities in the gymnasium and a peer playground patrol where Grade 6 students have been recognizing good behavior and assisting students with good decision making. Our We Team organized a successful “We Scare Hunger” food drive at Halloween and is currently collecting pennies for the Free The Children “We Create Change” program. These pennies will be donated to provide fresh water to communities and children who do not have this luxury. The We Team will continue to determine what action they will take and which “causes’ they will support and bring awareness to. The activities they organize will involve, inspire and engage the whole school and hopefully, some of the larger Claresholm community. Our crib club is drawing 20-30 Grade 5 &6 students and will soon include grade 4 students as well! Our Grade 4 Recycling Team and Grade 5-6 Safety Patrol team continue to make a difference at WMES!

I hope everyone has a safe and warm Christmas and a Happy New Year.

Kathy Charchun

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 Grade 5 Swimming 2:00 – 3:00	5	6 Grade 6 Swimming 2:00-3:00	7	8
9	10	11	12	13	14	15
16	17	18 Dress like a Christmas Decoration  School Council 6:30	19 Dress Rehearsal for Christmas Concert	20 Christmas Concert—10:00 am and 1:00 pm	21 Grade 2 Swimming 9:00-10:00 Last day of School before Christmas	22
23	24	25 	26	27	28	29 First Day Back January 7, 2013

December Birthdays:

3. Tristan O'Connor	10. Jackson Hamlyn	18. Max Sibbald	29. Caitlin Brufatto	
4. Robbie Hoffman	10. Alex Tourond	20. Grace Ferguson	29. Miriam Temem	
4. Henry Leishman	13. Mitchel Wicks	20. Kyler Mazerolle	31. Dakota Nicholas	
7. Brenndon Mackin	17. Taylar Kelly	26. Carter VanDyke		
8. Maleah Darch	18. Konnor Berg	27. Ian Webber		





Alberta SouthWest Regional Alliance
Seventy Five Cent Report: the first three quarters!
 April 1, 2012 –December 31, 2012 Operations Update

		BUDGET	SOURCE OF FUNDS			
			AEAE	AlbertaSW	AMA-RCP	Other
CORE BUSINESS 1		Business and Industry Development				
	Tourism/Geotourism Development					
1	• Tourism Committee support	3,000		3,000		
	• Crown Partnership/Geotourism Council	3,000	3,000			
	Alternative Energy/Value Added Ag					
2	• "Green Products Showcase"					
	• SAAEP partnership projects	3,000	1,000	2,000		
	Investment Attraction					
3	• Regional promotion/print piece	30,000		30,000		
	• Chinook Challenge/Youth Camp	2,000	2,000			
	• Holland events/regional promotion	4,000		4,000		
	Total Estimated Core 1	45,000	6,000	39,000		
	Actual + Committed to date	34,458.62				
CORE BUSINESS 2		Communications				
	Communications/ Marketing/ PR					
1	• Wi-Fi Connections	100,000		30,000	70,000	
2	• GPS Connections	45,000		5,000	20,000	20,000
3	• Community Connections	125,000			125,000	
	Total Estimated Core 2	270,000		35,000	215,000	20,000
	Actual + Committed to date	142,422.10				
CORE BUSINESS 3		Shared Services and Planning				
	Board Governance					
1	• Audit/legal/office	8,000	8,000			
	• AGM and other meetings	7,000	7,000			
2	Management	50,000	50,000			
	Planning					
3	• New three year strategic plan	2,000	2,000			
	• Board development	2,000	2,000			
	Total Estimated Core 3	69,000	69,000			
	Actual + Committed to date	77,121.12				
	2012 BUDGET	384,000.00	75,000	74,000	215,000	20,000
	Actual + Committed to date	254,001.84				

REVENUES 2012-2013	PROJECTED	ACTUAL
AEAE REDA Operation Funds	\$75,000.00	*75,000
AEAE additional		*25,000
Alberta Municipal Affairs RCP Grant	\$215,000.00	215,000.00
Membership fees - \$1.00 per capita	\$29,000.00	29,265.00
Regional Business License Fees	\$17,000.00	23,940.00
Travel Alberta		21,335.45
Total revenue	\$336,000.00	\$389,540.45
Forward from 2011-2012	\$48,000.00	48,000.00
Operating:	\$384,000.00	\$437,540.45
Alberta Tourism Parks and Recreation		investment opportunity assessment \$75,000.00
		Total Projects and Operations \$512,540.45

* NOTE: two year agreement with AEAE; another \$75,000 matched funds plus \$25,000 unrestricted for 2013-2014.

REGIONAL BUSINESS LICENSE SALES 2011 and 2012

2011		2012	Amount
37	Crowsnest Pass	32	1,920.00
13	Cowley	10	600.00
104	Pincher Creek	87	5,220.00
30	Fort Macleod	44	2,640.00
59	Cardston County	64	3,840.00
21	*Cardston	18	1,080.00
10	Glenwood	4	240.00
6	Granum	4	240.00
29	Claresholm	53	3,180.00
74	MD Willow Creek	72	4,320.00
6	Stavely	7	420.00
1	Nanton	4	240.00
390		399	
@ \$20=			@ \$60 =
\$7,800			\$23,940.00

* Cardston	- will not participate in 2013
MD Pincher Creek	- do not have business licenses
Hill Spring	
MD Ranchland	
Waterton	- regulated federally

Wi-Fi Users by Community and Location

Town/Location	April	May	June	July	August	September	October	November
Carway Duty Free Store	0	0	0	0	27	27	13	11
Centennial Campground Claresholm	14	24	114	123	81	55	6	3
Claresholm Museum	27	45	102	128	130	72	50	35
Coleman Rec Plex	11	26	26	48	60	54	40	46
Fort Macleod Museum	67	91	123	191	190	90	67	54
Fort Macleod Rural Alberta Business Centre	18	61	170	216	259	146	71	95
Glenwood	0	0	0	0	13	52	33	40
Granum Downtown	0	0	0	15	9	17	8	8
Granum Golf/Campground	0	0	22	47	49	29	11	83
Hillspring Community Centre	7	4	10	15	25	4	1	0
Nanton Air Museum	67	121	138	184	235	158	83	0
Nanton City Hall	75	112	130	163	167	127	70	79
Pincher Creek Arena	0	28	91	110	119	104	91	91
Pincher Creek Community Centre	0	0	0	0	0	0	0	0
Stavely Hotel and Downtown	7	13	22	25	19	20	15	14
Stones Throw Café Blairmore	28	45	85	122	82	69	36	21
The Barn Store Mountainview	0	0	0	0	8	64	32	0
Total # of users per month	321	570	1033	1387	1473	1088	627	580

PITCH-IN ALBERTA

Volunteers in Action!

c/o National Head Office

Box 45011, Ocean Park R.P.O.

White Rock, B.C. V4A 9L1

Website: www.pitch-in.ca

1-877-474-8244

pitch-in@pitch-in.ca

Patron, PITCH-IN CANADA
The Governor General of Canada

Dear Head and Members of Council,

PITCH-IN Alberta would like to acknowledge your involvement in past years with the PITCH-IN WEEK Campaign. **Our success in cleaning up over 4.5 million tonnes of garbage and recycling last year was made possible by dedicated volunteers like you.** Over 18,000+ action projects were completed nationally during the 2012 week long event.

We cannot express how grateful we are to have your participation and involvement again this year and would like to encourage you to become a Municipal Patron.

A cost effective and tax deductible commitment, PITCH-IN Patrons enjoy many benefits and resources to aid in individual municipal PITCH-IN WEEK campaigns and also in community involvement and education year round.

PITCH-IN Alberta provides volunteers with the materials and ideas to undertake the often unpleasant and definitely challenging tasks of cleaning-up and beautifying our communities – **all for FREE.**

This year, our PITCH-IN WEEK focus, in partnership with our community clean-up and recycling campaign, is **tree Awareness – we are developing in-school programs that educate our children and youth not only on taking care of our communities, but also planning for the future.** The programs will focus on; tree Growth, tree Care, tree Regrowth and tree Planting.

With the help of our Campaign Sponsors, partners and communities like yours, we are able to continue with this important and worthy cause. Youth and community involvement is key - become a Patron now by calling or filling out the attached application form. If you have any questions please contact Erika at Erika@pitch-in.ca.

"The City's involvement in PITCH-IN CANADA Week, Operation: Clean Sweep, is a benefit to the community as it provides assistance in city-wide clean-ups, builds upon Communities In Bloom initiatives and promotes environmental awareness. This enhances both the urban and natural environment and develops a strong sense of community pride and responsibility.

The estimated value.. of our PITCH-IN volunteers' hours IN 2008 is \$340,000 to \$612,000."

Sandra Kranc, City of Oshawa.

PITCH-IN ALBERTA.... VOLUNTEERS IN ACTION!!

Sincerely,

Alice Johnson

Alice Johnson
Volunteer Chair, PITCH-IN ALBERTA



MISSION

We are dedicated to the preservation and sustainable growth of our natural ecosystems and communities. PITCH-IN CANADA falls outside of the science, business and research criteria, but represents hard working Canadian volunteers and consumers who care about making environmental change in their area and improving communities nation-wide for future generations.



PROGRAMS

NATIONWIDE VOLUNTEER SUPPORT & EDUCATION

There are a number of programs that we operate year round featuring; educational speakers, informative displays, poster contests, Litterless Lunch Programs, tree planting, recycling programs/projects, educational videos/DVDs, The Green Shopper Program, composting educational programs and energy efficiency and conservation programs. Each is customized for age, organizational size and implementation, and volunteer participation.

PITCH-IN WEEK & OPERATION CLEAN SWEEP

The PITCH-IN WEEK program is the largest environmental improvement campaign in Canada. It is a partnership between governments, the media, industry and the public. Volunteers and partners participate in a wide range of PITCH-IN WEEK activities with volunteer numbers totalling more than 622,000. This event is organised by more than 1,200 local volunteer coordinators.

The results from this project are incorporated in the world-wide 'Clean-Up The World' statistics and is supported by the United Nations Environment Program. UNEP.

THE PROGRAM OBJECTIVES INCLUDE:

- Involve millions of Canadians, young and old, in local projects which clean-up, restore and/or preserve the environment, thereby promoting environmental sustainability and involving both young and 'older' people in local partnerships which benefit and enhance their communities.
- Clean up, restore and beautify the environment by cleaning up litter and other garbage from urban, rural and wilderness areas and by initiating local projects such as habitat preservation and restoration and urban renewal activities, thereby promoting respect for Canada's natural and urban environments.
- Encourage voluntary action as a means of resolving environmental problems.
- Stress the value of waste as a resource by encouraging Canadians to refuse, reuse, recycle and properly dispose waste.
- Educate Canadians to pack-in/pack-out their waste when they enjoy the natural environment.
- Encourage civic pride and develop long-term working relationships for the future which will help local communities develop in an environmentally friendly and sustainable manner, thereby leaving lasting benefits.



1,343
COMMUNITY BASED
GROUPS PROVIDED
286,029
VOLUNTEERS (46%)
AND CARRIED OUT
39% OF ALL PROJECTS
COMPLETED.



School group, BC



Shopping cart removal, AB



School group, ON



London, ON

PARTICIPATION & VOLUNTEERS

HOW AND WHERE WE OPERATE

Currently, there are over 622,000 volunteers that participate with PITCH-IN CANADA every year through local and environmental action projects of varying length. Projects can range from annual events to year long sustainable programs. We focus on the clean-up of business and commercial areas, wildlife areas, parks and ravines, schools and neighborhoods, highways/roadside, sports fields, shorelines and waterways and nature and recreational trails.

Our success depends on the education of Canadian youth and the continued support from individuals, municipalities, businesses and government groups. We use your monetary donations to ensure programs are being taught in schools across the nation and to provide FREE clean-up materials to thousands of community groups of varying size and location. We operate with minimal expenses and less than 5% of donations are allocated to administrative costs. Please help us to beautify our nation and work towards a litter free, safe environment for all to live in.

NATIONAL
PARTNERS IN
CMC PRIDE



PATRON PARTNERSHIP

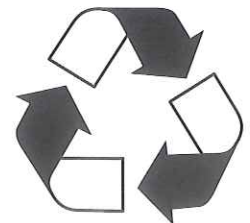
BENEFITS OF BECOMING A PATRON

- Priority registration in the annual PITCH-IN WEEK Program
- Priority access to free garbage/recycling bags for participating groups and schools in your community
- Detailed Action + Communication Plan for PITCH-IN CANADA Week
- Use of the PITCH-IN trademark and 20 Minute Makeover logo
- **FREE** PITCH-IN WEEK promotional DVD
- **\$125 Discount** on the official SEMAINE PITCH-IN WEEK flag
- **FREE** DVDs promoting litter control programs for use in your community
- Receive **FREE** materials, including a detailed Communication + Action Plan for The 20-Minute Makeover Program
- Access to The Civic Pride Program, a comprehensive, year-round, litter control and waste management program (manual, workshop materials, DVD, use of logo, etc...)
- **FREE** application for The National Civic Pride Recognition Program (SAVE \$750)
- Listing on the PITCH-IN CANADA Website as a Patron
- Reciprocal link from our website to your community's website
- Secure login/access to the Patron Section of the PITCH-IN website - download free materials, logos and more
- Reduced registration fee for workshops
- Access to PITCH-IN CANADA staff as you design local litter control + beautification programs
- Feel good that you are supporting a great program in your community and ensure it is able to continue!



Edmonton, AB

RE-CYCLE



IT'S BETTER
THE 2ND TIME
AROUND!

PITCH-IN CANADA
www.pitch-in.ca

PATRON PARTNERSHIP

REGISTRATION AND INVOLVEMENT

Dependent on your community size and population we have developed a Patron Donation Scale so that even the smallest of towns or hamlets can participate.

Name of Community _____
Mailing Address _____
City/Town/Village _____ Province/Territory _____
Postal Code _____ Telephone () _____ Fax () _____
Contact Person _____
Title _____
Email _____
Community Website www. _____
Most Recent Census Population _____ Amount of Patron Fee Included \$ _____
We need an invoice. Our Purchase Order Number (please attach PO) is: _____

Send this form to:
PITCH-IN CANADA National Office
Box 45011, Ocean Park PO,
White Rock, BC V4A 9L1

Population In Your Community	Patron Fee
1-500	\$125
501-1,000	\$175
1,001-2,500	\$225
2,501-5,000	\$350
5,001-10,000	\$425
10,001-25,000	\$550
25,001-50,000	\$675
50,001-100,000	\$750
100,001-250,000	\$1,250
250,001-500,000	\$1,500
500,000+	\$2,000

If your community registers for PITCH-IN CANADA Week you are guaranteed free garbage bags for participating groups and schools in your community if you register by the March 15, 2013 deadline.

PATRON PITCH-IN WEEK REGISTRATION

Email (print clearly please) _____
Name (Mr/Mrs/Ms) _____ Title _____
Municipality/Village/Town _____



STREET DELIVERY ADDRESS

Delivery Address _____
Village/Town/City _____ Province _____
Postal Code _____ Telephone () _____ Fax () _____
Number of people estimated to participate in your campaign _____

(This is very important because it helps us determine the quantity of FREE materials we send you)

Will you be organizing a clean-up event? Yes No

If yes, please let us know what areas you plan to clean-up (Check off as many as apply.)

- | | | |
|---|---|--|
| 01 <input type="checkbox"/> Schoolyard | 05 <input type="checkbox"/> Shoreline/Waterway | 09 <input type="checkbox"/> Wildlife Conservation Area |
| 02 <input type="checkbox"/> Neighbourhood | 06 <input type="checkbox"/> Highway/Road | 10 <input type="checkbox"/> Trail |
| 03 <input type="checkbox"/> Park/Playground | 07 <input type="checkbox"/> Business | 11 <input type="checkbox"/> Sports Fields |
| 04 <input type="checkbox"/> Ravine | 08 <input type="checkbox"/> Cemetery/Churchyard | 12 <input type="checkbox"/> Other (Please Specify) |

Date(s) of You Clean-up Project(s)? _____

Please provide more details about your clean-up project(s):



**PITCH-IN
CANADA**

Do you plan to separate and recycle debris collected? Yes No

DOWNLOAD YOUR CERTIFICATE OF PARTICIPATION

at www.pitch-in.ca - go to "Hot Links" Save as a Word Document and individualize for each participant.

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CLARESHOLM CHAMBER OF COMMERCE

MEETING MINUTES

November 20, 2012

Attendees:			
Karen Uhl	Patricia Lett	Rob Vogt	George Douros
Mike Young	Sally Lloyd	Shawn Ryer	Doug Umsheid
Val Unmsheid	Anita Wahl	Rod Dyrholm	Tony Walker
Russell Sawatzky	Tania Smetlzer	Roxanne Thompson	Wilf Gour
Debbie Lane	Lynda Baxter	Betty Fieguth	Sue Gour
Linda Herbert	Iqbal Nurmohamed		

Meeting Called to order: 12:00 P.M.	
Approval of Agenda: Added - Alberta Works Presentation / Debbie Lane Santa Shuttle – Old Fashioned Christmas / Val Umsheid	Iqbal Nurmohamed 2 nd Linda Herbert
Approval of Minutes:	Linda Herbert 2 nd Wilf Gour
Mural Project – Wilf Gour	
<ul style="list-style-type: none"> • Fundraising program discussed offering sponsorship opportunities for donors Platinum/1000.00 + sponsor, Gold 500 – 999 sponsor, Silver 300 – 499 sponsor, Bronze 100-299 sponsor • Plaques would be mounted near mural • Thank you cards and pictures are ready for sale to help raise funds • Other ideas explored such as raffles, etc • The history of the mural was discussed and it was pointed out that the murals aver historically accurate and each mural points to a point on the compass. The possibility of having background of the panels included on a plaque and mounted by the mural along with the sponsor plaques was discussed. 	
Treasurers Report: presented by Sue Gour	
<ul style="list-style-type: none"> • As of November20, with all outstanding invoices paid the balance of all Chamber accounts will total \$9,993.47. 	
Town Business: Presented by Betty Fieguth	
<ul style="list-style-type: none"> • Rezoning for two properties being discussed • Town is paying for “Old Man Watershed Council Membership” • Donation being made to the Kinsmen for Hockey arena • Town is requesting the MD open the landfill on Wednesdays due to the higher volume of trash 	

<ul style="list-style-type: none"> • Town is paying for emergency repairs to the curling rink compressor 	
MD Report : Representative not present	
<p>EDC Report: by Russell Sawatzky</p> <ul style="list-style-type: none"> • WCCC reunion committee working hard to bring the reunion together, website is up and running • EDC has provided \$1,000.00 for new lights to the downtown Christmas Tree • Internet is being installed at the community centre for the trade fair and the Chamber will not need to make alternate arrangements • The committee who wanted to have artists paint the windows of the buildings on the corner of Highway 2 and 49th have had to scrap the idea as the building is unsafe. 	
<p>Trade Fair: presented by Sue Gour</p> <ul style="list-style-type: none"> • Emails have been sent to list of previous participants for last three years and chamber list within the last three days • 16 responses to date • Calls will be going out to solicit additional booths • Members are encouraged to participate • Posters are up in town and neighboring communities 	
<p>Budget Process: presented by Iqbal Nurmohamed</p> <ul style="list-style-type: none"> • If ideas or budget requests come up, it is requested that they be presented well in advance of when they are required and preferably in advance of the annual budgeting process. • Last minute requests can not be accommodated as there is no opportunity for discussion amongst chamber directors 	
<p>Strategic Planning: presented by Iqbal Nurmohamed</p> <ul style="list-style-type: none"> • Meeting was held November 7th and an updated will be presented 	
New Business	
<p>AGM – Iqbal Nurmohamed</p> <ul style="list-style-type: none"> • A reminder that the AGM will be in January and anyone interested in hold a director or executive position should put their name forward 	
<p>Website: presented by Sue Gour</p> <ul style="list-style-type: none"> • Lynda Baxter made a presentation at the Chamber Directors meeting on November 12 • Our old website was not owned by the Chamber and has been down for some time • The new website will be up and running by January with new fresh pages and information • Some of the many features of the website will be <ul style="list-style-type: none"> ○ Profile pages ○ Links to other sites ○ Banner advertising (with revenue opportunities for the Chamber) ○ Many pages with search engine tags will provide a strong internet presence for the chamber and it's members • While site is under construction an events page could be set up 	

<p>Planning Permit/Zoning presentation by Jeff Gibeau: Presented by Wilf Gour</p> <ul style="list-style-type: none"> • We were advised just before the meeting that Jeff will not be able to attend the meeting today and will reschedule for the new year • Chantel Bloekpol telephoned Russell Sawatzky to say she appreciated the town meeting with the Chamber. 	
<p>Alberta Works – presented by Debbie Lane</p> <ul style="list-style-type: none"> • Provides a wide range of services to employers • Can help provide assistance/support for disabled workers and their employers • Job fairs/ job boards/advertising are all services provided by Alberta Works • Debbie can meet with employers to help assess their needs 	
<p>Santa Shuttle – presented by Val and Doug Umsheid</p> <ul style="list-style-type: none"> • A request was made that the Chamber pay for the insurance to cover a Santa shuttle to the Journeys Wellness Centre on the night of the Old Fashioned Christmas • Roxanne reminded everyone that the event was not a Chamber event and the Chamber only pays for the wagon ride as part of the evening’s entertainment • Iqbal asked for a proposal of what insurance might be required and the costs associated with that insurance but also indicated that due to the lateness of the request there may not be an opportunity for the directors to make a decision. 	
<p>Next Meeting: December 18, 2012 – Casa Roma Restaurant</p>	
<p>Motion to adjourn: 12:50 P.M.</p>	<p>Iqbal Nurmohamed</p>

CLARESHOLM AND DISTRICT MUSEUM

MINUTES OF THE BOARD MEETING OCTOBER 24 2012

PRESENT: ANOLA LAING, DON GLIMSDALE, DOUG LEEDS, RHODENA KING, TRISHA CARLETON

ABSENT: HAROLD SEYMOUR, BERNICE CASE, DOUG MCPHERSON

THE MEETING WAS CALLED TO ORDER AT 7.00

1. AGENDA : DOUG LEEDS MOVED TO ACCEPT THE AGENDA WITH ADDITIONS.
2. MINUTES: DON GLIMSDALE MOVED TO ACCEPT THE MINUTES WITH CORRECTIONS.
3. FINANCIAL REPORT: THE REPORT WAS REVIEWED BY DON GLIMSDALE. THERE IS \$26,772.27 IN THE DESIGNATED FUNDS. DON GLIMSDALE MADE THE MOTION THAT THE FINANCIAL REPORT BE APPROVED.

4. COMMITTEES:

A. IN ORDER TO DEAL WITH THE SPEEDER CAR BUILDING PLANS DOUG LEEDS AND JEFF GIBEAU WILL FORM A PLANNING COMMITTEE TO DETERMINE THE EXACT LOCATION AND THE SIZE REQUIRED.

B. DOUG MCPHERSON WAS NOT PRESENT SO HIS REPORT ON THE ESTIMATED COSTS WILL BE POSTPONED UNTIL THE NEXT MEETING. A PICTURE WAS CIRCULATED OF AN OLD CPR BUILDING WHICH KRIS WILL SHOW TO THE BUILDING SAFETY CODE INSPECTOR. WE ALSO NEED A COST ESTIMATE FOR A STORAGE BUILDING. UNDER THE COMMUNITY SEIZE UP GRANT WE HAVE TO RAISE 50% OF THE COST AND REQUEST THE TOWN TO MEET THE OTHER 50% WE THEREFORE NEED TO GET A PLAN SHOWING THE APPROXIMATE MEASUREMENTS TO PRESENT TO THE TOWN COUNCIL BY THE NEXT MEETING SO THAT THEY CAN START SETTING ASIDE THE RESERVE MONEY. TRISHA CIRCULATED A FACILITIES PLAN.

C. ANOLA LAING REVEIWD THE TOWN BYLAW #1506 AND SOME MINOR CHANGES WERE SUGGESTED WHICH SHE WILL PASS ON TO THE TOWN.

D. WE SET DATES FOR A SERIES OF WORKSHOPS TO ACESSION THE COLLECTIONS OF HAMMERHEADS AND MINERALS. THEY WILL BE HELD ON OCT. 30, NOV.9, NOV. 22.

E. BILL ERIKSON HAS BEEN COMMISSIONED TO MAKE A BRONZE TRAIN. HE HAS PROPOSED THAT HE MAKE ONE FOR US TO GO ABOVE THE FRONT DOOR OF THE RAILWAY BUILDING HE WILL GIVE HIS LABOUR FREE AND WILL UNDERTAKE TO RAISE THE MONEY FOR THE BRONZE. DOUG LEEDS MADE THE MOTION THAT WE ACCEPT HIS OFFER.

5. TRISHA CALETON REVIEWED HER REPORT. DON CLARK MADE THE MOTION THAT THE VISIONS, MISSION VALUES AND MANADATES DOCUMENT BE APPROVED. THIS WILL BE MAILED ON OCTOBER 25. THE CERTIFICATE FOR THE INCORPORATION OF THE FRIENDS OF THE MUSEUM HAS BEEN RECEIVED.

6. PIGEON PROBLEM. THE PRODUCT NICARBAZIN HAS BEEN APPROVED. THIS WILL STERILIZE THEM AND PREVENT FUTURE OFFSPRING.

B. HAROLD WAS NOT PRESENT ASO WE DO NOT KNOW WHAT PROGRESS HE HAS MADE REGARDING HIS

TALK WITH EVAN BERGER AND THE RAILWAY GRAIN CAR.

C. NOREEN BISHOP HAS DONATED \$1,000 FOR THE INSTALLATION OF THE BAR DOORS ON THE STORAGE AREA. WE WILL ASK RAYMOND MONPETITE AND GUERTOS FOR A QUOTE ON THE INSTALLATION.

D. SINCE THIS YEAR IS THE 100TH YEAR FOR MANY OF THE LOCATIONS IN TOWN AND THE 100TH ANNIVERSARY OF THE BEGINNING OF WWI IS COMING UP DOUG LEEDS SUGGESTED THAT WE MIGHT SET UP A TIME CAPSUAL. WE WILL DISCUSS THIS PROPOSAL AT THE NEXT MEETING.

F. SOMEONE HAS CONTACTED TRISHA ABOUT DONATEDING THE BAR AND MIRROR FROM THE OLD WILTON HOTEL. WE WILL DISCUSS THIS AGAIN WHEN SHE HAS MORE INFORMATION.

G. ANOLA CIRCULATED A FORM WHICH IS THE RECEIPT FOR THE TAX RETURN ON THE VEHICLES THAT SHE IS DONATING. THIS IS A TEST CASE. IF INTERNAL REVENUE ACCEPTS IT WE WILL THEN BE IN A POSITION TO ACCEPT FUTURE DONATIONS OF A SIMILAR NATURE.

THE MOTION TO ADJORN WAS MADE BY DON CLARK.

THE NEXT MEETING WILL BE HELD ON NOVEMBER 28, 7:30 TOWN OFFICE.

CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY
Board of Directors, November 23, 2012

ATTENDEES: Neil Ohler – Lay Representative
Howard Paulsen - Lay Representative
Brydon Saunders – Lay Representative
Bob Thompson – Seniors Center
David Hubka– Town of Claresholm
Sandra Young - Wandering Willows
Lyal O’Neill – Office Coordinator

REGRETS: Holly Gillespie – Porcupine Hills Lodge
Walter Gripping – Town of Granum
Earl Hemmaway – M.D. of Willow Creek

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

1.0 APPROVAL OF ADDITIONS TO AGENDA

Moved by Neil Ohler to accept the agenda. Carried.

2.0 APPROVAL OF MINUTES

Moved by Dave Hubka to accept the minutes of the meeting held **October 19, 2012**. Carried.

3.0 BUSINESS ARISING

1. Fort Macleod Santa Parade Nov 24, 2012 – find where the round up area is.
2. Proposal for Lander Treatment Center -
3. Regional Services – Funding for Inter City Trips.
4. Replaced Bus Tires

4.0 CORRESPONDENCE

1. Letter of Support – Town of Nanton-copy attached.
2. Letter of Consideration – Town of Nanton-copy attached.
3. Letter of Appointment – MD of Willow Creek appointed Earl Hemmaway as their representative for the next year on the Claresholm & District Transportation Committee.
4. Letter of Decline – Community Initiatives Program Community Operating Grant for the deadline June 15, 2012 has been declined. We will reapply for the December 15, 2012 deadline for funds to replace van.

5.0 REPORTS

1. Financial Report – Moved by Lyal O’Neill to accept the financial report. Carried.

2. It was moved by Brydon Saunders that we apply for CFEP, Alberta Lotteries grant for the December 15, 2012 deadline for \$75,000, funds to purchase/replace vans. . Carried.
3. Office Coordinator Report- Moved by Lyal O'Neill to accept the report. Carried.
It was suggested that we approach the Lethbridge Foundation for funds.
4. Advertising & Fundraising- Packages to be dropped at Stavely and Granum.
5. Chairman's report. Things are going good..

6.0 NEW BUSINESS

1. Approach the Town for payment by January 10, 2013.
2. Approach the M.D. for payment by April 10, 2013.
3. Alternate Transportation Services for Seniors- Sandra Young moved that we form a committee to discuss and apply for the funding from the Alternative Transportation Services for Seniors – Rural Alberta Pilot Project. Seconded by Brydon Saunders. Motion Carried. Those on the committee are: Howard Paulsen, Brydon Saunders, Bob Thompson, Sandy Young and Neil Ohler. Meeting dates are November 30, 2012 at 10:00 a.m. and December 7, 2012 at 10:00 a.m. at the office.
4. Christmas Dinner – will be cancelled for this year.
5. Employees Christmas Bonus – will not be given this year due to financial constraints.
6. Billing – Brydon Saunders will check and clarify.

7.0 NEXT MEETING is on January 18, 2013 at Claresholm General Hospital.

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

cc. Town of Claresholm
WCCCC Laurie Watt

The Bridges at Claresholm Golf Club
REGULAR MEETING
Wednesday, December 5, 2012 at 12 noon at Shanghai Restaurant

Present: Larry Ford, Dan Rhode, Frank Keller, Mike Young, Todd Heggie, Russell Sawatzky, Kathy Davies, Lyle Broderson & Rod Andrews.

Excused: Larry MacDonald, Wes Wiebe, Doug MacPherson

1. Chairman Larry Ford called the meeting to order at 12:18 pm.
2. Todd Heggie moved the approval of the agenda. CARRIED.
3. Russell Sawatzky moved the approval of November 7, 2012 Regular Meeting minutes. CARRIED.
4. Correspondence: None
5. Reports:
 - 5.1 Greens Committee:** Rod reported on the following:
 - Gerard met with Rod and Larry F. – they looked at the trees on the front nine. Trees that will need to be removed were marked with 3 red dots. These trees are dying and/or are diseased and need to be removed before the disease spreads. Discussion over the plan of action that needs to be taken. Decided that Rod will determine the no. of trees that need to be removed. This will determine the number of stumps that will need grinding down and the number of remaining trees that will need to be pruned. Rod will check out various avenues for disposing of the trees.
 - Mike (Consolidated) determined that the break in the irrigation lines is around #10 tee box and/or #10 cart path. He will come one more time and run the test again to see if he gets the same results. If so, then these areas will have to be dug up and the lines fixed. Will check with the Town about them using the backhoe as some of these lines are 6 feet deep;
 - 5.2 Club Pro and Marketing Committee:** Lyle reported on:
 - Have run an ad in the Local Press last week and in the Regional this week for the new membership “Weekday Evening” – have had good comments;
 - Skyline Signs will do the signs for the southend washroom – Lyle will put together the wording and the size for Roger. It will be up for the start of the golf season;
 - The TD Bank grant for trees has extended its deadline to January 7, 2013 – Lyle is working on this application;
 - Lyle will take to the Town for payment of the Board of Directors Insurance;
 - Have given the Grad Class 100 value cards for them to sell – they sell for \$30/ea. And the proceeds are split 50/50 between the golf course and the Grad class;
 - Ball dispenser machine and 6 benches have been ordered – have one sponsor as to date for the benches – each sponsor will be charged \$400.00 – the benches will go on holes 2,3,5,6,8 & 9.

- For insurance purposes the Town has listed the following deficiencies that need to be repaired:
 - Wheelchair ramp is breaking away from the wall, sloped and has different height edges;
 - Deep fryer need barrier between it and the charcoal grill – DONE
 - Deep Fryer Tag listing the cleaning and inspection needs to be attached – DONE

5.3 Town Representative: no report

5.4 Clubhouse Committee: Lyle reported:

- Will do a walk through on Dec. 17. MacEvoy's still owe \$4500.00 +GST. Will negotiate on the TV and mount if possible.
- Don Leonard met with the Committee and a contract was signed with the 2nd year to be negotiated on or before Sept. 30, 2013.

5.5 Finance Committee: no report

5.6 Grants & Casino Committee:

- Will apply for the March 15/13 deadline for the CIP grant for the electricity in the cart shed, ball dispenser shed, etc. – still need the electrical quote.

5.7 Policy/By-law Committee: no report

5.8 Tournaments: no report

6 New Business:

6.1 Jason Hemmaway: Moved by Todd Heggie that the Golf Club donate a set of clubs and a bag for the Firemen/RCMP Charity Hockey/ Silent Auction fund raiser for Jason Hemmaway. CARRIED.

7 Adjournment: Russell Sawatzky moved the meeting be adjourned at 1:12pm.

The next meeting will **Jan. 16, 2013** meeting will be at **Shanghai** Restaurant at noon. Mike Young will make the reservation.

President

Date

Secretary

Please circulate to Mayor/Reeve and Council for information



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES – 4 (2012)

SPECIAL BOARD OF DIRECTORS' MEETING

Thursday, October 11, 2012 – 7:00 p.m.

ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)

BOARD OF DIRECTORS:

Bill Graff (absent)	Village of Arrowwood	Dennis Quinton.....	Town of Magrath
Jane Jensen	Village of Barnwell	Terry Michaelis	Town of Milk River
Alf Olsen	Village of Barons	Rafael Zea (absent)	Village of Milo
Tom Rose	Town of Bassano	Dick Fenton	Town of Nanton
Roger Houghton	Cardston County	Allen Eastman - alternate	County of Newell
Tim Court (absent)	Town of Cardston	Pete Pelley	Village of Nobleford
Doug Smith	Village of Carmangay	Hank Hurkens.....	Town of Picture Butte
Christine Nyberg	Village of Champion	Bjorn Berg.....	M.D. of Pincher Creek
Doug MacPherson	Town of Claresholm	Don Anderberg	Town Pincher Creek
Henry Pauls	Town of Coaldale	Ronald Davis (absent)	M.D. of Ranchland
Marvin Slingerland	Town of Coalhurst	Greg Robinson	Town of Raymond
Tom Butler (absent).....	Village of Coutts	Barry Johnson	Town of Stavely
Garry Hackler (absent)	Village of Cowley	Jonathan Bikman - alternate.....	Village of Stirling
Larry Mitchell	Mun. Crowsnest Pass	Ben Elfring.....	M.D. of Taber
Jerry Lonsbury	Mun. Crowsnest Pass	Russell Norris	Town of Vauxhall
Gordon Wolstenholme	Town of Fort Macleod	Rod Ruark	Vulcan County
Darrell Edwards (absent).....	Village of Glenwood	Paul Taylor	Town of Vulcan
Walter Gripping.....	Town of Granum	Geoffrey Krokosh.....	County of Warner
Monte Christensen (absent)	Village of Hill Spring	Dannie Lien (absent).....	Village of Warner
Henry Doeve.....	County of Lethbridge	Henry Van Hierden	M.D. of Willow Creek
Brad Koch (absent)	Village of Lomond		

STAFF:

Lenze Kuiper.....	Director	Steven Ellert	GIS Technologist
Mike Burla.....	Senior Planner	Mladen Kristic.....	CAD/GIS Technologist
Steve Harty	Senior Planner	Jordan Thomas.....	GIS Analyst
Diane Horvath.....	Planner	Gail Kirkman	Subdivision Technician
Gavin Scott	Planner	Barb Johnson	Executive Secretary

VISITORS:

Mike Derricott.....	CAO, Town of Picture Butte	Rick Rodgers.....	Councillor, Town of Nanton
Leo Ludwig	CAO, Vulcan County	Dave Schneider.....	Reeve, Vulcan County

AGENDA:

1. **Approval of Agenda** – October 11, 2012
 2. **Approval of Minutes** – September 6, 2012..... (attachment)
 3. **Business Arising from the Minutes**
 4. **Reports**
 - (a) Executive Committee Report..... (attachment)
 5. **Business**
 - (a) Finance Committee Recommendations (report & correspondence)
 1. GIS Increase for 2013 – 5%
 2. Increase Fee-For-Service
 3. Fee-For-Service – Introduce Interim Billing for 2013
 4. Enter into new and improved Municipal Service Contracts
 5. Increase Subdivision Fees
 6. Utilize 2012 Total Equalized Assessment (TEA) with a rural and urban mill rate adjusted to requisition \$800,000 in 2013 and use year-to-year TEA and adjust accordingly thereafter
 - (b) Per Diems and Mileage for Board Meetings
 - (c) Request for Proposal.....
 6. **Adjournment** – December 6, 2012
-

CHAIR TERRY MICHAELIS CALLED THE MEETING TO ORDER AT 7:05 P.M.

1. APPROVAL OF AGENDA

Moved by: Dick Fenton

THAT the Board of Directors approves the agenda of October 11, 2012, as amended:

ADD: 5(c) Request for Proposal

CARRIED UNANIMOUSLY

2. APPROVAL OF MINUTES

- Dennis Quinton (Town of Magrath) requested we strike his motion [4(b) Finance Committee Report – page 15] from the minutes as this was a “suggestion”, rather than a motion.

Moved by: Gordon Wolstenholme

THAT the Board of Directors approves the minutes of September 6, 2012, as amended.

CARRIED UNANIMOUSLY

3. BUSINESS ARISING FROM THE MINUTES

None.

4. REPORTS

(a) Executive Committee Report

Moved by: Walter Gripping

THAT the Executive Committee Report for the meeting of September 13, 2012 be received, as information. **CARRIED UNANIMOUSLY**

5. BUSINESS

(a) Finance Committee Recommendations

- The special Board of Directors' meeting was called to allow all municipal councils the opportunity to review the ORRSC Finance Committee recommendations prior to a Board vote on the issue. Written responses have been received from 18 municipalities – 7 attached to the agenda and 11 handed out at the meeting. A legal opinion by Brownlee LLP concerning "Councillor's Conflicting Duties and Obligations" when councillors sit as directors of a regional entity was also distributed for information.
- Director Lenze Kuiper gave a powerpoint presentation which included ORRSC strategy, organizational structure, problem statement and background financial information as well as details of the six Finance Committee Recommendations and the rationale for each:

1. ***The Finance Committee recommends a 5% increase in keeping with historical levels.***

Rationale: GIS fees are based on a cost recovery model built at inception in 2002. This model is working well and continues to be viable.

2. ***The Finance Committee recommends using the double hourly wage formula bringing fee-for-service rates up to \$75/hr and \$65/hr respectively.***

Rationale: Standard fee rates for private consulting firms are based on doubling or tripling the hourly wage including benefits then adding 25% for overhead and profit margin. Current fee-for-service rates of \$55/hr and \$45/hr are extremely low by industry standards and do little to meet the test for cost recovery. ORRSC historically has offered half rates to members and will continue to do so as a valued benefit to members.

3. ***The Finance Committee recommends introducing interim billing for 2013.***

Rationale: Payments for fee-for-service plans and projects are traditionally invoiced at the back-end upon completion. Many projects are elastic and have a lifespan beyond one year. Management of cash flow is often an issue. It is proposed that 1/3 payment be billed upon receipt of a signed resolution of council, 1/3 payment with submission of draft document, and 1/3 payment upon completion of document and/or 3rd reading.

4. ***The Finance Committee recommends entering into new and improved Municipal Service Contracts.***

Rationale: New contracts between ORRSC and individual municipalities will address the changes made over the past 18 years and additionally will outline in greater detail the services offered in exchange for membership fees and fee-for-service.

5. ***The Finance Committee recommends that simple increases be applied to ORRSC's existing Subdivision Fee structure.***

Rationale: A review of subdivision fees in other parts of the province indicates there is some room for adjustment.

Current:	\$500 application fee	Proposed:	\$600 application fee
	\$300 per lot		\$325 per lot
	\$150 per lot endorsement		\$175 per lot endorsement
	\$300 extension		\$325 1 st extension
			\$350 2 nd extension
			\$375 3 rd extension

6. ***The Finance Committee recommends that ORRSC requisition 2013 Membership Fees of \$800,000 through a rural urban mill rate split applied to the 2012 TEA, and that in subsequent years the formula be adjusted to reflect financial need and new TEAs.***

Rationale: ORRSC has based its membership fees on the 1993 Total Equalized Assessment (TEA) of each member municipality over the past 18 years and has been limited to a 5% increase on those fees in any given year. While this provided ORRSC with a fixed source of revenue, it has not kept pace with the true costs of operations. In turn, revenues generated from variable sources such as subdivision, fee-for-service and grants have been relied upon to balance the books. If ORRSC is to remain viable a reliance on variable income needs to be reduced, it is no longer sustainable and in many cases it is approaching finiteness. If the consensus in 1993 was to use TEA, then logically using 2012 TEA for our requisition in 2013 and thenceforth, using yearly TEA to determine each year's requisition makes fiscal sense. The requisition could be adjusted to reflect the economy of the day and the variable revenues of the previous year. ORRSC would operate on the same principles as a municipality.

- Upon completion of the presentation, Lenze Kuiper opened the floor to discussion and questions as follows:

Question concerning rationale for the minimum \$2,000 and maximum \$65,000 caps.

Lenze Kuiper – The minimum recognizes the value of planning services in the smaller communities while keeping it affordable. The maximum cap is set at a level where it is still cost-effective to larger municipalities to participate rather than hiring their own planner.

Rod Ruark (Vulcan County) – Suggested that per diems and mileage be dropped.

Lenze Kuiper – This will be discussed under agenda item 5(b). The Executive Committee has proposed that per diems for Board meetings be eliminated.

Don Anderberg (Town of Pincher Creek, Finance Committee) – Executive Committee members will continue to be paid for attendance at Executive meetings.

Dennis Quinton (Town of Magrath) – Why should the Executive Committee be paid for their meetings?

Lenze Kuiper – The Executive Committee works on behalf of the Commission and should be reimbursed by the Commission, not by Committee members' municipalities.

Rod Ruark – Regarding wages, the budget does not provide a long-term plan to address keeping staff.

Lenze Kuiper – Staff wages were adjusted to market levels in 2007, and additional staff have been hired to reduce workloads to manageable levels. ORRSC staff will not receive any salary increase in 2012, but the Executive Committee has approved a 3% COLA for 2013.

Visitor Rick Rodgers (Councillor, Town of Nanton) asked if he could speak.

Dick Fenton (Town of Nanton, Finance Committee) raised a point of order – as Mr. Rodgers is not a Board member and not allowed to vote, he should not be allowed to speak.

Mike Burla (Senior Planner) explained that the ORRSC Procedures Manual affords discussion only by members of the Board. Observers may speak if Board members wish to hear them.

Visitor Rick Rodgers withdrew his request to speak.

Rod Ruark – Membership fees are based only on equalized assessment and doesn't recognize actual usage of services. In future years could how the formula is worked out be revisited and be based closer to use and fee for services obtained? Possibility of using a split model to get more balance?

Walter Gripping (Town of Granum, Finance Committee) – The Finance Committee looked at a number of different models and the most fair was equalized assessment. None of the options were perfect because of the disparity in size of municipality, use, etc. The object was to keep the service affordable for all members. This model could be revisited in the future, but this is a package deal that ensures financial viability for now.

Lenze Kuiper – Parkland Community Planning Services tried basing fees on usage and found people stopped calling and therefore ran into problems which required damage control to fix. They weren't able to keep the doors open, so had to institute a base level fee. We are open to creative suggestions.

Pete Pelley (Village of Nobleford) – Should there also be a cap on the percentage increase as some communities are facing increases over 200%?

Lenze Kuiper – Various mill rates and caps were discussed, but these rates were considered simple and fair given the corresponding growth in equalized assessment.

Geoff Krokosh (County of Warner) – What are the chances of getting provincial grants?

Lenze Kuiper – There aren't any grants that provide operating funds. We would like to get some stable funding from the Province.

Henry Doeve (County of Lethbridge) – When projects are grant funded, we should apply for higher realistic rates – we leave a lot of money on the table.

Doug MacPherson (Town of Claresholm) – I don't agree – grants are on a cost-share basis and we have to match funds.

Lenze Kuiper – We encourage municipalities to apply for grants for plans or projects. We can work with your community on the grant application in order to get a fair return. In the past, Nobleford has used ORRSC as a contribution in kind.

Henry Doeve – Regarding subdivision fees, can developers go elsewhere?

Lenze Kuiper – No, ORRSC processes the subdivision applications for all our member municipalities.

Tom Rose (Town of Bassano) – At a previous meeting we discussed that Calgary and Edmonton regions are getting some provincial funding. Are we investigating this right now and do we need letters of support?

Lenze Kuiper – These organizations are set up as different entities and are able to access funding. We are investigating and may need letters of support later.

Rod Ruark – The maximum cap of \$65,000 is too low – should be \$90,000 plus.

Tom Rose (Town of Bassano) – Refer to the letter from County of Newell that states if the fee goes much higher they may partner with urban municipalities and hire their own planner.

Rod Ruark – I don't know what that number should be, but if they left we would have to adjust.

Ben Elfring (Municipal District of Taber) – If fees get too high we would go on our own.

Dennis Quinton – Councils are in a hard spot. We have to rationalize increases to citizens, everyone is hurting.

Terry Michaelis (Town of Milk River, Finance Committee) – This is a living document and the best we can do for now. We would like to pass the recommendations this year as a starting point. The Finance Committee agonized over these issues. We think it is workable and will look at it again next year and make adjustments.

- The Executive Committee prefers that all six recommendations of the Finance Committee be voted on as a package. Therefore, Terry Michaelis asked if someone would make the motion to approve all of the recommendations of the Finance Committee.

Henry Doeve – Expenses are not addressed in the motion. We were quick to react to increases in 2007. Activity is down so why are we not addressing this?

Rod Ruark – I can't support a simple blanket motion to accept all the recommendations.

Lenze Kuiper – Details of the six recommendations are found in the Finance Committee Report and specifics will be listed in the motion later in the minutes.

Pete Pelley – Nothing has been addressed so what was the purpose of this exercise?

Terry Michaelis – The purpose was so it could be taken to councils for their input.

Henry Van Hierden (M.D. of Willow Creek) – Many letters of support were received.

Doug MacPherson – Suggested adding to the motion that upon passing of the motion we immediately strike a Committee to prepare a 5-year financial plan.

Bjorn Berg (M.D. of Pincher Creek) – Suggested this be considered as a separate motion.

- Dick Fenton (Town of Nanton) requested a recorded vote.

Moved by: Bjorn Berg

THAT the Board approve all of the recommendations of the Finance Committee as follows:

1. THAT the Board approve a 5% increase to GIS member rates for 2013;
2. THAT the Board approve an hourly fee-for-service member rate of:
 - Planning - \$75/hr
 - Administration/Technical - \$65/hr
 AND THAT the Board approve an hourly fee-for-service non-member rate for 2013 of:
 - Planning - \$150/hr
 - Administration/Technical - \$135/hr;
3. THAT the Board approve an interim billing model for 2013 consisting of:
 - 1/3 payment with signed Resolution of Council approving commencement of service(s)
 - 1/3 payment with submission of Draft document
 - Final payment upon completion of document and/or 3rd Reading;
4. THAT the Board approve subdivision fees for 2013 as follows:
 - Application Fee - \$600
 - Per Lot Fee - \$325
 - Per Lot Endorsement - \$175
 - Extension Fee - 1st \$325, 2nd \$350, 3rd \$375;
5. THAT the Board direct Administration to update, standardize, and finalize member contracts for 2013;
6. THAT the Board approve the Municipal Membership Fees for 2013 as presented in the 2012 ORRSC Finance Committee Report and Recommendations.

CARRIED – 22 in favour, 9 opposed

Municipality	Board Member	Vote
Village of Barnwell	Jane Jensen	In Favour
Village of Barons	Alf Olsen	In Favour
Town of Bassano	Tom Rose	In Favour
Cardston County	Roger Houghton	In Favour
Village of Carmangay	Doug Smith	In Favour
Village of Champion	Christine Nyberg	In Favour
Town of Claresholm	Doug MacPherson	In Favour
Town of Coaldale	Henry Pauls	Opposed
Town of Coalhurst	Marvin Slingerland	In Favour
Municipality of Crowsnest Pass	Larry Mitchell	In Favour
Municipality of Crowsnest Pass	Jerry Lonsbury	In Favour
Town of Fort Macleod	Gordon Wolstenholme	In Favour
Town of Granum	Walter Gripping	In Favour
County of Lethbridge	Henry Doeve	Opposed
Town of Magrath	Dennis Quinton	Opposed
Town of Milk River	Terry Michaelis	In Favour

Town of Nanton	Dick Fenton	In Favour
County of Newell	Allen Eastman (alternate)	In Favour
Village of Nobleford	Pete Pelley	Opposed
Town of Picture Butte	Hank Hurkens	In Favour
Municipal District of Pincher Creek	Bjorn Berg	In Favour
Town of Pincher Creek	Don Anderberg	In Favour
Town of Raymond	Greg Robinson	Opposed
Town of Stavely	Barry Johnson	Opposed
Village of Stirling	Jonathan Bikman (alternate)	Opposed
Municipal District of Taber	Ben Elfring	Opposed
Town of Vauxhall	Russell Norris	In Favour
Vulcan County	Rod Ruark	Opposed
Town of Vulcan	Paul Taylor	In Favour
County of Warner No. 5	Geoff Krokosh	In Favour
Municipal District of Willow Creek No. 26	Henry Van Hierden	In Favour

Moved by: Doug MacPherson

THAT ORRSC strike a Finance Committee consisting of Board members to generate a 5-year financial plan.

- Rod Ruark (Vulcan County) requested a friendly amendment to the motion that the Finance Committee include Chief Administrative Officers as well as Board members. Mr. MacPherson agreed that because Board members are Councillors, not financial experts, professional input is needed. Therefore the resolution was amended to read:

Moved by: Doug MacPherson

THAT ORRSC strike a Finance Committee to generate a 5-year financial plan, Committee members to be drawn from the Board and Chief Administrative Officers of member communities.

CARRIED UNANIMOUSLY

(b) Per Diems and Mileage for Board Meetings

- The Executive Committee passed the following resolution on September 13, 2012:
THAT the Executive Committee recommend that per diems and mileage cease for Board members attending Board meetings, as of January 1, 2013.

Moved by: Rod Ruark

THAT the Board approve the Executive Committee recommendation that per diems and mileage cease for Board members attending Board meetings, as of January 1, 2013.

CARRIED UNANIMOUSLY

Lenze Kuiper – Discontinuing Executive Committee per diems was also considered, but because Committee members are working on behalf of the Commission, they should be paid by the Commission in order to maintain arms length status. This view is supported by the Brownlee LLP legal opinion handed out previously.

Don Anderberg – Members from smaller municipalities may be discouraged from participation on Committees for financial reasons.

Rod Ruark – Disagreed with this reasoning and made a motion to discontinue per diems and mileage for Executive Committee members as well.

- Dick Fenton again requested a recorded vote.

Moved by: Rod Ruark

THAT the Board approve that per diems and mileage cease for Executive Committee members attending Executive Committee meetings, as of January 1, 2013.

DEFEATED – 9 in favour, 21 opposed

Municipality	Board Member	Vote
Village of Barnwell	Jane Jensen	In Favour
Village of Barons	Alf Olsen	In Favour
Town of Bassano	Tom Rose	Opposed
Cardston County	Roger Houghton	In Favour
Village of Carmangay	Doug Smith	Opposed
Village of Champion	Christine Nyberg	In Favour
Town of Claresholm	Doug MacPherson	Opposed
Town of Coaldale	Henry Pauls	Opposed
Town of Coalhurst	Marvin Slingerland	In Favour
Municipality of Crowsnest Pass	Larry Mitchell	Opposed
Municipality of Crowsnest Pass	Jerry Lonsbury	Opposed
Town of Fort Macleod	Gordon Wolstenholme	Opposed
Town of Granum	Walter Gripping	Opposed
County of Lethbridge	Henry Doeve	Opposed
Town of Milk River	Terry Michaelis	Opposed
Town of Nanton	Dick Fenton	Opposed
County of Newell	Allen Eastman (alternate)	Opposed
Village of Nobleford	Pete Pelley	Opposed
Town of Picture Butte	Hank Hurkens	Opposed
Municipal District of Pincher Creek	Bjorn Berg	Opposed
Town of Pincher Creek	Don Anderberg	Opposed
Town of Raymond	Greg Robinson	In Favour
Town of Stavely	Barry Johnson	Opposed
Village of Stirling	Jonathan Bikman (alternate)	In Favour
Municipal District of Taber	Ben Elfring	Opposed
Town of Vauxhall	Russell Norris	Opposed
Vulcan County	Rod Ruark	In Favour
Town of Vulcan	Paul Taylor	Opposed
County of Warner No. 5	Geoff Krokosh	In Favour
Municipal District of Willow Creek No. 26	Henry Van Hierden	Opposed

(c) Request for Proposal

- ORRSC is in receipt of an RFP originating from a member municipality for the preparation of several intermunicipal development plans between rural municipalities. A discussion with Chelle Busch, Manager – Service Alberta (Procurement Services) revealed that exceptions to procurement of services under TILMA, MWPTA & MASH include:
 - purchases from a public body or non-profit organization
 - all Land Use measures (bylaws, zoning, etc.)
 - Government provision of services to other government organizations
 - long-standing procurement contracts entered into prior to NWPTA
- We have received a number of phone calls from organizations wondering why our members are seeking services elsewhere. Projects such as this provide much needed revenue and could lower the costs for all members in the long term.

6. ADJOURNMENT

- Chair Terry Michaelis thanked the Board for their letters, comments and participation.

Moved by: Russell Norris

THAT we adjourn the Special Board of Directors' Meeting of the Oldman River Regional Services Commission at 8:50 p.m. until Thursday, December 6, 2012. **CARRIED UNANIMOUSLY**

/bj

CHAIR: Terry Michaelis

PORCUPINE HILLS EARLY CHILDHOOD COALITION MEETING MINUTES

Monday, Nov. 5, 2012 – 7:00 PM – JT Foster High School in Nanton

Meeting Facilitator(s): Marie Schooten & Dana McLeod

LIVE ATTENDEES (Nanton)	
Marie Schooten	Ruth Mueller

REMOTE ATTENDEES (Claresholm)	
Dana McLeod	Joan DeMaere
Magan Braun	Beth Borthwick
Shelley Ford	

Introductions – Introduced new member of coalition (replacing Magan Braun from AHS) Ruth Mueller.

1. Dana opened discussions about the Fri meeting with the action plan committee and what was discussed.
 - a. Opened the floor to Marie to talk about the “wish” for challenges for rural communities to be presented at the conference in Edmonton.
[EXACT WISH STATEMENT] Several agreed with the focus on equality for rural groups and urban communities. For example: Our 4 coalition communities have the same population as High River, but we don’t get the same resources accessibility.
 - b. Discussed EDI roll out and that we need to determine first how we plan to roll out the information to the community
 - c. Discussed what was talked about regarding job parameters for coordinator

2. Booked Action Plan Committee meeting for Dec. 5 at 11:30am in the Claresholm Library to discuss Marie's finding at the coalition conference in Edmonton
3. Discussed community information distribution, and collaboration of all agencies
 - a. Would probably give this job to coordinator to inventory our resource assets as their first job
4. Questions were raised about finding out when exactly we will receive our EDI data from La Vonne. Marie said she would look into it, but the concern on receiving the information revolves around public release of the information by the government.
 - a. Once we formally request (and receive) our EDI data, we have 3 months before the data is released to the public. Ideally we would prefer to have our coalition announce the data to the community *first*, to tie in with our promoting the coalition and its direction based on the data. Furthermore, if we want our coalition to present the data to the community prior to its official release, we should make sure we know exactly how we intend to promote the EDI data.
 - b. Magan pointed out that Vulcan just asked for the data from their coordinator (La Vonne Rideout) and they received it very quickly. Getting the data isn't the problem at all; it's making sure when we ask for the data, we are prepared to roll it out.
 - c. It was noted that we will first need the grant money in order to prepare our data roll out events and have help from our hired coordinator.
 - d. Shelley suggested that we start planning for how we will roll out the data now. It doesn't matter what the data is, how we roll it out

should be well planned for that 3 month window, if we want to be the first to present the data to the community. Discussion opened on what kind of methods we want to look at for presenting the EDI results to the community. Ideas presented were things like:

- i. Having a big presentation in each community
 - ii. Using parent-teacher conferences (piggy back on them with presentations)
 - iii. Several smaller public meetings in each community
 - iv. Meetings with several agencies or possibly one big meeting for ALL agencies in the 4 communities; then getting those agencies to promote the data from there
 - v. Possibly something of a “trade fair” type of event with agencies and groups at tables providing information about their roles in early childhood development, along with guest speakers, and family activities. Send invitations to playschools, daycares, church organizations, children’s society in Nanton to participate.
5. Dana pointed out that we really need the service groups to get involved, because after 2 years our grant money is gone, and this will fall back on community groups to take over perpetuate the continuing ECD.
6. It was mentioned that Family Literacy Day is coming up, and we should take FULL advantage of that event to promote early childhood development at the event. It will take place on Mon. Jan. 28 (7:00 to 9:00) and the Cowbus will also be there on that Monday, as well as the Tuesday before moving on to the other communities. It might be possible for us to give them a brochure on ECD and our coalition’s goals to hand out on the bus while they’re in the area.

7. Ruth asked about creating a logo and some branding for our coalition (colors)
 - a. Porcupine sun flares from back (Joan)
 - b. Shelley said she would play around with a logo & colors

8. Future meetings – issue with VC in evenings and Granum Stavely libraries participation
 - a. Tabling this until next meeting which is noon hour meeting
 - b. Evening meetings might not work as well (limited attendance for this one)

9. Scheduled next PHECC meeting for **Thursday, Dec. 6 from 12 to 1pm** at the Claresholm Library (Bill Simpson Room)

10. Scheduled Action Plan Committee meeting on Wed. Dec. 5 from 11:30am to 12:30pm

PORCUPINE HILLS EARLY CHILDHOOD COALITION – P.H.E.C.C.

Color Scheme Suggestion & Logo 1



- Color scheme is bright, happy, and clean. Symbolizes what parents want for their children as they develop.



- Chose a sunrise graphic to represent “early” and “beginnings”
- The rolling hills represents our location and title (Porcupine Hills)
- PHECC (and line below) are **BUSSO** font; tagline (yellow) is “**Diligent**” font

Note this is one possibility that I came up with to get us started. Suggestions and comments on design are welcome and encouraged. – SF



- Another version, bigger graphic, & more spaced out; tag line is **Papyrus** font
- In tagline used “child” instead of “children”, and “giving” instead of helping

Alberta SouthWest Bulletin-December 2012



Regional Economic Development Alliance (REDA) Update

- Alberta Tourism Parks and Recreation, Research and Investment Branch, has just announced a "Tourism Investment Opportunity Investment Assessment" project to be conducted in the AlbertaSW region in the New Year. A Request for Proposals (RFP) is available from this office and on the Alberta Purchasing Connection (APC) website. The goal of the project is to identify tourism development opportunities in this region and create business cases that would be of interest to potential investors. The project will require an advisory committee of local representatives.
- AlbertaSW Board is in process of designing a survey to gather specific input from communities and business in the region as it goes forward with long range planning.
- Travel Alberta hosted a very successful Open House event that was attended by chambers, businesses and tourism operators from around the region. Information was shared about the many successes in the region; the general trend is that tourism visitation is increasing. An important message of the day is that regional businesses gain strong benefit from being listed on the AlbertaSW Business Directory and also on the Alberta Travel Information System (ATIS). Call the AlbertaSW office for more information on how to access these systems to promote your business.
- Along with our British Columbia and Montana partners, AlbertaSW and Travel Alberta will contribute to one more print run of the *National Geographic* Crown of the Continent map guide for 2013. The next step will be to totally redesign the map to comply with the new format that has been developed for international geotourism print product.
- The new AlbertaSW Regional Business License package for 2013 has been sent to all the municipal offices. 2012 was very successful, with a noted increase in sales over 2011, in spite of the fee increase. Anyone wanting more information please contact the AlbertaSW office.
- Bob Dyrda, Communications Coordinator, has been out in the region assisting with placement of the "SouthWest Connect" Wi-Fi signage. Thank you to municipal staff who have been very supportive and helpful. As the signs are installed in each community there will be accompanying newspaper ads and information to make local residents aware of the new service.
- Mayor Shawn Patience is elected to remain as Chair of Alberta SouthWest for 2012-2013.
- Alberta Enterprise and Advanced Education, Entrepreneurship and Regional Development Branch, has provided a simplified two year funding agreement for 2012-2014. The department will also host a provincial regional economic development alliances (REDAs) planning session in mid-January to identify goals and issues to be addressed for the future.
- The Oldman Watershed Council (OWC) and Water Matters hosted a series of "Source to Tap" conversations in the region. These events are designed to increase awareness of the importance of water resources to our economy and quality of life and provide input to the development of a Headwaters Action Plan.

UPCOMING

- Two Travel Alberta "Understanding Branding" workshops 8:45 am to 1:00pm
December 11, 2012 Blairmore and December 12, 2012, Pincher Creek
Registration deadline December 10, 2012
<https://www.signup4.net/Public/ap.aspx?EID=TRAV128E>



Alberta SouthWest
Box 1041

Pincher Creek AB T0K 1W0
403-627-3373 or 1-888-627-3373
bev@albertasouthwest.com

Alberta SouthWest Regional Alliance
Minutes of the Board of Directors Meeting
Wednesday November 7, 2012
Community Hall, Glenwood



Board Representatives

Shawn Patience, Fort Macleod
Phil Wakelin, MD Willow Creek
Bruce Decoux, Crowsnest Pass
Dick Fenton, Nanton
Ben Goetz, Glenwood
Walter Gripping, Granum
Shane Hansen, Cardston County
Dennis Gillespie, Stavely
Bob Campbell, Hill Spring
Born Berg, MD Pincher Creek

Guest Councillors

Sandy Lybbert
Barb Michel
Darrell Edwards

Livingstone Range School Division

Clara Yagos, Trustee

Resource Persons

Lorreen Drockner, Administrator, Glenwood
Wendy Kalkan, EDO, Pincher Creek
Bev Thornton, Executive Director, AlbertaSW
Bob Dyrda, Communications Coordinator

1. Welcome and Introductions
2. Approval of Agenda
Moved by Dick Fenton THAT the agenda be approved as presented.
Carried. [2012-11-281]
3. Approval of Minutes
Moved by Dick Fenton THAT the minutes of October 3, 2012 be approved as presented.
Carried. [2012-11-282]
4. Approval of Cheque register
Moved by Shane Hansen THAT cheques #1091 - #1133 be approved as presented.
Carried. [2012-11-283]
5. Vote on Notice of Motion that Regional Business License Revision added to Policy and Procedures Manual
Moved by Dick Fenton THAT the AlbertaSW Regional Business License Bylaw of June 2011 be designated as "policy and procedure" and THAT the revised wording be added as Item #19 of the Alberta SouthWest Policy and Procedures Manual.
Carried. [2012-11-284]
6. Chinook Entrepreneur Challenge request for sponsorship.
Moved by Walter Gripping THAT AlbertaSW contribute to the level of Bronze sponsorship, which is \$1500.
Carried. [2012-11-285]
7. Report from Board Brand Management and Planning Workshop held October 3, 2012
Report accepted as information for further review. Bev and Bob will design a survey as a way to gain further validation and input from other stakeholders.
8. REDA Chairs and Managers meeting with the Minister held October 18, 2012
Accepted as information.

- | | | |
|-----|--|--|
| 9. | Communications Coordinator Update | Accepted as information.
Statistical reports will be circulated to the Board. |
| 10. | Waterton kiosk panel design and project update | Accepted as information. |
| 11. | Executive Director Report | Accepted as information |
| 12. | Round Table Updates | |
| 13. | Next Board Meetings
Wednesday December 5, 2012, Crowsnest Pass (tentative);
this will be an Organizational Meeting to elect the Executive

Wednesday January 2, 2013 (TBD) | |
| 14. | Adjournment | Moved by Walter Gripping THAT the meeting be adjourned.
Carried. [2012-11-286] |

Chair

Date

Approved December 5, 2012

Secretary/Treasurer

Date