



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

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

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING MINUTES JANUARY 23, 2012

DELEGATIONS:

1. CLARESHOLM CHILD CARE SOCIETY
RE: Kidz Zone
2. CLARESHOLM FIRE DEPARTMENT: Kelly Starling, Fire Chief
RE: 2012 Budget

ACTION ITEMS:

1. 2012 EDUCATION PROPERTY TAX REQUISITION
2. CORRES: Claresholm Curling Club
RE: 2012 General Liability Insurance
3. CORRES: Karen Keen
RE: Porcupine Hills Lodge Board
4. Transportation Study Examination – February 13, 2012
5. ADOPTION OF INFORMATION ITEMS
6. IN CAMERA: LEGAL

INFORMATION ITEMS:

1. Cheque Listing for Accounts Payable – January 2012
2. Community Standards Committee 2011 Year End Enforcement Report
3. Claresholm Child Care Society Meeting Minutes – January 11, 2012
4. Alberta SouthWest Regional Alliance Meeting Minutes – January 4, 2012
5. Alberta SouthWest Bulletin – February 2012
6. Claresholm Animal Rescue Society Regular Meeting Minutes – January 19, 2012
7. The Bridges at Claresholm Golf Club Regular Meeting Minutes – December 7, 2011
8. Elected Officials Education Program
9. Porcupine Hills Lodge Board Special Meeting Minutes – January 10, 2012
10. Porcupine Hills Lodge Board Regular Meeting Minutes – January 3, 2012
11. Claresholm & District Museum Board Minutes – January 25, 2012
12. Claresholm & District Museum Board Minutes – November 23, 2011
13. Oldman River Regional Services Commission Executive Committee Meeting Minutes – December 1, 2011
14. Southern Alberta Energy from Waste Alliance 2011 Year in Review – January 27, 2012
15. Oldman Watershed Council Thank You – January 26, 2012
16. West Meadow Elementary – February 2012 Newsletter
17. Local Food System Backgrounder
18. Chinook Arch Regional Library System: Conversations, Engagement & Community Change
19. The Pipeline Water Co-op Meeting Minutes – February 7, 2012
20. Claresholm Economic Development Committee Meeting Minutes – June 9, 2011
21. Claresholm Economic Development Committee Meeting Minutes – September 8, 2011
22. Claresholm Economic Development Committee Meeting Minutes – October 13, 2011
23. Claresholm Economic Development Committee Meeting Minutes – December 8, 2011

ADJOURNMENT:



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
JANUARY 23, 2012**

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

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

ABSENT: None

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

CARRIED

MINUTES: **REGULAR MEETING – JANUARY 9, 2012**

Moved by Councillor Sutter that the Regular Meeting Minutes of January 9, 2012 be accepted as presented.

CARRIED

DELEGATION: **MUNICIPAL GOVERNMENT BOARD (MGB)**
Re: Annexations

On behalf of the Municipal Government Board (MGB), Mr. Rick Duncan spoke to Council regarding the annexation process. He is a case manager and also deals with disputes between municipalities. The first main component is the Notice of Intent to Annex which must be in writing and state why the municipality is looking to annex. The second component is the development of the application including meeting with the neighbouring municipality. If there are issues, mediation must be attempted first. The last component is the MGB processing and consideration of the annexation.

ACTION ITEMS:

1. CORRES: Alberta Municipal Affairs and Housing
RE: Porcupine Hills Seniors Foundation

Moved by Councillor Sutter to approve a change in management body membership of the Porcupine Hills Seniors Foundation from two members to one member at large from the Town of Claresholm.

CARRIED

2. CORRES: Southern Alberta Energy From Waste Alliance
RE: SAEWA Bylaws Final Draft

Received for information.

3. SOUTHERN ALBERTA LIBRARY CONFERENCE, March 9 & 10, 2012 – Councillor Sutter

Moved by Councillor Fieguth to allow Councillor Sutter to attend the Southern Alberta Library Conference on March 9 & 10, 2012 on behalf of the Town of Claresholm.

CARRIED

4. STAFF REPORT: Declared Value Endorsement

Moved by Councillor MacPherson to lower the insured value of the Lower Lift Pump Station, item number fifty-four in the Property Schedule from AMSC Insurance, to \$25,000 for the building with no value for contents effective January 23, 2012.

CARRIED

Moved by Councillor Fieguth to lower the insured value of Water Treatment Plant #1, item number seventy-three in the Property Schedule from AMSC Insurance, to \$100,000 for the building with no value for contents effective January 23, 2012.

CARRIED

5. POLICY #PLDE 01-12 – Compliance Policy

Moved by Councillor MacPherson to adopt Policy #PLDE 01-12, the Compliance Policy, effective January 23, 2012.

CARRIED

6. 2012 CAPITAL BUDGET

Moved by Councillor Van Amerongen to approve the 2012 Capital Budget as presented.

CARRIED

7. ADOPTION OF INFORMATION ITEMS

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

CARRIED

8. IN CAMERA: LEGAL

Moved by Councillor Quayle that this meeting go In Camera.

CARRIED

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

CARRIED

ADJOURNMENT: Moved by Councillor Quayle that this meeting adjourn at 8:39pm.

CARRIED

Mayor – David Moore

Chief Administrative Officer – Kris Holbeck

DELEGATIONS

Claresholm Child Care Society

Box 271

Claresholm, AB

T0L 0T0

February 9, 2012

Town of Claresholm
Box 1000
Claresholm, AB T0L 0T0

Dear Mayor and Council

The Claresholm Child Care Society would like to express our deep appreciation to the Town of Claresholm; for all that you have done to help keep our programs running over the years. As you are aware we have taken over the After School Program which is currently being run out of the modulars at the West Meadow Elementary School location. We have opened this program up to be a Before School and After School program along with our kindergarten program. Currently we have 2 full time and 1 part time employee and 15 children enrolled on a full time basis, which has gone up since January 2011 in which we had 9 full time children.

We have been finding it very difficult to continue running this program. It is a needed program in this town as in the summer months we are running at full capacity. Our income from the program is barely paying the wages for our staff, leaving the Claresholm Child Care to pay the rest of the bills for the program. In turn has put the Child Care in a very difficult financial position. We have exhausted all of our resources at the Child Care including using all of our casino revenue, our fundraising income, our quality recognition money and our trust money.

We have decreased hours of our staff members in the Kidz Zone program and are going to be decreasing the hours of the staff members in the Child Care also just to make up some of the money. Both of our programs are applying for the Municipal Sustainability Grant through the Town. The Kidz Zone program is also in the process of becoming an Accredited Program, which will provide the program with extra funding for purchasing quality equipment, staff training and upgrades. It also provides the employees a wage top-up depending on education. Any monies received from the Accreditation Program cannot be designated to pay utilities or wages which are our main expenses.

We would like to ask the Town of Claresholm to cover our rent and utilities for the period of July 2011 to June 2012. We deeply appreciate any help that can be given at this time.

Yours truly,
Crystal Cooper
Chair Person

ACTION ITEMS

2012 EDUCATION PROPERTY TAX REQUISITION

FOR

TOWN OF CLARESHOLM

PAYMENT TO ALBERTA SCHOOL FOUNDATION FUND (ASFF)

Assessment Class	Basic Rate (1)	Varied Equalized Assessment (2)	ASFF Requisition (1) x (2) / 1,000
Residential and Farmland	\$ 2.70	\$ 348,764,744	\$ 941,664.81
Non-Residential	\$ 3.97	\$ 63,757,241	\$ 253,116.25
Machinery & Equipment	\$ 0.00	\$ 473,610	\$ 0.00
Total			\$ 1,194,781.06

Total 2012 Property Taxes for Education: \$ 1,194,781.06

2011
1072937.65

Report created on Feb 10, 2012.

11% increase
KJL 2/10/2012.

CALCULATION OF 2012 VARIED EQUALIZED ASSESSMENT

FOR

TOWN OF CLARESHOLM

RESIDENTIAL/FARMLAND

A	2009 Equalized Assessment	\$ 308,756,249
B	2010 Equalized Assessment	\$ 388,371,322
C	2011 Equalized Assessment	\$ 342,383,180
D	2012 Equalized Assessment	\$ 355,548,226
E	Four Year Average (A+B+C+D)/4	\$ 348,764,744
F	2011 Residential Requisition	\$ 843,504.36
G	2012 Provincial Uniform Tax Rate	\$ 2.70
H	Requisition Cap (F*1.12)	\$ 944,725
I	Equalized Assessment Cap (H/G)*1000	\$ 349,898,106
J	2012 Varied Residential/Farmland Equalized Assessment (Least of D, E, or I)	\$ 348,764,744

NON-RESIDENTIAL

K	2009 Equalized Assessment	\$ 49,257,362
L	2010 Equalized Assessment	\$ 66,202,136
M	2011 Equalized Assessment	\$ 70,282,110
N	2012 Equalized Assessment	\$ 69,287,354
P	2009 Electric Power Generation	\$ 0
Q	2010 Electric Power Generation	\$ 0
R	2011 Electric Power Generation	\$ 0
S	2012 Electric Power Generation	\$ 0
T	Four Year Average (K-P+L-Q+M-R+N-S)/4	\$ 63,757,241
U	2011 Non-Residential Requisition	\$ 229,433.29
V	Requisition Cap (U*1.12)	\$ 256,965
W	2012 Provincial Uniform Tax Rate	\$ 3.97
X	Equalized Assessment Cap (V/W)*1000	\$ 64,726,771
Y	2012 Equalized Assessment Adjusted for Electric Power (N-S)	\$ 69,287,354
Z	2012 Varied Non-Residential Equalized Assessment (Least of T, X, or Y)	\$ 63,757,241



Kris Holbeck logged in.

milenet MERO

Greetings from the Minister

2012 Education Requisition February 9, 2012

Welcome to MERO (Municipal Education Requisition Online). Your municipality's 2012 provincial education requisition is now available.

On this website you will find:

- your municipality's 2012 education property tax requisition and varied equalized assessment calculations,
- forms for preparing local education property tax rates,
- a link to the *Education Property Tax: Facts and Information* brochure, and
- a link to information about the Education Property Tax Assistance for Seniors program.

The provincial education requisition is \$1.979 billion for the 2012/13 fiscal year, an increase of 6.4 per cent from 2011/12. An accessible, quality education system is a priority for the Alberta government and for all Albertans. The requisition increase will help to fund this priority.

The provincial uniform education property tax rates for 2012 remain at 2.70 mills for residential and farmland property, and 3.97 mills for property classed as non-residential. The formula for calculating each municipality's 2012 requisition is based on the least of:

- a 12 per cent requisition cap;
- a four-year average of equalized assessments; or,
- your municipality's 2012 equalized assessment.

Thank you for your ongoing co-operation and support for Albertas outstanding basic education system.

Requisition Information

Select Municipality:

Municipality Type

Municipality

Year

▶ **Education Property Tax Requisition Package**

(Here you are able to enter your municipality's current taxable assessment data. or view the blended

Claresholm Curling Club
Box 1976
Claresholm, AB T0L 0T0

January 24, 2012

Town of Claresholm
Box 1000
Claresholm, AB T0L 0T0

Dear Sir:

Enclosed please find a copy of the Commercial General Liability Insurance Policy for the Claresholm Curling Club. We would ask the Town to reimburse the Claresholm Curling Club the \$1,200.00 relating to the General Liability coverages.

Yours truly,



Dale P. Seeman
Treasurer

DPS/mrk
Enclosure (1)



Head Office: 1200, 321 - 6th Avenue S.W., Calgary, Alberta T2P 4W7

Business Insurance Policy

Renewal

Policy Number: 5V0163556

Intact Insurance Company hereinafter called the Insurer.

The Policy Declarations together with the Supplementary Declarations, Policy Conditions, forms, riders and endorsements, if any, issued to form a part thereof, completes the Policy.

POLICY DECLARATIONS

Name of Insured Claesholm Curling Club

Mailing Address 430 55 Avenue East
PO Box #515
Claesholm, AB T0L0T0

Policy Period **From** January 24, 2012 **To** January 24, 2013
12:01 a.m. standard time at the postal address of the Named Insured stated herein.

Insured's Business Operations Curling Club

Broker Western Financial Group (CLA)
PO Box 1107 4802 - 2nd Street West Claesholm,
Alberta T0L0T0

Phone No. 403-625-4066

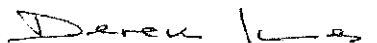
Broker No. 25043

Branch ID C

Total Policy Premium \$ 2,700 **Minimum Retained Policy Premium** \$ 750

Billing Method Agency Bill

In witness whereof the Insurer has duly executed this policy, provided however that this policy shall not be valid or binding unless countersigned by a duly Authorized Representative of the Insurer.



Authorized Representative



Authorized Representative

This Policy Contains a Clause(s) That May Limit the Amount Payable



Head Office: 1200, 321 - 6th Avenue S.W., Calgary, Alberta T2P 4W7

Business Insurance Policy

Policy Number: 5V0163556

Insurance provided subject to the Declarations, Terms, and Conditions of the policy and its Forms only for the coverages for which specific Forms are attached and for which a specific Limit or Amount of Insurance is shown hereunder.

THE FOLLOWING COVERAGES APPLY TO ALL LOCATIONS UNLESS OTHERWISE SPECIFIED.

GENERAL LIABILITY COVERAGES			
FORM#	FORM AND COVERAGE(S)	DEDUCTIBLE	LIMIT OF INSURANCE
LR10	Commercial General Liability		
	Coverage A - Bodily Injury, Personal Injury and Property Damage Liability		General Aggregate Limit \$ 5,000,000
	Coverage A - Bodily Injury, Personal Injury and Property Damage Liability		Limit of Liability - each accident or occurrence \$ 5,000,000
	Coverage A - Products-Completed Operations		Limit of Liability - aggregate \$ 5,000,000
	Coverage A - Property Damage Deductible: Per Occurrence	\$ 1,000	
	Coverage B - Advertising Injury		Limit of Liability - each accident or occurrence \$ 5,000,000
	Coverage C - Medical Payments		Limit of Liability - each person \$ 10,000
	Coverage D - Tenants' Legal Liability	\$ 1,000	Limit of Liability - any one accident \$ 500,000
L404	Athletic Participants Exclusion		
Form Of Business: Organization			
RATING INFORMATION:			
Rating Description: Curling Club			
Rating Base:	Receipts	Rating Base Amount:	\$ 150,000
Rating Units:	Per \$1000	Adjustable Rate:	11.919
		Advance Premium:	\$ 1,200



Head Office: 1200, 321 - 6th Avenue S.W., Calgary, Alberta T2P 4W7

Business Insurance Policy

Policy Number: 5V0163556

PROFESSIONAL LIABILITY COVERAGES

FORM#	FORM AND COVERAGE(S)	DEDUCTIBLE	LIMIT OF INSURANCE
PR04	Non-Profit Organization Liability Insurance Form (Claims Made)		
		Aggregate	\$ 5,000,000
	1.A. Individual and Organization Entity Liability Coverage		\$ 5,000,000
	1.B. Non-Profit Outside Directorship Liability Coverage		\$ 5,000,000
	1.C. Employment Practices Liability Defence Costs Coverage		\$ 250,000
P025	Prior Acts Exclusion		

PROFESSIONAL SERVICES: curling club

1500.00

January 19th, 2012

To whom it may concern:

I would like to join the board members at the Porcupine Lodge as another board member. I have always been interested in seniors and the things that are available for their comfortable living and to continued good health and well being.

I believe my years of working with the elderly in Calgary for fifteen years and another five years in Edmonton before that could help with some board discussions and problem solving. I was on the condo board in Calgary, before moving to Claresholm, and composed their news letter each month. I enjoyed my tasks with the board very much.

I am hoping that you will consider me for a new member of your board and hope to that I can be helpful in any capacity that you need.

Thank you for your consideration.

Karen Keen

Box 1133

Claresholm, AB

Ph. 403 625 0838



Claresholm

Now you're living...

Now you're home

Town of Claresholm

Transportation Subsidy Examination

February 13th, 2012

Town of Claresholm

Regulatory & Property Services Department

221 45th Avenue West

P.O. Box 1000

Claresholm, AB T0L 0T0

Ph: 403.625.3381

Fx: 403.625.3869

Jeffery B. Gibeau
Manager of Regulatory & Property Services

Acknowledgments
Brad Stone
Development Officer

Bonnie Poirier
Regulatory & Property Services Assistant

Executive Summary

The following report is an examination of the transportation subsidy program that is currently operating in the Town of Claresholm. The purpose of this report is to identify existing issues and potential problems that face the current program. The intention is that analysis of these issues will lead to recommendations to improve the delivery of the transportation subsidy program.

Findings from a focus group, citizen feedback and general observation allowed the Department to conclude that public needs were not being met by the current program provided by the Town and that a solution needs to be identified. The recommendations provided by the Department of Regulatory and Property Services are outlined in greater detail throughout the following pages. The primary recommendation includes replacing the current transportation subsidy program with a basic public transportation service.

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1. Purpose and Background

The Town of Claresholm transportation subsidy program is a mechanism to financially assist seniors and vulnerable citizens in carrying out day-to-day tasks that require transportation. The program is currently structured so that a user can purchase vouchers at a discounted rate. The vouchers have a greater value when redeemed as taxi fare with a private taxi company within the community. The cost of a voucher to the user is \$2.50 per voucher, which can be redeemed as \$4.50 of fare.

The Town of Claresholm keeps accurate data regarding the use and annual expenditures for vouchers/tokens. The annual expenditures for 2010 totalled \$7688.00; this number translates to 3844 vouchers/tokens sold multiplied by the \$2.00 per ticket that the Town subsidises for the public. 2010 data also shows that 96 different users took advantage of the transportation subsidy program. Staff found, from observing 2010 data, that there is a demand for the service in town and the people who use it are fairly consistent in doing so.

Recently, the only remaining taxi company in the Town of Claresholm has been requiring citizens to use 2 vouchers for a one-way trip, totalling 4 vouchers per round-trip. This amount is double what was initially required at the program's commencement. As a limitation to the program, users are only allowed to purchase 16 vouchers per month. This limits the user to 4 subsidized round-trips per month; this is half of what had been previously obtainable.

This investigation was initiated by Claresholm Town Council to the Community Standards Committee on May 24, 2011, who then referred it to the Regulatory and Property Services Department on June 14, 2011.

2. Investigation and Analysis

As of 2006, 25% of Claresholm residents were 65 years of age or older¹; a significant portion of the town population that could potentially have serious mobility needs. In the month of July 2011, the Town of Claresholm Regulatory & Property Services Department posed the following question to a focus group: What role can the Town of Claresholm play in enhancing the status and day to day lives of its elderly and mobility challenged citizens? The focus group was comprised of senior and vulnerable citizens. The focus group was conducted to gain a stronger understanding of the needs of the public and a view of the user's current experience.

¹ **Source:** Statistics Canada, 2006 Census of Population, Statistics Canada catalogue no. 97-555-XCB2006059 (Claresholm, T Code4803022)

2.1. Stakeholder Engagement

The focus group conducted on July 26th, 2011 was for the purpose of aiding the staff of the Regulatory and Property Services Department in gaining additional perspective from citizens on how their mobility needs are being met on a daily basis. Participants included 8 transportation subsidy program users who were guided in an open-forum discussion about the current taxi company in town, the transportation subsidy program, and any changes there have been to both of these services. The incentive provided to participants included one month's worth of paid vouchers/tokens (16 vouchers/tokens, the monthly allotment for a program user).

Questions and discussion surrounded three main topics:

- Use-based Questions
- Transportation-based Questions
- Program-related Questions

Use-based questions included information about trips (length, frequency) and specifically where the users are travelling (destinations). Transportation-based questions included information more specific to the user (If they own a vehicle, proportion of monthly costs dedicated to transportation, etc.). Program-related questions determined whether there are enough vouchers/tokens being issued and how that number of vouchers/tokens was effectively meeting their needs or not. Staff also inquired into how many vouchers/tokens might be sufficient. During the focus group there was also discussion about the transportation society and whether there is demand for another service that aids the seniors and mobility challenged with their transportation needs. Feedback was recorded primarily through effective note-taking during the course of discussions between the participants and the moderators. Questions and talking points were based strongly from the structured questionnaire established for the purpose of the focus group. Appendix A contains an example questionnaire used to help guide the discussions.

2.1.1. Feedback

The dominant theme of the focus group discussions revolved around the lack of vouchers/tokens due to the increase in taxi rates and how this has affected the amount of trips available for the end-user. In the past, the monthly allotment of vouchers/tokens provided 8 trips for 16 vouchers/tokens, whereas presently the vouchers/tokens are valued at 4 trips for 16 vouchers/tokens. For the senior citizens and mobility challenged, this means that there is only one day per week where they can book appointments and take care of errands which require transportation during the month. For many seniors and other vulnerable citizens, the taxi is the only way they can get around independently without assistance from relatives and friends. Many people feel that the dependency is a burden upon the family. Depending on health, some citizens can have up to 12 appointments per month; the current program will only aid with getting to 4 of those.

Participants frequently mentioned concern about the quality of service being provided by the taxi company in town; for example, no care being provided for the extra needs of seniors, such as getting in and out of a vehicle. Participants also noted concerns with the price of trips for using the taxi; they require 2 vouchers/tokens for a one-way trip (\$9.00 worth of fare), and 4 vouchers/tokens for a two-way trip (\$18.00 worth of fare), additionally there are various extra charges for waiting and/or carrying bags.

3. General Observations and Conclusions

The Claresholm transportation subsidy program may have at one point been an effective way to help fund the day-to-day activities of seniors and other vulnerable citizens, however, due in part to changes in market conditions (only one taxi company is doing business in Claresholm at present) this is no longer an adequate solution. Current market conditions present a local monopoly on private transportation alternatives for trips within Claresholm itself; this presents a negative impact on citizens, allowing the sole company the freedom to set its own price floor on fares, as opposed to a market with perfect competition. The present situation in the private transportation industry within Claresholm is now at a point where the barriers for entry are high; this is a deterrent for other businesses aiming to enter the industry. As in a classic monopoly, the sole company in control can undercut new business and steer away revenues, either driving away potential new businesses or making it extremely charitable for them to remain in operation. Therefore, the Regulatory & Property Services Department can conclude that given the current market conditions, service will not improve and the cost of fares will not decrease.

Mobility is a high priority for senior citizens and those with other disabilities. Effective means of transportation allows citizens to maintain a higher level of productivity in the community; this may include taking trips downtown, buying goods, and perhaps working or volunteering part time. These are activities that help perpetuate a stronger local economy. It is important that seniors in particular can remain mobile while living off their fixed incomes. Communities are often judged by how it treats its most vulnerable citizens.

The following recommendations are not meant to limit solutions, but provide a few potential avenues through which the Town of Claresholm can expand opportunities for its citizens to travel to various points, events and locations within the community.

4. Recommendations

The Town of Claresholm Regulatory & Property Services Department recommends that action be taken in the form of a public service solution. The department receives calls nearly every week with complaints about the state of the taxi service in town and about the difficulties of finding adequate transportation day-to-day.

The current program provided by the Town is providing only half the benefit of what it had previously provided, and it seems as though residents are finding it increasingly difficult to find feasible transportation solutions. This should be viewed as an excellent opportunity to demonstrate the Town's emphasis on the quality of life for its

citizens with mobility challenges. The current transportation subsidy program that was maintained during 2010 resulted in 96 unique users which utilized 3844 vouchers/tokens; a total of \$7688.00 was spent by the Town of Claresholm.

Recommendations

- 1.) Public transit includes a broad spectrum of options from which municipalities have the freedom to choose the solutions that provide the best service for their citizens, based on their operating budget and level of fiscal responsibility. Starting with the most basic of transit solutions is the concept of “dial-a-bus”; this is a cost-effective, phone requested bus service that provides “as-needed” transit when full-time operation is not feasible because of low ridership. There are niche solutions that fulfill the needs of specific markets, such as seniors, children, commuters and high-density users etc. These can include small shuttle bus services seating 20-30 people to full-size buses carrying 50-100 people, bus rapid transit, light rail transit, mono-rail transit and full-fledge commuter rail.

There is the potential to implement a publicly funded transit service that runs 2 days per week; for example, on Wednesday and Saturday. The program would consist of a 25-35 passenger bus and a driver for 6.2 hours (7, 53-minute route cycles). The maximum allotment of taxi vouchers/tokens per month costs the user \$42.00. The monthly pass for the transit service would be \$38.00 per month initially (with the potential to decrease over time), enabling unlimited use of the service during hours of operation. The bus would follow a 16 stop route, stopping at important nodes around town. A route map is included in Appendix C.

The bus unit can be located for purchase through the Transportation Society which operates at arm’s length to the Town; a used 25-35 seat bus with a lift will be the most substantial cost of the program. Driver salaries have the potential to be 100% covered by monthly membership sales; the Town Office has records tracking the users of the current transportation subsidy program and what they pay each month. The majority of users (96 unique in 2010, approximately 65 consistent) spend the maximum each month (16 vouchers/tokens @ \$2.50 each). Budget information can be found in Appendix B which predicts the expected operating costs and initial capital investments, and demonstrates the feasibility of the solution.

Another benefit of a public transportation system is an increase in street-level safety. A vehicle constantly surveying a specific route around town adds another set of eyes on the street. The driver can notify the appropriate authorities if they see something suspicious and can provide assistance to a citizen in peril. Transportation as a public service rarely ever generates revenue, but is one of the most crucial necessities of the urban sphere.

- 2.) Implement a Taxi Bylaw regulating all current and future taxi companies in the Town of Claresholm. While Claresholm isn’t as large as most municipalities that have a Taxi Bylaw, the Bylaw would fulfil a need for increased public safety and would set a framework for future business interest in the Claresholm transportation industry. Taxi Bylaws are an effective means of regulating the quality of the cars on the road, their drivers, and the companies that operate them.

Generally, Taxi Bylaws involve routine maintenance checks for vehicles and security clearances for their drivers. This process raises the level of safety for the user and forces businesses to become more accountable for their activities. Meter inspections can be required as well as interior cleanliness of the vehicles. Example bylaws from the Municipal District of Wood Buffalo, Lethbridge, and Strathmore are included in Appendix D.

Currently, any taxi company with a business licence can operate within the Town of Claresholm independent of any sort of regulation. That translates to taxi's on the road with no vehicle inspections (no quality controls on vehicle endurance, age or safety upkeep), unscreened drivers who many not be properly licensed and without background or security clearance; this leaves citizens in a position of potential vulnerability.

Implementing a bylaw within the Town of Claresholm poses some potential drawbacks. Regulations put in place by the new Bylaw will force the only remaining taxi business to incur additional operating costs that they may deem unnecessary. The public could view the regulation as a deterrent to future business in town, influencing a negative perception. If the taxi company decides to discontinue operation for any reason, Claresholm would be left with no service at all.

- 3.) Double the amount of taxi vouchers/tokens available to the individual on a monthly basis to account for the increase the taxi company has made. This would provide a temporary fix to the problem users are facing and temporarily address the added costs of the fare increase. The taxi fares have increased by 50%, and the voucher/token value would also increase by 50%.

There is nothing currently in place to prevent a taxi company from raising its rates again; this would not be a reliable long-term solution. The Regulatory & Property Services Department recommends against using this as anything more than a temporary fix during the transition period toward a more effective, lasting solution.

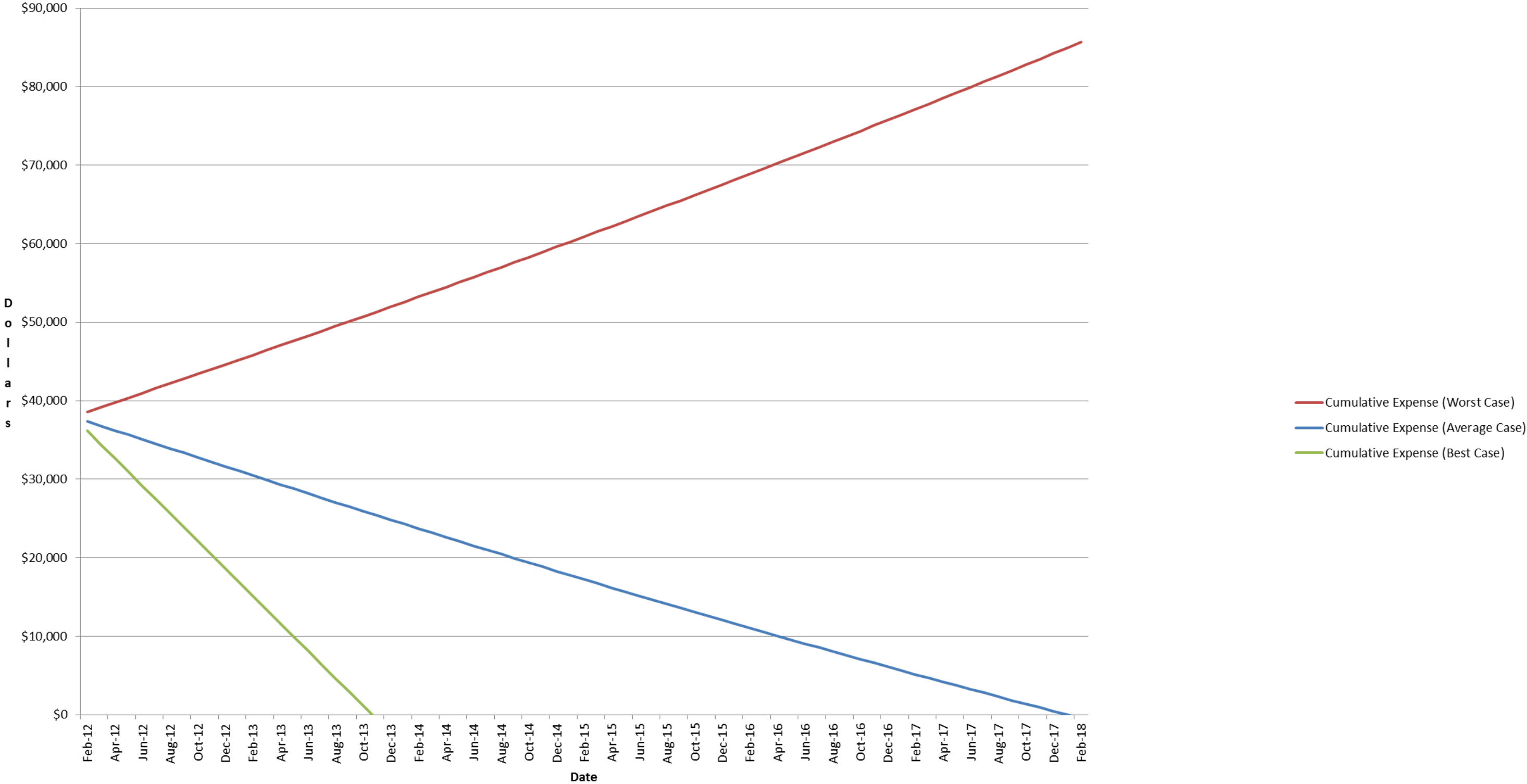
APPENDIX A

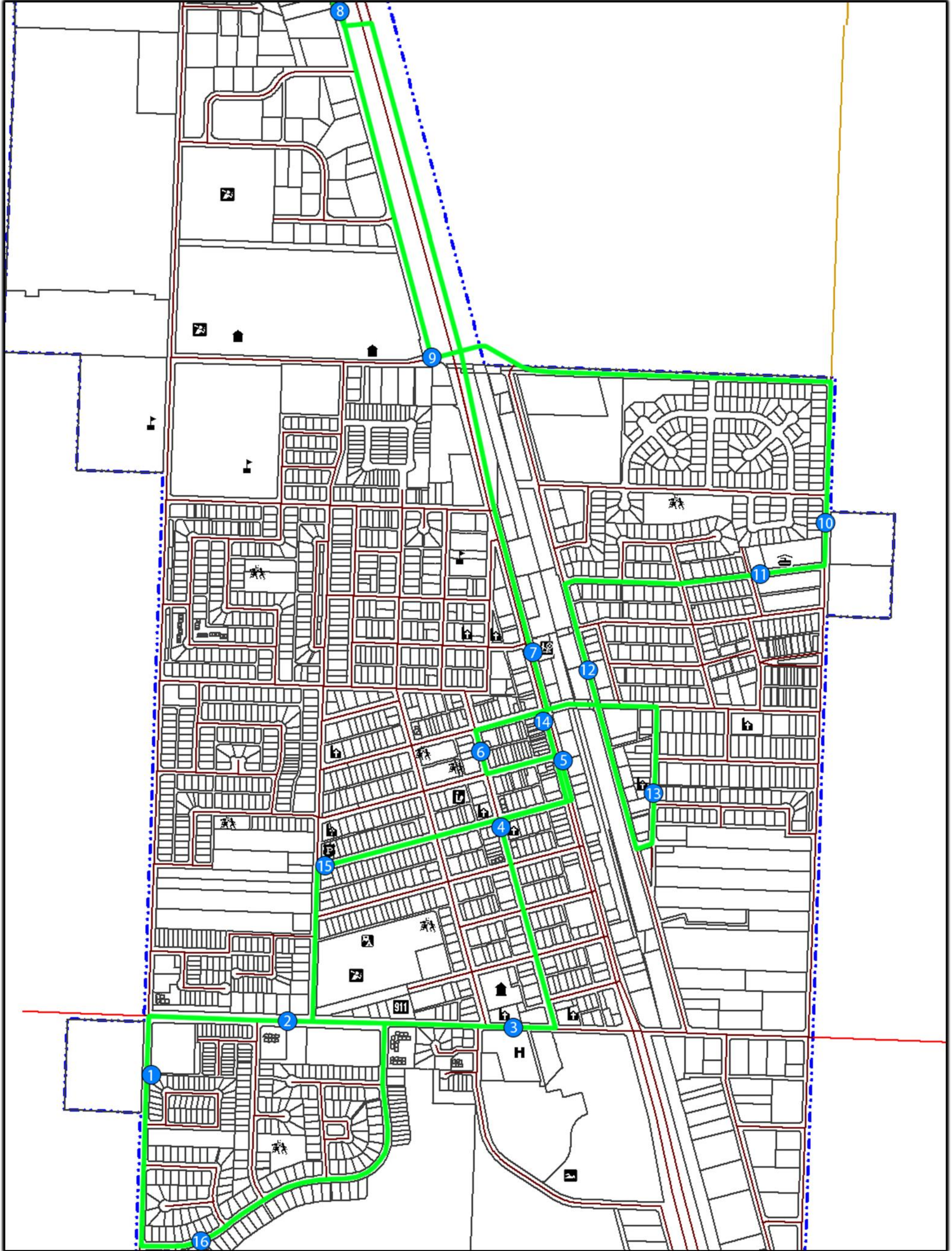
Transportation Questionnaire: Questions and Sample Answers

- 1.) How many trips do you take per week on average?
 - 4
 - Depends on the weather
- 2.) If you take a trip, how much time do your trips take?
 - 8 minutes to 2 hours
- 3.) Where do you travel during the week?
 - a. E.g. Grocery store, Post office etc.
 - Doctors office, Grocery Store, Post office, Downtown, Restaurant
- 4.) Do you own/operate a motor vehicle?
 - No
- 5.) Of your monthly costs, what portion is transportation related?
 - \$42.00 for 16 tokens
- 6.) Do you use the transportation society service?
 - Answers varied
- 7.) If you could buy more tokens, would you?
 - a. How many tokens would be enough?
 - 36 Tokens
 - Depends on the weather
- 8.) Do you find anything to be deficient regarding the current taxi service in Claresholm?
 - Cost
- 9.) Do you think there is demand in town for a public service that caters to seniors/mobility challenged citizens?
 - Yes
- 10.) Do you know of people in town who should/would be using the service but don't because of the price?
 - Yes

ToC Transit Budget 2011-2012		Date	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	
		Expenses																		
	Bus		36000.00																	
	Driver Salary		864.00	840.00	840.00	840.00	840.00	840.00	840.00	840.00	840.00	840.00	840.00	840.00	840.00	840.00	840.00	840.00	840.00	840.00
	Insurance		416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67
Negative is Good																				
	Maintenance		250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	251.00	252.00	253.00	254.00
	Depreciation		300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00
	Gas		398.68	398.68	398.68	398.68	398.68	398.68	398.68	398.68	398.68	398.68	398.68	398.68	398.68	398.68	399.68	400.68	401.68	402.68
	Employee Training		1500.00																	
CURRENT TAXI SUBSIDY PER YEAR:																				
\$7,688.00																				
		Total Expense	39729.35	2205.35	2205.35	2205.35	2205.35	2205.35	2205.35	2205.35	2205.35	2205.35	2205.35	2205.35	2205.35	2205.35	2207.35	2209.35	2211.35	2213.35
Ridership Separation Value:																				
\$1,180.00																				
**Value between worst, average and best cases in terms of revenue		Income																		
	Rider Fees (Average Case)		-80.00	-80.00	-80.00	-80.00	-80.00	-80.00	-80.00	-80.00	-80.00	-80.00	-80.00	-80.00	-80.00	-80.00	-80.00	-80.00	-80.00	-80.00
	Monthly Memberships (Average Case)		-2280.00	-2700.00	-2700.00	-2700.00	-2700.00	-2700.00	-2700.00	-2700.00	-2700.00	-2700.00	-2700.00	-2700.00	-2700.00	-2700.00	-2700.00	-2700.00	-2700.00	-2700.00
		Total Income	-2360.00	-2780.00	-2780.00	-2780.00	-2780.00	-2780.00	-2780.00	-2780.00	-2780.00	-2780.00	-2780.00	-2780.00	-2780.00	-2780.00	-2780.00	-2780.00	-2780.00	-2780.00
		Total Monthly (Worst Case) @ 30 Monthly, 10 Casual	38549.35	605.35	605.35	605.35	605.35	605.35	605.35	605.35	605.35	605.35	605.35	605.35	605.35	605.35	607.35	609.35	611.35	613.35
		Total Monthly (Average Case) @ 60 Monthly, 20 Casual	37369.35	-574.65	-574.65	-574.65	-574.65	-574.65	-574.65	-574.65	-574.65	-574.65	-574.65	-574.65	-574.65	-574.65	-572.65	-570.65	-568.65	-566.65
		Total Monthly (Best Case) @ 90 Monthly, 30 Casual	36189.35	-1754.65	-1754.65	-1754.65	-1754.65	-1754.65	-1754.65	-1754.65	-1754.65	-1754.65	-1754.65	-1754.65	-1754.65	-1754.65	-1752.65	-1750.65	-1748.65	-1746.65
Cumulative Expense (Worst Case)			38549.35	39154.69	39760.04	40365.39	40970.73	41576.08	42181.43	42786.77	43392.12	43997.47	44602.81	45208.16	45813.51	46418.85	47026.20	47635.55	48244.90	48854.25
Cumulative Expense (Average Case)			37369.35	36794.69	36220.04	35645.39	35070.73	34496.08	33921.43	33346.77	32772.12	32197.47	31622.81	31048.16	30473.51	29898.85	29326.20	28755.55	28184.90	27614.25
Cumulative Expense (Best Case)			36189.35	34434.69	32680.04	30925.39	29170.73	27416.08	25661.43	23906.77	22152.12	20397.47	18642.81	16888.16	15133.51	13378.85	11626.20	9875.55	8124.90	6374.25
Minus Taxi Subsidy Cost (Worst Case)			37908.68	38514.03	39119.37	39724.72	40330.07	40935.41	41540.76	42146.11	42751.45	43356.80	43962.15	44567.49	45172.84	45778.19	46385.53	46994.88	47604.23	48213.58
Minus Taxi Subsidy Cost (Average Case)			36728.68	36154.03	35579.37	35004.72	34430.07	33855.41	33280.76	32706.11	32131.45	31556.80	30982.15	30407.49	29832.84	29258.19	28685.53	28114.88	27544.23	26973.58
Minus Taxi Subsidy Cost (Best Case)			35548.68	33794.03	32039.37	30284.72	28530.07	26775.41	25020.76	23266.11	21511.45	19756.80	18002.15	16247.49	14492.84	12738.19	10985.53	9234.88	7484.23	5734.58
Idea: Bus that operates 2 times per week (Wednesday, Saturday) running 7 route cycles per day. 8am, 10:30am, 12:00pm, 2:30pm, 4:00pm		Monthly Membership Fee:	\$38.00 (\$3.00 more than cost of taxi tokens for 1 month) *Number could drop later																	
		Rider Fee:	\$4.00 (Ticket issued, good for 1.5 hours)																	
		Bus Information																		
		Model:	2004 320 Aero Elite Bus																	
		Seats:	30 Passenger Seats or 26 + 1 Wheelchair Position or 24 + 2 Wheelchairs																	
		Link:	Link for Website																	
		Driver Expense																		
		Driver Salary:	\$11,232.00 /year = \$15.00/hr, 14.4 hours/week																	
		Employee Training:	\$1,500.00																	
		Driver Hours/day:	7.20																	
Route Time (Hours):	0.88																			
Insurance																				
SPF 1:	5000																			
Town of Claresholm CGL Policy: (Would cover bus & damages, small increase to yearly)																				
		Fuel																		
		Model:	320 Aero Elite Bus																	
		Cost:	\$36,000.00																	
		Fuel Economy (L/100km):	39.00																	
		Tank Capacity (Liters):	246.00																	
		Total Range (Km):	600.00																	
		Km per Trip:	11.00																	
		Trip/day:	7.00																	
		Days/week:	2.00																	
		Days/month:	8.67																	
		Depreciation/month:	300.00																	
		Price of Diesel (\$/Liter):	1.10																	
		#Tanks/month:	1.21																	
		Fuel Cost/Month:	\$328.33																	
		Depreciation																		
		Cost:	\$36,000.00																	
		Years:	10																	
		Yearly Trips:	728																	
		Straight Line	\$3,600.00																	
		Depreciation/Trip	\$4.95																	

Cumulative Expense





APPENDIX D

City of Lethbridge Bylaw No. 5658 “Part 6 – Specific regulations respecting certain specific businesses – Section 6.15 – Taxi”

- (e) Every person who destroys, alters, mutilates or falsifies any second-hand dealers register is guilty of an offence.
 - (f) Every second-hand dealer must keep their register open to inspection by a peace officer at all times during business hours.
 - (g) Every second-hand dealer shall allow a peace officer to remove their register for inspection. The second-hand dealer shall not be held liable for neglect in failing to enter purchases during the time the register is being inspected PROVIDED he/she makes the necessary entries immediately upon return of the register.
- (4) If so ordered by the Chief of Police, a second-hand dealer may be directed to deliver a copy of all transactions recorded in their registry to the Lethbridge Regional Police Service.

6.15 Taxi

- (1) Every person operating a taxi or taxis who carries persons for hire from within the City to places outside the City or within the City to another place within the City shall obtain a business license.
- (2)
 - (a) No person shall operate a taxi in the City unless that person is in possession of a valid taxi operator license.
 - (b) All taxi operator licenses shall expire at midnight on December 31st of each year.
 - (c) No person shall operate a taxi unless their operator license is openly and prominently displayed at all times in the vehicle in such a manner as to be visible to a passenger.
 - (d) In determining whether to issue an initial taxi operator license, the Regulatory Services Manager shall request a Criminal Records Check, production of a valid (minimum) Class 4 Alberta Drivers License, and a Drivers Abstract.
 - (e) No Taxi Operator license or renewal shall be issued to any person who has been convicted under the Criminal Code of Canada, within a five (5) year period immediately preceding the date of application, of:
 - (i) A sexual offence or offence relating to the corruption of public morals;
 - (ii) An offence relating to homicide, assault, kidnapping, arson or abduction;
 - (iii) An offence relating to robbery or extortion; and
 - (iv) An offence of criminal negligence, dangerous driving, impaired driving, or driving whilst their license is suspended.

- (3) The Chief of Police or the Regulatory Services Manager has the right to direct that a taxi operator license be refused or suspended if the Chief of Police or Regulatory Services Manager decides that the person is not fit to operate a public conveyance or if the person does not comply with the provisions of this bylaw or any other applicable provincial or federal legislation.
- (4) When an individual with an existing taxi operators license has been charged with an offence under the Criminal Code of Canada or the Controlled Drugs and Substances Act:
 - (a) The individual shall forthwith notify the Regulatory Service Manager;
 - (b) The Chief of Police or the Regulatory Services Manager may suspend the taxi operator's license pursuant to the charge and the adjudication of the same.
- (5) Any person who operates any taxi or permits any taxi to be operated in the City of Lethbridge shall:
 - (a) have such taxi permanently equipped with a taxi meter adjusted as hereinafter provided to compute the fares payable at the rates both as to distance travelled and time elapsed, in accordance with the Tariff of Fares as outlined in Section 6.15 Sub-section (6);
 - (b) start the taxi meter in operation when the point of call is reached and not before and keep the taxi meter in such taxi continuously operating while such taxi is under hire;
 - (c) submit the taxi meter in such taxi to the Regulatory Services Manager at such times as may be required for testing, inspection and sealing and no taxi meter shall be used on any such taxi until so inspected, tested and sealed by the a Designated Officer;
 - (d) install the taxi meter in such taxi in a location and in a manner approved by the Regulatory Services Manager and keep such taxi meter so illuminated that the fare can be read at all times by a passenger seated anywhere within such taxi;
 - (e) keep such taxi meter adjusted to calculate fares so that such fares shall be in accordance with the Tariff of Fares herein set forth;
 - (f) use such taxi meter only when the seal thereof is intact;
 - (g) have such taxi meter tested from time to time by running the taxi in which the taxi meter is installed over a measured tract or distance and by timing such taxi meter with an accurate

- timepiece or by submitting the taxi meter to a Designated Officer for testing if so required, PROVIDED that no taxi meter shall remain in any taxi for a period longer than Twelve (12) months without such taxi meter having been tested and resealed by a Designated Officer;
- (h) maintain the taxi meter in such taxi in good working condition so that the fare will be accurately registered at all times and to remove the taxi from operation when the taxi meter is improperly functioning;
 - (i) the owner operator shall provide subsisting insurance, and Class 1 Alberta Vehicle Registration;
 - (j) maintain the vehicle in a manner and condition to ensure the safety of the customer being transported.
- (6) (a) To cover any number of passengers up to five (5), the maximum fares including 5% Goods and Services Tax
- | | |
|---|--------|
| For the first 1/8 of a kilometer or any part thereof | \$3.70 |
| For each additional 1/8 of a kilometer or fraction thereof over and above the first 1/8 of a kilometer | 0.26 |
| For each minute of waiting time elapsed including at stop lights | 0.62 |
| For any call when the order is cancelled on arrival of the taxi at the point ordered if within the City of Lethbridge and not covered by a higher minimum charge. | \$5.00 |
- (b) Travelling bags, valises and other hand luggage shall be carried free of charge as well as children not over twelve (12) years of age in the company of an adult passenger, PROVIDED that the seating capacity is not thereby overcrowded. Persons using a taxi to move an inordinate amount of personal belongings shall be subjected to a minimum charge of \$5.00. In such case the sum total of leading time, distance travelled and unloading time, shall be metered continuously, but at no time shall the fare collected be less than the \$5.00 minimum charge and the fare shall be greater when the meter registers an amount greater than such minimum.
 - (c) Where passengers have called for separate service but agree to be accommodated by one vehicle and are carried to

different destinations from the same point of call, they shall pay separate fares based upon the shortest distance to their destination. If, however, they have agreed to share a taxi prior to being picked up at the point of call, then the entire fare from point of call to first destination and on the last destination shall be one continuous fare.

- (d) All fares for Senior Citizens presenting a valid City of Lethbridge Transit pass or legal proof of age shall be reduced by ten (10%) percent.
 - (e) Except for taxi service which is being provided to Senior Citizens the driver shall demand and collect the fare registered on such taxi meter, neither more nor less, except where a maximum charge is applicable. In such a case the greater amount of the two shall be deemed and collected.
 - (f) All trips of less than sixteen (16) kilometers in length shall be metered continuously, the taxi meter being started in operation when the point of call is reached and not before and kept in operation continuously while such taxi is under hire.
 - (g) All trips of greater length than sixteen (16) kilometers from departure point to destination shall not require the taxi meter to be in operation, the fares payable shall be calculated in accordance with the bylaw rate of \$1.60 per kilometer and \$.45 per minute waiting or stopped time.
 - (h) The driver may, at their discretion, request a deposit to be left in the taxi in cases where a passenger leaves the taxi at one or more stops during the course of the total trip or period of hire.
 - (i) All out-of-town fares of any distance shall be payable in advance, as well as fares involving persons known to have previously hired taxi service in a fraudulent manner.
 - (j) Persons who are known to habitually order taxi service and subsequently are unable to pay and who refuse to make payment in advance, may be refused service.
 - (k) All rates shall be prominently displayed in the vehicle in a location visible to the passengers.
- (7) No taxi shall, at any time, carry more persons as passengers than the number of seat belts provided and if there is any breach or infraction

of any of the provisions of this section with respect to any licensed taxi, the license issued to such taxi may be revoked and cancelled by the City Council after ten (10) days notice in writing of the intention of Council so to do has been served upon the taxi proprietor personally or mailed to them by registered mail at their last known post office address.

- (8) The City Council may if it deems expedient at any time when it anticipates an unusual demand for the service of taxis or other motor vehicles used for hire in the City of Lethbridge owing to fairs, celebrations or other gatherings in the City or in the vicinity thereof, by resolution authorize the granting of special licenses to taxis or other motor vehicles used for hire in the City for such period not exceeding one week as the Council may think it fit and, in such case, a special license fee payable for each such taxi or motor vehicle shall be \$5.00.

6.16 Transient Business:

- (1) "Transient Business" means the business carried on by any person who does not ordinarily maintain within the City a permanent place of business and who as a principal or agent, buys or offers to buy direct from the producer thereof any merchandise or service or both; or sells or offers to sell any merchandise or service or both.
- (2) This section does not apply to hucksters as defined in Section 6.11 nor to a hawker or pedlar who satisfies the requirements of Alberta Consumer & Corporate Affairs.
- (3) Notwithstanding anything herein to the contrary, the Regulatory Services Manager may approve locations for non-permanent kiosks not exceeding 30.50m² in malls, the Exhibition Park Grounds and the ENMAX Centre and may license the manager and/or owner in accordance with schedules approved by City Council.
- (4) Notwithstanding anything to the contrary the Regulatory Services Manager may approve applications for locations not exceeding 92.9m² from residents of the City of Lethbridge for a fee of \$250.00 per annum plus a per diem fee of \$50.00

6.17 Vendors of Christmas Trees:

No person shall carry on the business of selling natural Christmas trees in the City without first obtaining a license.

Town of Strathmore Bylaw No. 08-

**BYLAW NO. 08-25
TOWN OF STRATHMORE**

A BYLAW OF THE TOWN OF STRATHMORE, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE LICENSING, REGULATION AND CONTROL OF THE TAXI BUSINESS WITHIN THE TOWN OF STRATHMORE.

WHEREAS the Council of the Town of Strathmore wishes to protect the safety, health, and welfare of residents and visitors through the regulation of the Taxi Business;

AND WHEREAS pursuant to Sections 7 and 8 of the *Municipal Government Act* R.S.A. 2000 Chapter M-26 as amended, a council may pass bylaws dealing with transportation, business and other activities;

NOW, THEREFORE, the Council of the Town of Strathmore, in the Province of Alberta, hereby enacts as follows:

Title:

101. This Bylaw may be referred as the "Taxi Bylaw".

Definitions:

201. In this Bylaw, unless the context otherwise requires:

- (a) "Broker" means a person, partnership or corporation to whom a valid Taxi Broker's permit has been issued by the Town of Strathmore;
- (b) "Chief Administrative Officer (CAO)" means the person appointed to the position of Chief Administrative Officer by the Council of the Town of Strathmore and includes any person that the CAO may appoint as his designate for purposes of carrying out his responsibilities under this Bylaw and further includes any person that may be appointed to act in the absence of the CAO;
- (c) "Council" means the Municipal Council of the Town of Strathmore;
- (d) "Commercial Vehicle" shall have the same meaning as ascribed to it in Section 1(h) of the *Traffic Safety Act, R.S.A. 2000, Chapter T-6*, as amended;

- (e) "Peace Officer" means a member of the Royal Canadian Mounted Police, a Peace Officer appointed pursuant to the Alberta Peace Officer Act or a Bylaw Enforcement Officer employed by the Town of Strathmore.
- (f) "Permit Inspector" for the purposes of this Bylaw shall mean the Town of Strathmore Senior Peace Officer or his designate;
- (g) "Taxi Cab" means a motor vehicle for hire with a driver, used or intended to be used within the Town for carrying passengers, and with a capacity of 12 passengers or less;
- (h) "Taxi Broker's Permit" means a Permit issued to a person, partnership or corporation by the Town of Strathmore, authorizing the operation of a Taxi Service;
- (i) "Taxi Operator" means a person required to be a permit holder pursuant to Section 303 of this Bylaw to drive a Taxi Cab and "Taxi Cab Driver" shall have the same meaning;
- (j) "Taxi Cab Permit" means a permit issued by the Town of Strathmore pursuant to this Bylaw for display in the motor vehicle, licensing each vehicle for use as a Taxicab;
- (k) "Taxi Driver's Permit" means a permit issued by the Town of Strathmore pursuant to Section 303 of this Bylaw authorizing the holder of the permit to operate a Taxi Cab;
- (l) "Taxi Service" means the business or activity of marketing or providing a service of or for the transportation of persons in or from a Taxi Cab or Taxi Cabs, or any motor vehicle equipped or designed to carry 12 passengers or less;
- (m) "Taxi Rates" means the schedule of rates used to calculate the fee charged to the person who hires the Taxi Cab;
- (n) "Town" means the Town of Strathmore, Alberta;
- (o) "Violation Tag" means a tag or similar documents issued by the Town pursuant to the *Municipal Government Act R.S.A. 2000, Chapter M-26* as amended;

- (p) "Violation Ticket" means a ticket issued pursuant to Part II of the *Provincial Offences Procedure Act, R.S.A. 2000, Chapter P-34* as amended.

Permits:

301. Taxi Broker's permit:

- a) No person, partnership or corporation shall carry on the business of operating a Taxi Service in Strathmore unless the person, partnership or corporation holds a current Town of Strathmore Business License in accordance with *Town of Strathmore Business Licensing Bylaw #98-03* and amendments thereto.
- b) No person, partnership or corporation shall carry on the business of operating a Taxi Service in the Town of Strathmore unless the person, partnership or corporation holds a subsisting Taxi Broker's Permit issued pursuant to the provisions of this Bylaw.
- b) The maximum number of valid Taxi Broker Permits issued at any one time pursuant to the provisions of this Bylaw shall be unlimited.

302. Taxi Cab Permit:

- a) No person shall operate a motor vehicle as a Taxi Cab in the Town of Strathmore unless a Taxi Cab Permit has been issued for that vehicle pursuant to the provisions of this Bylaw. In the event that an applicant for a Taxi Permit does not hold a subsisting Taxi Broker's Permit, the applicant shall submit written consent from the holder of a subsisting Taxi Broker's Permit authorizing the applicant to obtain a Taxi Cab Permit under the authority of the Broker's Permit. The person to whom the Taxi Permit has been issued shall ensure that the Permit is displayed in a prominent position on the front or side window of the Taxicab vehicle. No person shall display a Taxi Cab Permit on any motor vehicle other than the motor vehicle for which the Permit was issued.

303. Taxi Driver's Permit:

- a) No person shall operate a Taxi Cab in the Town of Strathmore unless the person holds a subsisting Taxi Driver's Permit issued pursuant to the provisions of this Bylaw. The person to whom a Taxi Driver's Permit has been issued shall display such Permit so

that it is readily visible at all times to any passenger in the Taxi Cab.

- (i) In the event that an applicant for a Taxi Driver's Permit to operate a Taxi Cab does not hold a subsisting Taxi Cab Permit, the applicant shall submit written consent from the holder of a subsisting Taxi Permit authorizing the applicant to operate the Taxi Cab that is subject to the Taxi Cab Permit.

304. The Permit Inspector may refuse to issue or refuse to renew a Permit, or may revoke or suspend a subsisting Permit, if in his opinion there are just and reasonable grounds for the refusal, revocation or suspension.

305. Every Permit issued pursuant to the provisions of this Bylaw, unless sooner revoked or suspended, shall expire at midnight on the thirty-first day of December next following the date of issue.

- (a) One-half of the annual Permit fee(s) as per Schedule "B" shall be paid for Permits purchased by applicants who commence operation between the first day of July and the thirty-first day of December, of the current Permit year.

Taxi Broker's Responsibilities:

401. Where applicable the holder of a Taxi Broker's Permit shall:

- (a) ensure that all drivers and other people, partnerships and corporations operating under the authority of the Broker's Permit adhere to the provisions of this Bylaw and all applicable provincial and federal regulations;
- (b) not transfer or sublet the Taxi Broker's Permit;
- (c) submit annually to the Permit Inspector proof that the Broker and all persons, partnerships or corporations operating under the Broker's Permit holds a Comprehensive General Liability insurance policy with an in force Commercial Automobile Insurance Policy with a 6 C endorsement in such form and content as the CAO may reasonably require with minimum coverage of Two Million Dollars (\$2,000,000.00).
 - i) for the purposes of this Bylaw, 6C Endorsement is the Public Passenger Vehicle Endorsement to give permission for carrying

passengers for compensation or hire. Passenger hazard limits are in addition to road liability.

- (d) initially and thereafter annually, or upon request, submit to the Licensing Inspector a Motor Vehicle Inspection Certificate for each motor vehicle for which a Taxi Cab Permit has been issued;
 - (e) immediately notify the Permit Inspector of the termination of services of any driver employed by the Broker or other person, partnership or corporation operating under the authority of the Broker's Permit and arrange for the prompt return to the Town of Strathmore the appropriate Taxi Cab Permit and/or Taxi Driver's Permit;
 - (f) ensure that every motor vehicle for which a Cab Taxi Permit has been issued under the authority of the Broker's Permit is, while in service, equipped with a fully functional, illuminated, roof mounted sign that properly identifies the vehicle as a Taxi Cab;
 - (g) ensure that every Taxi Cab being operated under the authority of the Broker's Permit is maintained in good mechanical condition and that all parts of the interior and exterior are repaired or replaced whenever such parts exhibit excessive wear or damage or whenever repairs or replacements are requested by the Permit Inspector.
402. Upon receipt of an application for a Taxi Broker's Permit, as per Schedule "C, the Permit Inspector shall issue, renew, or refuse to issue or renew the permit. The applicant shall submit with each application the information as requested on the Taxi Broker's Permit application and any other information that the Permit Inspector may request to assist the Permit Inspector in making a decision with respect to the application.
403. Each Taxi Broker shall ensure that each motor vehicle and each driver is properly licensed by the Province of Alberta.
404. Each Taxi Broker shall request and maintain for inspection by the Permit Inspector:
- (a) a driver's abstract; and
 - (b) a criminal record report
- for each Taxi Cab Driver operating under his/her Taxi Broker's Permit;

Taxi Driver's Responsibilities:

501. Every holder of a Taxi Driver's Permit shall at all times when in charge of a Taxi Cab:
- (a) openly display in the Taxi Cab his Taxi Driver's Permit in such manner as to be visible to passengers;
 - (b) openly display in the Taxi Cab the current schedule of Taxi Rates in such a manner as to be visible to passengers;
 - (c) request each passenger or group of passengers to pay only the fee determined by the proper application of the current Taxi Rates;
 - (d) be neatly dressed, clean, well behaved and courteous to every passenger; and
 - (e) ensure that the interior and exterior of every Taxi Cab is kept clean and that all components of the Taxi Cab are in proper working order.

Appeals:

601. A person affected by a decision of the Permit Inspector may appeal to the CAO by filing a written appeal with the CAO within twenty-one (21) days of the date of the Permit Inspector's decision. The written appeal shall include:
- (a) a description of the circumstances giving rise to the appeal;
 - (b) the reasons for the appeal;
 - (c) all supporting documentation and the remedy requested by the appellant.
602. The CAO shall render a written decision on the appeal and advise the appellant of the decision within fifteen (15) days of receipt of the appeal.
603. A person affected by a decision of the CAO pursuant to this section may appeal to the Town Council by filing a written appeal with the Municipal Clerk within ten (10) days of the date of the CAO's decision. The written appeal shall include:
- (a) a description of the circumstances giving rise to the appeal;

- (b) the reasons for the appeal;
 - (c) all supporting documentation and the remedy requested by the appellant.
604. Town Council's decision with regard to the appeal shall be final and binding.

Penalty Provisions:

701. Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable on summary conviction to a fine as set out in "Schedule A" of this Bylaw.
702. Where a contravention of this Bylaw is of a continuing nature, further Violation Tickets may be issued by a Peace Officer, provided however, that no more than one Violation Ticket shall be issued for each day that the contravention continues.

Enforcement:

801. A Peace Officer is hereby authorized and empowered to issue a Violation Tag to any person who has contravened any provision in this Bylaw.
802. A Violation Tag may be issued to such person:
- (a) personally; or
 - (b) by mailing a copy to such person at his last known post office address.
803. The Violation Tag shall state:
- (a) the name of the offender;
 - (b) the offence;
 - (c) the appropriate penalty for the offence as specified in "Schedule A" of this Bylaw;
 - (d) that the penalty shall be paid within twenty one (21) days of the issuance of the Violation Tag, and;

READ A THIRD TIME AND FINALLY passed this day of , 2008.

MAYOR

MUNICIPAL CLERK

SCHEDULE "A"
PENALTIES

Section	Offence	Penalties	Second & Subsequent Offences
301.	Operate Taxi Service without Taxi Broker's Permit	\$500.00	\$1,000.00
302.	Operate Motor Vehicle as Taxi Cab Without Taxi Permit	\$500.00	\$1,000.00
303.	Operate Taxi Cab Without a Taxi Driver's Permit	\$500.00	\$1,000.00
303.	Fail to Properly Display Taxi Cab Permit	\$100.00	\$200.00
401. - 404.	Fail to Comply with any provision in this Section	\$200.00	\$400.00
501. (b)	Fail to display Taxi Rates	\$100.00	\$200.00
501. (d)	Driver fails to be neat, clean, well behaved and courteous	\$200.00	\$400.00
501. (e)	Fail to keep Taxi Cab clean and in working order	\$500.00	\$1,000.00

SCHEDULE "B"
FEES

Licenses:	Annual Fees
Taxi Broker's Permit	No Charge (Required to pay for a Town of Strathmore Business License prior to application)
Taxi Cab Permit	\$ 25.00
Taxi Driver's Permit	\$ 25.00

Appeals:	Fee
Appeal submitted pursuant to Section 601	\$ 50.00
Appeal submitted pursuant to Section 603	\$ 50.00
<i>** The appeal fee shall be refunded to the appellant if the appeal is decided in the appellant's favor.</i>	

SCHEDULE "C"
APPLICATION FOR A TAXI BROKER'S PERMIT

Name of Company _____

Address Where Brokerage is to operate _____

Contact #(s) : _____

Name, Address and Contact #(s) of Brokerage Owner(s):

Number of Cabs Owned by Brokerage _____

Number of Cabs to be operated under Brokerage Permit _____

I HEREBY DECLARE that the information provided by me on this application is true and correct.

Date of Application

Print name

Signature of Brokerage Owner(s)

Print name

Signature of Brokerage Owner(s)

Application must be accompanied by proof of payment for a Town of Strathmore Business License.

This information is being collected for the purpose of the issuance of a Taxi Driver's Permit pursuant to the provisions of the Municipal Government Act and its regulations, and pursuant to Section 32 (c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and distribution of this information you may contact the Town of Strathmore FOIP Coordinator at (403) 934-3133.

FOR OFFICE USE ONLY:

Application for Taxi Broker's Permit is:

Approved _____ Not Approved _____ Date _____

Permit Inspector

This information is being collected for the purpose of the issuance of a Taxi Driver's Permit pursuant to the provisions of the Municipal Government Act and its regulations, and pursuant to Section 32 (c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and distribution of this information you may contact the Town of Strathmore FOIP Coordinator at (403) 934-3133.

SCHEDULE "D"
APPLICATION TO OBTAIN OR RENEW A
TOWN OF STRATHMORE TAXI CAB PERMIT

(I) Information Re: Applicant

1. Name _____
(Surname) (Given Names)
2. Address _____

3. Contact #(s) _____

(II) Information Re: Motor Vehicle *(***Information must be supplied for each vehicle operated as a Taxi Cab ***)*

1. Make and Model _____
2. Year of Manufacture _____
3. Color _____
4. Vehicle Identification Number _____
5. License Plate Number _____
6. Insurance Coverage Through _____
(Name of Insurance Co. or Broker)
7. Insurance Coverage Expires _____
8. Registered Owner of Motor Vehicle _____
9. (a) Date of most recent Mechanical Inspection _____
(b) Qualified Journeyman Mechanic Who Performed Inspection

This information is being collected for the purpose of the issuance of a Taxi Driver's Permit pursuant to the provisions of the Municipal Government Act and its regulations, and pursuant to Section 32 (c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and distribution of this information you may contact the Town of Strathmore FOIP Coordinator at (403) 934-3133.

(c) Name and Address of Mechanic's Employer _____

I HEREBY DECLARE that the information provided by me on this application is true and correct.

Signature of Applicant

Date of Application

**Proof of Insurance must be submitted for each vehicle operated as a Taxi. A photocopy of insurance policy is required, acknowledging comprehensive liability with minimum coverage of Two Million Dollars (\$2,000,000.00) per claim and proof that the insurance policy contains the Public Passenger Vehicle Endorsement.

**Vehicle inspection certificates by a certified mechanic must be submitted to the Licensing Inspector annually for each vehicle operated as a Taxi.

FOR OFFICE USE ONLY:

Application for Taxi Cab Permit is:

Approved _____ Not Approved _____ Date _____

Permit Inspector

This information is being collected for the purpose of the issuance of a Taxi Driver's Permit pursuant to the provisions of the Municipal Government Act and its regulations, and pursuant to Section 32 (c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and distribution of this information you may contact the Town of Strathmore FOIP Coordinator at (403) 934-3133.

SCHEDULE "E"

**APPLICATION TO OBTAIN OR RENEW A TOWN OF STRATHMORE
TAXI DRIVER'S PERMIT**

To be completed and signed by the applicant. Please complete all spaces as fully and accurately as possible. Failure to do so may result in refusal of this application and revocation of any subsisting permit held. All applications are to be submitted to the Permit Inspector.

Name _____
(Surname) (Given Names)

Address _____
(Street) (City) (Province)

Date of Birth _____ Telephone # _____
(Day) (Month) (Year)

Driver's License # _____ Class _____ Province _____

Expiry Date _____ (Do Not Photocopy Driver's License)

Require Permit for: Full Time _____ Part-Time _____ Employment

Name of firm you will be employed by or for which you will be operating a

Taxi: _____

This application must be accompanied by a fee of \$25.00.

This information is being collected for the purpose of the issuance of a Taxi Driver's Permit pursuant to the provisions of the Municipal Government Act and its regulations, and pursuant to Section 32 (c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and distribution of this information you may contact the Town of Strathmore FOIP Coordinator at (403) 934-3133.

I, _____ do hereby state that:
(Name of Applicant - Please Print)

- (a) I agree to abide by all provisions of the Town of Strathmore Taxi Bylaw;
- (b) The information provided by me on this application form is true and accurate.

Signature of Applicant

(Signature of Taxi Broker/Vehicle Owner
confirming employment)

(Date of Application)

FOR OFFICE USE ONLY:
Application for Taxi Driver's License is:

Approved _____ Not Approved _____ Date _____

Permit Inspector

This information is being collected for the purpose of the issuance of a Taxi Driver's Permit pursuant to the provisions of the Municipal Government Act and its regulations, and pursuant to Section 32 (c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and distribution of this information you may contact the Town of Strathmore FOIP Coordinator at (403) 934-3133.

INFORMATION ITEMS



TOWN OF CLARESHOLM
CHEQUE LISTING FOR ACCOUNTS PAYABLE

Page 1 of 4
February 10, 2012
9:17:38 AM

Cheque #	Cheque Date	CEO	CAO	Vendor # Name	Amount
					Batch # 15502
45022	2012-01-09			650 ALBERTA BLUE CROSS	5,831.16
45023	2012-01-09			786517 AMSC INSURANCE SERVICES LTD.	3,251.14
45024	2012-01-09			786195 Benchmark Assessment Consultants Inc.	3,803.80
45025	2012-01-09			786657 Claresholm & District Transportation Society	5,000.00
45026	2012-01-09			76150 Claresholm Animal Rescue Society	15,000.00
45027	2012-01-09			13250 CLARESHOLM CHILD CARE SOCIETY	2,817.00
45028	2012-01-09			13175 CLARESHOLM COMMUNITY CENTRE HALL BOARD	10,000.00
45029	2012-01-09			786465 CLARESHOLM GOLF CLUB	20,000.00
45030	2012-01-09			13600 CLARESHOLM PUBLIC LIBRARY	55,000.00
45031	2012-01-09			786141 CLARESHOLM TAXI	1,204.87
45032	2012-01-09			26025 FEDYK, ROD	157.50
45033	2012-01-09			87032 FITZGERALD, BRUCE	157.50
45034	2012-01-09			786727 FOOTHILLS REGIONAL E.M.S.	9,106.20
45035	2012-01-09			786751 LGAA	170.00
45036	2012-01-09			65040 MUNICIPAL INFORMATION SYSTEMS	5,656.02
45037	2012-01-09			786732 NORBY, KEN	12,075.00
45038	2012-01-09			71400 Oldman River Regional Services Commission	21,343.25
45039	2012-01-09			91265 SCHUWEILER, MIKE	403.83
45040	2012-01-09			900000 Alberta Development Officers Association	100.00
45041	2012-01-09			900000 DR. BAHN AL-YOUSIF	1,500.00
45042	2012-01-09			900000 DR. FRASER LEISHMAN	4,500.00
45043	2012-01-09			900000 DR. SCOTT SMITH	4,500.00
45044	2012-01-09			900000 KING, VINCENT	289.78
45045	2012-01-09			900000 MAJERCSAK, VASILE	250.00
45046	2012-01-09			900000 MILLER, ROBERT	110.24
45047	2012-01-09			900000 ROBERTS, KATHRINE	500.00
					182,727.29
					Batch # 15512
45048	2012-01-11			2550 AUMA	3,627.18
45049	2012-01-11			786641 CLARESHOLM REGISTRIES	84.45
45050	2012-01-11			786058 Corporate Express	58.24
45051	2012-01-11			786156 Q.E.D. ENTERPRISES LTD.	881.49
45052	2012-01-11			91710 STINTECH ELECTRONICS	199.97
45053	2012-01-11			786849 TJ'S TREE TRIMMING	288.50
45054	2012-01-11			786784 WESTWIND CHEVROLET	26,859.26
45055	2012-01-11			900000 1594981 ALBERTA LTD.	291.90
45056	2012-01-11			900000 841080 ALBERTA LTD.	4,000.00
45057	2012-01-11			900000 ADOA	100.00
					36,390.99



TOWN OF CLARESHOLM
CHEQUE LISTING FOR ACCOUNTS PAYABLE

Page 2 of 4
February 10, 2012
9:17:38 AM

Cheque #	Cheque Date	CEO	CAO	Vendor # Name	Amount
				Batch # 15513	
45058	2012-01-11			600 ALBERTA ASSOCIATION OF M.D.'S	280.46
45059	2012-01-11			1025 ALBERTA ONE CALL LOCATION CORP	18.90
45060	2012-01-11			87008 CANADIAN RED CROSS	99.75
45061	2012-01-11			786718 CICON ENGINEERING	3,284.40
45062	2012-01-11			56100 CIMCO REFRIGERATION	3,370.77
45063	2012-01-11			785973 CLEARTECH INDUSTRIES INC.	5,272.85
45064	2012-01-11			786421 Commercial Lighting Products	162.94
45065	2012-01-11			786475 COMPLETE CARPENTRY LTD.	207.90
45066	2012-01-11			786058 Corporate Express	725.55
45067	2012-01-11			786397 EPCOR	119.59
45068	2012-01-11			26201 FERG'S SEPTIC SERVICE	115.50
45069	2012-01-11			786648 HOLBECK, KRISTINE H	50.40
45070	2012-01-11			850 JOHN DEERE FINANCIAL	838.05
45071	2012-01-11			786267 LAWSON PRODUCTS INC.	148.73
45072	2012-01-11			56155 LIFESAVING SOCIETY	60.00
45073	2012-01-11			56200 LOCAL AUTHORITIES PENSION PLAN	12.81
45074	2012-01-11			58000 LOOMIS EXPRESS	69.55
45075	2012-01-11			786704 MINISTER OF FINANCE (LT)	60.20
45076	2012-01-11			786610 MINISTER OF FINANCE 1	365.72
45077	2012-01-11			786905 ONECONNECT SERVICES INC. T46194	28.38
45078	2012-01-11			76300 PEDERSEN TRANSPORT LTD.	111.20
45079	2012-01-11			76400 PITNEYWORKS	658.09
45080	2012-01-11			786453 PRAXAIR CANADA INC.	826.88
45081	2012-01-11			786180 RICOH CANADA INC.	611.36
45082	2012-01-11			14265 SAVARIA LIFTS LTD.	1,370.00
45083	2012-01-11			91265 SCHUWEILER, MIKE	25.00
45084	2012-01-11			786468 SHAW CABLE	83.95
45085	2012-01-11			786759 SIMPLEX GRINNELL	527.10
45086	2012-01-11			13525 SOBEYS CLARESHOLM	16.88
45087	2012-01-11			900 TELUS	335.07
45088	2012-01-11			786437 THE WRITE SOURCE	627.92
45089	2012-01-11			4090 WARNACO SWIMWEAR GROUP	35.70
45090	2012-01-11			111705 WC CLASS II REGIONAL LANDFILL	6,954.16
45091	2012-01-11			900000 CHINOOK WEBS INC	37.80
45092	2012-01-11			900000 FOOTHILLS SYSTEMS	1,457.61
45093	2012-01-11			900000 SLR CONSULTING LTD.	1,000.00
					<hr/> 29,971.17



TOWN OF CLARESHOLM

CHEQUE LISTING FOR ACCOUNTS PAYABLE

Cheque #	Cheque Date	CEO	CAO	Vendor # Name	Amount
					Batch # 15533
45094	2012-01-17			600 ALBERTA ASSOCIATION OF M.D.'S	6,710.86
45095	2012-01-17			6390 BISHOFF AUTO & AG CENTRE	1,418.08
45096	2012-01-17			786818 BROWNLEE LLP	2,427.44
45097	2012-01-17			11250 CANADIAN LINEN SUPPLY	360.67
45098	2012-01-17			786578 CENTRAL SHARPENING LTD.	91.35
45099	2012-01-17			13125 CLARESHOLM CENTRE	36.04
45100	2012-01-17			786254 CLARESHOLM FLORAL & CANDY SHOPPE	598.34
45101	2012-01-17			14085 CLARESHOLM NAPA AUTO	1,217.76
45102	2012-01-17			14150 CLARESHOLM WELDING &	455.70
45103	2012-01-17			786800 GDM ELECTRIC LTD.	350.13
45104	2012-01-17			36800 HOME HARDWARE	2,897.32
45105	2012-01-17			786659 LIVINGSTONE RANGE SCHOOL DIVISION	817.01
45106	2012-01-17			786055 MINISTER OF FINANCE	21.00
45107	2012-01-17			786872 MPE ENGINEERING LTD.	1,312.50
45108	2012-01-17			97050 PHARMASAVE	6.92
45109	2012-01-17			786759 SIMPLEX GRINNELL	1,196.16
45110	2012-01-17			13525 SOBEYS CLARESHOLM	1,919.82
45111	2012-01-17			786437 THE WRITE SOURCE	13.14
45112	2012-01-17			786428 TransAlta Energy Marketing Corp.	41,833.35
45113	2012-01-17			101400 UNITED FARMERS OF ALBERTA	1,389.92
45114	2012-01-17			900000 GROSS, DALE	250.00
					65,323.51
					Batch # 15538
45115	2012-01-18			650 ALBERTA BLUE CROSS	5,613.16
45116	2012-01-18			786285 ALTALIS JV	132.30
45117	2012-01-18			786517 AMSC INSURANCE SERVICES LTD.	3,421.97
45118	2012-01-18			786670 ART IN CANADA INC.	504.00
45119	2012-01-18			13400 CLARESHOLM GLASS '88' LTD	241.50
45120	2012-01-18			786465 CLARESHOLM GOLF CLUB	1,500.00
45121	2012-01-18			14246 COMMUNITY EMPLOYMENT SERVICES	25.00
45122	2012-01-18			786800 GDM ELECTRIC LTD.	1,279.93
45123	2012-01-18			786666 HILLS AUTO GLASS LTD	47.25
45124	2012-01-18			26900 IRON ROCK ENTERPRISES LTD	210.00
45125	2012-01-18			56200 LOCAL AUTHORITIES PENSION PLAN	9,676.13
45126	2012-01-18			65040 MUNICIPAL INFORMATION SYSTEMS	931.02
45127	2012-01-18			71401 OLDMAN WATERSHED COUNCIL	1,110.00
45128	2012-01-18			76300 PEDERSEN TRANSPORT LTD.	44.34
45129	2012-01-18			86300 RECEIVER GENERAL FOR CANADA	18,976.00
45130	2012-01-18			786661 SHOP EASY FOODS	90.54
45131	2012-01-18			91377 SOUTHERN AB RECREATION ASSOC.	100.00
45132	2012-01-18			900 TELUS	236.73
45133	2012-01-18			786500 TRINUS TECHNOLOGIES INC.	157.50
45134	2012-01-18			900000 Canadian Missing Kids Newsmagazine	259.88
45135	2012-01-18			900000 SUNSET HOLDINGS INC.	1,100.00
					45,657.25



TOWN OF CLARESHOLM

CHEQUE LISTING FOR ACCOUNTS PAYABLE

Cheque #	Cheque Date	CEO	CAO	Vendor # Name	Amount
					Batch # 15562
45136	2012-01-31			56100 CIMCO REFRIGERATION	1,113.00
45137	2012-01-31			786161 EBA ENGINEERING CONSULTANTS LTD.	1,670.07
45138	2012-01-31			76356 Excel Telecommunications (Canada) Inc.	39.25
45139	2012-01-31			49980 HARRY'S TIRE SALES (1984) LTD.	1,227.49
45140	2012-01-31			65000 MUNICIPAL DISTRICT OF WILLOW	15,001.46
45141	2012-01-31			786650 WFR WHOLESALE FIRE & RESCUE LTD.	937.35
					19,988.62
					Batch # 15567
45142	2012-01-31			12190 CHAMCO INDUSTRIES LTD.	336.95
45143	2012-01-31			56100 CIMCO REFRIGERATION	1,113.00
45144	2012-01-31			13250 CLARESHOLM CHILD CARE SOCIETY	2,183.50
45145	2012-01-31			14205 CLEAN BRITE CHEMICAL SERVICES LTD.	988.10
45146	2012-01-31			786420 COMMERCIAL SOLUTIONS INC.	156.78
45147	2012-01-31			786540 DIRECT ENERGY REGULATED SERVICES	71.05
45148	2012-01-31			786397 EPCOR	136.33
45149	2012-01-31			786202 EXOVA	2,171.45
45150	2012-01-31			26201 FERG'S SEPTIC SERVICE	115.50
45151	2012-01-31			786373 FLAGWORKS	571.62
45152	2012-01-31			786240 GAMMEL'S PLUMBING HEATING & GASFITTING	89.55
45153	2012-01-31			31955 GREYHOUND COURIER EXPRESS	22.88
45154	2012-01-31			786347 JOHN BROOKS COMPANY LIMITED	960.12
45155	2012-01-31			786841 KEE-LOK SECURITY SUPPLIES LTD.	1,711.20
45156	2012-01-31			786359 KLEARWATER EQUIPMENT AND TECHNOLOGIES	10,710.00
45157	2012-01-31			56200 LOCAL AUTHORITIES PENSION PLAN	10,268.17
45158	2012-01-31			66100 NATIONAL SECRETARY-TREASURER	1,107.97
45159	2012-01-31			786197 PARCON CONSTRUCTION LTD.	603.45
45160	2012-01-31			76300 PEDERSEN TRANSPORT LTD.	67.47
45161	2012-01-31			786453 PRAXAIR CANADA INC.	826.88
45162	2012-01-31			86300 RECEIVER GENERAL FOR CANADA	20,363.84
45163	2012-01-31			786468 SHAW CABLE	83.95
45164	2012-01-31			91710 STINTECH ELECTRONICS	2,180.55
45165	2012-01-31			900 TELUS	2,922.83
45166	2012-01-31			101350 UNISOURCE CANADA INC.	61.95
45167	2012-01-31			4090 WARNACO SWIMWEAR GROUP	59.26
45168	2012-01-31			786187 Western Canada Welding Products Ltd.	100.76
45169	2012-01-31			900000 ANDORNOT CONSULTING INC.	3,601.50
45170	2012-01-31			900000 CABAM	374.27
45171	2012-01-31			900000 Government Finance Officers Association	107.10
45172	2012-01-31			900000 LAING, ANOLA	75.52
45173	2012-01-31			900000 METASOFT SYSTEMS INC.	7,869.75
45174	2012-01-31			900000 SILLITO, CONNIE	25.00
					72,038.25
Total					452,097.08

TOWN OF CLARESHOLM
REGULATORY &
PROPERTY SERVICES



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

STAFF REPORT

To: Town Council
From: Community Standards Committee
CC: N/A
Date: February 13th, 2012
Re: Year-End Enforcement Report (2011)

Urgent **For Review** **Please Comment** **Please Reply** **Please Recycle**

• **Year-End Enforcement Report (2011):**

For the year of 2011 the Community Standards Committee and the Regulatory & Property Services Department combined to address a total of **1086 Complaints**; a monthly average 136 (based on the creation of the present tracking system in May 2011). A categorized breakdown is listed below:

<i>Weeds</i>	268	(24%)
<i>Civic Address</i>	178	(16%)
<i>Snow</i>	176	(16%; No enforcement from January through April)
<i>Traffic</i>	128	(11%; non-moving traffic violations only)
<i>Unsanitary</i>	75	(7%)
<i>Animals</i>	58	(5%)
<i>Trees & Vegetation</i>	51	(5%)
<i>Development</i>	49	(5%)
<i>Bus. License</i>	14	(1%)
<i>Waste/Garbage</i>	12	(1%)
<i>Noise</i>	5	(1%)
<i>Fire Pits</i>	4	(1%)
<i>Smoking</i>	2	(1%)
<i>Other</i>	66	(6%)

TOTAL 1086

Resulting enforcement actions:

<i>Warnings & Notices</i>	853	<i>(Monthly average: 107)</i>
<i>Municipal Tags</i>	27	<i>(Monthly average: 3.4)</i>
<i>Provincial Tickets</i>	0	<i>(Monthly average: 0)</i>
<i>Orders</i>	12	<i>(Monthly average: 1.5)</i>
<i>Dogs Impounded</i>	20	<i>(Monthly average: 2.5)</i>
<hr/>		
<i>TOTAL</i>	912	<i>(Monthly average: 114)</i>

Notes and Observations:

All results are based on an 8 month time period (May thru December) because this is when Council established the Regulatory & Property Services Department as we function presently. A revised file tracking system was initiated May 1st. General observations from 2011 include the following:

- The sheer volume of bylaw enforcement files is much higher than past years. This is due to increased patrols, not complaints from the general public. An objective from Council and the Community Standards Committee was increased patrols and greater presence in the community; the Regulatory & Property Services Department has met this expectation.
- Also an objective from Council and the Community Standards Committee, better communication of the day-to-day operations of the department; the Regulatory & Property Services Department has met this expectation by revising the filing system, tracking enforcement and reporting the results.
- The Regulatory & Property Services Department continues to work closely with the RCMP, SPCA and various organizations and groups within the community. Education and proactive enforcement will continue to be the preferred method to achieve compliance.
- On average, 107 file follow-ups are being completed each month. This is a large number and above the department's initial expectations.
- On average, the time to process a file is approximately 34 days.
- No Provincial Tickets have been issued in 2011 because Officer Barker just received his CPO I appointment in January 2012. Please note that the department is reviewing municipal tags from the last six months. A number of fines remain unpaid; as a result many of the offenders will be issued a Provincial Ticket. This procedure will result in inflated January Provincial ticket numbers.

Overall, I would submit that the changes in the structure of the department are producing more day-to-day efficiency and have increased operating capacity for the regulatory and protective service functions of the Town of Claresholm. As a result the department is closer to achieving the desired results as set out by the Town Council and the Community Standards Committee. There is more work to be done in 2012. With the recent Community Peace Officer I Appointment, I would expect that there will be more balance between Bylaw Enforcement and Protective Services (Traffic) duties. In carrying out the traffic enforcement duties, the department will continue to consider the use of evening and weekend patrols when cost effective and feasible.

Jeff Gibeau

Manager of Regulatory & Property Services

(Secretary to the Community Standards Committee)



townofclaresholm.com

Phone: (403) 625-3381

Fax: (403) 625-3869

Claresholm Child Care Society
Meeting minutes
Regular Board Meeting Wednesday, January 11, 2012

In attendance: Cheryl Cochlan, Karrie Davis, Chrissy Giles, Crystal Cooper, Erin Whelan

- 1.0 **Call to order** – 6:35
- 2.0 **Approval of agenda** – Chrissy Giles
- 3.0 **Approval of minutes** – Karrie Davis
- 4.0 **Business arising from minutes** – no reports available. Need to talk about changing the date parents payments are due. Should discuss after AGM.
- 5.0 **Correspondence** – none
- 6.0 **Reports**
 - 6.1 **Financial** – no report available
 - 6.2 **Manager Daycare** – we have exemptions for Level 2 for Karrie, Sandra, Veronica and maybe Stefanie. Hurlburts and Woermanns are no longer attending daycare. We have four new kids, 29 kids in all. Carpets/rugs were cleaned over holidays (\$1023.75). Bonnie made her annual visit Friday, January 6, 2012. We were in non-compliance as 9 of 19 kids were signed in. She comes in again January 27, 2012.
 - 6.3 **Manager Kidz Zone** – utility bills are incredibly high, Erin says it's because the school division wired the lights for the parking lot through the portable. Erin has contacted Mike from LRSD and we are supposed to receive a credit but nothing has happened yet. Erin is going to apply to the town for the Municipal Sustainability Grant for \$5000. Kidz Zone is overstaffed and Crystal proposed the following: Melissa 6:30-2:30, Jordan 3-6 and Erin 9-5. It was also discussed that a Letter of Employment be drafted up for new employees.
 - 6.4 **Chairperson** – Karrie and Crystal went through all the old files in the basement and shredded ones we no longer need to keep. They also got rid of an old deep freeze.
- 7.0 **New Business**
 - 7.1 Few parents here and there not paying their bills. Waiting for Wireman's to see what subsidy pays for December. Cheryl will reconcile the account and then send letter from the board, then wait a month to send to collections.
 - 7.2 The parent handbook needs to be updated, will do after the AGM with the new board.
 - 7.3 Staffing at Kid Zone – 3 staff for 3 kids, change hours of staff.
 - 7.4 AGM – February 28, 2012 @ 6 p.m. at the daycare. Childcare will be provided. Cheryl will put an ad in the paper for two weeks.
 - 7.5 Cheryl emailed Betty about phone lines but has not heard anything back. Cheryl is going to email her again and cc to David Moore.
 - 7.6 \$500 total received to date for commercial dishwasher. Estimated cost is \$4000.
 - 7.7 We sold the humidifier, going to reduce the price on the heater.
 - 7.8 Cheryl will ask insurance company if we can make semi-annual payments or have the invoice sent directly to the town, this will ease the financial responsibilities of the daycare in December.
 - 7.9 Parents payment due date, table until after AGM. Consider possible part time rate for daycare.
 - 7.10 Cheryl's work schedule – needs to be home in the evenings. Possibility of increasing her hours to 8-3 Monday to Friday or 8-4 Monday to Thursday
- 8.0 **Next meeting February 28, 2012 at 6 p.m.**
- 9.0 **Adjourned: 8:25 pm.**

Alberta SouthWest Regional Alliance

Minutes of the Board of Directors Meeting

Wednesday January 4, 2012

Athens Restaurant, Cardston

Meeting 7:00pm



Board Representatives

Barney Reeves, Waterton Lakes
Rick Schow, Cardston
Shane Hansen, Cardston County
Bruce Decoux, Crowsnest Pass
Bjorn Berg, MD Pincher Creek
Bob Campbell, Hill Spring

Guest Councillors

Bill Creed, Town of Cardston
Lloyd Kearl, Cardston County

Resource Persons

Nikolaus Wyslouzil
Jaci Zalesak
Bill Halley
Bob Dyrda
Linda Erickson
Bev Thornton

1. Welcome and Introductions
2. Approval of Agenda
- "weather maps" added as item #11
Moved by Shane Hansen THAT the agenda be approved as amended.
Carried. [2012-01-226]
3. Approval of Minutes
Moved by Bjorn Berg THAT the minutes of December 7, 2011 be approved as presented.
Carried. [2012-01-227]
4. Approval of Cheque Register
Moved by Bob Campbell THAT cheques #927-to #949 be approved as presented.
Carried. [2012-01-228]
5. Business Arising from last meeting
- GPS Tour route revised to include additional highway at no extra cost
- A summary of print advertising for the past year presented, as requested
6. Chinook Country Tourist Association:
2012membership and ads
• Nikolaus Wyslouzil, General Manager
• Jaci Zalesak, Client Relations and Sales Manager
The Board received information on the benefits of membership, advertising options for communities and businesses.
7. Rural and Co-operatives Secretariat (RCS)
Zone measurement
• Bob Dyrda, Cowboy Trail Distribution and Royal Roads Entrepreneur Post Graduate Program
Bob Dyrda provided an overview of his background and the project he will be completing on behalf of the Rural Secretariat. Bob will visit each municipal office. Bev will provide a contact list

- | | |
|--|---|
| 8. Regional Innovation Network of Southern Alberta (RINSA) | Bill Halley provided an overview of his new role and welcomed contact from communities and businesses to help with technology development ideas. Bill's contact information will be sent to all communities. |
| <ul style="list-style-type: none"> • Bill Halley, Technology Development Advisor | |
| 9. REDA Chairs Report | Deferred to next meeting. |
| 10. Upcoming events | Accepted as information. |
| <ul style="list-style-type: none"> • Travel Alberta Speakers Series, Pincher Creek and Crowsnest • Ag and Rural Development-Food Seminar, Lethbridge • EDA Conference April 11-13, 2012, Kananaskis | |
| 11. Weather maps | On local TV stations the weather and roads end at the border, creating the impression that AlbertaSW is at the end of line. Perhaps some increased media awareness that this is not the case would be an interesting way to draw attention to the region. |
| 12. Executive Director Report | Accepted as information. |
| 13. Round Table Updates | |
| 14. Next Board Meetings | |
| <ul style="list-style-type: none"> Wednesday February 1, 2012-Stavely Wednesday March 7, 2012-Pincher Creek | |
| 15. Adjournment | Moved by Bruce Decoux THAT the meeting be adjourned.
Carried. [2012-01-229] |

Minutes approved
by:

Approved February 1, 2012

Chair

Date

Secretary/Treasurer

Date

Alberta SouthWest Bulletin-February 2012

Regional Economic Development Alliance (REDA) Update



→ Regional promotion

- AlbertaSW will once again be supporting volunteers to set up “Canada Night” information sessions in Holland on February 11, 12 and 15, 2012. Information about the events can be found on www.albertasouthwest.com in both English and Dutch. This is the fourth year of holding these events and it is estimated that this has resulted in about \$24 million of investment attracted to the region.
- A variety of information requests come to the website; a few notable ones:
 - Publicist wishing to promote regional events;
 - School teacher planning school field trips related to wind energy;
 - Individuals and groups of travelers from Switzerland, Utah and northern Alberta; activities of interest include motor biking, hiking, exploring back roads and scenic routes.
 - Military personnel stationed in Afghanistan and planning a future trip in the Crown of the Continent.
- AlbertaSW Tourism Committee and partner businesses and communities are working very hard to put together the AlbertaSW group display at the Calgary Home and Garden Show, February 23-26, 2012.

→ Sustainability and Operations

- AlbertaSW Chair and Executive Director attended the “Economic Development Summit” on January 30, 2012. This event was overseen by Deputy Premier The Honourable Doug Horner, Minister of Treasury Board and Enterprise. About 120 people from 62 different organizations met in Edmonton for a daylong session of presentations and facilitated discussion. The report from this meeting will be available in about a month and is expected to be the start of setting direction for provincial priorities.
- The first phase of the Mount Royal University Business Retention and Expansion Project has been completed with Nanton, Stavely, Claresholm and Granum. This survey has attracted positive engagement from the communities. A final report will be available by the end of May.
- The AlbertaSW Regional Business License Program is entering its 10th year of operation. A fee of \$40 was set in 2003, and in 2012 has been raised to \$80. This will increase the revenue stream to the REDA, and still represent very good value to resident businesses that provide services within the partner communities.

→ Upcoming events:

- **Thursday, February 16, 2012, 1:30 pm to 3:30 pm (Eastern Standard Time) - teleconference**
Canada's Rural Demography: An Update to 2011
A presentation by Alessandro Alasia, Head of the Rural Research Group at Statistics Canada
Register at karin.trounce@agr.gc.ca by Thursday, February 9, 2012.
- **Thursday, March 8, 2012; 1:00 pm to 4:00 pm**
Conversations, Engagement and Community Change
Coast Hotel and Conference Centre, 526 Mayor Magrath Drive S, Lethbridge AB
Cost: \$150; Register at: www.chinookarch.ca
- **Monday April 2, 2012 to Wednesday April 4, 2012**
12th Annual Growing Rural Tourism Conference, Camrose AB
Registration fee \$275 before March 1, 2012
Information on presentations and workshops at www.GrowingRuralTourism.ca
- **Wednesday April 11, 2012 to Friday April 13, 2012**
Economic Developers Alberta (EDA) Conference, Kananaskis
Information and Registration at www.edaalberta.ca



Claresholm Animal Rescue Society
Regular Meeting Minutes
January 19, 2012

Present: Sylvia Giroux, Rita Hahn, Kris Holbeck, Anne Papan, Kim Alexander, Gerald DeBruyn
Regrets: Karen Thompson, Barb Hinkle, Judy Van Amerongen, Denise Peters
Guest: Pat Baker

1. Call to Order

The meeting was called to order at 7:14 p.m.

2. Approval of Agenda

Motion by Kris Holbeck to approve agenda as presented. All in favour. CARRIED.

3. Approval of Regular General Meeting Minutes January 5, 2011

Motion by Anne Papan to accept the minutes as Amended. All in favour. CARRIED.

4. Shelter Update

January 6, 2012 to January 19– 12 volunteers and 411.5 shelter hours

1 new Lab. Lady brought to vet, dog is growling, probably has been teased
1 new Collie Sheppard Cross, this dog shows no aggression but lady talked about food aggression.

Cat adoptions: Gipsy, Nash and Arlie

5. Adoptions Update

Holly's adoption in final
Adison's adoption is final
Kodiak and Masy are going for adoption
Ella Trial adoption
Buddy is going to be adopted
Nikita is in Foster

6. TNR Update – No report , wait until spring

7. Fundraising Update –

- Calendars sales – sold 3 more January 18, 2012
- Cans are being made for donations containers for the bottle depot
- \$10 Donation for Massage and every month a draw for a free massage

- Paid for calendars – calendars are still for sale. Try bringing them to Nanton and try to sell them at PetSmart.

8. Treasurer's Report –

- Year End 2011
- Budget 2012
- Balance Sheet January 2012
- Next agenda – Barn Cats Program – how to put a program together
- FCSS Funding for Low Income Families
- We may hear from the M.D. for Funding

9. New Building Update –

- Calici Cat Room needs a larger glass to be put into the door
- Pat Baker suggested putting up shelves for the Calici Cats, the cats are stressed when they cannot look out into the hallway.
- \$14000 in Budget money from the building project is still left over to do the roof over the dog cannels.

10. Others

- PetSmart – Over 80 cats have been adopted out through PetSmart
- Adoption Weekend at PetSmart February 9, 10, 11, 2012
- 25 cats are to be spay and neuter and we did 30 cats in December 2011
- Donation for cat Surrender/Cost – Teresa has the cats at home that need to spay and neutered. Kris is suggesting to donate the cost to bring the cats through our system and first start with the boys.
- We can do \$80.00 and if she can do \$20/cat. The board needs to know Teresa has spay her two females
- For Paige Petersen – write an agreement for her grooming business. Paige is volunteering for CARES ➔ Make her volunteer to pay for her rent
- Board discussed that Paige should become an employee and volunteer some hours, Kris will talk to Paige. Maybe volunteer one for closing.

11. Adjournment: Meeting adjourned at 8:30pm

Next Meeting: Will be held in the at the Shelter, Thursday, February 2, 2012, at 7:15pm.

The Bridges at Claresholm Golf Club
REGULAR MEETING
Wednesday, December 7, 2011 at 12 noon

Present: Wes Wiebe, Dan Rhode, Larry Ford, Mike Young, Frank Keller, Dave Baptie, Russell Sawatzky, Kathy Davies, Lyle Broderson

Absent: Larry MacDonald, Doug MacPherson

Guests: Don Leonard and Dennis Scott

1. Chairman Wes Wiebe called the meeting to order at 12:04 pm.
2. Larry Ford moved the approval of the agenda. CARRIED.
3. Larry Ford moved the approval of November 16, 2011 Regular Meeting. CARRIED.

4. Old Business:

- 4.1. **Credit Union Letter: Offer of Financing** – Don Leonard and Dennis Scott went over the Offer of financing from the Credit Union. The total amount is \$335,000.00 available in 3 draws/year with a cost of \$100/draw. The initial application has a fee of \$500 reduced from \$1,100.00. The rate is Prime + and will be based on risk. We will need a letter from the Town stating that the Golf Club is no longer responsible for the mortgage.

Mike Young moves that we enter into the Offer of Finance for equipment with the Chinook Credit Union. CARRIED.

5. Correspondence: None

6. Reports:

5.1 Greens Committee: Lyle reported for Rod on the following:

- Ron Gilbert picked up the bed knives for grinding and will start the reels when the bed knives are done;
- Pete from Crop Productions has committed to one fertilizer application for the next season. There is a chance we will get another application, but Pete won't know this until next season;
- Fixed now fence from wind on Nov. 27th;
- A few trees are down from the storm and I will clean them up ASAP.
- Dennis Klyne volunteers more than enough hours during the summer months to consider him full time according to the golf privileges set out by the club. Dennis also helps me out during the winter months. Last year we gave him a membership for

5.1 Greens Committee con't.

half price, and I was wondering if we could give him a free membership this season. I do realize a lot of people volunteer their time and resources to help our club, but I don't know anyone who continually volunteers this amount of time year after year and in the winter months as well.

5.2 Club Pro Committee: Lyle reported:

- Some memberships have come in;
- Newsletter has gone out;
- Online store working;
- Checked into costs for a net, projector and laptop for the Golf simulator. Should be around \$1,000.00. Dave Baptie moved that we purchase a laptop, projector and net with a limit of \$1,000.00. CARRIED.

5.3 Clubhouse Committee: Lyle reported on:

- Wind damage, claim has been put in.
- Have not had a meeting with Huge as of this date.

5.4 Finance Committee: no report.

5.5 Town Representative: no report

5.6 Grants & Casino Committee:

- Look into a Grant for putting in electricity into the west cart shed, ball dispenser and some trees. Lyle will look into getting quotes and all the information we need for the grant application.
- Will come up with a tree plan for the AGM.

5.7 Tournaments: no report

5.8 Policy Committee:

- Lyle, Russell and Kathy met on Nov. 23rd. It was decided that the By-laws should also be reviewed. Larry Ford moved that the Policy Committee also look at the By-laws. CARRIED. Next meeting will be Dec. 20 at 6:30pm.

6 New Business:

6.1 Rod Andrews contract:

Larry Ford moved that we approve a 2% increase for Rod Andrews salary. CARRIED.

7 Adjournment: Mike Young moved the meeting be adjourned at 1:50pm.

Next meeting will be Wed. January 18, 2012 at noon.

President

Date

Secretary



Twenty-three percent of Alberta municipal elected officials are enrolled in the EOEP program and 20 registrants have been awarded their Certificate of Achievement since 2009 with several more expected in 2012

January 26, 2012

Kris Holbeck
Town of Claresholm
PO Box 1000,
Claresholm, AB T0L 0T0

Dear Ms. Holbeck:

Many municipalities have recognized the benefits of elected official professional development and as a result support it through policy development and the annual budget. We would like to encourage you to support professional development for the elected officials of your organization by:

- ✓ including it as a part of the annual budget;
- ✓ requesting council support it through policy (a sample policy statement is available from the Registrar upon request);
- ✓ encouraging council to include it as an initiative in strategic plans; and
- ✓ asking council to promote the program with leaders of municipal agencies, boards and commissions.

The Elected Officials Education Program (EOEP) has been providing Alberta municipally elected officials quality professional development opportunities focusing on roles, responsibilities, leadership and governance since 2008. Designed specifically for municipal policy makers, the program provides them a solid foundation to lead, allows them to be more relevant in their role as elected officials, broadens their knowledge and skills raising the quality of municipal government and effectively achieves the goals of their community.

The EOEP is pleased to be extending the program to members of municipal agencies, boards and commissions and municipal administration. Effectively immediately, these individuals have access to the roster of e-learning curriculum provided by the EOEP. Currently 10 courses are available for online learning and the remainder of the curriculum will be available by mid-2012. Face-to-face curriculum offerings and the ability to receive a Certificate of Achievement will continue to be available to municipally elected officials only.

If you or a member of your management team is interested in registering in any EOEP online course or want additional information please call Registrar Sheena Linderman at 403-346-1040 or go to www.eoep.ca.

Yours truly,

Lavinia Henderson
Chief Executive Officer

Special meeting of the Porcupine Hills Lodge January 10 2012

Those in attendance Judy Van Amerongen, Linda Todd , Audrey Hoffman, Pam Crone, Earl Hemmaway

Call to Order 10 am

Purpose: Secretary/ Treasure, CAO Holidays, Assistance cao/rec helper, hiring of interm book keeper.

Motion; Linda Todd made a motion That we restructure and separate the secretary and treasure position at the Porcupine Hills Lodge and cancel Karen Florence contract effective January 18 2012.

Carried

Chair to talk to Doug Wilde about help. Chair presented four names who could do payroll and benefits and could possibly contact one if need be.

CAO Holidays: Motion by Audrey Hoffman: That PHL pay CAO \$1500.00 for holidays not taken in 2011.

Carried

Assistance CAO/rec : It was felt by the Board that the assistance needs to do more admin so that when the CAO takes Holidays she can cover this position.

Motion to Adjourn by Linda Todd 12: noon

MINUTES

Attendees:
 Earl Hemmaway
 Judy Van Amerongen
 Arlette Heck

Audrey Hoffman
 Pam Crone
 Karen Florence
 Linda Todd

Regrets:

Agenda Item	Discussion	Action
1. Call to Order	Earl Hemmaway called the meeting to order at 7:00 pm.	
2. Additions and Approval of Agenda All	No additions.	
3. Acceptance of Agenda	Judy VanAmerongen made a motion to accept the agenda. All in favor, carried.	
4. Review and Approval of Previous Minutes All	<p>5.4 Manager's Report – motion should read. Pam Crone made a motion to charge \$300.00 for cleaning of a unit when a resident does not want to clean it to our standards. All in favor, carried.</p> <p>Pam Crone moved the we accept the October 12, 2011 minutes as amended. All in favor, carried.</p> <p>Judy VanAmerongen made a motion to accept the December 6, 2011 minutes as presented with the amendment. All in favor, carried.</p>	
5. REPORTS		
5.1 Chairman's Report	To do in committee.	
5.2 Vice-Chairman's Report		

<p>5.3 Financial Report</p>	<p>Linda Todd made a motion to pay the bills and accept the financial report as presented. All in favor, carried.</p>	<p>Karen</p>
<p>5.4 Manager's Report Arlette</p>	<ul style="list-style-type: none"> - Lodge Waiting List & Supportive Living – 23 singles & 9 couples; 12 singles for outback; some are on both lists & list attached for general info. <p>One unit in the back has been rented. This leaves 2 to be rented. Need to do this by February 1 to get our full subsidy.</p> <p>Linda Todd made a motion to put an ad in the paper that we have 2 units for rent. Also to put up posters at the Senior Centers in Claresholm and Stavelly. All in favor, carried.</p> <ul style="list-style-type: none"> - Insurance Adjuster letter and a work in progress - Trevor Hoffman has been excellent. Total account will be \$15,000.00 with a \$5,000.00 deductible. Working on front awning. Everything going according to plan. - Welcome speech attached for Christmas Party. It was a success. - Staff Meeting minutes attached for information. - The 3 equalization letters attached. - Placed a call to Andy Hau (mould) waiting for return; will follow up with this. Should be getting our project done soon. - Another list of costs that are increasing for general information. 	
<p>5.5 Supportive Units</p>	<p>Any further discussion on the door situation? It was unanimous that there is nothing wrong with the door. Could we take the doors off if the residents don't want them. It was thought that if they want them off, they can have them off. In the spring will they want them back on again? It was suggested we</p>	<p>Earl Hemmaway</p>

	<p>leave as is for now. It was mentioned to go to a lighter screen door and sell the heavy ones. Earl to check with M&K Homes about screen doors.</p> <p>Audrey Hoffman made a motion to accept the Managers report. All in favor, carried.</p>	
5.6 Recreation Report	<p>Almost \$4,000.00 made from the Bizarre. New Year's Eve Party was done for the residents and was loved by all by Cynthia and her friend.</p> <p>Judy VanAmerongen made a motion to accept the Recreation reports. All in favor, carried.</p>	
5.7 Maintenance Report	<p>Fire Drills are generally every 3-4 months. Dale does them unannounced.</p> <p>Pam Crone made a motion to accept the maintenance report. All in favor. Carried.</p>	
6. Correspondence	none	
7. Staff Issues		
8. In Camera	<p>Linda Todd made a motion to go in Camera.</p> <p>Pam Crone made a motion to come out of Camera.</p>	
9. Date of Next Meeting	<p>Date Tuesday, February 7, 2012</p> <p>Time: 7:00 pm Location: PHL.</p>	
10. Adjournment	Pam Crone made a motion to adjourned the meeting.	

Claresholm & District Museum Board Meeting Minutes
January 25, 2012

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

1. The meeting was called to order at 7:30 pm
2. Addition to the agenda: Under 9 added j. AHRF Grant for exterior paint for CPR Station

Motion: Don Glimsdale moved to approve the agenda, with the addition.

3. Amendments to the November 23, 2011 meeting minutes:
 - a) Under 8 b change Doug Glimsdale to Don Glimsdale.
 - b) Under 5 f clarify that for the Board Development Program the location in Claresholm has not yet been decided.

Motion: Doug MacPherson moved to approve the minutes with the above amendments.

4. The 2011 year-end financial statement was discussed and overall the Museum did well, coming in under budget, mainly due to savings on wages as the staff position was not filled for the entire year. Trisha distributed information on the spending of the \$10,320 Storage and Access Improvement Grant. Also the Town has invested in a database of foundations that give to not-for-profits that the Museum will have access to.

Motion: Don Glimsdale moved to accept the financial statements as presented.

5. Report – Trisha Carleton
 - a) Received AMA staffing grant for \$25,000 which goes towards wages and benefits for the ED position. A learning plan is a requirement of the grant so Trisha is doing a Leadership Certificate Program from Mount Royal University. A document detailing Trisha's Professional Development Plan for 2012 was circulated.
 - b) Reminder to complete the needs assessment for the Board Development Program. Not everyone received the email.

ACTION ITEM 1: Anola will re-send the email from BDP to the Board.

- c) A volunteer handbook for the Museum is almost done, is currently with the Town to be added to and reviewed.
- d) A grant application to Young Canada Works has been submitted for funding for a summer student position.
- e) Trisha installed a new temporary exhibit on needlecrafts in the library.
- f) Developing the budget for 2012 is underway and must be ready for approval at the February Board meeting.

ACTION ITEM 2: Trisha is to see if the cost of constructing a building for the speeder car can be fit into the 2012 budget and with Mike's work schedule.

- g) Don and Myrna Glimsdale have been helping to renew the Norway exhibit and plan a special event for May 17, 2012. They will borrow bunads from the Red Deer Norwegian Luft Hus. Doug M. recommended adding event to Town digital sign and talking to Ted Menzies who knows the Norwegian Ambassador.

ACTION ITEM 3: Trisha is to write a letter to the Sons of Norway inviting them to participate in exhibit and event. Also a letter to Ted Menzies to inform of exhibit and event and explore possibilities with Norwegian Ambassador.

- h) Trisha will be attending Chinook Country Tourism conference on Jan. 31 and Feb. 1. Trisha explained the Tourism Cluster Strategy and how the Museum will be able to have a micro-site on the Chinook Country Tourism website.
- i) Trisha will apply to AMA and CMA grants to offset Professional Development costs.

Claresholm & District Museum Board Meeting Minutes
January 25, 2012

- j) The Museum was successful in its application to AHRF for \$4690 towards exterior paint for the CPR Station.

ACTION ITEM 4: Trisha is to inform Mike so we can get a contractor for the work, and also coordinate this work with the potential installation of pigeon netting.

Trisha distributed a document outlining her priorities for Jan – May 2012 and May – Aug 2012 and asked the Board for their feedback, edits, and additions to it.

Motion: Doug Leeds moved to accept the Executive Director report.

6. Business arising out of the minutes:
- a. The leak in the SE corner of the eaves trough of the Station has since been repaired.
 - b. Need to further investigate netting for pigeon problem

ACTION ITEM 5: Trisha is to research costs, compliance with AHRF, etc. regarding pigeon netting and work with Mike to try and coordinate it with the exterior paint work.

- c. Trisha reported that we have had 6 visitors in January since the new museum signs were installed.

7. New Business:

- a) Dave Moore is the contact person for the EDC Sign.

ACTION ITEM 6: Anola is to contact Dave Moore regarding a sign for the 100th anniversary of the CPR Station.

ACTION ITEM 7: Trisha is to contact the CPR regarding our 100th anniversary to see if they can participate in some way.

ACTION ITEM 8: Trisha is to contact the High River Museum regarding a Board field trip visit there with regard to both station's 100th anniversary.

- b) Trisha distributed a calendar with dates when we need volunteers to cover shifts at the museum while she is away at courses.
- c) The board read and discussed the Museum's Statement of Purpose. A question was raised about if it has to be just Claresholm & District, or if we can go outside of that scope to serve community interests – in the collections management policy it includes 'collections of special interest'. It will be important for us to be looking ahead to what will be of interest in the coming decades. The Statement of Purpose will be discussed again at the February meeting and the Board Development Program workshop.

ACTION ITEM 9: All board members are to review the Statement of Purpose, Vision Statement, and Mission Statement for the museum and come prepared to the February meeting to discuss them.

8. Other:

- a. Reminder about creating a site map for the museum and all its buildings that can be handed out to visitors.

ACTION ITEM 10: Trisha is to see about having a site map drafted for this.

- b. Reminder about having donation cards at the funeral home.

ACTION ITEM 11: Anola is to investigate the creation of donation cards.

9. 2012 Calendar of Events:

Brief discussion of upcoming events, anniversaries, etc. Additional Ideas:

- It was agreed by the Board that we will do the Tea on the Lawn event again for 2012. There was an idea to show old home videos of past parades and to have a display at fair days of 'strange' artifacts to ask people to identify.
- 2012 is the 100th anniversary of Roald Amundsen's expedition to the South Pole, who is a relation of Ole Amundsen of Claresholm.

Claresholm & District Museum Board Meeting Minutes
January 25, 2012

- We should have the caboose open for the special event for the 100th anniversary of the CPR Station.
10. Next meeting is February 29, 2012 at 7:30 at the Town Office.

Motion: Don Clark moved to adjourn the meeting.

Meeting was adjourned at 9:00 pm.

CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

NOVEMBER 23, 2011

PRESENT DOUG LEEDS, DON CLARK, HAROLD SEYMOUR, RHODENA KING, JIM KJARSGAARD, ANOLA LING, BERNICE CASE, DOUG MACPHERSON, DON GLIMSDALE, TRICIA CARLETON.

THE MEETING WAS CALLED TO ORDER AT 7.30 BY ANOLA LAING.

2. THE AGENDA AS AMENDED WAS APPROVED BY BERNICE CASE.
3. THE MINUTES AS AMENDED WERE APPROVED BY DON CLARK
4. THE FINANCIAL STATEMENT WAS REVIEWED BY DON GLIMSDALE
5. TRISHA REVIEWED HER REPORT. (SEE ATTACHED)

A.) THE IDEA OF HAVING A SPEAKER FOR REMEMBRANCE DAY WAS CANCELLED. HAROLD SUGGESTED THAT NEXT YEAR WE ASK SOMEONE FROM THE LEGION OR THE NANTON LANCASTER SOCIETY TO GIVE A TALK.

B.) THE EAVES TROUGHING ON THE CPR BUILDING IS LEAKING. TRISHA WILL SEND A LETTER TO MIKE ASKING TO HAVE IT REPAIRED.

C.) TRICIA REPORTED THAT THE GRANT MONEY WILL GO INTO A SEPARATE FUND TO MAKE THINGS EASIER FOR CORRINE.

D.) THE STAFFING GRANT APPLICATION WAS SUBMITTED NOV.1

E.) THERE WERE NO ARTIFACTS DONATED IN NOVEMBER.

F.) THE BOARD DEVELOPMENT PROGRAM WILL BE HELD ON JANUARY 27-29. THE LOCATION IS NOT YET DECIDED.

6. BUSINESS ARISING FROM MINUTES.

A. WE REVIEWED THE ACTION ARISING FROM THE MINUTES

B. THE CPR STORM WINDOWS HAVE HOLES AT THE BASE WHERE THE COVERS ARE MISSING. DOUG MACPHERSON SUGGESTED FILLING THEM WITH CORK.

C. NUMEROUS SUGGESTIONS WERE DISCUSSED BUT WE STILL HAVE NO FINAL SOLUTION TO THE PIGEON PROBLEM.

D. THE NAME SEARCH FOR THE FRIENDS OF THE MUSEUM WILL BE INITIATED WHEN TRISHA HAS ALL OF THE INFORMATION REQUIRED.

E. WE LOOKED BACK AT THE AUGUST 11 MINUTES THERE WAS NOTHING IN THE MINUTES ABOUT OUR DISCUSSION REGARDING MUSEUM PERSONNEL. (PERSONEL ISSUES IN CAMERA)

F. THE TOWN HAS APPROVED US HAVING A RESTRICTED WI-FI.

G, SIGNAGE: ROGER SMEDSTAD SENT IN A QUOTE FOR A TWO SIDED SIGN \$185 AND \$85 FOR A SANDWICH BOARD AND \$50 FOR LABOR WHICH AMOUNTS TO \$315 PLUS GST. HAROLD MADE THE MOTION THAT WE ACCEPT THE QUOTE. THE TOWN HAS ALSO ADDED OUR DAYS AND HOURS OF BEING OPEN TO THE ELECTRIC SIGN. WE WILL DECIDE WHERE TO PUT THE LARGE MUSEUM SIGNS AFTER THE SITE REPORT IS COMPLETED.

7. NEW BUSINESS

A. THE MUSEUM WILL BE OPEN ON SATURDAY DEC. 3, FROM 2.00 TO 4.00 DURING THE SENIOR MENS CURLING BONSPIEL. RHODENA SUGGESTED THAT WE PUT NOTICES UP IN THE VARIOUS MOTELS ANNOUNCING THAT THE MUSEUM WILL BE OPEN.

B. THE DEADLINE FOR THE YOUNG CANADA WORKS PROGRAM IS FEBRUARY 1. THIS WILL HELP TO PAY THE WAGES OF THE STUDENT THAT WE ARE HOPING TO EMPLOY FOR THE SUMMER MONTHS. TRISHA ALSO MENTIONED THAT THERE ARE COURSES AVAILABLE WHICH COULD BE FUNDED BY A MUSEUM GRANT IF ANYONE IS INTERESTED?

C. SPEEDER CAR: THE NUTS, BOLTS AND PLATES FOR THE RAILS HAVE BEEN LOCATED. MIKE WILL INSTALL THEM WHEN HE HAS THE TIME. DOUG MACPHERSON SUGGESTED BUILDING A STORAGE SHED FOR IT WOULD BE TOO COSTLY AND THAT THERE WOULD BE NO PROBLEM MOVING IT BACK TO THE TOWN'S STORAGE BUILDING. HE WILL FORM A COMMITTEE IN THE SPRING TO CLEAN THE CAR.

D. ROB FROM THE LOCAL PRESS WILL BE COMING TO THE MUSEUM TO DO AN INTERVIEW REVIEWING THE MUSEUM'S SUMMER ACTIVITIES AND SOME OF OUR FUTURE PLANS

8. COMMITTEES:

A. BLACKSMITH EXHIBIT DOUG LEEDS REPORTED THAT THERE IS STILL MORE EQUIPMENT TO BE MOVED IN.

B. EXHIBITS: BERNICE IS GOING TO DO AN EXHIBIT OF GRADUATION DRESSES AND PICTURES BUT SHE WILL NEED TIME TO DO SOME RESEARCH. THIS WILL TIE IN NICELY WITH THE HIGH SCHOOL REUNION WHICH IS PLANNED FOR AUGUST. WE MAY NEED TO PURCHASE SOME PANELS FOR THE DISPLAY BECAUSE WE CAN'T HANG THINGS ON THE WALL.

DOUG GLIMSDALE AND HIS WIFE MYRNA ARE ORGANIZING THE NORWEGIAN EXHIBIT WHICH WILL OPEN ON MAY 17, NORWAY'S INDEPENDENCE DAY. THE DISPLAY WILL BE ON LOAN TO THE MUSEUM FOR 3-5 YEARS. THEY ARE GOING TO INVITE THE DESCEDENTS OF THE ORIGINAL NORWEGIAN SETTLERSTO THE CLARESHOLM AREA. THEY ARE GETTING A NORWEGIAN FLAG FROM THE NORWEGIAN EMBASSY. TRADITIONAL NORWEGIAN DELICACIES WILL BE SERVED. JIM'S SON HAS A VIDEO SHOWING THE RAISING OF A CANADIAN BOMBER THAT CRASHED IN NORWAY. WE COULD HAVE THIS RUNNING ON A TELEVISION.

C. SITE PLANNING. DOUG MACPHERSON SAID THAT THE TOWN WILL SEND US A COPY OF THE SITE PLAN AS SOON AS IT IS COMPLETED.

THE MUSEUM WILL BE CLOSED FROM DECEMBER 24 TO JANUARY 2.

THERE WILL BE NO MEETING IN DECEMBER. THE NEXT MEETING WILL BE ON JANUARY 25, 2012 AT 7:30 AT THE TOWN OFFICE.

DON CLARK MOVED THE MEETING BE ADJOURNED AT 9:30.

Please circulate to Mayor/Reeve and Council for information



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 7 (2011)
EXECUTIVE COMMITTEE MEETING
Thursday, December 1, 2011 – 4:00 p.m.
ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

Terry Michaelis - *Chair*
Gordon Wolstenholme - *Vice-Chair*
Henry Van Hierden

Doug MacPherson (absent)
Dick Fenton
Henry Doeve

STAFF:

Lenze Kuiper – *Director*

Barb Johnson – *Executive Secretary*

AGENDA:

1. **Approval of Agenda** – December 1, 2011
2. **Approval of Minutes** – October 13, 2011 (attachment)
3. **Business Arising from the Minutes**
4. **New Business**
 - (a) Auditor (KPMG) Engagement Letter & Reference Check (attachment)
 - (b) Hourly Rate Increase Proposal (Fee for Service) (attachment)
 - (c) December Board Meeting and Christmas Social Update (attachment)
 - (d) ORRSC Bylaw Review.....
 - (e) Land Use Framework Update.....
5. **Accounts**
 - (a) Office Accounts –
 - (i) September 2011..... (attachment)
 - (ii) October 2011 (attachment)
 - (b) Financial Statements –
 - (i) January 1 - September 30, 2011 (attachment)
 - (ii) January 1 - October 31, 2011 (attachment)
6. **Director’s Report**
7. **Executive Report**
8. **Adjournment**.....

CHAIR TERRY MICHAELIS CALLED THE MEETING TO ORDER AT 4:00 P.M.

1. APPROVAL OF AGENDA

Moved by: Gordon Wolstenholme

THAT the Executive Committee approves the agenda, as presented.

CARRIED

2. APPROVAL OF MINUTES

Moved by: Dick Fenton

THAT the Executive Committee approves the minutes of October 13, 2011, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

- None.

4. NEW BUSINESS

(a) Auditor (KPMG) Engagement Letter & Reference Check

- At the last Executive Committee meeting, a three-year proposal for accounting/auditing services from KPMG was accepted, subject to a satisfactory reference check. The Director subsequently contacted some of their clients by telephone and received favourable reviews (one switched firms because of price). Representatives of KPMG have already met with us and are getting ready to begin in the new year. A letter outlining the terms of our audit engagement is attached to the agenda for information.

(b) Hourly Rate Increase Proposal (Fee for Service)

- ORRSC currently charges a member rate of \$40/hour for Planners and \$30/hour for Technical Staff when completing fee-for service projects. These rates have not kept pace with rising staff salary costs and Committee members agreed the rates should be increased to a cost-recovery level. They also felt that due to the volatility in the number of subdivision applications from year to year, we should look at new ways of doing business for stable funding.

Moved by: Henry Van Hierden

THAT on all new quotes, member fee-for-service rates be increased to \$55/hour for Planners and \$45/hour for Technical Staff;

AND THAT non-member fee-for-service rates be increased to \$110.00/hour for Planners and \$90.00/hour for Technical Staff.

CARRIED

- Last year the Board approved a base annual membership fee of \$1,500 which will come into effect January 2012, affecting 12 municipalities.

- Dick Fenton pointed out that in approving the 2012 budget at the October 13, 2011 Executive Committee meeting, we neglected to include in the resolution that the 12 municipalities whose base membership fee will increase to \$1,500 in January 2012 will be exempt from the 5% membership fee increase. Therefore, to clarify the matter, the following resolution was passed:

Moved by: Dick Fenton

THAT the 5% increase in membership fees for 2012 will not apply to the 12 municipalities whose base membership fee will increase to \$1,500 effective January 2012 (Arrowwood, Barnwell, Barons, Carmangay, Champion, Coutts, Cowley, Granum, Hill Spring, Lomond, Milo, Stirling). **CARRIED**

(c) December Board Meeting and Christmas Social Update

- The Annual Organizational Board of Directors' Meeting will be held tonight, December 1, 2011 at 7:00 p.m. followed by a Wine & Cheese social. At the meeting the Director will present the Executive Committee's recommendation from the October 13, 2011 meeting that the number of Board of Directors' meeting be reduced to two times per year (first Thursday of June and December).

(d) ORRSC Bylaw Review

- The Director is continuing discussions with Municipal Affairs regarding updating our bylaws to add new members to the list of municipalities. He also plans to update our Policy Manual in 2012.

(e) Land Use Framework Update

- Workbook submissions are due December 19, 2011. A response from ORRSC is currently being put together reiterating what our municipalities said previously on the issues.

5. ACCOUNTS

(a) Office Accounts –

(i) September 2011

5150	Staff Mileage	M. Grenwich	\$ 95.00
5160	Staff Field Expense	M. Grenwich	33.70
5185	Planning Intern Expenses	B. Gray	82.00
5150	Staff Mileage	S. Johnson (July - September)	19.50
5320	General Office Supplies	S. Johnson (July - September)	37.97
5530	Coffee & Supplies	S. Johnson (July - September)	97.32
5150	Staff Mileage	Jaime Thomas	242.50
5151	Vehicle Gas & Maintenance	Bridge City Chrysler	736.06
5151	Vehicle Gas & Maintenance	Imperial Oil	637.78
5280	Janitorial Services	Madison Ave Business Services	425.00
5310	Telephone	Bell Mobility	1,183.44
5310	Telephone	Telus Communications	451.65

5580	Equipment & Furniture Rental	Telus Communications	223.15
5310	Telephone	Telus Communications	48.85
5330	Dues & Subscriptions	Minister of Finance	50.00
5330	Dues & Subscriptions	Macleod Gazette	40.00
5330	Dues & Subscriptions	Taber Times	44.00
5330	Dues & Subscriptions	Temple City Star	47.62
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	21.00
5440	Land Titles Office	Minister of Finance	481.00
5500	Subdivision Notification	Lethbridge Herald	273.80
5540	Other	Purolator Courier	53.60
5570	Equipment Repairs & Maintenance	Xerox	702.64
5580	Equipment & Furniture Rental	Xerox	597.00
1160	GST Receivable	GST Receivable	324.85
		TOTAL	<u>\$6,949.43</u>

(ii) October 2011

5160	Staff Field Expense	S. Ellert	\$ 39.02
5520	Meetings	S. Ellert	16.44
5150	Staff Mileage	S. Harty	18.00
5160	Staff Field Expense	S. Harty	28.26
5520	Meetings	S. Harty	17.06
4140	Approval Fees	Prairieview Seed Potatoes	150.00
5151	Vehicle Gas & Maintenance	Imperial Oil	94.66
5151	Vehicle Gas & Maintenance	Bridge City Chrysler	807.90
5280	Janitorial Services	Madison Ave Business Services	475.00
5285	Building Maintenance	Weing's Sprinkler	80.00
5285	Building Maintenance	Spencer's Lawn Care	850.00
5310	Telephone	Bell Mobility	857.00
5310	Telephone	Telus	378.64
5580	Equipment & Furniture Rental	Telus	300.00
5310	Telephone	Visions Electronics	136.00
5320	General Office Supplies	Corporate Express	57.14
5320	General Office Supplies	Citi Cards	136.57
5320	General Office Supplies	Petty Cash (paper towels, kleenex, batteries)	61.07
5520	Meetings	Petty Cash (juice, donuts)	83.89
5530	Coffee & Supplies	Petty Cash (coffee)	23.78
5340	Books & Publications	Mosquito Creek History Society	60.00
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	21.00
5380	Printing & Printing Supplies	Peak Vocational	90.00
5430	Aerial Photos & Maps	M.D. of Willow Creek	300.00
5440	Land Titles Office	Minister of Finance	192.00
5470	Computer Software	HR Downloads Inc.	495.00
5500	Subdivision Notification	Lethbridge Herald	421.80
5520	Meetings	Windsor Heritage Drop In Centre	50.00
5570	Equipment Repairs & Maintenance	Reiter Computer Associates	50.00

5580	Equipment & Furniture Rental	Pitney Bowes	292.03
5580	Equipment & Furniture Rental	Xerox Canada	960.00
1160	GST Receivable	GST Receivable	286.86
TOTAL			<u>\$7,829.12</u>

Moved by: Gordon Wolstenholme

THAT the Executive Committee approves the Office Accounts of September 2011 (\$6,949.43) and October 2011 (\$7,829.12), as presented. **CARRIED**

(b) Financial Statements –

(i) January 1 - September 30, 2011

(ii) January 1 - October 31, 2011

Moved by: Dick Fenton

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

January 1 - September 30, 2011

January 1 - October 31, 2011

CARRIED

6. DIRECTOR'S REPORT

- On December 12 will be going to Turner Valley to do a workshop on planning and will push GIS as well.
- A Regional Assessment Review Board appeal will be held in Pincher Creek on December 13 and one in the County of Warner the week following.

Moved by: Henry Van Hierden

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

CARRIED

7. EXECUTIVE REPORT

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

8. ADJOURNMENT

Moved by: Gordon Wolstenholme

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 5:15 p.m. until Thursday, January 12 at 7:00 p.m.

CARRIED

/bj

CHAIR: _____

SAEWA

Southern Alberta Energy From
Waste Alliance

2011 In Review-January 27, 2012

MISSION STATEMENT

- The Southern Alberta Energy From Waste Alliance is a coalition of waste management jurisdictions committed to researching and recommending for implementation; technological applications for recovering energy from **non-recyclable** waste materials, and reducing reliance on landfills.

GOAL

Our goal is to implement the appropriate technology that will meet the requirements of our region, recognizing capital and operating costs, staffing requirements and funding opportunities.

2012 Report to Members

The Southern Alberta Energy from Waste Alliance (SAEWA) spent 2011 working with HDR, the engineering firm chosen to prepare a report on the waste streams in Southern Alberta, and the feasibility of establishing an Energy from Waste Facility in Southern Alberta.

SAEWA approved the 2012 budget in November 2011; a copy of the budget is attached for your information.

SAEWA Achievements in 2011

- January
 - HDR was preparing the 1st report in the Energy From Waste Study
 - The Board approved initiating the process to draft Bylaws for SAEWA to become a Society
- February 2011
 - The Board approved the Draft Bylaws as interim bylaws
 - Task 1 of the study was approved, the Board authorized HDR to begin Task 2
- March 2011
 - Task 2 was approved by the Board, the Board authorized HDR to begin Phase 2 of the study
- May
 - Task 3 of the Study is approved
- June
 - Presentations were requested by and made to:
 - The City of Lethbridge
 - Drumheller Solid Waste Association
 - MD of Rockyview
 - MD of Newell
 - Town of Raymond

- **July**
 - Task 4, 5 & 6 of the Study are approved
- **September**
 - Task 7 was approved by the Board
 - The Summary Report by HDR was approved by the Board
- **October**
 - The Board held a general information meeting, with Chair Roger Anderson as guest speaker and HDR as the technical speakers
 - The event was attended by approximately 120 elected officials of Southern Alberta
 - The Board approved the per capita membership fee for 2012 at \$0.40
- **November**
 - The Executive Committee was expanded to include two appointed Directors
 - The 2012 Budget was approved
- **December 2011**
 - The Board established operating guidelines for the Executive Committee

What's to Come in 2012 for SAEWA

SAEWA will be presenting the findings of the engineering study to various Ministers and various levels of the Provincial Government, asking for their help in creating Southern Alberta's first Energy from Waste Facility

Upon final Board approval of the Governance Model, SAEWA will be proceeding with forming a Society in 2012 in order that we may apply for various funding opportunities

SAEWA will be proceeding with a business plan in 2012/2013.

2011 Expenses

SAEWA Expenditures As of Jan 19 2012		
INCOME	Expenses from Membership Fees	
		\$ 51,363.58
2012 Member Fees	\$ 10,406.00	HDR Invoice 00305274-H 00317920-H
		\$ 167.79
2011 Member Fees	\$ 84,630.72	Lunch Nov 28 2011
		\$ 20,684.52
2010 Member Fees	<u>\$ 96,597.74</u>	HDR Invoice 00324828-H
		\$ 12,660.70
		HDR Invoice 00345224-H
		Thank You to Chair Anderson
		<u>\$ 50.00</u>
TOTAL Fees Collected	<u>\$ 191,634.46</u>	
		<u>\$ 84,926.59</u>
Total As At Jan 6 2012	<u>\$ 106,707.87</u>	

SAEWA spent \$84,876 in 2011 for the Engineering Study. All other expenses were paid by Vulcan Business Development Society using the Rural Alberta Development Fund (RADF) Grant Money

The RADF funds for the study have all be allocated. In 2012 all expenses will be paid by the Membership fees collected.

2012 Budget

Southern Alberta Waste to Energy Alliance Budget 2012

		Budget (per cap .40) 2012
Opening Balance		129,865
REVENUE		
TOTAL REVENUE		90,334
EXPENSES		
Business Plan	engineering study/proposal to move forward	104,899
Stakehold Engagement/	To hold open houses/	10,000
Lobbying/Presentations	to meet promote SAEWA (4 people X \$600 per trip)	5,000
Mileage	4 people X \$700 per trip	12,600
Meals	4 people X \$50.00 per day	2,700
Travel	airfare and subsistence for facility touring (4 people X 2 trips X \$1250)	10,000
Professional Services	audit, legal fees, registration fees	10,000
Other Engineering Servi	Engineering Contingencies	30,000
Administration	admin time 8 hrs per week, stationary, service chgs, postage, website,ect.	15,000
Contracted Services	Professional Administration	20,000
TOTAL EXPENSES		220,199
EXCESS REVENUE OV	<i>This is based on full participation of 2012 membership</i>	- 129,865
CLOSING BALANCE		0

BUDGET NOTES

One time expenditure - using previous year funding capital

*Open houses/information sessions/press releases/website updates
Presentations to municipalities, meetings with Ministers to promote SAEWA*

*Presentations to municipalities, meetings with Ministers to promote SAEWA
Presentations to municipalities, meetings with Ministers to promote SAEWA*

Potential existing facility tour

Bylaw registration/lawyer review of any contract/audit fees

*It is anticipated that any changes in waste tonnage or location would change the recommendations of the report and necessitate an update of the report.
Vulcan County Administration*

Potential full time administration beginning 3rd quarter 2012

SAEWA started as a coalition of 57 Municipal entities, representing a population of approximately 225,000 people in Southern Alberta.

SAEWA MEMBERSHIP 2011

Chief Mountain

Regional Waste Commission

- Coutts
- Cardston
- Cardston County
- Raymond
- Village of Glenwood
- Magrath
- Village of Warner
- Hillspring
- Stirling
- Milk River
- Blood Tribe
- County of Warner

County of Lethbridge

- Nobleford
- Town of Picture Butte
- County of Lethbridge

Foothills Regional Services Commission

- Municipal District of Foothills 31
- Okotoks
- Nanton
- Black Diamond
- High River
- Turner Valley

MD of Ranchland No. 66

North 40 Mile Regional Waste Management Commission

- North 1/2 of County of 40 Mile
- Bow Island

Newell Regional Solid Waste Management Authority Ltd.

- Brooks
- Bassano
- Tilley
- Duchess
- County of Newell
- Rosemary

South Forty Waste Services Commission

- Foremost
- South 1/2 County

Taber and District Reg. Waste Management Authority

- Hays
- Town of Taber
- Vauxhall
- Barnwell
- Grassy Lake
- MD Of Taber
- Enchant

Bow Valley Waste Management Commission

- MD of Bighorn
- Benchlands
- Lac Des Arc
- Harvie Heights
- Exshaw
- Banff
- Canmore

Vulcan District Waste Commission

- Arrowwood
- Carmangay
- Champion
- Lomond
- Milo
- Vulcan County
- Town of Vulcan

Wheatland County

Willow Creek Regional Waste Management Services Commission

- MD Of Willow Creek
- Town of Granum
- Stavely
- Town of Claresholm
- Town of Fort MacLeod

Special Areas Board

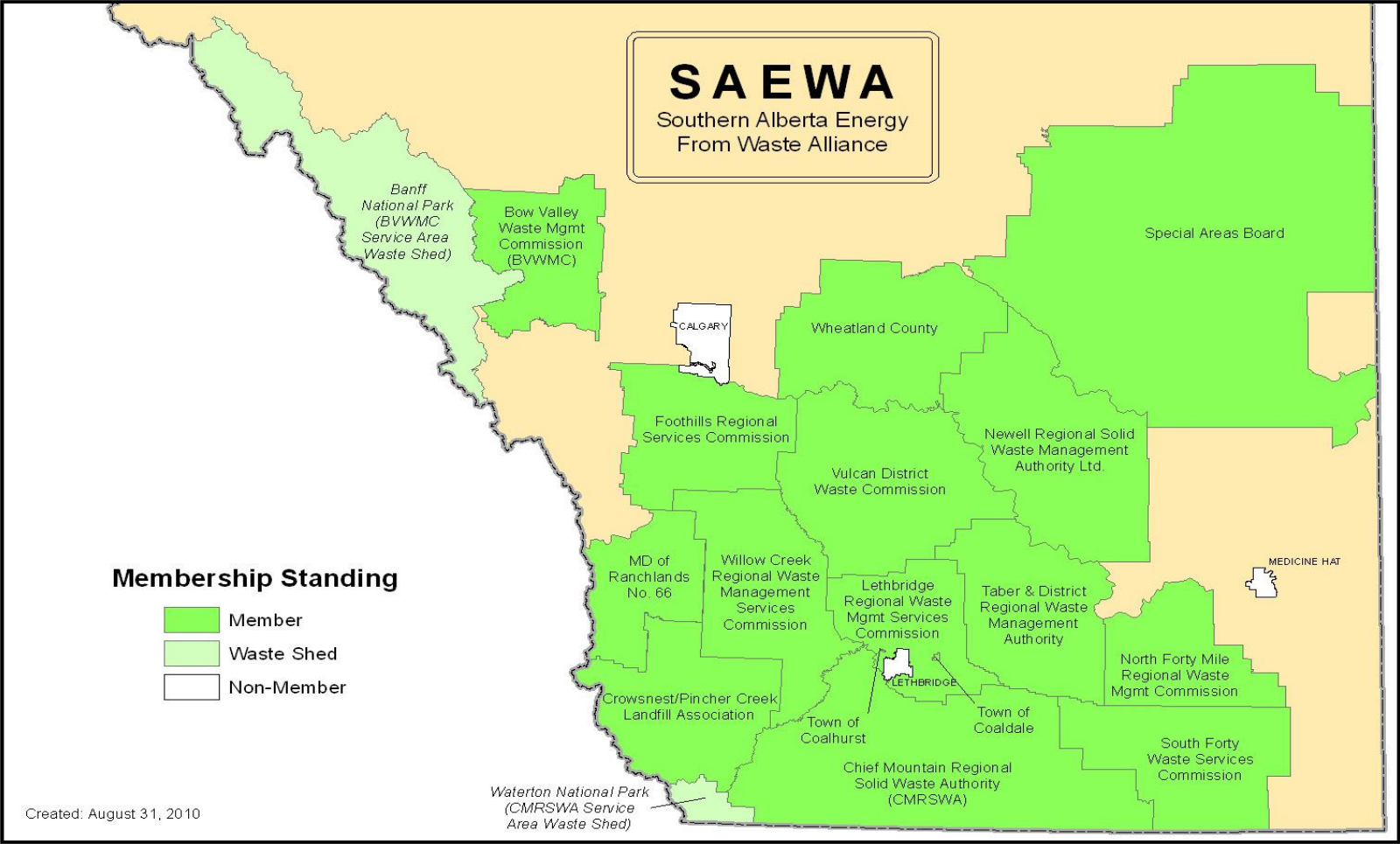
Town of Coalhurst

Crowsnest/Pincher Creek Landfill Association

- Municipality of Crowsnest Pass
- Cowley
- Pincher Creek
- Municipal District of Pincher Creek

Town of Coaldale

SOUTHERN ALBERTA ENERGY FROM WASTE ALLIANCE



Contacts

Kim Craig, Chair

403-345-1310

mayor@coaldale.ca

Rod Ruark, Past Chair

403-485-1811

Division4@vulcan.ca

Paul Ryan, Vice-Chair

403-609-7465

paulryan@shaw.ca

Nadine Epp

Administrator

403-485-3102

ea@vulcancounty.ab.ca



watershed management - watershed health

100, 5401 - 1st Avenue South
Lethbridge, AB T1J 4V6
Phone: 403-382-4239 Fax: 403-381-5765

RECEIPT # 028

January 26, 2012

Received from:

Donation Amount: \$1,110.00

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

Dear Mayor Moore and Town of Claresholm Councillors,

The Oldman Watershed Council kindly thanks you for your financial support. Because of your generosity, the Council may continue to accomplish its five main goals, which are to:

1. Understand our watershed
2. Keep basin residents well informed and actively engaged
3. Encourage basin stakeholders to define the desired outcomes for the Oldman Watershed that will form the basis of an Integrated Watershed Management Plan.
4. Encourage the Oldman Watershed Council and stakeholders to put into action the capacity and commitment to achieve defined outcomes.
5. Adopt practices that are beneficial to the health and function for the watershed.

Thanks again for your donation. We appreciate your support and will endeavour to use donated funds to maintain and improve the water resources that we enjoy in southern Alberta.

A handwritten signature in black ink, appearing to read "Shannon Frank".

Shannon Frank, Executive Director
Oldman Watershed Council



5613 – 8th St. W., Box 130
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 Admin

Mrs. Bev McLeod
Mrs. Elaine Clay

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

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

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

While achieving the provincially defined outcomes.



Claresholm Schools
CREATE Success!

Kindergarten Registration

(Students entering Kindergarten must be 5 years of age on or before December 31, 2012.)

Registration for students entering Kindergarten for the 2012-2013 school year will be held during the week of

February 13 - 17

From 9:00 a.m. to 3:00 p.m.



Please bring a copy of your child's birth certificate as well as their Alberta Health Care number.

Milk Program/Hot Lunch News...

A milk volunteer is need for Mondays. Please contact Janet O'Brien at 403-468-0042 for details and/or to help out.



Due to the ski trip on February 16, a pizza credit will be issued for those kids who are skiing.



**School Council &
Fundraising meetings
Wednesday, Feb 15
starting at 5:45 pm**

This month's Special Day...

**Anti-Bullying
February 29
Wear Pink!**



<http://www.pinkshirtday.ca>



Swim to Survive

In February, Grade 1-3 students participate in "Swim to Survive", a program aimed at teaching all students basic swimming fundamentals. The schedule for the program will be:

Gr. 1 – Mrs. McKee	May 8 from 9:00-10:00	May 9 from 9:00-10:00	May 10 from 9:00-10:00
Gr. 1 – Ms. Heitman	May 8 from 10:00-11:00	May 9 from 10:00-11:00	May 10 from 10:00-11:00
Gr. 2 – Mrs. McGrattan	Tues. Feb 7 9:00-10:00	Wed. Feb 8 9:00-10:00	Thur. Feb 9 9:00-10:00
Gr. 2 – Mrs. Symonds	Tues. Feb 7 10:00-11:00	Wed. Feb 8 10:00-11:00	Thur. Feb 9 10:00-11:00
Gr. 3 – Mrs. O'Neill	Tue. Feb 14 9:00-10:00	Wed. Feb 15 9:00-10:00	Thur. Feb 14 9:00-10:00
Gr. 3 – Mrs. McDowell	Tue. Feb 14 10:00-11:00	Wed. Feb 15 10:00-11:00	Thur. Feb 14 10:00-11:00



Library News

For those students taking part in the Golden Eagle, all your books need to be read by February 27 (right after Family Week.) Remember you must read at least 4 books to vote. Voting will take place on March 5. The gala will be on April 19 in the evening.

There will be a book fair during the three-way conferences on April 3 and 4. If there are any parents willing to help, please contact Mrs. Thompson. Remember you will need to have a criminal check. Thank you.

A Kindergarten project requires clean 4L milk jugs before Feb 20. If you have any please drop them off at the office. Thanks.



Accountability Surveys

As an annual check-up on the education system, the Accountability Pillar provides an opportunity to ensure that we're equipping students for success.

The Accountability Pillar uses a set of 16 indicators including surveys from students, parents and teachers on a variety of aspects including student yearly outcomes, dropout and high school completion rates and provincial assessments of student learning.

From January to the end of February, Alberta Education will be conducting the annual Accountability Pillar Survey. By now, parents of grade 4 students should have received a survey from Alberta Education. In February, grade 4 students and teachers will complete their surveys online at school. All surveys are anonymous and only ask questions about experiences with the school.

Survey results will be available to school authorities in May 2011, and will be reported publicly as part of their 3-Year Education Plans and Annual Education Results Reports.

We would really appreciate your time and effort in filling out the surveys as they help us in our planning process at West Meadow Elementary!



Freedom To Create. Spirit To Achieve.

Winter Walk Day

February 8, 2011 www.shapeab.com

Our school has registered to take part in this year's Winter Walk Day. Walking is great for our health, the environment, reducing traffic and building community!

Please plan to join us

Wednesday, Feb. 8 at 2:30 pm.

Everyone is welcome to join us. Dress warmly, get outside, and enjoy the fresh, crisp Alberta air!

Tips to keep warm and dry.

- Listen for the windchill index with the weather forecast.
- Dress in breathable layers to keep warm and avoid overheating
- Wear a hat. Most of your body heat is lost through your head.
- Wear warm, waterproof boots, roomy enough to allow wiggle room for your toes.



COMING SOON to a field near you...



Registration –

March 5 from 3:30-5:00 **WMES.**

March 7th and 8th at the **Claresholm Arena** from 5:30 - 8:30.

Rick Hansen 25th Anniversary Relay – Making a Difference

<http://www.rickhansenrelay.com/en/>



The Relay will be going through Claresholm on February 22. Parents and Students are invited to attend and participate with Mrs. Clay. Our segment starts at the corner of 4th Street and 53rd Avenue. We will finish 2 blocks later at 55th Avenue. If you are able to attend please wear something yellow to match the relay. We will walk our portion of the relay.

Our school will be collecting donations for Spinal Cord research and we are asking each student to bring/donate a toonie the week of February 13th for a combined school donation. If you wish to receive a tax receipt for your donation or purchase a replica of the medal used in the relay, please visit the relay website noted above.

Watch our website for more information on the relay as it is released; please contact Mrs. Clay at the school office if you have any questions.

Wouldn't it be cool if we could form a human chain, and pass it, those two blocks!

Conference call with the Honourable Thomas Lukaszuk – Minister of Education Wednesday, February 8 7:30 – 9:00 West Meadow Elementary School

Representatives from our School Council will be participating in a conference call with the Honourable Thomas Lukaszuk, Minister of Education to continue the discussion on priorities for Alberta's education system. Parents play an important role in their child's learning and the Minister is interested in directly hearing their ideas and perspectives.

Please contact Kathy Charchun charchunk@lrsd.ab.ca if you would like to participate.

February at a glance....



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 	3	4
5	6	7 	8 Winter Walk 2:30	9 	10	11
Grade 2 Swim to Survive						
12	13	14 	15	16  100 th Day of School Ski Trip Gr 5 & 6.	17	18
Grade 3 Swim to Survive						
19	20 <i>Family Day Holiday</i>	21 <i>Day in Lieu of Parent/Teacher Interviews</i>	22 <i>Day in Lieu of Parent/Teacher Interviews</i> Rick Hansen Relay	23 <i>Teacher's Convention</i>	24 <i>Teacher's Convention</i>	25
No School for Students						
26	27	28 	29 Happy Leap Year! Assembly - Soaring Eagles Drum & Dance Group 11:00			

February Birthdays

4 William L	10 Nadine T	13 Holly L	16 Alex F	26 Jada N
5 Elliot P	Joshua S	Dylan V	18 Emily P	Kitty M
6 Emily T	11 Laci M	14 Josh B	Daxton W	Trey P
7 Tristan M	12 Bailey G	15 Kailey B	22 Grady S	27 Jaclyn W
Aiden F	Tianna M	Matthew K	23 Rahat T	28 Cassidy W
9 Moses S	Vanessa S	Chayton N	25 Caden B	
	Charles W			





Local Food System Backgrounder

The co-existence of international, domestic and local¹ markets in Alberta's agricultural economy is key to a producer's market portfolio, integral to risk management and critical for the long-term sustainability of Alberta's agriculture industry. Many farm enterprises and new agriculture entrants start marketing their food products in local markets, due to lower costs, before expanding to export markets. Alberta Agriculture and Rural Development (ARD) projects, such as Explore Local, regional local food initiatives, and product and market development of local food products, have helped Alberta producers better understand and expand into local markets.

Drivers

Local market expansion opportunities complement conventional production. There is a marketing opportunity for differentiated food products that offer a shortened value chain, sustainably produced attributes and perceived superior value. Producers see an opportunity to expand their market options, increase their incomes by capturing more net revenue per unit through local food value chains, and increase their self-reliance. Economic benefits can accrue by retaining a larger share of the food dollars, spent within a regional capture area and in-province, through increased local food production and purchases. A global rise in food prices could make local food appear more affordable.

Characteristics of a model local food system:

- Optimizes environmental, community and economic returns within the immediate region and co-exists with the global trade food model to create a hybrid food economy.
- Shortens the value chain, puts a regional identity or "face on food," and is differentiated on the basis of closer relationships between value chain players, and sustainable product attributes.
- Emphasizes short distance, small volume, dispersed food distribution, and employs food safety best practices that can minimize food emergencies and contamination vulnerability.

The Opportunity

Due to numerous drivers, not only have traditional farmers' markets expanded and increased in number, but innovative co-operative farm production, internet sales and delivery processes have emerged. In response to consumer demand, many restaurants and caterers, independent retailers and major grocery chains are purchasing local food. Institutional and workplace cafeterias continue to expand their sourcing of local food.

According to the most current Statistics Canada data, the total food expenditures by Alberta households were \$10.7 billion in 2009. One-third of Albertan households surveyed said they would buy more food grown or

¹Local generally refers to Alberta. For example, local food can be defined as grown, produced or processed in Alberta and then distributed and sold in the same geographic area.

made in Alberta, if it was convenient and identifiable (Alternative Agricultural Markets in Alberta 2008). North American research demonstrates growth potential through community food assessments, locally produced food tracking studies, and food enterprise case studies.

Recent research indicates that a profitable local food system includes:

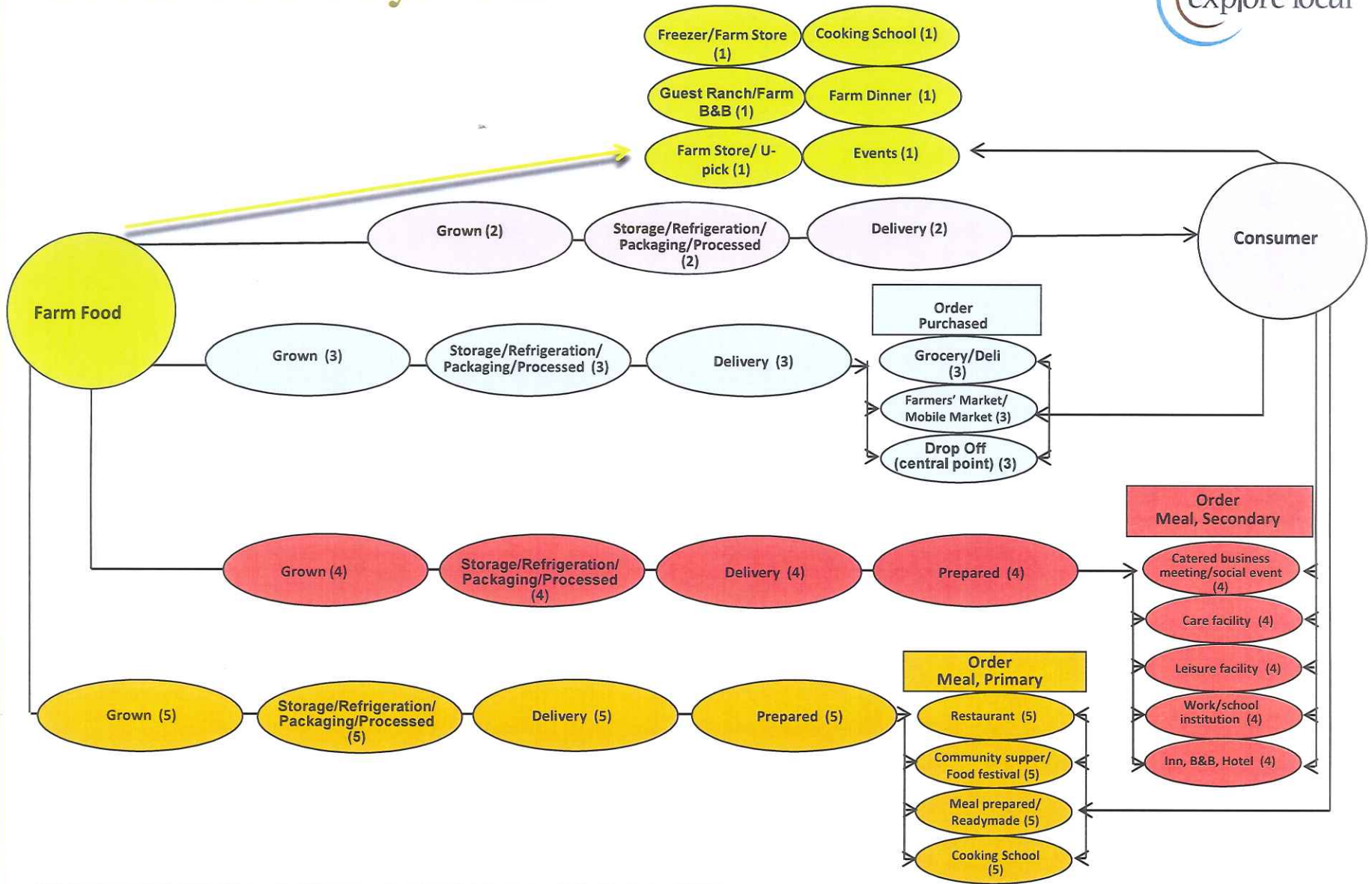
- Innovative market channels
- Mentorship programs
- Supply scale up by coordinated production
- Alternative financing
- Farm and food business incubators
- Food hubs that employ food storage, aggregation and novel distribution

Challenges

There are numerous attitudinal, structural, skill-based and regulatory barriers that limit the development of a well-networked, profitable local food system.

Six Key Issues	Potential Options to Consider
1) A profitable local food system requires new marketing and financing approaches that do not presently function effectively within the existing global food system business model.	Business models with alternative financing methods (eg. Nurture, co-op and micro loan capital); diverse markets (community share agriculture, Farm to Cafeteria, Farm to Restaurant, pocket markets); risk management programs tailored to small acreage, diversified production.
2) Existing supply and purchase distribution/logistics systems are primarily set up for large volume travel and not for relationship-based operations with multi-visit, small volume travel.	Innovative logistics/drop-offs/leveraged transportation that integrates with regional distribution infrastructure for aggregation, storage and refrigeration of food products.
3) Local food system players are disconnected, leading to lack of profile and lack of collaboration along the value chain resulting in missed marketing opportunities.	Local food networks /co-ops/councils for joint local food production training, vending, education and local product source identification/certification and place-based branding.
4) Continued centralization of processing infrastructure reduces the effectiveness of the local food system and its ability to grow.	Regionally accessible meat and crop processing facilities and incubators tailored to early stage micro/small scale; training in custom value-added food products and business enterprise development.
5) Seasonal local food providers and the supply expectations of the direct marketing, food service and retail system do not align.	Innovative farm start-up/apprenticeship, land, technology and partnership strategies to build supply.
6) Food marketing, tax and zoning regulations hinder non-export focused, small to medium scale food enterprises from starting up, staying, and expanding in the local food system.	Regulatory licensing, permitting and supply management quota systems – clarify and review perceived barriers.

Local Food System



(1) On Farm	(3) On Shelf	(5) On plate
(2) On Doorstep/ On-line	(4) On Plate	

explore local invites you to these informative workshops:

Workshop 1:

Explore Local Foods/Local Markets

Feb. 8, 2012 · 9 am – 4 pm · \$25* · Travelodge Hotel, 350 Ridge Road, Strathmore
Register by Feb. 1, 2012 to Sarah Schumacher, 403-361-2827 or sarah.schumacher@wheatlandcounty.ca

Learn About

Industry trends; market opportunities; regulations; insurance and food safety; and production practices.

Hear real-life producer experiences from:

- Penny Marshall, *Highwood Crossing*
- Bert Vande Bruinhorst, *Ewe-nique Farms*

Who Should Attend

Individuals who are:

- new to selling direct to consumers;
- intrigued about accessing new markets; and
- excited about new profit opportunities.

**Includes locally-sourced lunch.*

Workshop 2:

Expand Local Foods/Local Markets

Feb. 9, 2012 · 9 am – 4 pm · \$25* · Lone Pine Community Hall, Didsbury
½ mile south of highway 582 on range road 274
Register by Feb. 1, 2012 to Joyce King, 403-335-3311 ext 151 or joyce.king@mountainviewcounty.com

Learn From Producers

About local marketing channels and what it takes to be successful: **The Good, The Bad and The Ugly.**

Marketing Channels

- Community Supported Agriculture (CSA)
- Food establishments
- Home delivery/Drop-off
- Collaborative relationships – Working in a Co-operative

Infomercials

- Mobile poultry abattoir
- Food Inventory and Tracking Sales (FITS) System

Who Should Attend

Experienced producers who:

- currently sell their food product locally;
- want to access new clients; and
- want to learn about new profit opportunities.

Speakers

- Aleah Krahn, *Sundance Fields*
- Elna Edgar, *Edgar Farms/Innisfail Growers*
- Bert Vande Bruinhorst, *Ewe-nique Farms*
- Russell Wolf, *Spruceview Family Farms*
- Bert Denning, *Alberta Agriculture and Rural Development*
- Susan Crump, *The Green Pantry*

**Includes locally-sourced lunch.*



New Business Models

Alternative financing and marketing

Regulatory Compliance

Scale appropriate standards interpretation, permitting

Storage & Distribution

Infrastructure/ logistics leveraging, regional food hubs

Production Management

Farmland incubators, scale up partnerships

Collaborative Marketing & Buyer Awareness

Education, source id, networks

Regional Processing Infrastructure

Food enterprise incubators, value-add meat network

Conversations, Engagement and Community Change



Presented by Paul Born, of the Tamarack Institute for Community Engagement

Communities around the world are entering a new era of community building. Whether it is ending racism, improving economic conditions, integrating newcomers, or reducing poverty they are engaging people from all sectors as never before to work together as equals to improve their quality of life. At the heart of this engagement are community conversations.



In this dynamic workshop, Paul inspires with both stories and research about community engagement. He will also share some of the latest thinking and highlight key questions about engagement and collaboration:

- Why are more and more organizations from many sectors joining together to make a difference?
- Why are some engagement strategies successful and why do others fail?
- Why is community engagement filled with challenges and how do we overcome these?
- What community engagement strategies achieve impact?
- Why do funders love the collaborative triple bottom line?

DETAILS:

WHEN:

Thursday, March 8, 2012
1:00 pm—4:00 pm

WHERE:

Coast Hotel & Conference Centre
526 Mayor Magrath Drive S,
Lethbridge, AB

COST:

\$150

REGISTER AT:

www.chinookarch.ca

BROUGHT TO YOU BY:



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System

For more information contact Kerby Salberg: Tel 403.380.1523 Email: ksalberg@chinookarch.ca

The Pipeline Water Co-op Ltd.

February 7, 2012

Meeting Minutes

Meeting called to order at 7:08pm.

Attendees:

George & Julie Hensch, Cameron Fancy, Rod Brunes, Shayne & Kayley Leeds and a proxy vote given to Kayley by Carmin Gajecki submitted in writing.

Absent:

Chase & Brittany Simpson, Neil & Vivian Clay, Rocky & Susie Hahn, Carmin Gajecki and the Town of Claresholm.

Old Business:

- Minutes from previous meeting were read.
- It was announced that the Towns purposed water agreement was signed and in effect.
- It was announced that we are now a member of the Alberta Federation of Water Coops.
- Briefly discussed protocol for an Emergency Plan, Rod volunteer to help start the process and pass it onto Shayne for review.
- Rod discussed information that he obtained from talking to Don who oversees several Water Coops in the northern part of the province. He relayed that most water coops in the north do not have a certified small systems operator checking chlorine levels and obtaining bacteria samples, simply because they are unable to change the outcome. They do have someone from there coop that does the job without certification. It was agreed that we need to start checking and recording our findings ASAP. Rod Volunteered to find the equipment needed in order to obtain samples and create a spread sheet to record same. George Hensch volunteered to test the water and obtain samples.

New Business:

-A motion was passed to deal with late payments. It was decided to change the billing to net 30 as well as add a notice of interest charges, so after 30 days a notice of late payment will be sent out and 2% interest is added to the bill when payment is not received within the original 30 days. Motion moved by Cameron and seconded by George.

-Insurance quote was read and explained. We have a quote for crime and general liability which are both mandatory. The question was raised whether we want to add insurance for the actual pipeline or not and we decided to find out more information from other sources as to what other pipelines have done. Kayley will talk to the big sky water coop to see what insurance they have in place and Cameron will try and find out information as well. Rod made a motion to obtain insurance as soon as above information was found and discussed between Kayley and Cameron. Shayne seconded the motion. All in attendance agreed.

-Start water testing, who, where and when--mentioned above.

-Reserve Fund-- was not addressed due to pending insurance decisions and will be addressed next meeting.

-Purposed rebate idea-- Shayne brought an idea forward on how to bill once our reserve fund was established.

Open Discussion:

-Progression of land Titles- Kayley last talked to Kris in October and it was stated that she would try and put it on the towns upcoming agenda, no word since. It was collectively decided to send Kris an email to see if anything has happened since and to ask if it would be easier to send the town a written letter requesting the issue to be placed on their agenda.

Meeting Adjourned at: Cameron moved to adjourned the meeting 8:24pm and Shayne seconded.

**CLARESHOLM ECONOMIC DEVELOPMENT COMMITTEE
PROVINCE OF ALBERTA
REGULAR MEETING MINUTES
JUNE 9th, 2011**

PRESENT: Mayor: David Moore; Councillors: Daryl Sutter; Town Rep: Kris Holbeck, CAO; Members At Large:, Ulla Meredith; Chamber of Commerce: Chantal Blokpoel, Russell Sawatzky

ABSENT: Gerry McGuire, Betty Fieguth

CALL TO ORDER: The meeting was called to order at 7:00 pm.

AGENDA:

Russell Sawatzky moved that the agenda be accepted as amended. Motion carried.
• JC Tratnik letter, TOPS letter, WIFI at Museum, Farmers' Market

MINUTES:

Ulla Meredith moved that the EDC minutes of May 12th, 2011 be accepted as presented. Motion carried.

OLD BUSINESS -

- i) **WiFi at Museum** – Bell arrangement did not work out. There is a wireless connection at the Museum. Anola Laing used a router from home. Chamber wants to go ahead with the downtown WIFI project and design it like Vulcan's. Chamber will develop the initiative and then come back to the EDC/Town and ask for money.

Motion by Russell Sawatzky that the downtown WIFI project should go ahead. Seconded by Daryl Sutter. Motion carried.

- ii) **Farmers' Market** – Ken Baker's building downtown is being investigated for a year round Farmer's market by the Chamber. Looking at buying the building with half financing and half grant. They would renovate building and expect 30 booths at \$200 per booth per month for revenue. Russell to forward CAO on details for advertising for interested parties to contact the Chamber of Commerce. Request was made that the development officer/building inspector tour the building on EDC and Chamber's behalf to check for obvious deficiencies in the structure.
- iii) **Town Float** – The ficus/spruce trees were approved, however the cost of the banners was too high to approve for 2011 and the entire float design will be reviewed over the winter. Discussion on having a 6 foot replica of the water tower added to the float.
- iv) **Promotional Items** – List of items and cost was reviewed and discussed by EDC.

Motion by Daryl Sutter to approve the promotional items as presented to purchase. Seconded by Kris Holbeck. Motion carried.

- v) **13 Ways Subcommittee** - Discussion on four/five ideas the group came up with based on the ideas in the book. **Engaging the Youth** – Survey is complete. Received 117 out of 180 surveys back CAO to purchase a \$550 Apple I Card so winning contestant can purchase an Apple I Pad. **Health Care Sector** – Per attached report. No discussion. **Downtown Beautification** – Discussion regarding a tax freeze on businesses who beautify their properties. Subcommittee to come up with some criteria for this type of initiative. Discussion re Farmers' Market initiative and CAO to look into COPTER rules for exemption if the Chamber owned a building downtown. **Homecoming Event** – Per attached report. No discussion. **Oktoberfest Event** – Per attached report. No discussion.

EDC explained that when the subcommittee moves ahead with these projects and requires approval of budget that this can be taken care of via emails to the entire committee during the summer. CAO explained that the EDC budget is at their discretion and that the process does not take too long to obtain approval and get cheques sent.

NEW BUSINESS -

- i) **Alberta South West** – Articles of Association presented. Discussion that they are procedural in nature and for EDC's information. Mayor and CAO to sign them.
- ii) **Letters to Chamber** – Russell spoke on two letters that have come to the Chamber and it was noted that the Town has responded to both of them as they also received them. The first was from TOPS asking for promotional items for an upcoming event and the second was from JC Tratnik asking for help finding grant funding for a mini golf project he is developing.

INFORMATION ITEMS:

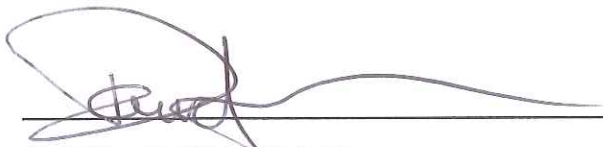
Chamber Update – Mexican Fiesta will be next Friday night. Farmers' Market project as per previous discussion. Wall mural project may or may not be done. Doug Bowman is the new website designer for the Chamber. New archway/signage from 49th Avenue into Ringrose Park is up.

Alberta SW Update – AGM happened June 1st in Pincher Creek. New website is up and running. Nanton is the newest member of ABSW. Former ABSW Chair John Irwin passed away. Discussion that the Piikani nation has voted in the first woman Chief in the Piikani Nation.

NEXT MEETING: September 8th, 2011 at Council Chambers 7 pm

ADJOURNMENT: Moved by Daryl Sutter to adjourn this meeting adjourn at 8:30 pm.

CARRIED



CHAIR – DAVID MOORE



COMMITTEE MEMBER

**CLARESHOLM ECONOMIC DEVELOPMENT COMMITTEE
PROVINCE OF ALBERTA
REGULAR MEETING MINUTES
SEPTEMBER 8th, 2011**

PRESENT: Mayor: David Moore; Councillors: Daryl Sutter; Town Rep: Kris Holbeck, CAO; Members At Large: Ulla Meredith; Chamber of Commerce: Chantal Blokpoel

ABSENT: Gerry McGuire, Betty Fieguth, Russell Sawatzky

CALL TO ORDER: The meeting was called to order at 7:00 pm.

AGENDA:

Daryl Sutter moved that the agenda be accepted as amended. Motion carried.

- Youth Survey

MINUTES:

Chantal Blokpoel moved that the EDC minutes of June 9th, 2011 be accepted as amended. Motion carried.

OLD BUSINESS –

- i) **WiFi at Museum** – Anola reported to the Town that not a lot of usage on the Museum WIFI system. Alberta Southwest looking into putting WIFI in all towns within the region.
- ii) **Farmers' Market** – project may not move ahead as building is in bad condition and more money is needed to renovate the building or build a new building.
- iii) **13 Ways Subcommittee** – Has not met since survey. Survey results given to high school principal and there have been requests from the Local Press and FCSS for copies.

Chantal Blokpoel moved to authorize youth survey to be passed onto interested parties. Motion carried.

NEW BUSINESS -

- i) **Flower Pot Program** – Russell Sawatzky not In attendance.
- ii) **Infrastructure Update** – Parking lot project completed. 8th Street sanitary sewer, 50th East and 2nd Street West also done. Museum platform ongoing. Animal Services building should be complete by the end of October.
- iii) **Summer in Claresholm** – Discussion only.
- iv) **Viking Air Company** – company that manufactures twin otters (planes) out of Calgary International Airport. Should be trying to interest them in moving to the Claresholm Industrial Airport. Discussion on need for infrastructure upgrades at CIA and potential issues with workforce. DVD like the MDs could be developed to promote Claresholm.

INFORMATION ITEMS:

Chamber Update – Deferred as Russell Sawatzky not present.

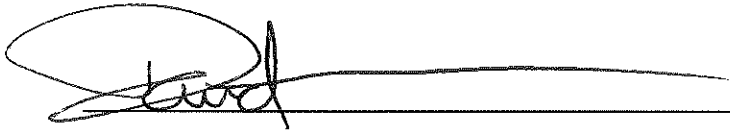
Alberta SW Update – Video award for ABSW production went to a Nanton 16 year old for his train video. ABSW looking into programs for shared services for Economic Development Officers and CAOs for the region.

Other - MD Willow Creek Regional Collaboration grant was approved for \$112,500 to determine shared services that are viable in the MD and its five urban municipalities. Spirit of the Hills/Slow Food/Slow Money discussed in general

NEXT MEETING: October 13th, 2011 at Council Chambers 7 pm

ADJOURNMENT: Moved by Daryl Sutter to adjourn this meeting adjourn at 8:30 pm.

CARRIED



CHAIR – DAVID MOORE



COMMITTEE MEMBER

**CLARESHOLM ECONOMIC DEVELOPMENT COMMITTEE
PROVINCE OF ALBERTA
REGULAR MEETING MINUTES
OCTOBER 13th, 2011**

PRESENT: Mayor: David Moore; Councillors: Daryl Sutter, Betty Fieguth; Town Rep: Kris Holbeck, CAO; Members At Large: Ulla Meredith, Gerry McGuire; Chamber of Commerce: Russell Sawatzky

ABSENT: Chantal Blokpoel

CALL TO ORDER: The meeting was called to order at 7:03 pm.

AGENDA:

Daryl Sutter moved that the agenda be accepted as amended. Motion carried.

- TNC Publications

MINUTES:

Daryl Sutter moved that the EDC minutes of September 8th, 2011 be accepted as presented. Motion carried.

OLD BUSINESS –

- i) **WiFi at Museum** – Dangerous to have open router which allows anyone to access or do anything through our WIFI site.
- ii) **Farmers' Market** – Partnering with FCSS for grant for empowering women. \$65,000 to rehabilitate the building. Working with building owner. Chamber of Commerce may still be interested in pursuing the project.
- iii) **13 Ways Subcommittee** – Delivered report to five parties (RCMP, FCSS, High School, Local Press and one more).

NEW BUSINESS -

- i) **Budget** – Approximately \$10,000 left in EDC budget for 2011.
- ii) **Nerds on Site WiFi proposal** – Pilot project at Fort Macleod Fort Museum has 198 people access the WiFi. Will know more at the November meeting. (See attached proposal). Nerds on Site as a delegation to an EDC meeting in the future to discuss this initiative.

Gerry McGuire moved that the EDC move ahead with the Nerds on Site for the gold wireless network option and await possible cost sharing with Alberta Southwest. Motion carried.

- iii) **Mount Royal University** – Wants Town and Chamber to participate. Wants to come to Chamber's November meeting. Needs business license listing. ABSW is already developing this information on their site.
- iv) **TNC Publishing Group** – Not interested as too expensive and no budget available.

INFORMATION ITEMS:

Chamber Update – Russell Sawatzky. Famer’s Market building project – looking into possible financing from Community Futures. AGM in January. Taking over the organization of Fair Days is on the table for consideration. Golf Course may have a small business Christmas dinner with entertainment in December. December 2nd “Old Fashioned Christmas”. Mural project – waiting for final costing on panels and timelines.



Alberta SW Update – Nerds on Site proposal. ABSW funding decreased now ABSW appears to run more cohesively and with more focus. New Premier may reinstate funding. New GPS system with tour information for our region available for rent from airports etc. Pikani Nation has new female Chief.

Other – Economic Development how to solicit businesses. ABSW is our regional partner focuses more on tourism. Economic Development Officer position discussed as a project for the future. Only Fort Macleod has an EDO. Brewery/Viking Air. Discussion regarding JEDI meetings. No further progress on Harvest Square. Business attraction – discussion on how to attract businesses, residential versus commercial development and general discussion on potential businesses/developments coming to Claresholm.

NEXT MEETING: November 10th, 2011 at Council Chambers 7 pm

ADJOURNMENT: Moved by Gerry McGuire to adjourn this meeting adjourn at 8:45 pm.

CARRIED

CHAIR – DAVID MOORE COMMITTEE MEMBER

**CLARESHOLM ECONOMIC DEVELOPMENT COMMITTEE
PROVINCE OF ALBERTA
REGULAR MEETING MINUTES
DECEMBER 8th, 2011**

PRESENT: Mayor: David Moore; Councillors: Betty Fieguth; Town Rep: Kris Holbeck, CAO; Members At Large: Gerry McGuire; Chamber of Commerce: Russell Sawatzky, Chantal Blokpoel

ABSENT: Daryl Sutter

CALL TO ORDER: The meeting was called to order at 7:00 pm.

AGENDA:

Gerry McGuire moved that the agenda be accepted as presented. Motion carried.

MINUTES:

Russell Sawatzky moved that the EDC minutes of October 13th, 2011 be accepted as presented. Motion carried.

OLD BUSINESS –

- i) **Farmers' Market** – project is dormant.
- ii) **Mount Royal University Business Retention & Expansion Project** – 13 responses were received from Chamber members. Dinner on January 19th at Casa Roma.
- iii) **13 Ways Subcommittee** – no meetings have been held.

NEW BUSINESS -

- i) **Nerds on Site WiFi proposal** – ABSW has agreed to buy 2 radios per community and one year of the cost package. Town will purchase an additional radio for the Museum as there is a regular router used now and it is a security issue.

Gerry McGuire moved for the EDC to purchase an additional radio for the Museum under the Nerds on Site project. Motion carried.

- ii) **WiFi at Community Centre** – Chamber to contact Nerds on Site. CAO to forward contact information onto Russell Sawatzky.
- iii) **Hometown of Besplug/Simpson signage** – MD residents requested the signage be put up to honor the hometown achievements.
- iv) **Project Ideas/Budget** – Potential ideas to update directional signage for the downtown parking lot and to do an attractions sign in the Museum parking lot and potentially a business district sign in the downtown parking lot.

INFORMATION ITEMS:

Chamber Update – Russell Sawatzky. Mural project is on hold as the materials and framing for the murals will add an additional \$10K to the \$14K budget. Victoria Calvert from MRU will be at the next Chamber meeting. Russell is finished as President next week. Farmer's Market project is ongoing. WiFi at the community centre for February trade fair has been committed to.

Alberta SW Update – No update. Mayor Moore has not been able to attend the last two meetings.

Other – CAO to look into bigger flower pots for downtown project and ideas of what we can do with the smaller pots purchased. Discussion regarding snow removal in the downtown core and can EDC put some monies toward this type of initiative. Enforcement personnel to look into snow at Mac's and old Sobey's buildings and ensure timeliness of reaction.

NEXT MEETING: January 12th, 2012 at Council Chambers 7 pm

ADJOURNMENT: Moved by Gerry McGuire to adjourn this meeting adjourn at 7:50 pm.

CARRIED



CHAIR – DAVID MOORE



COMMITTEE MEMBER