



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

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

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING MINUTES JANUARY 9, 2012

DELEGATION: MUNICIPAL GOVERNMENT BOARD (MGB)
RE: Annexations

ACTION ITEMS:

1. CORRES: Alberta Municipal Affairs and Housing
RE: Porcupine Hills Seniors Foundation
2. CORRES: Southern Alberta Energy From Waste Alliance
RE: SAEWA Bylaws Final Draft
3. SOUTHERN ALBERTA LIBRARY CONFERENCE, March 9 & 10, 2012 –
Councillor Sutter
4. STAFF REPORT: Declared Value Endorsement
5. POLICY #PLDE 01-12 – Compliance Policy
6. 2012 CAPITAL BUDGET
7. ADOPTION OF INFORMATION ITEMS
8. IN CAMERA: LEGAL

INFORMATION ITEMS:

1. 2011 Year End Report – Regulatory and Property Services Department
2. Claresholm Child Care Society Meeting Minutes – November 16, 2011
3. Claresholm & District Chamber of Commerce Annual General Meeting Minutes – January 18, 2012
4. Claresholm Animal Rescue Society (CAREs) Meeting Minutes – December 15, 2011
5. West Meadow Elementary School Council Meeting Minutes – January 17, 2012
6. Willow Creek Composite High School Council Meeting Minutes – November 17, 2011
7. WCCHS Modernization Update – December 12, 2011
8. WCCHS Modernization Quick Update – January 19, 2012
9. Correspondence from Southern Alberta Recreation Association re: 2013 or 2014 Southern Alberta Summer Games

ADJOURNMENT:



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
JANUARY 9, 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, Judy Van Amerongen, Connie Quayle and Daryl Sutter; Chief Administrative Officer: Kris Holbeck; Secretary-Treasurer: Karine Wilhauk

ABSENT: Councillor Doug MacPherson

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

CARRIED

MINUTES: **REGULAR MEETING – DECEMBER 19, 2011**

Moved by Councillor Hubka that the Regular Meeting Minutes of December 19, 2011 be accepted as presented.

CARRIED

FINANCES: **DECEMBER 2011 BANK STATEMENT**

Moved by Councillor Sutter to accept the December 2011 bank statement as presented.

CARRIED

PUBLIC HEARING: **BYLAW #1567 – Land Use Amendment**

Mayor Moore declared the hearing open at 7:01pm.

Mayor Moore made the first call for submissions from the public.

Rae Trimble wanted to know what the property owners would like to construct on the property.

Jeff Gibeau, RPS Manager, stated that there would not be an apartment building, but would be more than one unit but typically no more than four units depending on the size of the lot.

Kathleen Warriner, who lives across the street from the property would appreciate getting rid of the dandelions, but is concerned about parking.

Jeff stated that there needs to be two parking stalls per units that are off-street parking stalls. A development process would be undertaken after the bylaw theoretically passes where the development itself would be looked at.

Mayor Moore made the second call for submissions from the public.

Jeff Gibeau read a written submission from Dale Seeman and Marie Vander Linden against the rezoning due to concerns about how this property would adversely affect their property value.

Rae Trimble stated that she is opposed to the rezoning.

Dave Swinton, the owner of the property, has owned it for approximately three years. They were interested in the property due to the proximity to the cities and the amenities in our community. They would like to put in a four plex, something either for seniors or those with mobility issues. They have been landlords for over 20 years and are not interested in attracting unsavory renters.

Mayor Moore made the third call for submissions from the public.

No further submissions verbal or written were noted.

Mayor Moore declared the hearing closed at 7:15pm.

ACTION ITEMS:

**1. BYLAW #1567 – Land Use Amendment
RE: 2nd & 3rd Readings**

Moved by Councillor Hubka to give Bylaw #1567, a land use amendment, 2nd Reading.

CARRIED

Moved by Councillor Sutter to give Bylaw #1567, a land use amendment, 3rd and Final Reading.

CARRIED

**2. CORRES: Alberta SouthWest
RE: Funding Request to Alberta Municipal Affairs**

Moved by Councillor Van Amerongen to participate in the application for the “Country Connections” project, submitted by the Town of Pincher Creek under the Regional Collaboration component of the Regional Collaboration Program, and to abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.

CARRIED

**3. CORRES: Alberta SouthWest
RE: Share Your Thoughts on Local Food**

Received for information.

**4. CORRES: Oldman Watershed Council
RE: Membership and Investment**

Moved by Councillor Sutter to renew membership in the Oldman Watershed Council and to contribute \$0.30 per resident or \$1,110 for the 2012 year.

CARRIED

5. WILLOW CREEK RECYCLING

Received for information.

**6. CORRES: The Bridges at Claresholm Golf Club
RE: Public Liability Insurance**

Moved by Councillor Sutter to cover the Commercial General Liability insurance of the Claresholm Golf Club, for the 2012 year only, in the amount of \$1,500.00

CARRIED

**7. CORRES: Porcupine Hills Lodge Foundation
RE: 2012 Equalized Assessment**

Referred to budget.

8. CLARESHOLM PUBLIC LIBRARY Proposed Budget for 2012

Received for information.

9. ADOPTION OF INFORMATION ITEMS

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

CARRIED

10. IN CAMERA: PERSONNEL

Moved by Councillor Van Amerongen 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 8:29pm.

CARRIED

Mayor – David Moore

Chief Administrative Officer – Kris Holbeck

DELEGATIONS

Annexations

Presentation By



Municipal Government Board (MGB)

January 23, 2012

1

Presentation

- Notice of Intent to Annex
- Report / Application Development
- MGB Processing and Considerations



2

Notice of Intent to Annex

3

Notice of Intent to Annex (Sec. 116)

- Written Notice from initiating municipality **to**
 - responding municipality
 - MGB
 - Local Authorities
- Notice **Must** include
 - description of lands
 - "REASONS"
 - plans for consulting with public and landowners

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Local Authorities/Others that may be consulted

- municipal authority
- regional health authority
- regional services commission
- school district

Others

- Alberta Transportation
- Utility Companies
- Etc



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Report / Application Development

6

Intermunicipal Negotiations (Section 117)

- Must meet and negotiate in Good Faith
- If disputes remain, **Must** attempt mediation



7

Expectations of Public / Land Owner Consultation

- Keep informed of the process
- Sufficient opportunities for concerns to be expressed (open houses / public hearings / joint public hearings / one on one meetings)
- Include in annexation report:
 - ✓ Description of the consultation process
 - ✓ Identification of concerns raised
 - ✓ Specific responses to any objections raised

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Report on Negotiations Sec. 118

- Negotiations Report
 - agreed to and disputed items
 - description of public / land owner consultation
 - summary of views of public / land owners
- Signed by both municipalities
OR
- If unsigned by one, may provide Reasons

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Negotiation Report

- MGB annexation checklist
 - identifies administrative information required when submitting a negotiation report / annexation application to MGB
 - Application should provide reasons why an information item is not applicable
 - **See MGB website for checklist**

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Disposition of Report Sec. 119

- Submit report to MGB, respondent municipality, other local authorities with request for MGB to process
- REPORT = ANNEXATION APPLICATION



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MGB Processing and Considerations

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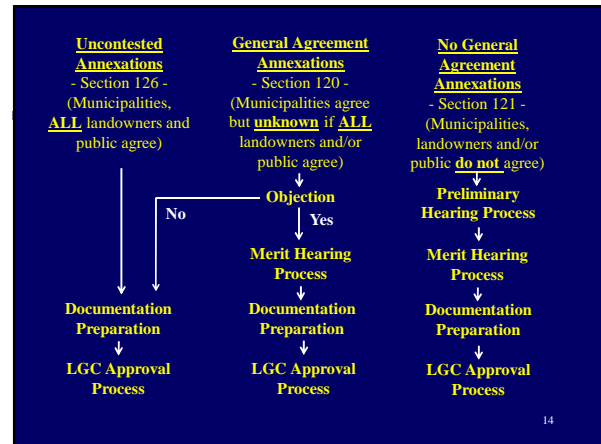
MGB Authority

- Must conduct hearing if an objection is filed
- May investigate, analyze or fact find
- Must make recommendation to Minister
- May assign costs to parties
- May recommend ALL, PART or NONE
- May recommend OTHER SOLUTIONS

Recommending Body Only



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Uncontested Applications Sec. 126

- If complete agreement of municipalities, landowners, and the general public, application is considered to be uncontested
- Requires written consent from all landowners
 - Must include confirmation that the landowners agree with the assessment and taxation conditions
- Once reviewed will be processed administratively

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General Agreement Sec. 120


- Municipalities in agreement, but written consents is not provided for all landowners
- MGB satisfied of "GENERAL AGREEMENT"
- MGB Must notify parties
 - post public notice / advertise for objections
- If No Objections filed, No hearing is required
 - Application processed by MGB

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Sec. 120 Objections

"Hearing Required"


- MGB must conduct a hearing if an objection is filed
- Act directs that affected persons be heard
 - Even if outside the annexation area, interested parties will be heard
- Even though there may be an agreement between the municipalities, the agreement is not the sole criteria



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No General Agreement Sec. 121

- Initiating municipality wishes to proceed
- No agreement from other municipality and/or objections clearly exist
- MGB must notify parties
- MGB may investigate (preliminary hearings)
- MGB must conduct a merit hearing



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Annexation Order – Sec. 127

- Compensation
- Dissolve a municipality
- Describe boundaries
- Other condition
 - tax provisions
 - revenue sharing



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Report Limitations

- Assessment & Taxation:
 - Only the Lieutenant Governor in Council can modify any Act requirements related to assessment and taxation
 - Considerations must be for a finite period of time (5 to 15 years) **See MGB Bulletin**
- Most other conditions (zoning, bylaws, etc.) are considered to be local matters and will not be included in the Order

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MGB Considerations Application Analysis Tools

- The MGA
 - Part 4 - Division 6, Annexations
 - Part 17, Planning
- Provincial Land Use Policies
- Results of previous annexation applications



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 Municipal Government
Board (MGB)

Questions??



 Municipal Government
Board (MGB)

Thank you!



ACTION ITEMS

GOVERNMENT OF ALBERTA
Alberta Municipal Affairs and Housing

Housing Development & Operations
Housing Services South
301, 7015 Macleod Trail SW
Calgary, Alberta T2H 2K6
Canada
Telephone: 403-297-5747
Brenda Pollard

January 6, 2012

Mr. Earl Hemmaway, Chair
Porcupine Hills Seniors Foundation
Box 790
Claresholm, AB
T0L 0T0

Dear Mr. Hemmaway:

Thank you for your correspondence requesting an amendment to the Ministerial Order for the Porcupine Hills Seniors Foundation.

Please be advised that when the membership of the management body is changed we require an approval from each of the member municipal councils. Therefore, to change the ministerial order from two (2) members to one (1) member from the public at large, for the Town of Claresholm, we will require the approval from the councils of the Town of Claresholm, Town of Stavely and the Municipal District of Willow Creek No. 26.

Please obtain the required approvals and forward to my attention in order to have the Ministerial Order amended to reflect the change in the management body membership.

Should you have any questions or concerns please contact me.

Yours truly,



Brenda Pollard
Housing Advisor
South Operations



Freedom To Create. Spirit To Achieve.



January 13, 2012

VIA EMAIL
TO ALL CAO'S
ALL Board Members

Attention:

RE: SAEWA Bylaws Final Draft

The Southern Alberta Energy from Waste Alliance is looking forward to becoming a Society so that the energy from waste project can progress. We feel that this project will significantly benefit Southern Alberta today and in the future.

Please find attached the January 6, 2012 Final Draft Version of the SAEWA Bylaws.

Please review and provide any comments, questions or concerns to our Assistant, Nadine Epp at 403-485-3102 or ea@vulcancounty.ab.ca by February 17, 2012.

Yours truly;

Kim Craig, Chair
SAEWA

SAEWA

Southern Alberta Energy from Waste Alliance

Box 180, Vulcan AB T0L 2B0 Phone: 403-485-3102 EA@vulcancounty.ab.ca

DRAFT BYLAWS
SOUTHERN ALBERTA ENERGY FROM WASTE ASSOCIATION
January 6, 2012

Prepared by:

Robert Boyer and Frank Johnston

CentrePoint Non-Profit Management

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1.0 INTERPRETATION

1.1 Definitions

In these Bylaws, the following definitions shall apply:

Act means the Societies Act, R.S.A. 2000, Chapter S-14 as amended, and all regulations thereunder in force from time to time.

Administrator means the individual engaged by the Board to manage the day-to-day affairs of the Association.

Annual General Meeting means the annual general meeting of the Members of the Association.

Association means the Southern Alberta Energy from Waste Association.

Board means the board of directors of the Association.

Bylaws means these bylaws and all other bylaws of the Association from time to time in force.

Director means an individual who is duly elected or appointed as a member of the Board from time to time who has not ceased to be a director .

Member means a member of the Association who has not ceased to be a Member and, in the case of Voting Members, any duly authorized representative and/or alternate representative thereof.

Municipality means a municipality as defined in the *Municipal Government Act* (Alberta).

Officer means any officer of the Association appointed or engaged by the Board including Chair of the Board, Vice-Chair of the Board, Past-Chair of the Board, Treasurer, Secretary and Administrator.

Registered Office means the registered address for the Association.

Special Meeting means any meeting of the Members except the Annual General Meeting.

1.2 Interpretation

In the interpretation of these Bylaws, except where excluded by the context:

- a. definitions in the Act on the date these Bylaws become effective apply to these Bylaws, save and except as otherwise herein provided;
- b. words indicating the singular number shall also include the plural, and vice-versa;

- c. words indicating persons shall include corporations;
- d. headings used throughout these Bylaws are for reference purposes only and do not affect the interpretation of these Bylaws; and,
- e. these Bylaws shall be interpreted broadly and generously.

1.3 Bylaws subject to the Act, etc.

The Bylaws are subject to the Act and the Association's constating documents, in that order:

2.0 NAME AND INCORPORATION

- a. The name of the Association is the Southern Alberta Energy from Waste Association.
- b. The objects of the Association are detailed in its constating documents.
- c. The following articles set forth the Bylaws of the Association.

3.0 MEMBERSHIP

3.1 Admission of Members

- 3.1.1** The Members of the Association are the applicants for incorporation and those organizations who subsequently became or become Members, and, in either case, have not ceased to be Members, all in accordance with the Bylaws.
- 3.1.2** Any organization satisfying the criteria set out in Section 3.2 may apply to the Board for membership and, on payment of the required fees and acceptance by the Board, become a Member.
- 3.1.3** The Board, or any membership committee of the Association appointed from time to time by the Board, shall be responsible for receiving, processing and recommending applications for membership, and shall be responsible for collection of membership fees and advising the Secretary of the membership list. The Board or membership committee shall review such applications to ensure that the applicants qualify for membership, and in addition may refuse any application on the grounds that it is not in the best interests of the Association to have the applicant as a Member. Any rejection of an application by the membership committee may be appealed by the applicant to the Board, whose decision shall be final.
- 3.1.4** Membership in the Association is not transferable.

3.1.5 Every Member shall comply with and is bound by the Bylaws.

3.2 Member Classifications

There are two categories of membership in the Association:

- a. Voting Member; and,
- b. Non-Voting Member.

3.2.1 Voting Member is any municipality as defined in the *Municipal Government Act* (Alberta) that has paid the annual membership fee for Voting Members.

3.2.2 Non-Voting Member is any municipality, regional services commission or municipal waste management authority as defined in the *Municipal Government Act* (Alberta) that has paid the annual membership fees for Non-Voting Members.

3.3 Membership Year

The membership year shall be from January 1 to December 31.

3.4 Membership Fees

Membership fees, and the frequency of their remittance, shall be determined from time to time by the Board.

3.5 Representatives

3.5.1 Each Voting Member shall appoint by resolution of its council an individual person to act as its authorized representative at meetings of the Members and any committees of the Board. An additional individual may also be appointed to act as alternative representative at any meeting of the Members and committees of the Board that the authorized representative cannot attend.

3.5.2 The authorized representative or alternative representative is entitled to speak and vote and in all other respects exercise the rights of a Voting Member, and that representative is to be recognized as a Voting Member for all purposes at a meeting of Members or committees of the Board.

3.5.3 Each Voting Member appointing an authorized representative and, if applicable, an alternate representative, shall notify the Association in writing of the name, postal address, e-mail address and telephone number of the authorized representative and, if applicable, of the alternate representative.

3.5.4 Membership in the Association, and all its rights and privileges, shall cease under the following circumstances:

- a. upon receipt of written notice of resignation to the Secretary from the Member;

- b. at the direction of the Board, if a Member is in arrears of payment of the membership fees for more than ninety (90) days; or,
- c. upon dissolution of the Member

3.5.5 Any Member may be expelled from membership by reason of undertaking activities that violate the best interests and goals of the Society. Prior to the Board vote being taken, the Member proposed for expulsion shall be given fourteen (14) days written notice of the proposed expulsion and given an opportunity to explain or justify its position to the Board.

4.0 MEMBERS' MEETINGS

4.1 Annual General Meeting

4.1.1 There shall be an Annual General Meeting held once each calendar year at such time, date and place as the Board specifies.

4.1.2 The business of the Annual General Meeting shall include:

- a. presentation of the audited financial statements;
- b. election of Directors;
- c. appointment of the auditor, and,
- d. such other business as may be determined by the Board.

4.2 Special Meetings

4.2.1 Special meetings of the Members may be called:

- a. at any time by the Chair or by resolution of the Board; or,
- b. upon written request of a minimum of 3/5th of the Voting Members in good standing, whereupon the Chair shall arrange for a special meeting and give notice of it in accordance with Section 4.3. The request must state the reason for the special meeting.

4.3 Notice of Meeting

4.3.1 Notice of every meeting of the Members shall be made upon twenty-one (21) days' written notice to the Members before the meeting.

4.3.2 Notice of the meeting shall be by mail or by electronic or other means of communication approved by the Board to the Member's last address as noted in the records of the Association, specifying the date, time and place of the meeting and the general nature of the business to be conducted.

4.3.3

4.4 Conduct of Meetings

4.4.1 The Chair, or when absent, the Vice-Chair, shall preside at every meeting. If neither the Chair nor Vice-Chair is in attendance, the Voting Members present shall choose another Director to act as Chair. If no Director is present, the Voting Members present shall choose one of their numbers to preside at the meeting.

4.4.2 A quorum at any meeting shall be a minimum of fifty percent (50%) plus one of the Voting Members in good standing.

4.4.3 If a quorum is not present within thirty (30) minutes of the time appointed for the meeting, the Chair shall adjourn that meeting to another fixed time and place. Notice of the adjourned meeting shall be given to all Members not less than seven (7) days before the date of the adjourned meeting.

4.4.4 If a quorum is not present at the rescheduled meeting, pursuant to Section 4.4.3:

- a. the meeting will be cancelled if the meeting was requested by Voting Members; or,
- b. the Voting Members present shall constitute a quorum in all other cases.

4.4.5 At the direction of the Board, membership meetings may be conducted by teleconference, videoconference, Internet or other electronic means.

4.5 Voting Procedures

4.5.1 Each Voting Member shall have one (1) vote on all questions put to the Voting Members at any meeting.

4.5.2 At any meeting, any motion shall be passed by a simple majority of votes cast by the Voting Members present. Motions which require a special resolution (as defined in the Act) shall be passed by approval of seventy-five percent (75%) of the Voting Members present.

4.5.3 Voting shall be by a show of hands unless a minimum of three (3) Voting Members present shall request a ballot. At the direction of the Board, votes may be cast by teleconference, videoconference, Internet and other electronic means.

4.5.4 Where a ballot is requested by Voting Members, the Chair shall decide the method for a ballot vote.

4.5.5 The Chair declares a resolution carried or lost. This statement is final and does not have to include the number of votes for and against the resolution.

4.5.6 The Chair does not have a second or casting vote in the case of a tie vote.

If there is a tie vote, the motion is defeated.

4.5.7 There shall be no voting by proxy at any meeting.

4.5.8 Notwithstanding anything to the contrary in these Bylaws, a resolution in writing signed by all of the Voting Members shall be valid and effective as if it had been passed at a meeting duly called and constituted.

5.0 BOARD OF DIRECTORS

5.1 Qualifications

Any authorized (but not alternate) representative of a Voting Member is eligible to be a Director.

5.2 Election and Term

5.2.1 The Board shall consist of a minimum of seven (7) individuals and a maximum of eighteen (18) individuals. The Directors shall be elected by the Voting Members at the Annual General Meeting.

5.2.2 The Nominations Committee shall review and recommend to the Voting Members the candidates for election and the length of term that each candidate will serve.

5.2.3 Voting Members may nominate as candidates authorized representatives of voting Members in addition to the candidates recommended by the Nominations Committee if:

- a. The nomination is seconded by another Voting Member
- b. The nominated candidate agrees to stand for election.

5.2.4 Voting Members may nominate such candidates either in advance of the Annual General Meeting or at the Annual General Meeting.

5.2.5 The term of service of a Director shall be a minimum of a one (1) year to a maximum of three (3) years, commencing upon the termination of the Annual General Meeting at which the Director is elected. No Director shall be eligible to serve for more than six consecutive years. **There must be a minimum of a full year after serving six years before being eligible to serve again.**

5.2.6 Where a Director's position becomes vacant during a term, the Board may appoint an interim Director to the position, provided that there is quorum of the Board available to do so. Interim Directors shall serve from the date of appointment by the Board until the next Annual General Meeting at which time they will be eligible for election. If the vacancy of a Director's position reduces the number of Directors to less than the required quorum under Section 10.2.2, then the Chair shall call a special meeting to elect replacement Directors.

- 5.2.7** A Director shall be deemed to have vacated his/her position under the following circumstances:
- a. upon providing thirty (30) days written notice of resignation to the Chair;
 - b. upon being expelled by a resolution of the Board;
 - c. upon declaring bankruptcy; or,
 - d. upon the death of the Director.
 - e. Where the Directors organization notifies the Board that the Director is no longer appointed to SAEWA.

5.2.8 Where a Director resigns from the Board, his/her resignation becomes effective on the date specified in the letter of resignation.

5.3 Expulsion of Director

- 5.3.1** The Board may expel any Director or any Officer that
- a. undertakes activities that the Board determines violate the best interests and objects of the Association; or,
 - b. is absent from 3 or more consecutive meetings of the Board

5.3.2 Notice of Intention to Expel from the Board shall be served in writing to the Director at least twenty-one (21) days in advance of the Board meeting at which the expulsion shall be voted upon, and shall state the grounds for expulsion.

5.3.3 A Director receiving a Notice of Intention to Expel shall have the right to contest such expulsion at the Board meeting at which the expulsion is to be voted upon.

5.3.4 Expulsion shall be deemed to have occurred upon the passing of a motion by seventy-five percent (75%) of Directors present at the meeting.

5.4 Remuneration of Directors

No per diem costs or expenses incurred by Officers or Directors are to be paid by the Association unless approved in advance by the Board by specific resolution or by policy of the Board.

6.0 POWERS AND DUTIES OF THE BOARD

The Board is charged with the governance, management and oversight of the Association.

6.1 Appointment of Administrator

The Board shall engage and appoint an Administrator to carry out the day-to day operations of the Association, in which case the Board shall set out the scope of authority of the Administrator.

6.2 Other Powers and Duties

The Board may:

- a. borrow or raise funds to meet the Association's objectives and operations in such manner as the Board sees fit in accordance with the Act;
- b. appoint committees to assist the Board in its work;
- c. exercise all other powers and do all other acts as the Association is by its constating documents, or otherwise, authorized.

7.0 OFFICERS OF THE BOARD

7.1 Appointment of Certain Officers

- 7.1.1** At the first meeting of the Board following the Annual General Meeting, the Directors shall elect or appoint the following Officers from among them: Chair, Vice-Chair, Treasurer, Secretary and Past Chair.
- 7.1.2** The retiring Chair shall be appointed as Past Chair provided that he or she is not elected or appointed to serve a subsequent term as Chair.
- 7.1.3** The Board may combine the positions of Treasurer and Secretary and appoint one Director as Secretary-Treasurer.

7.2 Term for Certain Officers

- 7.2.1** Elected or appointed Officers (excluding the Administrator) serve for a one year term and may be re-appointed to the same position for a maximum of three (3) consecutive terms. A Director may be appointed to more than one position provided such appointments are not held concurrently and that the Director's total years of service do not exceed the provisions of Section 5.2.5.
- 7.2.2** Notwithstanding section 7.2.1, the Past Chair's total years of service may exceed the provisions of Section 5.2.5

7.3 Duties of Certain Officers

- 7.3.1** The Chair shall preside at all Board meetings and meetings of Voting Members and be an ex-officio member of all committees.
- 7.3.2** The Vice-Chair shall perform the duties and exercise the powers of the Chair in the absence or disability of the Chair.
- 7.3.3** The Treasurer shall ensure the proper recording, deposits and disbursements of all of the Association's funds.
- 7.3.4** The Secretary shall ensure that a full and complete record is kept of all proceedings of the Association, including minutes of meetings of the Voting Members and of the Board of Directors.

8.0 ADMINISTRATOR

The Administrator is a non-voting Officer and an ex-officio member of all committees. The Administrator shall be responsible for:

- a. the proper and legal conduct of the business of the Association according to policies established by the Board; and,
- b. the engagement, supervision, direction and termination of all personnel.

9.0 BOARD COMMITTEES

9.1 Appointment of Committees

- 9.1.1 The Board **may** appoint the standing committees of Nominations, Executive and Finance and the members thereof, subject to Section 9.3.
- 9.1.2 The Board may appoint additional committees, sub-committees and ad hoc committees (and the members thereof) to assist the Board in its work. All committees shall operate under Board-approved terms of reference.

9.2 Duties of Committees

- 9.2.1 The Nominations Committee shall recommend candidates for election to the Board at the Annual General Meeting and other meetings of the Voting Members as required.
- 9.2.2 The Executive Committee shall report to the Board at each meeting. The authority of the Executive Committee is limited to making decisions on behalf of the Board in emergency or similar situations.
- 9.2.3 The Finance Committee shall monitor the finances of the Association for risk and advise the Board accordingly; and, shall meet with the auditor to review the annual financial statements prior to presentation to the Board.
- 9.2.4 The Board may delegate other duties to committees as required.

9.3 Membership of Committees

- 9.3.1 The Nominations Committee shall have no less than three (3) Voting Members and no more than six (6) Voting Members and be comprised of:
 - a. At least one (1) Officer (excluding the Administrator) whose term as Director will continue beyond the next Annual General Meeting; and,
 - b. At least two (2) Voting Members who are not also Directors.

9.3.2 The Executive Committee shall include the Officers.

9.3.3 The Finance Committee shall include the Treasurer and two (2) Directors who are not also Officers.

10.0 MEETINGS OF THE BOARD

10.1 Notice of Meetings

10.1.1 The Board shall meet a minimum of six (6) times a year, and more often if required.

10.1.2 Meetings of the Board shall be called by the Chair. The Chair shall also call a meeting if requested to do so by a minimum of one-third (1/3) of the Directors.

10.1.3 Notice of meetings of the Board shall be in writing and delivered not less than five (5) business days prior to the meeting. Notice may be served by mail or by electronic or other means of communication approved by the Board.

10.2 Conduct of Meetings

10.2.4 The Chair of the Board shall preside at all meetings of the Board. In the absence of the Chair, the Vice-Chair shall preside at meetings. If neither the Chair nor the Vice-Chair is in attendance, the Directors shall appoint a Chair from among the Directors present for the meeting.

10.2.5 A quorum at meetings of the Board shall be fifty percent (50%) plus one. If a quorum is not present within thirty (30) minutes of the time appointed for the meeting, the meeting shall be cancelled.

10.2.6 Board meetings may be conducted by teleconference, videoconference, Internet and other electronic means as required.

10.3 Voting Procedures

10.3.1 Each Director present shall have one (1) vote on all motions put forward. A simple majority vote shall decide the outcome of all motions. Votes may be cast by teleconference, videoconference, Internet or other electronic means as required. Motions which require a special resolution (as defined in the Act) shall be passed by approval of seventy-five percent (75%) of the Voting Members present.

10.3.2 The Chair does not have a second or casting vote in the event of a tie vote. If there is a tie vote, the motion is defeated.

- 10.3.3** In the absence of a meeting, a written resolution signed by all the Directors is as valid as if it had been passed at a meeting.

11.0 FINANCES

11.1 Business of the Association

- 11.1.1** The fiscal year shall be January 1 to December 31.
- 11.1.2** The Registered Office of the Association shall be in Vulcan, Alberta, unless the Board otherwise decides.
- 11.1.3** The Association has dispensed with the use of a corporate seal.

11.2 Borrowing and Banking

- 11.2.1** Official and financial documents may be signed by any two (2) of the following: Chair, Vice-Chair, Treasurer, Secretary and Administrator.
- 11.2.2** The Association shall conduct its banking business only with a chartered bank, trust company, ATB Financial or a credit union registered to operate in Alberta.

11.2.1 Was taken out, it was a point to allow borrowing

11.3 Audit

- 11.3.1** The financial books, accounts and records of the Association shall be audited once each year by an individual(s) appointed as auditor for that purpose at the Annual General Meeting.
- 11.3.2** A complete and proper statement of the books for the previous year shall be submitted by the Board to the Members at the Annual General Meeting.

11.4 Inspection of Books and Records

- 11.4.1** Any Director may inspect the books and records of the Association upon giving reasonable notice to the Secretary.
- 11.4.2** The Association's books and records shall be made available to any Voting Member, upon giving reasonable notice to the Secretary, for inspection during regular business hours.

12.0 PROTECTION OF DIRECTORS AND OFFICERS

12.1 Conflict of Interest

Any Director or Officer who has a material interest in any actual or proposed contract with the Association shall disclose the nature and extent of his/her interest in the contract. This contract will be referred to the Board for approval even if the contract would not ordinarily require Board approval. A Director interested in a contract referred to the Board shall abstain from voting on the contract and absent himself or herself from that portion of the meeting at which the contract is discussed.

12.2 Limitation of Liability

No Director or Officer shall be liable for:

- a. the acts, neglects or defaults of any other Director, Officer or employee of the Association;
- b. any loss, damage or expense resulting from the insufficiency or deficiency of title to any property acquired on behalf of the Association;
- c. the insufficiency or deficiency of any security in which the Association is invested;
- d. any loss or damage arising from the bankruptcy, insolvency or wrongful acts of any other person;
- e. any loss resulting from an error in judgement or oversight on their part; or,
- f. any other loss, damage or misfortune resulting from the execution of their duties.

Provided that any loss, damage or expense does not result from the Director's or Officer's wilful neglect or default.

12.3 Indemnity

Every Director and Officer, and their heirs, executors, administrators and estate shall be indemnified and saved harmless, out of funds of the Association, from all costs resulting from the Director's or Officer's performance if:

- a. the person acted honestly and in good faith with a view to the best interest of the Association, and,
- b. in the case of a criminal or administrative act or proceeding enforced by monetary penalty, they had reasonable grounds for believing that their conduct was lawful and provided that:

- c. the person seeking indemnification has given the Association prompt written notice of any such claim, law suit or action, and,
- d. they cooperate in a reasonable manner with the Association and its agents in defence of the claim, law suit or action.

12.4 Insurance

The Association maintain directors and officers liability insurance.

13.0 RESOLUTION OF DISPUTES

The Board shall establish a written policy to resolve disputes between the Association and any voting Member of the Association.

14.0 AMENDMENTS TO THE BYLAWS

The Bylaws may be rescinded, altered or added to by special resolution at a general meeting.

15.0 DISSOLUTION OF THE ASSOCIATION

The Association may be dissolved by a special resolution. Upon dissolution of the Association, the Association shall disburse the balance of all money and property received by the Association from any source, after the payment of all debts and obligations of the Association, to non-profit entities or municipalities within the Province of Alberta as determined by the Board.

DATED at _____ in the province of Alberta this _____ day of _____, 2011.



Policy # PLDE 01-12

Compliance Policy

PURPOSE: A Compliance Certificate is confirmation from the Town of Claresholm that development (the positioning and use of buildings) on a property meets the regulations of the Land Use Bylaw. Lawyers and lending institutions often request compliance to protect their clients' investments in real estate transactions.

The purpose of the compliance policy is to layout a set of guidelines for the submission and processing of compliance requests.

POLICY:

- (1) The compliance request must be submitted in written form. The request is to include the following information:
 - Applicant's name, address, phone, fax, email
 - Municipal address of the property
 - Legal land description of the property
 - Mode of delivery (mail, email, courier or pick-up)
- (2) The compliance request fee is to be paid prior to the compliance review process unless other arrangements have been authorized in advance by the Town of Claresholm. The corresponding fees have been laid out in the **Planning & Development Fees Policy**.
- (3) A Real Property Report (RPR) or a Surveyor's Certificate with the signature of the Alberta Land Surveyor (ie: original copy) clearly shown must be submitted with the request letter. A **Real Property Report (RPR)** is a legal document prepared by a registered Alberta Land Surveyor determining the location, form or boundaries of a tract of land and buildings by measuring the lines and angles in accordance with the principles of the Land Surveyors Act. To find a surveyor please contact the Alberta Land Surveyors' Association [www.alsa.ab.ca or 1-800-665-2572].
- (4) If the Real Property Report (RPR) or Surveyor's Certificate is older than one (1) year from the date submitted for compliance review it must be accompanied by an affidavit. The affidavit must be executed within 30 days of submission for compliance and be signed by the vendor to verify that no additions of structures or changes to existing structures have occurred since the date of the survey.
- (5) If the Real Property Report (RPR) or Surveyor's Certificate submitted is not legible or is missing a measurement needed to determine compliance, a letter stating that the compliance could not be conducted due to the applicable reason will be sent to the person that submitted the compliance request. It will be the applicant's responsibility to deal with the surveyor; the Town of Claresholm will not correspond directly with the surveyor.

- (6) If a property is determined to be non-compliant, the applicant has forty (40) days to correct the discrepancy and resubmit their application for a compliance certificate without being charged a resubmission fee. If the applicant allows forty (40) days to elapse without correcting the discrepancy and resubmitting their application, they will be charged a resubmission fee equal to half the cost of the relevant compliance request fee.
- (7) All measurements shown on a Real Property Report (RPR) or Surveyor's Certificate are deemed to be accurate within a tolerance of 0.1 m. (10 cm or 3.94 inches)
- (8) In the event of a conflict between the provisions of this policy and the provisions of the Town of Claresholm Land Use Bylaw or any other Bylaw, the provisions of those Bylaws shall prevail over the provisions of this policy to the extent of any conflict.
- (9) The position of the Town shall be based solely on the information contained in the survey document supplied and referred to in the compliance request letter. The Town advises that it has not in any way verified, checked or reviewed any document, plan, affidavit, statutory declaration or letter provided and exclusively and strictly relies upon the author or signatory for accuracy and veracity of all statements and details provided.

EFFECTIVE DATE:

Staff Report

To: Council
From: CAO
Date: January 20, 2012
Re: Insurance Value Write Downs on Obsolete Buildings

BACKGROUND

The Town has discontinued use of the West Water Treatment Plant and the Lower Lift Pump Station (also located at the old WTP).

In order for Administration to write down the insured values of these two buildings, AMSC requires Council to pass a resolution to approve the attached "Declared Value Endorsement).

The values the buildings will be insured for is the cost to the Town to demolish them in the event of a fire or other incident. Currently the West Water Treatment Plant is insured for around \$2 million and the lift station around \$325,000.

Kris Holbeck, CA CAO

Town of Claresholm

Karine Wilhauk

From: Mandy Hegemann <mhegemann@auma.ab.ca>
Sent: Thursday, September 30, 2010 3:58 PM
To: Karine Wilhauk
Subject: RE: Re: Schedules for Claresholm, Town of
Attachments: Completing and Understanding the Declared Value Endorsement.docx; Declared Value Endorsement.docx

Good Afternoon Karine,

My apologies again for not getting back to you sooner. As per our phone conversation, I would just send in the property schedules at this time.

In order to lower a value on a property, it is required that a Declared Value Endorsement be completed and submitted back to us with the approved council minutes as well.

When determining what demo value would be on these buildings, it is hard for us to estimate on your behalf as we are unsure about the buildings in question. The best thing to do is to get an estimate from someone who specializes in this area. Many factors can affect the cost of demolition, such as asbestos present.

I have attached the declared value endorsement for your review, note that it is a ready only file, and will need to be printed. Please read it carefully as it does change the wordings/limits of the policy. I have also included a little cheat sheet about declared value endorsements to help guide you through the process!

Please feel free to give me a call if you have any questions or need any assistance!!

Thanks,



Mandy Hegemann

Insurance Consultant

Alberta Municipal Place

300-8616 51 Ave Edmonton, AB T6E 6E6

Phone: 780-989-7413 Toll-free: 310-AUMA

Fax: 1-780-409-4314

www.auma.ca www.amsc.ca

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 Please consider the environment before printing this email.

From: Karine [mailto:karine@townofclaresholm.com]
Sent: Thursday, September 30, 2010 3:28 PM
To: Mandy Hegemann
Subject: Fwd: Re: Schedules for Claresholm, Town of

Hi Mandy,

Completing and Understanding the Declared Value Endorsement

- Council must meet and agree to the declared value.

- Council should be made aware of the change that completing the endorsement will make to the policy.
 - The Loss Settlement Policy Condition letter (h) – With Respect to Other Property, subsection (ii) is amended to read :

“... Liability shall in no event exceed the amount actually and necessarily expended for repair, replacement, construction or reconstruction; except with respect to the properties defined as *Declared Value* on the schedule of values Property; in which case the insurer will not be liable for more than the recorded building value as pre-determined by the insured.”

- Approved minutes are to accompany the Declared Value Endorsement showing council approving the decision.

- Declared Value Endorsement must be fully completed with all sections filled out accordingly and signed.

- By submitting the Declared Value Endorsement, in the event of an insurable loss, the amount declared will be the maximum amount payable to rebuild the facility.

At: September 12, 2011

Item No.	Dept No.	Description	Address	Bldg Value	Cnts Value	Year Of Const	Div No.	Ded.	Premium	C1	C%1	C2	C%2	U1	U%1	U2	U%2
35		Agriplex Bldg, Corrals & Bleachers	5950 4 Street W	4,056,987	56,225	0		1000	2,216	C	100			0 D	100		0
36		Air Terminal	NW16-12-27-4	575,393	15,029	0		1000	836	F	100			0 B	100		0
40		Animal Barn #1	5950 4 Street West	395,579	0	0		1000	560	F	100			0 B	100		0
41		Animal Barn #2	5950 4 Street West	272,420	599	0		1000	385	F	100			0 B	100		0
42		62 Stall Barn	5950 4 Street West	438,949	242	0		1000	622	F	100			0 B	100		0
43		Arena	4918 2 Street East	6,540,396	86,566	0		1000	8,572	C	100			0 F	100		0
44		Beacon Building	Airport Taxiway	33,001	70,000	0		1000	147	F	100			0 B	100		0
45		Community Centre	5920 8 Street West	2,988,420	164,524	0		1000	1,699	C	100			0 D	100		0
46		Curling Rink	430 53 Ave East	2,386,165	118,134	0		1000	3,242	C	100			0 F	100		0
47		Peak Plant	SE26-12-28-4	977,755	250,000	0		1000	560	C	100			0 E	100		0
48		Fire Hall	350-43 Ave West	1,059,782	40,000	0		1000	499	C	100			0 A	100		0
49		Golf Course Club House	349 39 Ave West	2,041,301	150,000	0		1000	1,837	F	100			0 D	100		0
51		Golf Storage - South - Maintenance	349 39 Ave West	50,000	5,000	0		1000	76	F	100			0 B	100		0
52		Lagoon Lift Station	SW19-12-27-4	193,543	170,000	0		1000	167	C	100			0 E	100		0
54		Lower Lift Pump Station	SE26-12-28 24	178,737	150,000	0		1000	152	C	100			0 E	100		0
56		Museum Log Cabin		25,061	0	0		1000	19	F	100			0 A	100		0
57		Museum	5130 1 Street West	1,190,036	11,004	0		1000	546	C	100			0 A	100		0
58		North Sewage Lift Station	407 57 Ave West	0	100,000	0		1000	48	C	100			0 E	100		0
59		Park Attendant House	4604 4 Street West	66,047	1,755	0		1000	95	F	100			0 B	100		0
62		Airport Pumphouse & Reservoir(Access from Harvard	Lot 4, Block 1, Plan: 2840JK	1,474,890	250,000	0		1000	784	C	100			0 E	100		0
63		Reservoir at UFA	4511-5th Street East	1,039,141	0	0		1000	475	C	100			0 E	100		0
64		School House	Museum	52,832	0	0		1000	38	F	100			0 A	100		0
65		Scout Hall (mackin)	316 47 ave west	441,937	2,386	0		1000	371	F	100			0 D	100		0
66		Senior Citizens Drop-in Centre	5009 2 Street East	868,096	92,245	0		1000	807	F	100			0 D	100		0
67		Sportsground Bldg Centennial Park	4604 4 Street West	34,864	2,601	0		1000	34	F	100			0 D	100		0
69		Town Garage	424 41 Ave East	1,780,403	54,061	0		1000	1,229	C	100			0 B	100		0
70		Town Office Bldg	221 45 Ave West	3,654,391	250,000	0		1000	2,758	F	100			0 A	100		0
71		WTP Dwelling	NE 23-12-28-4	60,704	1,755	0		1000	28	F	100			0 C	100		0
72		Water Booster Station	SW28-12-28-4	230,757	50,000	0		1000	128	C	100			0 E	100		0
73		Water Treatment Plant #1	SE 26-12-28-4	1,667,362	300,000	0		1000	897	C	100			0 E	100		0
74		Water Treatment Plant #2	SW 23-12-27-4	9,600,000	300,000	0		1000	4,504	C	100			0 E	100		0
75		F.C.S.S.		0	18,633	0		1000	14	F	100			0 A	100		0
77		Golf Storage North - Maintenance	349 39 Ave West	50,000	10,000	0		1000	86	F	100			0 B	100		0
78		Golf Cart Storage (East)	349 39 Ave West	68,400	0	1,980		1000	48	ME	100			0 B	100		0
79		Golf Cart Storage (West)	349 39 Ave West	68,400	0	0		1000	95	F	100			0 B	100		0
80		South Lift Station	NW 23-12-27-4	1,000,000	600,000	0		1000	1,129	F	100			0 E	100		0
82		WTP Storage Shed #1	SE 26-12-28-4	8,324	10,000	0		1000	14	F	100			0 E	100		0
84		WTP Garage	SE 26-12-28-4	30,000	0	0		1000	42	F	100			0 B	100		0
86		Bulk Water Station - Town Shop		33,102	0	0		1000	48	F	100			0 M	100		0
88		Airport ADB Beacon		22,867	0	0		1000	34	F	100			0 B	100		0
89		Agriplex Shaving Bin	5950 4 Street W	26,333	0	0		1000	38	F	100			0 B	100		0
186		Extra Expense		Included		0		0	0								
188		Account Receivable		Included		0		500	0								
189		Valuable Papers		Included		0		500	0								
227		Public Works Cold Storage	424-41 Ave East	917,950	180,000	0		1000	1,552	F	100			0 B	100		0
232		Centennial Park Washrooms	366 46 Avenue W. Claresholm, Alberta	255,896	0	0		1000	170	MA	100			0 B	100		0
273		Library Building (New)	211 49 Ave West	1,934,652	901,455	0		1000	2,004	F	0			0 A	0		0
384		2003 Millenium Park	6000 8 Street West	203,500	15,000	0		1000	184	F	100			0 D	100		0
408		Mobile Filing System		0	7,600	0		1000	5	F	100			0 A	100		0
414		New Museum Building	5116 2 St E Claresholm, Alberta	1,328,810	0	2,008		1000	940	F	100			0 A	100		0
420		Amundsen Park Washroom	4900 3 Street West	244,845	0	0		1000	167	MA	0			0 B	0		0
			Total	50,568,028	4,434,814			Total	40,901								
					55,002,842												

Signature: _____
 Date: _____

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

Declared Value Endorsement

Name of Municipality Issued to Town of Claresholm

This endorsement applies only to items described below; other properties as described on the Declaration(s) page(s) of this policy or properties added by endorsement remain unchanged.

This endorsement modifies the following under the Primary property Insurance Policy MNX 001, as well as the Excess Property Insurance policy as defined by the current policy terms subscribed insurer.

<u>Item Number</u>	<u>Description</u>	<u>Comments</u>
(54)	Lower Lift Pump Station	Located to West WTP, bldg still stands, contents removed, no longer in use, has been submitted to Alberta Environment, cost to demolish <u>\$25,000</u>
(73)	Water Treatment Plant #1	No longer in use, building stands, contents of no value, decommissioned by Alberta Environment, cost to remove building <u>\$100,000</u>

Condition Clauses Applicable to Coverage

An amount has been selected by you on the above described properties which does not represent the full building replacement value. The adjustment that has been made by you may cause high out of pocket expenses in the event of a loss.

Based on the acceptance of the above, the following Conditions apply:

1. The Loss Settlement Policy Condition letter (h) – With Respect to Other Property, subsection (ii) is amended to read :

“... Liability shall in no event exceed the amount actually and necessarily expended for repair, replacement, construction or reconstruction; except with respect to the properties defined as Declared Value on the schedule of values Property; in which case the insurer will not be liable for more than the recorded building value as pre-determined by the insured.”

All other provisions of this policy apply.

Authorized Signing Authority

Position Title

Print Name in full

Date

Please provide Board Meeting Minutes with the Declared Value Endorsement outlining the decision

Staff Report

To: Council
From: CAO
Date: January 12, 2012
Re: 2012 Capital Budget

BACKGROUND

The Utility Planning Committee (UPC) has met and recommended the attached capital budget for 2012. The following are the details on the projects in the attached capital budget:

1. Reservoir Lining and Cast Iron Waterline Replacement – \$266,800, funded by Federal Gas Tax Fund (FGTG)(formerly NDCC). The main supply line from the highway pump station to the east side reservoir is cast iron and possibly leaking at the reservoir. The reservoir will receive a liner and new piping under this project. Town staff have confirmed a leak at the reservoir and it has caused issues with the UFA property to the south.
2. Sundance area local improvement plant - \$319,000, funded through Basic Municipal Transportation Grant (BMTG)(formerly SIP) \$230,000 with the remaining \$80,000 to be paid by the benefiting land owners via a local improvement tax over the next twenty years. This project includes sewers and streets being redone.
3. 59th Avenue Sanitary Sewer Main, Water Main, Roads and Curb and Gutter - \$724,372, funded by MSI capital, BMTG and FGTG. The sewer main must be replaced to ensure capacity to grow north of 59th Avenue. This will reduce the amount of sewer through Town as it will be diverted west to the new gravity main on 8th Street. This will reduce the amount of sewer backup in the area south to 55th Avenue. The water line is a leg in the water looping project for the Town and will be installed as the road is opened up and will be repaved with curb and gutter as part of this project. Curb and gutter will allow the Community Centre to continue paving their parking lot.
4. Westhills Park Redevelopment - \$50,000, funded by the park redevelopment reserve. The Town puts \$25,000 into a reserve each year so that every two

years we can redevelop a park within our municipal boundaries. Westhills is located in the middle of 53rd/54th Avenue West and 3rd and 4th Street West.

5. Fire Command Vehicle - \$27,000, paid by reserves (funded by 2011 surplus in fire department). This truck is used by the Fire Chief to do his inspections, Safety Codes Officer work, fire training, meetings, public education and is the command unit on scene in the case of a fire or motor vehicle accident.
6. Capital Equipment Replacement - \$92,000, funded by operations (per attached spreadsheet)
7. Fire Equipment Replacement Reserve - \$400,000 to be funded over four years out of operations. The Town's fleet includes a 1977 fire truck which is in dire need of replacement. The monies would be set aside and then the Town would try to purchase a new truck as part of larger purchase of fire trucks with our municipal neighbors.

Kris Holbeck, CA CAO

Town of Claresholm

Public Works

2012/2013 Budget Requests

2 New Trucks

2012 year

One is for the fleet that will not be replacing any vehicle, for the new personal at the water plant. The fleet also will require one vehicle per year to replace the oldest. With 16 vehicles in the fleet the oldest will be at least 15 years old.

New cost \$44,000.00 / both

44

New Equipment Fund

2012 year

Set aside \$40,000.00

40

Back-hoe

2012 year

Must replace the 1984 JD back-hoe with the same size machine to continue our daily work. This machine is the heart of our equipment. We are training 3 new operators and no better time to start than on our new machine as the controls are quite different and a waste of time almost learning the old ways?

New cost \$ 160,000.00 Trade approx... \$10,000.00

We have been saving for a number of years.

Currently
have
\$80,000
in reserves
includes
2009 +
2011

back-hoe bucket

2012 year

Existing machine needs cleanout bucket. Will make ditch maintenance faster and better.

New cost \$8,000.00

(8)

**TOWN OF CLARESHOLM: 2012 CAPITAL BUDGET PLAN
ALL DEPARTMENTS PROPOSED PROJECTS**

DEPARTMENT	PROJECT DESCRIPTION	CAT.	TOTAL COST	COST PAID MSI GRANT	COST PAID BMTG GRANT	COST PAID FGTF GRANT	COST PAID OPERATIONS	COST PAID RESERVES
Water	Reservoir Lining and Cast Iron Waterline Replacement	New	266,800			266,800		
Sanitary Sewer	Sundance development (sanitary sewer and roads)	Ongoing	319,000		239,000			80,000
Sanitary Sewer	59th Avenue West Sanitary Sewer Line	New	157,920	157,920				
Water	59th Avenue West Water Main	New	147,600			147,600		
Roads	59th Avenue Pavement Overlay	New	418,632	364,632	54,000			
Parks	Westhills Park redevelopment	New	50,000					50,000
Fire	Command Vehicle	New	27,000					27,000
Common Equipment	Capital Equipment Replacement	New	92,000				92,000	
Fire	Fire Equipment Replacement Reserve	New	400,000				400,000	

TOTAL PROJECTS LISTED			1,878,952	\$ 522,552.00	\$ 293,000.00	\$ 414,400.00	\$ 492,000.00	\$ 157,000.00
	MSI GRANT AVAILABLE 2012		1,075,618.00					
	BMTG GRANT AVAILABLE 2012		293,537.00					
	FGTF AVAILABLE 2012		406,024.00					

PROJECT DESCRIPTION	FUNDING SOURCE	COMMENTS
Reservoir Lining and Cast Iron Waterline Replacement	Federal Gas Tax Fund	
Sundance development (sanitary sewer and roads)	BMTF with Reserves/LIT split	Reserve amount to be repaid by landowners via LIT.
59th Avenue West Sanitary Sewer Line	MSI Capital	
59th Avenue West Water Main	MSI Capital	
59th Avenue Pavement Overlay	MSI Capital	
Westhills Park redevelopment	Reserves collected over 2 years.	Park reserve has \$55K in it at end of 2011.
Command Vehicle	Reserves transferred in from 2011 year.	Fire has surplus 2011 and Chief wished to allocate it towards the cost of this vehicle.
Capital Equipment Replacement	Per Supt's attached listing	
Fire Equipment Replacement Reserve	Operations to reserves	Four year replacement for fire truck 100K / year

INFORMATION ITEMS

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

P.O. BOX 1000
221 – 45th AVE W



YEAR END BRIEF

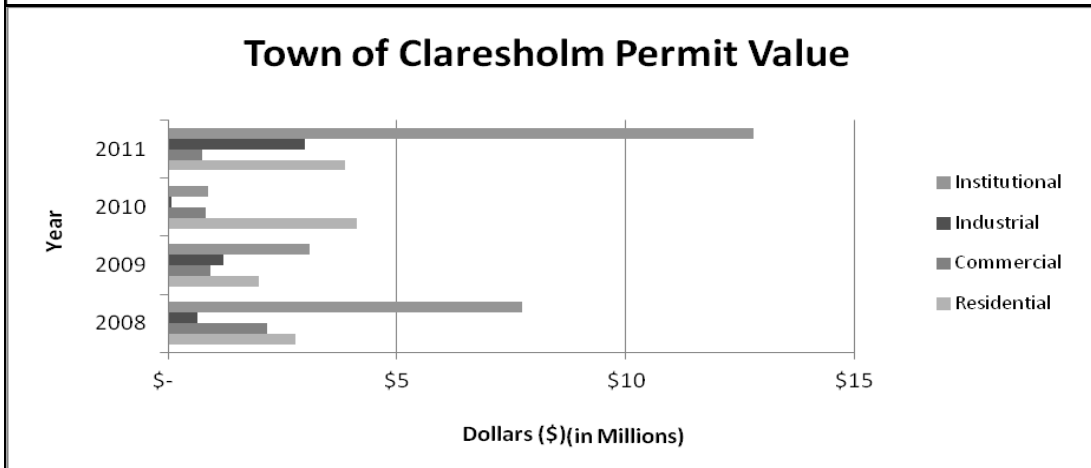
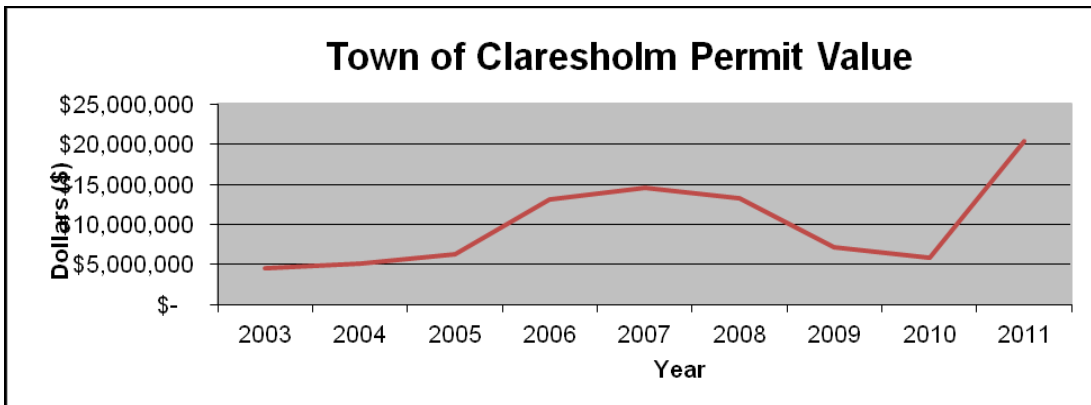
To: Council

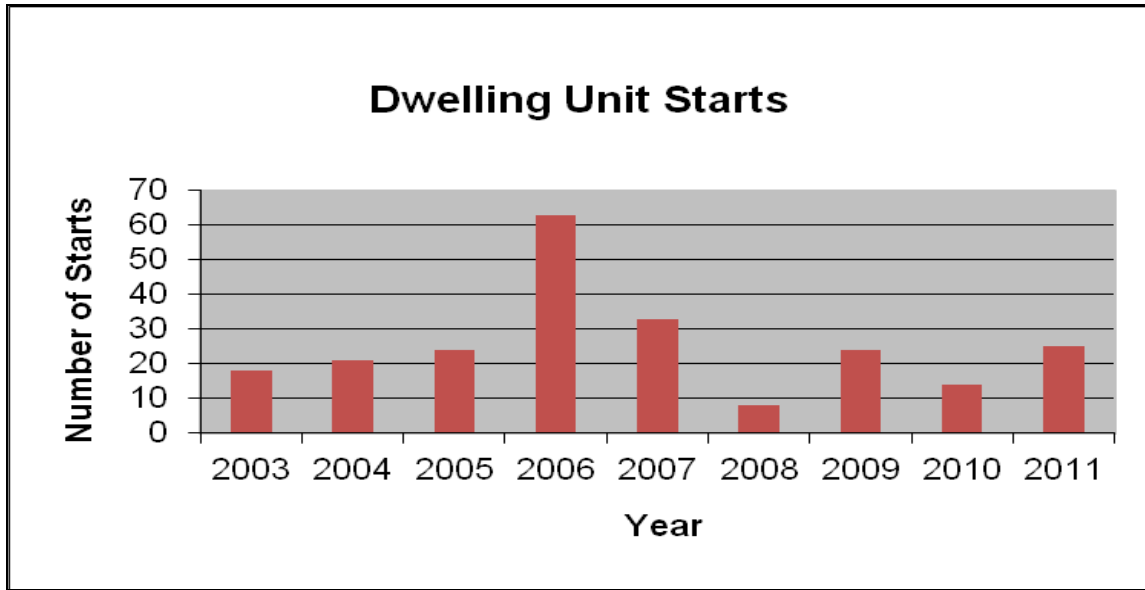
From: Jeff Gibeau, Manager of the Regulatory & Property Services Department

Re: Year End Brief & Development Statistics

Development

Overall, the 2011 development year was as expected. The number of development permits decreased by 11%; however, the total permit value increased to an all time high. The primary reason for the increase was the renovation and modernization of the Willow Creek Composite High School Project. Also impacting the increase in total permit value was the almost \$3,000,000 in development value for industrial projects. The residential construction market held from the previous year. New Single family housing starts remain hindered by a lack of residential lot supply; however, the 2011 residential housing numbers remain solid because of multi-unit construction. Home Occupation approvals remain similar to past years. Requests for compliance increased 31% from a year ago and eclipsed the high mark set in 2010. The main cause for the increase is likely due to amplified restrictions from lending institutions, but also indicates that the real-estate market in Claresholm was relatively healthy in 2011. Development and Property Services Department statistics in graphical form are displayed below.





Planning

The Town of Claresholm continues to make use of the Oldman River Regional Services Commission expertise for various planning and development duties. Their Planning Advisor, Gavin Scott and other staff continue to provide assistance when required. The Municipal Planning Commission approved three subdivisions in 2011. Two of the subdivisions were lot line modifications to existing residential or commercial lots. The third approved subdivision is to create 41 residential lots; The Meadows is located west of 8th Street West and north of the West Meadow Elementary School. At this time, the approved subdivision has not been registered with Land Titles as Administration is in ongoing negotiations with the developers. The following projects were completed in 2011:

- Skyline Subdivision Finalization
- Fairway Vista Subdivision Finalization
- CPR Subdivision (Phase I)
- Pedersen Estates Phase 1 Subdivision Finalization

Progress was made on the following projects in 2011:

- Harvest Square Project
- CPR Area Redevelopment Plan (Phase II)
- Land Use Bylaw Amendment
- Sundance Subdivision Repair
- Kin-Park Project
- Xeroscape Garden
- Transportation Subsidy Study

The following is a list of the future projects to be undertaken (and/or finished) in 2012 and the future:

- Inter-Municipal Development Plan with the MD of Willow Creek
- Annexation in land from the MD of Willow Creek
- Land Use Bylaw Amendment
- CPR Area Redevelopment Plan (Phase II)
- 8th Street Redevelopment Plan (including 59th Avenue West)
- Harvest Square Project
- Sundance Subdivision Repair
- Claresholm Land Corporation Area Structure Plan
- Southern Developments Area Structure Plan
- Parks Master Plan
- Transportation Master Plan

Miscellaneous

In 2011, the Development and Property Services Department continued to work closely with Superior Safety Codes Inc. regarding the administration of the Alberta Safety Codes Act. Alberta Municipal Affairs performed an audit of municipal safety code files; the Town (& Superior Safety Codes Inc.) successfully completed the audit. Changes in the department's structure and staffing have resulted in more effective response and communication to zoning, environmental, real-estate and general inquires from the public. The development permit response time was decreased by **300%** and the compliance request response time was decreased by 28%. Quicker response times demonstrate the effectiveness of the department's structure and staffing changes.

Conclusions

The restructuring of the department and changes to staffing is demonstrating a more effective and efficient approach to the day-to-day duties within the department. File management is up to date and the efficient handling of day-to-day duties will lead to more time available to work on various projects.

Recommendations

1. Land Supply
 - a. As stated in the 2010 year-end report, pressure for the establishment of new commercial and industrial lands is increasing. The Development and Property Services Department, as directed by Council, has increased focus on the development (or redevelopment) of commercial and industrial lands. An Inter-Municipal Development Plan and Annexation project has been initiated with the MD of Willow Creek. In addition, ORRSC has begun phase II of the CPR Area Redevelopment Plan. The Development and Property Services Department would advise that these projects remain a top priority for the Town of Claresholm.

Regards,

Jeff Gibeau

Manager of the Regulatory & Property Services Department



townofclaresholm.com

Phone: (403) 625-3381

Fax: (403) 625-3869

Claresholm Child Care Society

Meeting minutes

Regular Board Meeting Wednesday November 16, 2011

In attendance: Karrie Davis, Crystal Cooper, , Cheryl Cochlan, Magan Braun, Erin Whelen

Regrets: Chrissy Giles, Julie Ling

1.0 **Call to order** – 6:42 by Crystal Cooper

2.0 **Approval of agenda** – Karrie Davis

3.0 **Approval of Minutes** – Crystal Cooper

4.0 **Business arising from the minutes** – none

5.0 **Correspondence**

5.1 Western Financial insurance expires Dec 31 – This is the director and officer's insurance/liability insurance. Cheryl will complete the forms required for renewal

5.2 Letter from Amanda Zimmer – See letter on file – She had heard Maria was let go because of medical appointments and appearance. The board discussed that this was definitely not the case. There were several complaints against her at the last meeting and the board decided to support her during this stressful time. After the last meeting there were further complaints and board Chair made the decision to let her go October 31, 2011. Cheryl will respond to this letter from Amanda.

6.0 **Reports**

6.1 **Financial** – See report – we saw a negative balance in October but we are ok now. It is difficult to say where we are at exactly as the government subsidies have not been deposited.

6.2 **Manager Daycare-** Karrie – Amanda and Gavin are moving. Kari Martin is working casual on Tuesday Thursdays. Stephanie was hired Full time but we may lose her due to citizenship issues. The board gave Karrie ideas of where she can get support for Stephanie to help her stay in Canada. We will still need one more full time employee at the daycare. There are some interviews scheduled for next week

6.3 **Manager Kidz Zone** – Erin Kidz Zone still needs a part time employee and a casual to cover any sick days. The board brainstormed to do a job share between the daycare and kidz zone for a casual position. Jordan will be returning to kidz zone full time December 7th. Magan raised the question if we should re-open the before school care then once Jordan returns. Crystal decided that it would be better to wait until we have one more staff member so we are covered for any sick time. She felt it was better to have enough staff so we don't open/shut open shut...that causes concern for parents. The board brainstormed to interview Tara Alsgaard as a casual as well. Erin indicated that kidz zone has been losing money and can't pay wages if this continues. The lost revenue is from the closure of the before school care and children leaving as a result. Melissa is working there with Erin but she does not have her level one so she can't be left alone

yet. Ella was left at school one day as there was a miscommunication between staff members as to who to pick up. The school called kidz zone right away and the situation was rectified. The child's mother has also been called about the mistake and Erin will fill out an incident report. Maria was let go from Kidz zone and has tried to take kids without the parents' permission to her new afterschool program. We are questioning if she is running a before and after school program out of the curves building. There is no progress on accreditation as Erin has not had any time since we are short staffed. Erin indicated that there are 3 mornings in November/December where she will have too many children for the ratios. There was discussion of running over ratios as we don't have staff however Magan was not comfortable with this. The decision was made to interview JC for these Fridays and as a casual/call in. This will solve that problem. Magan did not want to run over numbers due to safety concerns.

6.4 **Chairperson** – No report

7.0 New Business:

7.1 Staffing at daycare – discussed above

7.2 Phone Lines – Karrie will contact the town to call Telus as we are having a reception problem

7.3 Christmas Bonuses – Crystal took the information from Karrie and will send out an email to the board for a decision

7.4 Clean out storage room – Karrie will call Karine with the town to see if mobile shred can come

7.5 Veronica's Kidz Zone issue – She is not getting her schedule in on time and will drop in. Board decided she will have a spot if there is room and she will be treated like any other drop in. She will get a bill at the end of the month

7.6 Gravel in parking lot – Board decided to buy glacier to melt the ice

7.7 Dishwasher – The health inspector said we need a new dishwasher. Karrie is researching costs and it looks like we can get one anywhere from \$500 to \$4000. We will seek funding from service groups and Royal purple.

7.8 Sustainability grant received – We received \$5000

7.9 Fundraiser – The fundraiser earned us \$2012 – **good job Karrie!**

8.0 Next Meeting - Wednesday January 11, 2012

9.0 Adjourned – 8:56pm

The Claresholm & District Chamber of Commerce
Annual General Meeting
January 18, 2012

Attendance: Russell Sawatzky (The Co-operators), Roxanne (Claresholm Local Press) & Keith Thompson, Wilf Gour (Gour Financial), Iqbal Nurmohamed (Bluebird Motel), Glen (MD Rep) & Donna Alm, Leo Durand & Lilly (Chamber Benefits Plan Rep), Marianne Williams (The Flower Nook), Gerri Norton, Patricia Lett (Willow Creek Child & Family Psychology), Rob Vogt (Claresholm Local Press), Linda Herbert (Western Financial Group), Karen Uhl (Kaleidoscope Travel), Val & Doug Umscheid (Journeys Wellness Centre), George Douros (Casa Roma Restaurant), Nancy McCance (The Co-operators) - (19)

Approval of Agenda: Moved by George Douros & seconded by Wilf Gour

2011 AGM Minutes: Russell read the minutes from last year's meeting, attached.

Additions/Corrections: none

Approval of 2011 AGM minutes: Glen Alm

Presentation: Leo Durand: Chamber Group Insurance Plan

-run by the local Chamber

-benefits plan tailored for small businesses

-tax efficient

-coverage available even if it is a 1-person business/farm/ranch

-on-line administration for employees and employer

-customizable

-\$343/month income from this group plan in 2011 for our local Chamber-owned by Chamber members

-must be a paying Chamber Member to participate

Financial Report: Sue Gour is away. Current account balances: Trade Fair:\$17,416.20 (\$6400 from this year's fees), General \$7,120.55. Beautification: \$289.26

2011 Year in Review: At the end of a 3 year term Russell reflected on time spent encouraging the local members of the Chamber.

Russell recently attended a meeting of some of the southern Alberta Chamber organizations that was held in Nanton and learned of some of the other Chamber organizations' struggles. He was pleased to report that The Claresholm & District Chamber of Commerce is a well-functioning one. The thing he really likes about our Chamber is that it is "automatic". We are able to maintain an awesome Trade Fair, the Mexican Fiesta, Old-fashioned Christmas, amongst many other projects, because they are supported by long-term members who work hard to make sure these events are successful.

Fair Days will probably be a new project for our society in 2012. As president, Russell reported having a lot of behind the scenes help-Roxanne Thompson, Don Leonard, and each and every member who has supported the Chamber these past 3 years. We have a great trade fair each year that is a major fundraiser. *We still need everyone to support and promote this event this year.* The Mexican Fiesta was moved to Amundsen Park and this was a positive change.

One thing I wanted to do was have more direct involvement from member so directors were elected with specific areas of responsibility. A different meeting style was attempted, but this was not a change the members wanted to see at this time. The Claresholm Golf Course Restaurant has been a great venue for our monthly meetings. We have been able to keep our monthly meetings 1 hour and have been held during the lunch hour, although this may change. Some other towns have 3 hour meetings, so this is another example of the smooth running of our

society.

The hanging flower basket program had a challenging year. We are hoping to have larger baskets this coming year which will help overcome some of the watering problems. Hail damage was also a significant negative factor this year.

When September came around, we started thinking about nominations for a new executive. The Old-fashioned Christmas was also a great event with good weather, a great turnout--all positive!

Our Citizen of the Year is Shirley Isaacson and Emily Boyle is the Jr. Citizen of the Year. Thanks to Roxanne for organizing this aspect of local acknowledgement.

We do need more participation in the Chamber with more businesses joining and more business owners getting involved. The Chamber has a great relationship with the Economic Development Committee which Russell plans to continue as a member of. We are lucky to have a functioning Chamber in our town. It is not what the Chamber can do for you, but what you can do for the Chamber...I have really enjoyed it and hope that the next President enjoys it as much as I have.

2012 Executive Elections:

Nominations: President: Wilf Gour, Iqbal Numohamed. Wilf declines the nomination. Iqbal accepts the position as President.

Treasurer: Sue Gour will allow her name to stand. Thank you, Sue, for all your work.

Secretary: Nancy & Linda Herbert nominated. Nancy declines and Linda accepts.

Vice-President: Damon Larkin nominated, but he cannot accept, Linda Petryshen accepts this position.

PRESIDENT: Iqbal Nurmohamed

VICE-PRESIDENT: Linda Petryshen

TREASURER: Sue Gour

SECRETARY: Linda Herbert

Board of Directors:

Damon Larkin & Marilyn Curry are released as directors.

2012 Directors:

Roxanne Thompson

Don Leonard

Russell Sawatzky

Wilf Gour

Val Umscheid

Tony Walker

Glen Alm: Municipal District of Willow Creek #26 representative

Betty Fieguth: The Town of Claresholm representative

Next AGM meeting: January 2013

Meeting adjourned

Thank you to George Douros of Casa Roma Restaurant for accommodating our meeting and serving a delicious meal at the last minute

Thank you also to the Agriplex/Dave Hansma who cancelled their meeting so that we could use this venue

**Clareholm Animal Rescue Society
Amended Regular Meeting Minutes
December 15, 2011**

Present: Sylvia Giroux, Rita Hahn, Kris Holbeck, Anne Papan, Kim Alexander,
Gerald DeBruyn

Regrets: Karen Thompson, Denise Peters, Barb Hinkle, Judy Van Amerongen

Call to Order

The meeting was called to order at 7:22 p.m.

Approval of Agenda

Motion by Anne Papan to approve agenda as presented. All in favour. CARRIED.

Approval of Regular General Meeting Minutes December 1, 2011

Motion by Kris Holbeck to accept the minutes as presented. All in favour.
CARRIED.

Shelter Update

December 2 to December 15, 2011– 16 volunteers and 383 shelter hours

Cat Adoptions – Bogart, Carson, Cotter Adopted (Petsmart)

New – Puppies 5

Adoptions Update

Earl/Henry Adopted

Holly Adopted this weekend

TNR Update – No report , wait until spring

Fundraising Update – Calendars going good, they are moving

Treasurer's Report –

\$7000 vet bill

Hang on to the \$77,500 grant money

New Building Update –

Shelves

Ordered shed

Fix Cuddle room door

Mr Lannan is Writing Affidavid for shed

Helen and Lynn are going to Town Council meeting coming Monday

Calici cat room now will move to actual Room.

Lock on 2 outside gates for dog runs.

Terry and Larry are not going to work at the shelter

Brianna and Heather will work Christmas break

Kristal will work Christmas break

Need roof for dog area

Earl took out the dog door in one of the dog pens

Others

Greg Barker (Peace Officer) – give shelter key so Greg can access building when no one is around.

Greg talked about the possibility of catching snakes, ferrets, and the regular dog or cat.

Have clip board and form ready to be filled out and for vicious dogs have choke pull and muzzle.

Cut off date (May to September 30) for outside cats to be adopted

Camilla – do not let cat be adopted and they are going to be an outside cat.

Spring and summer are good times for a to develop a coat

Motion by Sylvia Giroux: Not to adopt Cats until the end of March to September 30th All in favour. CARRIED.

Kim will see Global TV when ever Available

Kim Alexander Motion to go into Camera

Kim Alexander Motion to go out of Camera

Adjournment: Meeting adjourned at 8:49pm

Kris Holbeck Motion to go out of Camera

Adjournment: Meeting adjourned at 8:40pm

Next Meeting: Will be held in the at the Shelter, Thursday, December 15, 2011, at 7:15pm.



School Council Minutes

Date	January 17, 2012
In Attendance	Charlene Dunlop, Colleen Edwards, Don Mackin, Judy VA, Tara VanDellen, Kathy Charchun, Lisa Perry.
General Business	
Start Time	<ul style="list-style-type: none"> 7:05 p.m.
Approval of Agenda	<ul style="list-style-type: none"> Additions – School instructional fees Approved by Colleen . Seconded by Judy
Minutes	<ul style="list-style-type: none"> Errors/Omissions - Approved by Tara. Seconded by Colleen
Discussion Items	
	<ul style="list-style-type: none"> Regional council meeting Jan23rd 6pm. FP Walshe.
	<ul style="list-style-type: none"> Operational procedures proposed. Mission statement completed, Colleen made a motion to approve the procedures. Judy seconded.
	<ul style="list-style-type: none"> Went through questions about early dismissal Fridays and coordinated school day.
	<ul style="list-style-type: none"> School fees- council recommends that fees remain the same.
	<ul style="list-style-type: none"> Teacher appreciation week: Feb 13-17th. Parent supervision 11:50-12:30. 30 adults, 13 classrooms-Wednesday. Friday the 17th snacks for Bus Drivers/ Caretakers in the morning. (Tara will make a note for them inviting them for coffee-talk to Tim's for donuts approx 19.) Parent reps will call for supervision/ soup/chili/ stew/ buns desserts (Mon/Tues/Thurs/Fri). 4 pots per day. Parent council will make a meal on Wednesday. (Isange-Lisa Perry, Tara V, Tania Smeltzer, Mike Edwards, Judy VA-salad,) Food at school by 11:45pm. (Gr 7 included- Ask Carmelle Steel to find supervision)
	<ul style="list-style-type: none"> Trustee Report: LRSD website- minutes from last meeting. Commented on the school concert and how nice it was to have it back at the school. Job well done. Regional school & student council- brainstormed about what education would look like. Dec 13th Don Olsons last day. Welcomed Jeff Perry.
	<ul style="list-style-type: none"> Snow hill- recommended waiting until spring to seed and open next winter for kids.
	<ul style="list-style-type: none"> Ellie Elliot is coming to school to plan the schools big picture plan (Path process) Jan 20th
	<ul style="list-style-type: none"> Road and safety concerns- 3 people from Town/ School division was here. One recommendation was that Town pave alley way and suggested a fence maybe with a walkway to get kids across to the island. Nothing set yet, concerned about safety. Lynda MacGrattan - ATA sponsoring a workshop- Like the great conversation about how Education is going to look in the future. Supper etc- four free tickets passed onto school council. (Lethbridge)
Adjournment	
Next Meeting	Feb 15 th - 7pm
Adjournment	<ul style="list-style-type: none"> Adjourned by Kathy Charchun. Time – 9pm

Willow Creek School Council

Nov. 17, 2011

Attendance: Ruth Lindquist, Randy Bohnet, Beverly McNutt, Carmelle Steel, Ellen Struthers, Loiose Nelson, Charlene Dunlop, Darryl Seguin, Stacy Seguin

Move to Approve Agenda: Louis Nelson, 2nd Carmelle Steel

Move to Adopt Minutes from last meeting: Ellen Struthers, 2nd Carmelle Steel

School Report

1. Modernization- Ward Brothers has been chosen as the general contractor for WCCHS. Asbestos abatement is expected to be done by 1st week in December.
2. Staffing- In process of interviewing candidates for a Child Youth Care Worker and a jr. high math teacher. This position will team teach grade 8 and 9's with current teachers. This also allows us to address literacy concerns in other areas by freeing up a TA to work elsewhere.
 - a. Mike Brown is filling in for Mr. Charchun as he will be on a short term medical leave.
3. New Education Act- Monday, Dec. 5th public meeting in Lethbridge to discuss and give input on revisions to School Act. Open to all but must preregister.

- a. <http://ideas.education.alberta.ca/engagement/current-initiatives/education-act-getting-it-right>

4. School Goals

a. **School Spirit**

- Mariya S. to do a 45 minutes presentation to jr. high students on goal setting
- Student survey results were shared. Student Council will try to focus on those areas where students expressed an interest to see if this will help increase school spirit
- Motivational speaker, Ian Tyson, will come Nov. 23 to speak to all students about handling life's challenges.
- Regional Student Council Meeting- Dec. 9 (3 students from our Student Council will attend)

b. **Assessment**

- Lorna Adrian Nov. 25/11 PD day to discuss Admin. Procedure 360 *back Jan. 23.*
- Pinnacle- Now using Pinnacle report cards, ie. Cumulative grading.
- Questions was asked why so many courses show up in parent viewer. Part of answer is that each CTS module must be put into pinnacle as a separate course which could be up to 7 modules per CTS class.
- Also some concern the modules are all over and hard to find a core class. This doesn't seem to be the norm, but that concern will be shared to see if it can be fixed.

5. Communication & Engagement

- Community Presentation- Bruce L. is creating a video highlighting school events to share with the community. Purpose is to engage community in school more and prepare for their involvement in next 3 year plan cycle.

6. Board Report- Charlene Dunlop

- Ward 3 vacancy due to Jim Burdett moving to BC. January 13 election
- Early Dismissal Fridays was reviewed and will be further discussed at local school councils and Regional council to determine if it is satisfying the intents for having it. Suggested that it be put on the Student Council Agenda as well.
- Kelly Hall has been elected to serve on the Zone 6 ASBA
- Regional Student Council Meeting Dec. 9
- Evergreening- Question has been asked if parents can get in on technology being used by school division. Perhaps at arms length, ie. Buy same computers for use at home. Will be examined further on what that can look like.

Council Business

7. Bylaws- A sample was shared, some suggestions made for changes to a possible School Council Bylaws. Ruth Lindquist will make changes and bring to next meeting.

8. Early Dismissal Discussion

- Are transportation costs justifiable when one school is closed and not the other? Raised question of whether bus drivers are salaried or wages on the routes.
- Required instructional hours are different for elementary than for high school resulting in the additional PD days at the elementary level. These days are provided with support from School Council.
- For the most part sports teams are not being let out early.
- Students don't want to go back to full Fridays. They felt Fridays are productive and viewed as important.
- Question asked about sharing teachers between schools. Is early dismissal necessary to do that? No, but all schools do need to be on the same schedule which is the intent of having a coordinated schedule.

9. Regional School Council- Next steps on Jamie Vollmer 'Schools Cannot Do It Alone' to be discussed. Next meeting for Regional School Council in Fort Macleod is Jan. 23rd, 2012.

Next Meeting: January 19th, 2011

Move to adjourn: Stacy Seguin

WCCHS Modernization Update

December 12, 2011

The asbestos abatement phase has been concluded at the 7-12 modernization site.

Final contract documentation was completed between Ward Bros. and AB Infrastructure. Ward Bros. as the general contractor are preparing to mobilize and will be actively on site January 3rd 2012.

The next update will be January 23, 2012.

WCCHS Modernization Quick Update

January 19, 2012

- First Site Meeting – Representatives from Prime Consultant, AB Infrastructure, LRSD, General Contractor, Mechanical and Electrical Engineers
- Reviewed Processes going forward (Format of Meetings and Communications, Key Contacts, participants)
- Principal of WCCHS will be involved in this process attending site meetings to provide a school operational perspective, conduit to communicate back to the school and school council. (Along with formal updates issued on the division website).
- Although the school is owned by the LRSD and the LRSD has been involved in the visioning and development of the project plan, the authority on the project is AB Infrastructure. AB Infrastructure/Education maintains the funding and ultimately has the approval authority for any further project decisions.
- AB Infrastructure will continue to seek Input from LRSD and the consultants throughout the duration of the project.
- Ward Brothers has had a good start on the interior demolition of the building – includes items such as removal of old air handling ducting, ceiling tiles, flooring, wiring, piping, a few interior walls, etc...
- Demolition phase will likely continue until the first of March
- As the site has been turned over to the General Contractor and due to the nature of the demolition process, no LRSD employees will be permitted on site for safety and insurance purposes.
- Next Site meeting Feb 2, 2012





Carol Thibert
910- 4 Ave. S.
Lethbridge, Alberta
T1J 0P6

January 3, 2012

His Worship Mayor David Moore
Town of Claresholm
Box 2302
CLARESHOLM, AB T0L 0T0

Dear Mayor Moore:

As a member of the Southern Alberta Recreation Association, I am once again pleased to send this invitation to bid on the 2013 or 2014 Southern Alberta Summer Games. We are asking for both years at this time in order that communities can get into the rotation with more lead time to plan their Games, and to help SARA with our commitment in providing support.

I encourage you and your community to seriously consider this invitation, by either entering a bid as a single community or partnering with neighboring communities or MD's or counties.

The Southern Alberta Summer Games, which are held around the first week in July are the longest, consecutively running multi-sport event in Western Canada. We believe that they are worth keeping- but we need your participation as a host community to ensure that they continue to happen. This year in **Raymond will mark the 43rd anniversary** of games in Zone One.

All communities wishing to bid must submit their letter of intent by February 29 to the above address with a completed bid by March 28 at 4:30 pm. A tour of bid communities by SARA representatives will take place in late April, with the decision to host, announced within two weeks of the bid tour.

Please see the enclosed Bidding information to learn more about the Bid process.

If you have any questions, please call me at 403 320 3040.

Sincerely

Carol Thibert
Recreation and Culture Program Manager
City of Lethbridge/SARA Games Chair

A. BIDDING INFORMATION

1. All bids should be directed toward the Planning and Administration Committee Chairman.
2. Sport Selection Criteria
 - a. The host Community must host all of the core sports plus optional sports to a minimum of 12.
 - b. Core sports are those that continue to exhibit high athlete and spectator participation.
 - c. Only optional sports may be added or deleted with the authorization of the Planning & Administration Committee.

Core Sports	Optional Sports
Golf Soccer Swimming Track & Field	Archery Badminton Basketball Beach Volleyball Canoeing Cycling (Roadrace & Time Trails) Equestrian Handgun Horseshoes Lacrosse Mountain Biking Powerlifting Rugby Slo-Pitch Smallbore Softball Tennis Trapshooting Tia Kwon Doe Volleyball

3. The Southern Alberta Recreation Association will consider including sports other than those indicated in (2) above, if requested by a bidding community. The Association will also ask the Host Community to consider hosting a sport not included in the bid for reasons of participant numbers or if the sport is being considered as a playoff for Alberta Games.
4. Bids should be submitted in written form including
 - a. Statements of desire by the municipality to host the Games.
 - b. Statements regarding sports which the community would like to host as outline in 2 and 3.

- c. Facilities to be used for the sports.
 - d. Dates for the Games to be determined between the Host Community and the Southern Alberta Recreation Association.
 - e. Statements, which would indicate names of people in the community who are qualified and might consider chairing committees for:
 - Games Chairman
 - Publicity
 - Medical
 - Social Events
 - Medals
 - Communications
 - Sports Facilities
 - Sports
5. The Southern Alberta Recreation Association has a grant available for the host community.
6. Any community bidding on the Southern Alberta Summer Games, that has hosted the Games in the last eight years, their bid will be secondary to new communities.
7. The successful bid will be announced at the Opening Ceremonies of the Games.
8. The successful community will be required to provide sufficient liability insurance and will be required to sign a letter of agreement with the Southern Alberta Recreation Association. (Copy follows criteria)