



TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
JANUARY 9, 2012  
AGENDA

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

**CALL TO ORDER**

**AGENDA:** ADOPTION OF AGENDA

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

**FINANCES:** DECEMBER 2011 BANK STATEMENT

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

**ACTION ITEMS:**

1. BYLAW #1567 – Land Use Amendment  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings
2. CORRES: Alberta SouthWest  
RE: Funding Request to Alberta Municipal Affairs
3. CORRES: Alberta SouthWest  
RE: Share Your Thought on Local Food
4. CORRES: Oldman Watershed Council  
RE: Membership and Investment
5. WILLOW CREEK RECYCLING
6. CORRES: The Bridges at Claresholm Golf Club  
RE: Public Liability Insurance
7. CORRES: Porcupine Hills Lodge Foundation  
RE: 2012 Equalized Assessment
8. CLARESHOLM PUBLIC LIBRARY Proposed Budget for 2012
9. ADOPTION OF INFORMATION ITEMS
10. IN CAMERA: PERSONNEL

**INFORMATION ITEMS:**

1. Cheque Listing for Accounts Payable – December 2011
2. Correspondence from Hon. Doug Griffiths, Minister of Municipal Affairs
3. West Meadow Elementary School Newsletter – January 2012
4. Claresholm & District Transportation Society Minutes – November 24, 2011
5. Porcupine Hills Lodge Board of Directors Meeting Minutes – December 6, 2011
6. Claresholm Public Library Board Regular Meeting Minutes – November 21, 2011
7. Correspondence from Claresholm & District Transportation Society
8. Claresholm Child Care Society Meeting Minutes – June 16, 2011
9. Claresholm Child Care Society Meeting Minutes – September 21, 2011
10. Claresholm Child Care Society Meeting Minutes – October 19, 2011
11. Alberta SouthWest Bulletin – January 2012
12. Alberta SouthWest Regional Alliance Board of Directors Meeting Minutes – December 7, 2011

**ADJOURNMENT:**



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING MINUTES  
DECEMBER 19, 2011**

**CALL TO ORDER:** The meeting was called to order at 7:11pm by Mayor David Moore

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

**ABSENT:** None

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

**CARRIED**

**MINUTES:** **REGULAR MEETING – NOVEMBER 28, 2011**

Moved by Councillor Quayle that the Regular Meeting Minutes of November 28, 2011 be accepted as presented.

**CARRIED**

**FINANCES:** **NOVEMBER 2011 BANK STATEMENT**

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

**CARRIED**

**DELEGATIONS:**

**1. HELEN SKINNER**

**RE: CARES (Claresholm Animal Rescue Society)**

Helen Skinner was present to speak to Council regarding their property on the east side. They provided a brief history of the animal shelter coming into being in 2008. Helen outlined many situations where she felt that the Claresholm Animal Rescue Society had treated them unfairly as landlords, and they feel the property that was leased was left in disrepair. They feel that in the current condition they are unable to use the building for boarding animals. They feel that Kris Holbeck is in conflict of interest. They would like to see the invoices as to how the \$15,000 was spent in the form of leasehold improvements in 2008. Nigel Young, former Community Peace Officer, spoke on behalf of Pampered Pets, and how he has viewed the situation since the animal shelter was instituted.

**2. KELLY STARLING – Claresholm Fire Chief**

Kelly Starling, Fire Chief of the Claresholm Fire Department, was present to give Council an update. They had an open house and had a good turnout. Fire Prevention Week went well, especially with the school children. The Fitness Challenge was successful, as was the charity hockey game against the RCMP that ended in a tie. They would like to extend the good working relationship with the town into the New Year, and they would like to see the department go more into the medical care. More capital purchases need to be made in the coming years as well. A professional was brought in to help out members with the current traumatic events.

**ACTION ITEMS:**

**1. BYLAW #1567 – Land Use Amendment**

**RE: 1<sup>st</sup> Reading**

Moved by Councillor Sutter to give Bylaw #1567, a land use amendment, 1<sup>st</sup> Reading.

**CARRIED**

**2. BYLAW #1569 - Borrowing**

**RE: All Readings**

Moved by Councillor MacPherson to give Bylaw #1569, a borrowing bylaw, 1<sup>st</sup> Reading.

**CARRIED**

Moved by Councillor Quayle to give Bylaw #1569, a borrowing bylaw, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Van Amerongen to give unanimous consent to give Bylaw #1569, a borrowing bylaw, 3<sup>rd</sup> and Final Reading at this meeting.

**CARRIED**

Moved by Councillor Hubka to give Bylaw #1569, a borrowing bylaw, 3<sup>rd</sup> and Final Reading.

**CARRIED**

**3. CORRES: Claesholm & District Transportation Society  
RE: Letter of Support**

Moved by Councillor Hubka to write a letter of support for the Claesholm & District Transportation Society's grant application to the Alberta Lottery Board.

**CARRIED**

**4. CORRES: Claesholm Kinsmen Club  
RE: Waiver of Fees for Charity Hockey Game**

Moved by Councillor Fieguth to waive the fees for the Kinsmen's Charity Hockey Game held on December 17, 2011.

**CARRIED**

**5. CORRES: Claesholm Child Care Society  
RE: Public Liability Insurance**

Moved by Councillor MacPherson to pay the Claesholm Child Care Society's commercial general liability insurance for 2012 in the amount of \$2,817.

**CARRIED**

**6. CORRES: Willow Creek Recycling & Bottle Depot  
RE: Recycling Contract**

Moved by Councillor MacPherson to postpone discussion on this topic until a public meeting with the MD of Willow Creek can be arranged in the New Year.

**CARRIED**

**7. POLICY #GA 12-11 – Staff Training and Development**

Moved by Councillor Fieguth to adopt Policy #GA 12-11 regarding Staff Training and Development effective December 19, 2011.

**CARRIED**

**8. POLICY #GA 12-11(a) – Aquatic Centre Training**

Moved by Councillor Van Amerongen to adopt Policy #GA 12-11(a) regarding Aquatic Centre Training effective January 1, 2012.

**CARRIED**

**9. POLICY #PLDE 12-11 – Uniform Fencing**

Moved by Councillor Quayle to adopt Policy #PLDE 12-11 regarding Uniform Fencing effective December 19, 2011.

**CARRIED**

**10. 2012 OPERATING INTERIM BUDGET**

Moved by Councillor Fieguth to adopt the 2011 operating budget as the 2012 interim operating budget.

**CARRIED**

**11. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**12. IN CAMERA: PERSONNEL**

Moved by Councillor Sutter that this meeting go In Camera.

**CARRIED**

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

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Quayle that this meeting adjourn at 9:52pm.

**CARRIED**

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Mayor – David Moore

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Chief Administrative Officer – Kris Holbeck

**TOWN OF CLARESHOLM  
DECEMBER 2011 BANK STATEMENT**

<b>RECONCILED BALANCE NOVEMBER 30, 2011</b>		<b>\$788,223.26</b>
<b>DEPOSITS TO BANK</b>	<b>DEBITS</b>	<b>CREDITS</b>
RECEIPTS FOR MONTH	\$1,266,304.36	
REVOLVING LOAN RECEIVED	0.00	
CURRENT ACCOUNT INTEREST	24.66	
GIC REDEEMED	500,000.00	
INTEREST ON GICS	1,039.69	
TRANSFERS FROM T-BILLS	0.00	
SUBTOTAL	<b>\$1,767,368.71</b>	
<b>CHARGES TO ACCOUNT</b>		
ACCOUNTS PAYABLE		\$1,303,908.30
PAYROLL CHARGES		164,727.09
INTEREST ON REVOLVING LOAN		0.00
REVOLVING LOAN PAID		0.00
LOAN PAYMENTS		144,434.13
MASTERCARD PAYMENT		2,216.03
TRANSFERS TO T-BILLS / GIC PURCHASE		550,000.00
NSF CHEQUES		0.00
SERVICE CHARGES		144.31
SCHOOL FOUNDATION PAYMENT		268,234.41
SUBTOTAL		<b>\$2,433,664.27</b>
<b>NET BALANCE AT END OF MONTH</b>		<b>\$121,927.70</b>
<b>BANK RECONCILIATION</b>		
BALANCE PER BANK	256,509.23	
PLUS OUTSTANDING DEPOSITS	5,109.42	
LESS OUTSTANDING CHEQUES		-139,690.95
<b>RECONCILED BALANCE DECEMBER 31, 2011</b>		<b>\$121,927.70</b>
<b>OTHER BALANCES:</b>		
EXTERNALLY RESTRICTED T-BILLS	\$1,324,884.30	
EXTERNALLY RESTRICTED GIC'S (FCSS)	\$20,045.39	
NON-RESTRICTED GIC'S	\$2,054,465.60	
PARKING RESERVE	\$3,569.46	
WALKING PATHS RESERVE	\$1,950.71	
OFFSITE LEVY RESERVE	\$58,880.53	
SUBDIVISION RESERVE	\$35,665.97	
REVOLVING LOAN BALANCE		\$0.00

**SUBMITTED TO TOWN COUNCIL THIS 9<sup>th</sup> DAY OF JANUARY 2012**

**MAYOR**

**SECRETARY-TREASURER**

# **ACTION ITEMS**



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1567**

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

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

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

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

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

**LAND USE DISTRICT MAP**

Lot 8, Block 74, Plan 147N, be amended by changing the "R1" (Single Detached Residential) designation to an "R4" (Multiple Residential) designation.

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

This bylaw comes into full force and effect upon third and final reading.

Read a first time in Council this **19<sup>th</sup>** day of **December** 2011 A.D.

Read a second time in Council this      day of      2011 A.D.

Read a third time in Council and finally passed in Council this      day of      2011 A.D.

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**David Moore, Mayor**

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**Kris Holbeck, CAO**

**From:** Bev Thornton [<mailto:bev@albertasouthwest.com>]

**Sent:** December 9, 2011 4:48 PM

**To:** 'Brad Mason'; Cindy Cornish; 'Cynthia Vizzutti'; David Connaughton; 'Gregory Brkich'; 'Holly Fausett'; Janet Edwards-Hill Spring; Kelly Smith-Glenwood; Kris Holbeck; Kurtis Pratt; 'Laurie Wilgosh'; 'Marian Carlson'; 'Murray Millward'; Myron Thompson; 'Riet Kleissen'; Rita MorningBull; Scott Barton; 'Sheryl Fath'; 'Wendy Kay'

**Cc:** 'Barney Reeves'; 'Bjorn Berg'; 'Bob Campbell'; Bruce Decoux; Chief Gayle StrikesWithAGun; David Moore; Dennis Gillespie; 'Dick Fenton'; 'Ernie Olsen'; 'Jordan Koch'; 'Phil Wakelin'; Rick Schow; 'Ron Davis'; Shane Hansen ; Shawn Patience; Walter Gripping

**Subject:** Council Resolution for "COUNTRY CONNECTIONS" projects

**Importance:** High

Dear AlbertaSW CAOs and Board,

**We hope you can add signing of this attached resolution this to an upcoming Council agenda in the near future:**

On behalf of the AlbertaSW communities, the Town do Pincher Creek has agreed to be the lead applicant for a funding request to Alberta Municipal Affairs.

The project is called "COUNTRY CONNECTIONS" and has three components:

- network of wi-fi hotspots
- GPS guided tour development
- regional business communications services

Rather than send you pages of project description, I will leave it to you to let me know what additional information will be useful to you.

This additional grant money, if approved, will allow us to enhance some activities that have been planned for the region.

We must have, on file, a resolution of support from each participating community in AlbertaSW.

**Just to be clear: this does not require any additional dollars from your community; it simply is required, by the funder, to have this commitment on file from each community.**

Thanks so much!!

Bev Thornton

[bev@albertasouthwest.com](mailto:bev@albertasouthwest.com)

403-627-3373

**Regional Collaboration Program Grant  
2012-2013**

**COUNCIL RESOLUTION**

1. "Be it resolved that Council authorizes \_\_\_\_\_  
*(Legal Status and Name of the Municipality)*

to participate in application for the "Country Connections" project, submitted by the  
Town of Pincher Creek, under the Regional Collaboration component of the Regional  
Collaboration Program; and further

2. That the \_\_\_\_\_, a Participant, agrees to abide by the terms  
*(Legal Status and Name of the Municipality)*  
of the Conditional Grant Agreement, governing the purpose and use of the grant funds.

\_\_\_\_\_  
Chief Elected Official or  
Signing Officer Duly Authorized by Council

\_\_\_\_\_  
Date



## Karine Wilhauk

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**From:** Bev Thornton <bev@albertasouthwest.com>  
**Sent:** Thursday, December 22, 2011 3:07 PM  
**To:** Bev Thornton  
**Subject:** FW: Share your thoughts on local food  
**Attachments:** Local Food System Backgrounder Nov 15.docx

Developing a strong food economy is increasingly important, and presents opportunities for our region. Hope we will have some folks able to attend and share the information back with us.

Alberta Agriculture and Rural Development is sponsoring a series of events in January.

The event closest to us is in Lethbridge on January 25, 2012; registration deadline is two weeks prior to that date.

9:00am to 2:30pm and ... yes, there is a free lunch, featuring local food products!! :o)

More details in the attachment!

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**From:** Jan Warren [<mailto:Jan.Warren@gov.ab.ca>]  
**Sent:** December-16-11 1:49 PM  
**Subject:** FW: Share your thoughts on local food

### **Towards a Vibrant Local Food Economy**

Alberta Agriculture and Rural Development **invites you to:**

**Share your thoughts on .....**

The best way to develop a robust local food system in Alberta

Key strategies needed to develop a strong local food economy.

Who should be involved in setting the groundwork.

We need your knowledge of local food issues and successful approaches from all sectors of the food network including farmers, ranchers, processors, distributors, brokers, retailers and all areas of food service.

**All Sessions are from 9:00 a.m. to 2:30 p.m. Includes catered local lunch**

**Select the date and location that suits you best and Register **Now** as seating is limited. Call the Registration line at **1 800 387-6030****

- **Edmonton** on January **10**, 2012 at the J.G. O'Donoghue Building
- **Grande Prairie** on January **11**, 2012 at the Provincial Building
- **Airdrie** on January **24**, 2012 at the Provincial Building
- **Lethbridge** on January **25**, 2012 at the Research Station
- **Vermilion** on January **31**, 2012 in the Provincial Building

**Deadline** for registration is 2 weeks prior to session date.

Attached is a 2 page backgrounder of information to give you a sense of what we found from previous workshops, reports and reviews from within Alberta and other jurisdictions.

**For more information contact:**

Bill Reynolds, Team Lead  
Alberta Agriculture and Rural Development  
780 427-4424  
[bill.reynolds@gov.ab.ca](mailto:bill.reynolds@gov.ab.ca)

*Linda Rentz*

**Local Domestic Market Expansion Branch**  
Alberta Agriculture and Rural Development  
6203 – 49 Street Box 4560 Barrhead AB T7N 1A4  
**P 780 674-8248 F 780 674-8309 C 780 674-7304**  
[www.explorelocal.ca](http://www.explorelocal.ca)

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## Local Food System Backgrounder

The co-existence of international, domestic and local<sup>1</sup> 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

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<sup>1</sup>Local 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
<p><b>1)</b> 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.</p>	<p>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.</p>
<p><b>2)</b> 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.</p>	<p>Innovative logistics/drop-offs/leveraged transportation that integrates with regional distribution infrastructure for aggregation, storage and refrigeration of food products.</p>
<p><b>3)</b> Local food system players are disconnected, leading to lack of profile and lack of collaboration along the value chain resulting in missed marketing opportunities.</p>	<p>Local food networks /co-ops/councils for joint local food production training, vending, education and local product source identification/certification and place-based branding.</p>
<p><b>4)</b> Continued centralization of processing infrastructure reduces the effectiveness of the local food system and its ability to grow.</p>	<p>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.</p>
<p><b>5)</b> Seasonal local food providers and the supply expectations of the direct marketing, food service and retail system do not align.</p>	<p>Innovative farm start-up/apprenticeship, land, technology and partnership strategies to build supply.</p>
<p><b>6)</b> 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.</p>	<p>Regulatory licensing, permitting and supply management quota systems – clarify and review perceived barriers.</p>

December 15, 2011

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

Dear Mayor Moore and Councillors:

*"I am excited to use drought tolerant plants instead of lawn and will prepare my garden keeping in mind my contribution to conserving H<sub>2</sub>O. Toast to the OWC for putting this on! Loved it."*

*- OWC Prairie Urban Garden Tour participant*

We hear comments like this all the time so we know the OWC is making a difference. People are conserving water and they are taking action at home and on their farms to keep it clean. We are so thankful for the support we receive from you that is making this happen! Your contributions have made our on-the-ground actions possible but the need is still great.

Each year we educate people and provide them with the tools they need to make positive changes. This translates into clean water supplies and healthy, functioning natural ecosystems that provide us with the services and resources we depend on for a strong economy. But without donations like yours our programs cannot continue. We need to raise \$130,000 to keep our programs running in the next fiscal year (April 1, 2012 – March 31, 2013). Your donation will help us get there.

We are asking each municipality within the Oldman watershed to contribute \$0.30 per resident. For the Town of Claresholm that would be an investment of \$1,110. Your investment will provide the essential on-the-ground education and tools that people need to be good stewards of our watershed.

We also request that you renew your annual membership with the Council. A membership form is enclosed and must be filled out and returned to us before April 30<sup>th</sup>. Please indicate on the membership form the delegate you have appointed to vote on your behalf at our Annual General Meeting.

A summary of our accomplishments during the current fiscal year is also enclosed to give you a better understanding of our programs.

As the only organization in southwestern Alberta focused on water issues we know we play a vital role. But without you the important work we are doing would not be possible. Thank you so much for your support!

If you would like a presentation or have any questions please contact Shannon Frank, OWC Executive Director by phone at 403-382-4239 or email: Shannon@oldmanbasin.org.

Sincerely,



Terry Kerkhoff  
OWC Chairman

## Summary of Accomplishments over the Past Year

Over the last year we have made significant progress identifying and prioritizing watershed scale issues while at the same time continuing our education activities and giving people the tools to make on-the-ground positive changes to their practices at home and on the farm. This is a summary of what we have achieved over the past year:

- Completed a long term watershed management planning roadmap, *Priorities for the Oldman Watershed: Promoting action to maintain and improve our watershed*. The 8 goals outlined in this document address major issues in the watershed that must be tackled by all sectors. These goals will be the focus of OWC activities for the next decade.
- The Willow Creek Groundwater Study will be complete in February. This study is a critical first step towards filling groundwater knowledge gaps and identifying what action and monitoring is needed.
- The OWC Urban Team held a workshop to assist municipalities with writing and implementing a water Conservation, Efficiency and Productivity Plan. The 25 attendees found it extremely valuable and we are now looking for ways to continue to assist municipalities with their plans.
- 12 Watershed Legacy Program projects were completed that removed 1200 cows from riparian areas and streams, removed 500 bags of weeds and engaged 500 people in watershed stewardship.
- The Prairie Urban Garden tour attracted 145 people, 92% of which said they would use what they learned to make changes in their own yards that would use less water, pesticides and fertilizers. A booklet of drought tolerant plants, *50 Best Plants for Prairie Urban Gardens in southern Alberta*, was also produced and has been extremely popular.
- 27 volunteers at the Shoreline Cleanup along the Oldman River collected 15 bags of garbage, 2 bicycles, a shopping cart, 6 rafts, a chainsaw, 2 tires and a spear gun!
- We launched a Research and Monitoring Project Directory that summarizes current research occurring in the watershed. Fifty eight projects were found – that's a tremendous amount of research and we look forward to using the results to improve the watershed!
- 39 people packed a bus for our Watershed Science Tour where we learned about manure management at Elk Creek Dairy, water collection and recycling at Broxburn Vegetables, waste water treatment at the Lethbridge Wastewater Treatment Plant, reusing waste water at McCain's and groundwater monitoring at a feedlot.

## MEMBERSHIP FORM

Membership in the Oldman Watershed Council is inclusive, participatory, and active and is open to any interested individual or organization living or working within the Oldman Basin. **Your membership will need to be renewed on an annual basis by April 30, 2012.** Membership is categorized as follows:

- **Individual Public Members**
- **Organizational Members**
  - Municipal Government
  - Provincial Government
  - Federal Government
  - Academia
  - Industry
  - Irrigators
  - Producer Organizations
  - Health Sector
  - First Nations
  - Environmental Not-For-Profit Organizations
- **Mailing List only**

Name: \_\_\_\_\_ Membership Type:  Organizational  
Organization (if applicable): \_\_\_\_\_  Individual  
Address: \_\_\_\_\_  
City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Organizational Representative: \_\_\_\_\_

**Please Note: As an Organizational Member, we will need the name of the delegate who is authorized to vote on your behalf at the Annual General Meeting. A representative (Mayor/Reeve, Councillor, CAO) can sign the statement below on your behalf.**

Currently, there is no membership fee although a voluntary contribution is appreciated.

I \_\_\_\_\_, agree with the Goals of the Oldman Watershed Council on the attached page. The Council has an obligation to conduct its business in an effective and efficient manner. This cannot occur in the absence of member participation. Members must clearly recognize and understand that the expectation is that they will take an active role in Council operations (e.g. project support, communications, fundraising, administration).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



December 29, 2011

Mayor Moore & Council  
Town of Claresholm  
Box 1000  
Claresholm, AB. T0L 0T0

**Re: Request to pay 2012 General Liability Insurance**

Dear Mayor Moore and Council

The Bridges at Claresholm Golf Club has received its 2012 general liability insurance policy from the Co-operators. The total amount of this policy is \$2,345.00. The Golf Club has paid the Co-operators this amount already. We would like to make a request to Town Council to reimburse this amount to the Claresholm Golf Club.

A copy of this policy is included with this letter. Your Consideration to this letter is greatly appreciated. Thank You.

Yours truly,

Wes Wiebe  
President





COMMERCIAL PREMIUM NOTICE/OFFER TO RENEW  
VNP CULTURE RECREATION  
(INSURED'S COPY)

RETAIN THIS PORTION FOR YOUR RECORDS

PAGE 01 of 01

YOUR AGENT/SERVICE OFFICE IS:  
SAWATZKY INSUR AGCY INC 11159  
TELE: 403-625-4205  
BOX 1131 133-49 AVE W  
CLARESHOLM AB TOL 0T0

POLICY NUMBER  
008657382

RENEWAL PERIOD  
From 01 JAN 2012 To 01 JAN 2013  
Day/Month/Year Day/Month/Year

All Times Are Local Times At The Insured's Postal Address

MAIL TO

CLARESHOLM GOLF SOCIETY  
PO BOX 2080

CLARESHOLM AB  
TOL 0T0

YOUR POLICY EXPIRES ON 01 JAN 2012 12:01 A.M. LOCAL TIME. IF YOUR PAYMENT IS RECEIVED BY 01 JAN 2012 YOUR POLICY WILL BE RENEWED FOR THE PERIOD SPECIFIED.

NAMED INSURED(S)  
CLARESHOLM GOLF SOCIETY

COVERAGE SUMMARY	RIDER #	% CO-IN	\$ DEDUCTIBLE	\$ LIMIT	\$ PREMIUM
LIABILITY - ALL LOCATIONS					
COMMERCIAL GENERAL LIABILITY	D-1				
EXCLUDING ERRORS & OMISSIONS					
BODILY INJURY & PROPERTY DAMAGE	COV A		1000	5,000,000	1,500.00
AGGREGATE LIMIT 5,000,000					
PERSONAL INJURY	COV B			5,000,000	
MEDICAL EXPENSES	COV C			10,000	
TENANTS LEGAL LIABILITY	COV D		1000	1,000,000	
ADVERTISING INJURY LIABILITY	D-1(R)			2,000,000	
SPORTS PARTICIPANT EXCLUSION	D-1(U)			INCLUDED	
LIQUOR LIABILITY ENDORSEMENT	D-1(16)			INCLUDED	
NON-OWNED AUTO	D-6			1,000,000	
D & O LIABILITY ENTITY FORM	D-23		1000	1,000,000	
BASIC COV A: \$0 DED					845.00
BASIC COV B: \$1000 DED					
BASIC COV C: \$1000 DED					
WRONGFUL DISMISSAL-ENTITY FORM	D-23(A)			INCLUDED	
PREMIUM FOR LIABILITY:					2345.00
MINIMUM RETAINED PREMIUM: \$ 350					TOTAL PREMIUM DUE \$ 2345.00

The Town of Claresholm will only cover Commercial General Liability insurance, which for the 2012 year is \$1,500.00. This is the same amount that the Town paid in 2011. KW

IF PAYMENT IS RECEIVED BY THE DATE SPECIFIED ABOVE THIS POLICY IS RENEWED IN THE AMOUNTS STATED ABOVE AND SUBJECT TO THE SAME TERMS AND CONDITIONS AS THE ORIGINAL CONTRACT AND ANY AMENDMENTS THERETO. SIGNATURE OF AUTHORIZED REPRESENTATIVE: [Signature] SECRETARY

**PORCUPINE HILLS LODGE**  
**P.O. BOX 790**  
**CLARESHOLM, ALBERTA**  
**TOL OTO**  
**(403) 625-3988**

December 14, 2011

Town of Claresholm  
P.O. Box 1000  
Claresholm, Alberta  
TOL OTO

Attention: Kris Holbeck  
Town Coordinator

Dear Ms. Holbeck:

Below please find the equalized assessment calculations for the Porcupine Hills Lodge for the year **2012**. Our total requisitions from Municipalities for the year 2012 are \$208,134.00 which is the same as 2011.

	2012 Equalized Assessment	%	\$
Town of Claresholm	425,309,190	52.769	\$ 109,830.23
Town of Stavely	53,161,272	6.595	\$ 13,726.44
MD of Willow Creek	<u>327,516,590</u>	<u>40.636</u>	<u>\$ 84,577.33</u>
TOTAL	805,987,052	100	\$ 208,134.00

**Your contribution for the year 2012 is \$ 109,830.23**

Yours truly,



Earl Hemmaway  
Chairman – Porcupine Hills Lodge Foundation

**PORCUPINE HILLS LODGE**  
**P.O. BOX 790**  
**CLARESHOLM, ALBERTA**  
**TOL OTO**  
**(403) 625-3988**

May 25, 2011

This letter from  
last year is for  
comparison  
purposes only.

Town of Claresholm  
P.O. Box 1000  
Claresholm, Alberta  
TOL OTO

Attention: Kris Holbeck  
Town Coordinator

Dear Ms. Holbeck:

Below please find the ratio of payment to be made to the Porcupine Hills Lodge Foundation as per the equalized assessments.

A grant received from Municipal Affairs for the sum of \$175,230.00 lowers the mill rate to .502.

Town of Claresholm	405,290,751	at	.502	=	203,455.96
M.D. of Willow Creek	302,480,629	at	.502	=	151,845.28
Town of Stavely	55,799.562	at	.502	=	28,011.38

Town of Claresholm	203,455.96	-	101,633.40	=	101,822.56
M.D. of Willow Creek	151,845.28	-	63,082.80	=	88,762.48
Town of Stavely	28,011.38	-	10,513.80	=	17,497.58

**Your contribution for the year 2011 is \$101,822.56**

Payment would be appreciated as soon as possible to help us with our day to day expenditures.

Yours truly,

  
Earl Hemmaway  
Chairman – Porcupine Hills Lodge Foundation

**Claresholm Public Library  
Proposed Budget for 2012**

	Budget 2011	Actual Jan. 1 - Dec. 7/11	Difference	Proposed Budget
<b>REVENUE</b>				
Book Sales	1,700.00	1,168.80	531.20	1,200.00
Membership Fees	8,900.00	7,410.90	1,489.10	8,000.00
Donations	200.00	427.17	-227.17	400.00
Friends of the Library-Donations	15,000.00	15,000.00	15,000.00	17,000.00
Fundraising	2,000.00	0.00	2,000.00	2,000.00
Other Grants	5,000.00	3,339.87	1,660.13	5,000.00
Reserves	28,075.00	0.00	28,075.00	10,000.00
Fines	3,000.00	2,518.75	481.25	2,600.00
M.D of Willow Creek/Ranchlands	15,405.00	15,509.18	-104.18	16,000.00
Province of Alberta	19,980.00	19,980.00	0.00	19,980.00
Town of Claresholm	109,180.00	109,180.00	0.00	187,052.92
Interest Revenue	2,000.00	1,044.24	955.76	800.00
Coffee	700.00	230.90	469.10	100.00
Equipment Rental	300.00	100.00	200.00	100.00
Fax	250.00	332.00	-82.00	300.00
PC Copies	1,000.00	547.30	452.70	500.00
Photocopier	400.00	347.45	52.55	300.00
Room Rental	3,200.00	3,575.00	-375.00	3,500.00
Miscellaneous	100.00	371.45	-271.45	100.00
<b>TOTAL REVENUE</b>	<b>\$216,390.00</b>	<b>\$181,083.01</b>	<b>\$50,306.99</b>	<b>\$274,932.92</b>
<b>EXPENSE</b>				
Equipment Rental & Maintenance	2,200.00	2,875.82	-675.82	3,000.00
Computer software	0.00	1,444.30	-1,444.30	250.00
Insurance:				
Commercial General Liability				1,180.00
Non-Owned Automobile				105.00
Board Insurance	750.00	731.71	18.29	750.00
Legal Fees, Bank charges	50.00	57.00	-7.00	75.00
Library Supplies	2,500.00	2,191.47	308.53	2,200.00
Association Fees	250.00	244.27	5.73	250.00
Postage	150.00	2.01	147.99	100.00
Fund Raising	3,000.00	0.00	3,000.00	1,000.00
Programs	3,000.00	3,502.91	-502.91	3,500.00
Volunteers	1,200.00	910.55	289.45	1,000.00
Stationary, printing, & copier supp	1,500.00	113.11	1,386.89	1,000.00
Travel & Hospitality	700.00	624.64	75.36	700.00
Board Course & Conference	2,000.00	2,865.11	-865.11	3,000.00
Board Other	300.00	420.91	-120.91	300.00
Staff Course & Conference Fees	2,500.00	1,525.24	974.76	2,500.00

Salaries/benefits	137,250.00	123,577.84	13,672.16	156,596.00
Chinook Arch Regional Library Syste	13,220.00	13,324.72	-104.72	13,324.72
Debit Machine Expenses		110.15		480.00
Debit Transaction Charges		17.76		145.00
Audio-Visual	3,000.00	3,402.82	-402.82	3,500.00
Bindery	950.00	244.30	705.70	500.00
Books	15,000.00	10,359.96	4,640.04	12,000.00
Digital & Electronic Resources	500.00	291.48	208.52	300.00
Periodical Subscriptions	2,500.00	1,305.74	1,194.26	2,500.00
Accounting	50.00	20.50	29.50	50.00
Advertising & Promotions	1,500.00	64.18	1,435.82	1,500.00
Capital Purchases for Toy Library	5,000.00	0.00	5,000.00	2,000.00
General Capital Purchases	20,000.00	4,112.32	15,887.68	20,000.00
Repair & Maintenance	1,550.00	0.00	1,550.00	1,000.00
Recycling	90.00	175.61	-85.61	180.00
Janitorial Contract				12,447.20
CareTaking Supplies				2,000.00
Telus				7,000.00
TransAlta (gas/power)				18,000.00
ADT Security				500.00
<b>TOTAL EXPENSE</b>	<b>\$220,710.00</b>	<b>\$174,516.43</b>	<b>\$46,321.48</b>	<b>\$274,932.92</b>
				Difference
<b>NET INCOME</b>	<b>-\$4,320.00</b>	<b>\$6,566.58</b>	<b>\$3,985.51</b>	<b>\$0.00</b>

Increase in Municipal Appropriation  
For 2012

	2011	2012	
<b>EXPENSE</b>			
Insurance:			
Commercial General Liability			1,180.00
Non-Owned Automobile			105.00
Board Insurance	731.71		750.00
Salaries	137,250.00	156,596.00	19,346.00
Janitorial Contract			12,447.20
CareTaking Supplies	1,883.00		2,000.00
Telus	7,000.00		7,000.00
TransAlta (gas/power)	18,000.00		18,000.00
ADT Security	500.00		500.00
<b>TOTAL EXPENSE</b>	<b>\$165,364.71</b>		<b>\$61,328.20</b>

Amounts paid to the library in the past:  
2007 - \$95,500.00  
2008 - \$97,900.00  
2009 - \$101,900.00  
2010 - \$106,000.00  
2011 - \$109,180.00  
2012 - \$187,052.92 **\*\*PROPOSED\*\***



July 26, 2011

Claresholm Public Library Board  
P.O. Box 548  
Claresholm, AB T0L 0T0

**RE: LIBRARY OPERATING COSTS**

In order for the Library Board to show full and complete costs in its accounting the Town will be transferring the following billing directly to the Library beginning January 1, 2012, with actual 2010 costs noted for budgeting purposes:

1. Telus – telephone - \$7,000
2. TransAlta – gas/electricity - \$18,500
3. ADT Security – alarm monitoring - \$500

The Town understands this is an administrative clean-up detail only, and by transferring these costs the suppliers will be paid by the Library instead of the Town. The Town anticipates that the library grant will need to increase to offset these costs. Karine Wilhauk, Secretary-Treasurer, will ensure these items are billed and mailed directly to the Library beginning January 2012. The Town will continue to pay the Chinook Arch Regional Library membership fee.

Please ensure you have budgeted for this increase in costs and offsetting contribution by the Town for the 2012 budget year.

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

Sincerely,

Kris Holbeck, CA  
Chief Administrative Officer  
Town of Claresholm

KHH/kw

Library Cleaning and Utility costs for Budget

<u>Supplier</u>	<u>Product</u>	<u>Qty per year needed</u>	<u>Price per unit</u>	<u>Total Yearly Cost</u>
Planet Clean	Disinfectant floor cleaner	4 (concentrated)	\$27.00	\$108.00
Planet Clean	Window cleaner	4(concentrated)	\$44.07	\$176.28
Planet Clean	Toilet Bowl Cleaner	30 bottles (1 litre)	\$8.50	\$255.00
Planet Clean	Toilet Paper	5 cases (48 rls)	\$65.00	\$325.00
Planet Clean	Paper Towel	5 cases (12 rls)	\$60.00	\$300.00
Planet Clean	Garbage bags - 20" x 22"	1 case (500)	\$21.00	\$21.00
Planet Clean	Garbage bags - 26" x 36"	2 cases (250)	\$34.60	\$69.20
Planet Clean	Garbage bags - 35" x 50"	1 case (100)	\$73.60	\$73.60
Planet Clean	1 Ply blue cloths	1 case (150)	\$85.00	\$85.00
Planet Clean	Endbac disinfectant	1 case (12)	\$75.00	\$75.00
Planet Clean	Toilet swabs	1 box (12)	\$13.00	\$13.00
Planet Clean	Mop heads	4	\$10.00	\$40.00
Planet Clean	Foam soap	1 case (12)	\$11.50	\$138.00
Clean Brite	Rubber gloves	2 boxes (100)	\$15.00	\$30.00
Home Harware	Dusters	15 pks (10)	\$10.00	\$150.00
Home Harware	Pledge	4 cans	\$6.00	\$24.00
	Kleenex?			
		<b><u>Supply Subtotal</u></b>		<b><u>\$1,883.08</u></b>
Telus	Telephone			\$7,000.00
TransAlta	Gas and Electric			\$18,500.00
ADT Security	Alarm Monitoring			\$500.00
		<b><u>Utility Subtotal</u></b>		<b><u>\$26,000.00</u></b>
Caretaker wages	\$21.76/hr (8 hrs per wk)	\$9,052.16		
EI & CPP Emer ptn		\$679.99		
		<b><u>Payroll Subtotal</u></b>		<b><u>\$9,732.15</u></b>

**Grand Total**

**\$37,615.23**

# **INFORMATION ITEMS**





# TOWN OF CLARESHOLM

## CHEQUE LISTING FOR ACCOUNTS PAYABLE

Page 1 of 4  
January 05, 2012  
2:54:47 PM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Name	Amount
					<b>Batch # 15417</b>	
44888	2011-12-09	EFT	EFT	600	ALBERTA ASSOCIATION OF M.D.'S	11,936.66
44889	2011-12-09	EFT	EFT	1025	ALBERTA ONE CALL LOCATION CORP	78.75
44890	2011-12-09	EFT	EFT	786195	Benchmark Assessment Consultants Inc.	3,803.80
44891	2011-12-09	EFT	EFT	13325	CLARESHOLM FIRE DEPARTMENT	500.00
44892	2011-12-09	EFT	EFT	13660	CLARESHOLM LOCAL PRESS	1,890.81
44893	2011-12-09	EFT	EFT	14085	CLARESHOLM NAPA AUTO	1,043.65
44894	2011-12-09	EFT	EFT	786141	CLARESHOLM TAXI	1,332.45
44895	2011-12-09	EFT	EFT	14150	CLARESHOLM WELDING &	57.12
44896	2011-12-09	EFT	EFT	786697	CNH CAPITAL C3115	1,081.48
44897	2011-12-09	EFT	EFT	786058	Corporate Express	94.93
44898	2011-12-09	EFT	EFT	786743	DRC COMMUNICATIONS INC.	4,119.15
44899	2011-12-09	EFT	EFT	786257	FOOTHILLS FORD SALES	149.08
44900	2011-12-09	EFT	EFT	36800	HOME HARDWARE	5.73
44901	2011-12-09	EFT	EFT	786300	KRUECKL CONSTRUCTION	7,297.50
44902	2011-12-09	EFT	EFT	786267	LAWSON PRODUCTS INC.	763.54
44903	2011-12-09	EFT	EFT	56155	LIFESAVING SOCIETY	164.01
44904	2011-12-09	EFT	EFT	56200	LOCAL AUTHORITIES PENSION PLAN	8,850.23
44905	2011-12-09	EFT	EFT	61450	MCNALLY CONTRACTORS LTD.	590.63
44906	2011-12-09	EFT	EFT	786905	ONECONNECT SERVICES INC. T46194	30.10
44907	2011-12-09	EFT	EFT	786635	PCO SERVICES CORPORATION	92.93
44908	2011-12-09			786205	PIPELINE WATER CO-OP LTD.	150.00
44909	2011-12-09	EFT	EFT	786156	Q.E.D. ENTERPRISES LTD.	881.49
44910	2011-12-09	EFT	EFT	786536	R P WATERWORKS INC.	464.36
44911	2011-12-09	EFT	EFT	86300	RECEIVER GENERAL FOR CANADA	12,937.54
44912	2011-12-09	EFT	EFT	786180	RICOH CANADA INC.	138.90
44913	2011-12-09	EFT	EFT	13525	SOBEYS CLARESHOLM	285.08
44914	2011-12-09	EFT	EFT	91700	STARLINE SIGNS	490.20
44915	2011-12-09	EFT	EFT	786571	SUTTER, DARYL	139.36
44916	2011-12-09	EFT	EFT	900	TELUS	4,029.99
44917	2011-12-09	EFT	EFT	786437	THE WRITE SOURCE	132.89
44918	2011-12-09	EFT	EFT	786849	TJ'S TREE TRIMMING	813.75
44919	2011-12-09	EFT	EFT	786501	TOM HARRIS CELLULAR	84.00
44920	2011-12-09	EFT	EFT	23500	W.R. MEADOWS OF WESTERN CANADA	1,616.79
44921	2011-12-09	EFT	EFT	111705	WC CLASS II REGIONAL LANDFILL	6,668.10
44922	2011-12-09	EFT	EFT	786378	WESTCAN WIRELESS	1,877.98
44923	2011-12-09	EFT	EFT	786187	Western Canada Welding Products Ltd.	190.41
44924	2011-12-09	EFT	EFT	126050	ZEE MEDICAL CANADA, INC.	317.65
44925	2011-12-09			900000	AB Association of Community Peace Officers	500.00
44926	2011-12-09	EFT	EFT	900000	HEGGIE, TODD	425.00
44927	2011-12-09	EFT	EFT	900000	Local Business Products Ltd.	175.88
44928	2011-12-09	EFT	EFT	900000	MINISTER OF FINANCE	100.00
44929	2011-12-09			900000	Provincial Fitness Unit	89.25
44930	2011-12-09	EFT	EFT	900000	Source Office Furniture & Systems Ltd.	459.90
44931	2011-12-09	EFT	EFT	900000	STARLING, KELLY	505.44
						<hr/>
						77,356.51





# TOWN OF CLARESHOLM

## CHEQUE LISTING FOR ACCOUNTS PAYABLE

Cheque #	Cheque Date	CEO	CAO	Vendor #	Name	Amount
						<b>Batch # 15446</b>
44935	2011-12-20			786518	ALL-TRA BATTERY	36.14
44936	2011-12-20			785928	BIG HILL SERVICES LTD.	74.55
44937	2011-12-20	EFT	EFT	6390	BISHOFF AUTO & AG CENTRE	5,870.65
44938	2011-12-20	EFT	EFT	786168	BLACK PRESS GROUP LTD.	233.38
44939	2011-12-20			11250	CANADIAN LINEN SUPPLY	444.22
44940	2011-12-20			786578	CENTRAL SHARPENING LTD.	42.00
44941	2011-12-20	EFT	EFT	786718	CICON ENGINEERING	15,333.68
44942	2011-12-20			13150	CLARESHOLM CASTING	52.50
44943	2011-12-20			786483	CLARESHOLM CONTINUOUS EAVESTROUGHING	339.86
44944	2011-12-20			14205	CLEAN BRITE CHEMICAL SERVICES LTD.	698.99
44945	2011-12-20	EFT	EFT	785973	CLEARTECH INDUSTRIES INC.	1,113.11
44946	2011-12-20	EFT	EFT	786420	COMMERCIAL SOLUTIONS INC.	1,471.39
44947	2011-12-20			14570	CREATIVE INDUSTRIES	588.00
44948	2011-12-20			786540	DIRECT ENERGY REGULATED SERVICES	48.52
44949	2011-12-20	EFT	EFT	76356	Excel Telecommunications (Canada) Inc.	32.86
44950	2011-12-20	EFT	EFT	26201	FERG'S SEPTIC SERVICE	1,677.38
44951	2011-12-20			26455	FLOORS FIRST BY FURNITURE VILLA	689.06
44952	2011-12-20	EFT	EFT	786240	GAMMEL'S PLUMBING HEATING & GASFITTING	419.73
44953	2011-12-20			786505	GRAPHCOM PRINTERS LTD.	892.59
44954	2011-12-20	EFT	EFT	36800	HOME HARDWARE	1,040.25
44955	2011-12-20			786136	JOE JOHNSON EQUIPMENT INC.	2,043.88
44956	2011-12-20	EFT	EFT	13	Liberty Boilers & Mechanical Services Inc.	78.75
44957	2011-12-20			56155	LIFESAVING SOCIETY	156.30
44958	2011-12-20			786659	LIVINGSTONE RANGE SCHOOL DIVISION	999.73
44959	2011-12-20	EFT	EFT	56200	LOCAL AUTHORITIES PENSION PLAN	9,073.60
44960	2011-12-20	EFT	EFT	786812	MCGREGOR FILTERING EQUIPMENT (1974) LTD.	56.70
44961	2011-12-20	EFT	EFT	61450	MCNALLY CONTRACTORS LTD.	61,233.07
44962	2011-12-20	EFT	EFT	786872	MPE ENGINEERING LTD.	1,312.50
44963	2011-12-20	EFT	EFT	76300	PEDERSEN TRANSPORT LTD.	1,310.16
44964	2011-12-20			786050	PLANET CLEAN (LETHBRIDGE) LTD.	1,372.82
44965	2011-12-20	EFT	EFT	786453	PRAXAIR CANADA INC.	826.88
44966	2011-12-20	EFT	EFT	86300	RECEIVER GENERAL FOR CANADA	17,362.55
44967	2011-12-20			42321	RFS CANADA	400.46
44968	2011-12-20			91710	STINTECH ELECTRONICS	624.06
44969	2011-12-20	EFT	EFT	786085	SUPERIOR PROPANE INC.	818.74
44970	2011-12-20	EFT	EFT	786609	TASTE OF HEAVEN CAFE	129.15
44971	2011-12-20			900	TELUS	1,458.70
44972	2011-12-20	EFT	EFT	96730	THE MACLEOD GAZETTE	42.00
44973	2011-12-20	EFT	EFT	96810	THOR'S ROOFING	1,443.75
44974	2011-12-20			786501	TOM HARRIS CELLULAR	136.50
44975	2011-12-20			101400	UNITED FARMERS OF ALBERTA	3,972.24
44976	2011-12-20			4090	WARNACO SWIMWEAR GROUP	241.28
44977	2011-12-20	EFT	EFT	111435	WILHAUK, KARINE	200.00
44978	2011-12-20			900000	ARMAX ELECTRIC LTD.	1,640.31
44979	2011-12-20	EFT	EFT	900000	DANSK CARPENTRY INC.	750.00
44980	2011-12-20			900000	GEO - K	2,103.50
44981	2011-12-20			900000	Great Impressions Printing Ltd.	277.66
44982	2011-12-20			900000	HALL, BRENT	359.63
44983	2011-12-20			900000	HINKLE, BARB	460.85



# TOWN OF CLARESHOLM

## CHEQUE LISTING FOR ACCOUNTS PAYABLE

Cheque #	Cheque Date	CEO	CAO	Vendor #	Name	Amount
44984	2011-12-20			900000	MINISTER OF FINANCE	100.00
44985	2011-12-20	EFT	EFT	900000	PINNACLE SECURITY LTD.	1,139.25
44986	2011-12-20			900000	PROJECT READ	1,500.00
44987	2011-12-20	EFT	EFT	900000	VERTAFILE SYSTEMS INC.	4,028.28
44988	2011-12-20			900000	Wintergreen Learning Materials	208.44
						148,960.60

						<b>Batch # 15470</b>
44989	2011-12-29			11130	CANADA POST CORPORATION	61.95
44990	2011-12-29	EFT	EFT	13250	CLARESHOLM CHILD CARE SOCIETY	2,183.50
44991	2011-12-29			786465	CLARESHOLM GOLF CLUB	450.00
44992	2011-12-29			14150	CLARESHOLM WELDING &	30.37
44993	2011-12-29			785952	FIEGUTH, BETTY	30.90
44994	2011-12-29			786240	GAMMEL'S PLUMBING HEATING & GASFITTING	3,360.87
44995	2011-12-29			786800	GDM ELECTRIC LTD.	1,499.00
44996	2011-12-29			786138	GIBEAU, JEFFERY	27.52
44997	2011-12-29			49980	HARRY'S TIRE SALES (1984) LTD.	633.09
44998	2011-12-29			786648	HOLBECK, KRISTINE H	68.12
44999	2011-12-29			786267	LAWSON PRODUCTS INC.	342.13
45000	2011-12-29			56200	LOCAL AUTHORITIES PENSION PLAN	9,733.83
45001	2011-12-29			66100	NATIONAL SECRETARY-TREASURER	1,800.80
45002	2011-12-29			71400	Oldman River Regional Services Commission	119.00
45003	2011-12-29			786635	PCO SERVICES CORPORATION	92.93
45004	2011-12-29			76300	PEDERSEN TRANSPORT LTD.	477.77
45005	2011-12-29			786536	R P WATERWORKS INC.	1,761.27
45006	2011-12-29			86300	RECEIVER GENERAL FOR CANADA	13,686.68
45007	2011-12-29			91700	STARLINE SIGNS	299.50
45008	2011-12-29			786571	SUTTER, DARYL	45.00
45009	2011-12-29			900	TELUS	3,220.73
45010	2011-12-29			97000	TOWN OF CLARESHOLM	36.08
45011	2011-12-29			786428	TransAlta Energy Marketing Corp.	75,166.53
45012	2011-12-29			786605	WESTERN CANADA WATER	420.00
45013	2011-12-29			900000	A & J HOMES LTD.	1,000.00
45014	2011-12-29			900000	BARKER, GREG	102.94
45015	2011-12-29			900000	BRANT, VIRGINIA	157.50
45016	2011-12-29			900000	CLARESHOLM HOUSING AUTHORITY	300.00
45017	2011-12-29			900000	FOOTHILLS SYSTEMS division of	1,112.69
45018	2011-12-29			900000	HILL AUTO GLASS LTD.	47.25
45019	2011-12-29			900000	SHAYNE LEEDS MECHANICAL	451.37
45020	2011-12-29			900000	SPANKE, KELLY	32.71
45021	2011-12-29			900000	TORRENS, VERONICA	53.00
						118,805.03

**Total** **1,303,908.30**



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister*

AR53265

December 15, 2011

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

Dear Mayor Moore and Council:

Since the municipal elections, last fall, there have been some interesting challenges and exciting changes in Alberta. Some of you are relatively new to municipal government, while others have significant council experience, but I know that all of you are seeking opportunities to improve your communities. I am excited and honoured in my new capacity as the Minister of Municipal Affairs to be working with you to strengthen our communities for the sake of a stronger Alberta.

Over the past year, I have had the opportunity to travel from one end of the province to the other, speaking to people, organizations, and community groups about the future of Alberta. I believe all of us need to be focused on building better communities for our families, while ensuring we do so in a fiscally prudent fashion that respects the needs of future generations.

Although I have been to most of the communities in this province over my 10 years in public service, I look forward to visiting as many of Alberta's municipalities as possible in the months ahead. By working together, we can find solutions to the issues and challenges that arise, and take maximum advantage of the opportunities that come our way.

Building a better Alberta starts with building better communities. Building better communities starts with us.

All the best to you and your families during the holiday season.

Sincerely,

Doug Griffiths  
Minister

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

### Principal

Mrs. Kathy Charchun

### Assistant Principal

Mrs. Dana Burrows

### Office Admin

Mrs. Bev McLeod  
Mrs. Elaine Clay



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](http://www.lrsd.ab.ca/school/westmeadow)



### *A Season of Giving*

It has been a season of giving at  
West Meadow Elementary School!

Thank you to everyone for your generosity in the last week

- School Council for providing the student treats after the concert
- Parents who helped with the cookie dough fundraiser
- Parents for providing snacks for classroom parties
- Students and staff for the fantastic Christmas concert performances
- Special thank you to John DeDominicis for running the sound system at the concerts
- Special thank you to Kevin McPhail for hauling chairs to the school for the concert
- The organizing and decorating committees for the concert
- The Grade 6 Leadership Group for organizing the Talent Show
- The entertainers at the talent show – YOU WERE FANTASTIC!!

The continued support of our Claresholm community as  
was evident by the awesome turnout at the concert!

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.



**West Meadow**  
Elementary School

**Claresholm Schools**  
**CREATE Success!**



**Thank you** to Sobeys and Totem Confectionary for donating ice cream for all our students! This was the reward for selling 400 magazine subscriptions during our Magazine Sales Fundraiser! It was enjoyed by all after our Christmas Concert rehearsal!

The Fundraising Society and the students and staff at WMES would like to extend a heartfelt **THANK YOU** to our community for the incredible support during our fundraisers this year.

## Congratulations Miss Shuster

Miss Shuster, our new Kindergarten teacher, received the University of Lethbridge Faculty of Education Gold Medal for the most distinguished graduate in her academic year!



## Reminder for Parents and Students

Please ensure that toys and electronic devices, including electronic games and music players, are not brought to school. These items are often misplaced or broken while at school.

If any toys or electronic devices are brought to school, students are asked to leave them in their backpack and take them home. If students need to be reminded multiple times, the devices will be given to the office and will need to be picked up by the parents.



### School Fees:

Reminder that school fees are past due, please make payment arrangements with the office or contact the school board directly.

### Attention: Country Families

If your child rides a bus to school, it is imperative that we have a storm home contact on file for your child. If busses are unable to run in the afternoon, and you are unable to pick up your child, your child will need a home to go to. Please contact Mrs. McLeod or Mrs. Clay with your information if you did not include it on your demographic sheet.



### FundScrip Gift Cards

Thank you for supporting our latest fundraising project! Gift cards will be available for you to purchase throughout the year for your own shopping or gifts. Look for details in your child's agenda and on the WMES website in the New Year.



If your child has worn clothing items home from school, because their clothes got wet or dirty; please wash and return them to the school, so they can be lent to someone else in need.

We also appreciate donations of gently used clothing items, especially non gender sweat/jogging pants, shirts, socks and mittens. We only have a few items of each size on hand to lend out and would appreciate more.



Parent Council and Fundraising Society  
Meets January 17 at 5:45 and 7:00  
respectively.

### Hot Lunch!



M/W Kindergarten class will now have the option of purchasing Pizza by the Slice on Monday and Hot Dogs on Wednesday.

T/Th will have Hot Dogs on Tuesday and Pizza on Thursdays.

Special Thanks to the following Volunteers who have helped with our Hot Lunch Program! More volunteers are still needed (many hands makes light work), so please contact Janet O'Brien to help out.

Monica Gustman  
Lori Vogelaar  
Rosslyn Crowe  
Kelly Spanke  
Janet O'Brien

Tara VanDellen  
Michelle Racine- Stacey  
Trish MacPherson  
Amanda Seguin  
Yoli Toone

Heidi Ferguson  
Holly Schmid  
Darla Slovak  
Laurie McKendry  
Jas Schmirler

# JANUARY *HAPPY NEW YEAR!*



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Milk Program starts on January 5.	2	3	4 Welcome Back!	5 	6	7
8	9	10 	11 Grade 6 Swim 11:00-12:00 p.m. 	12 	13	14
15	16	17  Fundraising Society Meeting 5:45 School Council Meeting 7:00	18 Grade 4 Swim 2:00-3:00p.m. 	19  Grade 5 Swim 2:00-3:00p.m. 	20	21
22	23	24 	25	26 	27 Grade 6 Band Trip Assembly	28
29	30 WMES Staff Planning Day No school for students.	31 LRSD Staff Development Day No school for students.				

Notes: -- M/W Kindergarten will have hotdogs on Wednesday. – Cheques made payable to “WMES Hot Lunch”



Carson D. - 2  
Megan M - 2  
Madison Mc - 4  
Amy D - 5  
Kennedy H - 5  
Katrnya L - 7  
Keegan F-J - 10  
Keenan M - 13

Kyle V - 13  
Jacob P - 14  
Avalayne S - 14  
Nate W - 15  
Jaylen M - 16  
Taylor H - 17  
Sean B - 22  
Colin M - 22

Matthew V. - 22  
Ethan W - 25  
Jarett P - 27  
Brody L - 28



**CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY**  
**Board of Directors November 24, 2011**

**ATTENDEES:** Neil Ohler – Lay Representative  
Walter Gripping – Town of Granum  
Holly Gillespie – Porcupine Hills Lodge  
Howard Paulsen - Lay Representative  
Bob Thompson – Seniors Center  
Lyal O’Neill – Office Coordinator

**REGRETS:** Darren Allen – Wandering Willows  
David Hubka– Town of Claresholm  
Brydon Saunders – Lay Representative  
Earl Hemmaway – M. D. of Willow Creek

Howard Paulsen, Chair called the meeting to order at 10:15am.

**1.0 APPROVAL OF ADDITIONS TO AGENDA**

Moved by Bob Thompson to accept the agenda with additions 6.2 & 6.3. Carried.

**2.0 APPROVAL OF MINUTES**

Moved by Neil Ohler to accept the minutes of the meeting held **October 28, 2011**. Carried.

**3.0 BUSINESS ARISING**

1. Shirley Isaacson accepted as Office Coordinator backup with up to 4.5 days orientation
2. Mailed out letters requesting funding to service clubs and thank you to volunteers and contributors.
3. Neil Ohler brought in the plaque made up for Debbie.
4. Co-operators qualified us for fleet discounts which reduced the cost for the auto policy from \$7,712 to \$6,905. Lyal will continue to research fuel discounts.
5. The Christmas Dinner is booked for December 15, 2011, Cocktails 5:30, Dinner 6:30 for \$16.95/plate. Moved by Neil Ohler seconded Bob Thompson to pay for the meal only with a cash bar available to us. Carried.

**4.0 CORRESPONDENCE**

1. Letter of Appointment – M.D. appointing Earl Hemmaway. Lyal will send a letter to the M.D. requesting a replacement be available when Earl is unable to attend.
2. Letter of Appointment – PHL appointing Holly Gillespie to our Board.

## **5.0 REPORTS**

1. Financial Report – Moved by Lyal O’Neill seconded Bob Thompson to accept the financial report. Carried.
2. Office Coordinator Report-  
Thank you cards have been sent out.  
The 4-H Nimble Fingers have donated us 4 Quilts to carry in the vans!  
Received fuel rebate \$191
3. Advertising & Fundraising- . Mailed out letters requesting funding to service clubs
4. Chairman’s report. Stops in on request to sign cheques.  
Holly Gillespie discussed the use of vans for PHL. They would like a new bus in the future as it is difficult for residents getting in and out of vehicles.

## **6.0 NEW BUSINESS**

1. Moved by Walter Gripping seconded Neil Ohler to continue the Christmas Bonus for staff & Drivers. Carried.
2. Signed Application for Community Spirit Grant for \$1,200 over past 3 years.
3. Signed Application for CIP Grant for \$75,000 for 2 fiscals 2013, 2014. Moved by Walter Gripping seconded Bob Thompson to submit these applications. Carried.

## **7.0 NEXT MEETING is 10:00 am. January 20, 2012 at Claresholm General Hospital.**

**8.0** The meeting was adjourned at 11:05 by Bob Thompson

cc. Town of Claresholm  
WCCCC Laurie Watt

**MINUTES**

Attendees:  
Earl Hemmaway  
Judy Van Amerongen  
Arlette Heck  
Barry Johnson, Mayor of Stavely

Audrey Hoffman  
Pam Crone  
Karen Florence

Regrets:  
Linda Todd

Agenda Item	Discussion	Action
1. Call to Order	Earl Hemmaway called the meeting to order at 6:55 pm. Earl welcomed Barry Johnson to the meeting taking Linda Todd's place for the meeting.	
2. Additions and Approval of Agenda  All	Christmas Party 120 people max Cleaning Units - \$300.00 Alberta Gaming Licensing Casino Course Christmas Bonus for Staff & Board	
3. Acceptance of Agenda	Judy VanAmerongen made a motion to accept the agenda with additions. All in favor, carried.	
4. Review and Approval of Previous Minutes  All	<p><b>October minutes still incorrect.</b></p> <p>5.1 "Shirley Isaacson was asked if she was in conflict and she said she was not in conflict." <b>SHOULD READ:</b> "EARL HEMMAWAY ASKED THE STATEMENT, ANYONE IN CONFLICT? SHIRLEY ISAACSON AND ANNA MAE MIFFLIN STATED THAT THEY WERE NOT IN CONFLICT."</p> <p>"The chair woud like to lower the representation of the Town of Claresholm to one member at large". <b>SHOULD READ:</b> "THE FINANCE COMMITTEE SUGGESTED THAT THEY LOWER THE REPRESENTATION OF THE TOWN OF CLARESHOLM TO ONE MEMBER AT LARGE."</p>	

	<p>Audrey Hoffman made a motion to accept the October minutes as amended. All in favor, carried.</p> <p>Judy VanAmerongen made a motion to accept the November minutes as presented. All in favor, carried.</p>	
<b>5. REPORTS</b>		
<b>5.1 Chairman's Report</b>		
<b>5.2 Vice-Chairman's Report</b>	<p>Anna Mae Mifflin has handed in her resignation to the Town of Claresholm. Her letter was presented and accepted by the Town and the Town of Claresholm accepted her resignation. She will be replaced by the Town of Claresholm.</p> <p>Pam Crone made a motion to accept the formal resignation that was presented by Judy VanAmerongen of Anna Mae Mifflin. All in favor, carried.</p>	
<b>5.3 Financial Report</b>	<p>The equalized assessment numbers were presented by Karen. Karen contacted Vulcan Lodge to get their direction on assessment calculations. Karen stated it makes more sense then the one she used in the past. Discussion held on whether to increase the requisition for next year.</p> <p>Judy Van Amerongen made a motion to accept the proposed budget for 2012 in principal. All in favor, carried.</p> <p>Judy Van Amerongen made a motion to pay the bills and accept the financial report as presented. All in favor, carried.</p>	<b>Karen</b>
<b>5.4 Manager's Report</b> <b>Arlette</b>	<ul style="list-style-type: none"> <li>- Lodge Waiting List &amp; Supportive Living – 22 Lodge Units</li> <li>- Self Contained Units- 9 couples &amp; 9 singles (3 move outs by end of Dec)</li> <li>- 3 units empty right now. Mike Dawson to do the painting in the units. Residents know that they need to clean the units to standard. \$300.00 will be charged if unit needs to be cleaned. Arlette suggested that we make a policy stating that the \$300.00 will be charged to residents that do not clean their unit to our expectations.</li> </ul> <p>Pam Crone made a motion to charge \$300.00 for cleaning of a unit when someone moves out and they do not leave it cleaned to our expectations. All in favor, carried.</p>	

Jan 20  
9-4

	<p>Course Making the Transition from Staff to Supervisor – Arlette to take the course.</p> <p>Pam Crone made a motion to have Arlette attend the Making the Transition from Staff to Supervisor. All in favor, carried.</p> <p>Barry Johnson made a motion that we give each staff member a Christmas Bonus of \$50.00. All in favor, carried.</p>	
<b>5.5 Supportive Units</b>	<p>Smoking Letter handed out – everything is good.</p> <p>Checked on unit # 17 door. - Arlette checked on door. It's a metal door then a screen door, and nothing should be getting in or frosting up. It has been checked several times and nothing appears to be wrong with the door. Also a snow fence is not going to work.</p> <p>Audrey Hoffman made a motion to accept the Managers report. All in favor, carried.</p> <p>Judy VanAmerongen made a motion that for the Christmas supper all residents inside the lodge are allowed to invite 2 guests for a sit down supper and then invite the residents from the units out back to join us for the entertainment with no guests. All in favor, carried.</p>	
<b>5.6 Recreation Report</b>	<p>Holly's report – attended Transportation Meeting and all is good.</p> <p>Bazaar was a fantastic event and every staff member and resident helped in some way. Almost everything sold. Still a bit for sale.</p> <p>Pam Crone made a motion to accept the Recreation reports. All in favor, carried.</p> <p>Holly would like to get fresh flowers for the tables for the Christmas supper at a cost of \$500.00. It was decided that is too much money to spend on flowers. There are several other things that cost less that would look nice.</p>	
<b>5.7 Maintenance Report</b>	<p>Dale's report</p> <p>Dale now has emergency cell phone</p> <p>Judy VanAmerongen made a motion to accept the maintenance report. All in favor. Carried.</p>	
<b>6. Correspondence</b>	None	

	<ul style="list-style-type: none"><li>- Respite Room – filled for two months.</li><li>- Staff meeting minutes – general information</li><li>- Equalized Letter - presented</li><li>- Christmas letter for newspaper – discussed Arlette's Christmas greeting. Everyone happy with ad.</li><li>- Donation fund Florence Carey donations for a new sound system – over \$1,325.00. Close to \$4,000.00 for new sound system. We will be buying a new system in the New Year. Arlette is looking after the plaque</li><li>- Hutterite chickens – Health Inspector report came in. Chicken is 100% safe. Letter attached.</li><li>- Snow Letter – Arlette sent a letter to the residents in the units. Everyone is happy with the removal of snow.</li><li>- Painting quote same as last year for self contained units.</li><li>- Insurance Adjuster - Four major repairs done that needed to be done at this time. The rest of the repairs will be done later. The deductible is \$5,000.00. Trevor Hoffman will do the work. The work needs to be done so just get it done.</li><li>- Fire Department was here Nov 29 - maximum allowance in building is 120 people.</li><li>- Christmas Party - 120 people max - Arlette discussed issues with Christmas Party and the amount of people. She suggests we don't invite the residents out back or inside residents only invite one guest. We should invite the people in the units out back but they may not be able to bring a guest. Supper vs Come &amp; Go. Arlette suggests that all inside residents bring one person plus we invite the people in the self-contained units but they are not allowed to bring a guest. Lengthy discussion held on options available to accommodate the 120 people maximum.  Recommended to have a sit down supper for the residents in the lodge and allow them 2 guests for supper and include the units for the entertainment after dinner. Explain the situation of the Fire Code to the people in the units. It should all work out.</li><li>- Alberta Gaming Licensing Casino Course - Free Course for compliance session. Arlette to attend in January.</li><li>- Christmas Bonus for Staff &amp; Board - Are we doing bonus' this year? The board states that they do not want the bonus. It was decided that we give each staff member a Christmas bonus of \$50.00</li></ul>	
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<b>7. Staff Issues</b>		
<b>8. In Camera</b>		
<b>9. Date of Next Meeting</b>	Date Tuesday, January 3, 2012 Time: 7:00 pm    Location: PHL.	
<b>10. Adjournment</b>	Audrey Hoffman made a motion to adjourned the meeting.	

# Claresholm Public Library Board Regular Meeting Minutes November 21, 2011

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Present: Kathy Davies, Arden Dubnewick, Lisa Andersen, Marika Thyssen, Daryl Sutter, Mary Thompson, Michael McAlonan, Kathrine Roberts, Cathy Dahl.  
Absent: Earl Hemmaway, Shirley Leonard.

Meeting called to order at 5:02 pm  
Approval of Agenda: Kathrine  
Approval of October minutes: Arden

Topic	Notes
Old Business	<ol style="list-style-type: none"> <li>1. Town – re insurance, caretaker and utilities – Daryl still has to meet with Kathy and Chris as a group</li> <li>2. Tara and Pat from Chinook helping with the archives; possible assistance from Gault Museum if they are able to do a satellite project; U of L is digitizing old newspapers; Kathy wants archives available online for easy access to patrons – includes newspapers, minutes from various clubs – Reading Club, Stampede Club, Rotary, Sunshine Club; Do have \$2500 from Friends but will also need proper storage of materials.</li> </ol>
FINANCIAL	Debit machine has received over \$800 already for fines/printing/memberships. Friends are paying for cement pad. Daryl moved to accept the report. CARRIED
CORRESPONDENCE	M.D. of Willow Creek letter that Earl and Kathy are their representatives on the Claresholm Public Library Board.



COMMITTEE REPORTS	<ol style="list-style-type: none"> <li>1. Chinook Arch - Lisa unable to attend; Earl not present to give a report; Chinook Arch are reviewing policies.</li> <li>2. Library Manager's Report: Cathy called Maggie about Daryl's question on funding Chinook Arch but has received no answer yet; David Poulsen is Writer in Residence for Feb. to April – will be using more video conferencing, his book <u>Numbers</u> received the Japanese award for the top book of English speaking students; Taking over "Home Routes" from Glenwood. Will have Chuck Suchy (Dec.6), Meaghan Blanchard (Feb. 15), James Gordon (March (15) and Alana Levandoski (Apr. 27). Tickets are \$20 and Board will help promote and sell; need to provide supper, breakfast and accommodation.</li> <li>3. Friends - nil</li> </ol>

NEW BUSINESS: Policy Committee to meet January 9 at 7:00 (memberships area definitely need revamping)

Finance Committee to meet December 8 at 10:00

Community Choir on December 10 and 12 and costs \$10.

Meeting adjourned at 5:42 pm by Daryl

Next meeting December 19, 2011 at 5:00 pm

\_\_\_\_\_

Chairman

\_\_\_\_\_

Date

\_\_\_\_\_

Secretary



Box 2076  
Claresholm, Alberta  
T0L 0T0  
(403) 625-4417

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

RE: Municipal Grant

Please accept our gratitude for your recent grant of \$10,000.00.

The Claresholm and District Transportation Society is pleased to provide a very valuable service to seniors and persons with disabilities in Claresholm, Fort Macleod, Granum, Stavely and Nanton and surrounding area.

Support from the Towns and Municipalities and contributions from individual & service clubs help us to keep our fares for rides (fee for service) as low as possible for people on low & fixed incomes.

We are very excited about the future of the Society and would like to extend a sincere thank you for your generous support.

Sincerely,



Lya O'Neill  
Office Co-coordinator

Box 2076  
Claresholm, Alberta  
T0L 0T0  
(403) 625-4417

**Claresholm Child Care Society**  
**Regular Board Meeting Minutes**  
**Thursday June 16, 2011**

**Present:** Crystal Cooper, Chrissy Giles, Karrie Davis, Erin, Magan Braun, Cheryl Cochlan

**Regrets:** Heather Gertner, Julie Ling, Betty Figueth, Karine Wilhauk

1.0 **Call to Order:** 6:35 p.m.

2.0 **Approval of Agenda** –Karrie

3.0 **Approval of the Minutes** – Cheryl

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

5.0 **Correspondence** – Karrie had a problem with a parent – see her official letter for details  
A parent was verbally abusive to Karrie and quite aggressive. We will have other staff members write up a report of what happened. The board will write a letter to the Woerman’s as this behaviour is unacceptable.

6.0 **Reports**

6.1 **Financial – Cheryl-** Laurie Denald was sent a letter and she told Cheryl that she had to pay the government back. The government took the money from us as well. She owes us and the government the money. Cheryl will look to see what the government has paid us. Woermans’ cheque in May bounced, then the next cheque had errors and came back, we then received a cheque yesterday from Dee Williams for the account. They still owe us \$25 plus two NSF payments and the current month’s fees. Cheryl has written her a letter to pay the bill. Crystal wants a money order. Wichart- They have been just paying \$250 a month when the bill is \$500 a month and they owe \$1100. This needs to be paid by the end of June. Jon and Karrie Martin owe \$1231. Cheryl has written a letter that her account needs to be paid by the end of June. Erin has Marcella Snell owes over \$700. Erin has given her a letter and copies of the parent handbook. We will need payment in advance for that account. Profit and loss sheets are better. Over the summer Kidz Zone will start to make some money. We will re-evaluate after summer to see where we are sitting. We will enforce “ no care” for delinquent accounts that are not paid by the end of June.

6.2 **Manager –Karrie-** See above for the incident of abuse that Karrie experienced today. Karrie will be writing Pam up as she won’t be done her schooling by the end of her three months. We also need to talk to Pam about her dress code. A parent brought up the fact that her clothing is inappropriate. Pam has been talked to about spanking her own child at the daycare. We cannot have anyone displaying this behaviour at the daycare. Cell phone policy and job descriptions were reviewed and signed last week. Veronica has started another course. Karrie has registered for more classes. The daycare is closed the first week of the July. Two kids are leaving the end of June. There are 35 kids total at the daycare. Kim’s last week will be end of August hopefully. We don’t have to hire another teacher to replace Kim with our numbers. We will have room to take kids off the waiting list. Karrie hopes to get some of the young kids off the wait list in August. She is hoping a few part times will make a full spot. We will hold off hiring another teacher until the fall to see if we need one based on numbers. Kim plans on

returning to the daycare after maternity leave. We are still ok for levels since Karrie is working on her level 2 and we are exempt for now.

- 6.3 Kidz Zone -Erin** – See written report. Karrie and Erin will talk to UFA about getting the shed delivered and how to anchor it to the ground. We will sell the extra stove to Erin's parents for the same price we paid \$449.00

Marcella Snell – She will need to pay in full before service is restored. When she returns to kidz zone she will need to pre-pay with a money order when she hands in her schedule.

- 6.4 Chairperson Report – Crystal** - Crystal would like to have an open house at Kidz Zone. Teachers, town people, parents, school division to showcase Kidz Zone.

**7.0 New Business**

7.1 Cleaning – re-evaluate in October

7.2 Kidz Zone – summer fee rate \$125 per week. This is more than kindergarten rate but they will be there all day and more days per week. Erin will get us some analysis of rates in Lethbridge. If they are regular parents we will do our regular process. If they are drop in they will pay in advance for the week or the day. Subsidy changes to \$310 a month in the summer.

8.0 Meeting adjourned 8:02pm

**Next meeting Wednesday September 21, 2011 6:30pm**

**\*\*Things to remember for fall – review daycare policies**

**Claresholm Child Care Society  
Regular Board Meeting Minutes  
Wednesday September 21, 2011**

**Present:** Karrie Davis, Cheryl Cochlan, Crystal Cooper, Erin Whelan, Magan Braun

**Regrets:** Chrissy Giles, Julie Ling, Betty Figueth

- 1.0 **Call to Order:** 6:35 pm
- 2.0 **Approval of Agenda** –Karrie Davis
- 3.0 **Approval of the Minutes** – Cheryl Cochlan
- 4.0 **Business arising from the minutes** – Policies and procedures need to be reviewed this fall
- 5.0 **Correspondence** –
  - 5.1 **Letter from Jon Braun** – see letter – his concerns will be addressed when we review the policies and procedures. The daycare was unaware of the seriousness of a human bite.
  - 5.2 **FCSS funding – Kidz Zone** – deadline is October 14, 2011. Erin will pick up an application and it will be reviewed if we can apply
  - 5.3 **Letter from FCSS** – FCSS wants to borrow our music equipment that was bought by Mark Etkin when FCSS ran the afterschool program. We have two keyboards, electric drums, 4 guitars, and 2 amps. Questions from the board: How long would FCSS like to have it? What if the equipment is damaged? We are willing to donate 1 amp, 2 guitars, electric drums, and 1 keyboard. Motion made by Cheryl Cochlan that we donate 1 amp, 2 guitars, electric drums and 1 keyboard. Everyone was in favour and the motion passed. We will write a letter indicating that we will donate some equipment and request to have FCSS pick it up. Crystal suggested that we ask if the youth club would put on a show for Kidz Zone at some point.
- 6.0 **Reports**
  - 6.1 **Financial – Cheryl-** see report - Income statement June to August shows that we are recovering and that Kidz Zone is doing well. We are up \$2800 over the summer (not for the full year). Kidz Zone brought in \$25,000 over the summer. Kidz Zone still owes the daycare \$3900 right now. Kidz Zone is now holding its own and is full. Congrats to Erin and all her hard work.
  - 6.2 **Manager –Karrie-** Veronica started one course. Karrie starts two courses right away. Sandra is starting level 2. One child left this month and there are 30 kids in daycare. One more baby is starting in Jungle room. Pam MacKenzie was let go from the daycare as an employee. We have hired Kari Martin to replace Pam. Classrooms: Veronica is in the Jungle room, Tammy is in the monkey room, Kari is in the rainbow room, Amanda is in the fun room, and Sandra is in the sunshine room. Next week Karrie is starting paid planning time for the staff. Cheryl has received her level 1 and Chantel is almost done level one. Kari is also half way through her level 2. The daycare is lending staff to Kidz Zone as needed until they are fully staffed.
  - 6.3 **Kidz Zone -Erin** – Erin has applied for accreditation last Tuesday and she hasn't heard anything yet. She didn't qualify for the govt incentive since Michelle didn't put in the paperwork when Erin started at Kidz Zone. We will try to have our new employee apply

for the government funding incentive. This funding is for afterschool programs as an incentive for staying 1 year. Maria Wannop has been hired at Kidz Zone. She has her special needs assistant which may qualify as a ECE level 2. She will work 30 hours a week. She also works at curves. She will work 1-6 Mon Wed Fri and work full days Tues/Thurs. She said she will close daily if Erin wants it. She starts tomorrow for orientation. Kidz Zone has 40 kids that are registered. One of the windows is broken at Kids Zone and the air conditioner still does not work. Erin has talked to several people about this and not gotten any results. Crystal suggested Erin go to the town and take concerns to them. Erin will continue to seek out another part time employee over at Kidz Zone. We have seen a huge improvement in the program since Erin has taken over. Good job Erin!

- 6.4 Chairperson Report – Crystal** –Crystal suggested we get an information package for the teachers and invite them to an open house for Kidz Zone. We should invite town council, members of the community, and the school. Erin will plan to do the open house Thursday, October 20, 6-8 pm.

**7.0 New Business**

- 7.1 **Fundraiser** – “Celebrate” fundraiser — Karrie will get information from them tomorrow and start a campaign at the daycare
- 7.2 **Snow Removal** – the opening girls will shovel but we discussed what do do when we have large amounts of snow. We don’t want any staff to get injured. The suggestion of a snow blower was made and Karrie will talk to the playschool if they want to share the cost of it. Crystal also suggested Karrie approach the town about helping with big storms??
- 7.3 **Christmas Holidays** - The daycare will be closed December 26-30 and open January 2<sup>nd</sup>.
- 7.4 **Christmas Party** – To be planned for December 9 at the Golf course. Cheryl will look into planning this with Karrie’s help.
- 7.5 **Making sure we ID people we don’t know** – this situation was dealt with at the time and no longer an issue.
- 7.6 **Colin and Whitney Childcare** – After hearing concerns about Pam’s recent behaviour at the daycare the board decided to suspend care for her children. Karrie and Cheryl will send a letter stating that their care will be suspended effective October 1, 2011
- 7.7 **Air Quality Control** – A parent asked when the last time was that the daycare had the air quality tested. Crystal could not recall so Karrie will look back in the records/minutes to try and find that information.
- 7.8 **Air conditioners** – Two air conditioners have broken at the daycare. We need three for the daycare. The board approved that the daycare can purchase 3 new portable air conditioners with the casino money (that is the fund we purchased out of before).
- 7.9 **Carpet Cleaner** – Karrie will look into booking Leon’s Carpet cleaning over the Christmas break. She also mentioned that the daycare could use a portable one for when spills happen at the daycare. The board approved that the daycare can buy a spot cleaner.
- 7.10 **Addition to agenda:** We have several board members that joined at the AGM in February that have not attended or only attended one meeting this year. An email will be sent to those members reminding them of the commitment for being on the board. Crystal believes that our bylaw states that board members are present 50% of the time to remain on the board.

8.0 **Next meeting – Wednesday October 19, 2011**

9.0 Meeting adjourned 8:45pm

## Claresholm Child Care Society

### Meeting minutes

#### Regular Board Meeting Wednesday October 19, 2011

**In attendance:** Julie Ling, Karrie Davis, Crystal Cooper, Chrissy Giles, Cheryl Cochlan, Magan Braun

**Regrets:** Betty Figueth, Erin Whelen

- 1.0 **Call to order** – 6:35 pm by Crystal
- 2.0 **Approval of agenda** – Karrie Davis
- 3.0 **Approval of Minutes** – Cheryl Cochlan
- 4.0 **Business arising from the minutes** – none
- 5.0 **Correspondence**
  - 5.1 Heather Gernter – Heather will be resigning from the board and will forward a letter to Crystal
  - 5.2 Karine Wilhauk – Will be resigning at the end of this term (Feb 2012)
- 6.0 **Reports**
  - 6.1 **Financial** – See report – we will be in the positive once the subsidy money comes in. We have a few families one month behind but late payments are getting better. We will move the money back into the trust account (\$4400)
  - 6.2 **Manager Daycare-** Karrie – Amanda is starting her level 2, Veronica and Karrie are working on their level 2, Sandra is starting her level 2. We have three new kids starting this month and we will be full at 35 children. Kari Martin finished level 1 and her fist aid. Jeremy is not taking her level 2 and it has been 3 years. The board discussed this and Karrie will talk to Jeremy about taking her level 2 as it is required for licensing. Chantel and Cheryl both have their level 1 so they can cover for breaks.
  - 6.3 **Manager Kidz Zone** – Erin – not in attendance. See report she submitted. Cheryl will ask Erin about the table that she wants to sell to the daycare. No one is aware of this. Maria is working 30-40 hours per week and there are some family health issues going on that will affect her availability as she will be at medical appointments etc. We are very short staffed at Kidz Zone and Erin is working 12 hour days. Erin had 3 interviews and no one accepted the position. Karrie can't continue to send her staff there since the daycare is full and she needs her staff. The board discussed that Jeremy should fill in at Kidz Zone for PD days. Erin put forward some concerns about the Gertner children and signing in. They will be sent a letter regarding this issue as signing in and out is a licensing requirement. One of their children was also at Kidz zone until 6 pm. We cannot allow this as our Kidz Zone is only insured until 5:30. A letter will be sent out regarding this as well and the board decided we will charge \$15 for every 15 minutes a parent is late. The board requested that Erin repost the hours on the white board and send a reminder letter to parents about the hours. Children cannot be in childcare more than 8 hours.



6.4 **Chairperson** - The open house at Kidz Zone is scheduled for tomorrow night, Oct 20.

**7.0 New Business:**

7.1 Staffing at Kidz Zone – discussed that we will have Erin contact the one candidate that wanting 30 hours a week as we need staff over there. We will continue to interview.

7.2 January 2, should we close no school? – Daycare and Kid Zone will be closed Dec 22-30. We will re-open both programs for January 2.

7.3 Stove and vacuum on kijiji – both are advertised on kijiji – Magan was interested in the stove and it was discussed that she will make a \$50 donation to the daycare for the stove.

7.4 Christmas Party – Crystal has booked the party for December 9 at the Golf Course. Staff/board and spouses are invited. Cocktails will be from 6-7 and supper at 6:45. We will ask for numbers the week before the party. We will have a Chinese gift exchange of a maximum of \$10 at the party. The board discussed staff bonuses and the staff will receive Christmas bonuses.

7.5 Wireless internet – the daycare is requesting a modem so that they can get faster internet and then the girls can send assignments in from the laptop as well. Board approved for Cheryl to purchase a modem to do this.

7.6 Business Cards – approved

7.7 Service Charges on accounts – Cheryl spoke to Chrissy about this. Chrissy will look into it and correct any errors.

**8.0 Next Meeting - Wednesday November 16,2011**

**9.0 Adjourned – 8:10pm**

## → Regional promotion

- Regional video soon available ..... a short video was created by Twist Marketing, clipped together from the video intercepts and interviews that were conducted in the region this summer. Once reviewed by the Board it will be posted to the website. Small revisions are still possible; anyone wishing to view the video please contact Bev to get the secure link.
- AlbertaSW received a “thank you” for input to a regional economic development study conducted in British Columbia; this region is seen as being an example of best practices. Contact Bev if you are interested in the final report developed by the Vann Struth Consulting Group Inc., Vancouver.

## → Sustainability and Operations

- AlbertaSW Chair has been invited to participate in an “Economic Development Summit” scheduled for January 30, 2012 in Edmonton. This is intended to create a broad view of economic development goals and issues.
- Bob Dyrda has been contracted by the Rural and Cooperatives Secretariat of Agriculture and Agri-food Canada to complete some regional work related to the Zone Measurement Project that was begun in 2010. Bob has a background in tourism development and marketing as well as entrepreneurship development. He will be contacting each of the municipal offices of AlbertaSW and compiling information that addresses some priorities that the communities identified during an initial series of consultations on the region.
- AlbertaSW Chair was interviewed for a provincial survey on “Best Practices in Economic Development”.
- Bill Halley made a presentation at the AlbertaSW Board meeting, outlining the intent of the Regional Innovation Network of Southern Alberta (RINSA). The role of this regional initiative is to provide information regarding product development, sourcing inputs, facilitating key contacts and customer potential. Bill welcomes contact from the AlbertaSW communities and businesses.

Bill Halley, Technology Development Advisor, S.W. Alberta Region, Alberta Innovates - Technology Futures  
Office: (403) 320-3202 ext: 5752      Cell: (403) 715 0466 [bill.halley@albertainnovates.ca](mailto:bill.halley@albertainnovates.ca)

## → Upcoming events and opportunities:

- January 17, 2012: noon to 1:30pm: “The Seven Deadly Sins of Community Marketing” Webinar (do it from your home or office); one hour presentation from Roger Brooks, followed by half-hour Q and A. AlbertaSW will reimburse registration fee for AlbertaSW community member participants. Register at [www.edaalberta.com](http://www.edaalberta.com)
- January 18, 2012: 10:00am to 11:15am: Travel Alberta Speakers Series video conference presentation at Community Futures in Pincher Creek and Crowsnest. Details and registration at [www.industry.travelalberta.com](http://www.industry.travelalberta.com)
- January 25, 2012: 9:00am to 2:30pm: “Towards a Vibrant Local Food Economy” consultation session, Lethbridge Research Station. Includes catered local products lunch; presented by Alberta Agriculture and Rural Development. Deadline for registration is January 11, 2012. Call the Registration line at 1 800 387-6030.
- February 3, 2012: closing date for response to “Red Tape Reduction Task Force” survey, gaining input on how red tape affects small businesses and how to improve the provincial regulatory environment in which they operate. The survey is open for responses until link to the survey is: <https://extranet.gov.ab.ca:443/opinio6/s?s=12084>
- April 11-13, 2012: Economic Developers Alberta (EDA) Conference, Kananaskis.

## → Energy/Alternative Energy

- The Southern Alberta Alternative Energy Partnership (SAAEP) in collaboration with the Economic Development Association of South East Alberta (EDSEA) will host an invitational southern Alberta EDO consultation day on January 11, 2012 in Taber. There will be an opportunity to meet with representatives from the Canadian Wind Energy Association (Can WEA), the Canadian Solar Industries Association (CanSIA), and the Pembina Institute. This facilitated session will be a first step of an initiative to design a cohesive southern Alberta approach to developing opportunities in renewables and alternatives in the province.



## Alberta SouthWest Regional Alliance Minutes of the Board of Directors Meeting

Wednesday December 7, 2011

Silver Grill, Fort Macleod

Meeting 7:00pm

### Board Representatives

Shawn Patience, Fort Macleod  
Walter Gripping, Granum  
Dick Fenton, Nanton  
Dennis Gillespie, Stavely  
Shane Hansen, Cardston County  
Jordan Koch, Glenwood  
Bruce Decoux, Crowsnest Pass  
Bjorn Berg, MD Pincher Creek  
Rick Schow, Cardston

### Resource Persons

Bev Thornton

1. Welcome and Introductions
2. Approval of Agenda  
Moved by Bruce Decoux THAT the agenda be approved as presented.  
**Carried.** [2011-12-219]
3. Approval of Minutes  
Moved by Bjorn Berg THAT the minutes of November 2, 2011 be approved as presented.  
**Carried.** [2011-12-220]
4. Approval of Cheque Register  
Moved by Walter Gripping THAT cheques #915-#926 be approved as presented.  
**Carried.** [2011-12-221]
5. Approval of revisions to Regional Business License Bylaw  
Moved by Shane Hansen THAT the bylaw drafted in 2003 be revised, as discussed and come into effect January 2012.  
**Carried.** [2011-12-222]  
That approved revision will be circulated to municipal offices and incorporated into the AlbertaSW Policies and Procedures.
6. GyPSy Guided Tour project proposal  
Moved by Walter Gripping THAT the GyPSy guided tour project proposal be accepted with a request that additional roadway the US border be included at no extra cost.  
**Carried.** [2011-12-223]
7. CCTA membership for 2012 and advertising in travel planner.  
CCTA will be invited to next Board meeting to answer emerging questions.

