



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

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

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING MINUTES OCTOBER 22, 2012

FINANCES: OCTOBER 2012 BANK STATEMENT

DELEGATIONS: CLARESHOLM & DISTRICT MUSEUM: Trisha Carleton, Director
RE: Highlights & Review July 2011 – November 2012

ACTION ITEMS:

1. BYLAW #1581 – Friends of the Claresholm Public Library Loan
RE: 2nd & 3rd Readings
2. BYLAW #1578 – Land Use Bylaw Amendment
RE: 1st Reading
3. BYLAW #1579 – Lan Use Bylaw Amendment
RE: 1st Reading
4. CORRES: Oldman Watershed Council
RE: Annual Membership
5. CORRES: Julia Meek
RE: Arena Mezzanine
6. CORRES: Claresholm Kinsmen Club
RE: Charity Hockey Game
7. CORRES: Claresholm & District Fair Board
RE: 2013-14 Bench Show Catalogue
8. STAFF REPORT: Community Hall Board Request
9. REPORT FROM COMMUNITY STANDARDS COMMITTEE
RE: Recreational Trailers & Vehicles Parked in Front Yards
10. STAFF REPORT: Wednesday Garbage Pickup Proposal
11. STAFF REPORT: Emergency Project, Curling Club Compressor
12. ADOPTION OF INFORMATION ITEMS

INFORMATION ITEMS:

1. Cheque Listing for Accounts Payable – October 2012
2. 2011 Renewable Energy Certificates (REC) – Alberta Municipal Services Corporation
3. The Association of Professional Engineers and Geoscientists of Alberta Reception – November 28, 2012
4. Alberta SouthWest Board Meeting Minutes – October 3, 2012
5. Alberta SouthWest Bulletin – November 2012
6. Consultation schedule for the South Saskatchewan Regional Plan – Claresholm, November 27, 2012
7. Claresholm & District Transportation Society Meeting Minutes – October 19, 2012
8. Claresholm & District Museum Board Meeting Minutes – September 26, 2012
9. Claresholm & District Museum Executive Director Report – October 2012
10. Foothills Restoration Forum Fall Information Session 2012

ADJOURNMENT



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
OCTOBER 22, 2012**

CALL TO ORDER: The meeting was called to order at 7:03pm by Mayor David Moore

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

ABSENT: None

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

CARRIED

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

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

CARRIED

ACTION ITEMS:

**1. BYLAW #1580 – Recyclable Materials Management Bylaw Amendment
RE: 2nd & 3rd Readings**

Moved by Councillor MacPherson to give Bylaw #1580, a Recyclable Materials Management Bylaw Amendment, 2nd Reading.

CARRIED

Moved by Councillor Quayle to give Bylaw #1580, a Recyclable Materials Management Bylaw Amendment, 3rd and Final Reading.

CARRIED

**2. BYLAW #1581 – Friends of the Claresholm Public Library Loan
RE: 1st Reading**

Moved by Councillor Sutter to give Bylaw #1581, regarding a Friends of the Claresholm Public Library Loan, 1st Reading.

CARRIED

**3. CORRES: Julia Meek
RE: Arena Mezzanine**

Referred to administration for more information.

**4. CORRES: 2013 Investors Group Hockey Alberta Provincial Application Chair
RE: Letter of Support & Donation Request**

Moved by Councillor MacPherson to write a letter of support towards Claresholm's application to the 2013 Investors Groups Hockey Alberta Provincial Championships and to donate the ice time needed for this tournament should their bid be successful.

CARRIED

5. STAFF REPORT: Community Hall Board Request

Moved by Councillor Sutter that upon receipt of the Community Infrastructure Improvement Fund's (CIIF) letter of approval, the Town will cover the costs of the grant funded portion of the Claresholm Community Centre's upgrade project.

CARRIED

**6. CLARESHOLM COMMUNITY CENTRE – Councillor Sutter
RE: Eavestroughs**

Referred to administration.

7. REVENUE & EXPENDITURE REPORT – Year to Date

Received for information.

8. ADOPTION OF INFORMATION ITEMS

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

CARRIED

**TOWN OF CLARESHOLM
OCTOBER 2012 BANK STATEMENT**

RECONCILED BALANCE SEPTEMBER 30, 2012			\$28,341.31
DEPOSITS TO BANK	DEBITS	CREDITS	BALANCE
RECEIPTS FOR MONTH	\$262,807.97		
REVOLVING LOAN RECEIVED	140,000.00		
CURRENT ACCOUNT INTEREST	23.64		
GIC REDEEMED	400,000.00		
INTEREST ON GICS	1,351.23		
TRANSFERS FROM T-BILLS	0.00		
SUBTOTAL	\$804,182.84		
CHARGES TO ACCOUNT			
ACCOUNTS PAYABLE		\$588,346.60	
PAYROLL CHARGES		105,536.54	
INTEREST ON REVOLVING LOAN		104.38	
REVOLVING LOAN PAID		140,000.00	
LOAN PAYMENTS		0.00	
MASTERCARD PAYMENT		1,741.16	
TRANSFERS TO T-BILLS / GIC PURCHASE		0.00	
NSF CHEQUES		0.00	
SERVICE CHARGES		268.42	
SCHOOL FOUNDATION PAYMENT		0.00	
SUBTOTAL		\$835,997.10	
NET BALANCE AT END OF MONTH			-\$3,472.95

BANK RECONCILIATION

BALANCE PER BANK	203,041.38		
PLUS OUTSTANDING DEPOSITS	4,913.00		
LESS OUTSTANDING CHEQUES		-211,427.33	
RECONCILED BALANCE OCTOBER 31, 2012			-\$3,472.95

OTHER BALANCES:

EXTERNALLY RESTRICTED T-BILLS	\$472,012.94		
EXTERNALLY RESTRICTED GIC'S (FCSS)	\$20,000.00		
NON-RESTRICTED GIC'S	\$3,050,000.00		
PARKING RESERVE	\$3,584.75		
WALKING PATHS RESERVE	\$1,960.52		
OFFSITE LEVY RESERVE	\$61,936.21		
SUBDIVISION RESERVE	\$35,815.27		
REVOLVING LOAN BALANCE		\$0.00	

SUBMITTED TO TOWN COUNCIL THIS 13th DAY OF NOVEMBER 2012

K Wilhauk

K Holbeck

Submitted: Karine Wilhauk
Secretary Treasurer

Reviewed: Kris Holbeck, CA 11/7/2012
Chief Administrative Officer

Mayor: David Moore

DELEGATIONS



Claresholm & District Museum

Claresholm & District Museum
 Box 1000, Claresholm, AB T0L 0T0
 5126 1st St. E (Hwy 2) & 5115 2nd St. E
 403-625-1742
 museum@townofclaresholm.com
 www.claresholmmuseum.com

Executive Director Report for Town Council November 13, 2012

Highlights and Review of Claresholm & District Museum July 2011 – November 2012

General Comments & Statistics

- Please see attached visitor stats comparison sheet for the final numbers 2011 and 2012 seasons.
- Museum Hours: WINTER Oct. 10, 2012 – May 16, 2013 Tues – Fri 1:00 – 4:00 Exhibit Hall only. Or by appointment.

Management & Governance

- In October 2012 received incorporation for the Friends of the Claresholm & District Museum Society. Once the society is established with an executive and membership, its objective is to fundraise for the Museum. This opens up funding opportunities (ie. casinos, some provincial grants) that municipalities are not eligible for.
- Participated in a Board Development Workshop for the Museum board on Mar. 23 & 24, 2012 which is a free service provided by Alberta Culture and Community Spirit. The workshop facilitators provide instruction on the roles of board directors, board governance and much more. Unfortunately several board members chose not to attend, and some others resisted changes suggested. Work in ongoing to establish clear roles and responsibilities of board members vs. staff members.
- New policies that have been accepted include: foundational statements (vision, mission, values, & mandates), strategic plan, and volunteer handbook.
- New policies that are currently under development: collections management policy, capital projects and facilities plan, human resources policy.

Operations & Finances

- In June 2012 the Museum's off-site storage was moved to a temporary location to provide operational space for the new recycling program. Plans are underway for a new on-site storage facility.
- October 2012 launched a new website, which features our new logo. Previously the Museum did not have its own website or a logo. www.claresholmmuseum.com
- May 2012 created a micro site on Chinook country tourism website. www.exploresouthwestalberta.ca
- October 2012 became member of CHIN/VMC (Canadian Heritage Information Network & Virtual Museum of Canada) www.museevirtuel-virtualmuseum.ca
- Have completed donor plaques in front entrance of Exhibit Hall
- Summary of grant funds acquired:

ALBERTA MUSEUMS ASSOCIATION

Date	Grant	Amount	Uses
Sept. 2011	Storage Access and Improvement – mezzanine	\$10,320	Computer, Software, hardware, archival storage materials, staff time
Nov. 2011	Staffing	\$25,000	ED staff wages
Feb. 2012	Professional Development	\$1059	Leadership course registration fees, meals and accommodations
June 2012	Conference	\$269	Accommodations for conference



Claresholm & District Museum

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Highlights and Review of Claresholm & District Museum July 2011 – November 2012

Sept. 2012	Phase 2 Storage and Access Improvement – Textiles	\$10,907	Wages for term staff person and archival storage materials
Nov. 2012	Staffing	Applied for \$25,000	ED staff wages
TOTAL		\$47,555	

ALBERTA HISTORICAL RESOURCES FOUNDATION

Date	Grant	Amount	Uses
2011	CPR Platform	\$5090	Construction of CPR platform and installation of rail to re-create scene on east side of station
Sept. 2011	CPR Exterior Paint	\$2900	Scraping down and re-painting of station knee braces and gable ends
Sept. 2012	CPR Storm Windows	Applied for \$2850	Construction of replica storm windows to replace missing ones
TOTAL		\$7990	

CANADIAN MUSEUMS ASSOCIATION

Date	Grant	Amount	Uses
Mar. 2012	Professional Development	\$113	Travel for leadership course
TOTAL		\$113	

YOUNG CANADA WORKS

Date	Grant	Amount	Uses
Mar. 2012	Summer student	\$6936	Summer Student Wages
TOTAL		\$6936	

OTHER SOURCES

Date	Grant/Organization	Amount	Uses
May 2012	Claresholm Chamber of Commerce	\$1000	Visitor Info staff wages for time between labor day and thanksgiving
June 2012	Claresholm Legion	\$500	Conservation of Link Trainer
July 2012	Claresholm Lions	\$5000	Construction of shed for CPR speeder car
Aug. 2012	ATCO Gas	\$10,000	Unrestricted, use not yet determined
Aug. 2012	Canadian Pacific Railway	Applied for \$1000	Construction of CPR speeder car shed
TOTAL		\$16,500	

GRANTS GRAND TOTAL	\$79,094
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Claresholm & District Museum

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Highlights and Review of Claresholm & District Museum July 2011 – November 2012

Volunteers & Staff

- To date we have 41 active volunteers who have contributed a total of 845 hours in 2012. Although there is no previous data to compare to, it appears that the number of volunteers has increased. In addition, there is now a volunteer application form, a volunteer handbook, and a volunteer recognition program.
- Summary of Professional Development for Executive Director:
 - Complete Leadership Development Extension Certificate from Mount Royal University
 - Attended Alberta Museums Association conference including a workshop on strategic planning in Sept. 2012
 - Attended Alberta Visitor Information Providers Conference in Sept. 2012
 - Attended a Canadian Conservation Institute workshop on care of archival materials in Nov. 2012

Collections Management & Exhibits

- New exhibits have included: Norwegian Heritage, Dining Room and Aprons, CPR 100th Anniversary, and ATCO Gas 100th Anniversary.
- Have done a number of satellite exhibits in the Library. Ie. Christmas theme, needlework, recent acquisitions.
- In 2011, 316 artifacts were accessioned into the collection. In 2012 there have been 323 artifacts accessioned into the collection so far (200 done by summer student). Have organized 3 accessioning work bees in the fall of 2012 to deal with backlog of approximately 600-800 artifacts. The newly drafted collections management policy which includes recommendations for an acquisitions committee (independent of the museum board) should help to alleviate the excessive acquisition activity.
- Need to do an assessment of any items currently on long-term loan to the museum to convert them either to gift to the collection or to be returned.

Programming & Special Events

- We had a total of 6 school tours, 219 students total visit the museum for the 2011-2012 school year. We were able to complete student evaluations for 3 of the school tours this spring (2 were booked so last minute we couldn't prepare an evaluation) Summaries of student evaluations were very positive. Have had a couple of visits from kids who were in the school tours bringing their family in and giving them a tour from what they learned, which is awesome! School programs included:
 - Gr. 2 Social Studies – Claresholm and the Past
 - Gr. 4 Social Studies – My Community Tour
 - Gr. 5 Social Studies – Louise McKinney and the Famous Five
 - Gr. 7 Social Studies – Claresholm & Canadian Confederation
 - Gr. 8 Science – Mechanical Systems
- Assisted with recognition of 100th anniversary of Godley's Jewellery
- Currently organizing outreach programs to reach seniors residence complexes for the winter of 2013.



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Executive Director Report for Town Council November 13, 2012 Highlights and Review of Claresholm & District Museum July 2011 – November 2012

- Summary of special events for 2012:
 - **May 19, 2012: Norwegian Heritage Celebration:** Celebrate Norway’s Constitution Day and early Norwegian settlement to Claresholm, the Museum will host a Norwegian Heritage Exhibit Opening and special event with traditional Norwegian food, music and fun, as well as an address from the Norwegian Consulate, Egil Bjornsen.



- **August 11, 2012: Tea on the Lawn with Lieutenant Governor of Alberta Donald S. Ethell:** During Claresholm Fair Days stop by the Museum for free homemade cookies and tea, as well as a chance to meet our Lt. Governor Donald Ethell.



- **August 18, 2012: Stones and Bones Archaeology Day:** Bring your Native artifacts to be identified by an expert
- **August 30, 2012: 100th Anniversary of the Claresholm CPR Train Station & 100th Anniversary of ATCO Gas:** Open House (CPR Exhibit Opening, check out the speeder car on the new tracks, tour through the caboos, share your stories of the CPR Station), Presentation of ATCO Gas legacy gift to the Claresholm Museum, Free BBQ, Vaudeville theatre performance.





Claresholm & District Museum

Vision, Mission, Values & Mandates

Vision: To bring our stories to life with the spirit and tenacity of our pioneers.

Mission: To stimulate connections, dialogue and experiences that promote education and enjoyment for those who live in and visit Claresholm & district by sharing the stories of our community in a way that honours our pioneer spirit and informs future generations.

Value Statements:

- Vitality in our community fostered by collaboration
- Creatively combining learning and fun to provide experiential environments
- Leadership driven organizational culture of honesty, integrity and professionalism
- Enthusiasm for connecting people with culture and heritage

Mandates:

- To provide, administer and maintain a museum facility for the community of Claresholm, Alberta for the public benefit.
- To increase public understanding and appreciation of Claresholm and Alberta heritage by providing exhibition and interpretive programs that are accessible to the public.
- To collect artifact and archival materials that will benefit the Claresholm community as a whole. To collect ethically and responsibly within the parameters of Canadian Museums Association ethical guidelines, Alberta provincial legislation, Alberta Museums Association Standard Practices, with strict adherence to public trust responsibilities, and with strict adherence to approved collections management and acquisitions policies.
- To preserve, research, exhibit and interpret the artifact and archival holdings of the Claresholm and District Museum with a view to facilitate learning and to commemorate local cultural heritage.

Drafted September 2012

Approved October 24, 2012

Signature, Executive Director, Trisha Carleton

Signature, Board Chair, Anola Laing

Signature, Town of Claresholm Chief Administrative Officer, Kris Holbeck

ACTION ITEMS



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1581**

A Bylaw of the Town of Claresholm for the purpose of loaning money to the Friends of the Claresholm Public Library, which is a not-for-profit organization.

WHEREAS pursuant to Section 264(2) of the *Municipal Government Act* RSA 2000 Chapter M-26 and amendments thereto, a Council may pass a bylaw to loan funds to a not-for-profit organization;

AND WHEREAS the Friends of the Claresholm Public Library is a non-profit organization which fundraises for the Claresholm Public Library;

NOW THEREFORE the Council of the Town of Claresholm in the Province of Alberta duly assembled does hereby enact the following:

1. That the Town of Claresholm provided a loan of twenty thousand dollars (\$20,000) to the Friends of the Claresholm Public Library in October of 2010 for a period of eighteen (18) months.
2. The purpose of providing funding was to retire the debt associated with the Claresholm History Book Committee.
3. The rate of interest to be paid on the loan was agreed to be zero percent (0%) for the eighteen (18) month term.
4. The Friends of the Claresholm Public Library has repaid five thousand dollars (\$5,000) during the original eighteen (18) month term.
5. The Friends of the Claresholm Public Library has asked Council for an extension to repay the remaining funds of fifteen thousand dollars (\$15,000) to April 12, 2014 with the same rate of zero percent (0%) interest.
6. Council has agreed to the new terms for the loan.
7. Should the loan to the Friends of the Claresholm Public Library not be repaid within the new term, the Friends of the Claresholm Public Library must attend Council and negotiate future repayment terms.
8. This bylaw comes into effect upon third and final reading.
9. Bylaw #1555 is hereby rescinded.

Read a first time in Council this **22nd** day of **October** 2012 A.D.

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

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

David Moore, Mayor

Kris Holbeck, CAO



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1555

A Bylaw of the Town of Claresholm for the purpose of loaning money to the Friends of the Claresholm Public Library, which is a not-for-profit organization.

WHEREAS pursuant to Section 264(2) of the *Municipal Government Act* RSA 2000 Chapter M-26 and amendments thereto, a Council may pass a bylaw to loan funds to a not-for-profit organization;

AND WHEREAS the Friends of the Claresholm Public Library is a non-profit organization which fundraises for the Claresholm Public Library;

NOW THEREFORE the Council of the Town of Claresholm in the Province of Alberta duly assembled does hereby enact the following:

1. That the Town of Claresholm hereby undertakes to provide a loan to the Friends of the Claresholm Public Library.
2. The maximum amount of money to be loaned is twenty thousand dollars Canadian (\$20,000Cdn) to be loaned over a period not to exceed eighteen (18) months in its entirety, for the purpose of providing funding to retire the debt associated with the Claresholm History Book Committee.
3. The rate of interest to be paid on the loan is zero percent (0%) for the eighteen (18) month term.
4. Should the loan to the Friends of the Claresholm Public Library not be repaid within the eighteen (18) month term, the Friends of the Claresholm Public Library must attend Council and negotiate future repayment terms.
5. This bylaw comes into effect upon third and final reading.

Read a first time in Council this 27th day of September 2010 A.D.

Read a second time in Council this 12th day of October 2010 A.D.

Read a third time in Council and finally passed in Council this 12th day of October 2010 A.D.

Rob Steel, Mayor

Kris Holbeck, CAO



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1578**

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

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

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

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

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

LAND USE DISTRICT MAP

Lot 1, Block 66, Plan 9212404, be amended by changing the (R4) - Multiple Residential designation to a (R5) – Apartments designation.

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

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

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

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

David Moore, Mayor

Kris Holbeck, Chief Administrative Officer

TOWN OF CLARESHOLM
MUNICIPAL PLANNING COMMISSION



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

Land Use Amendment Bylaw Report

Date: November 13, 2012
Applicant: David Swinton
Municipal Address: 735 51 AVE W, Claresholm, AB
Legal Address: Lot 1, Block 66, Plan 9212404

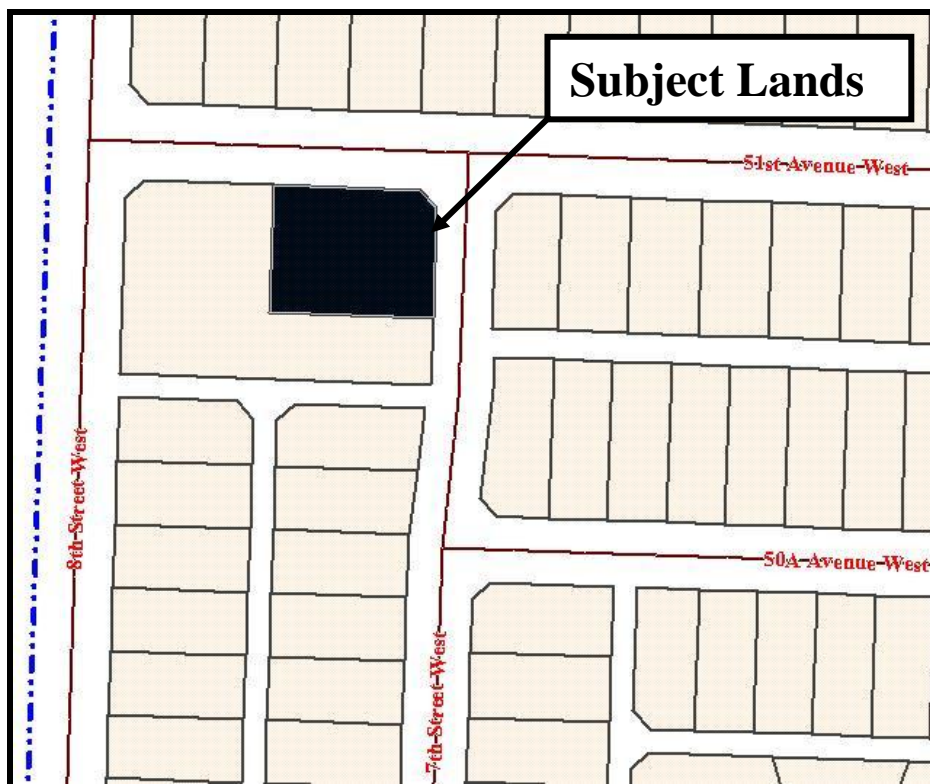
SYNOPSIS

The applicant would like to rezone the subject lands from (R4) – Multiple Residential to (R5) – Apartments.

BACKGROUND

The subject lands have an area of approximately 1,388 square meters (14,980 square feet). The applicant is also the registered owner of the property. The adjacent property on Block 66 is zoned R4 – Multiple Residential. All other properties in the area are zoned R1 – Single Detached Residential.

SUBJECT LANDS MAP:

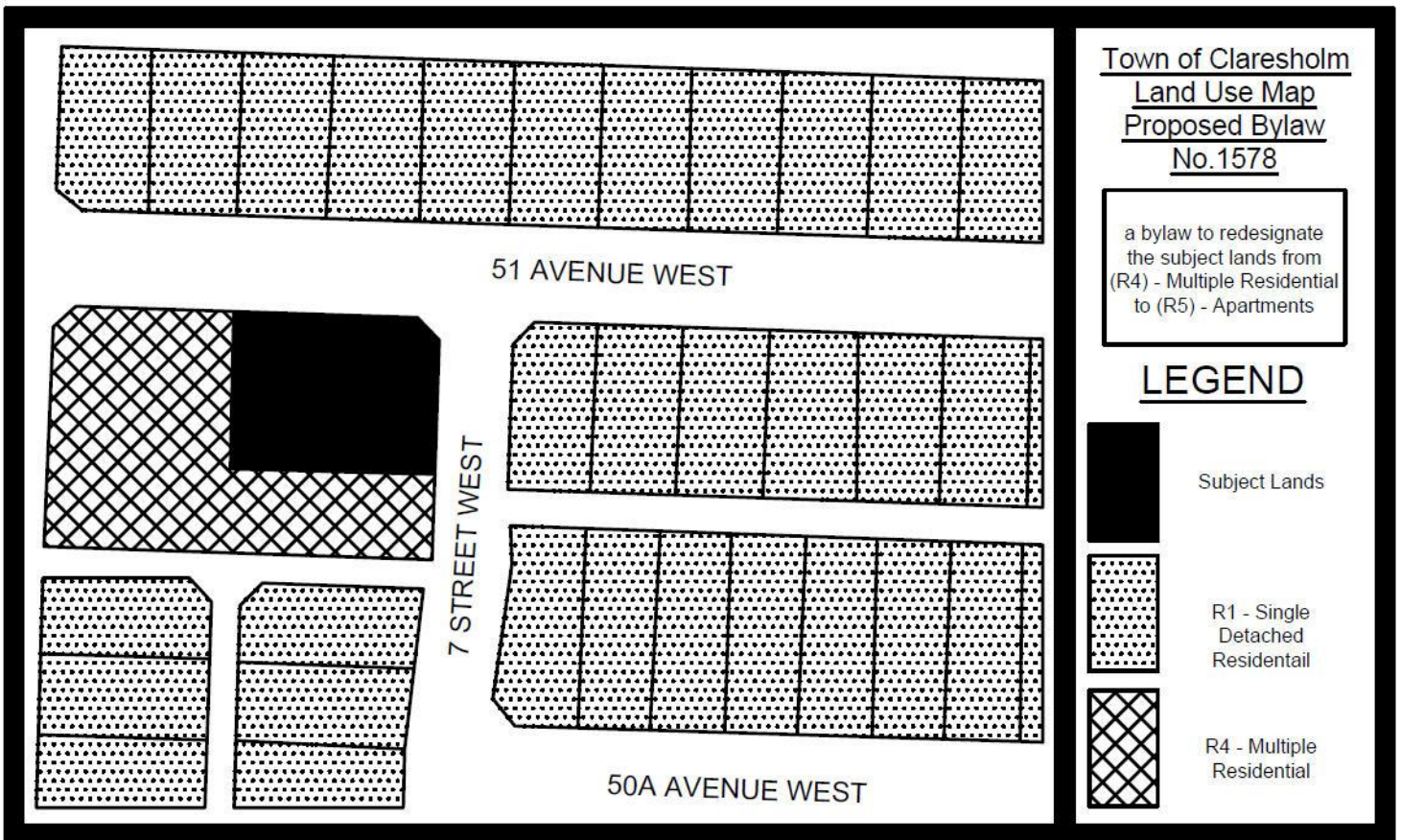


**TOWN OF CLARESHOLM
MUNICIPAL PLANNING COMMISSION**

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



LAND USE MAP:





**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1579**

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

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

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

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

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

LAND USE DISTRICT MAP

Lot 8, Block 131, Plan 7959GV, be amended by changing the (C1) – Retail Commercial designation to a (R1) – Single Detached Residential designation.

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

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

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

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

David Moore, Mayor

Kris Holbeck, Chief Administrative Officer

**TOWN OF CLARESHOLM
MUNICIPAL PLANNING COMMISSION**

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



Land Use Amendment Bylaw Report; Proposed Bylaw No.1579

Date: November 13, 2012
Applicant: Robert & Jeanne Allen
Municipal Address: 307 52 AVE E, Claresholm, AB
Legal Address: Lot 8, Block 131, Plan 7959GV

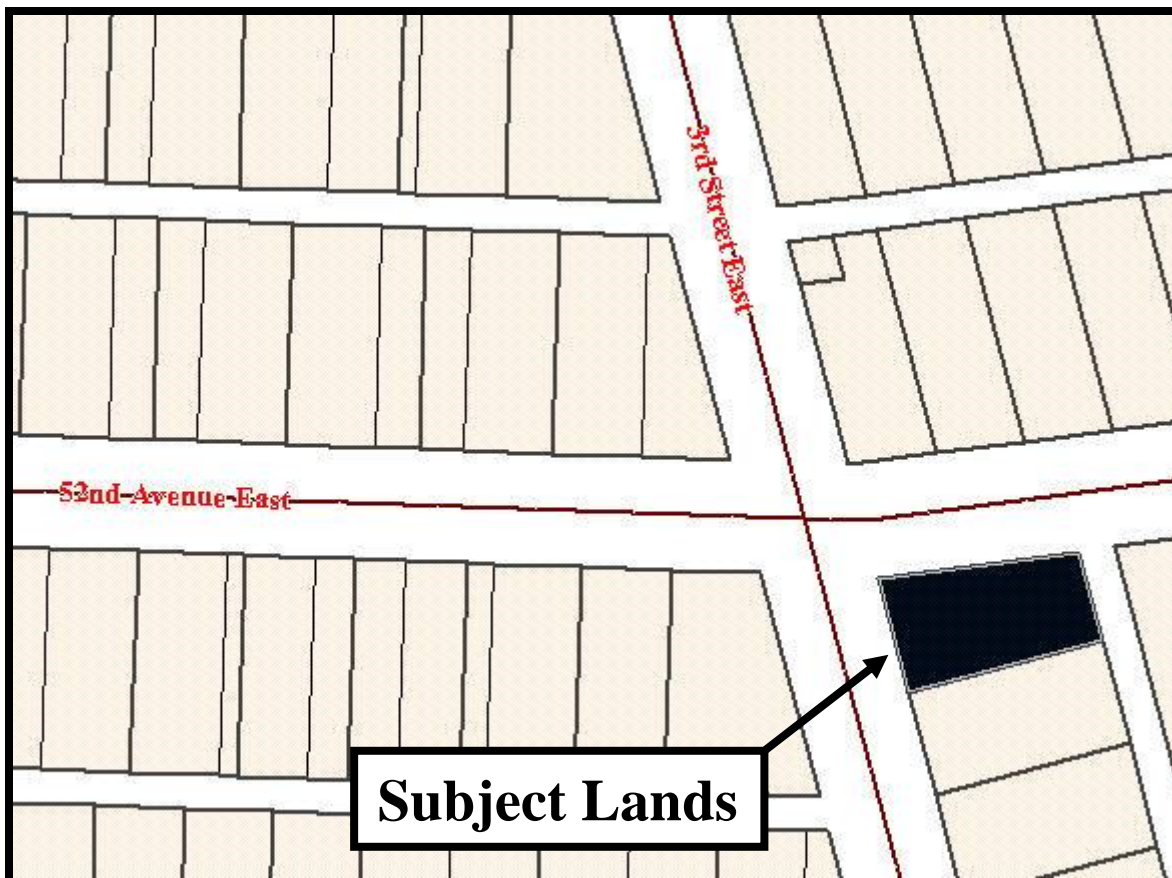
SYNOPSIS

The applicant would like to rezone the subject lands from (C1) – Retail Commercial to (R1) – Single Detached Residential.

BACKGROUND

The subject lands have an area of approximately 598 square meters (6 441 square feet). The applicant is also the registered owner of the property. All adjacent properties are zoned R1 – Single Detached Residential.

SUBJECT LANDS MAP:



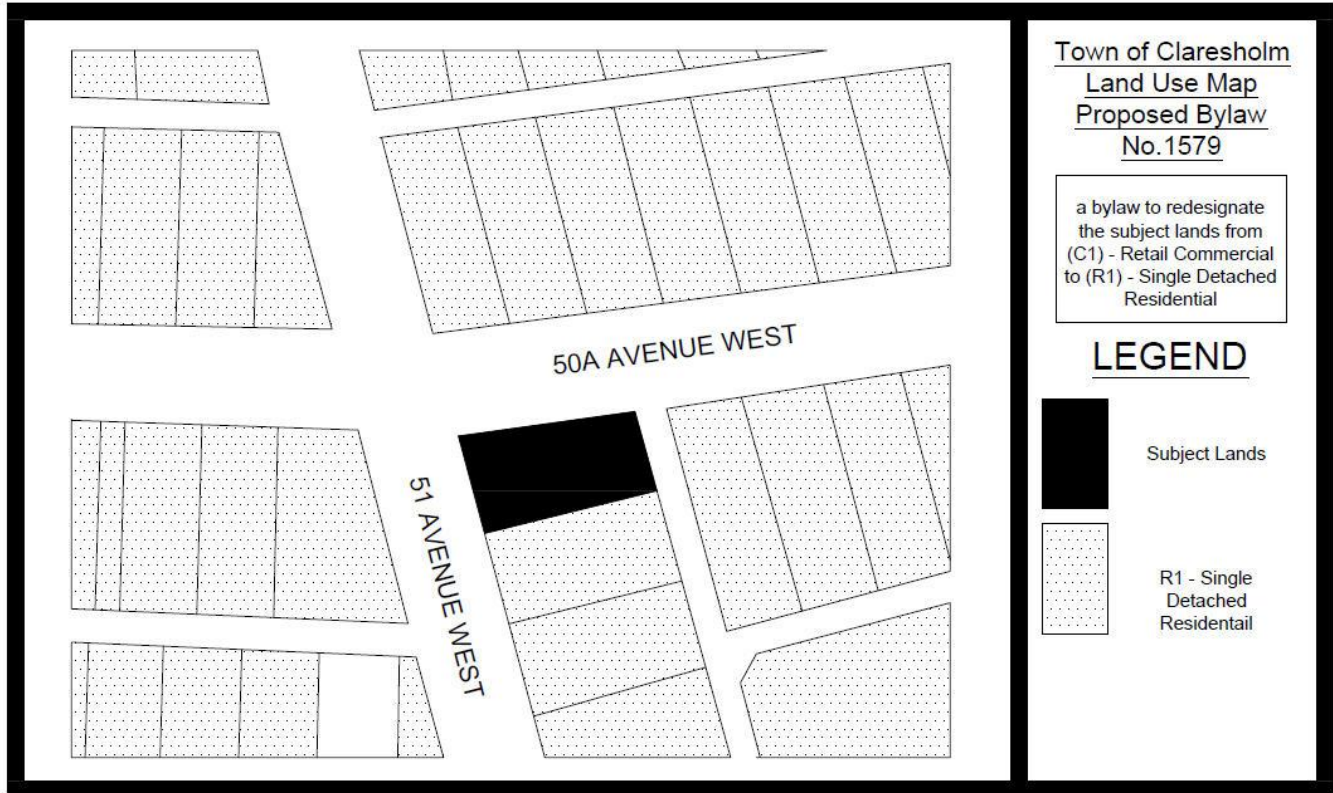
TOWN OF CLARESHOLM

MUNICIPAL PLANNING COMMISSION

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



LAND USE MAP:





watershed management – watershed health

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

www.oldmanbasin.org

October 30, 2012

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

*"Excellent Science Forum! We need more events
like this to bring together science in
Lethbridge and the Oldman."*

–OWC Science Forum participant

Dear Mayor Moore and Councillors,

A key part of the OWC's mission is to **improve and share knowledge**. Research and monitoring is crucial to understanding the watershed so that it can be managed wisely for the benefit of people and support a strong economy. The OWC is often praised for encouraging collaboration within the scientific community and sharing information with the public. We also complete our own research projects with assistance from a team of expert volunteers on our Watershed Science Team. We need your support to continue this vital work.

Armed with local and traditional knowledge as well as science, the OWC identifies solutions to environmental challenges and brings people together from all sectors to achieve them. By working together and sharing experiences and expertise we achieve more. Because of support and knowledge from the OWC, people are implementing stewardship practices in their day-to-day lives, taking the initiative to maintain and improve the watershed for future generations. They are inspired to do something more.

In order for us to keep providing information, tools and support, we need to raise \$130,000 to keep our programs running in the next fiscal year (April 1, 2013 – March 31, 2014). A summary of our accomplishments so far this year is enclosed to give you a better understanding of our programs and what your donation will be supporting.

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 go directly towards our on-the-ground programs.

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 30th. Please indicate on the membership form the delegate you have appointed to vote on your behalf at our Annual General Meeting.

Without you the important work we are doing would not be possible. We need your help to continue raising awareness about watershed issues, research and monitoring and solutions. 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. Sign up for our e-newsletter by email to info@oldmanbasin.org and check out our website to learn more about us.

Sincerely,

A handwritten signature in blue ink that reads 'T. Kerkhoff' with a stylized flourish at the end.

Terry Kerkhoff, Chairman
Oldman Watershed Council

Summary of Accomplishments this Year

This has been a successful year working towards our mission of maintaining and improving the watershed through sharing knowledge, building partnerships, promoting community action and stewardship and developing integrated land and water plans. The environmental goods and services provided by a healthy watershed are the foundation for our resource based economy and are a source of pride for Albertans. Here is a summary of our accomplishments this year so far and what we will be working on for the remainder of the year:

- ❖ As part of the Integrated Watershed Management Plan process, 8 goals for the watershed have been developed with input from a broad range of stakeholders. This year we are focusing on goal 3 “protect the integrity of headwaters and source waters”. Starting this winter, we are collaborating with stakeholders and the public through many engagement sessions to develop an action plan to protect the headwaters.
- ❖ In February, our Rural Team hosted the 2012 Holding the Reins event, “Watershed Stewardship: where are we headed?” in Fort Macleod. With the greatest attendance yet, 128 people, the event provided attendees with insight into rural issues, such as invasive species and wind power. It was an opportunity for landowners to learn from each other through watershed stewardship group updates, digital stories, and informal conversations. It was truly inspiring to see what landowners are doing for the benefit of the environment and how they are making their operations more sustainable.
- ❖ This year the Rural Team’s Watershed Legacy Program provided funding to 8 watershed stewardship projects such as the inventory, mapping and removal of weeds, installing off-stream livestock watering systems and fencing to protect riparian areas, and soil and manure sampling for nutrient management for the protection of water and soil quality. This program provides producers with the financial, technical and communication assistance necessary to be watershed stewards, as well as inspires and encourages producers to adopt beneficial management practices on their land. These success stories also illustrate to urban audiences how producers are being responsible stewards.
- ❖ The Watershed Science Team completed the Willow Creek Aquifer Mapping and Groundwater Management Planning Study and is currently working on a similar study for the Crowsnest watershed. These reports will be used to enhance long term monitoring and give us a starting point to understand how groundwater and surface water are connected. We are also beginning another groundwater investigation in the Fort Macleod area to find the source of high nitrogen concentrations that have been found in wells and to identify solutions that will improve drinking water for residents in the area.
- ❖ In October our Watershed Science Team hosted the 2012 Science Forum at the University of Lethbridge with a headwaters theme. There were 88 attendees and 12 presenters that showcased a wide range of research and monitoring that is contributing to better watershed management. The Science Tour followed the Forum and provided the group of 40 with great insight into the importance of and connection to our headwaters.

- ❖ The Watershed Science Team will be updating the Research and Monitoring Directory that showcases current surface water research and monitoring projects occurring in the Oldman watershed. This directory aims to encourage collaboration and raise awareness of issues and solutions while providing inspiration for future research to help fill the knowledge gaps in our watershed.
- ❖ The Urban Team worked with a student from the University of Lethbridge to conduct a cost-benefit analysis of converting from lawn to a xeriscape, a type of landscaping that uses drought tolerant plants instead of lawn. This information will be used to enhance our education programs that promote xeriscaping to conserve water and reduce the use of chemicals.
- ❖ In July, our Urban Team hosted the first ever Knapweed Pull in Cottonwood Park in Lethbridge because riparian health assessments showed invasive weeds are the top concern in Lethbridge river valleys. 33 people attended and helped fill over 30 bags with knapweed.
- ❖ In September we collaborated with the Helen Schuler Nature Centre for the Great Canadian Shoreline Cleanup. 20 dedicated volunteers, walkers, kayakers and divers, collected 10 bags of garbage, and retrieved 1 bedframe, 3 rafts, 6 tires, 1 metal cooking grill and clothing from the river. Garbage cleanups are important to prevent injuries to wildlife and to remove potential contaminants.
- ❖ We have attended 15 community events so far this year, engaging with 2700 people that wanted to know more about our watershed. Through our various programs and activities, the public was able to learn about their watershed and what they could do to take action at home and work. Engaging with the public also allows for us to gather feedback on our actions and identify areas of success and improvement so we can better serve our watershed with educational programs and best management practices.
- ❖ We are a partner with Agrium for the Caring for our Watersheds youth contest. Presentations will be given to schools this fall and winter to encourage students to answer the question “what can you do to improve your watershed?” Students enter the contest by proposing a project that they could accomplish. Winners and their schools receive a cash reward and funds to implement their project if they wish to. This is a great incentive to get youth actively engaged in the protection of their watershed.
- ❖ The OWC is a partner in the Vulnerability and Adaptation to Climate Extremes in the Americas project led by the University of Regina’s Dr. Dave Sauchyn. The goal is to help rural communities adapt and prepare for extreme events such as floods, droughts and wildfires.



watershed management – watershed health

RETURN TO:
100, 5401 – 1st Avenue South
Lethbridge, AB T1J 4V6
Phone: 403-382-4239
Fax: 403-381-5765
info@oldmanbasin.org
www.oldmanbasin.org

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, 2013. 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: _____

MISSION

The Oldman Watershed Council is a not-for-profit organization of southern Albertans that maintains and improves the Oldman watershed by:

- Improving and sharing knowledge
- Building and strengthening stakeholder partnerships
- Promoting community action and stewardship
- Developing and implementing integrated land and water plans

GOALS

Our five long-term overarching goals are:

1. We understand our watershed.
2. Residents are well informed and actively engaged.
3. Basin stakeholders have defined the desired outcomes for the Oldman Watershed that will form the basis for the Integrated Watershed Management Plan (IWMP).
4. The Oldman Watershed Council and stakeholders put into action the capacity and commitment to achieve defined outcomes.
5. Practices that are beneficial to the health and function of the watershed are adopted.

October 24th, 2012

Town Council

To whom it may concern;

Julia Meek
Box 2474
Clareholm, AB
(403) 625-3452
julia-meek @
hotmail.com

Thank you for responding to my request to lower the cost of the mezzanine at the arena for an hourly rate.

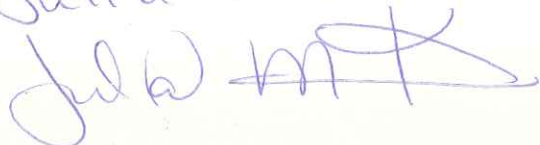
My name is Julia Meek and I am a fitness instructor here in Clareholm. The class that I am running at the arena is a 45 minute cardio and strength training workout for participants of all ages. While I am charging a session fee to cover the cost of the rental of the space, I also have told some of the low-income seniors in town to come out and give it a try. ~~as~~ I believe I am here to help others get fit and improve their health above making a huge profit.

I have scheduled the class for Tuesdays and Thursdays from 5:15 - 6 pm, so will only need to be there just before and after that time, as there is minimal set up. It is 4 weeks - Oct 23 to Nov 5.

I hope I have answered all of your questions. And I look forward to offering more classes in the space in the future.

Sincerely,

Julia Meek



Belly dancing classes were charged \$25.00 per hour for a similar time period last year, after Council approved the discount.

**TOWN OF CLARESHOLM
RECREATIONAL FACILITY & MISCELLANEOUS USER FEE/CHARGES**

DESCRIPTION	FEE
<u>CLARESHOLM ARENA</u>	
• PRIME TIME ICE RENTAL (youth only)	\$63.00 / HOUR
• NON PRIME TIME ICE RENTAL (youth)	41.00 / HOUR
• AA AND ADULT RENTAL	90.75 / HOUR
• OUT OF TOWN	110.00 / HOUR
• CONCESSION RENTAL	1,000 / YEAR
• SKATE SHARPENING BUSINESS	300 / YEAR
• STORAGE – MEZZANINE	300 / YEAR
• STORAGE – ICE LEVEL (SM)	300 / YEAR
• STORAGE – ICE LEVEL (LG)	600 / YEAR
• ARENA ADVERTISING (RINK)	400 / YEAR – 1 ST YEAR
• ARENA ADVERTISING (RINK)	275 EACH YEAR THEREAFTER
• ARENA ADVERTISING (LOBBY) SIGNS FOR FUNDRAISING	CMHA AND CSC BE ALLOWED ½ EACH
• ARENA MEZZANINE/LOBBY(non profit)	55 / DAY
• ARENA FLOOR (non profit)	55 / DAY
• ARENA MEZZANINE/LOBBY(for profit)	100 / DAY
• ARENA MEZZANINE/LOBBY(non profit)	30 / EVENING
• ARENA MEZZANINE/LOBBY(for profit)	50 / EVENING
• DAMAGE DEPOSIT	400 / GROUP
• PUBLIC SKATING	500 / SEASON FOR CORPORATE SPONSORS
• SCHOOL USE	NO CHARGE PER JOINT USE AGREEMENT
SUMMER RATES (RINK FLOOR)	
• RECREATIONAL USE	\$37.30 / HOUR, 250 / DAY
• COMMUNITY NON-PROFIT	150 / DAY
• COMMERCIAL USE	650 / DAY

CLARESHOLM AQUATIC CENTRE

	Drop in	10 Pass	3 Month
Under 3	Free	Free	Free
3-7 years old	\$1.25	\$10.00	\$20.00
8-17 years old	\$2.50	\$20.00	\$40.00
18-54 years old	\$4.50	\$36.00	\$72.00
55+ years old	\$3.25	\$26.00	\$52.00
Family	\$12.00	\$96.00	\$192.00

	Drop in	Preregistered
Aquafit	\$5.00	\$3.00 x # of Classes

	30 min lessons	45-60 min lessons
Swimming Lessons	\$33.00	\$45.00
School Rentals/hr	\$44.00	
Swim Club Rental/hr	\$44.00	
School Lessons	\$27.50/ instructor hour	
Public Rental	\$75.00	



Claresholm Kinsmen Club
Box 1707

To: The Town Of Claresholm
Re: Charity Hockey Game

I am writing on behalf of the joint committee represented by the Claresholm Kinsmen, the Claresholm RCMP and the Claresholm Fire Department. We are organizing a charity hockey game for December 15th. We are requesting that the Town Of Claresholm donate the rink and ice time for this fund raising event. Proceeds will go to KidSport and Kinsmen Community Projects.

Thank you for considering this worthwhile fund raising event, and for being a part of it.
Any questions please call.

Todd Heggie
Charity Hockey Game Committee Member/Kinsmen Member
403-625-4541

November 5, 2012

Claresholm & District Fair Board
Box 213
Claresholm AB T0L 0T0

Town of Claresholm
Box 1000
Claresholm AB T0L 0T0

Dear Town Council,

We are happy to announce that our volunteers are busy preparing the 2013-2014 Claresholm & Bench Show catalogue.

The Fair Board is seeking your continued support for the award(s). In the past, you sponsored \$50.00 for each Section 1: Yards & Garden Competition (Adult or Junior)

Adult or junior 1st Place Best Town Home Grounds.
Adult or junior 1st Place Best Town Vegetable Garden
Adult or junior 1st Place Best Rural Home Grounds
Adult or junior 1st Place Best Rural Vegetable Garden
Adult or junior 1st Place Best Container/ Balcony Garden
Adult or junior 1st Place Best Commercial Grounds

Please find enclosed an invoice covering the 2 years (2013, 2014). The award will appear in the catalogue for 2013-2014.

For more information please contact the undersigned.

Your continued support of the Claresholm & District Bench Show is appreciated.

Yours truly

Pat Cormier (Treasurer) 403 625 3399
Pat Fisher (Board Member) 403 625 3810
Syd Gray (President) 403 625 2132

OUR NUMBER	433752
DATE	Nov 6, 2012
CUSTOMER'S ORDER	

SOLD TO	town of Claresholm
ADDRESS	Box 1000 Claresholm AB T0L 0T0

FROM:	
SHIP TO	
ADDRESS	CLARESHOLM & DISTRICT FAIR BOARD P.O. BOX 213 CLARESHOLM, ALBERTA T0L 0T0

TAX REG. NO.	SALESPERSON	FOB	TERMS	VIA
--------------	-------------	-----	-------	-----

QUANTITY	DESCRIPTION	PRICE	AMOUNT
	1st Place in each class of Section 1 yards & Gardens for 2013-2014 Adult or Junior		600 00
	for more information please call Pat Cormier at 403-625-3399 Pat Fisher 403-625-3810		
	Thank You!		
		TOTAL	600 00

Staff Report

To: Council
From: CAO
Date: November 7, 2012
Re: Community Hall Board request

The Community Hall Board has applied for a federal contribution under the Community Infrastructure Improvement Fund for upgrades at the Community Centre for 50% of the applied for \$200,000 project for electrical/wiring, HVAC upgrades and roof.

They need to send in documentation that states that the Town, due low net income for the Hall, will front the project costs to pay for the work and then get reimbursed by the government for the 50% contribution after the project is complete. The remaining 50% of the project is covered by contributions by the Town and the MD. Resolutions to this effect have been passed by both Councils.

The Community Hall Board is requesting that the Town give them financial backing on the money to be reimbursed to the Town when the grant funds are sent to the Hall Board. Note that the Board will not go ahead with the project until they know the grant is approved.

The Community Hall Board is requesting a resolution that the Town of Claresholm will pay the project costs upfront and the Hall Board will remit the CIIP contribution to the Town when the project is complete and the CIIP monies are received.

Kris Holbeck, CA CAO Town of Claresholm

**TOWN OF CLARESHOLM
COMMUNITY STANDARDS
COMMITTEE**

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



STAFF REPORT

To: Town Council
From: Community Standards Committee
CC: N/A
Date: November 13th, 2012
Re: Citizen Concerns regarding Recreational Trailers and Vehicles Parked in Front Yards

Urgent For Review Please Comment Please Reply Please Recycle

● **Recreational Trailers and Vehicles:**

BACKGROUND:

During the regularly scheduled meeting on September 10th, 2012, Town Council referred the citizen concerns regarding recreational trailers and vehicles parked in front yards to the Community Standards Committee. At the next scheduled meeting on October 10th, 2012, the Community Standards Committee reviewed the citizens concerns, investigating the impact of the parking of recreational vehicles and trailers on the front driveway during the winter months (October 15th to April 15th). The concerns centred on the safety of pedestrian and vehicular traffic in regards to sightlines, and the effects on the aesthetics of the neighbourhood.

CONCLUSIONS:

The mechanism required to regulate the parking of recreational trailers and vehicles parked in front yards would entail modifications to the Town of Claresholm Land Use Bylaw No.1525. The changes needed would restrict how and when a private property owners use their driveway / parking area. Also the enforcement section would need to be modified to include verbiage regarding the violation process; the current regulations are meant to handle development / building violations. In addition, a fines and penalties section will have to be created.

The Community Standards Committee concludes the following:

- The required action to address the issue raised would further restrict how a property owner uses their property. These decisions should not be taken lightly. Some would consider the new regulations as an unnecessary infringement of their rights as a property owner.
 - The safety of pedestrians and vehicular traffic is very important to the Community Standards Committee. The issues raised contend that front yard parking of bulky recreational vehicles compromises safety by limiting the sightlines of drivers around bends and at intersections. However, street parking of these bulky recreational vehicles (and vehicles in general) is permitted and therefore it would appear that the safety concerns are more connected to vehicle speed, versus front yard parking.
-

- Currently; Bylaw 1550 – Traffic Bylaw has provisions that address the parking and obstruction of sidewalks and curbs. The provisions prohibit vehicles and general debris from being parked on or over sidewalks and curbs. Going forward, Council may consider modifying the provisions to add a 0.5 metre or 1 metre buffer area where obstruction cannot be located. This would increase safety for users of the sidewalk and also improve sightlines for vehicular traffic traveling the roadway.

RECOMMENDATION:

It is the opinion of the Community Standards Committee education should be the first step in this process. The Community Standards Committee could also explore soft enforcement initiatives, such as good neighbour guidelines to help neighbours handle disputes related to this issue (and other matters). In addition, more consistent hard enforcement of the regulations related to street parking under the Traffic Bylaw would help reduce the numbers of recreation vehicles on the streets. The Community Standards Committee recommends that, at this time, Council take no action regarding the requested restrictions for front yard parking.

Regards,

Jeff Gibeau

Manager of Regulatory & Property Services

Secretary to the Community Standards Committee



townofclaresholm.com

Phone: (403) 625-3381

Fax: (403) 625-3869



July 18, 2012

Mayor and Council
Town of Claresholm
PO Box 1000
Claresholm, Alberta T0L 0T0

RE: RECREATIONAL TRAILERS AND VEHICLES

As concerned citizens of the Town of Claresholm, we are writing this letter to the Mayor and Council requesting that a bylaw be passed to deal with the parking of recreational trailers and vehicles on residential properties. *ON DRIVEWAYS & STREETS ONLY!!*

There are many citizens in our community who own recreational trailers and vehicles, and we feel that some of these owners are infringing on our rights as home owners. Often times, these vehicles are parked in driveways in the off-season and remain there indefinitely. This situation impedes on the sight-lines of the neighbours, causing both safety issues and affecting the aesthetics of the neighbourhood.

It is understandable that these owners wish to have their vehicles parked in their driveways during the months when they will be used, meaning late spring to early fall. It should not be necessary, however that the vehicles remain parked in their driveways all year long. We would like to see these vehicles removed in the off-season to an off-site location such as a storage facility. We suggest the period of October 15th to April 15th inclusive.

We thank you for your understanding in this matter, and hope that Council will agree to have Town Administration explore this situation further.

Name	Signature	Address
Norma M'Gauri	Norma M'Gauri	60 Westllyn Ave.
Bire Mullen	Bire Mullen	714 46ave West
Lamy Nelson	Lamy Nelson	59 Westllyn Dr.
Soley R...	[Signature]	21 Sp... Ave
[Signature]	[Signature]	33 WESTLYN RD
Russell [Signature]	[Signature]	5103 2nd St. W.
ROBERT WALL	[Signature]	50 WESTLYN DR
Janette Nelson	Janette Nelson	213-50 AVE E
[Signature]	[Signature]	50 Westllyn Dr
Lieven Rhode	Lieven Rhode	708 46 AVE W
CAROL PETHAK	[Signature]	706-46 AVE W
Jane Miller	Jane Miller	38 Westllyn
LARRY FORD	[Signature]	#12 LINK SPUR.
B MIKES.	[Signature]	231-51 ave east

Staff Report

To: Town Council
From: CAO
Date: November 13th, 2012
Re: Wednesday Garbage Pickup Proposal;
Willow Creek Regional Waste Management Services Commission

The Willow Creek Regional Waste Management Services Commission (WCRWSC) has responded to the Town of Claresholm's inquiry to open on Wednesdays. The Utility Planning Committee met on November 6th, 2012 and discussed the trial agreement proposed by WCRWSC. The proposal suggests that a two month trial period start in January 2013; during which the Town of Claresholm will pay \$500.00 per Wednesday (not including weeks that have statutory holidays – the WCRWSC facility would be open anyways). The landfill will be open to all users and the general public. Changes could be negotiated at the end of the trial period, when program costs would be re-evaluated based on usage. The cost to the Town of Claresholm could potentially be lowered if the usage of the Wednesday opening hours is being taken advantage of by users other than the Town of Claresholm.

The hours of operation for these Wednesdays shall not exceed four hours (10am till 2pm.) Currently the Landfill opens for regular hours on Wednesday following a closure due to a holiday, and will continue to do so at no additional cost to the Town of Claresholm.

The Utility Planning Committee recommends to Council that the proposed trial program is a fair arrangement and the Town agree to these terms. At the end of the trial period, the Willow Creek Regional Waste Management Services Commission and the Utility Planning Committee will re-evaluate the functionality of the service. As part of the evaluation process, the Utility Planning Committee suggests that the Town request access to the usage logs for all Wednesdays within the trial period.

The additional Wednesday charges for the trial program will total \$3,500. The Town of Claresholm Utility & Public Works Departments are ready to adjust their schedules to allow for a change in services to the public, and with Council's approval will begin the notification process. Please note that residential curbside recycling pickup will be moved to Wednesdays for the affected properties. The garbage pickup and recycling pickup will continue to mirror each other.

Kris Holbeck, CA CAO Town of Claresholm

WILLOW CREEK REGIONAL WASTE MANAGEMENT
SERVICES COMMISSION

Box 2820 Claresholm, Alberta T0L 0T0

Phone: 403-687-2603

Fax: 403-687-2606

October 24, 2012

Town of Claresholm
Box 1000
Claresholm, Alberta
T0L 0T0

Re: Request for Wednesday Opening

Dear Kris,

Your letter dated September 25, 2012 requesting Wednesday openings, was brought before the Commission at our regular monthly meeting on October 18, 2012. After a lengthy discussion, the Commission has agreed to your request, and will open the landfill for additional Wednesday hours with the following conditions.

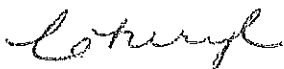
The landfill will open on Wednesdays on a two month trial basis commencing January 2013. The Commission will evaluate the functionality of these conditions at the end of the trial period.

The Town of Claresholm will incur the cost of opening and be charged five hundred dollars (\$500.00) per Wednesday in addition to the regular charge for disposal of waste.

The hours of operation shall not exceed four hours per Wednesday and be from 10 A.M. to 2 P.M.. Currently the landfill opens for regular hours on Wednesdays following a closure due to a general holiday, and will continue to do so at no additional cost to the Town of Claresholm.

If you have any questions or require any further information regarding this issue, please do not hesitate to call me at 403-687-2603.

Yours truly,



Cheryl Guenther
Manager
WCRWMSC

Staff Report

To: Town Council
From: CAO
Date: November 9, 2012
Re: Emergency Project – Curling Club Compressor

The Curling Club contacted the Town at the end of October 2012 and notified us that the compressor at the rink would not start.

They called Cimco Refrigeration to have it looked at and were told that the compressor needed a part. The part would cost \$11,000 and would have to be shipped from Denmark and would take 2-3 weeks. Second option was to install the new part and overhaul the old compressor which would cost around \$35,000. Third option was to buy a new compressor would be about \$45,000.

The Curling Club contacted the Town and asked for their assistance in determining what the best long range solution was and to assist with financing the project as the Club has limited cash resources. They hoped for a timely turnaround as they were concerned about losing the entire curling season.

Town staff toured the mechanical room and discussed options with the Curling Club reps and the Town's Building Safety Codes Officer from Superior Safety Codes. The Town also called Cimco Refrigeration (who put one of the quotes on the necessary work) and determined what needed to be done to get the system back up and running but also covered off the necessary safety recommendations for the system.

The project's estimated cost (per the attached quote is approximately \$92,250 plus roof repair as there are leaks plus any asbestos removal costs (if it is determined there is asbestos in the walls before they do the necessary ventilation). The project costs could be as high as \$110,000 depending on these additional factors.

The Curling Club has begun applications for both provincial and federal funds to cover project costs and has agreed to cost share with the Town and the MD any costs that are not grant fundable.

Town Superintendent, Mike Schuweiler, was the project manager on the Arena Plant Upgrade in 2009 and would this project's manager also. He is comfortable working with Cimco Refrigeration and understands the project needs and timelines.

Administration is requesting that Council approve that this emergency capital project at the Curling Club be approved for funding up to \$110,000 from reserves with the non grant fundable portion repayment to be negotiated when the amount is known.

Kris Holbeck, CA CAO Town of Claresholm

INFORMATION ITEMS



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

2012-Nov-7

2:36:34PM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Batch #	Amount
46244	2012-10-04	EFT	EFT	1790	Aquam Specialiste Aquatique Inc.	16160	226.49
46245	2012-10-04	EFT	EFT	2550	AUMA		52.50
46246	2012-10-04	EFT	EFT	786195	Benchmark Assessment Consultants Inc.		4,021.50
46247	2012-10-04	EFT	EFT	786250	CARLETON, TRISHA		911.97
46248	2012-10-04	EFT	EFT	786670	CHIX DESIGN		315.00
46249	2012-10-04	EFT	EFT	56100	CIMCO REFRIGERATION		1,170.75
46250	2012-10-04	EFT	EFT	76150	Claresholm Animal Rescue Society		150.00
46251	2012-10-04	EFT	EFT	13660	CLARESHOLM LOCAL PRESS		1,587.98
46252	2012-10-04	EFT	EFT	786893	CLARESHOLM LOCK & KEY		1,387.05
46253	2012-10-04			786950	CLARESHOLM SELF STORAGE		598.50
46254	2012-10-04	EFT	EFT	14246	COMMUNITY EMPLOYMENT SERVICES		40.00
46255	2012-10-04	EFT	EFT	786475	COMPLETE CARPENTRY LTD.		1,405.00
46256	2012-10-04	EFT	EFT	786397	EPCOR		109.46
46257	2012-10-04	EFT	EFT	786202	EXOVA		185.90
46258	2012-10-04	EFT	EFT	87032	FITZGERALD, BRUCE		61.83
46259	2012-10-04	EFT	EFT	786800	GDM ELECTRIC LTD.		2,101.65
46260	2012-10-04	EFT	EFT	786505	GRAPHCOM PRINTERS LTD.		323.30
46261	2012-10-04	EFT	EFT	31955	GREYHOUND COURIER EXPRESS		25.35
46262	2012-10-04	EFT	EFT	786218	JOHN'S HEATING		126.00
46263	2012-10-04	EFT	EFT	786267	LAWSON PRODUCTS INC.		309.97
46264	2012-10-04			56155	LIFESAVING SOCIETY		144.00
46265	2012-10-04	EFT	EFT	786078	LING, JULIE		255.82
46266	2012-10-04	EFT	EFT	56200	LOCAL AUTHORITIES PENSION PLAN		11,329.24
46267	2012-10-04	EFT	EFT	786175	MacPherson Leslie & Tyerman LLP		420.00
46268	2012-10-04	EFT	EFT	786590	MINISTER OF FINANCE		51.40
46269	2012-10-04	EFT	EFT	786570	MOORE, DAVID		66.56
46270	2012-10-04	EFT	EFT	65000	MUNICIPAL DISTRICT OF WILLOW		7,559.04
46271	2012-10-04	EFT	EFT	786370	NANTON NEWS		55.64
46272	2012-10-04	EFT	EFT	76300	PEDERSEN TRANSPORT LTD.		588.44
46273	2012-10-04	EFT	EFT	786453	PRAXAIR CANADA INC.		9,872.29
46274	2012-10-04	EFT	EFT	786156	Q.E.D. ENTERPRISES LTD.		881.49
46275	2012-10-04	EFT	EFT	86300	RECEIVER GENERAL FOR CANADA		19,994.55
46276	2012-10-04	EFT	EFT	42321	RFS CANADA		400.46
46277	2012-10-04	EFT	EFT	786759	SIMPLEX GRINNELL		756.00
46278	2012-10-04	EFT	EFT	786873	SOUTHCAL DEVELOPMENTS INC		43,000.00
46279	2012-10-04	EFT	EFT	786609	TASTE OF HEAVEN CAFE		230.00
46280	2012-10-04	EFT	EFT	900	TELUS		3,166.83
46281	2012-10-04	EFT	EFT	786191	TENAQUIP LIMITED		888.99
46282	2012-10-04	EFT	EFT	97000	TOWN OF CLARESHOLM		34.97
46283	2012-10-04	EFT	EFT	4090	WARNACO SWIMWEAR GROUP		654.07
46284	2012-10-04	EFT	EFT	126050	ZEE MEDICAL CANADA, INC.		127.33
46285	2012-10-04	EFT	EFT	900000	BARKER, GREG		360.60
46286	2012-10-04	EFT	EFT	900000	CLEAR LAKE ENTERPRISES		48.00
46287	2012-10-04	EFT	EFT	900000	JODOIN, JACK		500.00
46288	2012-10-04	EFT	EFT	900000	JOHNSON, DALE		2,000.00
46289	2012-10-04	EFT	EFT	900000	MINISTER OF FINANCE		50.00
46290	2012-10-04			900000	MORRISON, PAUL & LORI		2,000.00
46291	2012-10-04	EFT	EFT	900000	SAUL'S CATERING		141.75



Claresholm

TOWN OF CLARESHOLM

Cheque Listing For Account Payable

<u>Cheque #</u>	<u>Cheque Date</u>	<u>CEO</u>	<u>CAO</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>
						120,687.67
						Batch # 16178
46292	2012-10-12	EFT	EFT	900100	CLARESHOLM GOLF CLUB	2,799.05
46293	2012-10-12	EFT	EFT	900100	TD CANADA TRUST	2,136.35
						4,935.40



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

2012-Nov-7
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Claresholm

<u>Cheque #</u>	<u>Cheque Date</u>	<u>CEO</u>	<u>CAO</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>
					Batch #	16185
46294	2012-10-15	EFT	EFT	787501	1344585 ALBERTA LTD	21,741.10
46295	2012-10-15	EFT	EFT	600	ALBERTA ASSOCIATION OF M.D.'S	8,141.49
46296	2012-10-15	EFT	EFT	650	ALBERTA BLUE CROSS	6,226.20
46297	2012-10-15	EFT	EFT	1025	ALBERTA ONE CALL LOCATION CORP	91.35
46298	2012-10-15	EFT	EFT	785928	BIG HILL SERVICES LTD.	142.80
46299	2012-10-15	EFT	EFT	6390	BISHOFF AUTO & AG CENTRE	1,025.23
46300	2012-10-15			11130	CANADA POST CORPORATION	64.05
46301	2012-10-15			13125	CLARESHOLM CENTRE	54.18
46302	2012-10-15	EFT	EFT	786483	CLARESHOLM CONTINUOUS EAVESTROUGHING LTD.	735.00
46303	2012-10-15	EFT	EFT	13400	CLARESHOLM GLASS '88' LTD	592.20
46304	2012-10-15	EFT	EFT	14085	CLARESHOLM NAPA AUTO	1,450.41
46305	2012-10-15	EFT	EFT	786141	CLARESHOLM TAXI	1,039.50
46306	2012-10-15	EFT	EFT	786697	CNH CAPITAL C3115	241.17
46307	2012-10-15	EFT	EFT	786202	EXOVA	177.45
46308	2012-10-15	EFT	EFT	786240	GAMMEL'S PLUMBING HEATING & GASFITTING	489.02
46309	2012-10-15	EFT	EFT	786648	HOLBECK, KRISTINE H	168.00
46310	2012-10-15	EFT	EFT	850	JOHN DEERE FINANCIAL	1,094.50
46311	2012-10-15	EFT	EFT	786659	LIVINGSTONE RANGE SCHOOL DIVISION	390.00
46312	2012-10-15	EFT	EFT	56200	LOCAL AUTHORITIES PENSION PLAN	11,325.68
46313	2012-10-15	EFT	EFT	786812	MCGREGOR FILTERING EQUIPMENT	57.75
46314	2012-10-15	EFT	EFT	786704	MINISTER OF FINANCE (LT)	45.00
46315	2012-10-15	EFT	EFT	65000	MUNICIPAL DISTRICT OF WILLOW	1,253.65
46316	2012-10-15	EFT	EFT	66100	NATIONAL SECRETARY-TREASURER	1,177.93
46317	2012-10-15	EFT	EFT	786039	NORWESCO INDUSTRIES (1983) LTD.	69.05
46318	2012-10-15	EFT	EFT	786905	ONECONNECT SERVICES INC. T46194	47.72
46319	2012-10-15	EFT	EFT	786635	ORKIN CANADA CORPORATION	100.80
46320	2012-10-15	EFT	EFT	76300	PEDERSEN TRANSPORT LTD.	544.71
46321	2012-10-15	EFT	EFT	786050	PLANET CLEAN (LETHBRIDGE) LTD.	275.02
46322	2012-10-15	EFT	EFT	786536	R P WATERWORKS INC.	5,703.38
46323	2012-10-15	EFT	EFT	86153	RANCLAND EMBROIDERY	50.40
46324	2012-10-15	EFT	EFT	86300	RECEIVER GENERAL FOR CANADA	20,370.61
46325	2012-10-15	EFT	EFT	786180	RICOH CANADA INC.	781.22
46326	2012-10-15	EFT	EFT	13525	SOBEYS CLARESHOLM	299.67
46327	2012-10-15	EFT	EFT	786609	TASTE OF HEAVEN CAFE	63.20
46328	2012-10-15	EFT	EFT	786437	THE WRITE SOURCE	316.32
46329	2012-10-15	EFT	EFT	97000	TOWN OF CLARESHOLM	48.73
46330	2012-10-15	EFT	EFT	23500	W.R. MEADOWS OF WESTERN CANADA	1,743.21
46331	2012-10-15	EFT	EFT	36950	WATER BLAST MANUFACTURING LP	404.25
46332	2012-10-15	EFT	EFT	111705	WC CLASS II REGIONAL LANDFILL	7,030.70
46333	2012-10-15	EFT	EFT	786378	WESTCAN WIRELESS	2,352.47
46334	2012-10-15	EFT	EFT	900000	ALBERTA/NWT COMMAND	445.00
46335	2012-10-15	EFT	EFT	900000	CAPPIS, GARY	1,500.00
46336	2012-10-15	EFT	EFT	900000	McKEE, ALLSION	80.00
46337	2012-10-15	EFT	EFT	900000	SPENCER, DENISE	37.97
46338	2012-10-15	EFT	EFT	900000	STANGE, ALLEN	500.00
46339	2012-10-15	EFT	EFT	900000	TOONE, CORRIE	500.00
46340	2012-10-15			900000	TOTH, GEORGE	500.00
46341	2012-10-15	EFT	EFT	900000	VITERRA INC.	3,500.00



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

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Claresholm

<u>Cheque #</u>	<u>Cheque Date</u>	<u>CEO</u>	<u>CAO</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>
						104,988.09
						Batch # 16193
46342	2012-10-18	EFT	EFT	600	ALBERTA ASSOCIATION OF M.D.'S	518.70
46343	2012-10-18	EFT	EFT	786517	AMSC INSURANCE SERVICES LTD.	3,695.40
46344	2012-10-18	EFT	EFT	11250	CANADIAN LINEN SUPPLY	712.99
46345	2012-10-18	EFT	EFT	786250	CARLETON, TRISHA	60.25
46346	2012-10-18	EFT	EFT	12190	CHAMCO INDUSTRIES LTD.	8,295.27
46347	2012-10-18	EFT	EFT	12200	CHARLTON & HILL	635.09
46348	2012-10-18	EFT	EFT	14150	CLARESHOLM WELDING &	316.58
46349	2012-10-18	EFT	EFT	786584	HACH SALES & SERVICE CANADA LTD.	1,455.93
46350	2012-10-18	EFT	EFT	49980	HARRY'S TIRE SALES (1984) LTD.	2,027.85
46351	2012-10-18			786777	HEMMAWAY, JASON	220.37
46352	2012-10-18	EFT	EFT	786267	LAWSON PRODUCTS INC.	137.27
46353	2012-10-18	EFT	EFT	56200	LOCAL AUTHORITIES PENSION PLAN	11,239.80
46354	2012-10-18	EFT	EFT	61450	MCNALLY CONTRACTORS LTD.	2,038.68
46355	2012-10-18	EFT	EFT	65040	MUNICIPAL INFORMATION SYSTEMS	931.02
46356	2012-10-18			66100	NATIONAL SECRETARY-TREASURER	1,148.29
46357	2012-10-18	EFT	EFT	786192	NOBLE CONCRETE (1987) LTD	1,500.00
46358	2012-10-18	EFT	EFT	76300	PEDERSEN TRANSPORT LTD.	610.89
46359	2012-10-18	EFT	EFT	786167	PITNEY BOWES GLOBAL CREDIT SERVICES	1,385.79
46360	2012-10-18	EFT	EFT	86300	RECEIVER GENERAL FOR CANADA	18,381.88
46361	2012-10-18	EFT	EFT	900	TELUS	757.21
46362	2012-10-18	EFT	EFT	786500	TRINUS TECHNOLOGIES INC.	157.50
46363	2012-10-18	EFT	EFT	23500	W.R. MEADOWS OF WESTERN CANADA	192.11
46364	2012-10-18	EFT	EFT	126050	ZEE MEDICAL CANADA, INC.	368.35
46365	2012-10-18	EFT	EFT	900000	ANALYGAS SYSTEMS	140.70
46366	2012-10-18			900000	CROP PRODUCTION SERVICES	3,500.00
46367	2012-10-18	EFT	EFT	900000	CUTLER, DENELLE	13.50
46368	2012-10-18	EFT	EFT	900000	RITE-WAY FENCING INC.	3,627.15
46369	2012-10-18	EFT	EFT	900000	SEGUIN, RYERSON	80.00
46370	2012-10-18	EFT	EFT	900000	TIGER COURIER	25.88
						64,174.45
						Batch # 16195
46371	2012-10-18	EFT	EFT	900100	TUCKER, JAMES HENRY	750.00
						750.00



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

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2:36:35PM

Claresholm

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
					Batch #	16204
46372	2012-10-25			786707	Alberta SouthWest Regional Alliance Ltd.	3,700.00
46373	2012-10-25			786517	AMSC INSURANCE SERVICES LTD.	702.19
46374	2012-10-25			786427	BOUNDARY EQUIPMENT (CALGARY) LTD.	2,806.66
46375	2012-10-25			786718	CICON ENGINEERING	7,713.30
46376	2012-10-25	EFT	EFT	13250	CLARESHOLM CHILD CARE SOCIETY	2,183.50
46377	2012-10-25	EFT	EFT	13660	CLARESHOLM LOCAL PRESS	364.36
46378	2012-10-25			14205	CLEAN BRITE CHEMICAL SERVICES LTD.	455.65
46379	2012-10-25	EFT	EFT	785973	CLEARTECH INDUSTRIES INC.	1,506.54
46380	2012-10-25			786540	DIRECT ENERGY REGULATED SERVICES	27.23
46381	2012-10-25			76356	Excel Telecommunications (Canada) Inc.	61.81
46382	2012-10-25			26201	FERG'S SEPTIC SERVICE	480.38
46383	2012-10-25			786240	GAMMEL'S PLUMBING HEATING & GASFITTING	512.49
46384	2012-10-25			786146	GODLEY'S JEWELLERY	7.88
46385	2012-10-25			786505	GRAPHCOM PRINTERS LTD.	109.56
46386	2012-10-25	EFT	EFT	36800	HOME HARDWARE	2,277.74
46387	2012-10-25	EFT	EFT	786359	KLEARWATER EQUIPMENT AND TECHNOLOGIES CORP.	10,799.88
46388	2012-10-25			786267	LAWSON PRODUCTS INC.	98.20
46389	2012-10-25			786872	MPE ENGINEERING LTD.	1,312.50
46390	2012-10-25			786909	PC CANADA CITIBANK LOCKBOX	414.75
46391	2012-10-25	EFT	EFT	76300	PEDERSEN TRANSPORT LTD.	797.33
46392	2012-10-25			80000	PUROLATOR COURIER	32.23
46393	2012-10-25			786468	SHAW CABLE	83.95
46394	2012-10-25	EFT	EFT	91710	STINTECH ELECTRONICS	2,391.22
46395	2012-10-25			786851	SUNVIS SAFETY	475.65
46396	2012-10-25			900	TELUS	251.19
46397	2012-10-25			786391	THE CYPRESS GROUP	134.93
46398	2012-10-25	EFT	EFT	786428	TransAlta Energy Marketing Corp.	64,552.85
46399	2012-10-25	EFT	EFT	101400	UNITED FARMERS OF ALBERTA	939.40
46400	2012-10-25			126050	ZEE MEDICAL CANADA, INC.	316.22
46401	2012-10-25			900000	A & J HOMES	1,000.00
46402	2012-10-25			900000	ALDER, KEITH & KAREN	1,500.00
46403	2012-10-25			900000	ART IN CANADA INC.	1,351.35
46404	2012-10-25			900000	BRANDT TRACTOR LTD.	169,260.00
46405	2012-10-25			900000	FIRE SAFETY CANADA	274.87
46406	2012-10-25			900000	GREENTIPS INC.	1,370.25
46407	2012-10-25			900000	LAING, ANOLA	42.46
46408	2012-10-25			900000	MAC AUTOGLASS & GRAPHICS	161.70
46409	2012-10-25			900000	PETROVIC, MIKE	8,090.16
46410	2012-10-25	EFT	EFT	900000	SADDLE RANCH DEVELOPMENTS	2,000.00
						290,560.38

Total 586,095.99

*** End of Report ***



October 25, 2012

Mr. Kris Holbeck, Chief Administrative Officer
Town of Claresholm
PO Box 1000
Claresholm, AB T0L 0T0

Dear Mr. Holbeck; *FMS*

RE: 2011 Renewable Energy Certificates (REC)

On behalf of the AMSC, thank you for your commitment to the AMSC Energy Program. We would like to recognize your dedication to the environment with your decision to purchase of green power in the 2009+ AMSC Energy Program. Enclosed you will find your Renewable Energy Certificate (REC) acknowledging your renewable energy purchase for January to December 2011.

TransAlta provides Green Power to the AMSC Energy Program by means of Renewable Energy Certificates (RECs) that are EcoLogo certified. These certificates entitle you to all the rights, title, interest and benefits resulting from the actual (or assumed) displacement of emissions through electricity production at a green power facility. RECs are produced in Alberta from Canadian Hydro Developers or Vision Quest, which is TransAlta's Wind Business, and purchased as a percentage of your total annual electricity consumption as part of the 2009+ AMSC Energy Program.

The **Town of Claresholm's** purchase of **487.41 MWh** of green power has contributed to the reduction of **428.92** tonnes of carbon dioxide, which is similar to taking **84** cars off the road for one year or planting **10,980** trees. Your choice has offset a significant amount of the greenhouse gases produced while generating your electricity; thank you!

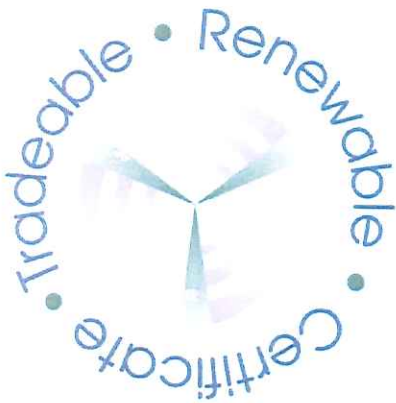
With your 2009+ Energy Aggregation Program approaching the end of its term on December 31, 2013, AMSC will have an enhanced 2014+ AMSC Energy Program which will continue to be an environmentally responsible, transparent and flexible program in which you will again have the option to acquire green power.

For further information regarding the 2009+ AMSC Energy Program, or to learn more about our enhanced 2014+ AMSC Energy Program, please contact Andrew Riley at 780-431-4541 or ariley@auma.ca.

Thank you for supporting the AMSC Energy Program.

Yours Truly,

John McGowan
Chief Executive Officer



Green Energy® Tags from TransAlta Corporation or its affiliate Canadian Hydro Developers, Inc is a renewable certificate product. Every MWh of Green Energy Tags from TransAlta Corporation or its affiliate is a tradeable renewable certificate product.

This certifies that Town of Claresholm is entitled to the full ownership of all environmental attributes associated with 487.41 MWh of tradeable renewable certificates free of any liens and encumbrances for the period of January 1, 2011 to December 31, 2011.


VP, Regulatory & Commercial

September 10, 2012
Date



Transfer of full ownership of all environmental attributes associated with the generation of 487.41 MWh from facilities that are certified through. The EcoLogo™ Program.



The Association of Professional
Engineers and Geoscientists of Alberta

October 22, 2012

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

Dear Mayor Moore:

With 67,000 members, APEGA is the largest self-governing professional association regulating the practice of engineering and geoscience in Western Canada. We are also very proud to be a sponsor of the Canada-Wide Science Fair which will be held in Lethbridge from May 11 – 18, 2013.

APEGA's President, Leah Lawrence, and I will be in Lethbridge for our annual visit with volunteers, permit holders and business leaders on Wednesday, November 28th. As you are a community leader, Leah is eager to share with you the issues of importance to engineers and geoscience professionals, and to hear about local and provincial issues with which APEGA and its members should be familiar.

We would like to invite you and a guest to join us at a reception and dinner on November 28th. Details are:

Reception 6:30 p.m.; Dinner 7:15 p.m.
Location: Canadian Western Bank Lounge, Enmax Centre
Address: 2510 Scenic Drive South, Lethbridge
Dress: Business

Please RSVP your availability to attend, including the name of your guest and any special dietary requirements, to Annamaria Rioux at 1-800-661-7020, ext. 2228 or arioux@apega.ca no later than November 22, 2012.

We hope that you will be able to join us on November 28th.

Regards,

A handwritten signature in black ink, appearing to read "M. Flint".

Mark W. Flint, P.Eng.
Chief Executive Officer

Alberta SouthWest Regional Alliance
Minutes of the Board of Directors Meeting
Wednesday October 3, 2012
Empress Theater, Fort Macleod



Board Representatives

Shawn Patience, Fort Macleod
Phil Wakelin, MD Willow Creek
Bruce Decoux, Crowsnest Pass
David Moore, Claresholm
Dick Fenton, Nanton
Darrel Edwards, Glenwood (alt)
Walter Gripping, Granum
Shane Hansen, Cardston County
Dennis Gillespie, Stavely
Bob Campbell, Hill Spring
Mary Kittlaus, Cowley

Guest Councillors

Donna Houston
Susan Koots
Sharon Monical

Resource Persons

David Connauton, CAO, Fort Macleod
Bev Thornton, Executive Director, AlbertaSW
Bob Dyrda, Communications Coordinator

Karen O'Dwyer, Acting VP Academic, Lethbridge College
Pat Stier, MLA, Livingstone-Macleod

1. Welcome and Introductions
2. Approval of Agenda
Moved by Bruce Decoux THAT the agenda be approved as presented.
Carried. [2012-10-277]
3. Approval of Minutes
Moved by Dick Fenton THAT the minutes of September 3, 2012 be approved as presented.
Carried. [2012-10-278]
4. Approval of Cheque register
Deferred to next meeting.
5. Insurance Policy Renewal
Moved by Waller Gripping THAT AlbertaSW renew the insurance policy with Jubilee Insurance/AAMDC in accordance with the terms presented.
Carried. [2012-10-279]
6. Revise Regional Business License guidelines
Notice of Motion THAT the Regional Business License Bylaw of June 2011 be designated as "policy and procedure" and the revised wording added as item #19 of .the Alberta SouthWest Policy and Procedures Manual
7. Communications Coordinator Update
Accepted as information.
8. Waterton kiosk panel design update
Design reviewed. Revisions will be sent as completed.
9. REDA Chairs/ Managers Meeting-Leduc
In absence of the Chair, Vice-Chair will represent AlbertaSW.
10. Crown Conference Update
Accepted as information.

11. Executive Director Report Accepted as information
12. Round Table Updates
13. Next Board Meetings
Wednesday, November 7, 2012 Glenwood
Wednesday December 5, 2012, Hill Spring
(tentative)
Wednesday January 2, 2013 (TBD)
14. Adjournment Moved by Walter Gripping THAT the meeting be
adjourned.
Carried. [2012-10-280]

Chair Date

Approved November 7, 2012

Secretary/Treasurer Date

Alberta SouthWest Bulletin - November 2012



Regional Economic Development Alliance (REDA) Update

- On October 18 Alberta SouthWest representatives attended a meeting with Minister of Enterprise and advanced Education, The Honorable Stephen Khan. Deputy Minister David Morhart and Assistant Deputy Minister Justin Reimer provided an overview of the new department and indicated REDAs had a valued role in department initiatives. The intent is to create an economic development “beacon” and “framework” for the province.
The Chairs reviewed/approved terms of Reference for a provincial REDA Partnership (REDAP) agreement; Alan Deane elected Chair of REDA Chairs. Go-forward activities will focus on increased communication and collaboration at a provincial level, sharing best practices, information and making the best use of resources.
- AlbertaSW Board began its planning process with a Brand Management Workshop. The region has some notable successes and a sense of its collective identity and opportunities; the October 3 workshop looked at going forward with a clear focus and organizational strength for the next 3-5 years.
- Alberta SouthWest “Tourism Round Up” event held on October 4, in partnership with Community Futures Crowsnest Pass and Travel Alberta. Tourism operators from the region shared stories of a busy successful season.
- Bev Thornton, Executive Director, was a guest speaker on October 11 at the Alberta Rural Development Network (ARDN) Conference in Olds, “Creating Rural Connections: Regional Realities and Approaches”. This was an opportunity to highlight AlbertaSW tell the story of our Crown of the Continent collaborative initiative with BC and MT.
- AlbertaSW region received notable recognition at the 44th Annual Travel Alberta Industry Conference as one of three finalists for “Tourism Community of the Year”, along with Banff and Devon; Banff was the winner. Sinister 7 Ultra +relay and Head Smashed In Buffalo Jump were both finalists for the “Sustainable Tourism Award”; Head Smashed In Buffalo Jump won the category.
- Sierra West Log Cabins and images from Alberta SouthWest will be featured in upcoming Travel Alberta videos.
- On October 17 the third episode of “Bachelor Canada” aired on City TV; it was filmed at Sierra West.
- Filming of “The Young and Prodigious T.S. Spivet” was carried out in the region this summer; it wrapped in mid-October; projected release date is fall 2013.

UPCOMING

- November 20, 2012: Travel Alberta Open House Heritage Inn, Pincher Creek
Registration 9:00 am; Program 9:30 am to 2:00pm. All are welcome to meet Travel Alberta staff and see new programs and promotions for next year.
- November 21, 2012: Speaker Series Sponsored by University of Lethbridge and ATB
Dr. Gordon Hunter and Dan Kazakoff, founders of the Small Business Institute
4:30 pm-6:00pm Ramada Inn, Pincher Creek
Register with steve.craig@uleth.ca or call 403-329-5181



Alberta SouthWest
Box 1041
Pincher Creek AB T0K 1W0
403-627-3373 or 1-888-627-3373
bev@albertasouthwest.com

Dear Members of ORRSC,

The Provincial Government has announced the continuation of the South Saskatchewan Regional Plan phase two consultation. Beginning on November 6, the province will visit 20 communities and host a Stakeholder engagement from 10 a.m. – 2 p.m. and a Public session from 4 p.m. – 8 p.m., where they will gather feedback on the Regional Advisory Council's advice to government for the SSRP.

At ORRSC, it is our intention to attend as many of these stakeholder engagements as our busy schedules allow. We will primarily be using two of our recently prepared documents – ***“Municipal Perspectives: Position Paper on the South Saskatchewan Regional Plan”*** and ***“ORRSC Perspectives: Potential Impacts of the Recommendations of the Regional Advisory Council's Advice to the Government of Alberta”*** as references for input and engagement. We will also monitor and review relevant comments made by other attendees that may impact municipalities.

Also, I am pleased to inform you that ORRSC has been invited to a **one-on-one stakeholder session** with the Land Use Secretariat and officials from Municipal Affairs on December 6, 2012. This will be the last session in our area and we will monitor and bring forward any and all municipal concerns/issues on record of that date. We encourage each of your municipalities to participate in the stakeholder and public sessions and share information with us for the benefit of all of our ORRSC members.

If you require further information or wish to discuss our involvement in the SSRP, please give us a call.

Consultation schedule for the South Saskatchewan Regional Plan

Similar to the process followed in the development of the Lower Athabasca Regional Plan, the consultation sessions for the South Saskatchewan region will focus on the advice provided to the Government of Alberta by the Regional Advisory Council.

Cardston

November 6
Cardston and District Seniors Centre
260 First Street West

Red Deer

November 6
Sheraton Red Deer Hotel
3310 50 Avenue

Taber

November 7
Heritage Inn
4830 46 Avenue (Hwy 3)

Vulcan

November 8
Legion Hall
240 Sinclair Road

Calgary

November 13

Radisson Hotel Calgary Airport
2120 16 Avenue Northeast

Edmonton

November 15

Ramada Conference Centre
11834 Kingsway Avenue

Airdrie

November 20

Best Western Regency Inn
121 Edmonton Trail Southeast

Pincher Creek

November 20

Heritage Inn Hotel and Convention Centre
919 Waterton Avenue

Canmore

November 21

Radisson Hotel and Conference Centre
511 Bow Valley Trail

Milk River

November 21

Heritage Hall
213 Main Street

Cochrane

November 22

The Ranchehouse
101 Ranchehouse Road

Brooks

November 22

Lakeside Leisure Hall, Flexhall
111 Fourth Avenue West

Claresholm

November 27

Claresholm Community Centre, North Hall
5940 59 Avenue West

Okotoks

November 28

Foothills Community Centre
4 204 Community Way

Strathmore

November 29
Strathmore Centennial Civic Centre
120 Brent Boulevard

Drumheller

December 4
Canalta Jurassic
1103 Highway 9 South

Crowsnest Pass

December 4
Elks Hall
2025 129 Street
Blairmore

Medicine Hat

December 5
Medicine Hat Lodge
1051 Ross Glen Drive South East

Foremost

December 5
Foremost Community Hall
802 First Avenue West

Lethbridge

December 6
Coast Lethbridge Hotel
526 Magrath Drive South

All stakeholder sessions run from 10 am – 2 p.m. and public sessions from 4 p.m. - 8 p.m.

Lenze Kuiper, Director

3105 - 16th Avenue North
Lethbridge, Alberta
T1H 5E8

lenzekuiper@orrsc.com

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CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY
Board of Directors, October 19, 2012

ATTENDEES: Neil Ohler – Lay Representative
Howard Paulsen - Lay Representative
Brydon Saunders – Lay Representative
Walter Gripping – Town of Granum
Bob Thompson – Seniors Center
Earl Hemmaway – M. D. of Willow Creek
David Hubka– Town of Claresholm
Sandra Young - Wandering Willows
Lyal O’Neill – Office Coordinator

REGRETS: Holly Gillespie – Porcupine Hills Lodge

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

1.0 APPROVAL OF ADDITIONS TO AGENDA

Moved by Sandra Young to accept the agenda. Carried.

2.0 APPROVAL OF MINUTES

Moved by Neil Ohler to accept the minutes of the meeting held **Sept 21, 2012**.
Carried.

3.0 BUSINESS ARISING

1. Sent in to re-apply for the CIP grant for \$25,000 over 1 year
2. The Bus tires have been replaced cost \$3,120
3. Fort Macleod Santa Parade Drivers Nov 24, 2012, Brydon Saunders, Bob Thompson, Dave Hubka,

4.0 CORRESPONDENCE

1. Emailed Thank You to Cody Fletcher – Moved by Walter Gripping that the garage rental discussion be deferred to next meeting. Carried
2. Emailed Nanton News, Sept 10 Issue
3. Emailed Fort Macleod Gazette, Sept 24 Issue

5.0 REPORTS

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

3. Advertising & Fundraising- Stavely Elks donated an additional \$3,000, Sept 24, Fort MacLeod Town Counsel, Sept 27, 2012, Fort MacLeod Lions, Oct 16 Stavely OORP. Received \$1,975 as a result of our Fundraising campaign
4. Chairman's report. Stops in on request to sign cheques. Fundraising committee has been attending scheduled meetings.

6.0 NEW BUSINESS

1. Approach the Town, for prepayment - deferred
2. Approach the M.D. for prepayment. - deferred
3. Proposal for Lander Treatment Center Moved by Walter Gripping that we enter a proposal based on \$500/trip for a 5 year contract with an annual review and fuel rider. Carried
4. Regional Services – Funding for Inter City Trips, we still need to make a presentation to counsels at Granum & Stavely.

7.0 NEXT MEETING is on November 23 2012 at Claresholm General Hospital.

8.0 The meeting was adjourned at 11:00 by Bob Thompson

cc. Town of Claresholm
WCCCC Laurie Watt

Claresholm and District Museum
Minutes of the Board Meeting September 26, 2012

Present: Anola Laing, Harold Seymour, Doug MacPherson, Don Glimsdale
Doug Leeds, Bernice Case and Trisha Carlton

Absent: Rhodena King and Don Clark

1. Meeting called to order by Anola Laing at 7:35 P.M.
2. Agenda was approved with 6 additions 9. Other
3. Approval Minutes Doug McPherson moved to accept with corrections. Carried
4. Financial Report moved by Don Glimsdale to accept. Carried.
5. Capital Projects planning- Kris Holbeck & Jeff Gibeau- spoke on Museum Green space and future Board Plans, 3- 5 year plan. Board is to bring ideas to the Oct. Meeting for consideration.
6. Business arising out of the Minutes.
 - a. Speeder Car Shed, forward to Oct. Meeting
 - b. Oscar Markle collection. Pick up; volunteers Doug Leeds, Don Glimsdale and Anola Laing will make arrangements.
 - c. Strategic Plan Due October 1st deadline- Recognized Museum Status, Trisha Carleton will apply. Everyone received a copy. Moved by Doug Leeds to accept Trisha Carleton Strategic Plan 2012-2014. Carried.
7. Report from committees:
 - a. Review of By-Law #1506 everyone received a copy after discussions a few updated areas were to be relayed to the Town by Anola Laing.
 - b. Executive Director Job Description moved to # 10 In Camera
 - c. Acquisitions Policy (including review of purpose & mission) Trisha Carleton spoke , discussion followed. Postponed to January 2013.
8. Executive Director Report by Trisha Carleton. Everyone received a copy. She explained each of the areas to the Board, conferences, Museum Fall hours, General information. Volunteer appreciation- Tim Hortons \$10.00 Gift Cards given to volunteers. Moved by Doug Leeds we give Gift Cards. Carried. Other materials handed out were- Society Application,, Trisha's Fall Calendar 2012, Volunteer Schedule Summer (volunteers required for Oct. 10 thru Oct. 17 To cover for holidays) and Claresholm and District Museum Volunteer Handbook.
Moved by: Doug McPherson to accept draft. Carried.
 - a. Trisha Carleton asked if the Board would approve a \$60.00 registration fee for Canadian Conservation Institute Archival Materials Workshop Nov. 7 & 8. Discussion followed. Moved by: Don Glimsdale to pay the registration fee. Carried
9. Other: Harold Seymour
 1. Signage: Museum- Oct. Meeting
 2. A Horse or a Bull- possible donation forthcoming to the Museum
 3. Stavely Fire Dept. A Thank You Letter for the donation of 1st. Jaws of Life Equipment . , originally belonging to Claresholm Fire Dept.

4. Staff at Museum/ Tourist Information- Harold expressed concerns. Trisha informed that she is in control of the staff/ and Job description.
5. Even Berger- Harold will speak to him with concerns.
6. Doug Leeds- Hand gun document etc. perhaps Town should have the information.

10. In Camera : (no motion)

Job Description for Claresholm and District Museum

Full time employee: Executive Director; Trisha Carleton. Discussion.

Moved by Bernice Case to approve Job Description. Carried

11. Next Meeting Wed. Oct. 24, 7:00 P.M. Town Office

General Comments & Statistics

- Please see attached visitor stats comparison sheet for the latest numbers.
- Museum Hours: WINTER Oct. 10, 2012 – May 16, 2013 Tues – Fri 1:00 – 4:00 Exhibit Hall only.

Management & Governance

- Myself and the Town administration have now received the ED job description approved by the Museum board. We will be meeting to review it and make revisions where needed.
- I received feedback from 2 board members on the foundational statements (vision, mission, values, mandates) – thank you very much to those two! Once approved at the October board meetings these statements will replace the old ones and be inserted into all Claresholm & District Museum policies, procedures, documents, media and any other museum materials.
- Have started a draft Capital/Facilities plan which has been circulated and needs to be added to.

Operations & Finances

- Have submit staffing grant to Alberta Museums Association for Nov. 1 deadline. This grant is available every year.
- It turns out that revisions or writing of by-laws is not a board role but one of Town staff. Suggestions may be made, but the actual work on revising the museum by-law will be done by staff.

Volunteers & Staff

- Nov. 7 & 8 I'll be at a Canadian Conservation Institute Archival Materials Workshop at the Galt Museum in Lethbridge followed by meeting of the Archives Network of Southern Alberta.
- Will be writing a volunteer thank you letter to be mailed out along with the Tim Horton's volunteer appreciation gift cards. The mail out will also include the new volunteer handbook as well as a volunteer application form for any volunteers who have not yet filled one out.

Collections Management & Exhibits

- Need the help of board members and volunteers how are willing to learn the accessioning and cataloguing process for artifacts entering the collection. Would like to set up at least 3 work bees to assembly line the process to try and get through some of the approximately 600-800 artifact acquisitions.

Programming & Special Events

- Have had no response from the Seniors Drop in Centre to an offer of outreach programming. The Porcupine Lodge responded, we are going to set up something in the new year.
- Will be making an information sheet about school programs to send out to teachers and schools.

	Priorities October - December 2012	Date	Notes
	Storage Move		
√	Create a Friends Society Community Facility Enhancement Program application	Oct. 3	Mailed application. Sept. 6 sent application to board for approval. July 31 Received NUANS report, name is good.
	Fund Development		
√	Apply to AMA Staffing Grant Deadline for review Oct. 12, final deadline Nov. 1, 2012	Oct. 25	Sent express post

Review Foundations Database for fund development opportunities		On hold
Do training modules in Foundations Database		On hold
Write Community Foundation grant for Feb. 15 Brochure Project	Sept. 8	~ 50% written - Postpone to Feb. 15 deadline
Complete grant evaluation for mezzanine storage project Deadline Dec. 1		In progress
Complete HR policy for staffing grant evaluation. Deadline Feb. 1, 2013		

Accessioning & Collections Management

Review recent donations for acceptance		in progress
Return those not accepted		in progress
Do certificates of gift for those accepted		in progress
Accession gifted items		in progress
Catalogue gifted items		in progress
Store gifted items		in progress
Return items that are due that were on short term loan		
Rectify situation of any long-term loans		
Supervise Storage and Access Improvement Textiles storage project (pending grant funding)		
Write procedure manual for InMagic Database		To do by May 2013

Human Resources

Review Executive Director job description	Oct. 4	Received job description approved by board - need to do revisions
✓ Complete Volunteer Handbook	Sept. 25	Handbook finished and approved. Sept. 18
Design Project to apply for Sir Sanford Fleming intern		Submit insurance forms for 3rd party liability

Recognized Museum Program (Alberta Museums Association)

✓ Submit application to AMA by August 31 for review	Aug. 23	Complete, draft submit by email
✓ Submit final application for Oct. 31 deadline	Oct. 25	Sent express post

Website

✓ Work with Chix Design company on website design	Jul-11	complete
✓ Write content for website	Oct. 19	Oct. 19 website went live. in progress. Sept. 14 had meeting with Lynda

Research and Communications

Respond to outstanding research requests
 Make new guest book signing page

general email

From: Foothills Restoration Forum <corporate@shaw.ca>
Sent: October-29-12 10:20 AM
To: Foothills Restoration Forum
Subject: Fall Information Session November 14th, 2012

Fall Information Session 2012

The Foothills Restoration Forum's 6th Annual Fall Information Session will be held on

Wednesday, November 14th, 2012

at **The Cowley Hall**, Village of Cowley, Alberta, located west of Pincher Creek on Highway 3.

Directions to the Hall along with a more detailed agenda will be circulated soon. Our online registration will be up and running shortly, so you may either register online at www.foothillsrestorationforum.ca (Note the change in website address) to secure your spot or reply to Donna at this email address (corporate@shaw.ca).

The Theme for this year's Fall Forum is:

"Back to Our Roots – A Multi Perspective View of What's Happening on the Ground"

This year will be an exchange of hands-on experience based information regarding ongoing restoration projects in Alberta and Saskatchewan.

New projects, new speakers, new ideas: come and provide your input at our exciting round table discussions.

We are in the process of finalizing our agenda for the day, but the day's calendar is scheduled to include:

Chet Neufeld, Native Plant Society of Saskatchewan

Brad Downey, ACA/MULTISAR

Recovery Strategies by Natural Subregion

Update on Reclamation Criteria

Recovery after Fires

Roundtable Discussion and Mini Presentations

(Please respond to this email or contact Danielle at daniellecross@foothillsrestorationforum.ca if you wish to provide a five minute update regarding happenings in your world, learning experiences and upcoming projects.)

A more detailed agenda will be circulated shortly along with location map and list of area accommodations.

Cost for the day's event is \$20.00 per person which includes a fantastic catered lunch, our 'traditional' welcome cinnamon rolls and plenty of opportunity to visit and network. Presentations and Discussion will begin at 9:00 am with everything wrapped up not later than 4:00pm to allow for travel. Unfortunately the forum is not currently set up to process credit card payments.

We accept cash or cheques only at the door.

Cheques are payable to: SASCI

Hope you are able to join us!!!