



TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
NOVEMBER 26, 2012  
AGENDA

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

**CALL TO ORDER**

**AGENDA:** ADOPTION OF AGENDA

**MINUTES:** REGULAR MEETING MINUTES NOVEMBER 13, 2012

**ACTION ITEMS:**

1. CORRES: Municipal Information Systems Inc.  
RE: 2013 Municipal Software Support Agreement
2. CORRES: Jane Marsh  
RE: Claresholm & District Museum Board
3. CORRES: Claresholm Public Library  
RE: Appointment of Representative to Chinook Arch Library System
4. CORRES: John and Michelle Pinkerton  
RE: 11 Westrose Avenue
5. STAFF REPORT: 2012 Capital Projects Year-End Report
6. DECEMBER 2012 MEETING DATE
7. ADOPTION OF INFORMATION ITEMS
8. IN CAMERA: Development

**INFORMATION ITEMS:**

1. Oldman River Regional Services Commission (ORRSC) Executive Committee Meeting Minutes – October 11, 2012
2. Porcupine Hills Lodge Meeting Minutes – October 9, 2012
3. Claresholm & District Museum Board Minutes – October 24, 2012
4. WCCHS Navigator – November 2012
5. Claresholm Public Library Board Regular Meeting Minutes – October 15, 2012

**ADJOURNMENT**



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

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

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

**ABSENT:** Chief Administrative Officer: Kris Holbeck

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

**MINUTES:** **REGULAR MEETING – OCTOBER 22, 2012**

Moved by Councillor Fieguth that the Regular Meeting Minutes of October 22, 2012 be accepted as presented.

**CARRIED**

**FINANCES:** **OCTOBER 2012 BANK STATEMENT**

Moved by Councillor Quayle to accept the October 2012 bank statement as presented.

**CARRIED**

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

Trisha Carleton, Executive Director of the Claresholm & District Museum, spoke to Council regarding what has transpired in the Museum since she started with the Town in July of 2011 including special events, creation of a new website, development of new exhibits, and development of handbooks.

**ACTION ITEMS:**

**1. BYLAW #1581 – Friends of the Claresholm Public Library Loan**  
**RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**

Moved by Councillor MacPherson to give Bylaw #1581, regarding a Friends of the Claresholm Public Library Loan, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Sutter to give Bylaw #1581, regarding a Friends of the Claresholm Public Library Loan, 3<sup>rd</sup> and Final Reading.

**CARRIED**

**2. BYLAW #1578 – Land Use Bylaw Amendment**  
**RE: 1<sup>st</sup> Reading**

Moved by Councillor Van Amerongen to give Bylaw #1578, regarding a Land Use Bylaw Amendment, 1<sup>st</sup> Reading.

**CARRIED**

**3. BYLAW #1579 – Land Use Bylaw Amendment**  
**RE: 1<sup>st</sup> Reading**

Moved by Councillor MacPherson to give Bylaw #1579, regarding a Land Use Bylaw Amendment, 1<sup>st</sup> Reading.

**CARRIED**

**4. CORRES: Oldman Watershed Council**  
**RE: Annual Membership**

Moved by Councillor Fieguth to renew membership with the Oldman Watershed Council for the next fiscal year in the amount of \$1,110 and to nominate Mayor David Moore to be the Town's representative on the Council.

**CARRIED**

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

Moved by Councillor MacPherson to allow Julia Meek to rent the arena mezzanine on Tuesdays and Thursdays as requested for a fee of \$30 per evening as per the non-profit rate in Policy #REC 05-11.

**CARRIED**

**6. CORRES: Claresholm Kinsmen Club**  
**RE: Charity Hockey Game**

Moved by Councillor Sutter to waive the fees for the Charity Hockey Game to be held on December 15, 2012, being organized by a joint committee including the Claresholm Kinsmen, Claresholm RCMP and the Claresholm Fire Department.

**CARRIED**

**7. CORRES: Claresholm & District Fair Board**  
**RE: 2013-14 Bench Show Catalogue**

Moved by Councillor Van Amerongen to support the Claresholm & District Fair Board's bench show in 2013 and 2014 in the amount of \$300 per year for the awards as presented.

**CARRIED**

**8. STAFF REPORT: Community Hall Board Request**

Received for information.

**9. REPORT FROM COMMUNITY STANDARDS COMMITTEE**  
**RE: Recreational Trailers & Vehicles Parked in Front Yards**

Received for information.

**10. STAFF REPORT: Wednesday Garbage Pickup Proposal**

Moved by Councillor Hubka to agree to the proposal by the Willow Creek Regional Waste Management Services Commission to pay \$500 per week (excluding statutory holiday weeks) to open on Wednesdays from 10am to 2pm for a trial period of two months starting January 2013, at which time the proposal will be re-evaluated.

**CARRIED**

**11. STAFF REPORT: Emergency Project, Curling Club Compressor**

Moved by Councillor Quayle to write letters of support towards the Claresholm Curling Club's applications to the Community Infrastructure Improvement Fund Grant and the Community Facility Enhancement Fund Grant and any other grants they may be applying for, for upgrades to the Claresholm Curling Club.

**CARRIED**

Moved by Councillor MacPherson to approve the emergency capital project at the Curling Club for funding up to \$110,000 from reserves with the non-grant fundable portion repayment to be negotiated when the amount is known.

**CARRIED**

**12. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Hubka that this meeting adjourn at 8:06pm.

**CARRIED**

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Mayor – David Moore

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Chief Administrative Officer – Kris Holbeck

# **ACTION ITEMS**



November 07, 2012

TOWN OF CLARESHOLM  
BOX 1000  
CLARESHOLM, AB T0L 0T0

Re: 2013 Support Agreement

Attention :Kris Holbeck

You will find 2 copies of your 2013 Support Agreement please sign and return one copy to MuniWare. There will be a 1% increase to the Support Payment for the 2013.

MuniWare Momentum is in full swing and we have 56 clients currently running with 2 more installs every week. The response has been mostly positive. We are enhancing this product every couple of weeks, thus supplying you with real value for your upgrade cost.

New to MuniWare Momentum among many things, is our email feature. This allows you to email your accounts receivable, payables, taxes notices, utility bills and payroll stubs to your residents and staff saving you money. Please enquire if you are interested.

This past year we have made many changes to how we deliver support to our clients; one would be our new online support ticket system Zendesk. This has allowed both the support team and your staff real time updates to their tickets. This has increased our productivity and allowed us better management tools. If I could ask one thing is please have your staff log their tickets through our Zendesk and not email us directly. If we get emailed directly I cannot assure that email is made into a ticket. If no ticket is created I cannot answer any questions you may have about it. The link below is to our Zendesk which all your staff members should be using in order to contact our Support Staff. Documentation using MuniWare Zendesk is on Zendesk.

<https://muniware.zendesk.com/home>

We will also be launching our new website by the end of the year. We will have many new tools on there as well. Check it out at [www.muniware.com](http://www.muniware.com).

If you have any questions or concerns regarding your support agreement, please contact the office.

Yours truly,

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Brandi Whiting  
CEO, Director of Operations



## MUNICIPAL INFORMATION SYSTEMS INC.

### 2013 Municipal Software Support Agreement

THIS AGREEMENT MADE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
AT THE \_\_\_\_\_, IN THE PROVINCE OF ALBERTA.

**BETWEEN:**

**Municipal Information Systems Inc.  
(Hereinafter referred to as "MuniWare")**

**-and the-**

**TOWN OF CLARESHOLM  
OF THE SECOND PART**

WHEREAS, MUNIWARE will supply the following support in conjunction with MuniWare software;

1. Phone support between the hours of 7:30 A.M. and 5:30 P.M. Mountain Standard Time Monday through Friday except Statutory Holidays while this support agreement is in force.
2. Minor releases to MuniWare Software include the provision of error corrections and/or updates from time to time at no additional charge while this support agreement is in force. Minor releases or updates are reflected by a change in the second digit of the rev number (right of the decimal), in most cases.
3. Modem/Internet Support for MuniWare Software while this support agreement is in force.
4. Maintenance and Support will be provided only with respect to versions of the Software that are being supported by MuniWare.
5. Custom enhancement will be considered and evaluated with the development of additional upgrades and/or additions to the software for your specific use and will respond to your requests for additional services pertaining to the software (e.g. Data conversion, additional functionality, additional reports, and report-formatting assistance). MuniWare will not undertake additional custom enhancements without first providing you with a cost estimate of the work and receiving a signed work order for the upgrade. In addition MuniWare retains exclusive ownership of all customizations and reserves the right to include customizations in future releases of the software.
6. ON-SITE ASSISTANCE: At MuniWare's discretion, MuniWare can decide to provide Maintenance and Support at the Customer Site. In such event Customer will reimburse MuniWare for all related traveling expenses and costs for board and lodging.

This Software Support Agreement only includes software that was manufactured exclusively by MUNIWARE and includes our Municipal Information Systems Inc. (MuniWare) product picture. Items not covered under this support agreement include, but is not limited to the following:

1. Accounting procedures including reconciliation and account balancing.
2. Database manipulations including the retrieval of lost or deleted database items.
3. Correcting errors resulting from improper use of the software.
4. Training of new employees or re-training of existing employees.
5. Any work that requires MUNIWARE personnel to be on the client site.
6. Data file conversions.
7. If Patches are not downloaded and installed in correct sequence and date an error may occur due to missing information from a previous patch.
8. MuniWare is not responsible for the installation of our software on computers that do not meet our requirements.
9. Loss of installation CD can be replaced at a cost of \$25.00 plus GST.
10. Improper installation by Municipality or use of the Software that deviates from any operating procedures established by MuniWare in the applicable Documentation.
11. Modification, alteration, addition or attempted modification, alteration or addition of the Software undertaken by persons other than MuniWare or MuniWare's authorized representatives.

If any of the above work is necessary, a separate billing will be issued detailing work performed and billed in ¼ hour segments at the following rates:

Labour (in-house)	\$ 85.00 per hour plus GST
Labour (on-site)	\$120.00 per hour plus GST
Travel Time	\$ 50.00 per hour plus GST
Mileage	\$ 0.50 per km plus GST
On / Off Site Training	\$750.00 per day plus GST
Subsistence	At Cost

**RESPONSIBILITIES OF THE TOWN OF CLARESHOLM.** MuniWare's provision of Maintenance and Support to the **TOWN OF CLARESHOLM** is subject to the following:

1. The **TOWN OF CLARESHOLM** shall provide MuniWare with access to Customer's Personnel and Equipment during normal business hours. This access must include the ability to dial-in to the Equipment on which the Software is operating and to obtain the level of access necessary to support the Software.
2. The **TOWN OF CLARESHOLM** agrees to make available on the Server a Modem that can be used in conjunction with Bomgar if you are not on high speed internet.
3. The **TOWN OF CLARESHOLM** shall provide supervision, control and management of the Use of the Software. In addition, the **TOWN OF CLARESHOLM** shall implement procedures for the protection of information and the implementation of backup facilities in the event of errors or malfunction of the Software.

4. The **TOWN OF CLARESHOLM** shall document and promptly report all errors or malfunctions of the Software to MuniWare. MuniWare shall take all steps necessary to carry out procedures for the rectification of errors or malfunctions within a reasonable time after such procedures have been received from the **TOWN OF CLARESHOLM**.
5. The **TOWN OF CLARESHOLM** shall maintain a current backup copy of all programs and data.
6. The **TOWN OF CLARESHOLM** agrees not to use or transfer the prior versions of the software but to destroy or archive in the proper manner.
7. The **TOWN OF CLARESHOLM** shall properly train its personnel in the Use and application of the Software and the Equipment on which it is used.
8. The **TOWN OF CLARESHOLM** must return a signed Municipal Software Support Agreement prior to agreement commencement date in order to receive continued support.

Fees in 2011 & 2012 - \$886.69
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The **TOWN OF CLARESHOLM** agrees to pay a support/maintenance fee of **\$895.56** per month for the 2013 calendar year which entitles Customer to all Updates and Minor Updates of the Software which have been released during the same period. The Maintenance Fee is due and payable in full in advance within thirty (30) days after the date of delivery of the Software. Any amounts outstanding after thirty (30) days will be subject to interest of 1% per month, which will be immediately due and payable. Any additional Software purchased subsequent to the signing of this Agreement will be prorated and billed separately. Payments will be due and payable on receipt of MUNIWARE invoice for said support. It is also acknowledged that additional support must be purchased for all MUNIWARE Software owned and in use.

The **TOWN OF CLARESHOLM** may terminate this Agreement by giving 3 months written notice of such termination. Notwithstanding the above termination, this agreement must be renewed each year.

This Agreement will commence on the first day of January 2013.

Each party acknowledges that they have read this Agreement they understand the Agreement and agree to be bound by its terms.

TOWN OF CLARESHOLM

Municipal Information Systems Inc.

\_\_\_\_\_

*Brandi Whiting*  
\_\_\_\_\_

Chief Elective Officer

Brandi Whiting  
CEO, Director of Operations

\_\_\_\_\_

Chief Administrative Officer



Box 2161

Claresholm, Alberta

November 20, 2012

Mayor and Town Councillors

Town of Claresholm

RE: Museum Board Member at Large

I recently noted in the Local Press that Members for various Town Boards are being solicited. I would like to put my name forth for the Museum Board. I currently volunteer at the Museum, enjoy the displays and take pride in Claresholm's history being so lovingly preserved.

I have lived in Claresholm for some 26 years, enjoy being part of the community; and as a retired person have time to donate. I've previously served on the FCSS Board, volunteered with the Library, maintain a Town planter as part of the Garden Club; and have been a volunteer at the Galt Museum in Lethbridge. I also have a personal interest in antiques and a respect for history.

If approved by Town Council, I would happily assist the Museum in any way I could, both with regular operational duties and with special events.

Yours truly,



Jane Marsh

403 625 4272

Clareholm Public Library  
Box 548, Claresholm, AB. T0L 0T0  
403 625-4168 (ph) 403 625-2939 (fax)  
Email: help@clareholmlibrary.ca

November 14, 2012

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

**Re: Appointment of Representative to Chinook Arch Library System**

Dear Mayor Moore and Council,

Lisa Anderson who was appointed as the Town of Claresholm representative to Chinook Arch Regional Library System, has regretfully resigned this appointment.

The Claresholm Library Board would like to submit Daryl Sutter for your consideration as being the representative for Claresholm.

Thank you.

Yours truly,

A handwritten signature in blue ink that reads "K. Davies".

Kathy Davies  
Library Manager



John and Michelle Pinkerton  
Box 2848 – 11 Westrose Ave  
Claresholm, T0L0T0  
403-625-2969

To the Town Council,

For at least the past 5 years I have called Mike Schuweiler in regards to the poor condition of the kerb side, side walk and drive way entrance of my house.

Every rainfall, every thaw and more recently after a water leak in the avenue every collection of mud fills this spot.

It is especially difficult to manage when a collection of water freezes over and completely covers the side walk in front of the driveway.

This is the lowest and most damaged spot of roadway on the avenue and in our opinion it requires urgent repair.

We would appreciate your input and request the council urge Mike and his team to carry out this refurbishment soonest.

Kind regards

John and Michelle Pinkerton



# Staff Report

**To:** Town Council  
**From:** CAO  
**Date:** November 21, 2012  
**Re:** Pinkerton letter re #11 Westrose Avenue infrastructure

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Attached is a letter from John & Michelle Pinkerton regarding their road and curb and gutter/sidewalk in front of their property at 11 Westrose Avenue.

Per Mike Schuweiler, Town Superintendent, Westrose Avenue has not been determined to be an prioritized infrastructure project on our 10 year capital infrastructure project master list. The project would require the inspection and/or replacement of water/sewer lines, repave the road and redo sections of curb and gutter and sidewalk.

Per his master list of prioritized sidewalk replacements, this property's needed work is coded a #3 "needs repair when the Town is able to afford the cost" as opposed to a #1 "repair asap" and #2 "not as urgent". Based on Mike's estimated project cost to finish his estimation of the work necessary on this block (sidewalks, paving, curb and gutter) the approximate cost would be \$80 – \$100K. This could potentially be much higher if the sewer and water lines need to be replaced.

**RECOMMENDATION:** The letter and project be forwarded to Utilities Planning Committee for consideration in future capital budgets.

*Kris Holbeck, CA CAO Town of Claresholm*

# Staff Report

**To:** Town Council  
**From:** Administration - CAO  
**Date:** November 26<sup>th</sup>, 2012  
**Re:** 2012 Capital Projects Year-End Report

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## **2012 INFRASTRUCTURE PROJECTS**

### **1. Sundance Subdivision Repairs**

Budget - \$318,800 plus GST

Actual - \$317,045 plus GST Under budget \$1,755

### **2. 59<sup>th</sup> Avenue West Rehabilitation**

Budget – \$724,160 plus GST

Actual - \$823,950 plus GST Over budget \$99,790 (see Cicon's letter)

### **3. Water Reservoir and Supply Line**

Budget – \$266,800 plus GST

Actual - \$283,400 plus GST Over budget \$16,600 (see Cicon's letter)

Overages have been funded by the capital grants which the projects were allocated to be financed by.

*Kris Holbeck, CA CAO*

*Town of Claresholm*



File: 506119

October 25, 2012

Town of Claresholm  
P.O. Box 1000  
Claresholm, AB  
T0L 0T0

Attn: Kris Holbeck, CA, CAO

Dear Madame:

RE: 2012 Capital Projects – Sundance Subdivision Repairs

Attached is cost estimate of December 2011 provided to the Town for Sundance Subdivision.

Budget Cost Estimate	\$ 318,800.00 + GST
Actual Costs - McNally	292,832.00
- Cicon	<u>24,213.30</u>
Total	\$ 317,045.30 + GST
Under Budget	\$1,754.70

We were fortunate enough to stay within cost estimate even though about \$15,000 of unexpected excavation was necessary due to insufficient road structure. Please note that McNally still has not rectified their deficiencies and the Town has their hold back money.

Does this format meet your requirements of your October 9, 2012 email? If so we will use same format for 59 Avenue and UFA Water Reservoir/Supply Line

If you have any questions, please do not hesitate to contact our office.

Yours truly,

I.D. Chrapko, P.Eng.  
CICON ENGINEERING

c.c. Mike Schuweiler, Jeff Gibeau



File: 506127

October 30, 2012

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

Attn: Kris Holbeck, CA, CAO

Dear Madame:

RE: 59 Avenue - 2012 Infrastructure

We have attached the December 2011 cost estimate and the March 20, 2012 "Projected Costs for 59 Avenue, 2012 Infrastructure".

1. December 2011 budget cost estimate		\$ 724,160.00 + GST
2. March 20, 2012 projected costs		798,288.00 + GST
3. Actual Total Costs		
	- McNally	\$ 728,196.10
	- Cicon	81,471.50
	- Atco & Telus	<u>14,269.69</u>
		823,937.29 + GST

The total actual costs are \$25,649.29 over March 20, 2012 projected costs because \$35,365.35 worth of paving was added to the project in consultation with Town Administration. The final lift of asphalt which was going to be placed in 2013, was done in 2012, taking advantage of the very reasonable prices obtained in 2012. It is noted that, if left until 2013 for the final asphalt lift, the costs to Claresholm would have been in the order of \$54,800.00

The March 20, 2012 projected cost estimate was \$74,128.00 over the December 2011 budget cost estimate because \$56,000.00 of storm sewer was required, \$10,000.00 was added to engineering costs, and \$10,000 was added for shallow utility relocates. These were not in the December 2011 budget cost estimate.

If you have any questions, please do not hesitate to contact our office.

Yours truly,

I.D. Chrapko, P.Eng.  
CICON ENGINEERING

c.c. Mike Schuweiler, Town Superintendent  
Jeff Gibeau, Planner/Development Officer



File: 506127

October 30, 2012

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

Attn: Kris Holbeck, CA, CAO

Dear Madame:

RE: Water Reservoir Supply Line - 2012 Infrastructure

We have attached the December 2011 cost estimate and the April 10, 2012 project management recommendation letter, (after low bidder, OssaTerra Ltd. withdrew).

1. December 2011 budget cost estimate		\$ 266,800.00 + GST
2. April 10, 2012 project management cost estimate		178,324.00 + GST
3. Actual Total Net Cost - McNally	\$ 156,388.80	
- Parcon	34,718.70	
- Materials	41,038.65	
- Other Contractors	40,655.68	
- Cicon	27,261.50	
- Minus Bid Bond	<u>-16,676.00</u>	
		283,387.33 + GST

The following additional work/costs were incurred:

a) Ditch in order that weeping tile drain by gravity		\$ 3,900.00
b) Additional valves, piping, labour to increase CT and eliminate short circuiting of water flow		44,312.00
c) Weeping Tile		5,366.00
d) Additional construction costs due to extremely wet weather and ground conditions		<u>18,160.00</u>
	Sub Total	\$ 71,738.00



All additional work was done upon consultation with Town Public Works. As no evidence was found by the water proofing contractor, Parcon, and by 3 separate inspections of reservoir walls by Cicon, the \$50,000.00 earmarked for additional water proofing of walls was eliminated. It was instead spent on primarily 2 items:

- a) Repair weeping tile and construct ditch in order that weeping tile drains by gravity;
- b) Provide valving and piping for drain and for separate inlet and outlet for reservoir.

Provided the ditch and weeping tile is maintained, the reservoir floor will not develop uplift cracks as it had previously due to pore water pressure, hence a) above.

The separate inlet and outlet for the reservoir will give a better chlorine contact time and water circulation by preventing short circuit in the water flow, hence b) above.

Items left in July for Town crew to complete when site dried up were as follows:

- 1. Topsoil and seed near reservoir;
- 2. Reinstall fence;
- 3. Waterproof manholes;
- 4. Insulate manholes especially drain manhole;
- 5. Install concrete pad at overflow and weeping tile outlets into ditch;
- 6. Provide rodent screens over outlet pipes in 5. Above;
- 7. Grade road along ditch.

It is recommended that the ground water be pumped down and the weeping tile be inspected every spring and fall via the large diameter pipe access. The failure of the weeping tile system is what had caused most of the severe cracking in the reservoir floor.

If you have any questions, please do not hesitate to contact our office.

Yours truly,



I.D. Chrapko, P.Eng.  
CICON ENGINEERING

c.c. Mike Schuweiler, Town Superintendent  
✓ Jeff Gibeau, Planner/Development Officer

Box 1360 #1, 546-12 St. Fort Macleod Alberta T0L 0Z0, Phone (403) 553-3666 Fax (403) 553-3655  
Box 2697 Pincher Creek Alberta T0K 1W0, Phone (403) 627-7843

# **INFORMATION ITEMS**

**Please circulate to Mayor/Reeve and Council for information**



*OLDMAN RIVER REGIONAL SERVICES COMMISSION*

**MINUTES - 7 (2012)**  
**EXECUTIVE COMMITTEE MEETING**  
**Thursday, October 11, 2012 at 5:30 p.m.**  
**ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)**

**EXECUTIVE COMMITTEE:**

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

Dick Fenton  
Anne Marie Philipsen (absent)  
Walter Gripping

**STAFF:**

Lenze Kuiper – *Director*

Barb Johnson – *Executive Secretary*

**AGENDA:**

1. **Approval of Agenda** – October 11, 2012 .....
2. **Approval of Minutes** – September 13, 2012.....(attachment)
3. **Business Arising from the Minutes**
4. **New Business**
  - (a) Finance Committee Report & Recommendations – Letters and Strategy ..... (attachments)
  - (b) Request for Proposal..... (handout)
5. **Accounts**
  - (a) Office Accounts –
    - (i) July 2012 .....(attachment)
    - (ii) August 2012..... (handout)
  - (b) Financial Statements –
    - (i) January 1 - July 31, 2012 .....(attachment)
    - (ii) January 1 - August 31, 2012 ..... (handout)
6. **Director’s Report** .....
7. **Executive Report** .....
8. **Adjournment** .....

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CHAIR TERRY MICHAELIS CALLED THE MEETING TO ORDER AT 5:30 P.M.

**1. APPROVAL OF AGENDA**

**Moved by: Henry Van Hierden**

THAT the Executive Committee approves the agenda, as amended:

- ADD: 4(b) Request for Proposal  
5(a)(ii) Office Accounts – August 2012  
5(b)(ii) Financial Statement – January 1 - August 31, 2012

**CARRIED**

**2. APPROVAL OF MINUTES**

**Moved by: Gordon Wolstenholme**

THAT the Executive Committee approves the minutes of September 13, 2012, as presented.

**CARRIED**

**3. BUSINESS ARISING FROM THE MINUTES**

None.

**4. NEW BUSINESS**

**(a) Finance Committee Report & Recommendations – Letters and Strategy**

- All municipal councils have had the opportunity to review the Finance Committee Report & Recommendations and submit their comments to ORRSC prior to the Special Board of Directors' Meeting on October 11, 2012. 18 written responses were received — 7 were attached to the agenda, 11 were handed out at the meeting.
- Of the written responses received, many were supportive of the recommendations but others expressed various opinions on how the membership fees should be calculated. Several suggested an independent organizational review and strategic management process be conducted to fully explore all revenue/expense options to ensure the long-term viability of the organization. Committee members felt such a review might be beneficial and that some good recommendations could result from the process.
- A legal opinion by Brownlee LLP concerning "Councillor's Conflicting Duties and Obligations" when Councillors sit as Directors of a Regional Entity was reviewed and will also be handed out at the Board of Directors' Meeting. The procedure for Board members voting on the Finance Committee Recommendations at the October 11 meeting was also discussed. The Executive Committee prefers all six recommendations be voted on as one package, and that the vote be recorded.
- As the Town of Bassano is not listed in ORRSC Bylaw 2012-1 because they joined ORRSC after the bylaw was adopted, a resolution is needed to allow their Board member to vote. Bylaw 2012-1 and the ORRSC Regulation are currently in the process of being amended by Alberta Municipal Affairs.

Moved by: Dick Fenton

THAT the Town of Bassano be accepted as a voting member of ORRSC.

CARRIED

**(b) Request for Proposal (RFP)**

- ORRSC is in receipt of an RFP originating from a member municipality for the preparation of several intermunicipal development plans between rural municipalities. A discussion with Chelle Busch, Manager – Service Alberta (Procurement Services) revealed that exceptions to procurement of services under TILMA, MWPTA & MASH include:
  - purchases from a public body or non-profit organization
  - all Land Use measures (bylaws, zoning, etc.)
  - Government provision of services to other government organizations
  - long-standing procurement contracts entered into prior to NWPTA
- Committee members requested this item be placed on the October 11, 2012 Board of Directors' agenda.

**5. ACCOUNTS**

**(a) Office Accounts**

**(i) July 2012**

5150	Staff Mileage .....	J. Schmidt .....	\$ 11.00
5160	Staff Field Expense .....	J. Schmidt .....	67.61
4140	Approval Fees .....	MPE Geomatics .....	75.00
4210	Grant Revenue .....	Keith Ginter .....	8,250.00
5151	Vehicle Gas & Maintenance .....	Imperial Oil .....	417.20
5280	Janitorial Services .....	Madison Ave Business Services .....	425.00
5285	Building Maintenance .....	Cam Air Refrigeration .....	192.88
5285	Building Maintenance .....	Cam Air Refrigeration .....	137.50
5310	Telephone .....	Bell Mobility .....	622.90
5310	Telephone .....	Telus Communications .....	279.83
5580	Equipment & Furniture Rental .....	Telus Communications .....	272.98
5310	Telephone .....	Telus Communications .....	49.77
5320	General Office Supplies .....	Desjardins .....	26.90
5380	Printing & Printing Supplies .....	Desjardins .....	95.42
5330	Dues & Subscriptions .....	APA .....	244.00
5380	Printing & Printing Supplies .....	Peak Vocational .....	90.00
5380	Printing & Printing Supplies .....	Desjardins .....	73.23
5440	Land Titles Office .....	The Government of Alberta .....	300.00
5580	Equipment & Furniture Rental .....	Xerox Canada .....	960.00
1160	GST Receivable .....	GST Receivable .....	195.83
		<b>TOTAL</b>	<b><u>\$12,787.05</u></b>

**(ii) August 2012**

5150	Staff Mileage .....	S. Johnson (June - Aug.) .....	\$ 13.00
5151	Vehicle Gas & Maintenance .....	S. Johnson (June - Aug.) .....	30.00
5320	General Office Supplies .....	S. Johnson (June - Aug.) .....	26.49
5530	Coffee & Supplies .....	S. Johnson (June - Aug.) .....	59.65
5151	Vehicle Gas & Maintenance .....	Imperial Oil .....	214.48
4210	Grant Revenue .....	Pacific Alliance Technologies .....	1,200.00
4210	Grant Revenue .....	Pacific Alliance Technologies .....	5,250.00
5151	Vehicle Gas & Maintenance .....	Petty Cash (oil change, windshield repair) .	124.97
5285	Building Maintenance .....	Petty Cash (round-up) .....	6.77
5520	Meetings .....	Petty Cash (GIS meeting) .....	13.50
5530	Coffee & Supplies .....	Petty Cash (coffee) .....	11.98
5280	Janitorial Services .....	Madison Ave Business Services .....	425.00
5285	Building Maintenance .....	Cam-Air Refrigeration .....	341.45
5310	Telephone .....	Bell Mobility .....	692.64
5310	Telephone .....	Telus .....	456.46
5580	Equipment & Furniture Rental .....	Telus .....	123.48
5320	General Office Supplies .....	Desjardin .....	74.24
5320	General Office Supplies .....	Desjardin .....	41.23
5330	Dues & Subscriptions .....	Taber Times .....	46.00
5390	Graphic & Drafting Supplies .....	Adler Graphics .....	580.00
5440	Land Titles Office .....	Government of Alberta .....	264.00
5450	Legal Fees .....	Stringam Denecky .....	1,160.90
5500	Subdivision Notification .....	Lethbridge Herald .....	276.64
5500	Subdivision Notification .....	Sun Media Corp. ....	1,080.00
5500	Subdivision Notification .....	Pass Herald .....	576.00
5520	Meetings .....	Costco .....	199.17
5540	Other .....	Purolator Courier .....	20.94
5580	Equipment & Furniture Rental .....	Xerox .....	2,389.58
1160	GST Receivable .....	GST Receivable .....	701.26
		<b>TOTAL</b>	<b><u>\$16,399.83</u></b>

**Moved by: Walter Gripping**

THAT the Executive Committee approves the Office Accounts of July 2012 (\$12,787.05) and August 2012 (\$16,399.83), as presented. **CARRIED**

**(b) Financial Statements**

**(i) January 1 - July 31, 2012**

**(ii) January 1 - August 31, 2012**

**Moved by: Dick Fenton**

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

January 1 - July 31, 2012

January 1 - August 31, 2012

**CARRIED**

**6. DIRECTOR'S REPORT**

- Dates have been booked in November for approximately 30 Regional Assessment Review Board hearings. The three CARB hearings will involve the Municipal Government Board.

**Moved by: Doug MacPherson**

THAT the Executive Committee accepts the verbal Director's Report, as information. **CARRIED**

**7. EXECUTIVE REPORT**

- None.

**8. ADJOURNMENT**

**Moved by: Gordon Wolstenholme**

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at **6:30 p.m.** until Thursday, November 8, 2012 at 7:00 p.m. **CARRIED**

/bj

CHAIR: 

## Porcupine Hill Lodge Meeting

October 9, 2012

The following people attended the meeting: Earl Hemmaway, Judy Van Amerongen, Karen Keen, Linda Todd, and Arlette Heck. Regrets: Pan Crone & Audrey Hoffman

Earl Hemmaway called the meeting to order at 7:05 p.m.

The following items were added to the Agenda:

1. Resident Smoking Issue
2. Mold Report Update
3. Staff Issue in camera
4. AUMA Membership & Policy
5. Eileen Tidymen's garden petition

Motioned by Judy Van Amerongen that the Agenda be accepted as amended. Carried.

Motioned by Karen Keen that the minutes of the last meeting (July 3, 2012) be accepted as presented. Carried.

Eileen Tidymen joined the meeting to present a petition signed by the majority of the outbackers complete with pictures of the Lodge's grounds to back her request that her in ornamental flower garden be allowed to remain in place.

After Eileen left it was motioned by Karen Keen that Eileen Tidymen be allowed to keep her flower garden on the grounds that Eileen found taking care of it to be therapeutic. Carried.

No Chairman or Vice Chairman's Report

Financial Report

Some questions arose concerning Board per diem payments, donation expenses, & consulting expenses. Arlette to asked Suzanne about them. It was motioned by Karen Keen to accept the Financial Report subject to the above stated queries. Carried.

Manager's Report

Arlette Heck suggested that we consider having Bruce Bonnet (?) come to the Lodge and speak to staff, Board, or possible a group of community members that would be interested in hearing him, about dealing with difficult people. She was at a one day course in Calgary and found him to be very insightful. It was suggested that Arlette find out what the cost would be and the subject was tabled pending further information.

Work done by Donelco concerning mold problem did not pass government inspection. The company will be back to do further work starting on November 22.



Shaw cable contract is up for renewal. We were not being charged for all of the units that were in use. This led to a discussion on raising rents, parking, laundry and cable to cover raising costs of services. It was motioned by Judy Van Amerongen that we table this decision until the November meeting when we should have a better idea of budget. Carried.

It was decided that Arlette get a copy of the 8760 contract for us to review. (ASCHA recommended.)

It was motioned by Judy Van Amerongen that the Manager's Report be accepted as presented. Carried.

It was motioned by Karen Keen that the Recreation Report by accepted as presented. Carried.

It was motioned by Judy Van Amerongen that the Maintenance Report by accepted as presented. Carried.

Arlette Heck and Jerri from Fort McLeod Center are going to work on the Policies together.

It was motioned by Judy Van Amerongen that we go in camera. Carried.

It was motioned by Linda Todd that we come out of camera. Carried.

It was motioned by Judy that we adjourn the meeting. Carried.

Our next meeting is scheduled for November 6, 2012 @ the Lodge @ 7:00 pm.

CLARESHOLM AND DISTRICT MUSEUM

MINUTES OF THE BOARD MEETING OCTOBER 24 2012

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

ANSENT: HAROLD SEYMOUR, BERNICE CASE, DOUG MCPHERSON

THE MEETING WAS CALLED TO ORDER AT 7.00

1. AGENDA : DOUG LEEDS MOVED TO ACCEPT THE AGENDA WITH ADDITIONS.
2. MINUTES: DON GLIMSDALE MOVED TO ACCEPT THE MINUTES WITH CORRECTIONS.
3. FINANCIAL REPORT: THE REPORT WAS REVIEWED BY DON GLIMSDALE. THERE IS \$26,772.27 IN THE DESIGNATED FUNDS. DON GLIMSDALE MADE THE MOTION THAT THE FINANCIAL REPORT BE APPROVED.
4. COMMITTEES:
  - A. IN ORDER TO DEAL WITH THE SPEEDER CAR BUILDING PLANS DOUG LEEDS AND JEFF GIBEAU WILL FORM A PLANNING COMMITTEE TO DETERMIN THE EXACT LOCATION AND THE SIZE REQUIRED.
  - B. DOUG MCPHERSON WAS NOT PRESENT SO HIS REPORT ON THE ESTIMATED COSTS WILL BE POSTPONED UNTIL THE NEXT MEETING. A PICTURE WAS CIRCULATED OF AN OLD CPR BUILDING WHICH KRIS WILL SHOW TO THE BUILDING SAFETY CODE INSPECTOR. WE ALSO NEED A COST ESTIMATE FOR A STORAGE BUILDING. UNDER THE COMMUNITY SEIZE UP GRANT WE HAVE TO RAISE 50% OF THE COST AND REQUEST THE TOWN TO MEET THE OTHER 50% WE THEREFORE NEED TO GET A PLAN SHOWING THE APPROXIMATE MEASUREMENTS TO PRESENT TO THE TOWN COUNCIL BY THE NEXT MEETING SO THAT THEY CAN START SETTING ASIDE THE RESERVE MONEY. TRISHA CIRCULATED A FACILITIES PLAN.
  - C. ANOLA LAING REVEIWD THE TOWN BYLAW #1506 AND SOME MINOR CHANGES WERE SUGGESTED WHICH SHE WILL PASS ON TO THE TOWN.
  - D. WE SET DATES FOR A SERIES OF WORKSHOPS TO ACESSION THE COLLECTIONS OF HAMMERHEADS AND MINERALS. THEY WILL BE HELD ON OCT. 30, NOV.9, NOV. 22.
  - E. BILL ERIKSON HAS BEEN COMMISSIONED TO MAKE A BRONZE TRAIN. HE HAS PROPOSED THAT HE MAKE ONE FOR US TO GO ABOVE THE FRONT DOOR OF THE RAILWAY BUILDING HE WILL GIVE HIS LABOUR FREE AND WILL UNDERTAKE TO RAISE THE MONEY FOR THE BRONZE. DOUG LEEDS MADE THE MOTION THAT WE ACCEPT HIS OFFER.

5. TRISHA CALETON REVIEWED HER REPORT. DON CLARK MADE THE MOTION THAT THE VISIONS, MISSION VALUES AND MANADATES DOCUMENT BE APPROVED. THIS WILL BE MAILED ON OCTOBER 25. THE CERTIFICATE FOR THE INCORPORATION OF THE FRIENDS OF THE MUSEUM HAS BEEN RECEIVED.
6. PIGEON PROBLEM. THE PRODUCT NICARBAZIN HAS BEEN APPROVED. THIS WILL STERILIZE THEM AND PREVENT FUTURE OFFSPRING.

B. HAROLD WAS NOT PRESENT ASO WE DO NOT KNOW WHAT PROGRESS HE HAS MADE REGARDING HIS TALK WITH EVAN BERGER AND THE RAILWAY GRAIN CAR.

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

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

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

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

THE MOTION TO ADJORN WAS MADE BY DON CLARK.

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

# The Navigator

Willow Creek Composite High School

Issue 15 • Printed November 1, 2012

Claresholm, AB

**"We only need to look at what we are really doing in the world and at home and we'll know what it is to be Canadian."**

**Lest we forget.** - Adrienne Clarkson

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

## SPORTS UPDATE

November is a busy month for sports at WCCHS! Thanks to all who helped make our Junior High Girls Volleyball tournament a success. The grade 7/8 girls volleyball team will wind up their season with league playoffs on Saturday, Nov. 3 at TMS. The grade 9 girls team has a shot at going to Zones on Nov. 2 & 3 in Irvine, then will finish with the league playoffs Nov. 10 in Fort Macleod. High School Volleyball teams are playing in their final invitational tournaments of the season the first weekend of November. Senior Boys are at Noble Central, Senior Girls are at St. Joe's in Brooks, and the Junior Varsity Girls are in the Crowsnest Pass. The league post-season tournament is in Pincher Creek for both Boys and Girls teams on Nov. 9 & 10. The following weekend the Senior teams go to Zones with Boys playing at St. Mike's in Pincher Creek and the Girls at F.P. Walshe in Fort Macleod.

The Cobras football team play Pincher Creek in the Zone Final game on Nov. 2, 5:00 pm at the U of L field. Both teams advance to

*Inside the WCCHS common area looking south toward the front doors.*



Provincials, with the winner to host a Provincial quarter-final game Nov. 10, and the loser goes on the road. Provincials are in Edmonton on Nov. 23 & 24.

Basketball will be starting early in November. Start dates for all teams will be posted on the school website and on the whiteboard in the entrance of the school. A flyer will be going home with Junior High students with information about basketball start dates and details about playing.



Sports Society Meat Package Fundraiser is underway. Athletes representing all sports have forms or you can order at the school. Call or stop in. The package includes a high quality variety of sausage and meat provided by local provider Meadow Creek Sausage and Meat Ltd. Deadline to order is November 16, and the cost is \$60 per package. Delivery to the school where the students need to pick up their orders is on Dec. 6.

## MODERNIZATION UPDATE

While it may not be evident from the outside, significant progress continues on the interior of the building. The general contractor's main priority at this point is to close in all roof structures over the main entry and administration suites. Major progress to date includes:

- Mechanical heating system has been pressure tested and boilers will be fired up early in November.
- Ongoing installation of ventilation ducting, electrical systems, domestic water and heating systems continues throughout the building.

- North classroom walls have been framed, drywalled, taped, primed and painted.
- Most core instructional areas have been framed, drywalled, taped and primed for painting.
- Learning support suites are currently framed and awaiting drywall.
- Block walls are in place for the commercial kitchen and drywall is being installed.
- Administration area door frames are installed and framing is in progress.
- The common area roofing system is completely framed in and is ready for glass installation.
- The common area floor is being prepared for concrete placement this week and is the last floor slab to be completed.

## 2013 YEARBOOKS

The 2013 WCCHS yearbooks are now on sale for \$40. Reserve yours at the office.

## NOTES FROM THE OFFICE

- Demographic forms were mailed out and need to be returned to the office.
- School fees can be paid at the office as invoices have been mailed out.
- Pinnacle usernames and passwords have been mailed out. If you need a refresher on how to access your child's marks or attendance please call the school for assistance.

## JR HIGH TRAVEL CLUB

The Junior High Travel Club trip is ON! We have our minimum number of applicants and will be travelling to Ottawa, Montreal, Quebec City & Toronto in April 2014. Students who will be in grades 7-9 next year (and their parents) are welcome to apply. Go to [www.eftours.ca](http://www.eftours.ca), Tour #1326933 or contact Mrs. Franz for information at [franzm@lrds.ab.ca](mailto:franzm@lrds.ab.ca).

## Friday, November 9th is DRESS YOUR BEST DAY!

Students traditionally dress up to show their respect for our Veterans and Canadian Soldiers. Formal clothes are encouraged; however, jeans with NO holes and a shirt are acceptable.



Friday, November 9, 2012

## REMEMBRANCE DAY SCHEDULE

- BLOCK 1 8:35 - 9:15 am
- BLOCK 2 9:20 - 10:00 am
- BLOCK 3 10:05 - 10:45 am
- NUTRITION BREAK 10:45 - 11:05 am
- BLOCK 4 11:05 - 11:45 am
- 11:45 am BUS TO COMMUNITY CENTER
- 12:00 - 1:00 Remembrance Day Assembly

Dismissal from Community Center following ceremony.

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

## INSIDE THIS ISSUE:

- New Principal
- Sports Update
- Prom 2013
- Cobra Wear Orders
- November 2012 Calendar
- 2013 Grad Committee



Support this year's Prom Candidates at the

## Prom Tea & Fundraiser

Saturday, December 1  
2-4 pm



Lutheran Church  
Watch the Local Press for more details!

## Meadow Creek Sausage FUNDRAISER

Support WCCHS Sports Society in one of their annual fundraisers! Purchase a box of products from locally-owned Meadow Creek Sausage & Meat Ltd. and a portion of the price comes back to the school! This fundraiser assists in paying the cost of new uniforms or sports equipment!



SALES begin October 22 and runs until NOVEMBER 16!

All WCCHS athletes will have order forms!

## COBRA WEAR NOW ON SALE!

Next Order Date:  
NOVEMBER 13  
Samples in the office!

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

**FROM THE PRINCIPAL:  
Ian Stewardson**

Please be advised that Dr. Sue Nobes is on leave. Ian Stewardson has accepted a transfer from G. R. Davis School to assume the principalship of Willow Creek Composite High School for the remainder of the 2012-2013 school year.



Stewardson. The next meeting of WCCHS school council is at 6:30 pm on Thursday, November 15 in the school library (upstairs). All parents are encouraged to attend!

**2013 GRAD COMMITTEE**

At the recent grad meeting, the decision was made to use Ted Dawson Photographic from High River. For any grad who has not yet submitted a baby picture, please do so ASAP! Cap and Gown pictures will be Friday, November 16 and Saturday, November 17. Please sign up in the office. This year's Grad Committee is:  
Chairperson: Madison E.  
Treasurer: Rachel E.  
Secretary: Matthew R.  
Checkmark Secretary: Shelby T.  
Program Committee: Paxton D.  
Fundraising: Scott F.  
Banquet Taryn M.  
Picture: Jenn D. & Ashley S.

Hello! I'm Ian Stewardson, and I am excited to be working with you this year! I wanted to update the Willow Creek Composite High School community with some information about me and my philosophy as principal. This change has been a sudden one, but one which I will embrace so we can build a great environment for all students as we move forward this year in preparation for the grand opening of our renovated new home. My background is varied with 27 years of teaching, counseling, and administration in the former Willow Creek School Division and Livingstone Range School

Division. Each of the different roles that I have held in my career have been rewarding. I have taught Grade 8 and 9 Social Studies, and was a High School Guidance Counselor with the tasks of coordinating Work Experience, teaching CALM and other assigned career and personal counseling. Administratively, I have worked as both an Assistant Principal and Principal. I have always believed effective administration is accomplished through healthy relationships. Relationships flourish with open and honest communication. Listening is key to understanding. While working in Southern Alberta for the past 27 years, I have met many of the hard-working staff members at WCCHS and I look forward to meeting students and parents in the community. We will develop a plan for building on the high quality leadership which is the tradition of WCCHS.

Please feel free to contact me with any questions or join us at the November School Council meeting to hear more.



**SYNERVOICE**

Synervoice is an automated call home system that has been implemented at WCCHS. When your child has a unexcused absence, the system will call home starting at 6:00 p.m. each day. As we

implement this system, we continue to make refinements to the process and messages. If you would like the automated system to be calling a number other than your house or you

**UPCOMING DATES TO NOTE**

- Divisional P.D Day (No school for students) . . . . . November 1
- IPP Meetings (No school for Jr. High students) . . . . . November 2
- Gift Card orders due . . . . . November 6
- Grade 7 Math Meeting . . . . . November 7
- Picture Retakes today! . . . . . November 8
- Remembrance Day Assembly . . . . . November 9
- School Council - Special Time!! 6:30 pm . . . . . November 15
- Report Cards handed out . . . . . November 16
- No school for students . . . . . November 23
- Prom Christmas Tea & Fundraiser . . . . . December 2
- PROM 2013 . . . . . April 26, 2013

have been receiving a message in error please notify the office. Synervoice will also be utilized for the sharing of important announcements and is an essential tool in case of an emergency. The automated system has the capacity to dial out to all of our families in less than 10 minutes, which in an emergency is of huge benefit.

**REMEMBRANCE DAY ASSEMBLY**

The WCCHS Remembrance Day assembly will be held on Friday, Nov. 9 at 12:00 noon at the Claresholm Community Centre. Everyone welcome! WCCHS students and staff will be bussed to the Community Centre just before noon. They will be dismissed from the Community Centre just after 1 p.m. so if parents are planning on picking up their children after school, they need to do so at the Community Centre. Busses will pick up bus students at the Community Centre before picking up WMES students in the usual location.

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

**Are you WCCHS Alumni?**

Willow Creek Composite High School Alumni Association  
 @wcchsalumni

**HOW TO REACH US**  
Main Phone 403-625-3387  
website: www.lrsd.ab.ca/schools/willowcreek  
email: stewardsoni@lrsd.ab.ca  
News to add? dofsteel@shaw.ca

Sun	Mon	Tue	Wed	Thur	Fri	Sat
<b>November</b>						
2012						
				1 Division PD Day NO SCHOOL for 7-12 students	2 NO SCHOOL for Jr High students (IPP Meetings & Collaborative time)	3 Set your clocks back one hour tonight!
4	5 Girls Volleyball vs. St. Mike's (PC) 6 pm	6 Fundscrip Orders Due Today	7 Grade 7 Math Meeting - 7pm	8 Picture Retake Day!	9 Remembrance Day Service at 12 noon Community Ctr.	10
11	12	13 <b>COBRA WEAR Orders due!</b>	14	15 School Council 6:30 pm Sports Society 8 pm	16 <b>REPORT CARDS TODAY!</b> Sausage & Meat Fundraiser orders due today!	17
18	19	20	21	22	23 NO SCHOOL PD Day	24
25	26	27	28	29	30	DECEMBER 1 PROM Tea & Fundraiser 2-4 pm - Lutheran Church 

**Willow Creek Composite High School • Grades 7-12**

*Karin  
AS  
P*

Claresholm Public Library Board  
REGULAR MEETING  
Monday, October 15, 2012 7:00 p.m.

Present: Shirley Leonard, Lisa Anderson, Earl Hemmaway, Daryl Sutter, Marika Thyssen,  
Arden Dubnewick & Kathy Davies

Excused: Mary Thompson, Mike McAlonan and Cathy Dahl

1. CALL TO ORDER

Chairman Shirley Leonard called the meeting to order at 7:05 p.m.

2. APPROVAL OF AGENDA

m/c – by Lisa Anderson that the agenda be approved.

3. APPROVAL OF SEPT. 17, 2012 REGULAR MEETING MINUTES

m/c – by Earl Hemmeway that the regular meeting minutes be approved as amended. Corrections are:

Committee Reports:

2. Librarian: Chinook Arch has put together book club kits – Kathy has suggested to Shelley that she should try to start a book club here using these kits.

4. OLD BUSINESS:

4.1 1 – 5 year Proposed Capital Expenditure Budget:

The finance committee met and presented their suggestions. Kris Holbeck was present and helped with suggestions. The committee will present a final capital budget at the next meeting.

4.2 75<sup>th</sup> Anniversary Committee:

Have not been able to meet – will present a report at the next meeting.

4.3 Lease Agreement with the Town:

The Town's legal representative and Kris have completed their review of the proposed agreement. The Library committee will have to meet and go over the changes.

4.4 Board workshop report – Arden:

Arden and Lisa reported that the workshop was very worthwhile. Arden bought some of the materials for other members to review. The Board asked her to see if she would contact Library's Branch to see if she could get more of the handouts.

5. FINANCIAL

5.1 Financial Statements for Oct. 15, 2012:

m/c – by Arden moved that the financial statement be accepted as presented.

6. CORRESPONDENCE:

6.1 Darleen Reid: - Kathy presented a spread sheet on other library's hours of operation and a page from the Alberta Library's Standards & Best Practices. The Board will review this information and continue with discussing hours of operation. Kathy will write a letter to Darleen explaining this.

6.2 Mike McAlonan: request for a leave of absence.  
m/c – by Lisa Anderson that the Board accept his request for a leave of absence.

7. COMMITTEE REPORTS

7.1 Chinook Arch Regional Library System – Lisa/Earl

At the last meeting Lisa Anderson told us she will be resigning as our Representative on Chinook Arch Board. Lisa will write a letter stating this. Daryl Sutter has volunteered to submit his name as the new representative.

7.2 Librarian's Report – Kathy

- Home Routes concert on Sunday – Oct. 21 at 3pm;
- The attendance of the various videoconferences has been increasing;
- Armchair travel – Vietnam – Wed. Oct. 24 at 7pm;
- The first Art display from the Alberta Travelling Exhibition Program is Dec. 12 – Jan 23/13.

m/c – by Earl that the Librarian's report be accepted.

7.3 Friends of the Library Report:

Pink Tea is on this Thursday (Oct. 18) from 3 – 5 pm.

8. NEW BUSINESS:

8.1 Christmas Volunteer Appreciation:

It was decided to form a committee to plan the activity/entertainment for the upcoming Christmas Dinner. The committee is: Shirley, Arden and Marika.

9. ADJOURNMENT

m/c – by Arden that the meeting be adjourned at 8:35 p.m. Next Meeting: **Nov. 19/12**

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Chairman

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Date

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Secretary