



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
SEPTEMBER 10, 2012
AGENDA

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

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING MINUTES AUGUST 13, 2012

FINANCES: AUGUST 2012 BANK STATEMENT

PUBLIC HEARING: BYLAW #1577 – Land Use Bylaw Amendment

DELEGATION: CLARESHOLM & DISTRICT FCSS
RE: Teen Centre

ACTION ITEMS:

1. BYLAW #1577 – Land Use Bylaw Amendment
RE: 2nd & 3rd Readings
2. CORRES: Hon. Doug Griffiths
RE: 2012-13 Municipal Grants Information Booklet
3. CORRES: Alberta Municipal Affairs
RE: Newly Appointed Associate Minister
4. CORRES: Southern Alberta Energy from Waste Association
RE: Request for Expression of Interest
5. 2012 ORRSC – Finance Committee Report & Recommendations
6. CORRES: Claresholm & District Health Foundation
RE: 6th Annual Gala September 22, 2012
7. CORRES: Terry & Carol Henker
RE: Storm Drainage
8. CORRES: Concerned Citizens
RE: Recreational Trailers & Vehicles
9. CORRES: Victory Church of Claresholm
RE: Community Block Party
10. CORRES: Claresholm Curling Club
RE: 2012 Property Taxes
11. CORRES: Claresholm Skating Club
RE: Storage Room Rental
12. POLICY #GA 09-12 – Whistleblower Policy
13. ADOPTION OF INFORMATION ITEMS
14. IN CAMERA: LEGAL

INFORMATION ITEMS:

1. Cheque Listing for Accounts Payable – August 2012
2. Alberta Municipal Affairs – Municipal Dispute Resolution Services Workshops
3. Alberta Culture & Alberta Human Services – Alberta Culture Days September 28-30, 2012
4. Alberta Culture & Alberta Municipal Affairs – Alberta Culture Days September 28-30, 2012
5. Swimming Pool Joint-use Committee Minutes – March 19, 2012
6. Claresholm Animal Rescue Society (CAREs) Regular Meeting Minutes – August 2, 2012
7. Claresholm Animal Rescue Society (CAREs) Regular Meeting Minutes – August 16, 2012
8. Calgary Region Airshed Zone (CRAZ) Workshop September 21, 2012
9. Arena Users Meeting Minutes – August 22, 2012
10. Alberta SouthWest Bulletin – September 2012
11. Alberta SouthWest Regional Alliance Board Meeting Minutes – July 4, 2012
12. Oldman River Regional Services Commission (ORRSC) Board Meeting Minutes – June 7, 2012

ADJOURNMENT:



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
AUGUST 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; Chief Administrative Officer: Kris Holbeck; Secretary-Treasurer: Karine Wilhauk

ABSENT: None

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

CARRIED

MINUTES: REGULAR MEETING – JULY 16, 2012

Moved by Councillor Quayle that the Regular Meeting Minutes of July 16, 2012 be accepted as presented.

CARRIED

FINANCES: JULY 2012 BANK STATEMENT

Moved by Councillor Sutter to accept the July 2012 bank statement as presented.

CARRIED

PUBLIC HEARING: BYLAW #1576 – Land Use Bylaw Amendment

Mayor Moore declared the hearing open at 7:02pm.

Mayor Moore made the first, second and third calls for submissions from the public.

No submissions either verbal or written were noted.

Mayor Moore declared the hearing closed at 7:05pm.

DELEGATION: ROSE PETEK

RE: Recyclable Materials Management Bylaw

Rose Petek was present to speak to Council regarding the proposed Recyclable Materials Management Bylaw. She had some questions for Council to consider prior to the signing of the bylaw. Does the Town have a contract in place with Community Employment Services? Not at this time, but the Town is still waiting to hear from Alberta Health Services regarding this possible arrangement. Will the third reading be delayed? No. If Community Employment Services backs out, who will be picking up the recycling? At this time, it is the Town crew. There are similar operations in place between AHS and Canada Safeway stores in Calgary and Edmonton, so Council is hopeful that an agreement can be reached. Rose thought it important to put her opinions forward prior to the signing of the bylaw. Bylaws can be passed by Council regardless of the views of the community. Rose is concerned about man power and about the costs escalating as the program is operated. Will the community be made aware of the costs prior to the end of the probationary period? Yes, the town will have another open house to make the public aware. How are apartments and such to be billed? In the same manner they are billed for garbage. Is there any grant money available? Not at this time. Is the Town required under the MGA to put utilities out for tender? There is nothing in the MGA that states the Town must tender utilities publically. How will the fines be defined? Will there be a process for appeals for fines? There would be a warning period involved first. Is this a last resort for the Town to operate a recycling centre? If a business came forward and wanted to set up a recycling centre, would the Town allow them a permit to open one? Yes, private business is always welcome.

ACTION ITEMS:

1. BYLAW #1575 – Recyclable Materials Management
RE: 3rd Reading

Moved by Councillor Quayle to give Bylaw #1575, regarding Recyclable Materials Management, 3rd and Final Reading.

CARRIED

2. BYLAW #1576 – Land Use Bylaw Amendment
RE: 2nd & 3rd Readings

Moved by Councillor MacPherson to give Bylaw #1576, regarding a Land Use Bylaw Amendment, 2nd Reading.

CARRIED

Moved by Councillor Sutter to give Bylaw #1576, regarding a Land Use Bylaw Amendment, 3rd and Final Reading.

CARRIED

**3. BYLAW #1577 – Land Use Bylaw Amendment
RE: 1st Reading**

Moved by Councillor MacPherson to table first reading of Bylaw #1577 until after the In Camera session at the end of this meeting.

CARRIED

**4. CORRES: Hon. Doug Griffiths, Minister of Municipal Affairs
RE: Municipal Sustainability Initiative (MSI) Operating**

Received for information.

**5. CORRES: Claresholm Community Centre
RE: Community Infrastructure Improvement Fund**

Moved by Councillor MacPherson to write a letter of support towards the Claresholm Community Centre's application to the Community Infrastructure Improvement Fund, and to provide funding towards their improvement project of up to \$30,000.

CARRIED

6. PROPOSED STREETLIGHT BUYOUT BY FORTIS ALBERTA

Referred to administration.

7. AUMA CONVENTION – Councillor Sutter

Received for information.

8. ADOPTION OF INFORMATION ITEMS

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

CARRIED

9. IN CAMERA: LEGAL

Moved by Councillor MacPherson that this meeting go In Camera.

CARRIED

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

CARRIED

Moved by Councillor MacPherson to give Bylaw #1577, regarding a Land Use Bylaw Amendment, 1st Reading.

CARRIED

ADJOURNMENT: Moved by Councillor Quayle that this meeting adjourn at 8:14pm.

CARRIED

Mayor – David Moore

Chief Administrative Officer – Kris Holbeck

**TOWN OF CLARESHOLM
AUGUST 2012 BANK STATEMENT**

RECONCILED BALANCE JULY 31, 2012			\$114,861.52
DEPOSITS TO BANK	DEBITS	CREDITS	BALANCE
RECEIPTS FOR MONTH	\$2,621,704.47		
REVOLVING LOAN RECEIVED	0.00		
CURRENT ACCOUNT INTEREST	199.34		
GIC REDEEMED	500,000.00		
INTEREST ON GICS	7,019.18		
TRANSFERS FROM T-BILLS	258,427.54		
SUBTOTAL	\$3,387,350.53		
CHARGES TO ACCOUNT			
ACCOUNTS PAYABLE		\$531,267.01	
PAYROLL CHARGES		111,971.80	
INTEREST ON REVOLVING LOAN		0.00	
REVOLVING LOAN PAID		0.00	
LOAN PAYMENTS		0.00	
MASTERCARD PAYMENT		712.07	
TRANSFERS TO T-BILLS / GIC PURCHASE		2,300,000.00	
NSF CHEQUES		0.00	
SERVICE CHARGES		350.52	
SCHOOL FOUNDATION PAYMENT		0.00	
SUBTOTAL		\$2,944,301.40	
NET BALANCE AT END OF MONTH			\$557,910.65
BANK RECONCILIATION			
BALANCE PER BANK	577,039.87		
PLUS OUTSTANDING DEPOSITS	0.00		
LESS OUTSTANDING CHEQUES		-19,129.22	
RECONCILED BALANCE AUGUST 31, 2012			\$557,910.65
OTHER BALANCES:			
EXTERNALLY RESTRICTED T-BILLS	\$770,661.01		
EXTERNALLY RESTRICTED GIC'S (FCSS)	\$20,000.00		
NON-RESTRICTED GIC'S	\$3,100,000.00		
PARKING RESERVE	\$3,581.76		
WALKING PATHS RESERVE	\$1,958.55		
OFFSITE LEVY RESERVE	\$61,884.49		
SUBDIVISION RESERVE	\$35,785.36		
REVOLVING LOAN BALANCE		\$0.00	

SUBMITTED TO TOWN COUNCIL THIS 10th DAY OF SEPTEMBER 2012

K Wilhauk

K Holbeck 9/6/2012

Submitted: Karine Wilhauk
Secretary Treasurer

Reviewed: Kris Holbeck, CA
Chief Administrative Officer

Mayor: David Moore

ACTION ITEMS



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1577**

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 2, Block 7, Plan 7911185, be amended by changing the "R1" (Single Detached Residential) designation to a "DC" (Direct Control) 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 **13th** day of **August** 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

43rd Avenue West

43rd Avenue West

SUBJECT LANDS

Lot 2, Block 7, Plan 7911185
0.34 acres / 14953 sqft

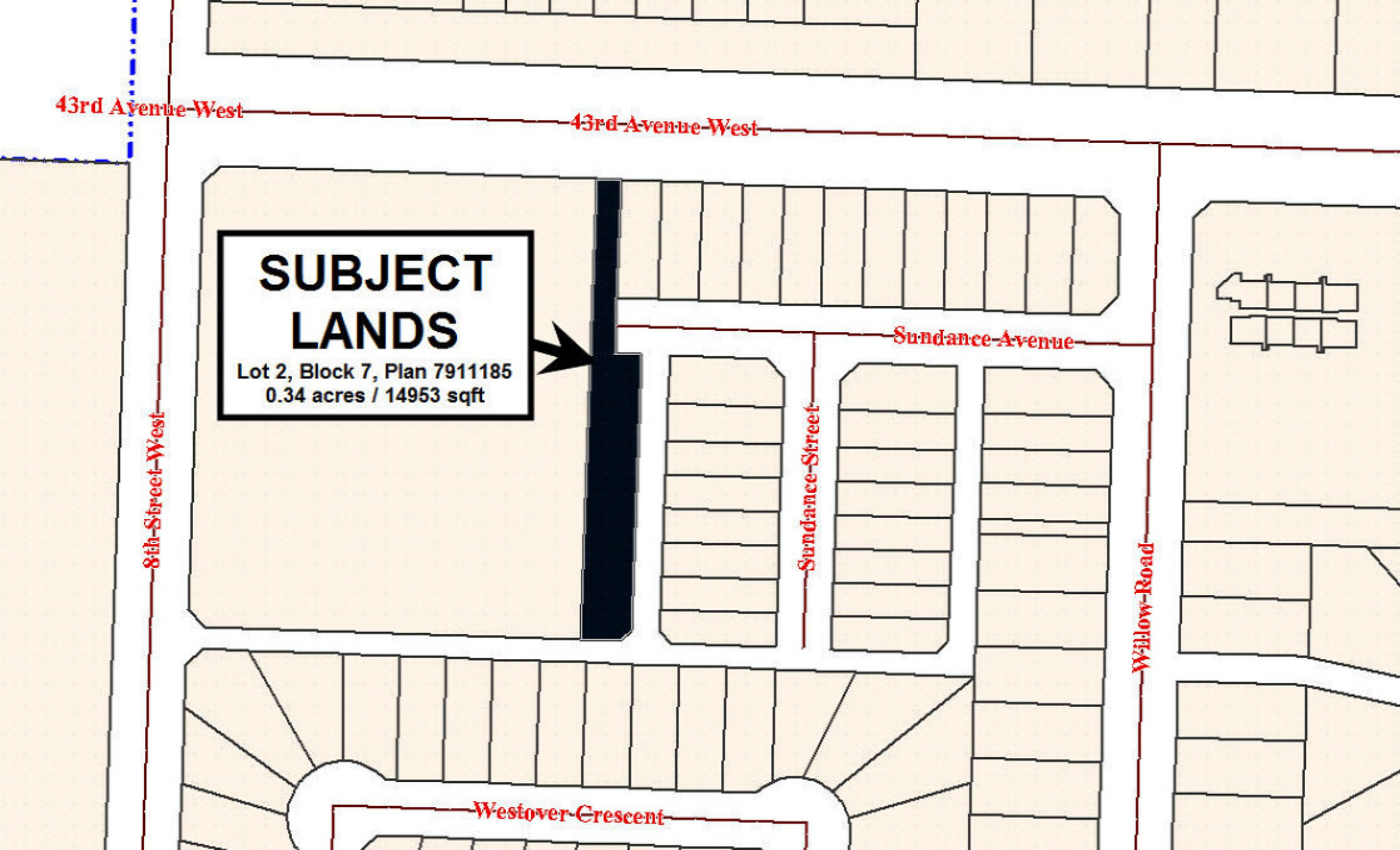
Sundance Avenue

8th Street West

Sundance Street

Willow Road

Westover Crescent





ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister

AR56195

August 9, 2012

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

Dear Mayor Moore:

I am pleased to provide you with the attached 2012-13 Municipal Grants Information Booklet.

This booklet includes program descriptions, 2012-13 program budgets, and contact information for provincially-administered municipal grant programs.

More detailed information can be found online on the Municipal Grants Web Portal. The portal includes program descriptions, contact information, tools to help search for available programs, and links to program applications, guidelines and reporting documents. It also provides timely updates on changes to grant programs. The portal is available at www.municipalaffairs.alberta.ca/municipalgrants.cfm.

I look forward to continuing to work with you to improve the accessibility of our grant programs.

Sincerely,

Doug Griffiths
Minister

Attachment



ALBERTA
MUNICIPAL AFFAIRS

Office of the Associate Minister of Municipal Affairs

AR56185

August 14, 2012

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

Dear Mayor Moore

As the recently appointed Associate Minister of Municipal Affairs, and a former municipal councillor, I am looking forward to working with Alberta municipalities to strengthen the relationships between municipalities and the Government of Alberta, in the interests of Albertans and their communities.

It is a priority for me to learn more about the challenges and opportunities facing municipalities now and in the future, and as a government MLA for Southern Alberta, I would like to meet with you and your council during the upcoming Alberta Association of Municipal Districts and Counties and Alberta Urban Municipalities Association meetings.

These meetings will also provide me with an opportunity to share information about current Municipal Affairs initiatives, and the role that the Honourable Alison Redford, Premier, has assigned me in leading the establishment and support for a Premier's Council on Provincial-Municipal Fiscal Arrangements.

Furthermore, I plan to visit individual municipalities over the course of my mandate to hear local concerns and suggestions first-hand.

I look forward to working with you and your council. In the interim, if you have any questions, please contact our office, toll-free at 310-0000, then 780-422-5627.

Sincerely,

Greg Weadick
Associate Minister

copy: Honourable Alison M. Redford, QC, Premier
Honourable Doug Griffiths, Minister of Municipal Affairs



August 17, 2012

Mayor David Moore & Council
Town of Claresholm

As a member of SAEWA, please accept this "Request for Expression of Interest" for the following opportunities:

- 1) Community Host for an Energy-from-Waste Facility
- 2) Energy Host for an Energy from Waste Facility

The Southern Alberta Energy-from-Waste Association (SAEWA) is a coalition of municipalities and waste management jurisdictions committed to research and implementation of energy recovery from non-recyclable waste materials to reduce long-term reliance on landfills.

SAEWA's active membership includes 14 waste authorities representing about 72 municipal entities, with an overall population of approximately 246,811 citizens.

Having recently completed a research study confirming the feasibility of establishment of an energy from waste facility for southern Alberta, SAEWA is moving forward to define the next steps to undertake the project. Community and siting perspectives, energy opportunities, available vendor technologies, regulatory/approvals requirements, preliminary business planning and funding options are among the topics that SAEWA is currently exploring.

The purpose of this specific ***Request for Expression Of Interest (REOI)*** is to offer an opportunity to **SAEWA Member Communities** that may have an interest in ***Hosting an Energy from Waste Facility***, and consider the possibility of working collaboratively with SAEWA to develop a project that may be sited within their jurisdiction.

An REOI for an ***Energy Host for an Energy from Waste Facility*** regarding the potential purchase and use of energy products (Electricity, steam and/or syngas) derived from the project is also included. This may be of interest to the industrial development sector within your community.

Please see the attached REOI Documents for project details and expression submission guidelines.

We ask that you direct any questions to Mr. Neil MacDonald, Senior Waste Management Engineer, HDR Corporation at Neil.MacDonald@hdrinc.com or (416) 220-3158.

Expressions of interest may be submitted by hard copy or email however we ask that you limit your submission to a total of 15 pages. Please submit your written expressions of interest **by the end of business on Friday September 21, 2012** to:

C/o HDR Corporation
Attention: Mr. Neil MacDonald
4838 Richard Road SW, Suite 140
Westmount Corporate Campus
Calgary, Alberta T3E 6L1

Sincerely

Ron Knoedler
Manager
SAEWA

Southern Alberta Energy *from* Waste Association
Town of Coaldale, 1920 – 17 Street Coaldale, AB T1M 1M1
WWW.SAEWA.CA



Request for Expression of Interest

Community Host for an Energy-from-Waste Facility

IN SUPPORT OF:

Southern Alberta Energy from Waste Association
c/o Town of Coaldale
1920-17 Street
Coaldale, Alberta T1M 1M1

PREPARED BY:

The logo for HDR, consisting of the letters 'H', 'D', and 'R' in a bold, serif font, with the 'D' being significantly larger than the other two letters.

4838 Richard Road SW, Suite 140
Westmount Corporate Campus
Calgary, Alberta T3E 6L1



August 15, 2012

Request for Expression of Interest: Community Host for an Energy-from-Waste Facility

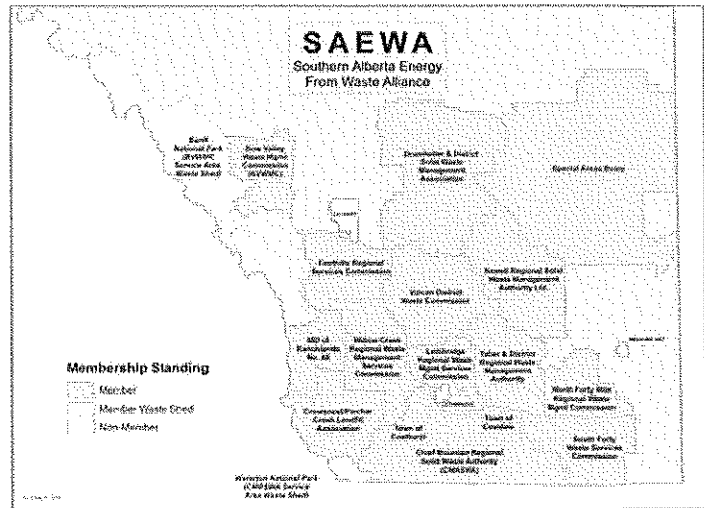
Re: Municipal Interest in Hosting an Energy-from-Waste Facility

The Southern Alberta Energy-from-Waste Association (SAEWA) is a coalition of municipalities and waste management jurisdictions committed to research and implementation of energy recovery from non-recyclable waste materials to reduce long-term reliance on landfills.

SAEWA's active membership includes 14 waste authorities representing about 72 municipalities, with an overall population of approximately 246,811 citizens.

Established in 2009, SAEWA is seeking to foster sustainable waste management practices that contribute to our society's overall resource efficiency. Further detailed information on the organization, its membership and mandate, as well as background work that has been carried out to date is available at www.SAEWA.ca

SAEWA is investigating the opportunity to establish a new energy-from-waste facility that could handle the processing of municipal solid waste generated primarily from within its membership, as well as selected wastes from other possible sources. Rather than continuing to dispose of non-recyclable materials at landfills and losing out on valuable resources, the opportunity exists to establish a regional facility that would recover materials and energy from these non-recyclables. The outcome can be a more sustainable, long-term strategy for managing discarded materials that meets all environmental requirements while at the same time providing local economic development opportunities for our communities.



In moving forward with this project, SAEWA's objective will be to develop a facility that is safe and protective of health and the environment to:

- Serve the members of SAEWA
- Manage residual wastes (i.e. garbage remaining after recycling programs)
- Reduce long-term reliance on landfill disposal; and
- Generate energy.

At present, the consideration is for a facility with a total capacity estimated at 366,000 tonnes of solid waste per year, or about 1,000 tonnes per day. Co-locating a facility within a municipality or region that could take advantage of both the electricity and heat that will be recovered and produced as part of the process would be ideal.

Having recently completed a research study confirming the feasibility of establishment of an energy from waste facility for southern Alberta, SAEWA is moving forward to define the next steps to undertake the project. Community and siting perspectives, energy opportunities, available vendor technologies, regulatory/approvals requirements, preliminary business planning and funding options are among the topics that SAEWA is currently exploring.

The purpose of this request for expressions of interest is to give communities that may have an interest in hosting an energy from waste facility, the opportunity to connect with SAEWA and consider the possibility of working collaboratively to develop a project.

It is important to understand that the function of this REOI is to collect information only. No commitments of any kind are made by SAEWA or its member organizations in terms of proceeding with a project or the evaluation and/or selection among potential host communities. Those providing submissions in response to this REOI do so solely for their own interests and no compensation of any kind will be paid for the preparation and submission of a response to this REOI.

Some municipalities have already expressed interest in SAEWA's potential project. By way of this letter, SAEWA is formally inviting all interested municipalities to indicate their interest in hosting a new energy-from-waste facility. Those with such interest are invited to forward any information they may be prepared to share with regards to potential sites, as well as existing or proposed energy partners. Specifically, interested municipalities are invited to provide information that would address the following:

Site and Location

Provide information on a proposed site location, including the site area and configuration, current land use and zoning, availability of utilities and status of site ownership.

As a guide, the preference would be for a site with a minimum area of about 8 to 10 hectares available for development. Preference would be for an industrial zoning with readily available access to electricity, water and sewer utilities as well as primary road and rail transportation routes. Ultimately the ideal site should not be unduly constrained as a result of nearby recreational uses, Provincially or Federally protected areas, or airport lands.

Energy User(s)

Proposed or existing nearby energy user(s) would be ideal. A municipality that is proposing a potential site as an opportunity to spur economic development may wish to supply information on its business plans to facilitate the establishment of compatible neighbouring businesses that could take advantage of either electricity or steam.

Depending on the technology that may ultimately be selected, the energy products produced by a facility may amount to almost 45 MW of electricity and 220 tonnes per hour of steam. The sale of electricity would involve connecting to the Alberta Electric System under a defined set of rules, terms and conditions set out under the guidance of the Alberta Utilities Commission. The use of steam or other process heat may be more site specific, with an ideal situation being the co-location or at least relatively nearby location of an energy user to the proposed energy-from-waste Facility. The energy produced by this facility can provide a lower cost alternative than traditional energy sources and therefore provides an economic incentive to existing or new industry to locate near this proposed facility.

Business Model and Municipal Support

The municipality may wish to propose a business model for the supply of the site. As an example, instead of offering to sell a municipally-owned site, a municipality could propose to negotiate the supply of a municipally-owned site in exchange for a long-term energy benefit.

SAEWA recognizes the important role a committed and supportive host community can play in developing a new project of this type. Respondents are encouraged to describe in their own terms, their basis for support of SAEWA's energy from waste development project highlighting their own community values and objectives for participating with SAEWA in a collaborative undertaking.

Other Information

Respondents are encouraged to review the research study documents available on the SAEWA website (<http://www.saewa.ca/>) and offer up any additional relevant information pertaining to their community that might be pertinent or helpful for SAEWA to consider.

Questions and Submission of Responses

We ask that you direct any questions to Mr. Neil MacDonald, Senior Waste Management Engineer, HDR Corporation at Neil.MacDonald@hdrinc.com or (416) 220-3158.

Expressions of interest may be submitted by hard copy or email however we ask that you limit your submission to a total of 15 pages.

Please submit your written expressions of interest by the end of business on **Friday September 21, 2012**, addressed as below:

**Re: Expression of Interest for a Community Host
Southern Alberta Energy From Waste Association**

c/o HDR Corporation
Attention: Mr. Neil MacDonald
4838 Richard Road SW, Suite 140
Westmount Corporate Campus
Calgary, Alberta T3E 6L1
Email: Neil.MacDonald@hdrinc.com

Yours truly,

A handwritten signature in black ink, appearing to be 'Kim Craig', written in a cursive style.

Kim Craig, Mayor
Town of Coaldale
SAEWA Chairman



Request for Expression of Interest

Energy Host for an Energy from Waste Facility

In support of:
Southern Alberta Energy from Waste Association
c/o Town of Coaldale
1920-17 Street
Coaldale, Alberta T1M 1M1

PREPARED BY:



4838 Richard Road SW, Suite 140
Westmount Corporate Campus
Calgary, Alberta T3E 6L1

than continuing to dispose of non-recyclable materials at landfills and losing out on valuable resources, the opportunity exists to establish a regional facility that would recover materials and energy from these non-recyclables. The outcome can be a more sustainable, long-term strategy for managing discarded materials that meets all environmental requirements while at the same time providing local economic development opportunities for our communities.

In moving forward with this project, SAEWA's objective will be to develop a facility that is safe and protective of health and the environment to:

- Serve the members of SAEWA
- Manage residual wastes (i.e. garbage remaining after recycling programs)
- Reduce our long-term reliance on landfill disposal; and
- Generate energy.

At present, the consideration is for a facility with a total capacity estimated at 366,000 metric tonnes per year, or about 1,000 tonnes per day. Co-locating a facility within a municipality or region that could take advantage of both the electricity and heat that will be recovered and produced as part of the process would be ideal.

Having recently completed a research study confirming the feasibility of establishment of an energy from waste facility for southern Alberta, SAEWA is moving forward to define the next steps to undertake the project. Community and siting perspectives, energy opportunities, available vendor technologies, regulatory/approvals requirements, preliminary business planning and funding options are among the topics that SAEWA is currently exploring.

An overview of SAEWA's research project is summarized in the "*Energy-from-Waste Research Project Summary Report*" dated January 27, 2012 available on the SAEWA website at www.saewa.ca/pdf/saewa_summary_jan_27_2012.pdf. Detailed reports for each task included in the research project are also available for review on the SAEWA website (<http://www.saewa.ca/>).

3. ENERGY PRODUCTS

3.1 Technologies under Consideration

At present, SAEWA is considering a range of technologies for the management of solid waste materials.

About 366,000 tonnes per year of solid waste materials are being considered for management through development of a thermal based technology. These technologies currently under consideration include:

- RDF processing and combustion;
- Mass Burn Combustion;

- Gasification; and,
- Plasma Arc Gasification.

3.2 Energy Products

The selection of the ultimate thermal technology will determine the exact type and capacity of the energy products that are produced. A report titled “*Phase 2, Task 4: Heat Recovery / Cogeneration Options*”, approved by the SAEWA Board on January 27, 2012 sets out further detailed information on the parameters of potential energy products. This report is available at: www.saewa.ca/pdf/engineering_study/Task4.pdf

The following general information is provided on potential energy outputs:

Electricity

Generation of electricity is a cornerstone of SAEWA’s potential energy from waste project. Depending on the ultimate thermal technology that may be selected, production of electricity is estimated at between 12 and 45 MW.

The sale and use of electricity is not intended to be included as an energy product available for consideration under this REOI. Sale of electricity from SAEWA’s proposed energy from waste facility will involve connecting to the Alberta Electric System under a defined set of rules, terms and conditions set out under the guidance of the Alberta Utilities Commission.

Steam

It is recognized that the potential for use of steam or other process heat is site specific, with an ideal situation being the co-location or at least relatively nearby location of an energy user to the proposed energy-from-waste facility. The total steam production is dependent on several factors, including the specific technology. The quantity and quality of steam available for an export customer is dependent on the specific steam turbine cycle, factoring in the consistency and reliability of the steam user.

As a rough guide to respondents, the total potential steam that may be available ranges from 55,000 to 220,000 kg per hour at a steam pressure of 1.14 MPa.

Syngas

Gasification and plasma arc gasification processes produce syngas. This syngas can be used as a fuel for direct combustion, energy production through internal combustion reciprocating engines, or the chemical production of a liquid fuel. Production of liquid fuels from syngas derived from solid waste is currently under development and has not yet been demonstrated at a full commercial scale. Regardless, the potential exists for the production of syngas as a supplementary energy opportunity. Energy output quantities from syngas are

specific to the technology under consideration and as such have not been estimated.

4. EXPRESSIONS OF INTEREST

Submissions received in response to this REOI, will be reviewed and considered by SAEWA and will be used in combination with information on potentially available sites in order to better gauge the potential opportunity to develop an energy-from-waste Facility. This information may also be used by SAEWA to assist in the shaping of the development of a future procurement strategy.

In consideration of the above, respondents may wish to provide information under the following general guidance:

Energy User(s)

An existing energy user that could modify its process to take advantage of co-location of a new facility could be advantageous to both parties. Further development of an “eco-industrial energy park” where additional energy users could be located in the future could further enhance the overall efficiency and benefit all parties.

Site and Location

A specific site for the location of an energy-from-waste facility has not been identified. Ideally such a site would be on appropriately zoned industrial lands near the waste centroid of SAEWA. Proposed energy users are encouraged to provide information on sites and/or siting preferences that would be supportive of their potential energy purchase and use opportunities.

Business Plan and Preferences

Proposed energy users are invited to respond with as much relevant information as they may deem applicable regarding their own business plan, including: the requirements and status of all necessary pre-development work including approvals; planned or proposed development schedule; requirements and status of financing; and preferences/expectations regarding roles and responsibilities for collaboration with SAEWA.

Other Information

Respondents are encouraged to review the research study documents available on the SAEWA website (<http://www.saewa.ca/>) and offer up any additional relevant information pertaining to their potential energy purchase and use opportunities that might be pertinent or helpful for SAEWA to consider.

5. INSTRUCTIONS

Please direct any questions or comments to Mr. Neil MacDonald, Senior Waste Management Engineer, HDR Corporation at Neil.MacDonald@hdrinc.com or (416) 220-3158. Please do not contact representatives of SAEWA directly.

Expressions of interest may be submitted by hard copy or email however we ask that you limit your submission to a total of 15 pages.

Please submit your written expressions of interest by the end of business on Friday September 21, 2012, addressed as below:

**Re: Expression of Interest for an Energy Host
Southern Alberta Energy From Waste Association**

c/o HDR Corporation
Attention: Mr. Neil MacDonald
4838 Richard Road SW, Suite 140
Westmount Corporate Campus
Calgary, Alberta T3E 6L1
Email: Neil.MacDonald@hdrinc.com

6. CONDITIONS

This REOI process is non-binding and no contract of any kind is formed under or arising from it. This REOI is not an invitation to tender, a request for proposals, or any variation thereof that would give rise to the creation of a bid contract or any other contract.

SAEWA reserves the right in its absolute and sole discretion, without liability to anyone, to modify, extend the deadline, suspend, postpone or cancel any part of this REOI or any subsequent processes contemplated or suggested under this REOI. SAEWA also reserves the right to contact respondents during the REOI process to clarify or confirm information provided and/or to invite any or all respondents to provide brief presentations, without any obligation to contact or invite any other respondent.

Unless SAEWA agrees in writing otherwise, SAEWA shall be entitled to retain, copy and disseminate, without compensation to any respondent, the EOIs and any information submitted during the REOI process. Respondents are therefore not asked to, nor are they expected to, submit proprietary information.

Each respondent is solely responsible for, and will have no recourse to SAEWA for any and all costs and expenses incurred by the respondent in preparing and submitting its EOI, including any costs incurred by it after the deadline.

SAEWA does not represent or warrant the accuracy, completeness or relevance of any information set out herein or in the appendices or in any other background or reference information.

Respondents should avoid any form of communication with representatives or any members of SAEWA regarding the proposed energy from waste project. At this stage in the project and unless instructed otherwise, all communications regarding SAEWA's potential energy from waste project should be directed through HDR using the contact information provided herein. By submission of an expression of interest, the respondent confirms that neither it nor any officers, directors, shareholders, partners, or employees of the respondent or any of its proposed Sub-Contractors have communicated with representatives or any members of SAEWA regarding the proposed energy from waste project.

2012

**Oldman
River
Regional
Services
Commission**

**FINANCE
COMMITTEE REPORT
&
RECOMMENDATIONS**

Table of Contents

Purpose	5
Problem Statement.....	5
Role	5
Composition and Operations.....	6
Accountability	6
Meeting 1 – May 3, 2012	7
Financial History	7
The Balance Sheets	8
Revenue – Membership Fees	8
Municipal Membership Fees Payable to ORRSC - 2012	9
Revenues – Fee-For-Service	10
Revenues - Subdivision Fees.....	10
Yearly Comparisons of Subdivision Revenues 1995 – 2011	11
Subdivision Fees – Year to Date	12
Revenue - GIS Fees.....	13
Municipal GIS Fees	14
Revenue – Grants	15
Current Revenues	15
Current Expenses.....	15
Revenue / Expenses 2012	16
Meeting 2 – May 13, 2012.....	17
Meeting 3 – May 31, 2012.....	20
Recommendations.....	20
Other Ideas.....	25

Purpose

The Finance Committee is tasked:

- with reviewing the revenue streams available to the Oldman River Regional Services Commission (ORRSC);
- with reviewing operating expenses incurred in meeting our obligations;
- with advising the Executive, the Board and our Municipal members on its findings; and
- with recommending a course of action that ensures the long-term viability of the Commission.

Problem Statement

We want ORRSC to remain financially viable while providing shared, cost-effective, professional Land Use Planning and Geographic Information System (GIS) services to its Municipal members.

Our current non-profit funding model has served us well over the past 18 years; yet best business practice dictates that periodic reviews are paramount to business success and in light of recent fiscal challenges, we feel the time for review (and renewal) is now.

At present, we are experiencing cyclical, unstable and volatile revenue streams (i.e. subdivision and fee-for -services) that jeopardize our ability to meet short-term and long-term fixed expenses. If we ignore this problem and continue to operate under the present business model we may miss critical budget projections which may result in cash flow problems, in limited service delivery and ultimately in damage to our quality reputation.

Our intent is to use the expertise of our Executive, Board and Staff to evaluate our current situation and guide us in securing sustainable long-term revenues while providing fair value to our Municipal members.

Role

The Finance Committee may provide advice, make recommendations and/or deliver reports to the Executive and the Board in the following areas:

- Annual operating and capital budget;
- Policies relating to financial management;
- Determination of Municipal Member Fees; and
- Determination of various "Fee-for-Service" activities.

Composition and Operations

The Finance Committee is composed of no fewer than five members of the Board, of which at least two are Executive members, all of whom will be appointed by the Board. The Executive and Board Chair is the Finance Committee Chair. Membership on the Finance Committee may be increased at the discretion of the Board.

The Finance Committee is:

- Terry Michaelis – Chair (Milk River)
- Dick Fenton – Executive (Nanton)
- Don Anderberg – (Pincher Creek)
- Larry Mitchell – (Crowsnest Pass)
- Walter Gripping – Executive (Granum)

Resource persons to the Committee are:

- Lenze Kuiper – Director
- Mike Burla – Senior Planner
- Steve Ellert – GIS Analyst/Technician
- Sherry Johnson – Bookkeeper

The Committee has met three times prior to producing this report with recommendations.

Accountability

The Finance Committee reports to the Executive and the Board. The purpose of the committee and its authorization was commenced by the Board at its March 2012 meeting and an update detailing progress to date was provided to the Board at its June 2012 meeting.

Meeting 1 – May 3, 2012

Financial History

An overview of the financial history of ORRSC from inception in 1955 thru to 2012 was presented along with a summary of the proceedings from a workshop entitled “The Future of ORRPC Services to Member Municipalities” held on February 3 of 1994.

In short, prior to 1995, the Commission was a provincial entity that received funding from both its member municipalities and the provincial government through the Alberta Planning Fund (50/50 matching allocation). After 1995, the Provincial Planning Fund was reduced from \$5 million to zero, the ‘Provincial’ Planning Commissions were dissolved and planning responsibilities were downloaded onto individual municipalities.

At the workshop in 1994, a consensus was reached amongst the 132 attending delegates within the Oldman River Regional Planning Commissions’ area as to the future provision of services, the desired organizational structure and funding model best suited to carry on. The recommendations from this workshop that are pertinent to the finance committee are:

- The Commission should not expand into other services beyond land use planning; and
- Funding for Commission services should be a combination of annual contribution to secure basic service along with a fee-for-service component for additional projects.

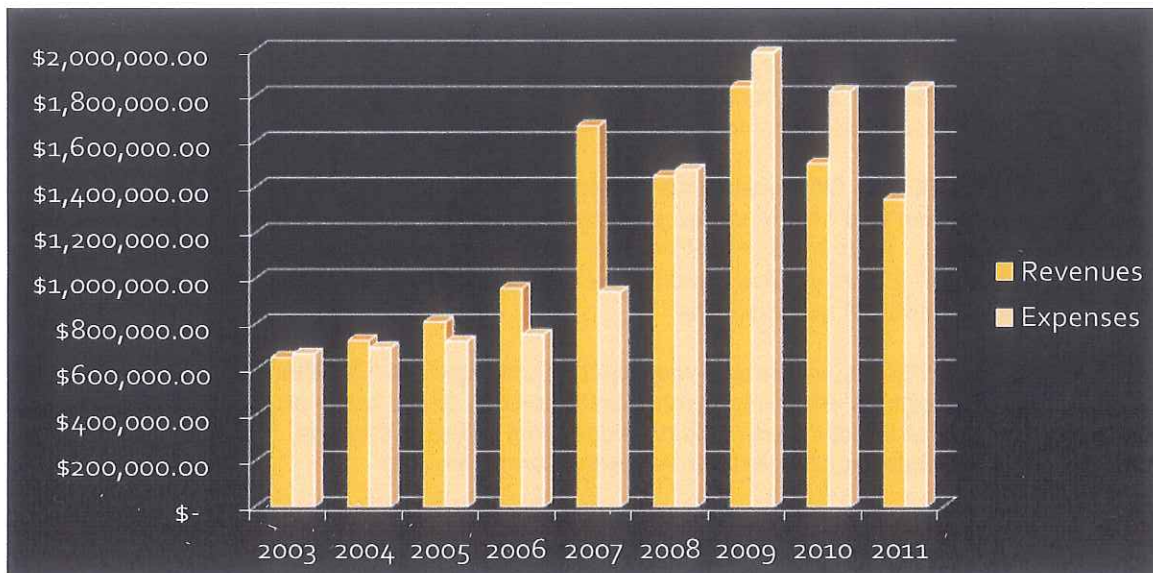
From this workshop the “new” Oldman River Intermunicipal Service Agency was born and a funding model was incorporated based on an annual municipal contribution derived from a split mill rate (rural, town, village) applied to the 1993 Total Equalized Assessment. This formula and the amount collected ended up being the same as prior to dissolution of the Commission excepting the provinces share. Once again, we were open for business and in 2003; we evolved into the Oldman River Regional Services Commission under regulation of the Municipal Government Act, but still without provincial financial participation.

Over the past 18 years ORRSC has used the 1993 funding formula involving Total Equalized Assessment with mixed success and with the application of judicious yearly increases of 5%. In this time span, we have supplemented our fixed membership contributions with variable subdivision fees, fee-for-service and occasional grants.

The current (non-profit) funding model has served ORRSC well over the past 18 years; yet best business practice dictates that periodic reviews are paramount to business success and in light of recent fiscal challenges, we feel the time for review (and renewal) is now.

The charts, tables and graph that follow were used to present our current operations, financial condition and in turn stimulate discussion and ideas:

The Balance Sheets



A review of the balance sheets from 2003 through 2011 provides an interesting snapshot. As a non-profit we typically balance the books. In 2007, we saw increased revenues and increased demands for our services and then in 2009 we experienced a global economic downturn that saw service expectations remain the same but revenues collected fall. Hoping for a short turnaround ORRSC ended up depleting its surplus reserves built on highly cyclical revenues by 2011.

Revenue – Membership Fees

★ 1993

◆ \$494,380 (2012)

- ◆ Planning – 1993 Total Equalized Assessment x Mill Rate/1000 = Member Requisition
 - ◆ Rural = 0.285
 - ◆ Village = 0.398
 - ◆ Town = 0.619 (> 3,000 pop.)
 - ◆ Town = 0.570 (1,000 < 3,000 pop.)
 - ◆ Town = 0.398 (< 1,000 pop.)
 - ◆ City = 0.048
- ◆ 5% increases in 2005, 2006, 2007, 2008, 2010, 2011, 2012
- ◆ Minimum Base Member Rate in 2012 \$1,500.

Membership Fees are a fixed revenue that have remained largely stagnant over the past 18 years, leaving ORRSC dependent on cyclical (and in some cases finite) revenues such as subdivision and fee-for-service.

Municipal Membership Fees Payable to ORRSC - 2012

Municipality	2012 Amount
Village of Arrowwood	\$ 1,500.00
Village of Barnwell	\$ 1,500.00
Village of Barons	\$ 1,500.00
Cardston County	\$ 13,322.00
Town of Cardston	\$ 19,606.00
Village of Carmangay	\$ 1,500.00
Village of Champion	\$ 1,500.00
Town of Claresholm	\$ 23,213.00
Town of Coaldale	\$ 32,186.00
Town of Coalhurst	\$ 5,119.00
Village of Coutts	\$ 1,500.00
Village of Cowley	\$ 1,500.00
Municipality of Crowsnest Pass	\$ 42,873.00
Town of Fort Macleod	\$ 20,722.00
Town of Granum	\$ 1,500.00
County of Lethbridge	\$ 35,950.00
Village of Lomond	\$ 1,500.00
Town of Magrath	\$ 7,952.00
Town of Milk River	\$ 4,659.00
Village of Milo	\$ 1,500.00
Town of Nanton	\$ 10,803.00
Village of Nobleford	\$ 2,413.00
Town of Picture Butte	\$ 8,874.00
Town of Pincher Creek	\$ 24,380.00
M.D. Ranchland No. 66	\$ 8,857.00
Town of Stavely	\$ 1,736.00
M.D. of Taber	\$ 38,737.00
Town of Vauxhall	\$ 4,553.00
Vulcan County	\$ 27,995.00
Town of Vulcan	\$ 12,185.00
County of Warner No. 5	\$ 16,959.00
Village of Warner	\$ 1,821.00
M.D. of Willow Creek No. 26	\$ 20,782.00
M.D. of Pincher Creek No. 9	\$ 29,958.00
Town of Raymond	\$ 12,103.00
Village of Stirling	\$ 1,500.00
Village of Hill Spring	\$ 1,500.00
County of Newell	\$ 46,305.00
Village of Glenwood	\$ 2,317.50
	\$ 494,380.50

Revenues – Fee-For-Service

Fee-for-Service is a catch-all for the preparation of statutory plans, bylaws and special projects. These services are scheduled yearly for a portion of the membership and ideally new plans and projects appear as a municipal priority every 5 to 10 years.

Our current member rates are \$55/hr for professional planning and \$45/hr for professional technical and administrative service.

The following chart illustrates what we feel is the absolute minimum, maximum and average amount we need to charge for a particular project, based on our current member rates.

Pricing Member Fee-For-Service Plans - 2012						
Project	Hours (High)	Hours (Low)	Average Hours	Proposed Price High (\$52.50/HR)	Proposed Price Low (\$52.50/HR)	Proposed Price Average (\$52.50/HR)
LUB	500	100	300	\$ 26,250.00	\$ 5,250.00	\$ 15,750.00
MDP	1050	100	575	\$ 55,125.00	\$ 5,250.00	\$ 30,187.50
ASP	350	100	225	\$ 18,375.00	\$ 5,250.00	\$ 11,812.50
IMDP	400	100	250	\$ 21,000.00	\$ 5,250.00	\$ 13,125.00
Annexation	150	100	125	\$ 7,875.00	\$ 5,250.00	\$ 6,562.50
* Hourly Rate = 3/4 of Planner Rate & 1/4 of Tech. Rate Blended						

Revenues - Subdivision Fees

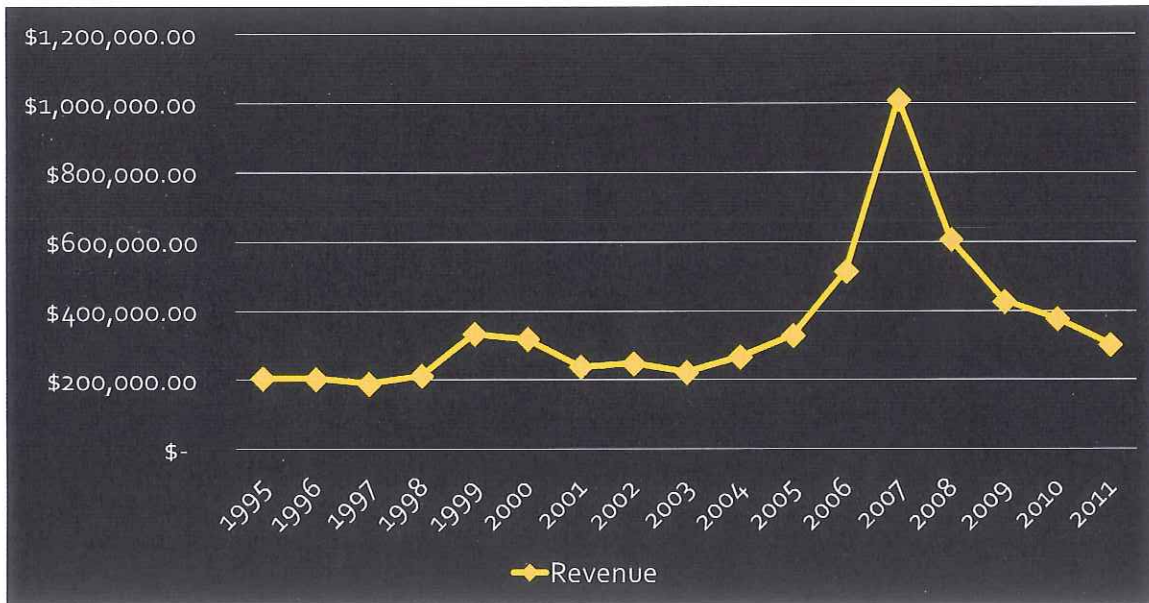
Application Fee	Per Lot Fee	Endorsement / Lot Fee	Extension Fee
\$500	\$300	\$150	\$300

These fees are collected from applicants (or at ½ prices for municipalities). Fees were increased in 2007 after a provincial review. They are dependent largely on the economy and on various market pressures which leaves revenues from them hard to predict from year to year. Also, they are finite – as many municipal policies limit the amount and location of subdivisions and being that they are limited to the existing land base.

Yearly Comparisons of Subdivision Revenues 1995 – 2011

YEARLY COMPARISONS						
YEAR	# Appl.	# Lots	App. Fees	Final Fees	Extension Fees	TOTAL
1995	221					\$205,660.00
1996	193					\$203,640.00
1997	179	447	\$139,475.00	\$49,975.00		\$189,450.00
1998	241	459	\$162,475.00	\$51,050.00		\$213,525.00
1999	272	875	\$267,850.00	\$66,420.00		\$334,270.00
2000	250	671	\$233,175.00	\$86,122.50		\$319,297.50
2001	197	517	\$183,950.00	\$55,175.00		\$239,125.00
2002	219	565	\$189,300.00	\$58,487.50		\$247,787.50
2003	176	452	\$162,025.00	\$61,050.00		\$223,075.00
2004	222	624	\$216,675.00	\$50,375.00		\$267,050.00
2005	258	821	\$267,900.00	\$61,050.00		\$328,950.00
2006	323	1175	\$414,750.00	\$99,265.00		\$514,015.00
2007	506	2244	\$757,100.00	\$251,775.00		\$1,008,875.00
2008	354	1150	\$426,000.00	\$180,275.00		\$606,275.00
2009	157	877	\$326,180.00	\$97,900.00	\$2,170.00	\$426,250.00
2010	300	598	\$264,450.00	\$98,820.00	\$13,260.00	\$376,530.00
2011	204	554	\$254,630.00	\$73,570.00	\$10,980.00	\$339,180.00

This chart illustrates how the volume of applications and the fees collected from processing subdivision applications varies from year to year. Excess revenue is placed in reserve for lean years.



Subdivision Fees – Year to Date

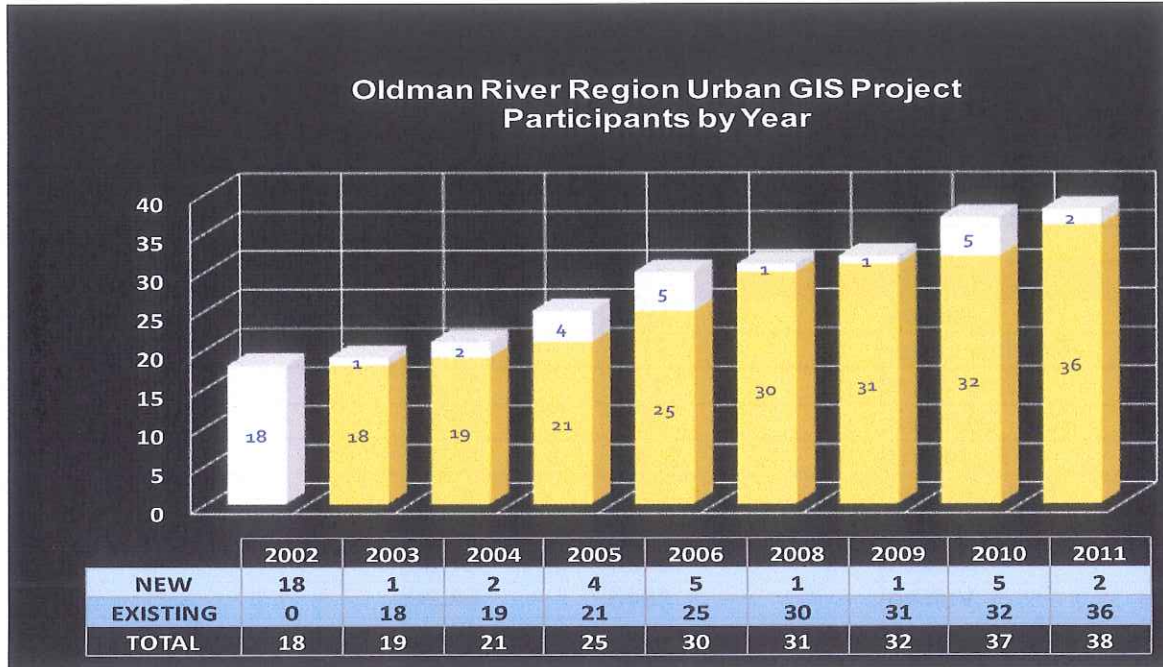
Subdivision Activity - 2012						
Month	# App	# Lots	Application Fees	Finalization Fees	Ext & Additional Fees	TOTAL
January	12	15	\$10,200.00	\$3,450.00	\$1,500.00	\$15,150.00
February	15	17	\$12,300.00	\$2,850.00	\$1,200.00	\$16,350.00
March	29	33	\$23,300.00	\$2,450.00	\$900.00	\$26,650.00
April	24	45	\$25,675.00	\$4,775.00	\$900.00	\$31,350.00
May						\$0.00
June						\$0.00
July						\$0.00
August						\$0.00
September						\$0.00
October						\$0.00
November						\$0.00
December						\$0.00
	80	110	\$71,475.00	\$13,525.00	\$4,500.00	\$89,500.00

Past Years - Comparisons to End of Same Period						
2011	75	275	\$116,150.00	\$31,945.00	\$3,960.00	\$152,055.00
2010	113	216	\$95,550.00	\$22,620.00	\$4,500.00	\$122,670.00
2009	97	275	\$105,560.00	\$34,675.00	\$150.00	\$140,385.00
2008	141	626	\$217,950.00	\$63,625.00	\$1,800.00	\$283,375.00
2007	176	1013	\$315,750.00	\$48,525.00	\$0.00	\$364,275.00

We track subdivision revenues monthly and compare them year to year to gauge cash flow and to plan our budget. In 2012, we processed more applications but less lots and that is reflected in less revenue realized while a similar output of work is maintained.

Revenue - GIS Fees

Geographic Information Systems (GIS) was developed in-house for ORRSC urban members in 2002 as an optional service. From its inception its membership has doubled. When we match revenues (per-capita fee) to expenses in the GIS department we realize cost recovery.



Year	Per Capita - Member	Per Capita - Non Member	Per Capita - Non Member2
2003	N/A	N/A	
2004	N/A	N/A	
2005	\$3.63	\$3.63	
2006	\$3.63	\$3.99	
2007	\$3.58	\$3.94	
2008	\$3.58	\$3.94	
2009	\$3.58	\$3.94	\$4.00 for Red Deer group
2010	\$3.76	\$4.136	
2011	\$4.00	\$4.40	
2012	\$4.20	\$4.62	

*Note – there were no per capita (subscription) charges levied from 2003 to 2005 because the project was initially grant funded.

Municipal GIS Fees

Municipality	2011 Municipal Affairs Population	Rate Per Capita	Web Delivery Fee	Invoice for 2012
Taber	7935	\$4.62		\$36,659.70
Rosemary	388	\$4.62		\$1,792.56
Olds	7248	\$4.62		\$33,485.76
Innisfail	7883	\$4.62		\$36,419.46
Rocky Mtn House	7231	\$4.62		\$33,407.22
Penhold	2,322	\$4.62		\$10,727.64
Bow Island	1868	\$4.62		\$8,630.16
Alix	851	\$4.62		\$3,276.35
Cardston County	9821	\$2.10	\$5,250.00	\$25,874.10
Coaldale	6943	\$4.20		\$29,160.60
Pincher Creek	3712	\$4.20		\$15,590.40
Claresholm	3700	\$4.20		\$15,540.00
Cardston	3578	\$4.20		\$15,027.60
Raymond	3,864	\$4.20		\$16,228.80
Fort Macleod	3072	\$4.20		\$12,902.40
Magrath	2,302	\$4.20		\$9,668.40
Nanton	2124	\$4.20		\$8,920.80
Vulcan	1940	\$4.20		\$8,148.00
Picture Butte	1,658	\$4.20		\$6,963.60
Coalhurst	1953	\$4.20		\$8,202.60
Milk River	846	\$4.20		\$3,553.20
Stirling	1,157	\$4.20		\$4,859.40
Nobleford	877	\$4.20		\$3,683.40
Barnwell	812	\$4.20		\$3,410.40
Stavely	497	\$4.20		\$2,087.40
Granum	445	\$4.20		\$1,869.00
Wamer	392	\$4.20		\$1,646.40
Coutts	305	\$4.20		\$1,281.00
Cowley	235	\$4.20		\$987.00
Arrowwood	188	\$4.20		\$789.60
Lomond	175	\$4.20		\$735.00
Milo	122	\$4.20		\$512.40
Barons	326	\$4.20		\$1,369.20
Carmangay	273	\$4.20		\$1,146.60
Champion	384	\$4.20		\$1,612.80
Hillspring	192	\$4.20		\$806.40
Vauxhall	1069	\$4.20		\$4,489.80
Glenwood	280	\$4.20		\$1,176.00
Crowsnest Pass	5749	\$4.20		\$24,145.80
	89,162		\$5,250.00	\$396,786.95

Revenue – Grants

- ◆ 2006 – Municipal Intern = \$40,000
- ◆ 2007 – Municipal Intern = \$21,000
- ◆ 2008 – Municipal Intern = \$40,000
- ◆ 2009 – Municipal Intern = \$61,000
- ◆ 2010 – Municipal Intern = \$61,000
- ◆ 2011 – Municipal Intern = \$21,000

Current Revenues

- *Fixed = \$861,300*
 - *Membership Fees = \$494,380*
 - *GIS Fees = \$396,787*
- *Variable = ?*
 - *Fee-for-Service = ?*
 - *Subdivision = ?*
 - *Grants = ?*

Current Expenses

- *Salaries & Benefits*
 - *4 Administrative Personnel*
 - *Director*
 - *Executive Secretary*
 - *Bookkeeper*
 - *Subdivision Clerk*
 - *8 Planners*
 - *1 Planning Intern*
 - *1 Applied Studies Student (\$500 honorarium)*
 - *1 Part-Time Researcher*
 - *5 GIS/CAD Analysts/Technicians*
- *Total Salaries = \$1,583,195*

- *Travel*
 - *Staff = \$25,000*
 - *Members = \$26,250*
- *Office = \$125,000*
- *Total Fixed Expenses = \$1,760,000*



Revenue / Expenses 2012

- *Fixed Revenue = \$891,167*
- *Fixed Expenses = \$1,760,000*
- *Worst-Case Shortfall Challenge = (-\$868,833)*

*Note – Revenues from subdivision and fee-for-service have not been factored into the worst case scenario.

The objective of Meeting 2 was to examine various funding options in order to bring our fixed revenues closer to covering our fixed expenses. The challenge lies in covering the true costs of service delivery while maintaining exceptional value for our members.

Meeting 2 – May 13, 2012

After receiving and absorbing the financial information from Meeting 1, the Finance Committee gathered to strategize; questions were posed, discussions ensued and numbers were charted to gain a clear picture of what the pluses and minuses of each option are.

Worksheets supporting a continuation of using Total Equalized Assessment were presented with various mill rates split out.

Worksheets supporting per capita formulas (as in GIS subscriptions) were presented and reviewed.

Next options to update GIS subscriptions, fee-for-service rates, subdivision fees and grants were presented and reviewed.

Not just focusing on revenues, the Finance Committee suggested ways to maintain and cut expenses.

With the 2nd meeting adjourned the Committee was provided with the completed worksheets and instructed to think about solutions and recommendations for Meeting 3.

As further background the Committee also reviewed and discussed 3 documents prepared by Parkland Community Planning Services (ORRSCs counterpart in Red Deer). These included a:

- Proposed Service Delivery Model
- Discussion Paper
- Planning Services Contract

The following two charts provided background information on population growth and on changes to Total Equalized Assessment from 1993 to 2012:

	Municipality	1993 Population	2011 Population	Change
Specialized Municipality				
1	Municipality of Crowsnest Pass	6,679	5,749	-13.92%
Municipal District				
2	Cardston County	4,490	4,266	-4.99%
3	County of Lethbridge	8,442	10,302	22.03%
4	County of Newell	6,014	7,101	18.07%
5	M.D. of Pincher Creek No. 9	3,108	3,309	6.47%
6	M.D. Ranchland No. 66		86	
7	M.D. of Taber	5,317	6,714	26.27%
8	Vulcan County	3,648	3,830	4.99%
9	County of Warner No. 5	3,677	3,776	2.69%
10	M.D. of Willow Creek No. 26	4,764	5,337	12.03%
Town				
11	Town of Bassano	1,190	1,390	16.81%
12	Town of Cardston	3,480	3,578	2.82%
13	Town of Claresholm	3,297	3,700	12.22%
14	Town of Coaldale	5,471	6,943	26.91%
15	Town of Coalhurst	1,389	1,953	40.60%
16	Town of Fort Macleod	3,112	3,072	-1.29%
17	Town of Granum	371	445	19.95%
18	Town of Magrath	1,139	2,302	102.11%
19	Town of Milk River	926	846	-8.64%
20	Town of Nanton	1,612	2,124	31.76%
21	Town of Picture Butte	1,559	1,658	6.35%
22	Town of Pincher Creek	3,660	3,712	1.42%
23	Town of Raymond	3,130	3,864	23.45%
24	Town of Stavely	528	497	-5.87%
25	Town of Vauxhall	996	1,069	7.33%
26	Town of Vulcan	1,466	1,940	32.33%
Village				
27	Village of Arrowwood	156	188	20.51%
28	Village of Barnwell	531	812	52.92%
29	Village of Barons	262	326	24.43%
30	Village of Carmangay	257	273	6.23%
31	Village of Champion	366	384	4.92%
32	Village of Coutts	355	305	-14.08%
33	Village of Cowley	277	235	-15.16%
34	Village of Glenwood	301	280	-6.98%
35	Village of Hill Spring	238	192	-19.33%
36	Village of Lomond	167	175	4.79%
37	Village of Milo	120	122	1.67%
38	Village of Nobleford	573	877	53.05%
39	Village of Stirling	810	1,157	42.84%
40	Village of Warner	450	392	-12.89%
2012 Totals		84,328	95,281	12.99%
Negative				
over 20%				
over 25%				
over 30%				

	Municipality	2011 Population	1993 Equalized Assessment	2012 Equalized Assessment
Specialized Municipality				
1	Municipality of Crowsnest Pass	5,749	\$ 135,387,396.00	\$ 973,193,370.00
Municipal District				
2	Cardston County	4,266	\$ 107,861,914.00	\$ 533,130,093.00
3	County of Lethbridge	10,302	\$ 261,633,097.00	\$ 1,665,310,498.00
4	County of Newell	7,101	\$ 483,869,523.00	\$ 3,880,757,010.00
5	M.D. of Pincher Creek No. 9	3,309	\$ 197,071,162.00	\$ 1,311,454,465.00
6	M.D. Ranchland No. 66	86	\$ 79,690,095.00	\$ 222,510,350.00
7	M.D. of Taber	6,714	\$ 288,729,984.00	\$ 1,940,697,806.00
8	Vulcan County	3,830	\$ 201,063,527.00	\$ 1,254,042,628.00
9	County of Warner No. 5	3,776	\$ 114,223,322.00	\$ 584,369,128.00
10	M.D. of Willow Creek No. 26	5,337	\$ 143,242,309.00	\$ 1,283,302,253.00
Town				
11	Town of Bassano	1,390		\$ 116,332,731.00
12	Town of Cardston	3,578	\$ 61,913,128.00	\$ 298,493,507.00
13	Town of Claresholm	3,700	\$ 70,601,677.00	\$ 425,309,190.00
14	Town of Coaldale	6,943	\$ 103,335,421.00	\$ 726,368,542.00
15	Town of Coalhurst	1,953	\$ 17,643,457.00	\$ 196,058,876.00
16	Town of Fort Macleod	3,072	\$ 63,106,836.00	\$ 308,100,567.00
17	Town of Granum	445	\$ 6,303,459.00	\$ 36,006,242.00
18	Town of Magrath	2,302	\$ 27,244,489.00	\$ 185,265,661.00
19	Town of Milk River	846	\$ 23,179,047.00	\$ 63,050,941.00
20	Town of Nanton	2,124	\$ 37,470,236.00	\$ 265,666,396.00
21	Town of Picture Butte	1,658	\$ 29,043,904.00	\$ 138,186,569.00
22	Town of Pincher Creek	3,712	\$ 77,073,183.00	\$ 433,581,882.00
23	Town of Raymond	3,864	\$ 40,473,485.00	\$ 266,658,411.00
24	Town of Stavelly	497	\$ 8,330,259.00	\$ 53,161,272.00
25	Town of Vauxhall	1,069	\$ 21,988,372.00	\$ 86,957,548.00
26	Town of Vulcan	1,940	\$ 41,966,176.00	\$ 221,186,845.00
Village				
27	Village of Arrowwood	188	\$ 3,857,420.00	\$ 14,267,014.00
28	Village of Barnwell	812	\$ 6,570,416.00	\$ 62,995,668.00
29	Village of Barons	326	\$ 6,517,295.00	\$ 22,490,261.00
30	Village of Carmangay	273	\$ 4,441,443.00	\$ 18,258,383.00
31	Village of Champion	384	\$ 5,859,412.00	\$ 27,519,035.00
32	Village of Coutts	305	\$ 7,365,094.00	\$ 21,091,090.00
33	Village of Cowley	235	\$ 4,363,639.00	\$ 18,906,751.00
34	Village of Glenwood	280		\$ 26,447,430.00
35	Village of Hill Spring	192	\$ 2,392,099.00	\$ 14,963,543.00
36	Village of Lomond	175	\$ 4,277,717.00	\$ 11,320,273.00
37	Village of Milo	122	\$ 3,425,227.00	\$ 10,688,425.00
38	Village of Nobleford	877	\$ 1,145,997.00	\$ 92,012,317.00
39	Village of Stirling	1,157	\$ 7,453,421.00	\$ 78,346,912.00
40	Village of Warner	392	\$ 9,034,657.00	\$ 25,648,886.00

Meeting 3 – May 31, 2012

Recommendations

1. GIS Increase for 2013 - 5%

Motion – Dick Fenton
Carried

Rationale – GIS fees are based on a cost recovery model built at inception in 2002. The Finance Committee recommends a 5% increase in keeping with historical levels.

Municipality	2011 Municipal Affairs Population	Rate Per Capita	Web Delivery Fee	Invoice for 2013	Comments
Taber	7935	\$4.85		\$38,484.75	
Rosemary	388	\$4.85		\$1,881.80	
Olds	7248	\$4.85		\$35,152.80	
Innisfail	7883	\$4.85		\$38,232.55	
Rocky Mtn House	7231	\$4.85		\$35,070.35	
Penhold	2,322	\$4.85		\$11,261.70	
Bow Island	1868	\$4.85		\$9,059.80	
Alix	851	\$4.85		\$3,276.35	
Cardston County	9821	\$2.21	\$5,512.00	\$27,216.41	(parcel count x price per parcel plus \$5250)
Coaldale	6943	\$4.41		\$30,618.63	
Pincher Creek	3712	\$4.41		\$16,369.92	
Claresholm	3700	\$4.41		\$16,317.00	
Cardston	3578	\$4.41		\$15,778.98	
Raymond	3,864	\$4.41		\$17,040.24	
Fort Macleod	3072	\$4.41		\$13,547.52	
Magrath	2,302	\$4.41		\$10,151.82	
Nanton	2124	\$4.41		\$9,366.84	
Vulcan	1940	\$4.41		\$8,555.40	
Picture Butte	1,658	\$4.41		\$7,311.78	
Coalhurst	1953	\$4.41		\$8,612.73	
Milk River	846	\$4.41		\$3,730.86	
Stirling	1,157	\$4.41		\$5,102.37	
Nobleford	877	\$4.41		\$3,867.57	
Barnwell	812	\$4.41		\$3,580.92	
Stavely	497	\$4.41		\$2,191.77	
Granum	445	\$4.41		\$1,962.45	
Warner	392	\$4.41		\$1,728.72	
Coutts	305	\$4.41		\$1,345.05	
Cowley	235	\$4.41		\$1,036.35	
Arrowwood	188	\$4.41		\$829.08	
Lomond	175	\$4.41		\$771.75	
Milo	122	\$4.41		\$538.02	
Barons	326	\$4.41		\$1,437.66	
Carmangay	273	\$4.41		\$1,203.93	
Champion	384	\$4.41		\$1,693.44	
Hillspring	192	\$4.41		\$846.72	
Vauxhall	1069	\$4.41		\$4,714.29	
Glenwood	280	\$4.41		\$1,234.80	
Crowsnest Pass	5749	\$4.41		\$25,353.09	
	89,162		\$5,512.00	\$416,476.21	

2. Increase Fee-For-Services

2013 Consulting Fee Rates

Double Hourly Wage	\$	118	\$	59
Salary		88,000.00	Benefits	\$ 18,000.00
			Weeks	48
			Work Week	\$ 37.50
Triple Hourly Wage	\$	177	\$	88
Profit Margin & Overhead				
\$	59.00	25%	\$	74
\$	88.00	25%	\$	110
2013 Fee for Service Rate				
		Member	Non-Member	
Planner	\$	75.00	\$	150.00
Admin/Tech	\$	65.00	\$	130.00

Motion – Dick Fenton
Carried

Rationale – Standard fee rates for private consulting firms are based on doubling or tripling the hourly wage including benefits then adding 25% for overhead and profit margin. Current fee-for-service rates of \$55/hr and \$45/hr are extremely low by industry standards and do little to meet the test for cost recovery. ORRSC historically has offered half rates to members will continue to do so as a valued benefit to members. The Finance Committee recommends using the double hourly wage formula bringing fee-for-service rates up to \$75/hr and \$65/hr respectively.

3. Fee-for-Service – Introduce Interim Billing for 2013

- 1/3 payment with signed Resolution of Council approving commencement of service(s)
- 1/3 payment with submission of Draft document
- Final payment upon completion of document and/or 3rd Reading

Motion – Don Anderberg
Carried

Rationale – Payments for fee-for-service plans and projects are traditionally invoiced at the back-end upon completion. Many projects are elastic and have a lifespan beyond one year. Management of cash flow is often an issue. The Finance Committee recommends introducing Interim Billing.

4. Enter into new and improved Municipal Service Contracts

- a. standardize member services

Motion – Dick Fenton
Carried

Rationale – New contracts between ORRSC and individual municipalities will address the changes made over the past 18 years and additionally will outline in greater detail the services offered in exchange for membership fees and fee-for-service.

5. Increase Subdivision Fees

2013 Subbdivision Fees

	Application Fee	Per Lot Fee	Per Lot Endorsement	Extension Fee		
Current	\$ 500.00	\$ 300.00	\$ 150.00	\$ 300.00		
Proposed	\$ 600.00	\$ 325.00	\$ 175.00	\$ 325.00	\$ 350.00	\$ 375.00
				First	Second	Third
* Breakdown Option						
Residential		\$ 325.00	\$ 175.00			
Commercial		\$ 400.00	\$ 200.00			
Industrial		\$ 500.00	\$ 225.00			

Motion – Walter Gripping
Carried

Rationale – A review of subdivision fees in other parts of the province indicates there is some room for adjustment. The Finance Committee recommends that simple increases be applied to ORRSC's existing Subdivision Fee structure.

6. Utilize 2012 Total Equalized Assessment with a rural and urban mill rate adjusted to requisition \$800,000 in 2013. Use year-to-year TEA and adjust accordingly thereafter.

- a. Minimum member fee cap = \$2,000
- b. Maximum member cap = \$65,000

Motion – Larry Mitchell
Carried

Rationale – ORRSC has based its membership fees on the 1993 Total Equalized Assessment (TEA) of each member municipality over the past 18 years and has been limited to a 5% increase on those fees in any given year. While this provided ORRSC with a fixed source of revenue, it has not kept pace with the true costs of operations. In turn, revenues generated from variable sources such as subdivision, fee-for-service and grants have been relied upon to balance the books. If ORRSC is to remain viable a reliance on variable income needs to be reduced, it is no longer sustainable and in many cases it is approaching finiteness. We are operating in 2012 on a formula built and restricted to 1993.

If the consensus in 1993 was to use Total Equalized Assessment, than logically using 2012 TEA for our requisition in 2013 and thenceforth, using yearly TEA to determine each year's requisition makes fiscal sense. The requisition could be adjusted to reflect the economy of the day and the variable revenues of the previous year. ORRSC would operate on the same principles as a municipality.

The Finance Committee recommends that ORRSC requisition 2013 Membership Fees of \$800,000 through a rural urban mill rate split applied to the 2012 TEA, and that in subsequent years the formula be adjusted to reflect financial need and new TEA's.

The following table illustrates the membership fees recommended for 2013:

ORRSC Municipal Membership Fees

	Municipality	2012 Requisition	2012 Equalized Assessment	2013 New Mill Rate	Option	2013 Requisition	Change %	Comments	2013 Requisition With Cap
Specialized Municipality									
1	Municipality of Crowsnest Pass	\$ 42,873.00	\$ 973,193,370.00	0.040	\$	38,927.73	-9.20%		\$ 38,928
Municipal District									
2	Cardston County	\$ 13,322.00	\$ 533,130,093.00	0.040	\$	21,325.20	60.08%		\$ 21,325
3	County of Lethbridge	\$ 35,950.00	\$ 1,665,310,498.00	0.040	\$	66,612.42	85.29%	Cap	\$ 65,000
4	County of Newell	\$ 46,305.00	\$ 3,880,757,010.00	0.040	\$	155,230.28	235.23%	Cap	\$ 65,000
5	M.D. of Pincher Creek No. 9	\$ 29,958.00	\$ 1,311,454,465.00	0.040	\$	52,458.18	75.11%		\$ 52,458
6	M.D. Ranchland No. 66	\$ 8,857.00	\$ 222,510,350.00	0.040	\$	8,900.41	0.49%	Cap	\$ 10,000
7	M.D. of Taber	\$ 38,737.00	\$ 1,940,697,806.00	0.040	\$	77,627.91	100.40%	Cap	\$ 65,000
8	Vulcan County	\$ 27,995.00	\$ 1,254,042,628.00	0.040	\$	50,161.71	79.18%		\$ 50,162
9	County of Warner No. 5	\$ 16,959.00	\$ 584,369,128.00	0.040	\$	23,374.77	37.83%		\$ 23,375
10	M.D. of Willow Creek No. 26	\$ 20,782.00	\$ 1,283,302,253.00	0.040	\$	51,332.09	147.00%		\$ 51,332
		\$ 281,738.00	\$ 13,648,767,601.00	0.040	\$	545,950.70			\$ 442,580
Town									
11	Town of Bassano	\$ 13,400.00	\$ 116,332,731.00	0.115	\$	13,378.26	-0.16%		\$ 13,400
12	Town of Cardston	\$ 19,606.00	\$ 298,493,507.00	0.081	\$	24,177.97	23.32%		\$ 24,178
13	Town of Claresholm	\$ 23,213.00	\$ 425,309,190.00	0.081	\$	34,450.04	48.41%		\$ 34,450
14	Town of Coaldale	\$ 32,186.00	\$ 726,368,542.00	0.081	\$	58,835.85	82.80%		\$ 58,836
15	Town of Coalhurst	\$ 5,119.00	\$ 196,058,876.00	0.081	\$	15,880.77	210.23%		\$ 15,881
16	Town of Fort Macleod	\$ 20,722.00	\$ 308,100,567.00	0.081	\$	24,956.15	20.43%		\$ 24,956
17	Town of Granum	\$ 1,500.00	\$ 36,006,242.00	0.081	\$	2,916.51	94.43%		\$ 2,917
18	Town of Magrath	\$ 7,952.00	\$ 185,265,661.00	0.081	\$	15,006.52	88.71%		\$ 15,007
19	Town of Milk River	\$ 4,659.00	\$ 63,050,941.00	0.081	\$	5,107.13	9.62%		\$ 5,107
20	Town of Nanton	\$ 10,803.00	\$ 265,666,396.00	0.081	\$	21,518.98	99.19%		\$ 21,519
21	Town of Picture Butte	\$ 8,874.00	\$ 138,186,569.00	0.081	\$	11,193.11	26.13%		\$ 11,193
22	Town of Pincher Creek	\$ 24,380.00	\$ 433,581,882.00	0.081	\$	35,120.13	44.05%		\$ 35,120
23	Town of Raymond	\$ 12,103.00	\$ 266,658,411.00	0.081	\$	21,599.33	78.46%		\$ 21,599
24	Town of Stavely	\$ 1,736.00	\$ 53,161,272.00	0.081	\$	4,306.06	148.05%		\$ 4,306
25	Town of Vauxhall	\$ 4,553.00	\$ 86,957,548.00	0.081	\$	7,043.56	54.70%		\$ 7,044
26	Town of Vulcan	\$ 12,185.00	\$ 221,186,845.00	0.081	\$	17,916.13	47.03%		\$ 17,916
		\$ 202,991.00	\$ 3,820,385,180.00	0.081	\$	313,406.51			\$ 313,429
Village									
27	Village of Arrowwood	\$ 1,500.00	\$ 14,267,014.00	0.081	\$	1,155.63	-22.96%	Cap	\$ 2,000
28	Village of Barnwell	\$ 1,500.00	\$ 62,995,668.00	0.081	\$	5,102.65	240.18%		\$ 5,103
29	Village of Barons	\$ 1,500.00	\$ 22,490,261.00	0.081	\$	1,821.71	21.45%	Cap	\$ 2,000
30	Village of Carmangay	\$ 1,500.00	\$ 18,258,383.00	0.081	\$	1,478.93	-1.40%	Cap	\$ 2,000
31	Village of Champion	\$ 1,500.00	\$ 27,519,035.00	0.081	\$	2,229.04	48.60%		\$ 2,229
32	Village of Coutts	\$ 1,500.00	\$ 21,091,090.00	0.081	\$	1,708.38	13.89%	Cap	\$ 2,000
33	Village of Cowley	\$ 1,500.00	\$ 18,906,751.00	0.081	\$	1,531.45	2.10%	Cap	\$ 2,000
34	Village of Glenwood	\$ 3,090.00	\$ 26,447,430.00	0.115	\$	3,041.45	-1.57%		\$ 3,090
35	Village of Hill Spring	\$ 1,500.00	\$ 14,963,543.00	0.081	\$	1,212.05	-19.20%	Cap	\$ 2,000
36	Village of Lomond	\$ 1,500.00	\$ 11,320,273.00	0.081	\$	916.94	-38.87%	Cap	\$ 2,000
37	Village of Milo	\$ 1,500.00	\$ 10,688,425.00	0.081	\$	865.76	-42.28%	Cap	\$ 2,000
38	Village of Nobleford	\$ 2,413.00	\$ 92,012,317.00	0.081	\$	7,453.00	208.87%		\$ 7,453
39	Village of Stirling	\$ 1,500.00	\$ 78,346,912.00	0.081	\$	6,346.10	323.07%		\$ 6,346
40	Village of Warner	\$ 1,821.00	\$ 25,648,886.00	0.081	\$	2,077.56	14.09%		\$ 2,078
		\$ 23,824.00	\$ 444,955,988.00	0.081	\$	36,940.65			\$ 42,299
2012 Totals		\$ 508,553.00			\$	896,297.86			\$ 798,308.00

Other Ideas

Lastly, the Finance Committee suggested further increases in revenue could be accomplished by:

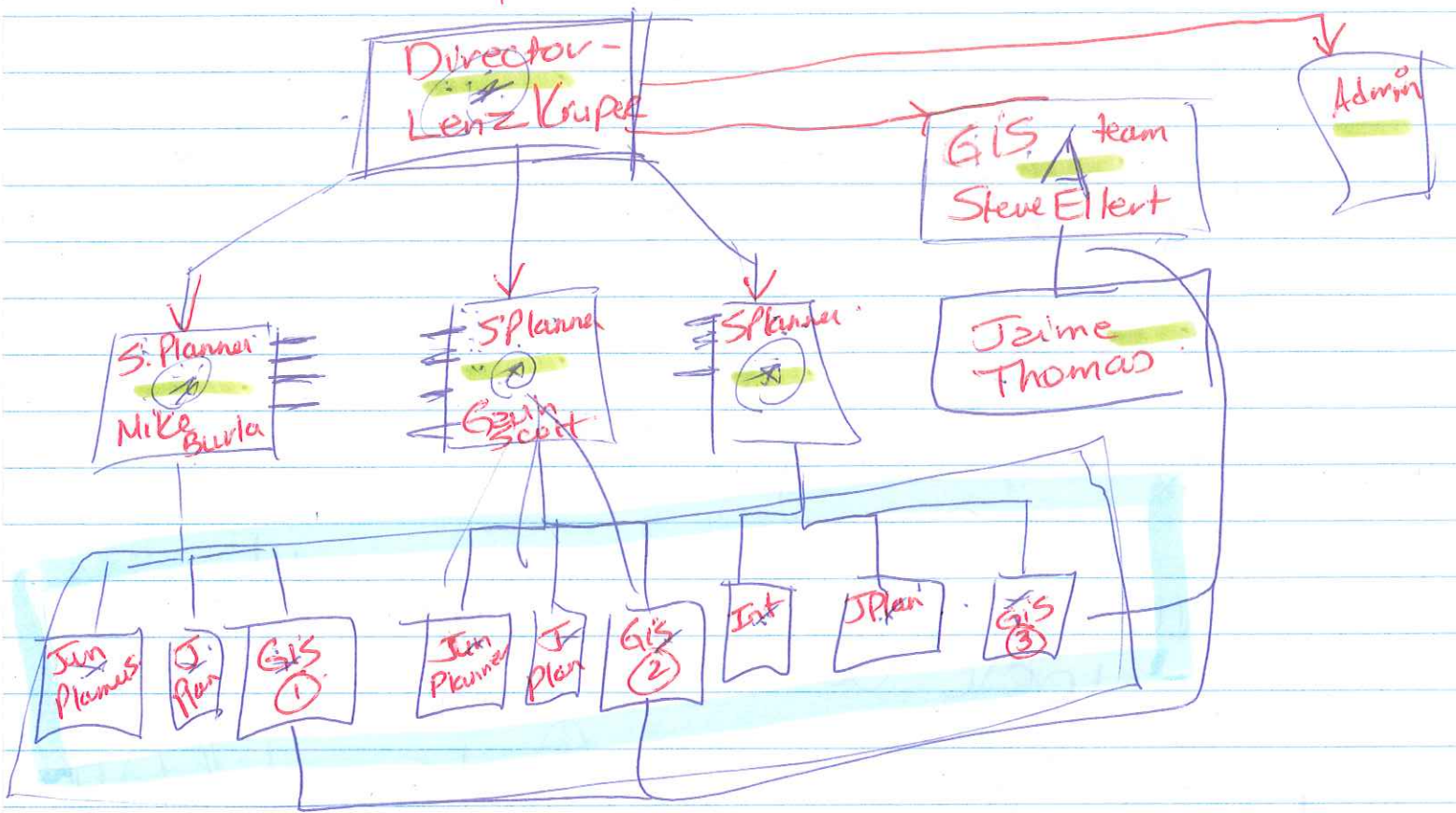
- Expanding complimentary services (Regional Assessment Review Board added).
- Expanding membership (Bassano & Glenwood are new members – Brooks, Foremost, Bow Island and Taber are currently being solicited).
- Providing an Associate Membership to the City of Lethbridge, the City of Medicine Hat, the City of Calgary and the Calgary Regional Partnership.
- Aggressively pursuing grants (Rural Partnership and Urban Partnership).
- Lobbying province for similar funding currently being provided to the Calgary Regional Partnership and the Capital Region Board.

And, expenses that may be reduced include:

- Temporary Workplace Attrition.
- Fleet vehicles kept to 160,000km (currently they are turned over at 100,000km and we have also reduced our fleet from 4 to 3).
- Per diems and mileage for Board meetings.

ORRSC BOARD

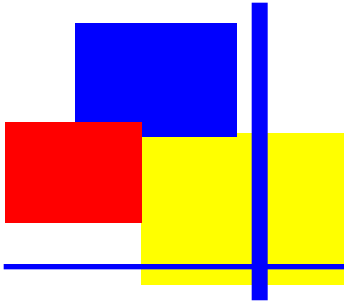
ORG STRUCTURE PROPOSAL



Fixed WAGES (CORE TEAM)

VARIABLE WAGES (contracts)
can be added / subtracted
as work comes + goes.

- Gives flexibility to org.
- Keeps key people in place.
- Allows wages to ebb + flow w/ amount of work.
- GIS puts one member on each team headed up by a Senior Planner.



Claresholm & District Health Foundation

September 4, 2012

Town of Claresholm
Box 1000
Claresholm, AB T0L 0T0

Dear Mayor and Council Members,

The Claresholm & District Health Foundation is excited to host our **6th Annual Gala** on **Saturday, September 22, 2012** at the **Claresholm Community Centre**. As you are aware, this event has proven itself to be a successful fundraiser and offers our rural communities something special. This year we are pleased to feature **Jamie Warren and Craig Moritz**. We are so fortunate to have such great talent come here, to Claresholm, to benefit The Health Foundation. It will be **"An Evening Out On The Town, In Our Town"** and we would love to have YOU join us. The format of the evening will be as you have come to expect. The wine and cheese reception will be followed by a delicious meal and the evening will be topped off by an awesome concert!

Funds raised from this event help to enhance local health care. Current projects The Foundation has committed to total over \$115,000.00 and include: a Portable Ultrasound, Biological Safety Cabinet, Heart Monitoring System Upgrades, a Feeding Pump and supporting the Public Free Swim. These projects help enhance our community and the health care services provided locally!

This event receives excellent exposure and generates funds as well as a great deal of excitement and enthusiasm from communities in Southern Alberta. Our sponsors enjoy maximum exposure both at the event and through local media. Most of our sponsorship packages include event tickets. Association with this event will provide you with advertising opportunities and tickets that make excellent client or staff appreciation gifts. **Kindly consider becoming a supporter of this fundraiser again this year!** I have included sponsorship information for your review and I hope that you will find a fit for your organization.

*Please join us for a wonderful evening in support of the **Claresholm & District Health Foundation!** Come prepared to kick up your heels, fill you tummies and simply enjoy yourself! Thank you in advance for considering this request for sponsorship. I look forward to discussing it further, please call me.*

Sincerely,
Tara

Foundation Coordinator • (403) 682-3739 • tara.bishoff@albertahealthservices.ca

Claresholm & District
Health Foundation

Presents

~ **AN EVENING WITH** *~*

JAMIE WARREN *~* CRAIG MORITZ

JOIN US FOR THE

6th GALA CONCERT SERIES

SATURDAY, SEPTEMBER 22

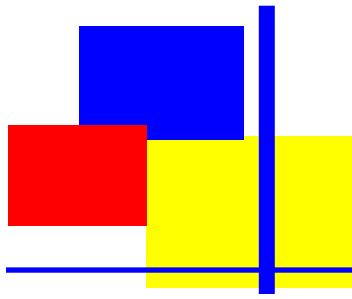
Claresholm Community Centre

- Wine & Cheese Reception 5:30 p.m.
- Dinner 6:00 p.m. • Concert 8 p.m.

TICKETS: \$75

Call Tara at 403-682-3739 TODAY to purchase your tickets!





Claresholm & District Health Foundation

**P r e s e n t s . . . the most talked about
Entertainment Event to hit Claresholm
and YOU can be part of it.**



JAMIE WARREN

CRAIG MORITZ

6th ANNUAL GALA

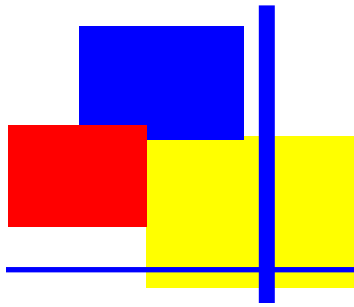
**Claresholm Community Centre
SATURDAY, SEPTEMBER 22, 2012**

Tickets: \$75.00

Ticket Price Includes:

**Wine & Cheese Reception
Four Course Red Seal Chef Dinner
and
Top Notch Entertainment!**

**Call Tara @ 682-3739 TODAY to purchase your tickets!
Reserve YOUR Table of 8.**



Claresholm & District Health Foundation

6th ANNUAL GALA SPONSORSHIP OPPORTUNITIES

Double Platinum Sponsor \$3000.

16 Tickets + **VIP Plus Treatment**
Verbal Recognition at the Event
Signage with Logo at the Event
Logo Recognition in the Claresholm Local Press

VIP Plus Treatment
Reserved Priority Seating
Beverage Service
Meet & Greet the Artists

Platinum Sponsor \$2000.

8 Tickets + **VIP Treatment**
Verbal Recognition at the Event
Signage with Logo at the Event
Logo Recognition in the Claresholm Local Press

VIP Treatment
Reserved Seating
Beverage Service

Gold Sponsor \$1000.

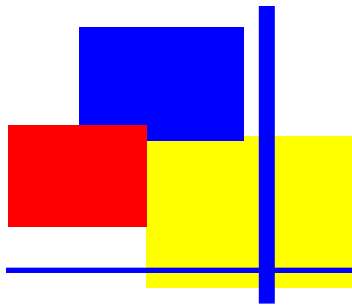
4 Tickets
Signage with Logo at the Event
Recognition in the Claresholm Local Press

Silver Sponsor \$500.

2 Tickets
Signage Recognition at the Event
Recognition in the Claresholm Local Press

Bronze Sponsor \$300.

Signage Recognition at the Event
Recognition in the Claresholm Local Press



Claresholm & District Health Foundation

6th ANNUAL GALA

Saturday, September 22, 2012

*Sponsors make ALL the difference
and I hope you find an option that fits your budget.*

Sponsorship Form

Company Name: _____

Contact: _____

Street/Box Address: _____

City: _____ **Postal Code:** _____

Phone: _____ **Email:** _____

CALL TO MAKE CREDIT CARD PAYMENT ARRANGEMENTS or MAIL A CHECK
PAYABLE TO **THE CLARESHOLM & DISTRICT HEALTH FOUNDATION**: Box 2638,
Claresholm, AB, T0L 0T0. Call if you have any questions 682-3739/625-1661.

Sponsorship Information (please check):

- Double Platinum Sponsorship** **\$3000.**
- Platinum Sponsorship** **\$2000.**
- Gold Sponsorship** **\$1000.**
- Silver Sponsorship** **\$500.**
- Bronze Sponsorship** **\$300.**

Please call Tara @ 682-3739 with any questions.

PLEASE FORWARD YOUR COMPANY LOGO TO:
tara.bishoff@albertahealthservices.ca

Box 161, Claresholm, Alberta,

August 16, 2012

To the mayor and councilors of Claresholm;

We wish to bring to your attention, the unpleasant and disturbing situation that we have been forced to live with on a daily basis since moving into our new home in April of 2011. We live at 64 Westlynn Drive.

Directly in front of our house and driveway there is a permanent puddle of smelly water. The water is also along the entire frontage of our lot and in it is a foul smelling scum and sludge. If you, Mr. Moore, and councilors would take a short walk along in front of our house and then walk into the gated area into the golf course , on a warm and sunny day, you would experience the smell and ugly sight that we are being forced to live with. The town street sweeper comes by periodically, but this does not really remove the smelly residue and does nothing to alleviate the stagnant water issue.

Whenever it rains any amount at all, the street water backs half way up our driveway, leaving debris when it recedes. Your town employees made an attempt to do something out there several months ago, but it has in fact created a more serious puddle.

We have certainly noticed the increase in taxes by the town. We pay and do what citizens must do. We do not feel we should have to put up with this constant irritation as cars and trucks hit the town-created water ditch and then the big puddle which is permanently in front of our house, causing noise and splatter every time.

We request the town fill this dip in the road properly for once and for all. Our property has certainly decreased in value because of this. You are in control here. Should we ask for a reduction in our taxes?

Respectfully yours,

Terry and Carol Henker

The image shows two handwritten signatures in black ink. The top signature is 'Carol Henker' and the bottom signature is 'Terry Henker'. Both are written in a cursive, flowing style.

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 McQuinn	Norma McQuinn	60 Westlawn Ave.
Bire Mullen	Bire Mullen	714 46ave West
Larry Nelson	Larry Nelson	59 Westlawn Dr.
Gale R...	[Signature]	21 Sp... Ave
[Signature]	[Signature]	33 WESTLAWN RD
Russell Sawatzky	R. Sawatzky	5103 2nd St. W.
ROBERT W. WOOD	Robert W. Wood	50 WESTLAWN SPUR
Janette Nelson	Janette Nelson	213-50 AVE E
Benjamin Jacob	Benjamin Jacob	50 Westlawn Spur
Lieven Rhode	Lieven Rhode	708 46 AVE W
CAROL PETHAK	C. Pethak	706-46 AVE W
Lorne Miller	Lorne Miller	38 Westlawn
LARRY FORD	Larry Ford	#12 LINK SPUR.
B MIKES.	B. Mikes	231-51 ave east

Victory Church of Claresholm

5212 1a St West * Box 1779 * Claresholm, AB T0L0T0

Church office: 403-625-2448

Pastor Don Whalen

E-mail: victorycc@shaw.ca

July 6, 2011

To Mayor and Council

This letter is a request by the Victory Church of Claresholm for the use of 1a St. W. from 52Ave to the north end of our building on Sept. 21,2012. We are planning a community block party with food, entertainment and games for all ages. We would like to block street access from 3pm- 9pm. I look forward to your response. I can be reached at the number above or by email.

Sincerely,



Pastor Don Whalen

Love In Action



Aug 31st 2012

To The Town of Clareholm,

I am writing you to request that the Municipal portion of our 2012 Taxation be waived in the amount of \$848.57 leaving a balance owing of \$284.32.

Thank you,

A handwritten signature in blue ink, which appears to read "Cody Fletcher". The signature is fluid and cursive, with a large initial "C" and a long, sweeping underline.

Cody Fletcher

President

TOWN OF CLARESHOLM

BOX 1000
221 - 45 AVE WEST
CLARESHOLM, AB T0L 0T0
(403) 625-3381



2012

**TAXATION NOTICE
and PROPERTY ASSESSMENT**

ROLL NO.	PROP. SIZE	PORTION			QUAD	SEC	TWP	RGE	MER
11917.000	0	YB:1973/91				0	0	0	0
SUBDIVISION NAME		CURLING RINK							
CIVIC ADDRESS		430 53 AVE E							
MORTGAGE NUMBER		PLAN	BLOCK	LOT					
		8010781	118	33					
MORTGAGE COMPANY NAME									

DATE OF MAILING	2012-Jun-15
DUE DATE	2012-Aug-31

TOWN OF CLARESHOLM (CURLING RINK)
BOX 1976
CURLING RINK
CLARESHOLM, AB T0L 0T0

PREVIOUS ASSESSMENT	
DESCRIPTION	AMOUNT
COMM ASSOC IMPROVED	1,027,800.00
COMMERCIAL IMPROVED	74,590.00
TOTAL ASSESSMENT	1,102,390.00

ASSESSMENT COMPLAINT MUST BE RECEIVED ON OR BEFORE		2012-Aug-14
--	--	-------------

CURRENT ASSESSMENT	
DESCRIPTION	AMOUNT
COMM ASSOC IMPROVED	1,039,720.00
COMMERCIAL IMPROVED	75,630.00
TOTAL ASSESSMENT	1,115,350.00
EXEMPT	1,039,720.00
TAXABLE	75,630.00

EDUCATION TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
LRSD (NON-RESIDENTIAL)	0.0035036	23.38974	264.98
TOTAL 2012 EDUCATION TAXES			264.98

IMPORTANT PENALTY INFORMATION
TAXES ARE DUE IN FULL, EXCEPT FOR T.I.P.P. PARTICIPANTS, BEFORE 4:00 P.M. ON FRIDAY, AUGUST 31, 2012. ALL CURRENT OUTSTANDING TAXES AFTER AUGUST 31, 2012 ARE SUBJECT TO A 14% PENALTY. A FURTHER 14% PENALTY WILL BE ASSESSED ON ALL TAXES AND CHARGES APPLIED TO TAX ACCOUNTS REMAINING UNPAID AFTER DECEMBER 31, 2012.

MUNICIPAL AND OTHER TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
HOME FOR AGED	0.0002557	1.70714	19.34
MUNICIPAL TAX (NON-RESIDENTIAL)	0.0112200	74.90312	848.57
TOTAL 2012 MUNICIPAL AND OTHER TAXES			867.91
SUB TOTAL 2012 TAXES			1,132.89

TAX INSTALLMENT PAYMENT PROGRAM

CURRENT INSTALLMENT AMOUNT	0.00
BY JOINING THE PAYMENT PROGRAM YOUR PAYMENTS COULD BE AS LOW AS	94.41
FOR COMPARISON 2011 TAXES (NOT INCLUDING LOCAL IMPROVEMENTS) WERE	1,062.31

TOTAL 2012 TAXES			1,132.89
CURRENT OUTSTANDING			0.00
TOTAL CURRENT TAXES PAYABLE FOR 2012			1,132.89
AMOUNT DUE AFTER AUGUST 31, 2012			1,291.49

Take notice that you have been assessed under the provisions of the Municipal Government Act for the above mentioned property and taxes are now due and payable as shown. In the event of non-payment, the said taxes may be recovered as provided in the Municipal Government Act.

YOUR PROPERTY HAS BEEN ASSESSED AS SHOWN FOR THE ABOVE TAXATION YEAR. THE ASSESSMENT ROLL WILL BE OPEN AFTER MAILING DATE FOR INSPECTION DURING OFFICE HOURS. IF YOU OR YOUR AGENT WISH TO APPEAL A STANDARD APPEAL FORM MUST BE FILLED OUT AND BE ACCOMPANIED BY A \$50.00 PER PARCEL APPEAL FEE.(A.R.B COMPLAINT AND AGENT AUTHORIZATION FORMS ARE AVAILABLE AT THE TOWN OF CLARESHOLM OFFICE AND ON THE TOWN OF CLARESHOLM WEBSITE www.townofclaresholm.com). APPEALS AND APPEAL FEES MUST BE RECEIVED ON OR BEFORE August 14, 2012 BY THE CLERK OF THE ASSESSMENT REVIEW BOARD, KRIS HOLBECK, BOX 1000, CLARESHOLM, AB, T0L 0T0 ,OR DELIVERED TO THE TOWN OFFICE AT 221 - 45 AVE WEST IN CLARESHOLM.

TOWN OF CLARESHOLM

BOX 1000
221 - 45 AVE WEST
CLARESHOLM, AB T0L 0T0
(403) 625-3381



2012

**TAXATION NOTICE
and PROPERTY ASSESSMENT**

ROLL NUMBER	11917.000
LAST DATE BEFORE PENALTY	2012-Aug-31

ARREARS OR CREDIT	CURRENT TAXES	NET DUE	AMOUNT DUE PLEASE PAY
0.00	1,132.89	1,132.89	1,132.89
			AMOUNT PAID

PLEASE SUBMIT THIS PORTION WHEN MAKING PAYMENT. THANK YOU.

TOWN OF CLARESHOLM (CURLING RINK)
BOX 1976
CURLING RINK
CLARESHOLM, AB T0L 0T0

Claresholm Skating Club
P.O. Box 1573
Claresholm, Alberta T0L 0T0



August 23, 2012

Claresholm Town Council
PO Box 1000
Claresholm, AB
T0L 0T0

Dear Mayor and Town Councillors,

RE: STORAGE ROOM RENTAL AT THE ARENA

We received a letter dated November 3, 2011 regarding the fees for the use of the storage rooms in the Arena. We understand that the Skating Club has been billed incorrectly for several years for the rooms that we are currently using.

The current yearly fee for the large room at ice level is \$600.00 and the rate for storage rooms on the mezzanine level is \$300.00. This will amount to a significant increase from the amount that we were previously charged.

The letter states that we are using 3 storage rooms on the mezzanine level; however, we have never used more than 2 rooms. The fact that we are only using 2 has been clarified with Town staff.

We are submitting a request at this time that the Town would waive the cost of one storage room on the mezzanine level for this next season. Our plan over the course of the upcoming season is to clean out and reorganize so that we will only require one storage room upstairs. As we had an extremely busy season last year with the hosting of a competition we did not have the opportunity to reorganize the storage rooms. If the fee for one storage room is waived for this year, we would be paying a total of \$900.00 for the 2012-2013 season.

If you have any questions regarding the above, please contact me at 625-4331. Thank you for considering this request.

Sincerely,

A handwritten signature in cursive script that reads "Donna Moses".

Donna Moses

President, Claresholm Skating Club

cc: Kris Holbeck, CAO



Policy #GA 09-12

Whistleblower Policy

PURPOSE: The Town of Claresholm is committed to ethical behaviour in the workplace, and will foster and maintain an environment where employees can work safely and appropriately, without fear of retaliation. This policy is to ensure that all employees understand that they may report any wrongdoing that may adversely impact the Town, the Town's residents, ratepayers, employees, stakeholders or the public at large, without fear of retaliation or a negative impact on their employment status with the Town of Claresholm. Any employee has a right to representation anywhere in this process whether through the union or representation of their choice if they are a non-union employee.

DEFINITIONS:

1. Appropriate Authority – Any delegated employee who has the authority to make final decisions regarding employees, wrongdoing, harassment claims, and resulting actions. At the Town of Claresholm, the Appropriate Authority is the Chief Administrative Officer, Superintendent, or any other appropriate department manager.
2. Complainant – Any person who submits a complaint or report of wrongdoing.
3. Respondent – Someone who's alleged conduct is the subject of a complaint.
4. Wrongdoing – Any illegal action or violation of company policy.
5. Retaliatory Acts – Retribution or reprisal against any Complainant as a result of their reporting an incident of wrongdoing, or against any employee that participates in an investigation relating to the allegation of wrongdoing.
6. Adverse Employment Action – Any demotion, suspension, termination, unfavourable transfer, denial of promotion, denial of benefits, threat, harassment or denial of compensation as a result of the reporting of wrongdoing, or any manner of discrimination against any employee in the terms and conditions of employment because of any other lawful act done by the employee pursuant to this policy, or any applicable Canadian legislation.

POLICY:

Individuals who believe they have witnessed an act or acts of wrongdoing should report the incident(s) immediately to the Appropriate Authority. Reports may be made anonymously. Any delays in reporting acts of wrongdoing can make the case against the Respondent more difficult to establish, and may even result in retaliatory acts by the Respondent.

It is a violation of this Policy to knowingly make a false complaint of wrongdoing or to provide false information about a complaint. Individuals who violate this Policy are subject to disciplinary and/or corrective action, up to and including termination of employment.

1. Report Obligations – Employees

Employees who believe they have witnessed wrongdoing in their working environment are advised to report the incident(s) or retaliation to the Appropriate Authority, or to their supervisor/manager. Delays in reporting may be unavoidable in some circumstances (to be determined on a case-by-case basis).

2. Report Obligations – Supervisors and Managers

Supervisors and managers are directed to take all appropriate steps to prevent and stop wrongdoing in their areas of responsibility. Any supervisor or manager who is subjected to, witnesses, or is given written or oral complaints of wrongdoing or retaliation shall immediately report it to the Appropriate Authority, Delays in reporting may be unavoidable in some circumstances (to be determined on a case-by-case basis).

Supervisory personnel who are contacted by an individual seeking to file a complaint about wrongdoing in their unit shall assist the complainant in contacting the Appropriate Authority.

3. Investigation

The Town of Claresholm seeks to resolve claims of wrongdoing in the workplace as expediently as possible. Investigations shall be commenced within five (5) days of the complaint being filed and appropriate actions taken no longer than five (5) business days following the conclusion of the investigation.

The Appropriate Authority is responsible for determining and administering the methods and means for addressing complaints. The Appropriate Authority is also responsible for:

- Determining the veracity of allegations of wrongdoing or retaliation,
- Determining whether or not a reported act is indeed wrongdoing,
- Administering punitive or corrective actions if allegations are true,
- Administering punitive actions if allegations were knowingly falsely made.

Wherever and whenever investigations are conducted, this Policy asserts that Complainants and Respondents certain rights. These rights include, but are not limited to:

- Receiving written notice of the allegations (where permitted by law),
- Presenting relevant information to the Appropriate Authority,
- Receiving a copy of the report at the conclusion of the investigation (where permitted by law).

At the conclusion of an investigation, the investigator must create a written report including a statement regarding any and all findings that have been proven, and a statement of decision on whether or not the Policy has been violated. The report shall be presented for review to any/all appropriate authorities and/or legal counsel, as appropriate.

4. Report Handling Procedures

The Appropriate Authority shall advise the Complainant and the Respondent of the resolution of any investigation conducted under this Policy. A copy of the investigative findings shall be provided in writing to the Complainant and

Respondent. In all cases the Town of Claresholm's Human Resources Department shall retain the findings report for a minimum of seven (7) years or for as long as any administrative or legal action arising out of the complaint is pending.

5. Confidentiality

All records of workplace wrongdoing reports and subsequent investigations are considered confidential and will not be disclosed to anyone except to the extent required by law.

The Town of Claresholm will do everything it can to protect the privacy of the individuals involved and to ensure that the Complainant and the Respondent are treated fairly and respectfully. The Town will protect this privacy so long as doing so remains consistent with the enforcement of this Policy and adherence to the law.

6. Assurance Against Retaliation

This Policy encourages employees to freely express – in a responsible and orderly fashion – their thoughts, opinions, and feelings regarding workplace wrongdoing complaints. Retaliation by the Respondent, or anyone acting on behalf of the Respondent, against the Complainant is strictly prohibited and will result in appropriate disciplinary action. Retaliation by the Respondent, or anyone acting on behalf of the Respondent, against any witness providing information about a workplace wrongdoing report, is also strictly prohibited. Acts of retaliation include (but are not limited to) interference, coercion, threats and restraint.

This Policy will not be used to bring fraudulent or malicious complaints against employees. Any complaint made in bad faith, if demonstrated as being such through convincing evidence, will result in disciplinary action being taken against the individual lodging the fraudulent or malicious complaint.

7. Procedures for Handling Complaints of Workplace Wrongdoing

Once the Complainant lodges a complaint with their supervisor or the Appropriate Authority, a discussion will take place that shall be kept confidential, to the extent allowed by the law. If desired by the Complainant, no written record will be kept of this initial discussion. During this discussion, the recipient of the complaint will explain all options available to the Complainant. If the Complainant wished to proceed further with his or her complaint, the Complainant must then provide a written statement regarding the alleged workplace wrongdoing.

a. Informal Procedures

The Appropriate Authority may notify the Respondent of the complaint, keeping all such communication confidential. The Appropriate Authority may then implement whatever steps necessary to create an informal resolution that is acceptable to both the Complainant and Respondent.

If an informal resolution of the complaint is achieved, no record of the complaint will be entered in the Respondent's personnel records. However, the Appropriate Authority will record the occurrence of the complaint and the informal resolution achieved. Again, this record will remain confidential.

b. Formal Procedures

In the case of formal complaints, the Respondent will have ten (10) working days to respond, in writing, to the allegation. The Respondent's statement

must answer – with specific responses – to each complaint, either admitting, denying, or explaining the allegations against them. The Respondent must sign his or her statement, which will then be attached to the original complaint.

If a formal hearing is warranted, the Appropriate Authority will conduct a hearing within ten (10) working days after receiving the request.

8. Disciplinary Actions

Upon concluding that an instance of workplace wrongdoing has indeed occurred, the Respondent will be subject to disciplinary action, which may result in suspension of duties, or outright termination of employment and possible legal action depending on the severity of the action. Disciplinary actions imposed by the Appropriate Authority will be determined on the basis of the facts of each case and the extent of harm to the Town of Claresholm's interests and business goals.

9. Timelines

Complainants are always encouraged to file a complaint immediately after an alleged incident of workplace wrongdoing. Nevertheless, the Town of Claresholm is aware that such a timely response may not always be possible, due to feelings of fear on the Complainant's part. Individuals who believe that they have witnessed workplace wrongdoing should lodge a complaint within three (3) months following an alleged incident. Under extreme circumstances, this timeline may be extended at the request of the Complainant; however it is the responsibility of the Complainant to show good reasons for this extension.

10. Records

Records of all formal and informal resolutions, hearings, and reviews will be kept by the appropriate department, except where otherwise stated in this Policy. The records will only be available to managerial members of the appropriate department, and only in the following circumstances:

- When determining an appropriate disciplinary action for subsequent workplace wrongdoing complaints,
- When a Respondent is a candidate for a promotion to a supervisory position,
- When a complaint against retaliatory action is made,
- When a decision or resolution is reviewed.

Any records concerning employees will be maintained in accordance with all applicable laws and regulations. Both the Complainant and the Respondent are eligible to obtain copies of hearings or of their own statements made throughout the course of the process.

11. Responsibilities of Audit Committee With Respect to Specified Complaints

The Audit Committee will take all complaints and concerns regarding accounting and auditing matters seriously, and investigate appropriately. Documentation regarding the investigation shall be created and retained.

EFFECTIVE DATE:

INFORMATION ITEMS



TOWN OF CLARESHOLM

CHEQUE LISTING FOR ACCOUNTS PAYABLE

Page 1 of 3
September 07, 2012
11:02:30 AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Name	Amount
					Batch # 16023	
46006	2012-08-10	EFT	EFT	600	ALBERTA ASSOCIATION OF M.D.'S	7,471.29
46007	2012-08-10	EFT	EFT	1025	ALBERTA ONE CALL LOCATION CORP	85.05
46008	2012-08-10	EFT	EFT	785928	BIG HILL SERVICES LTD.	78.75
46009	2012-08-10	EFT	EFT	12200	CHARLTON & HILL	385.46
46010	2012-08-10	EFT	EFT	786718	CICON ENGINEERING	50,679.30
46011	2012-08-10	EFT	EFT	786950	CLARESHOLM SELF STORAGE	598.50
46012	2012-08-10	EFT	EFT	14150	CLARESHOLM WELDING &	157.50
46013	2012-08-10	EFT	EFT	14205	CLEAN BRITE CHEMICAL SERVICES LTD.	1,231.65
46014	2012-08-10	EFT	EFT	786697	CNH CAPITAL C3115	828.05
46015	2012-08-10	EFT	EFT	786196	D.E.J. CONCRETE LTD.	3,045.00
46016	2012-08-10	EFT	EFT	786709	DAFCO FILTRATION GROUP CORPORATION	130.34
46017	2012-08-10	EFT	EFT	786161	EBA ENGINEERING CONSULTANTS LTD.	6,060.50
46018	2012-08-10	EFT	EFT	26201	FERG'S SEPTIC SERVICE	346.50
46019	2012-08-10	EFT	EFT	786800	GDM ELECTRIC LTD.	3,811.56
46020	2012-08-10	EFT	EFT	786607	GPI OUTDOOR DESIGNS INC	569.78
46021	2012-08-10	EFT	EFT	10	ICE CONSULTING LTD.	17,447.06
46022	2012-08-10	EFT	EFT	26900	IRON ROCK ENTERPRISES LTD	11,466.00
46023	2012-08-10	EFT	EFT	786300	KRUECKL CONSTRUCTION	8,361.10
46024	2012-08-10	EFT	EFT	900001	LETHBRIDGE HONDA	1,024.61
46025	2012-08-10	EFT	EFT	786659	LIVINGSTONE RANGE SCHOOL DIVISION	377.88
46026	2012-08-10	EFT	EFT	56200	LOCAL AUTHORITIES PENSION PLAN	16,787.86
46027	2012-08-10	EFT	EFT	58000	LOOMIS EXPRESS	213.63
46028	2012-08-10	EFT	EFT	786812	MCGREGOR FILTERING EQUIPMENT	42.00
46029	2012-08-10	EFT	EFT	61450	MCNALLY CONTRACTORS LTD.	163,349.31
46030	2012-08-10	EFT	EFT	786664	MIFFLIN, TOVE	11.55
46031	2012-08-10	EFT	EFT	786704	MINISTER OF FINANCE (LT)	30.00
46032	2012-08-10	EFT	EFT	786570	MOORE, DAVID	141.51
46033	2012-08-10	EFT	EFT	65000	MUNICIPAL DISTRICT OF WILLOW	6,634.55
46034	2012-08-10	EFT	EFT	786194	NEW PIG CORP. - CANADA	938.42
46035	2012-08-10	EFT	EFT	786905	ONECONNECT SERVICES INC. T46194	50.99
46036	2012-08-10	EFT	EFT	786635	ORKIN CANADA CORPORATION	100.80
46037	2012-08-10	EFT	EFT	76300	PEDERSEN TRANSPORT LTD.	1,351.83
46038	2012-08-10	EFT	EFT	97050	PHARMASAVE	9.43
46039	2012-08-10	EFT	EFT	786050	PLANET CLEAN (LETHBRIDGE) LTD.	1,442.22
46040	2012-08-10	EFT	EFT	786453	PRAXAIR CANADA INC.	868.22
46041	2012-08-10	EFT	EFT	80000	PUROLATOR COURIER	66.64
46042	2012-08-10	EFT	EFT	786156	Q.E.D. ENTERPRISES LTD.	881.49
46043	2012-08-10			786536	R P WATERWORKS INC.	3,900.54
46044	2012-08-10	EFT	EFT	86300	RECEIVER GENERAL FOR CANADA	22,299.45
46045	2012-08-10	EFT	EFT	786180	RICOH CANADA INC.	397.68
46046	2012-08-10	EFT	EFT	786346	SOUTHERN AIR	3,339.00
46047	2012-08-10	EFT	EFT	786085	SUPERIOR PROPANE INC.	796.27
46048	2012-08-10	EFT	EFT	900	TELUS	443.63
46049	2012-08-10	EFT	EFT	786437	THE WRITE SOURCE	119.53
46050	2012-08-10	EFT	EFT	111705	WC CLASS II REGIONAL LANDFILL	8,996.44
46051	2012-08-10	EFT	EFT	786187	Western Canada Welding Products Ltd.	100.76
46052	2012-08-10	EFT	EFT	126050	ZEE MEDICAL CANADA, INC.	510.61
46053	2012-08-10	EFT	EFT	900000	ATWOOD, LADELL	1,050.00
46054	2012-08-10	EFT	EFT	900000	CHEMFAX PRODUCTS LTD.	263.76



TOWN OF CLARESHOLM

CHEQUE LISTING FOR ACCOUNTS PAYABLE

Cheque #	Cheque Date	CEO	CAO	Vendor #	Name	Amount
46055	2012-08-10	EFT	EFT	900000	MICHAEL, JOY	320.00
46056	2012-08-10	EFT	EFT	900000	RECEIVER GENERAL	40.00
46057	2012-08-10	EFT	EFT	900000	SFE GLOBAL	2,887.50
46058	2012-08-10	EFT	EFT	900000	ST. ONGE, BRAEDON	31.50
46059	2012-08-10			900000	WILLOWTREE DESIGNS	197.26
						352,770.26
						Batch # 16025
46060	2012-08-10	EFT	EFT	900100	BAXTER, A. DEAN	912.42
						912.42
						Batch # 16040
46061	2012-08-15	EFT	EFT	650	ALBERTA BLUE CROSS	5,687.82
46062	2012-08-15	EFT	EFT	786517	AMSC INSURANCE SERVICES LTD.	3,612.91
46063	2012-08-15	EFT	EFT	6390	BISHOFF AUTO & AG CENTRE	690.96
46064	2012-08-15	EFT	EFT	11250	CANADIAN LINEN SUPPLY	820.76
46065	2012-08-15	EFT	EFT	13400	CLARESHOLM GLASS '88' LTD	44.10
46066	2012-08-15	EFT	EFT	13660	CLARESHOLM LOCAL PRESS	2,033.73
46067	2012-08-15	EFT	EFT	14085	CLARESHOLM NAPA AUTO	761.31
46068	2012-08-15	EFT	EFT	13850	CLARESHOLM OVERHEAD DOORS	1,084.73
46069	2012-08-15	EFT	EFT	786141	CLARESHOLM TAXI	1,067.85
46070	2012-08-15	EFT	EFT	14205	CLEAN BRITE CHEMICAL SERVICES LTD.	143.54
46071	2012-08-15	EFT	EFT	785973	CLEARTECH INDUSTRIES INC.	5,761.90
46072	2012-08-15	EFT	EFT	786240	GAMMEL'S PLUMBING HEATING & GASFITTING	96.48
46073	2012-08-15	EFT	EFT	111288	GARDEN SOUL	129.99
46074	2012-08-15			786146	GODLEY'S JEWELLERY	70.88
46075	2012-08-15	EFT	EFT	49980	HARRY'S TIRE SALES (1984) LTD.	112.35
46076	2012-08-15	EFT	EFT	36800	HOME HARDWARE	367.00
46077	2012-08-15	EFT	EFT	786136	JOE JOHNSON EQUIPMENT INC.	944.99
46078	2012-08-15	EFT	EFT	850	JOHN DEERE FINANCIAL	304.42
46079	2012-08-15	EFT	EFT	786267	LAWSON PRODUCTS INC.	427.63
46080	2012-08-15	EFT	EFT	56155	LIFESAVING SOCIETY	195.00
46081	2012-08-15	EFT	EFT	61450	MCNALLY CONTRACTORS LTD.	23,090.63
46082	2012-08-15	EFT	EFT	76300	PEDERSEN TRANSPORT LTD.	379.12
46083	2012-08-15	EFT	EFT	786050	PLANET CLEAN (LETHBRIDGE) LTD.	31.50
46084	2012-08-15	EFT	EFT	786536	R P WATERWORKS INC.	2,530.14
46085	2012-08-15	EFT	EFT	14265	SAVARIA LIFTS LTD.	250.00
46086	2012-08-15	EFT	EFT	13525	SOBEYS CLARESHOLM	344.26
46087	2012-08-15	EFT	EFT	900	TELUS	934.91
46088	2012-08-15	EFT	EFT	101400	UNITED FARMERS OF ALBERTA	206.43
46089	2012-08-15	EFT	EFT	786784	WESTWIND CHEVROLET	1,018.50
46090	2012-08-15	EFT	EFT	900000	BOW POINT NURSERY LTD.	1,535.10
46091	2012-08-15	EFT	EFT	900000	CLARESHOLM GENERAL HOSPITAL	144.64
46092	2012-08-15			900000	CLEAR LAKE ENTERPRISES	147.50
46093	2012-08-15	EFT	EFT	900000	FOX, ALICIA	1,500.00
46094	2012-08-15			900000	FROM SEA TO SEA ENTERPRISES	14.40
46095	2012-08-15			900000	SOUL OF CANADA	126.00
						56,611.48



TOWN OF CLARESHOLM

CHEQUE LISTING FOR ACCOUNTS PAYABLE

Cheque #	Cheque Date	CEO	CAO	Vendor #	Name	Amount
						Batch # 16053
46096	2012-08-23			787500	ADVANIS INC.	43.31
46097	2012-08-23	EFT	EFT	600	ALBERTA ASSOCIATION OF M.D.'S	2,075.14
46098	2012-08-23	EFT	EFT	13250	CLARESHOLM CHILD CARE SOCIETY	2,183.50
46099	2012-08-23			13400	CLARESHOLM GLASS '88' LTD	157.50
46100	2012-08-23	EFT	EFT	786641	CLARESHOLM REGISTRIES	68.25
46101	2012-08-23	EFT	EFT	785973	CLEARTECH INDUSTRIES INC.	1,807.85
46102	2012-08-23	EFT	EFT	786196	D.E.J. CONCRETE LTD.	6,300.00
46103	2012-08-23	EFT	EFT	786540	DIRECT ENERGY REGULATED SERVICES	31.98
46104	2012-08-23	EFT	EFT	76356	Excel Telecommunications (Canada) Inc.	41.36
46105	2012-08-23			786240	GAMMEL'S PLUMBING HEATING & GASFITTING	413.61
46106	2012-08-23			786359	KLEARWATER EQUIPMENT AND TECHNOLOGIES	11,324.04
46107	2012-08-23			786659	LIVINGSTONE RANGE SCHOOL DIVISION	384.79
46108	2012-08-23	EFT	EFT	56200	LOCAL AUTHORITIES PENSION PLAN	10,910.71
46109	2012-08-23			66100	NATIONAL SECRETARY-TREASURER	1,185.30
46110	2012-08-23	EFT	EFT	76300	PEDERSEN TRANSPORT LTD.	1,948.99
46111	2012-08-23	EFT	EFT	786536	R P WATERWORKS INC.	1,207.98
46112	2012-08-23	EFT	EFT	86300	RECEIVER GENERAL FOR CANADA	21,200.48
46113	2012-08-23	EFT	EFT	786292	RELIANCE APPRAISAL CONSULTANTS LTD.	1,680.00
46114	2012-08-23			786468	SHAW CABLE	83.95
46115	2012-08-23			786158	SOUTHERN SAFETY	157.50
46116	2012-08-23			786874	SUPERIOR SAFETY CODES INC.	94.50
46117	2012-08-23	EFT	EFT	900	TELUS	251.19
46118	2012-08-23			786501	TOM HARRIS CELLULAR	87.15
46119	2012-08-23	EFT	EFT	786428	TransAlta Energy Marketing Corp.	37,860.26
46120	2012-08-23	EFT	EFT	23500	W.R. MEADOWS OF WESTERN CANADA	428.40
46121	2012-08-23	EFT	EFT	786187	Western Canada Welding Products Ltd.	176.35
46122	2012-08-23			126050	ZEE MEDICAL CANADA, INC.	243.10
46123	2012-08-23	EFT	EFT	900000	ARMAX ELECTRIC	356.95
46124	2012-08-23			900000	Crowsnest Museum & Gift Shop	100.00
46125	2012-08-23	EFT	EFT	900000	FOOTHILLS SYSTEMS	58.51
46126	2012-08-23	EFT	EFT	900000	UNIVERSITY OF CALGARY	47.25
						102,909.90
						Batch # 16055
46127	2012-08-23	EFT	EFT	900100	KNOX, LORNE DAVID	1,255.77
						1,255.77
						Batch # 16058
46128	2012-08-24	EFT	EFT	900100	VAN ROOTSELAAR, KENNETH	3,120.07
						3,120.07
Total						517,579.90

August 24, 2012

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

Dear Ms. Holbeck:

Building on the past success of the *Let's Resolve* training program, Alberta Municipal Affairs, in partnership with the Alberta Urban Municipalities Association and the Alberta Association of Municipal Districts and Counties, is pleased to announce the fall start of the 2012-13 workshop season.

The program, which is specifically designed for **municipal staff, elected officials, and community leaders**, is committed to supporting local governance through a series of workshops that enhance skills in negotiation, public input, and workplace conflict management. Workshops combine practical training with skills building exercises and allow participants the opportunity to test their learning.

We always strive to provide training that is cost-effective and relevant to the municipal context. Once again we have partnered with municipalities across Alberta to expand the reach of our program and provide even better access to training. Consistently past participants have praised our workshops and reported on how valuable the learning is, saying:

Excellent presenters!..... "Very interactive..."
"Great instructor, good venue, great value for time and money"
"Excellent networking opportunity" ".... very relevant to my needs."

Registration information and an electronic version of the workshop brochure can be found at www.municipalaffairs.alberta.ca/MDRS.cfm. Workshops cost \$125 and include materials, snacks and lunches. Workshop sessions have limited seats so we encourage early registration.

If you require additional information, please contact Irene Black, Municipal Dispute Resolution Services, Municipal Affairs, directly by dialing 310-0000 toll-free in Alberta, then 780-644-3124.

We encourage you to forward this information to your staff and council, and we look forward to seeing you at the workshops!



Bill Diepeveen
Manager, Municipal Dispute Resolution Services

Attachments

2012-13 Schedule

2012

Oct 4-5	Lloydminster	Finding Agreement
Oct 10-11-12	Manning	Negotiating Effectively
Oct 23-24	Edmonton	Finding Agreement
Oct 31-Nov 1-2	Okotoks	Public Input/Digital Engagement
Nov 6-7-8	Edmonton	Workplace Conflict
Nov 22-23	Edmonton	Coaching for Conflict
Nov 28-29-30	Lacombe	Workplace Conflict
Dec 6-7	Edmonton	Labour Relations

2013

Jan 14	Edmonton	Conflict Styles
Jan 23-24-25	Edmonton	Negotiating Effectively
Feb 5-6	Lethbridge	Finding Agreement
Feb 21-22	Fairview	Coaching for Conflict
Feb 27-28-Mar 1	Fort Saskatchewan	Public Input/Digital Engagement
Mar 7-8	Edmonton	Negotiation Skills Refresher
Mar 13-14-15	Edmonton	Group Facilitation

Workshops run from 8:30am-4:30pm daily and participants are asked to arrive 15 minutes early. For more information on workshops go to: www.municipalaffairs.alberta.ca/MDRS.cfm

Registration

Registration closes 5 business days prior to workshop start dates. Register for workshops online at www.municipalaffairs.alberta.ca/MDRS.cfm

Workshops cost \$125 per participant and include lunch and snacks. Payment must be made in advance of workshops as per the instructions on the registrant invoice.

Cancellation policy:

All withdrawals must be received 5 working days prior to the course start date and are subject to a \$25 administration fee.

Alberta Municipal Affairs The Let's Resolve Program

The *Let's Resolve* program offered by Municipal Dispute Resolution Services at Alberta Municipal Affairs encourages collaborative governance, provides mediation and dispute resolution support, and offers education courses on interest-based principles of negotiation. The goal is to build municipal capacity and support local solutions to local issues.

The education program is intended for municipal officials and community leaders and offers three streams: negotiation, workplace, and public input.

Contact Us

For more information about the workshops listed in this brochure, please contact:

Irene Black
Intermunicipal Mediation Advisor
E irene.black@gov.ab.ca
T 780-644-3124, toll free by dialing 310-0000 first

Alberta Municipal Affairs
17th Floor Commerce Place
10155 - 102 Street NW
Edmonton, Alberta T5J 4L4

The workshops are sponsored by:

Alberta Association of Municipal Districts and Counties
Alberta Urban Municipalities Association
Alberta Municipal Affairs

In partnership with:

Town of Fairview
City of Fort Saskatchewan
City of Lacombe
County of Lethbridge
City of Lloydminster
Town of Okotoks
County of Northern Lights

Workshops

2012 – 2013

NEGOTIATION SERIES

Finding Agreement
Negotiating Effectively
Negotiation Skills Refresher

WORKPLACE SERIES

Workplace Conflict
Coaching for Conflict Resolution
Labour Relations and Conflict Management
Conflict Styles *NEW*

PUBLIC INPUT SERIES

Public Input with Digital Engagement *NEW*
Group Facilitation



Municipal Dispute
Resolution Services
Municipal Collaboration

Government
of Alberta ■
Municipal Affairs

www.municipalaffairs.alberta.ca/MDRS.cfm

NEGOTIATION SERIES

Finding Agreement (2-day course)

This introductory course is designed specifically for community leaders, including administrative and elected officials. The objective of the workshop is to assist participants in gaining an understanding of conflict sources, dynamics and attitudes and the impact this has on the conflict resolution process. This course will give participants the skills to better collaborate with others, resolve difficult issues, and reach effective agreements.

Instructor

Barbara McNeil brings a wealth of knowledge and experience in teaching a variety of conflict management courses, such as mediation, negotiation, and effective communication.

Lloydminster October 4-5, 2012
Edmonton October 23-24, 2012
Lethbridge February 5-6, 2013

Negotiating Effectively (3-day course)

This three-day workshop introduces participants to the principled, interest-based negotiation model and delves into the communication skills introduced in Finding Agreement. Building on theory articulated by Harvard educators Fisher and Ury in their book *Getting to Yes*, this workshop provides hands-on negotiation training. This model is based on clarifying and understanding the issues, interests and feelings of parties involved in negotiation or conflict.

Instructor

The instructors at ADR Education are nationally recognized in the field of dispute resolution and have developed and taught workshops for federal and provincial governments, the RCMP, major law firms and First Nations. They are effective, engaging and highly interactive instructors.

Manning October 10-11-12, 2012
Edmonton January 23-24-25, 2013

Negotiation Skills Refresher (2-day course)

This workshop is designed for those looking to refresh their skills and build on the interest-based principles learned in Finding Agreement and Negotiating Effectively. Ample time will be given to participants to sharpen their negotiation micro skills with particular attention spent on providing feedback in practice sessions.

Recommended prerequisites: Finding Agreement and Negotiating Effectively

Instructor

ADR Education (see Negotiating Effectively)
Edmonton March 7-8, 2013

WORKPLACE SERIES

Workplace Conflict (3-day course)

This workshop is intended to develop skills in resolving personnel conflicts where a participant is either a party to the conflict or is responsible for the staff involved in the conflict. The workshop provides the necessary skills to enable managers and staff to create a collaborative conflict resolution process to resolve human resource issues, and the workshop looks at conflict dynamics in the workplace.

Instructor

The nationally recognized Instructors with ADR Education offer this workshop (see Negotiating Effectively).

Edmonton November 6-7-8, 2012
Lacombe November 28-29-30, 2012

Coaching for Conflict Resolution (2-day course)

Conflict resolution coaching is an informal approach in situations where people are drawn into conflict as third parties. They typically become involved because they are close to the conflict and one of the conflicted parties has approached them for help. This informal role is the most common third party role played in conflict and yet few people have had the opportunity to focus on this role and learn what works effectively. Participants will learn and hone the skills and attitudes needed to coach, not mediate, someone through a conflict.

Instructor

Michael Scheidl and the team at Alberta Municipal Affairs—have extensive experience in workplace coaching and facilitation promoting municipal collaboration.

Edmonton November 22-23, 2012
Fairview February 21-22, 2013

Labour Relations and Conflict Management

(2-day course)

This workshop provides an introduction to labour relations and conflict management and is geared to municipal human resource professionals. Some of the topics include supervisor-employee conflict, supervisor-union representative conflict, integrating collective agreements into conflict management, and presenting a model for conflict management.

Instructors

High Clouds Incorporated specializes in dispute resolution and training. Instructors have municipal, provincial, tribunal and business experience, and they are familiar with union and non-union settings and collective bargaining disputes involving municipalities.

Edmonton December 6-7, 2012

Conflict Styles (1-day course) **NEW**

Go to www.municipalaffairs.alberta.ca/MDRS.cfm for more information
Edmonton January 14, 2013

PUBLIC INPUT SERIES

Public Input with Digital Engagement

(3-day course) **NEW**

This workshop is designed to provide municipal leaders with the tools and skills to design, deliver, and facilitate effective public input and events within a municipal setting. The toolkit is particularly relevant for use by small and mid-sized Alberta municipalities' staff involved in land-use planning, development approvals, recreation, or areas where there is the need for a high level of public interest and involvement in a project. Participants will explore in-person and digital engagement methods (including social media) available for public input. Copies of the toolkit will be provided to all participants. Laptops are recommended on the 3rd day of this workshop.

Instructor

Susanna Haas Lyons is an internationally renowned public engagement specialist who develops strategy and provides training for better conversations between the public and decision-makers. Bridging online and face-to-face methods, Susanna has worked on some of North America's largest and most complex engagement projects and she teaches dialogue and civic engagement skills for provincial and municipal employees, non-profit organizations and businesses across Canada.

Okotoks October 31, November 1-2, 2012
Fort Saskatchewan February 27-28, March 1, 2013

Group Facilitation (3-day course)

This workshop begins with a one day refresher on facilitation principles. Days two and three provide in-depth information and use a participative and interactive format to discuss the focused conversation and the consensus workshop methods in detail. The course gives participants ample opportunity to practice what they have learned and will be of specific interest to municipal staff that are called upon to lead/facilitate public forums.

Instructor

Gene Roach brings experience in the area of public engagement and is an associate with the Institute of Cultural Affairs, an international organization specializing in organizational and community development in over 35 countries worldwide.

Edmonton March 13-14-15, 2013



*Office of the Minister
MLA, Edmonton-Glenora*

August 21, 2012

Dear Director:

Alberta's largest celebration of our arts, heritage, and cultural diversity is now called Alberta Culture Days, taking place from September 28 – 30, 2012. The change in name from Alberta Arts Days to Alberta Culture Days is an outcome of Culture Forum 2012, which involved nearly 400 representatives of our province's diverse culture sector. The new name is a more accurate representation of the family-friendly events in which Albertans have participated over the past four years. Last year, thousands of Albertans took up the challenge and helped grow this celebration to 1,046 events in 93 communities.

Alberta Culture Days is a wonderful opportunity to partner with others, foster relationships, strengthen community spirit, and showcase local talents. You can showcase your clients' work, attend a community event, or host your own event. AlbertaCultureDays.ca provides a number of resources to help you with event planning and promotion.

Additionally, the Alberta Culture Calendar (www.culture.alberta.ca/events) is still the best tool to promote events and activities on a provincial scale – and with the recent updates, it will be even easier to submit and search for events.

Cultural programming and activities celebrate Albertans and have the potential to strengthen our communities – a key goal of the ongoing work in which many of you are participating: developing a social policy framework for Alberta. Both Alberta Culture Days and work on the social policy framework aim to improve well-being and quality of life outcomes for all Albertans.

We encourage you to participate in Alberta Culture Days 2012, and to share your views about social policy by sharing stories and experiences of how cultural activities contribute to our province and people on socialpolicy.alberta.ca. With your help, we can ensure that Albertans have access to a wide range of cultural experiences that contribute to the diversity of our communities and enhance our quality of life.

Best Regards,

Heather Klimchuk
Minister of Culture

Dave Hancock, QC
Minister of Human Services



*Office of the Minister
MLA, Edmonton-Glenora*

August 3, 2012

Dear Mayor:

Alberta's largest celebration of our arts, heritage, and cultural diversity is now called Alberta Culture Days and will occur September 28-30, 2012. The change in name from Alberta Arts Days to Alberta Culture Days is an outcome of Culture Forum 2012, which involved nearly 400 representatives of our province's diverse culture sector. The new name is also a more accurate representation of the types of family-friendly events that Albertans have participated in over the past four years. Last year, thousands of Albertans took up the challenge and helped grow this province-wide celebration to 1,046 events in 93 communities. Our deepest thanks if you can count yourself amongst these past event organizers.

Hosting an Alberta Culture Days event and partnering with others in the community is a wonderful opportunity to foster relationships, strengthen community spirit, and showcase local talents. Involvement can include sponsoring events, providing matching dollars to event planners in your community or having your Community and Recreation Departments host an event. In previous years, many municipalities have joined the celebrations by officially proclaiming the last three days of September as Alberta Culture Days.

AlbertaCultureDays.ca provides a number of resources to help in the planning and promoting of events. Additionally, the Alberta Culture Calendar (www.culture.alberta.ca/events) is still the best tool to promote events and activities on a provincial scale – and with the recent updates, it will be even easier to submit and search for events.

With your help we can ensure Albertans have access to a wide range of cultural experiences. Make sure to mark September 28-30 in your calendar because Alberta Culture Days 2012 promises to be bigger and better than ever before.

Best Regards,

Heather Klimchuk
Minister of Culture

Doug Griffiths
Minister of Municipal Affairs

Swimming Pool Joint-Use Committee
MINUTES
March 19, 2012
Claresholm Centre for Mental Health & Addictions

Present: Darrell Coates - CCMHA
Barb Gordon -CCMHA
Troy Marsh, Maintenance
Nancy McPherson, Environmental Services
Kris Holbeck, Town of Claresholm
Denise Spenser, Town of Claresholm
Lisa Chilton, Town of Claresholm
Lorraine Norgard – CCMHA

Absent: Doug McKay, Maintenance

1. Call to Order

Darrell called the meeting to order at 1:10 p.m. Round table introductions were made as some members have changed since the last meeting.

2. Approval/Additions of Agenda

The agenda was accepted as presented with the following additions:

- 4.6 Maintenance Update
- 4.7 Alarming of Swimming Pool Doors

3. Approval of Minutes

The minutes of February 16, 2011 were accepted as circulated and read.

4. New Business

4.1 Kraken Swim Club

Tim Bryson from the Kraken Swim Club has submitted correspondence that this year's Kraken Swim Club Meet is scheduled for June 15 & 16. Security staff, Maintenance and Environmental Staff (housekeeping) have been advised of the dates and times. Dan Klaas will be on hand all weekend to make sure things go smoothly and oversee that things are cleaned up. It was agreed that the offices west of the Swimming Pool are again not to be used.

4.2 Supervision of School Students

There has been some concern of students running in the hallway. Teachers, escorts and bus drivers are to be responsible for the students and remind the students to use good behavior (not running), and to be quieter so as not to disrupt patient programming. Denise will follow-up with the School. Security has also been asked to do more patrolling and increase their presence.

Proper behavior is also required in the Canteen, whether it be during swim meet times, school swim times, or public swimming. The balls and cues for the pool table will be kept behind the counter at the Canteen, and only for patient use. The television in the Canteen is for patients' use, and channels are not to be changed or tv shut off to satisfy swimming patrons or students.

4.3 Potential 1-Hour Time Slot for Gym Use by Swimming Pool

Darrell stated that because the AHS liability only covers AHS staff, unless be special arrangement (such as that we have with the school during renovations), that the gym would be not be for use by swimming pool staff.

4.4 CCMHA Evening Swim Time

Denise requested that CCMHA consider changing our Monday and Wednesday evening swim times. She would like to use the 5:30 – 6:30 pm timeslot to expand the public swim time (6:30 – 8:00), potentially increasing the number of families coming in the evenings. Friday's CCMHA time slot would not be affected. Darrell said he would bring it up with our RT staff and get back to Denise and/or Kris.

DARRELL

4.5 Use of Canteen for Birthday Parties

Denise stated there had been inquiries as to holding birthday parties in conjunction with using the pool and the Canteen. Darrell said these inquiries need to be directed to Kathy Linn, in Vocational Rehabilitation.

4.6 Maintenance Update

There will be an extensive review of work to be done in the Swimming Pool areas done the end of April. Maintenance staff have kept the pool looked after well and lots of work is done on an ongoing basis. There is probably one week's worth of work to be done, and that will be planned for September. Troy and Doug will keep in consultation with Denise.

4.7 Alarming of Swimming Pool Doors

Pool staff need to make sure when they leave through a keyed door, that they don't try to go back in, as this trips the alarm and creates call-back issues for Maintenance staff. 9:45 p.m. is the very latest staff are to be leaving/locked up. Reminder is to go to Environmental Staff and AHS staff using the gym as well.

Reminder will also go forward to Security staff to do walk thru at this closing time in these areas. Security tapes can also be reviewed to see who is tripping the alarm.

Fire doors need to be checked daily as well, as power surges take place periodically, which interferes with these doors.

5. Date of Next Meeting

The next meeting will be scheduled for February 2013.

6. Adjournment

Meeting was adjourned at 2:20 p.m.

Recorder- Lorraine Norgard



/In

Note: Betty Fieguth is the new Town of Claresholm Representative.

**Claresholm Animal Rescue Society
Amended Regular Meeting Minutes
August 2, 2012**

Present: Kris Holbeck, Kim Alexander, Rita Hahn, Denise Peters, Jean Sorochan, Anne Papan, Judy Van Amerongen, Shelley Petersen, Gerald DeBruyn.

Regrets: Karen Thompson, Barb Hinkle, Pat Baker, Sylvia Giroux

1. Call to Order

The meeting was called to order at 7:20 pm.

2. Approval of Agenda

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

3. Approval of Regular General Meeting Minutes July 19, 2011

Motion by Denise Peters to accept the minutes as Amended. All in favour. CARRIED.

4. Shelter Update

July 20, 2012 to August 2, 2012 – Not available (not enough time to summarize) **Need from Shelley**

- Adopted Cats – Reba, Fisher, Pepsi, Bobbi, Erin, Gwynn, Beaumont
- Cat Euthanasia - Charisma (deep eye infection, bad prognosis, Jessica's kitten)
- Sick Cats are getting better in the shelter
- New Dogs - Tippy
- Maintenance required – Outside cat enclosure, Shed from old place to town yard, air system switch with old place, artificial grass and Planting beds / landscaping, Curtains additional rods

5. Adoptions Update –

- Abba – doing good in foster home, fits right in.
- Maci – a couple interested, they will be coming.
- Micky – People still interested
- Male Puppy – someone is interested
- Female Puppies – can they get their vet to spay them. They will pay for difference. Confirmation –the adoptive owners for the puppies will have to have confirmation from their vet by the time 6 months is up to spay the puppies. DOB of the Puppies is June 11, 2012.
- **Motion** by Judy Van Amerongen: to Alter Deposit for the Puppies to \$200.00. All in Favour. CARRIED
- Feed Puppies 3 time per day

6. TNR Update –

- 5 cats and kittens where captured – 1 kitten returned
- 2 Feral cats on east side of town need to be trapped

- 1 cat from Lorraine still has to be done
- Mrs. G's place 2 kittens have to be done
- Pretty much all caught up

7. Fundraising Update –

- BBQ for Open House – Posters are being made. Put ad in the Local Press Aug 15th and add “Adoptive Ad”. Advertise on Claresholm Electric Sign
- For BBQ Open House – order 100 Burgers and some veggie burgers, Pop, Chips, Condiments, cheese slices. Rita will make a cake. Tables and tent.
- Bring Puppies on the Parade route and to the Bench Show

8. Treasurer’s Report –

- See Kris’ Report

9. New Building Update –

- Sink – ask Paige’s husband as he is a plumber.
- Kennel needed at the end of inside dog run.
- Portable Garages – need metal posts
- Over hang is done.
- New Dog Door
- Screen for back door – can a magnetic screen.
- Magnetic devise to pick up metal char and shavings from the construction of the Dog Run Overhang, so the dogs do not step on sharp shaving and cut their feet.
- Air Exchanger is put in

10. Others

- Returning Meeting night to the Library. Decision can be made in September 2012.
- Parade – 4 - Donation dishes will be to collect donations from the guests sitting at the parade route on the day of Parade. Need volunteers to collect donations. Signage is being made.
- Add more insulation in the ceiling, add ceiling fans to circulate air in shelter
- A lady decides to adopting Mom. Will we accept the kittens. The CARES Board answers: She should take care of the kittens too.
- For barn cats – the cats should be a certain age before adopting them out to be barn cats.
- Tips to Communicate – Shelley is concerned and suggests that we need to be able to communicate better. Shelley suggests that Murray Speer conduct on communication session if board wanted, for the volunteers and staff working the day shifts.
- Visitor Discussion to be finalized.
- MD to move truck, he has the truck running with the diesel fumes going in the dog run area of the shelter. **Motion** by Kris Holbeck: to write letter to the Town about the MD moving the Garbage Truck away from the Dog Runs.
- In Camera:
 - **Rita Hahn Motion:** to go into In Camera
 - **Kris Holbeck Motion:** to go out of In Camera

11. **Adjournment:** Meeting adjourned at 9:15pm

12. **Next Regular Meeting:** Will be held at the CARES shelter, Thursday, August 16, 2012, at 7:15pm.

Claresholm Animal Rescue Society
Regular Meeting Minutes
August 16, 2012

Present: Kris Holbeck, Kim Alexander, Rita Hahn, Denise Peters, Sylvia Giroux, Anne Papan, Shelley Petersen, Gerald DeBruyn.

Regrets: Karen Thompson, Barb Hinkle, Pat Baker, Jean Sorochan, Judy Van Amerongen

Guest: Paige Pedersen

1. Call to Order

The meeting was called to order at 7:20 pm.

2. Approval of Agenda

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

3. Approval of Regular General Meeting Minutes August 2, 2011

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

4. Shelter Update

August 3, 2012 to August 16, 2012 – Not available (not enough time to summarize) **Need from Shelley**

- Adopted Cats – Todd, Bobbi, Erin, Gwynn, Beaumont, September
- Maintenance required – Outside cat enclosure, Shed from old place to town yard, air system switch with old place, artificial grass and Planting beds / landscaping, Curtains additional rods

5. Adoptions Update –

- Tippy – People coming this week to see
- Maci – Trial adoption Friday August 17th, 2012
- Micky – Spayed any time,
- A couple of applications from parade day for puppies
- Dogs Adopted – Greg (Male Puppy) on trial adoption, Suzie (Female Puppy) Aug 18th Trial adoption

6. TNR Update –

- August 22, 2012 booked
- Mrs. G's place, catch random cat
- 1 cat from Lorraine, but she said it is not seen
- Christel feeds some female and male cats
- Pretty much all caught up

7. Fundraising Update –

- For BBQ Open House –Pop, Chips, Condiments, cheese slices are all picked up.
- Tables, tent and chairs taken care of
- Ask town if we can have BBQ on south of town shop
- Need Volunteers
- Parade helpers with Dog dishes collected \$581.34 from donations on route of parade. A thank-you notice was placed in the Local Press.

8. Treasurer's Report –

- Tabled
- Kris requested someone else to do the Accounting, Payroll, Cheques and will be paid \$50.00 / month. Linda Brooks said she would help out.
- **Motion by** Sylvia Giroux to have Linda Brooks do CARES books 4 month trial. All in favour. CARRIED.

9. New Building Update –

- Truck problem – MD Garbage truck has it running next to dog runs on the south side. This diesel smell comes into the Shelter and bothers the dogs in those dog runs. A discussion about solving this. Kris will talk to someone in the town office.
- Turf and shade for dogs. Discussion, Kris will ask Mike. Denise has something that they cover hay that might be something to consider using for shade. Astro-turf was suggested to be used for the dog runs but might have a cleaning problem associated with it. Dog waste can get under these Astro-turf and cause a stink and disease.
- Use of Wash Rock
- Put sod in the dog runs
- Trees are being considered
- Paige Pedersen – everything is going well with Paige in the Grooming Room in the North East corner of the building. She says she does about 1 – 8 dogs per week.

10. Others

- PayPal fees for a donations button on our website is 30 cents per transaction. **Motion by Rita Hahn** to have Shelley Petersen put PayPal button on Website. All in favour. CARRIED.
- Cell phone cost –Telus phone is up soon
- Landline has cheaper rate
- Parade was discussed about the Donations earlier
- Pat and Paige went to bench show
- Kim is going for Dog Food donations Friday August 17, 2012
- 1 Scoop of wet food For dogs
- Some dogs are not eating all their food – so no treats at night
- Health and Safety – see handout from Shelley
- In Camera:
 - **Kris Holbeck Motion:** to go into In Camera
 - **Kris Holbeck Motion:** to come out of In Camera

11. Adjournment: Meeting adjourned at 9:25pm

12. Next Regular Meeting: Will be held at the Bill Simpson room at the Library, Thursday, September 6, 2012, at 7:15pm.

From: Bloor, Jill [<mailto:Jill.Bloor@calgary.ca>]

Sent: August-31-12 12:58 PM

To: 'rick.werner@skilouise.com'; 'gpitman@telusplanet.net'; 'Townsend, Chad'; 'Gordie Miskow'; 'ddesantis@deltahotels.com'; 'tammi.pretty@gov.ab.ca'; 'Dene Cooper'; 'Martin Buckley'; 'consultation@stoney-nation.com'; 'Nicole Tomes'; 'john@johnwelsh.com'; 'admin@redwoodmeadows.ab.ca'; 'cnelson@rockyview.ca'; 'cao@irricana.com'; 'earmitage@chestermere.ca'; 'paul.schulz@airdrie.ca'; 'mayor@airdrie.ca'; 'council@strathmore.ca'; 'dwights@strathmore.ca'; 'Jennifer Deak'; 'don.vandervelde@wheatlandcounty.ca'; 'loism.village@rockyford.ca'; 'cao@standardab.ca'; 'hussar@myipplus.net'; 'Julie McLean'; 'rquail@okotoks.ca'; 'mayor@okotoks.ca'; 'Ty Stokes'; 'Tim Whitford'; 'kellyt@turnervalley.ca'; 'cao@turnervalley.ca'; 'info@town.blackdiamond.ab.ca'; 'mayor@village.longview.ab.ca'; 'cao@village.longview.ab.ca'; 'Leo Ludwig'; 'division3@vulcancounty.ca'; 'cao@town.nanton.ab.ca'; 'Alcide Cloutier'; 'Doug Day'; 'vlgarrw@telusplanet.net'; 'Town of Stavely'; 'md26@mdwillowcreek.com'; 'cindy@mdwillowcreek.com'; Kris Holbeck; David Moore; 'tmgr.townofgranum@shaw.ca'; 'bkkoch@telusplanet.net'; 'voflom@keltech.ab.ca'; 'champvi@wildroseinternet.ca'; 'villagec@wildroseinternet.ca'; 'admin@ghostlake.ca'; 'admin@waiparous.ca'; Harvey, Linda J.

Subject: CRAZ and Municipal Governments workshop

“Calgary Region Airshed Zone Seeks to Ensure Stable, Long-Term Funding for Regional Air Quality Monitoring”

Regional Municipal Governments are invited to send representatives to a workshop that will establish a pathway for CRAZ that will ensure sustained funding for its comprehensive programs for ambient air quality monitoring, and associated management and education activities. Air quality affects us all, and this workshop is open to all regional municipal governments.

CRAZ is hosting a workshop for Municipal members to provide a progress report on sustainable funding and to specifically discuss the funding formula for our municipal sector members. We invite you to attend and provide input to this important process. Each municipality is invited to send two representatives (one elected and one administrative). Further information will follow.

Please response to this invite with the number of representatives (elected officials and employees are welcome to attend together) that will attend from your municipality as soon as possible. Some Municipal members of CRAZ have responded earlier with their attendees and this is recorded, unless you want to add an attendee then please respond.

**Friday Sept 21st 9 am – noon
2nd floor meeting room Cochrane Provincial Building
213 1 Street W Cochrane, AB**

Thank you and we hope to see everyone on the 21st!

Jill Bloor

Executive Director
Calgary Region Airshed Zone
3545 - 32 Ave NE, Box 918
Calgary, AB T1Y 6M6
403-268-5737
403-540-5314 (cell)

www.craz.ca

Arena User's Meeting
August 22, 2012

7:00 PM

Council chambers

Attendance:

Kris J. Cope	Arena	chip77757@gmail.com	403-682-9613
Daryl Sutter	Town	dsutter@telusplanet.net	625-0183
Rod Kettles	Old Timer's	kettles@telus.net	625-3378
	Minor Hockey		
Donna Moses	Figure skating	skate.claresholm@gmail.com	<u>625-4331</u>
Lyle Franz	Lacrosse	claresholmlax@mail.com	625-4102
Dean Smith	Lacrosse	vpclaresholmlax@gmail.com	403-489-0100

REGRETS:

Brad Burns	Cougars	burnsie@telusplanet.net	625-4330
Barbara Uhl	Farmer's Market	b-uhl@telusplanet.net	625-2298
Fred Lozeman	Claresholm Red Dogs	flozeman@telusplanet.net	625-6391
Matt Mitchell	Minor Hockey	mattttacymitchell@gmail.com	625-4052
Jason Burrows	Lacrosse	burly1@myway.com	682-9956
Marnie Lane	Figure skating		625-2091

Call to Order: 7:07 PM

Old Timers – Rod Kettles

- Same time please

Minor Hockey: Rod Kettles

- What is the status of planned renovations? Where the town as far as the funding is is concerned?
- When is the ice going in? Are planning an early training camp but is dependent on the availability
- Tournament schedules: Atom – Nov 16 – 18, Novice January 11 – 13, Initiation Feb. 1 & 2, Possible bid in for Provincials – has to be in by Nov 1, 2012, and is dependent upon the parents – would be a March date
- WIFI Hotspot is needed as the league is making it a requirement that scoring/penalties be sent on line at the conclusion of a game – see Kris's Rink report
- Minor Hockey would like to RENT old Thunder office

Figure Skating: Donna Moses

- **Canskate** workshop – Sat. Sept 29 from 1-3 PM
- **Test Day** – Sunday Feb 10 from 9:00 AM – 9:00 PM
- **Carnival** – Saturday March 16 2013 – 11:00 AM to 6:30 PM

- **REGULAR** Ice times –
 - Sunday 6 – 7:30 PM,
 - Mondays 6 – 7:00 PM, 5:30 – 6:30 PM OR 6:10 – 7:10 (dependent on Hockey),
 - Tuesday 7:00 – 8:00 AM not on a regular basis,
 - Wednesdays 4:15 – 8:30 PM,
 - Fridays 3:00 – 6:15 PM
- **ICE NOT NEEDED** on:
 - Sunday Oct 7,
 - Wednesday Oct 31
 - Friday Nov 2
 - December 23 – Jan 3,
 - Sunday 17th – Feb 24th
- **MEZZANINE NEEDED** – Sat September 29 8:00am – 4:30 pm

Claresholm Minor Lacrosse – Lyle Franz & Dean Smith

- 59 children registered this season – which made 4 teams, including a girls team
- Over all went well
- 2 teams made Bronze in the respective leagues
- ***ISSUES with Rm 5 this year – will not be using it for older players***
 - ***Players slipping on concrete floor – appeared to have a fine powder on the surface which caused a safety issue – tried to prevent it by sweeping between periods and games***
- Opening and closing worked well
- Concession worked well too – even showed a small profit!
- ***1st week of November Lacrosse dates will be available – there is another potential conflict with PROM and GRAD again due to WCCHS being renovated – there is potential issue here as they have to practice on ½ courts and their insurance would/might not cover this.***
- Jr. A Lacrosse is being looked at in the Spring/Summer – want to advertise on e-sign.
- Request that new lines be painted on by a professional company –
- Tykes/mini-tykes tournament being planned – they would play 2 games on ½ courts – so would use coloured tape for their lines
- **ER plan – where is it? Kris to look into this – one is in the attendance office – SUGGESTED – that copies be made and be distributed to and posted by Figure Skating, Minor Hockey, at Concession and in Time Keepers box**
- Please develop sign regarding that **ALL PLAYERS need to have Helmets with full facemask and gloves while on playing surface.**

Rink: Kris:

- Will be looking at possible adding another public skating time – potentially Sunday AM – as this has been very well attended during the Friday evenings.
- Gun show went well – BUT there was zero concession business – so Minor hockey won't offer it again – Gun Club looking at coming back again next year – minor interference with lacrosse practices, but they were able to work around each other.
- WIFI – town is installing wifi in the lobby – running cable from office to center of lobby ceiling – will look into running cable to a third spot – possibly the old Thunder office
- Will check doors in women's washroom to ensure that they are closing properly
- Will look into an extra exterior light on the south end of the parking – as it was mentioned that a lot of parking happens in this area and the lighting is very poor
- Will look into lighting up the ARENA sign at the NW corner of the building
- Will also look into the arena direction signs for off of highway 2

Town Report: Daryl

- Town has sent aside another portion of budget for arena boards & slab upgrade - where that dollar figure is was not available at the time of this meeting
- Looking forward to another successful season which only happens with the cooperation of the entire arena users – communicating issues both bouquets and bombs!

Other:

- Suggestions from users; (Around the horn)
 - o **Will there be an increase to user fees – major concern for ALL users**
 - o **Users would like to be involved in the consultation process when it comes time to do arena upgrades**

NEXT MEETING: **WEDNESDAY APRIL 17, 2013** @ COUNCIL CHAMBERS at **7:00 PM**

Alberta SouthWest Bulletin - September 2012

Regional Economic Development Alliance (REDA) Update



It has been a busy summer and lots of news to come, but here are some events to know about!
For more information, please contact Alberta SouthWest office 403-627-3373 bev@albertasouthwest.com

UPCOMING

○ Thursday September 13, 2012 - Tourism Investment Information and Preparation Sessions

These sessions are intended to **prepare community leaders to complete a submission** for the Tourism Investment Forum scheduled to take place in early November.

<http://www.tpr.alberta.ca/tourism/investment/TI-forum.aspx>.

Two information sessions are scheduled for the south regions on Thursday, September 13th, 2012

◆ **10:00am, Lethbridge** Provincial Building, Regional Development Branch, 105, 200-5th Ave South

◆ **2:00pm, Fort Macleod** Town Office Council Chambers, 236-23rd Street (Highway 3)

Register FREE OF CHARGE - RSVP to Jennifer Powell, Phone: 403 340-7079 jennifer.powell@gov.ab.ca

◆ Why should your community apply to participate in the November Tourism Investment Forum?

- *Communities are invited to showcase market-ready, land-based tourism development opportunities such as hotels, resorts, golf courses and RV campgrounds to potential investors, developers and franchisors.*
- *Communities will gain valuable exposure among investors who are actively investing in Alberta's tourism industry.*
- *All opportunities meeting the submission guidelines will be compiled into an "investment opportunities booklet" and sent out to high net worth tourism investors prior to the event and will also be featured on a section of the Department's website dedicated to tourism investment opportunities.*

There is no cost to participate in the Information Sessions or Tourism Investment Forum.

○ September 21-22, 2012 - Oil and Gas Job Fair

presented by Town of Pincher Creek, Piikani First Nation and MD of Pincher Creek # 9

Friday 10:00 am – 8:00 pm, and Saturday 10:00 am – 4:00 pm

Heritage Inn Hotel and Convention Centre, Pincher Creek, Alberta

The purpose of the Job Fair is to help job seekers tie into the needed work force for oil and gas companies in Fort McMurray, and northern Alberta and British Columbia projects. With this thrust of southwestern Alberta jobseekers, the Pincher Creek Airport (with one of the longest airstrips in Alberta) could support direct air transport from the south, enabling workers preserves home, community and family connectedness.

○ September 27-28, 2012: Third Annual Crown Round Table Conference, Fernie BC

"Pathways to Prosperity: Caring for Communities in the Crown of the Continent"

Registration and meals: \$100.00.

Register at www.crownroundtable.org

This is an opportunity to network with the broad cross-section of interests that make up the transboundary Crown of the Continent region, including environmental agencies, resource and land management, communities and business development agencies. It is important to work together to create balanced development of our many opportunities we share with British Columbia and Montana. Please extend the invitation to your colleagues and community leaders!

Alberta SouthWest Regional Alliance
Minutes of the Board of Directors Meeting
Wednesday July 4, 2012
Cowley District Hall



Board Representatives

Shawn Patience, Fort Macleod
Ernie Olsen, Pincher Creek
David Moore, Claresholm
Dick Fenton, Nanton
Ben Goetz, Glenwood
Walter Gripping, Granum
Shane Hansen, Cardston County
Dennis Gillespie, Stavely
Bjorn Berg, MD Pincher Creek
Mary Kittlaus, Cowley
Barney Reeves, Waterton Lakes

Guest Councillors

Garry Hackler
Linda Findlater

Resource Persons

Cindy Cornish, CAO, Cowley
Linda Erickson, Regional Manager, South Unit AEAE
Bev Thornton, Executive Director, AlbertaSW

1. Welcome and Introductions

2. Approval of Agenda

Moved by Barney Reeves THAT the agenda be approved.
Carried. [2012-07-263]

3. Approval of Minutes

Moved by Dick Fenton THAT the minutes of May 2, 2012 be approved as presented.
Carried. [2012-07-264]

4. Approval of Cheque register

Moved by Bob Campbell THAT the cheques #1009 to #1058 be approved with corrected detail to be provided on #1018.
Carried. [2012-07-265]

5. Audit Report

Moved by Walter Gripping THAT the audit review, as performed by Young Parkyn McNab for 2011/2012 be accepted as presented.
Carried. [2012-07-266]

6. Wi-Fi Connections

- a) branding, signage design and launch plan
- b) signage production

Moved by Bjorn Berg THAT the "SouthWest Connect" proposal be accepted as presented by Twist Marketing.
Carried. [2012-07-267]

Shawn Patience excused himself from the room for the discussion and vote.

Moved by Walter Gripping THAT the recommendation of the Wi-Fi/GPS Committee be accepted to contract with Southern Sign to produce the signage for the Wi-Fi hotspots.
Carried. [2012-07-268]

- | | |
|---|---|
| 7. Community Connections: summary of response to Request for Proposals | Moved by Dick Fenton THAT the Board offer the contract for Communications Coordinator to Bob Dyrda and THAT the Executive Committee approve the terms of that agreement.
Carried. [2012-07-269] |
| 8. Letter of Agreement with Town of Pincher Creek | Moved by David Moore THAT the Board accept the terms of the letter of agreement to provide project management services, financial and activity reports on behalf of the Town of Pincher Creek to administer Regional Collaboration Program funds.
Carried. [2012-07-270] |
| 9. SAREI Summary and SAAEP options for going forward | Moved by Walter Gripping THAT the Board endorse “option 2” of the recommendations, positioning SAAEP as a “conduit for connectivity between industry associations and the communities and businesses in the region”.
Carried. [2012-07-271] |
| 10. Advertising requests | Consensus THAT we not advertise in the newly formatted “Boundary” insert and that we consider future possibilities to partner with Heritage Inns and other specific business organizations for specific promotions. |
| 11. Executive Director report presented as information. | Board discussions suggested renting a bus and do some or all of the GPS-guided tour as a group. |
| 12. Roger Brooks Webinar information has been circulated to the region. | |
| 13. Round Table Updates | |
| 14. Next Board Meetings
Wednesday, September 5, 2012 | |
| 15. Adjournment | Moved by Shane Hansen THAT the meeting be adjourned.
Carried. [2012-07-272] |

Minutes approved

Chair

Date

Approved September 5, 2012

Secretary/Treasurer

Date

Please circulate to Mayor/Reeve and Council for information



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES – 2 (2012)
ANNUAL GENERAL BOARD OF DIRECTORS’ MEETING
Thursday, June 7, 2012 – 7:00 p.m.
ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)

BOARD OF DIRECTORS:

Bill Graff (absent) Village of Arrowwood
Jane Jensen Village of Barnwell
Alf Olsen Village of Barons
Tom Rose Town of Bassano
Roger Houghton Cardston County
Tim Court Town of Cardston
Doug Smith Village of Carmangay
Dick Ellis (absent)..... Village of Champion
Doug MacPherson (absent) Town of Claresholm
Henry Pauls (absent)..... Town of Coaldale
Marvin Slingerland Town of Coalhurst
Tom Butler Village of Coutts
Garry Hackler (absent) Village of Cowley
Larry Mitchell Mun. Crowsnest Pass
Jerry Lonsbury Mun. Crowsnest Pass
Gordon Wolstenholme Town of Fort Macleod
Darrell Edwards Village of Glenwood
Walter Gripping Town of Granum
Monte Christensen (absent) Village of Hill Spring
Henry Doeve (absent) County of Lethbridge
Brad Koch (absent) Village of Lomond

Dennis Quinton..... Town of Magrath
Terry Michaelis Town of Milk River
Rafael Zea (absent) Village of Milo
Dick Fenton Town of Nanton
Anne Marie Philipsen..... County of Newell
Pete Pelley Village of Nobleford
Hank Hurkens..... Town of Picture Butte
Bjorn Berg..... M.D. of Pincher Creek
Don Anderberg Town Pincher Creek
Ronald Davis (absent) M.D. of Ranchland
Greg Robinson Town of Raymond
Barry Johnson Town of Stavely
Michael Maynes (absent) Village of Stirling
Ben Elfring M.D. of Taber
Russell Norris Town of Vauxhall
Rod Ruark (absent)..... Vulcan County
Paul Taylor Town of Vulcan
Phil Jensen..... County of Warner
Dannie Lien Village of Warner
Henry Van Hierden M.D. Willow Creek

STAFF:

Lenze Kuiper..... Director
Mike Burla..... Senior Planner
Steve Harty Senior Planner
Bonnie Brunner..... Planner
Michelle Greenwich Planner
Diane Horvath..... Planner
Perry Neufeld..... Planner
Jonathan Schmidt Planner

Gavin Scott.....Planner
Breelyn Gray.....Intern Planner
Mladen Kristic..... CAD/GIS Technologist
Jaime Thomas..... GIS Analyst
Jordan Thomas..... GIS Analyst
Gail Kirkman Subdivision Technician
Barb Johnson Executive Secretary

AGENDA:

1. **Approval of Agenda** – June 7, 2012
 2. **Approval of Minutes** – March 1, 2012..... (attachment)
 3. **Business Arising from the Minutes**
 4. **Reports**
 - (a) Executive Committee Report..... (attachment)
 5. **Business**
 - (a) Draft ORRSC Annual Report and Financial Statements 2011 (attachment)
 - (b) ORRSC Finance Committee Update.....
 - (c) Regional Assessment Review Board Update
 - (d) Copyright/Ownership
 6. **Accounts**
 - (a) Summary of Balance Sheet and Statement of Income for the 4-month period:
January 1 - April 30, 2012 (attachment)
 7. **Adjournment** – September 6, 2012
-

Prior to the meeting at 6:00 p.m., ORRSC hosted a steak barbeque supper for approximately 65 Board members, staff and their guests.

CHAIR TERRY MICHAELIS CALLED THE MEETING TO ORDER AT 7:00 P.M.

The Director welcomed new members from two municipalities that have recently joined ORRSC:

Tom Rose – Town of Bassano
Darrell Edwards – Village of Glenwood

1. APPROVAL OF AGENDA

Moved by: Anne Marie Philipsen

THAT the Board of Directors approves the agenda of June 7, 2012, as amended:

ADD: 5(d) Copyright/Ownership of Documents

CARRIED

2. APPROVAL OF MINUTES

Moved by: Gordon Wolstenholme

THAT the Board of Directors approves the minutes of March 1, 2012, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

None.

4. REPORTS

(a) Executive Committee Report

Moved by: Jane Jensen

THAT the Executive Committee Report for the meetings of March 1, April 12 and May 10, 2012 be received, as information. **CARRIED**

5. BUSINESS

(a) Draft ORRSC Annual Report and Financial Statements 2011

- The Annual Report lists various projects completed by staff during the year, but a lot of behind-the-scenes activity occurs which is not reported, including:

Planning:

- attendance at Council, MPC, MSDA meetings (average twice weekly)
- daily phone/email communications with ratepayers, administration, elected officials, referral agencies, etc.
- daily/weekly preparation of subdivision summaries and recommendations
- continuous facilitation, presentation and preparation of MDPs, IMDPs, LUBs and other plans
- attendance and provision of secretarial services for subdivision, development and stop order appeals
- ongoing training and professional accreditation requirements
- workshops/training for municipal staff

GIS:

- 40 - 80 CAD mapping updates per week
 - 584 registered plan revisions and updates in 2011
 - 300 - 500 title changes to database every two weeks
 - 40+ training sessions given each year
 - daily hardware/software maintenance and back-up
 - daily spatial data changes/updates (infrastructure, land use, etc.)
 - daily GIS user support and troubleshooting
 - weekly website management
- KPMG LLP conducted the annual audit and gave a clear opinion that the financial statements present fairly the financial position of ORRSC as at December 31, 2011, and its results of operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles. Deficiency of revenue over expenses in 2011 was \$490,562 which prompted the establishment of the ORRSC Finance Committee to review and make recommendations on revenue sources and generation going forward.

Moved by: Walter Gripping

THAT the Board of Directors approves the Draft ORRSC Annual Report and Financial Statements for the year ending December 31, 2011. **CARRIED**

(b) ORRSC Finance Committee Update

- The ORRSC Finance Committee has held two meetings to date. Historical and financial information was reviewed at the first meeting (May 3). Various options were analyzed for increasing revenue streams (membership, subdivision fees, fee-for-service) and decreasing expenses at the second meeting (May 31). A third meeting will be held in June to refine and select option(s) for consideration by the Executive Committee in July. The Executive Committee's recommendation will then be presented to the Board of Directors at the September 6, 2012 meeting.

Moved by: Tom Butler

THAT the Board of Directors accepts the ORRSC Finance Committee Update, as information.

CARRIED

(c) Regional Assessment Review Board Update

- ORRSC currently provides Regional Assessment Review Board services to 21 member municipalities. Lenze Kuiper (ORRSC Director) will be acting as clerk for future appeals as he has successfully completed the Administrative Law 1 course for Assessment Review Board Clerks. Property and Assessment Notices have been sent out — we are now waiting to see if any appeals are filed. A service delivery strategy is in place to meet legislative and regulatory requirements for the appeal hearings.

(d) Copyright/Ownership

- Statutory plans, land use bylaws and planning reports are unique and dynamic documents that represent the culmination of a carefully managed process and countless hours of public/administrative/governmental facilitation. When a document is simply copied or plagiarized by replacing one community's name with another, the professional process and facilitation are absent and the final product is compromised. Therefore, the following disclaimer will be placed on all new ORRSC documents:

Intellectual Property – All Rights Reserved © Copyright

This document is protected by Copyright and Trade Secret Law and may not be reproduced or modified in any manner, or for any purpose, except by written permission of the Oldman River Regional Services Commission. This document has been prepared for the sole use of the Municipality addressed and the Oldman River Regional Services Commission. This disclaimer is attached to and forms part of the document.

- We encourage our communities to read each other's plans and bylaws, share ideas, and consult with ORRSC on achieving plans relevant to the issues affecting your community and are eager to work with you in realizing a quality product at fair value.

6. ACCOUNTS

**(a) Summary of Balance Sheet and Statement of Income for the 4-month period:
January 1 - April 30, 2012**

Moved by: Dick Fenton

THAT the Board of Directors accepts the Summary of Balance Sheet and Statement of Income for the 40month period: January 1 - April 30, 2012, as information.

CARRIED

7. ADJOURNMENT

Moved by: Dannie Lien

THAT we adjourn the Annual General Board of Directors' Meeting of the Oldman River Regional Services Commission at 7:50 p.m. until Thursday, September 6, 2012. **CARRIED**

/bj

CHAIR: 