



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
AUGUST 19, 2013
AGENDA

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

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING MINUTES JULY 22, 2013

DELEGATIONS:

1. CLARESHOLM & DISTRICT TRANSPORTATION SOCIETY
RE: Public Transportation Service
2. MARVIN PRUSKY
RE: Traffic on Wildrose Drive

ACTION ITEMS:

1. BYLAW #1587: Fire Protection & Emergency Services Bylaw Amendment
RE: 2nd & 3rd Readings
2. DELEGATION RESPONSE: Claresholm & District Chamber of Commerce
RE: Relocation of Businesses
3. CORRES: Hon. Doug Griffiths, Minister of Municipal Affairs
RE: Municipal Sustainability Initiative (MSI)
4. CORRES: Alberta Farm Safety Centre
RE: Donation Request
5. CORRES: Claresholm & District Health Foundation
RE: 7th Annual Gala October 6, 2013
6. CORRES: Harold Seymour
RE: Economic Opportunities for the Town
7. CORRES: Brenda Whitehead
RE: LDS Relief Society Board Picnic August 28, 2013
8. CORRES: Victory Church of Claresholm
RE: Community Block Party September 7, 2013
9. CORRES: Claresholm Healthy Community Coalition
RE: Claresholm Fitness Challenge 2013
10. CORRES: Claresholm Fire Department Fundraising Committee
RE: 6th Annual Golf Tournament August 17, 2013
11. CORRES: ATCO Gas and Pipelines Ltd.
RE: Franchise Agreement Clause 4(a)
12. LEASE AGREEMENT: The Rippers Quilting Guild
13. STAFF REPORT: AUMA Water Loss Control Pilot Project Report
14. STAFF REPORT: AMSC Energy Aggregation Program 2014+
15. APPOINTMENT OF CHIEF RETURNING OFFICER & DEPUTIES
16. ADVANCE ELECTION POLL RESOLUTION
RE: Setting of Date – Monday, October 7, 2013
17. ADOPTION OF INFORMATION ITEMS
18. IN CAMERA: LEGAL

INFORMATION ITEMS:

1. Cheque Listing for Accounts Payable – July 2013
2. Thank you from Ellie & David Martin, High River, AB
3. Claresholm & District Transportation Society Meeting Minutes – July 19, 2013
4. The Bridges at Claresholm Golf Club Board Meeting Minutes – June 19, 2013
5. The Bridges at Claresholm Golf Club Board Meeting Minutes – July 24, 2013
6. Claresholm & District Museum Board Meeting Minutes – June 26, 2013
7. ORRSC Executive Committee Meeting Minutes – June 13, 2013
8. Oldman Watershed Council – Watershed Science Tour October 3, 2013
9. Oldman Watershed Council Newsletter – August 2013
10. Claresholm Animal Rescue Society Regular Meeting Minutes – June 20, 2013
11. Claresholm Animal Rescue Society Regular Meeting Minutes – July 18, 2013

ADJOURNMENT



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
JULY 22, 2013**

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; Manager of Regulatory and Property Services: Jeffery Gibeau

ABSENT: None

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

CARRIED

MINUTES: **REGULAR MEETING – JUNE 24, 2013**

Moved by Councillor Fieguth that the Regular Meeting Minutes of June 24, 2013 be accepted as presented.

CARRIED

FINANCES: **JUNE 2013 BANK STATEMENT**

Moved by Councillor MacPherson to accept the June 2013 bank statement as presented.

CARRIED

DELEGATIONS: **CLARESHOLM & DISTRICT CHAMBER OF COMMERCE**
RE: Relocation of Businesses

Speaking on behalf of the Claresholm & District Chamber of Commerce was President Iqbal Nurmohamed. The Chamber is concerned about the downtown core and would like to promote businesses to move to Claresholm. At the same time, the Town of Claresholm could help those businesses that have been affected by flooding in High River. The Chamber would like to see concessions made to those businesses including a reduction in property taxes and waiving of business license fees to encourage new businesses to come to town.

ACTION ITEMS:

1. BYLAW #1587: Fire Protection & Emergency Services Bylaw Amendment
RE: 1st Reading

Moved by Councillor MacPherson to give Bylaw #1587, a Fire Protection & Emergency Services Bylaw Amendment, 1st Reading.

CARRIED

2. POLICY #PROT 07-13: Emergency Services Levels and Standards

Moved by Councillor Fieguth to adopt Policy #PROT 07-13 regarding Emergency Services Levels and Standards effective July 22, 2013 as amended.

CARRIED

3. CORRES: Hon. Doug Griffiths, Minister of Municipal Affairs
RE: Public Interest Disclosure Act (PIDA)

Received for information.

4. CORRES: Royal Canadian Legion
RE: Military Service Recognition Book

Moved by Councillor Sutter to support the Military Service Recognition Book produced by the Royal Canadian Legion Campaign Office in the amount of \$423.81 for 2014.

CARRIED

5. CORRES: Jillisa Quinton
RE: Claresholm Fair Days Ball Tournament

Moved by Councillor MacPherson to allow participants in the Claresholm Fair Days Ball Tournament to camp in the field west of the Agriplex, provided that they have the permission of the Willow Creek Agricultural Society, for the weekend of August 9th to 11th, 2013.

CARRIED

**6. CORRES: Claresholm Junior Rodeo Club
RE: Junior Rodeo, August 11, 2013**

Moved by Councillor Van Amerongen to support the Claresholm Junior Rodeo Club's Junior Rodeo on August 11, 2013 in the amount of \$250.

CARRIED

**7. CORRES: Fair Days Committee
RE: Downtown Parking Lot**

Moved by Councillor Fieguth to allow the Fair Days Committee to use the downtown parking lot on Saturday, August 10th, 2013 to display vehicles from the Porcupine Hills Classic Cruisers.

CARRIED

**8. CORRES: Oldman River Regional Services Commission
RE: Membership**

Moved by Councillor Sutter for the Mayor to sign the resolution as presented by the Oldman River Regional Services Commission (ORRSC).

CARRIED

9. STAFF REPORT: Carol Henker Cemetery Letter

Referred to administration.

10. STAFF REPORT: Intermunicipal Servicing Agreement with the MD of Willow Creek

Moved by Councillor MacPherson to support the concept of a master servicing agreement with the Municipal District of Willow Creek and refer the matter to Administration to continue working on the maps and details of the agreement.

CARRIED

11. STAFF REPORT: AMSC Energy Aggregation Program 2014+

Referred to administration.

12. STAFF REPORT: 2013 Tax Recovery Sales

Moved by Councillor Van Amerongen for the Town of Claresholm to hold a tax recovery sale according to the terms and conditions as recommended by administration.

CARRIED

Moved by Councillor Van Amerongen to set the reserve bids for the tax recovery sales as follows:

1. W107' of E255' Block 51, Plan 147N (\$ 92,290)
2. Unit 10, Condominium Plan 8910978 (\$ 144,470)
3. Lot 1, Block 66, Plan 9212404 (\$ 88,310)
4. Lot 8, Block 74, Plan 147N (\$ 76,430)
5. Lot 16, Block 63, Plan 0110064 (\$ 1,129,020)
6. Lot 15, Block 63, Plan 0110064 (\$ 122,170)

CARRIED

13. POLICY #GA 08-13: Cessation of Benefits Policy – Long Term Disability Leaves

Referred to administration.

14. POLICY #GA 08-13a: Benefits Continuance While on Leave Policy

Referred to administration.

15. REVENUE & EXPENDITURE REPORT: Year to Date July 19, 2013

Received for information.

16. ADOPTION OF INFORMATION ITEMS

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

CARRIED

17. IN CAMERA: PERSONNEL

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

ADJOURNMENT: Moved by Councillor Fieguth that this meeting adjourn at 9:21pm.

CARRIED

Mayor – David Moore

Chief Administrative Officer – Kris Holbeck

DRAFT

DELEGATIONS

Executive Summary

The following report is an examination of the transportation subsidy program that is currently operating in the Town of Claresholm. The purpose of this report is to identify existing issues and potential problems that face the current program. The intention is that analysis of these issues will lead to recommendations to improve the delivery of the transportation subsidy program.

Findings from a focus group, citizen feedback and general observation allowed the Department to conclude that public needs were not being met by the current program provided by the Town and that a solution needs to be identified. The recommendations provided by the Department of Regulatory and Property Services are outlined in greater detail throughout the following pages. The primary recommendation includes replacing the current transportation subsidy program with a basic public transportation service.

Public Transportation Recommendations

1. There is the potential to implement a publicly funded transit service that runs 2-3 days per week.
2. The biggest obstacle is the funding to initially purchase a 20-24 passenger bus.
3. Driver wages have the potential to be 100% covered by the sale of monthly passes.
4. The Town to double the amount of taxi tokens available to the individual on a monthly basis.
- 5.

BUDGET PROPOSAL ACTUAL

2013-14

REVENUE 31,200 30ridersreturn/dayX\$5

TOTAL 31,200

EXPENSES

PAYROLL 13,260 15hours/weekX\$17X52weeks

TOTAL 13,260

OFFICE EXPENSES

VEHICLE EXPENSE

Insurance 3,600

Fuel 4,800

Repairs 3,000

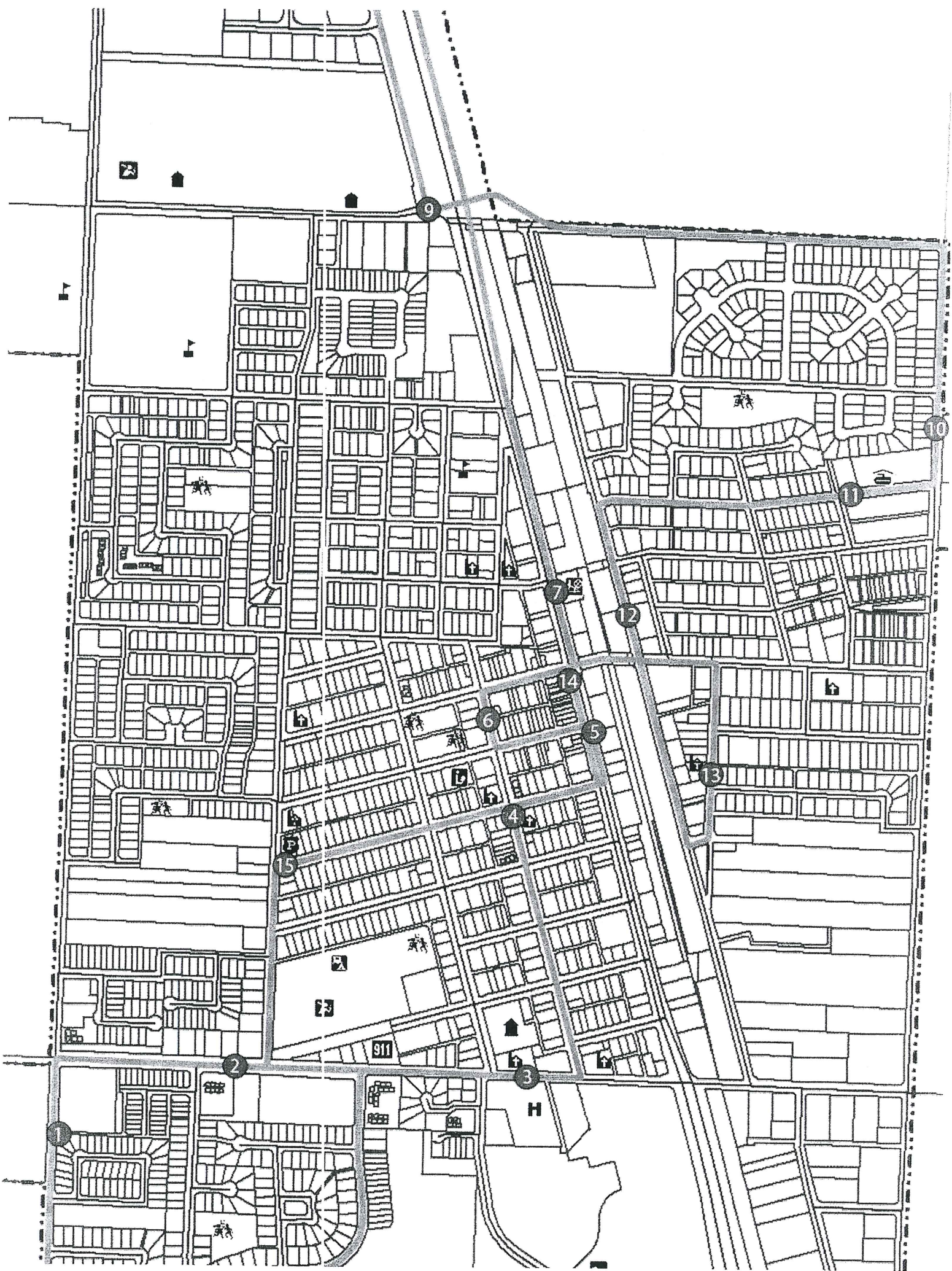
Registration 200

Amortization 4,800

TOTAL 16,400

TOTAL EXPENSES 29,660

NET INCOME 1,540



Aug. 17. 2013

MR MAYOR:
TOWN COUNSELLORS:

I WOULD LIKE TO REQUEST 2 PERMANENT SIGNS FOR THE THROUGH STREET ON WILD ROSE DRIVE, ONE AT THE SOUTH BOUND NORTH & ONE AT THE NORTH BOUND SOUTH. I HAVE OBSERVED FAST MOVING TRAFFIC THROUGH THIS AREA NUMEROUS TIMES. THE CUL DE SAC IS A FAVORIT PLACE FOR MANY CHILDREN PLAYING, I WILL ELABORATE PERSONALLY. YOU ARE PROBABLY FAMILY PEOPLE, WHO UNDERSTAND THE DANGER.

FURTHER TO THIS, I WOULD LIKE TO BRIEFLY TALK ABOUT GETTING PEOPLE ~~TO~~ CLARESHOLM TO LIVE & SET UP BUSSINESS.

THANK YOU

Marvin Brusky
#16 WILDROSE DRIVE
P.O. BOX 1138 CLARESHOLM.
THE BEST PLACE IN THE WORLD TO LIVE!

ACTION ITEMS



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1587**

A Bylaw of the Town of Claresholm to amend Bylaw #1558, the Fire Protection & Emergency Services Bylaw.

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 the Fire Protection & Emergency Services Bylaw #1558; and

WHEREAS Council deems it necessary to amend the existing Bylaw #1558;

NOW THEREFORE under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Claresholm, in the Province of Alberta, duly assembled does hereby enact the following:

1. The Town of Claresholm Fire Protection & Emergency Services Bylaw #1558 shall be amended as follows:

Section 3 Establishment of Department

Old Version:

3.1 k) Providing rescue services;

And each shall be performed by the Claresholm Fire Department to the level of service adopted by Council in the Quality Management Plan and Schedule 'C' Policy #94, "Emergency Services Levels and Standards", which shall not be inconsistent with the legislation and regulation of the Province of Alberta.

New Version:

3.1 k) Providing rescue services.

2. This bylaw comes into full force and effect upon third and final reading.
3. Bylaw #1558 is hereby amended.

Read a first time in Council this **22nd** day of **July** 2013 A.D.

Read a second time in Council this day of 2013 A.D.

Read a third time in Council and finally passed in Council this day of
2013 A.D.

David Moore, Mayor

Kris Holbeck, CAO

Claresholm and District Chamber of Commerce

Box 1092, Claresholm, AB. T0L 0T0

July 18, 2013

Town Of Claresholm

Claresholm, AB, T0L 0T0

Dear Mayor, Chief Administrative Officer and Councillors,

Claresholm and District Chamber of Commerce would like as a delegation to make a presentation to the council at the next town council meeting on Monday, July 22, 2013.

Due to the flooding in High River, Alberta, a number of businesses will not be able to continue to conduct their operations in the near future. This provides an opportunity for the town of Claresholm to provide assistance to such businesses. This would be in the form of creating an environment for such businesses to relocate to Claresholm. Such relocations maybe on a short term or permanent basis.

The delegation would like to discuss the following possible suggestion:

1. Reduction of property taxes.
2. Waive business licenses.
3. Streamline and expedite the development process for new businesses.
4. Encourage landlords of empty buildings to work with displaced businesses. Perhaps by offering an open lease or to improve their buildings.
5. Openly promote through the media and other sources that we welcome them to the community.

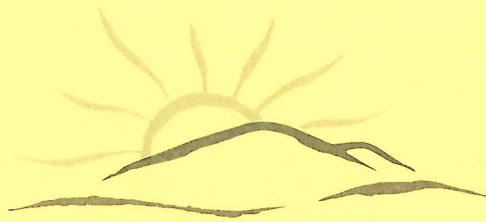
The chamber has major concerns regarding the downtown core and feels that whatever action we can take to enhance the business sector will be a benefit to the whole town.

The Chamber of Commerce is willing to work hand in hand with the town in whatever capacity is required. We believe it is imperative that we act quickly on this and request that the town make a decision as quickly as possible.

Yours sincerely,

Iqbal Nurmohamed

President – Claresholm and District Chamber of Commerce



Claresholm

*Now you're living...
Now you're home*

July 24, 2013

Iqbal Nurmohamed, President
Claresholm & District Chamber of Commerce
Box 1092
Claresholm, AB T0L 0T0

RE: ASSISTING HIGH RIVER BUSINESSES

In anticipation of a meeting between the Town of Claresholm's Economic Development Committee (EDC) and the Chamber's representatives to discuss this opportunity, the Town is proposing the following contributions we can implement quickly:

1. If the business has paid for a High River business license, and this can be proven / confirmed, the Town will waive our business license fees for 2013 and 2014; and
2. If the Chamber can provide Town staff with a listing of the vacant commercial and industrial businesses (civic addresses), the Town can compile contact information regarding the building owners for the Chamber to contact with their thoughts and initiatives on attracting High River businesses.

The other items in your letter of July 18, 2013, such as property tax reductions and promoting our community to High River businesses need to be discussed in depth at the joint meeting. The Town of Claresholm's development regulations that are set out in the Land Use Bylaw No.1525 must remain in place for all existing and new businesses in Claresholm. In this regard, the purpose of a land use bylaw is to regulate and control the use and development (of land and buildings), in an effort to achieve an orderly, efficient and safe land use pattern. Further, the Provincial Safety Code requirements that often accompany an approved development permit are imposed under Provincial jurisdiction, thus the Town of Claresholm does not have wavier or variance powers when implementing these regulations.

The Town looks forward to the Chamber's survey results and your detailed proposal on how the suggestions in your letter can be accomplished by all parties working together toward a common goal. The Town anticipates receiving the necessary information back from the Chamber so we can compile useful data for the future joint meeting.

Yours truly,

for David Moore
Mayor
Town of Claresholm



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister

AR68287

July 30, 2013

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

Dear Mayor Moore: *David*

Thank you for submitting your municipality's operating spending plan under the 2013 conditional operating funding component of the Municipal Sustainability Initiative (MSI).

I am pleased to inform you that the operating spending plan has been accepted. You may proceed to apply your municipality's 2013 operating allocation and any estimated 2012 carry-forward to the priorities identified in your plan. Applying your municipality's 2012 carry-forward is subject to meeting the terms and conditions of the MSI long-term Memorandum of Agreement, including expending each annual allocation within two years.

In order to recognize the contribution that the MSI has made to your municipality's successes, please ensure that activities supported by your MSI operating spending plan are included on a published list of MSI-funded projects. For any projects that merit enhanced public recognition, please contact Municipal Affairs Communications, toll-free at 310-0000, then 780-427-8862, or at ma.msicommunications@gov.ab.ca, to discuss specific communication activities to highlight the project, as outlined in the MSI operating program guidelines.

I wish you, your council, and the municipality's staff continued success with your priorities.

Sincerely,

A handwritten signature in black ink that reads "Doug Griffiths".

Doug Griffiths
Minister

copy: Kris Holbeck
Chief Administrative Officer, Town of Claresholm



245 East 400 South – Box 291 - Raymond – Alberta – T0K 2S0 – Tel: 403 752-4585 – Fax: 403 752-3643
Email: safetyctr@abfarmsafety.com Website: abfarmsafety.com

July 23, 2013

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

Mayor Moore

The Alberta Farm Safety Centre is seeking a \$300 donation from the Town of Claresholm in support of our province-wide 'Safety Smarts' Program, for the 2013-2014 school year. The generosity of many make the delivery of this program possible. Safety Smarts is a hands-on, interactive school-based safety program which is delivered face-to-face to over 50,000 rural elementary school children in Alberta each year. Find enclosed a listing of schools visited in your town and county.

All rural children face common risks that have the potential to harm, injure or even take their young lives. Our classroom presentations focus on the safety issues that most often harm injure or kill rural children, including:

- Passenger run-over – one seat / one rider
- Bystander run-over – a safe place to play
- Summer and winter rural drowning hazards - have an adult check, every time
- Sound induced hearing loss - can be permanent, is preventable
- Keeping myself and my family safe – taking personal responsibility for safety
- Preparing for the unexpected - how to contact emergency services
- Rider related falls and collisions - related to both quads and horses, wearing a helmet every time
- Preparing for the unexpected - large animal handling

The mandate of our organization is to reduce injuries and fatalities in rural Alberta. Often youth, especially younger children, are not fully aware of the many potential hazards presented by rural living. Increasing their awareness and ability to make informed personal safety decisions is extremely important. The 'Safety Smarts' program has for the past 15 years worked to change the behaviour of rural youth. The power of this program comes from consistent, face to face delivery. Beginning in kindergarten, our regional instructors build a firm foundation which allows them to influence the attitudes and behaviours of the rural children they teach. Education enables informed decisions.

Our Safety Smarts program is offered free of charge to all elementary school children - Kindergarten to Grade 6, in rural communities of less than 10,000. Last year we delivered Safety Smarts into 2,635 classrooms in 457 schools reaching 52,529 rural students across Alberta. More than 1500 classroom teachers completed evaluations, with 99% rating both content and delivery as excellent; being both age appropriate and valuable for their students.

From our Board of Directors to our team of regional instructors, we are rural people who live in towns, villages and farms. We choose a rural lifestyle for many of the same reasons you do, because they are a safe place to raise children and families and because our communities value the strong relationships of friends and neighbours. Our experience is that everyone who lives and works in rural Alberta knows a family who has suffered injury or tragedy. Each young life lost tears at the fabric of rural Alberta, impacting families and communities for generations.

The Raymond & District Futures Society is a registered charity and a not-for-profit society. We are in good standing with the Canada Revenue Agency and our charitable registration number is 890566441 RR0001. We operate under the working name, Alberta Farm Safety Centre from our office in Raymond, Alberta.



245 East 400 South – Box 291 - Raymond – Alberta – T0K 2S0 – Tel: 403 752-4585 – Fax: 403 752-3643
Email: safetyctr@abfarmsafety.com Website: abfarmsafety.com

'Safety Smarts' has an annual operating budget of approximately \$400,000. As this program expanded to become province-wide a few years ago, it became reliant on a small number major funders. We are now adjusting our strategy , seeking to increase the financial sustainability of this program by building a broader base of financial support; shifting towards more modest contributions from a much wider group. Our current financial supporters include the Government of Alberta through Alberta Agriculture and Rural Development, 40 Counties and Municipal Districts, 14 Towns and Villages, 19 Agricultural Societies, Conoco Phillips Canada, Pioneer Hi-Bred, Monsanto Canada, Farm Credit Canada, and the McCain Foundation.

A detailed budget for this program will be provided upon request. Listed are our approximate annual expenditures.

Regional instructors time and mileage	\$225,000
Take-home review resources provided to children	50,000
Safety Smarts administration and coordination	80,000
Offices expenses and overhead	20,000
Insurance, accounting, technical support	15,000
Replacement and repair of in-class delivery equipment	<u>10,000</u>
	\$400,000

The success of Safety Smarts and the trust based relationships developed over the years have created an organizational reputation and foundation of trust with rural communities across Alberta. Many communities request our assistance at local community based safety events. In 2012, we were able to help out at 21 events, reaching an additional 3000 rural individuals, of all ages. To date in 2013, we have participated in 18 community events and expect a number of additional requests through the second half of this year.

Your investment will specifically support safety education for rural children and their families. We would appreciate your consideration in becoming an on-going supporter as several of our current donors do, with a budgeted annual donation, of \$300. Investing in youth now is a wise investment in the future. Influencing their personal attitudes and actions as they grow and mature will pay significant dividends as they move forward, becoming the decision makers of tomorrow.

Organizational and program information can also be found on our website: abfarmsafety.com. Please contact me if you would like more information, or have questions or concerns. As we prepare for the next school year, a decision regarding this opportunity would greatly be appreciated by October 1, 2013.

Thank you for consideration of this request.

A handwritten signature in black ink, appearing to read "Laura Nelson", written in a cursive style.

Laura Nelson
Executive Director
Alberta Farm Safety Centre
Phone: 403 752-4585
Email: safetyctr@abfarmsafety.com

3 Enclosures

Safety Smarts Brochure
Safety Smarts Program Pyramid
2012-2013 Schools visited listing - by County/MD



M.D. of Willow Creek 2012-2013 Safety Smarts Schools Visited

MD/County Name	School Name	Date	Classes	Students
M.D. of Willow Creek	A.B. Daley Community School	10/17/2012	13	227
M.D. of Willow Creek	Clear Lake Colony School	6/5/2013	1	26
M.D. of Willow Creek	Daly Creek Colony	12/17/2012	1	18
M.D. of Willow Creek	Ewelme Colony	10/22/2012	1	11
M.D. of Willow Creek	Granum School	11/27/2012	2	30
M.D. of Willow Creek	Greenwood Colony	3/27/2013	1	17
M.D. of Willow Creek	Parkland Colony School	6/6/2013	1	19
M.D. of Willow Creek	Stavelly Elementary School	2/11/2013	4	65
M.D. of Willow Creek	Thompson Colony	10/22/2012	1	12
M.D. of Willow Creek	W.A. Day	3/26/2013	11	210
M.D. of Willow Creek	West Meadow School	1/29/2013	14	292
M.D. of Willow Creek	Willow Creek Colony School	6/6/2013	1	19
TOTALS		12	51	946

What makes the Safety Smarts Program so Successful?

Content:

- Focused activities and games for rural children from Kindergarten to Grade 6.
- Children are taught to recognize and react safely to a wide variety of potential farm hazards.
- Presentations are hands-on and interactive; using models, buzzers, sound meters, puppets, etc.

This program is offered
AT NO COST
to all rural Elementary Schools
throughout the Province

Review Resources:

- Each grade receives their own age-appropriate, targeted message.
- Each student receives take home review resources which promote safety discussions with their families.

Fun:

- Students enjoy these presentations.
- The following comments are often heard:
 - “It was awesome, not what we expected”
 - “We had fun”
 - “It was a blast”
 - “Stay a bit longer”

Evaluations:

- Each classroom teacher is asked to complete a written evaluation of: program delivery methods, program content and overall effectiveness.
- Their evaluations unequivocally confirm support and acceptance of this program as a valuable safety resource for their rural students.
- Their suggestions and comments are used to adjust, improve and update the program.

Background: Alberta Farm Safety Centre



The Alberta Farm Safety Centre is a not for profit society which promotes safe agricultural practices through development and delivery of educational materials throughout Alberta.

Vision

To eliminate farm-related injuries and deaths in Alberta.

Mission

To significantly influence the safety and overall wellbeing of rural individuals through effective farm safety education and training initiatives.

Successes

In 2013 the “Safety Smarts” program celebrated its 15th year in Alberta with the number of rural elementary students receiving this program growing from:

1998-1999 school year: 2,230 students
to
2012-2013 school year: 52,529 students

Contact Information

For more information please contact:
Laura Nelson, Executive Director
Phone: 403-752-4585
email: safetyctr@abfarmsafety.com
Website: abfarmsafety.com

Platinum Sponsors

**Government
of Alberta** ■

ConocoPhillips
Canada

www.abfarmsafety.com



“Safety Smarts” Elementary School Program

Province Wide

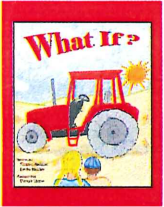
This program is presented to
rural Elementary Students
throughout Alberta

Kindergarten: One Seat –One Rider



Each child will understand the dangers of being an extra rider. Casey, the Careful Critter takes children on a tour of his farm and shows them how to stay safe.

Grade 1: To Stay Safe...Play Safe



Each child will understand that close proximity to cars, trucks & machinery, increases risk. The "What If" story, written especially for the grade 1's is about a close call when the children did not obey grandpa's safety rules.

Grade 2: Boats Float—I Don't



Each child will understand rural drowning hazards. The students play a very popular bingo style game to learn about situations they may face.

Grade 3: Hear, Hear—Listen Up



Each child will understand that hearing loss is permanent. Using sound level meters and hearing protection, the students acquire a real hands-on (ears-on) appreciation of the hearing hazards in their everyday life and how to avoid Permanent Sound Induced Hearing Loss.



"One Seat One Rider"

Meet Our Instructors



Doemonica Fedoruk
Southern Instructor



Lori Blake
South-Eastern Instructor



Priscilla Tames
South-Western Instructor



Kim Leitch
East-Central Instructor



Lydia Hittinger
Central Instructor



Carol Senz
West-Central Instructor



Amber Havens
Peace Region Instructor

Grade 4: It Can Happen To Me!



Each child will understand their personal responsibility in making safe choices. Children are reminded to make smart decision every time! Our interactive "Splat" game helps reinforce concepts they have learned in previous years.

Grade 5: Get a Grip—Safety's in My Hands

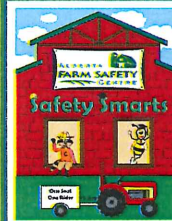


Each youth will recognize risks when riding anything with speed. Students learn while playing a fast paced game called "Don't Press Your Luck" that being safe is a consequence of good decisions.

Grade 6: Bigger, Faster...But I'm Smarter

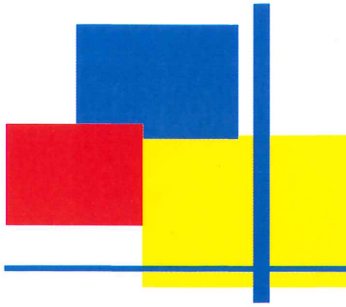


Each youth will recognize the risks riders face when riding a quad. Each youth will recognize the risks associated with handling large animals



Each student that participates receives a grade specific booklet to take home. These booklets are filled with activities and information to share with their families.

We're on the Web at:
www.abfarmsafety.com
Check it out!



Claresholm & District Health Foundation

August 8, 2013

Town of Claresholm
Box 1000
Claresholm, AB T0L 0T0

Dear Mayor and Council Members,

The Claresholm & District Health Foundation is excited to host our **7th Annual Gala** on **Saturday, October 05, 2013** at the **Claresholm Community Centre**. As you are aware, this event has proven itself to be a successful fundraiser and offers our communities something special. This year we are pleased to feature **Dueling Pianos**. It will be **"An Evening Out On the Town, In Our Town"** and we would love to have YOU join us. The evening's format will be as you have come to expect; a delicious meal followed by an awesome musical event!

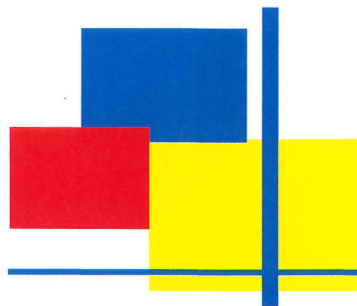
Funds raised enhance local health care. Recently, The Foundation committed to purchase over \$14,000.00 to augment the "new" Lab at the Claresholm General Hospital. We are also \$6,700.00 away from completing our Heart Monitoring System Upgrade (total \$65,800.00).

This event generates funds as well as a great deal of excitement and enthusiasm within our communities. 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. We really do hope you can attend. **Kindly consider becoming a sponsor again this year.** Enclosed please find the sponsorship information for your review.

Please join us to enjoy this wonderful evening out in support of the Claresholm & District Health Foundation! Come prepared to enjoy a wonderful evening out! Thank you in advance for considering this request – your ongoing support has been pivotal to the continued success of this fundraiser. I look forward to hearing if this is a fit for your organization this year.

Sincerely,

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



Claresholm & District Health Foundation

7th 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

25 July 2013

Box 188
Claresholm, Alberta
Canada T0L 0T0
Ph. (403) 625-4118
Fax (403) 625-4883

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

Dear Council:

“Economic opportunities for the Town”

As the Zen Master Shunryu Suzuki told his Zen students –

“A weed is a Treasure”

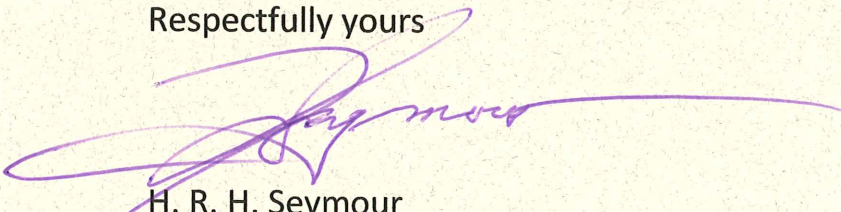
A weed is a Treasure

Perhaps council could invite the agricultural students from Olds College or for that matter students from any college or university to come to Claresholm where there is a treasure trove of weeds to study. In all likelihood there may well be every invasive, noxious weed known to mankind on the “Lake West Nile” subdivision, or as some may remember it as the old Drive Inn property.

Students could come in the spring to see these weeds as they start to sprout, returning at intervals to watch their development and as they are now going to seed, where these seeds will be spread. Perhaps a class room in the recently vacated High School could be set aside for these students to further their studies. It would seem that this kind of project could extend well into the future on this property.

No financial incentives would be required, no reduced property taxes or competition to other local businesses, nor would we be poaching jobs. Opportunity awaits.

Respectfully yours



H. R. H. Seymour



July 31, 2013

Mayor and Council
Town of Claresholm
Box 1000
Claresholm, AB

Dear Mayor Moore and Council,

The L.D.S. Relief Society Board in Claresholm is currently planning a picnic in Amundsen Park for the ladies in the church on Wednesday evening, August 28th. As a member of the board, I am writing to request access to the washroom facilities for them to use from 6:00 PM to 9:00 PM. I would also like to reserve a couple of picnic tables, if a reservation is required. We expect approximately 25 to 30 people to attend. Everyone will be bringing their own chairs to sit on.

You may contact me at my work number (403) 625-5532 Monday to Thursday from 9:00 to 5:00. If you are responding by writing, my address is Box 554 in Claresholm.

Thank you in advance for your attention to this request.

Regards,


Brenda Whitehead

Victory Church of Claresholm

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

Church office: 403-625-2448
E-mail: victorycc@shaw.ca

Pastor Brenda Whalen

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. 07,2013. 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 Brenda Whalen

Love In Action

Kris Holbeck, CA
Chief Administrative Officer
Town of Claresholm
Box 1000
Claresholm, AB T0L 0T0
(403) 625-3381



July 29, 2013

Re: Request to Sponsor T-shirts for Claresholm Fitness Challenge 2013

Dear Mr. Holbeck,

The Claresholm Healthy Community Coalition and the Claresholm Fire Department are partnering to host our third community wide fitness challenge. Last year you sponsored the challenge by covering half the cost of the T-shirts and we ask that you consider doing so again this year.

The plan, again, is to have a bright coloured t-shirt for each registered team member so that they can be "caught in motion". Our "watchdogs" will appoint bonus points to those "caught" wearing their shirts while being physically active in their fitness challenge t-shirt.

As part of the sponsorship, your logo would appear on the back of the t-shirt. This would be great publicity for the Town of Claresholm while at the same time help us out with a great community wide event. If the Town and the MD of Willow Creek are able to help in this way again, we will be able to keep the registration fee at \$40.00/team. We want to encourage participation without cost being a barrier.

Participation has been wonderful in the past and we have received many requests to repeat the challenge again this year. Our goal is to promote healthy living by promoting physical activity among all ages in our community. Building on the success of the past, we plan to also engage children and youth this year.

Thank you for considering our request.

Sincerely,

Ruth Mueller, BScN, RN
Community Development Coordinator
Claresholm Health Unit
Box 1391
5221 – 2 St W
Claresholm, AB T0L 0T0
Office (403) 625-8658
Cell (403) 625-0137
ruth.mueller@albertahealthservices.ca

To Claresholm Town Council

RE: 6th Annual Golf Tournament August 17, 2013

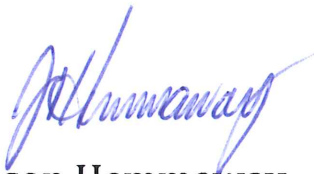
Dear Town of Claresholm Council:

The Claresholm Fire Department Golf Tournament Organizing Committee is seeking funds and/or Town Of Claresholm branded team prizes for our 6th Annual Golf Tournament on August 17. This tournament is an extremely successful fund raiser and community event!

Your sponsorship will help us reward the teams that come out to support their local Volunteer Fire Men!

The funds raised at the tournament are going to the purchase of portable rechargeable Jaws of Life.

Thank you in advance for considering our request and working with us to provide the essential Fire Rescue service to our community.



Jason Hemmaway

Claresholm Fire Department Fund Raising Committee



August 6, 2013

Town of Claresholm
PO Box 1000
Claresholm, AB
TOL OTO

Attention: Ms. Kris Holbeck
Chief Administrative Officer

Dear Sir/Madam:

Re: ATCO Gas and Pipelines Ltd. Franchise Agreement Clause 4(a)

Pursuant to Clause 4(a) of our franchise agreement, we are pleased to provide you with the following information regarding franchise fees.

As you are aware, ATCO Gas pays the Town of Claresholm a franchise fee. The franchise fee is collected from customers in the community based on a percentage of our Delivery Tariff. In the Town of Claresholm this percentage is 10%.

In 2012, our Delivery Tariff revenue in the Town of Claresholm was \$734,423. Our forecast Delivery Tariff revenue for 2014 is \$890,869. Therefore, based on the current franchise fee percentage, the forecast 2014 franchise fee revenue would be \$89,087.

Pursuant to the franchise agreement, the municipality has the ability to change the franchise fee % in 2014; however, this request must be received by ATCO Gas in writing prior to November 15th. If you are considering changing the franchise fee in 2014, please contact us as soon as possible to begin the process.

We trust you will find this information useful, and, if you have any questions or require anything further, please do not hesitate to call me at (403) 380-5401.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mike Shaw".

Mike Shaw
Director, Lethbridge District Operations
ATCO Gas

Lease Agreement made this day of 2013.

BETWEEN:

THE TOWN OF CLARESHOLM
(hereinafter called "**the Lessor**")

of the First Part

THE RIPPERS QUILTING GUILD
(hereinafter called "**the Lessee**")
of Claresholm
in the Province of Alberta
T0L 0T0

of the Second Part

(1) Witnesseth that in consideration of the rents to be paid, covenants to be observed and agreements to be performed by the Lessee, the Lessor hereby leases unto the Lessee those lands described as follows:

Portion of Town Office known as "Council Chambers", herein after referred to as the "room".

(2) The term of this lease shall be for the duration of time from August 1, 2013 to July 31, 2014. During that time the following will be in place:

(a) The Lessee shall pay rent of \$25.00 plus GST per member per year and shall be payable in advance on the effective date of August 31, 2013 with no set off or deduction of any kind;

(3) It is expressly agreed and understood by the parties hereto that the room is to be used for the lessee's quilting needs on any day or evening that the room is not in use by the Town or any of its affiliated Boards or Committees.

(4) The Lessee covenants and agrees with the Lessor as follows:

(a) to use and manage the room in a proper and businesslike manner at all times as would a reasonably prudent owner in occupancy,

(b) to clean up the room after the lessee's use by ensuring the tables and chairs are cleaned and the carpet is vacuumed,

(c) to ensure that all materials and fabrics are removed from the room when the lessee is finished with their use,

- (d) to permit the Lessor or its duly authorized agent to enter upon the property to view the room,
 - (e) to indemnify the Lessor against all claims and demands by any person and whether in respect of damage to person or property arising out of or occasioned by the use, maintenance or occupancy of the room,
 - (f) to keep the said room clean, neat and in good repair and at the end of the term yield them up in such good condition (excepting reasonable wear and tear occurring without the Lessee's negligence);
 - (g) to within 30 days of any written notice to do so, repair any defect in the said room occurring after the commencement of this lease and resulting from the Lessee's acts or neglect.
- (6) The Lessor covenants with the Lessee that, so long as the Lessee pays the rents and observes the covenants of this lease, the Lessee shall have quiet possession of the room.
 - (7) The Lessee shall not assign, transfer or otherwise dispose of this lease, or sublet or part with possession of the demised lands either in whole or in part without the prior written consent of the Lessor.
 - (8) The Lessee covenants with the Lessor that there is no storage of fabric, equipment or related supplies in the room,
 - (9) The Lessee and its designate will use the Town Office parking lot for parking and will have access to the Town Office Elevator to move equipment and supplies in and out of the room,
 - (10) If during the term of this lease a breach or default be made in any of the Lessee's covenants or agreements herein contained then the Lessor may enter upon the demised lands and the lease shall immediately become forfeited and void.
 - (11) The Lessee understands that the land may be sold at any time during the duration of this agreement and that the Lessor will notify the Lessee with the name of the purchasing party in order for the Lessee to renegotiate lease terms.
 - (12) The effective date of this lease shall be August 1, 2013.

IN WITNESS WHEREOF the parties have set their hands and seals this ____ day of _____, 2013.

TOWN OF CLARESHOLM

MAYOR

CHIEF ADMINISTRATIVE OFFICER

THE RIPPERS QUILTING GUILD

REPRESENTATIVE

WITNESS

Staff Report

To: Town Council
From: CAO
Date: August 9, 2013
Re: AUMA Water Loss Control Pilot Project Final Report

Attached is the final report on the Town of Claresholm's water loss control pilot study project done in partnership with Alberta Urban Municipalities Association, Associated Engineering, Johnson Controls and Aquatera Utilities Inc.

This pilot project's findings were the evidence Town staff needed to recommend to Council to hire Aquatera to perform a rate study on our water and sewer departments. The rate study (water study at draft report stage currently) addresses the water audit report card issues (Appendix A-2) of:

1. Customer retail unit costs and variable production costs and
2. The unauthorized consumption priority area is being addressed by the Public Works department as they will be metering our water hydrants to capture water use when the Fire Department is training and when the Public Works crew is testing the fire hydrants.

As you can see from the Executive Summary, the Town of Claresholm is performing well in some categories, but needs to do more to ensure that the water system is sustainable well into the future (both financially and physically). This was the first step in the process to ensure the entire water system, from Pine Coulee to the customer's tap, is operated effectively, efficiently and financial responsibly so that future generations will have clean, potable water for their needs.

Kris Holbeck, CA CAO Town of Claresholm



WE ARE
economies
OF SCALE

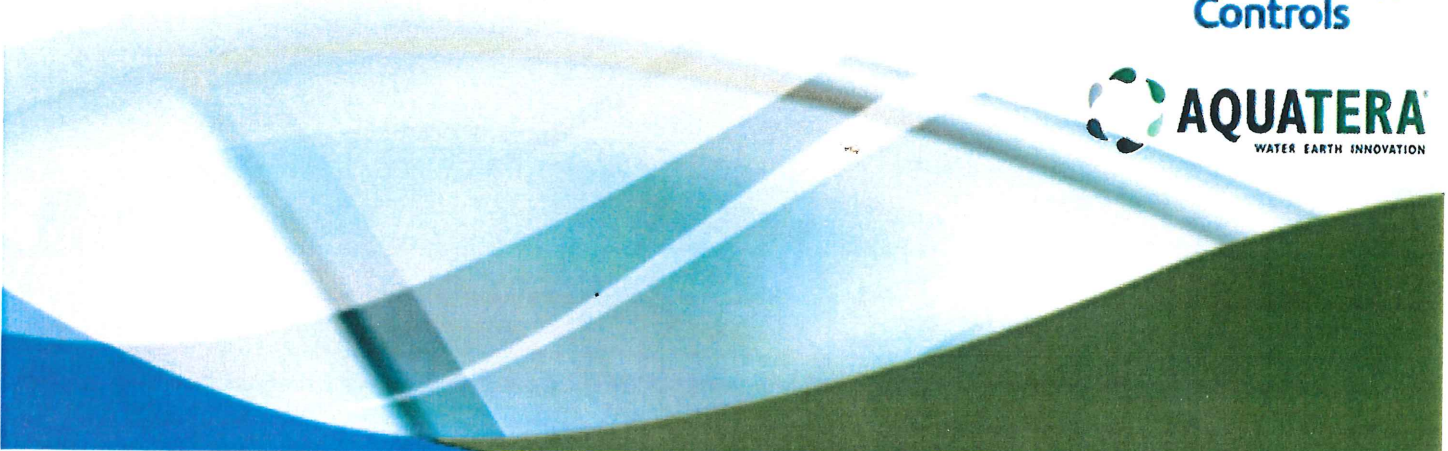
WE ARE THE
support
YOU NEED

WE ARE THE
experts
IN MUNICIPALITIES

WE ARE YOUR
advocate
WE LOOK OUT FOR YOU

AMSC WATER LOSS CONTROL PILOT PROJECT: CLARESHOLM FINAL REPORT

August 2013



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Table of Contents

SECTION	PAGE NO.
Table of Contents	i
Executive Summary	1
1 Introduction	5
2 Water Audit Methodology	6
2.1 Water Audit Goals	6
2.2 AWWA Water Audits and Loss Control Programs	6
2.3 Water Balance; Steps, Components and Definitions	7
3 Town of Claresholm Water Audit	10
3.1 Introduction	10
3.2 Claresholm Water System Characteristics	10
3.3 AWWA Water Audit: Reporting Worksheet	11
4 Water Audit Conclusions	19
5 Recommendations	20
6 Closure	22
Appendix A – Reporting Worksheet	



Executive Summary

The operation and maintenance of municipal water systems is one of the primary responsibilities of municipalities. As prime water suppliers, municipalities have an obligation to:

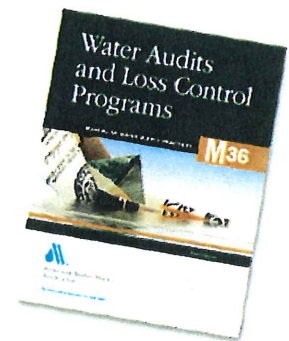
- be stewards of the valuable water resource that they manage;
- be fiscally responsible to their customers; and
- maintain safe, reliable operations that provide quality water services to their communities.

Alberta Urban Municipalities Association (AUMA) has been actively involved in the evolution of water policy, and examination and development of related administration and delivery frameworks. To support sustainable municipal water operations and to address municipal water system challenges, AMSC developed the AMSC Water Initiative. Through its 'Water Initiative', AMSC is to support municipalities to strengthen municipal water infrastructure, reduce operating costs, and promote asset management.

An important initial element of the AMSC Water Initiative is to conduct a Water Audit. In September, 2012, AMSC commissioned the consulting team of Associated Engineering (AEAL), Johnson Controls (JCI) and Aquatera Utilities (Aquatera), to undertake water audit pilot projects for three Alberta communities. The Town of Claresholm was the primary community to undertake a water audit of their water distribution system.

The Claresholm water audit was conducted in accordance with practices stipulated by the American Water Works Association (AWWA). AWWA recommends a Top-Down water audit approach as the starting point for water utilities compiling their initial water audit. The AWWA Top-Down water audit is assembled in two general steps:

1. Quantification, via measurements or estimation, individual water consumption and water loss components.
2. Undertaking the water balance calculations.

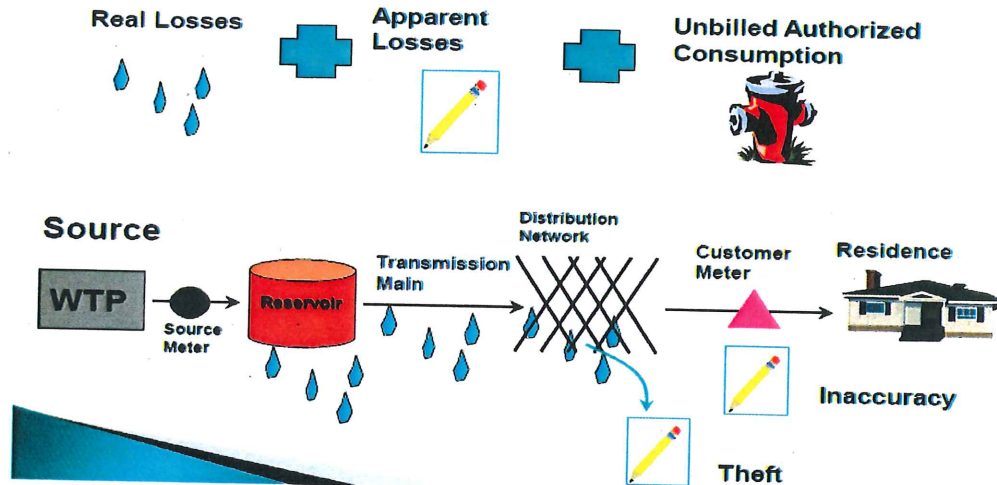


The final water balance will provide a guide as to how much water is lost as a result of customer meter inaccuracies, systematic data handling errors, unauthorized consumption (apparent losses) and system leakage (real losses). The Top-Down water audit will also yield system performance indicators that will give a reliable assessment of the water loss standing from the water resource management, financial and operational perspectives. The performance indicators are an effective means for evaluating current standings, will permit benchmarking with other municipal water utilities, and will assist with setting loss reduction targets.

The AWWA Water Balance report card ultimately yields the total system Revenue Water and Non-Revenue Water. The Revenue Water is simply all water that is billed for authorized consumption. Components of Non-Revenue water consist of unbilled authorized consumption, apparent losses and real losses. The Figure below presents a map of non-revenue water.

Non-Revenue Water

Unaccounted-for-Water = Non-Revenue Water (NRW) =



The final Water Balance Report Card for the Town of Claresholm is shown below. The data indicated in black is Revenue Water, while the data in red is Non-Revenue Water.

AWWA WLCC Free Water Audit Software: <u>Water Balance</u>		Water Audit Report For:		Report Yr:	
Copyright © 2010, American Water Works Association. All Rights Reserved. WAS v4.2		TOWN OF CLARESHOLM		2012	
Own Sources (Adjusted for known errors)	Water Exported 0.000	Authorized Consumption 573.275	Billed Authorized Consumption 531.180	Billed Metered Consumption (inc. water exported) 531.180	Revenue Water
	Water Supplied 677.130		Unbilled Authorized Consumption 42.095	Billed Unmetered Consumption 0.000	531.180
Water Imported 0.000		Water Losses 103.855	Apparent Losses 13.127	Unbilled Metered Consumption 33.631	145.950
	Real Losses 90.728		Unbilled Unmetered Consumption 8.464	Unauthorized Consumption 0.800	
				Customer Metering Inaccuracies 11.527	
				Systematic Data Handling Errors 0.800	
				Leakage on Transmission and/or Distribution Mains Not broken down	
				Leakage and Overflows at Utility's Storage Tanks Not broken down	
				Leakage on Service Connections Not broken down	

On the basis of data collected and the completed AWWA 2012 Water Audit, the following conclusions can be made:

- The Town of Claresholm is doing a good job tracking their water consumption.
- Total water supplied to the water distribution system in 2012 was 677.130 megalitres
- The total treated water consumed was 573.275 megalitres.
- The total calculated Non-Revenue Water Loss is 145.950 megalitres. To provide a tangible comparison, this equates to 72,975,000 milk cartons (2 litre) of treated water that is not accounted for.
- The Non-Revenue Water consisted of Unbilled Authorized Consumption (42.095 megalitres), Apparent Losses (13.127 megalitres) and Real Losses (90.728 megalitres).
- The annual operating cost of \$1.67/m³ exceeds the water billing rate of \$1.17/m³.
- Claresholm contains a service connection density of 37 connections/km of main which is typical of a rural Alberta community.
- 21.6% of water supplied to the water distribution system is consumed but not billed.
- Based on production water costs, the annual cost of Real Losses is estimated at \$21,865.
- Based on retail unit water costs, the annual cost of Apparent Losses is estimated at \$15,331.
- Non-revenue water is 4.2% of the operating system costs.
- The Operational Efficiency Indicators should serve as benchmarks for annual audit comparison.
- The Claresholm validity score of 82 out of 100 indicates a high level of data reliability.
- Comparing Claresholm's key performance indicators with comparable North American systems indicates the following:
 - Non-Revenue Water by volume is as per industry average. Non-Revenue Water by cost is below industry average, indicating lower volumes and unit costs.
 - Apparent and Real Losses are below industry average.
 - Water Audit Validity Score is above industry average.
 - Although Claresholm's operating costs are relatively small, they are above industry average when compared on a per cubic metre of water produced.
 - The retail cost is below industry average, while production cost is in line with industry average.

It is recommended that the Town of Claresholm consider adopting the following short-term and long-term strategies to improve management of their Water Infrastructure:

- Conduct annual water audits, refine data collection practices and establish the water audit as a routine business practice. The program will help to determine system areas of concern, assist with proper allocation of budgets and could increase financial standing by recovering revenues.
- System Real Losses appear to be an area of concern. Further work can be undertaken, such as leak detection programs or adoption of leak detection devices, which could optimize existing and future leak reduction efforts.

- Unbilled authorized consumption improvements should be adopted. Town needs to account for internal water used.
- System operation costs (\$1.67/m³) exceed billing rates (\$1.17m³) indicating that the Town sells water to their customers at a discount. Formal rate study is required to validate billing rates.
- Variable production costs need to be reviewed by public works personnel or third party on an annual basis.
- Establish 5-year Real and Apparent Water Loss reduction goals; reduce losses by 25%.
- The Operational Efficiency Indicators will serve as benchmarks for annual audit comparison. The benefits of system improvements can be gauged through these indicators. These indicators are:
 - Apparent losses per service connection per day: 20.16 litres/connection/day.
 - Real losses per service connection per day: 139.33 litres/connection/day.
 - Real losses per service connection per day per meter (head) pressure: 3.10 litres/connection/day/m.
- Complete a Drinking Water Safety Plan as mandated by Alberta Environment and Sustainable Resources.
- Review billing practices and software.

1 Introduction

The operation and maintenance of municipal water systems is one of the primary responsibilities of municipalities. As prime water suppliers, municipalities have an obligation to:

- be stewards of the valuable water resource that they manage;
- be fiscally responsible to their customers; and
- maintain safe, reliable operations that provide quality water services to their communities.

Alberta Urban Municipalities Association (AUMA) has been actively involved in the evolution of water policy, and examination and development of related administration and delivery frameworks. Through research and ongoing dialogue with municipalities, Alberta Municipal Services Corporation (AMSC) determined that many municipalities are in need of financial and technical assistance to sustain the management and operation of their water infrastructure.

To support sustainable municipal water operations and to address municipal water system challenges, AMSC developed the AMSC Water Initiative. Through its 'Water Initiative', AMSC is to support municipalities to strengthen municipal water infrastructure, reduce operating costs, and promote asset management.

An important initial element of the AMSC Water Initiative is to conduct a Water Audit. The objectives of the water audit are:

- The audit process provides a critical baseline of information that can be used to identify opportunities and priorities, and help develop long term management strategies;
- To help minimize leakages increasing both short and long term conservation, and enhance effective financial management of the water system;
- To help identify parts of the water distribution system requiring repairs and maintenance, enabling development of technical and financial strategies for water infrastructure management;
- To provide means of system benchmarking, to permit impact measurement of system improvements.

In September, 2012, AMSC commissioned the consulting team of Associated Engineering (AEAL), Johnson Controls (JCI) and Aquatera Utilities (Aquatera), to undertake water audit pilot projects for three Alberta communities. The primary community to undertake a water audit of their water distribution system was the Town of Claresholm. The goal of the pilot water audit is to identify cost effective water management and control services that can be adopted by small municipalities to optimize their water system operating efficiency and sustainability.

The following sections document the water audit process, interpret water audit results and identify areas of system improvements.

2 Water Audit Methodology

2.1 Water Audit Goals

The main goals of any water audit process should be to:

- Improve water resource management – reduce wasteful withdrawals;
- Optimize revenue recovery;
- Implement operational improvements which minimize system disruptions; and
- Improve water system integrity by reducing risks of system contamination.

2.2 AWWA Water Audits and Loss Control Programs

The American Water Works Association (AWWA), Water Audits and Loss Control Programs, Manual of Water Supply Practices – M36 (2009), outlines a water audit procedure developed by a task force of the International Water Association (IWA), and is recommended as the current best management practice for drinking water utilities to compile a water audit of their operations.

Based on the AWWA M36 Manual, the water auditing process occurs at three (3) levels, each adding increasing refinement:

- Top-Down Approach: the initial desktop process of gathering information from existing records, procedures, data and other information systems.
- Component Analysis: a technique that models leakage volumes based on the nature of the leak occurrences and durations.
- Bottom-Up Approach: validating the top-down results with actual field measurements.

The AWWA M36 Manual recommends the Top-Down water audit approach as the starting point for water utilities compiling their initial water audit. The Top-Down water audit approach will help identify the system components that require further validation through component analysis and/or bottom-up field measurements.

The AWWA Top-Down water audit is assembled in two general steps:

1. Quantification, via measurements or estimation, individual water consumption and water loss components.
2. Undertaking the water balance calculations.

The final water balance will provide a guide as to how much water is lost as a result of customer meter inaccuracies, systematic data handling errors, unauthorized consumption (apparent losses) and system leakage (real losses). The Top-Down water audit will also yield system performance indicators that will give a reliable assessment of the water loss standing from the water resource management, financial and operational perspectives. The performance indicators are an effective means for evaluating current standings, will permit benchmarking with other municipal water utilities, and will assist with setting loss reduction targets.

Once the water audit has been completed, the municipality can develop measures that will improve the quality of the data used in future audits and more importantly, to develop a targeted approach to reducing water loss.

2.3 Water Balance; Steps, Components and Definitions

AWWA provides free water audit software, which calculates the system performance indicators and water balance results. The general steps for the completion of the AWWA Top-Down Water Audit are to collect system data, input data into the AWWA Reporting Worksheet and calculate the System Performance Indicators and Water Balance.

The Water Balance reporting components are presented in Figure 2.1.

Figure 2.1 AWWA Water Balance
(All data in volume for the period of reference, typically one year)

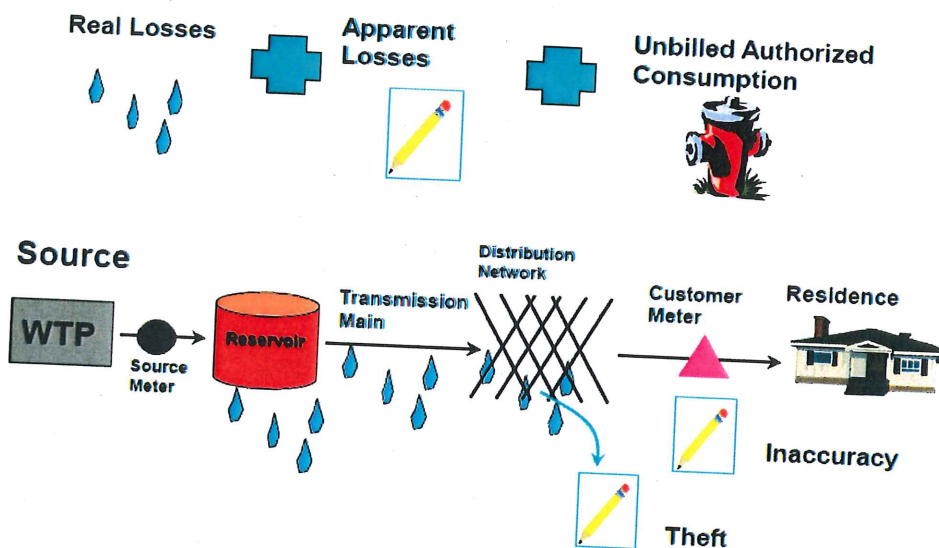
System Input Volume (corrected for known errors)	Authorized Consumption	Billed Authorized Consumption	Billed Metered Consumption (including water exported)	Revenue Water
		Unbilled Authorized Consumption	Billed Unmetered Consumption Unbilled Metered Consumption	
	Water Losses	Apparent Losses	Unbilled Unmetered Consumption	Non-Revenue Water (NRW)
			Unauthorized Consumption	
		Real Losses	Customer Metering Inaccuracies	
			Systematic Data Handling Errors Leakage on Transmission and Distribution Mains Leakage and Overflows at Utility's Storage Tanks	

The Water Balance report card ultimately yields the total system Revenue Water and Non-Revenue Water. The Revenue Water is simply all water that is billed for authorized consumption. Components of non-revenue water consist of unbilled authorized consumption, apparent losses and real losses. Figure 3.2 presents a map of non-revenue water. Figure 2.2 presents the potential water losses that can occur between the water source (usually the water treatment plant) and the receiving customer.

Figure 2.2 Non-Revenue Water Map

Non-Revenue Water

Unaccounted-for-Water = Non-Revenue Water (NRW) =



The system Real Losses are defined as the physical losses in the system, and include system leaks, pipe breaks and reservoir overflows.

Apparent Losses include unauthorized consumption, meter inaccuracies and unbilled unmetered consumption. Unauthorized consumption can be defined as hydrant water theft and unauthorized system connections. Meter inaccuracies include under registering meters and improperly installed or wrongly sized meters, which yield results with a wide margin of error. Accounting discrepancies include non-billed accounts, billing software inaccuracies and billing waivers.

It is important to note that Apparent Losses (water consumed but not accounted for) are more costly, as they are valued at the retail water cost. Reducing apparent water losses will increase water revenues but will not increase water volumes.

Real Losses are valued at production costs (chemical and energy costs only). Therefore, recovery of system real losses will reduce water treatment and pumping demands thus reducing chemical and energy costs. However, the most significant benefit of Real Losses reduction is the risk reduction of system contamination and the resulting impact on the health and wellbeing of the community.

The Water Audit will calculate a number of Performance Indicators. These indicators are generally categorized into Financial Indicators and Operational Efficiency Indicators. Table 2.1 defines these indicators.

Table 2.1
Performance Indicators for Non-revenue Water and Water Losses

Performance Indicator	Function	Comments
Volume of Non-revenue water as a percentage of system input volume	Financial - Non-revenue water by volume	Can be calculated from a simple water balance; good only as a general financial indicator
Volume of Non-revenue water as a percentage of the annual cost of running the water system	Financial - Non-revenue water by cost	Allows different unit costs for Non-revenue water components
Volume of Apparent Losses per service connection per day	Operational - Apparent Losses	Basic but meaningful indicator once the volume of apparent losses has been calculated or estimated
Real Losses as a percentage of system input volume	Inefficiency of use of water resources	Unsuitable for assessing efficiency of management of distribution systems
Normalized Real Losses - Gallons/service connection/day when the system is pressurized	Operational: Real Losses	Good operational performance indicator for target-setting for real loss reduction
Unavoidable Annual Real Losses (UARL)	$\text{UARL (gallons/day)} = (5.41L_m + 0.15N_c + 7.5L_p) \times P$ <p>where</p> <p>L_m = length of water mains, miles</p> <p>N_c = number of service connections</p> <p>L_p = total length of private pipe, miles = $N_c \times$ average distance from curbstop to customer meter</p> <p>P = average pressure in the system, psi</p>	<p>A theoretical reference value representing the technical low limit of leakage that could be achieved if all of today's best technology could be successfully applied. A key variable in the calculation of the Infrastructure Leakage Index (ILI)</p> <p>It is not necessary that systems set this level as a target unless water is unusually expensive, scarce or both</p>
Infrastructure Leakage Index (ILI)	Operational: Real Losses	Ratio of Current Annual Real Losses (CARL) to Unavoidable Annual Real Losses (UARL); good for operational benchmarking for real loss control.

It is important to note, that the Infrastructure Leakage Index (ILI) indicator becomes unreliable, when the water system is too small. This issue relates to the actual formula which calculates the ILI, which produces unreliable results when the number of municipal service connections is 3000 or less. Therefore, for smaller communities the other indicators (i.e. l/connection/yr.) will serve as much more reliable benchmarks.

3 Town of Claresholm Water Audit

3.1 Introduction

The Water Audit of the Town of Claresholm was performed for year 2012 and was anticipated to be completed in three general project stages. These stages are:

- Stage 1 - Top-Down Assessment:
 - Collection of all required data by the municipality.
 - Entry of data into the AWWA Reporting Worksheet.
 - Verification of the AWWA Reporting Worksheet data quality by the Water Audit consulting team.
 - Performance indicators and validity score are generated.
 - If the validity score proves to be low (AWWA Level I or II), the municipality can move to the next project Stage and conduct component analysis; or, the municipality can terminate the audit and improve the validity of their numbers.
 - If the validity scores prove to be satisfactory (AWWA Level III and higher), the municipality can move directly into Stage 3 – Corrective Actions and Strategies.
- Stage 2 - Component Analysis:
 - Component analysis includes a billing review and an engineering audit of the collected system numbers.
 - Water balance sheet is updated and results produced.
 - If the validity scores still prove to be low, further component analysis would be required. If the validity scores prove satisfactory, the Municipality can move directly to Stage 3.
- Stage 3 - Corrective Actions & Implementation Strategies:
 - This stage produces short term and long term water sustainability initiatives.
 - Proposed short term and long term improvements are documented in final report.

3.2 Claresholm Water System Characteristics

The last census indicates Claresholm's population at approximately 3,758 people. The community encompasses 781 hectares and is served by a regional water treatment plant that obtains raw water from the Pine Coulee. The Claresholm Regional Water Treatment Plant supplies treated water to the Town of Claresholm, the Town of Granum and a few users in the MD of Willow Creek. The Town of Claresholm water distribution system consists of 48 km of water distribution mains and contains 1,784 service connections.

3.3 AWWA Water Audit: Reporting Worksheet

The Reporting Worksheet was completed by Town of Claresholm public utility staff and was reviewed and validated by JCI. The complete copy of the Reporting Worksheet is included in Appendix A.

When reviewing the Reporting Worksheet, it is important to note that the white cells are input cells, while the orange cells are calculated cells.

3.3.1 Authorized Consumption

This screen capture presents the reporting year of the Water Audit (2012). Total water supplied to the water distribution system in 2012 was 677.130 megalitres, while total treated water consumed was 573.275 megalitres.

Authorized consumption which is neither billed nor metered, has been estimated at 8.464 megalitres. This component usually includes consumption items such as firefighting, flushing of mains, street cleaning or any other public works activity requiring potable water. As this component is very difficult to quantify and usually represents a small part of the total water supplied, a default value of 1.25% of total water supplied has been used.

It is important to note the high validity number (scored as 9 to 10), which indicates a high level of meter accuracy and measurement of consumed water. This would imply that the municipality is doing a good job accounting for the water distributed and consumed in their system.

AWWA WLCC Free Water Audit Software: Reporting Worksheet
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Water Audit Report for: **TOWN OF CLARESHOLM**
 Reporting Year: **2012** #VALUE!

Please enter data in the white cells below. Where available, metered values should be used; if metered values are unavailable please estimate a value. Indicate your confidence in the accuracy of the

All volumes to be entered as: MEGALITRES (THOUSAND CUBIC METRES) PER YEAR

WATER SUPPLIED

<< Enter grading in column 'E'

Volume from own sources:	<input type="button" value="9"/>	<input type="button" value="10"/>	670.430	Megalitres/yr (or ML/Yr)
Master meter error adjustment (enter positive value):	<input type="button" value="9"/>	<input type="button" value="9"/>	6.700	under-registered ML/Yr
Water imported:	<input type="button" value="9"/>	<input type="button" value="10"/>	0.000	ML/Yr
Water exported:	<input type="button" value="9"/>	<input type="button" value="10"/>	0.000	ML/Yr
WATER SUPPLIED:			677.130	ML/Yr

AUTHORIZED CONSUMPTION

Billed metered:	<input type="button" value="9"/>	<input type="button" value="9"/>	531.180	ML/Yr
Billed unmetered:	<input type="button" value="9"/>	<input type="button" value="10"/>	0.000	ML/Yr
Unbilled metered:	<input type="button" value="9"/>	<input type="button" value="10"/>	33.631	ML/Yr
Unbilled unmetered:	<input type="button" value="9"/>	<input type="button" value="9"/>	8.464	ML/Yr
AUTHORIZED CONSUMPTION:			573.275	ML/Yr

Default option selected for Unbilled unmetered - a grading of 5 is applied but not displayed

Pcnt: Value:

Click here: for help using option buttons below

Use buttons to select percentage of water supplied OR

3.3.2 Water Losses

The difference between the treated water supplied to the system and the water consumed, indicated that approximately 103.855 megalitres of water was lost. Of the total water lost in the system, 13.127 megalitres was calculated to be Apparent Losses and 90.728 megalitres to be Real Losses. Therefore, the total calculated Non-Revenue Water Loss is estimated to be 145.950 megalitres.

To provide a tangible comparison, total Non-Revenue Water Loss of 145.950 megalitres equates to 72,975,000 milk cartons (2 litres) of treated water that is consumed but not accounted for.

Although the validity of the customer meter data is good, default assumptions were used to determine the unauthorized consumption and data handling errors. Unauthorized consumption (water illegally withdrawn from system) is estimated to be very low by Claresholm; therefore a default value of 0.8 megalitres was used. Systematic data handling errors almost always occur as there will always be differences between the meter data and how the billing software handles the data (i.e. number rounding). A default value of 0.8 megalitres was used for systematic data handling errors.

WATER LOSSES (Water Supplied - Authorized Consumption)		103.855 ML/Yr	value
Apparent Losses			
Unauthorized consumption:	5	0.800 ML/Yr	Pcnt: <input type="radio"/> Value: <input type="radio"/> 0.800
Customer metering inaccuracies:	10	11.527 ML/Yr	2.00% <input checked="" type="radio"/> <input type="radio"/>
Systematic data handling errors:	5	0.800 ML/Yr	
Apparent Losses:		13.127	Choose this option to enter a percentage of billed metered consumption. This is NOT a default value
Real Losses (Current Annual Real Losses or CARL)			
Real Losses = Water Losses - Apparent Losses:		90.728 ML/Yr	
WATER LOSSES:		103.855 ML/Yr	
NON-REVENUE WATER			
NON-REVENUE WATER:		145.950 ML/Yr	
= Total Water Loss + Unbilled Metered + Unbilled Unmetered			

3.3.3 System Data

The Town of Claresholm delivers treated water to their customers through 47.6 kilometres of water mains and 1,784 service connections, producing a service density of 37 connections/km of main. The service density is considered low but reflective of rural Alberta communities.

Other system characteristics can be summarized as follows:

- The normal operating system pressure is 45 m (64 psi).
- The customer retail unit cost is indicated as \$1.17/1000 litres or \$1.17/m³.

- The variable production costs (costs related to the production of water – chemicals/energy costs only) are \$241.00/megalitre or \$0.24/m³.
- Not included in the form, but can be calculated from the data provided, is the Annual Operating Cost per m³. Dividing the total cost of operating the system by the total volume of water produced (\$1,132,424/677.130 megalitres) yields \$1.67/m³.

On the basis of the data provided by Claresholm, it would appear that the cost of operating the system is \$1.67/m³ exceeds the billing rate of \$1.17/m³. This would indicate that Claresholm sells water to their customers at a discount. It is recommended that this finding be validated through a formal rate study.

SYSTEM DATA			
Length of mains:	8	47.6	kilometers
Number of <u>active AND inactive</u> service connections:	8	1,784	
Connection density:		37	conn./km main
<u>Average</u> length of customer service line:	8	10.0	metres
<small>(pipe length between curbstop and customer meter or property boundary)</small>			
Average operating pressure:	7	45.0	metres (head)
COST DATA			
Total annual cost of operating water system:	9	\$1,132,424	\$/Year
Customer retail unit cost (applied to Apparent Losses):	4	\$1.17	\$/1000 litres
Variable production cost (applied to Real Losses):	5	\$241.00	\$/Megalitre

3.3.4 Performance Indicators

The performance indicators were calculated from the generated data and are presented as Financial Indicators and Operational Efficiency Indicators. Summary of the results are as follows:

- 21.6% of water supplied to the water distribution system is consumed but not billed.
- Non-revenue water is 4.2% of the operating system costs.
- Based on production water costs, the annual cost of Real Losses is estimated at \$21,865.
- Based on retail unit water costs, the annual cost of Apparent Losses is estimated at \$15,331.
- The Operational Efficiency Indicators will serve as benchmarks for annual audit comparison. The benefits of system improvements can be gauged through these indicators. These indicators are:
 - Apparent losses per service connection per day: 20.16 litres/connection/day.
 - Real losses per service connection per day: 139.33 litres/connection/day.
 - Real losses per service connection per day per meter (head) pressure: 3.10 litres/connection/day/m.

- The infrastructure Leakage Index cannot be calculated as the municipality has less than 3000 service connections.

PERFORMANCE INDICATORS	
Financial Indicators	
Non-revenue water as percent by volume of Water Supplied:	21.6%
Non-revenue water as percent by cost of operating system:	4.2%
Annual cost of Apparent Losses:	\$15,331
Annual cost of Real Losses:	\$21,865
Operational Efficiency Indicators	
Apparent Losses per service connection per day:	20.16 litres/connection/day
Real Losses per service connection per day*:	139.33 litres/connection/day
Real Losses per length of main per day*:	N/A
Real Losses per service connection per day per meter (head) pressure:	3.10 litres/connection/day/m
Unavoidable Annual Real Losses (UARL):	Not valid
*** UARL cannot be calculated as either average pressure, number of connections or length of mains is too small: SEE UARL DEFINITION ***	
From Above, Real Losses = Current Annual Real Losses (CARL):	90.73
Infrastructure Leakage Index (ILI) [CARL/UARL]:	
* only the most applicable of these two indicators will be calculated	

In 2011, AWWA Water Loss Control Committee (WLCC) assembled an initial data set of Water Audit data from 26 water systems obtained from Canada and the United States. This effort represented the initial phase of establishing North American water industry benchmarks for water loss control.

The water industry benchmark data for water loss control was summarized in a paper entitled "Establishing the First Validated Dataset of North American Water Utility Water Audit Data" by Chastain-Howley, G. Kunkel, and W. Jernigan. The paper presented a comparison of key performance indicators among systems with greater than and less than 40 connections/kilometre connection density. This report adopts this data to gauge performance of the Claresholm water system.

Table 3.1 presents the North American key performance indicators and includes for comparison data generated from the Claresholm Water Audit.

Table 3.1
Comparison of Key Performance Indicators Among North American Systems with Greater Than and Less Than Connection Density of 40

Key Performance Indicator	Connection density <40/km					Connection density >40/km					Claresholm
	#	Avg	Range			#	Avg	Range			
NRW as a % of Volume	9	20.9%	6.8%	-	45.5%	12	24.0%	12.5%	-	42.9%	21.6%
NRW as a % by Cost	9	11.0%	3.2%	-	17.5%	12	9.3%	1.7%	-	23.0%	4.2%
Apparent Losses (litres/conn/day)	9	43	10	-	88	12	67	9	-	249	20.16
Real Losses (litres/conn/day)	6	190	65	-	470	12	265	113	-	567	139.3
Real Losses (litres/km of main/day)	3	4,283	1,518	-	8,159	0					N/A
Infrastructure Leakage Index (ILI)	9	2.28	1.15	-	4.27	12	4.53	1.70	1	12.68	-
Water Audit Data Validity Score	9	69.98	52.28	-	84.79	12	78.71	63.79	-	89.72	82
Cost Data	#	Avg	Range			#	Avg	Range			
Annual Operating Cost (Million \$)	9	43.82	1.36	-	168.24	12	56.77	1.38	-	224.43	1.132
Annual Operating Cost (\$ per m ³)	9	0.87	0.30	-	2.15	12	0.88	0.35	-	2.07	1.67
Customer Retail Unit Cost (\$ per m ³)	9	1.41	1.01	-	2.21	12	1.05	0.29	-	2.08	1.17
Variable Product (or Import) Cost (\$ per m ³)	9	0.26	0.06	-	0.57	12	0.23	0.05	-	0.57	0.24

Comparing Claresholm's results with the North American data for connection density of <40/km, we can make the following conclusions:

- Non-revenue Water as a % of Volume (21.6%) is as per industry average.
- Non-revenue Water as a % by Cost (4.2%) is below industry average.
- Apparent Losses (20.16 litres/conn/day) is below industry average.
- Real Losses (139.3 litres/conn/day) is below industry average.
- Water Audit Data Validity Score (82) is above industry average.
- Annual Operating Cost (\$1.13 Millions) is much lower than the industry average.
- Annual Operating Cost (\$1.67/m³) is above industry average.
- Customer Retail Cost (\$1.17/m³) is below industry average.
- Variable production (or import) cost (\$0.24/m³) is as per industry average.

In summary, although Claresholm is smaller in size than those compiled as North American Key Performance indicators, Claresholm's Non-Revenue Water appears to be typical of these communities. However, although it costs Claresholm about the same as the North American Communities to produce water, it costs them more to operate their system. It also appears that Claresholm retail costs are lower than the North American average and do not cover the operating system costs. Claresholm needs to evaluate their retail costs to ensure fiscal balance.

3.3.5 Data Validity Score

The Validity Score indicates the reliability of the audit data. The Claresholm validity score of 82 out of 100 indicates a high level of reliability. Based on the information provided in the audit, the priority areas of attention (low validity scores) are as follows:

- Customer retail unit cost (applied to Apparent Losses) – relates to the present rate structure and the need to review them.
- Variable production cost (applied to Real Losses) – relates to review of cost data by public works personnel on an annual basis or third party to verify costs.
- Unauthorized consumption – relates to implementing measures to reduce theft or unauthorized access to the water distribution system. Clear policies and/or record keeping can be implemented.

Based on the AWWA Water Loss Control Planning Guide and the 82 validity score achieved, the AWWA recommended functional focus areas are as follows:

- Audit Data Collection:
 - Refine data collection practices and establish as normal routine business practices.
- Short-term Loss Control:
 - Refine, enhance or expand ongoing programs based on economic justification.
- Long-term Loss Control:
 - Conduct detail planning, budgeting and launch of comprehensive improvements for metering, billing or infrastructure management.
- Target Setting:
 - Establish mid-range (5 year horizon) apparent and real loss reduction goals.
- Benchmarking:
 - Performance benchmarking is meaningful in comparison real loss standing.

3.3.6 Claresholm Water Balance Report Card

Figure below presents the final Water Balance Report Card for the Town of Claresholm. The data indicated in black is Revenue Water, while the data in red is Non-Revenue Water. Based on the results, the total Revenue Water is 531.180 megalitres and the total Non-Revenue Water is 145.950 megalitres. The Non-Revenue Water consists of 42.095 megalitres of Unbilled Authorized Consumption, determined from the sum of 33.631 megalitres of Unbilled Metered and 8.464 megalitres of unbilled unmetered. Additional Non-Revenue Water consists of 13.137 megalitres of Apparent Losses and 90.72 megalitres of Real Losses.

The Report Card indicates that Real Losses and Unbilled Authorized consumption are two main areas requiring attention.

The municipality has done a good job tracking their water and is already regularly addressing their Real Losses through a cast iron replacement program. A leakage detection program may be considered to optimize the pipe replacement efforts or to be proactive with pipe repairs before a break occurs.

Unbilled Authorized usually represents internal water use. It is recommended that Claresholm consider adopting operation policies which will enable improved accounting of internal water uses.

AWWA WLCC Free Water Audit Software: Water Balance		Water Audit Report For:		Report Yr:	
Copyright © 2010, American Water Works Association. All Rights Reserved		TOWN OF CLARESHOLM		2012	
WAS v4.2					
Own Sources (Adjusted for known errors)	Water Exported	Billed Water Exported			
	0.000				
677.130	Water Supplied	Authorized Consumption	Billed Authorized Consumption	Billed Metered Consumption (inc. water exported)	Revenue Water
			573.275	531.180	531.180
	Water Losses	Unbilled Authorized Consumption	Unbilled Metered Consumption	Non-Revenue Water (NRW)	
		42.095	33.631		
103.855	Apparent Losses	Unbilled Unmetered Consumption	8.464		
		13.127	Unauthorized Consumption	0.800	
		Customer Metering Inaccuracies	11.527		
0.000	Real Losses	Systematic Data Handling Errors	0.800		
		90.728	Leakage on Transmission and/or Distribution Mains	Not broken down	
		Leakage and Overflows at Utility's Storage Tanks	Not broken down		
		Leakage on Service Connections	Not broken down		

3.3.7 Strategies for Water Infrastructure Management

Based on the Water Audit conducted by the Town of Claresholm and validated by the Consulting Team, and the AWWA Water Loss Control Planning Guide, the following are the proposed short-term and long-term loss control strategies:

- Conduct annual water audits, refine data collection practices and establish the water audit as a routine business practice.
- Conduct a rate study review and validate retail costs.
- Implement a leak detection program to optimize existing Real Loss reduction efforts.
- Reduce Real and Apparent Losses by 25% in 5 years.
- Adopt the Operational Efficiency Indicators as 2012 municipal benchmarks.

- Complete a Drinking Water Safety Plan (DWSP) as mandated by Alberta Environment and Sustainable Resources Development (AESRD), which includes a system wide review based on a comprehensive risk assessment and risk management approach.
- Adopt the water audit process to validate water system improvement expenditures.
- Review billing practices and software.
- Consider the completion of an asset management plan which will outline detailed planning and budgeting for system improvements.

4 Water Audit Conclusions

On the basis of data collected and the completed AWWA 2012 Water Audit, we make the following conclusions:

- The Town of Claresholm is doing a good job tracking their water consumption.
- Total water supplied to the water distribution system in 2012 was 677.130 megalitres
- The total treated water consumed was 573.275 megalitres.
- The total calculated Non-Revenue Water Loss is 145.950 megalitres. To provide a tangible comparison, total Non-Revenue Water Loss of 145.950 megalitres equates to 72,975,000 milk cartons (2 litre) of treated water that is consumed but not accounted for.
- The Non-Revenue Water consisted of Unbilled Authorized Consumption (42.095 megalitres), Apparent Losses (13.127 megalitres) and Real Losses (90.728 megalitres).
- The annual operating cost of \$1.67/m³ exceeds the water billing rate of \$1.17/m³.
- Claresholm contains a service connection density of 37 connections/km of main which is typical of a rural Alberta community.
- 21.6% of water supplied to the water distribution system is consumed but not billed.
- Based on production water costs, the annual cost of Real Losses is estimated at \$21,865.
- Based on retail unit water costs, the annual cost of Apparent Losses is estimated at \$15,331.
- Non-revenue water is 4.2% of the operating system costs.
- The Operational Efficiency Indicators should serve as benchmarks for annual audit comparison.
- The Infrastructure Leakage Index (ILI) cannot be calculated as the municipality has less than 3000 service connections.
- The Claresholm validity score of 82 out of 100 indicates a high level of data reliability.
- Comparing Claresholm's key performance indicators with comparable North American systems indicates the following:
 - Non-Revenue Water by volume is as per industry average. Non-Revenue Water by cost is below industry average, indicating lower volumes and unit costs.
 - Apparent and Real Losses are below industry average.
 - Water Audit Validity Score is above industry average.
 - Although Claresholm's operating costs are relatively small, they are above industry average when compared on a per cubic metre of water produced.
 - The retail cost is below industry average, while production cost is in line with industry average.

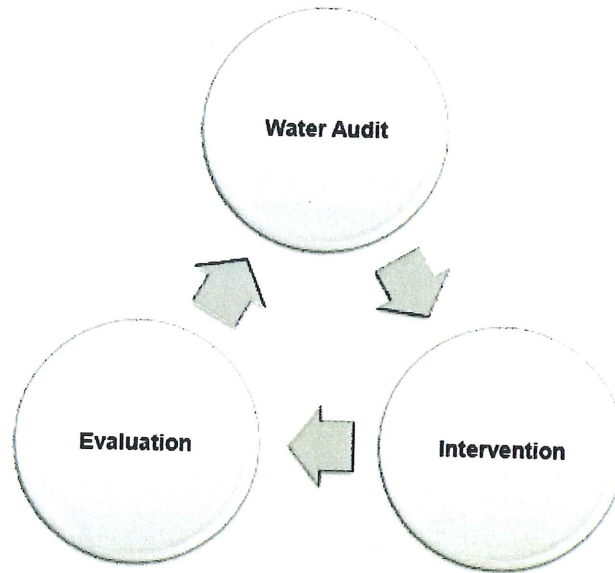
5 Recommendations

We recommend that the Town of Claresholm consider adopting the following short-term and long-term strategies to improve management of their Water Infrastructure:

- Conduct annual water audits, refine data collection practices and establish the water audit as a routine business practice. The program will help to determine system areas of concern, assist with proper allocation of budgets and could increase financial standing by recovering revenues. As per the Figure 5.1 below, water loss control is an ongoing process of water audit – intervention – evaluation.
- System Real Losses appear to be an area of concern. Further work can be undertaken, such as leak detection programs or adoption of leak detection devices (i.e. Itron), which could optimize existing and future leak reduction efforts.
- Unbilled authorized consumption improvements should be adopted. Town needs to account for internal water used.
- System operation costs ($\$1.67/\text{m}^3$) exceed billing rates ($\$1.17/\text{m}^3$) indicating that the Town sells water to their customers at a discount. Formal rate study is required to validate billing rates.
- Variable production costs need to be reviewed by public works personnel or third party on an annual basis.
- Establish 5-year Real and Apparent Water Loss reduction goals; reduce losses by 25%.
- Adopt the Operational Efficiency Indicators as 2012 water system operation benchmarks.
- Complete a Drinking Water Safety Plan as mandated by Alberta Environment and Sustainable Resources.
- Review billing practices and software.
- Consider completion of an asset management plan, which will consider long-term sustainability of the water system.

Figure 5.1

Components of a Water Loss Control Program



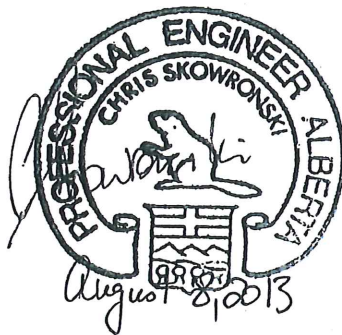
6 Closure

This report was prepared for AMSC and the Town of Claresholm, and summarizes the assessment and findings of a Water Audit conducted on municipal water distribution system.

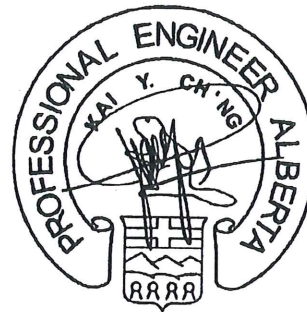
The services provided by Associated Engineering Alberta Ltd. in the preparation of this report were conducted in a manner consistent with the level of skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other warranty expressed or implied is made.

Respectfully submitted,

Associated Engineering Alberta Ltd.



Chris Skowronski, P.Eng.
Project Manager



Kai Ch'ng, P.Eng.
Project Engineer

August 8, 2013

ASSOCIATED ENGINEERING QUALITY MANAGEMENT SIGN-OFF	
Signature:	<u>Chris Skowronski</u>
Date:	<u>August 8, 2013</u>
APEGA Permit to Practice P 3979	

AWWA WLCC Free Water Audit Software: Reporting Worksheet

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WAS v4.2

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Water Audit Report for: **TOWN OF CLARESHOLM**

Reporting Year: **2012** #VALUE!

Please enter data in the white cells below. Where available, metered values should be used; if metered values are unavailable please estimate a value. Indicate your confidence in the accuracy of the

All volumes to be entered as: MEGALITRES (THOUSAND CUBIC METRES) PER YEAR

WATER SUPPLIED

<< Enter grading in column 'E'

Volume from own sources:	<input type="text" value="9"/>	<input type="text" value="10"/>	<input type="text" value="670.430"/>	Megalitres/yr (or ML/Yr)
Master meter error adjustment (enter positive value):	<input type="text" value="9"/>	<input type="text" value="10"/>	<input type="text" value="6.700"/>	under-registered ML/Yr
Water imported:	<input type="text" value="9"/>	<input type="text" value="10"/>	<input type="text" value="0.000"/>	ML/Yr
Water exported:	<input type="text" value="9"/>	<input type="text" value="10"/>	<input type="text" value="0.000"/>	ML/Yr
WATER SUPPLIED:			677.130	ML/Yr

AUTHORIZED CONSUMPTION

Billed metered:	<input type="text" value="9"/>	<input type="text" value="10"/>	<input type="text" value="531.180"/>	ML/Yr
Billed unmetered:	<input type="text" value="9"/>	<input type="text" value="10"/>	<input type="text" value="0.000"/>	ML/Yr
Unbilled metered:	<input type="text" value="9"/>	<input type="text" value="10"/>	<input type="text" value="33.631"/>	ML/Yr
Unbilled unmetered:	<input type="text" value="9"/>	<input type="text" value="10"/>	<input type="text" value="8.464"/>	ML/Yr
AUTHORIZED CONSUMPTION:			573.275	ML/Yr

Default option selected for Unbilled unmetered - a grading of 5 is applied but not displayed

Click here: for help using option buttons below

Point: Value:

Use buttons to select percentage of water supplied OR value

WATER LOSSES (Water Supplied - Authorized Consumption)

103.855 ML/Yr

Apparent Losses

Unauthorized consumption:	<input type="text" value="9"/>	<input type="text" value="5"/>	<input type="text" value="0.800"/>	ML/Yr
Customer metering inaccuracies:	<input type="text" value="9"/>	<input type="text" value="10"/>	<input type="text" value="11.527"/>	ML/Yr
Systematic data handling errors:	<input type="text" value="9"/>	<input type="text" value="5"/>	<input type="text" value="0.800"/>	ML/Yr
Apparent Losses:			13.127	

Point: Value:

Value:

Choose this option to enter a percentage of billed metered consumption. This is NOT a default value

Real Losses (Current Annual Real Losses or CARL)

Real Losses = Water Losses - Apparent Losses: ML/Yr

WATER LOSSES: **103.855** ML/Yr

NON-REVENUE WATER

NON-REVENUE WATER: **145.950** ML/Yr

= Total Water Loss + Unbilled Metered + Unbilled Unmetered

SYSTEM DATA

Length of mains:	<input type="text" value="9"/>	<input type="text" value="10"/>	<input type="text" value="47.6"/>	kilometers
Number of active AND inactive service connections:	<input type="text" value="9"/>	<input type="text" value="10"/>	<input type="text" value="1,784"/>	
Connection density:	<input type="text" value="9"/>	<input type="text" value="10"/>	<input type="text" value="37"/>	conn./km main
Average length of customer service line:	<input type="text" value="9"/>	<input type="text" value="10"/>	<input type="text" value="10.0"/>	metres (pipe length between curbstop and customer meter or property boundary)
Average operating pressure:	<input type="text" value="9"/>	<input type="text" value="10"/>	<input type="text" value="45.0"/>	metres (head)

COST DATA

Total annual cost of operating water system:	<input type="text" value="9"/>	<input type="text" value="10"/>	<input type="text" value="\$1,132,424"/>	\$/Year
Customer retail unit cost (applied to Apparent Losses):	<input type="text" value="9"/>	<input type="text" value="10"/>	<input type="text" value="\$1.17"/>	\$/1000 litres
Variable production cost (applied to Real Losses):	<input type="text" value="9"/>	<input type="text" value="10"/>	<input type="text" value="\$241.00"/>	\$/Megalitre

PERFORMANCE INDICATORS

Financial Indicators

Non-revenue water as percent by volume of Water Supplied:	<input type="text" value="21.6%"/>
Non-revenue water as percent by cost of operating system:	<input type="text" value="4.2%"/>
Annual cost of Apparent Losses:	<input type="text" value="\$15,331"/>
Annual cost of Real Losses:	<input type="text" value="\$21,865"/>

Operational Efficiency Indicators

Apparent Losses per service connection per day:	<input type="text" value="20.16"/>	litres/connection/day
Real Losses per service connection per day*:	<input type="text" value="139.33"/>	litres/connection/day
Real Losses per length of main per day*:	<input type="text" value="N/A"/>	
Real Losses per service connection per day per meter (head) pressure:	<input type="text" value="3.10"/>	litres/connection/day/m

Unavoidable Annual Real Losses (UARL):

*** UARL cannot be calculated as either average pressure, number of connections or length of mains is too small: SEE UARL DEFINITION ***

From Above, Real Losses = Current Annual Real Losses (CARL):

Infrastructure Leakage Index (ILI) [CARL/UARL]:

* only the most applicable of these two indicators will be calculated

WATER AUDIT DATA VALIDITY SCORE:

***** YOUR SCORE IS: 82 out of 100 *****

A weighted scale for the components of consumption and water loss is included in the calculation of the Water Audit Data Validity Score

PRIORITY AREAS FOR ATTENTION:

Based on the information provided, audit accuracy can be improved by addressing the following components:

1: Customer retail unit cost (applied to Apparent Losses)

2: Variable production cost (applied to Real Losses)

3: Unauthorized consumption

[For more information, click here to see the Grading Matrix worksheet](#)

AWWA WLCC Free Water Audit Software: Water Balance

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WAS v4 2

Water Audit Report For:

Report Yr:

TOWN OF CLARESHOLM

2012

Own Sources (Adjusted for known errors)	Water Exported 0.000	Billed Water Exported				Revenue Water 531.180
	Water Supplied 677.130	Authorized Consumption 573.275	Billed Authorized Consumption 531.180	Billed Metered Consumption (inc. water exported) 531.180	Non-Revenue Water (NRW) 145.950	
Water Imported 0.000		Water Losses 103.855	Unbilled Authorized Consumption 42.095	Billed Unmetered Consumption 0.000		Unbilled Metered Consumption 33.631
	Apparent Losses 13.127		Unbilled Unmetered Consumption 8.464	Unauthorized Consumption 0.800		
			Real Losses 90.728	Customer Metering Inaccuracies 11.527	Systematic Data Handling Errors 0.800	
				Leakage on Transmission and/or Distribution Mains Not broken down	Leakage and Overflows at Utility's Storage Tanks Not broken down	
	Leakage on Service Connections Not broken down					

Memo

To: Council
From: Administration
Date: July 17, 2013
Re: AMSC Energy Aggregation Program 2014+

Per Council's request the historical variable energy charges for electricity and gas that were paid through the AMSC Energy Aggregation Program have been compiled and compared to the market rates during the five years from 2009 through August 2013. The following are the comparatives:

ELECTRICITY	2009	2010	2011	2012	2013
AMSC contracted rate/kwH (energy charge only)	.08078	.08078	.08078	.08078	.08078
Market rate (average)	.06733	.05683	.06978	.10042	.11107
GAS					
AMSC Contracted rate/GJ** (inclusive all charges)	8.33	8.33	8.33	8.33	8.33
Market rate (average) /high users	3.88	4.02	3.60	2.39	3.24



**In the 2009+ AMSC contract, gas was contracted at the full requirements amount which turned out to be \$8.33 per GJ after Nexen went to the market to buy gas futures. The full requirements option was the option chosen historically for gas since 2001 by the Town of Claresholm.

Prior to the 2009+ agreement, the market rate for gas was fluctuating in the \$9-\$12.00 range per GJs and the full requirements option was the lowest risk alternative. Unfortunately, this choice resulting in the Town paying higher gas rates than if it would have chosen the floating daily rate which is the highest risk option.

For the next contract the options for electricity and gas are: variable, fixed price (block), fixed price (structured block) or full requirements product.(see attached information from the AMSC seminar).

RECOMMENDATION: That Council authorizes the Mayor and CAO to execute the AMSC Member Master Agreement effective 2014 – 2018 (or another term if Council wishes it to be shorter) for both electricity and natural gas at the floating market rates, with a green component of 20% and for the Utilities Planning Committee to review the historic performance of the contract annually to determine if any changes are needed.

Kris Holbeck, CA CAO Town of Claresholm

WE ARE economies OF SCALE

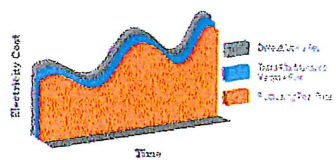
WE ARE THE support YOU NEED

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WE ARE YOUR advocate WE LOOK OUT FOR YOU

VARIABLE MARKET RATE PRODUCT

How it works.



Risk Profile.



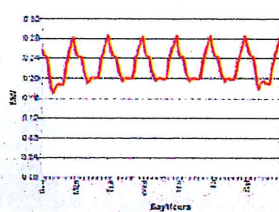
Recommended for Municipalities and Not-for-Profits of any size that:

- can adapt to fluctuating electricity rates
- want to defer long-term purchasing commitments
- are looking for contracts that range from 1 to 60 months

"I need competitive electricity costs today but now is not the time to make a long-term commitment!"

With our Variable Market Rate Product you can:



- Keep options open and reserve the right to lock in lower prices.
- Wait Out markets when the cost of energy is high
- Avoid Penalties during period of volatile consumption
- Maintain Flexibility and switch to a more advantageous product when the time is right
- Have Confidence that an energy professional is watching the market for you so you can focus on other important business decisions.



Start Term	End Term
Jan-14	Dec-15

Product	Price
Price (S/MWh)	Alberta Power Pool
Price (S/MWh)	10.00
Price (¢/kWh)	All

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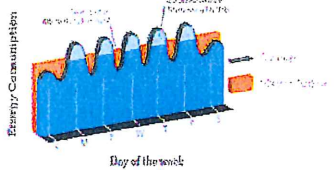
WE ARE THE support YOU NEED

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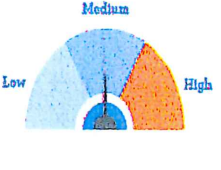
WE ARE YOUR advocate WE LOOK OUT FOR YOU

FIXED PRICE (BLOCK) PRODUCT

How it works.



Risk Profile.



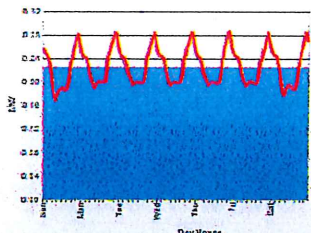
Recommended for Municipalities and Not-for-Profits of any size that:

- have a predictable base load
- require budget certainty for a set portion of their electricity needs
- want to minimize risk while maintaining the flexibility to meet changing energy demands and market conditions
- are looking for contracts that range from 1 to 60 months

"Our energy use fluctuates but it's important we lock in the best price possible for the bulk of our needs"



With our block energy option you can:

- Meet core energy requirements at a competitive price without committing to more than you need.
- Budget with confidence for the majority of your electricity needs
- Purchase additional energy when required at Alberta Hourly Pool Price
- Sell off excess energy when your need for power is less.
- Simplify energy management so you can concentrate on your organization's true competitive advantage



End Term	Price
Dec-14	\$56.46
Dec-15	\$51.73
Dec-16	\$53.50
Dec-17	\$54.16
Dec-18	\$56.25

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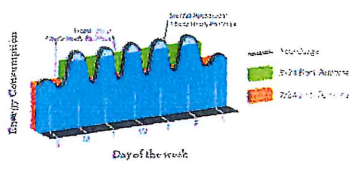
WE ARE THE support YOU NEED

WE ARE THE experts IN MUNICIPALITIES


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FIXED PRICE (STRUCTURED BLOCK) PRODUCT

How it works.



Risk Profile.



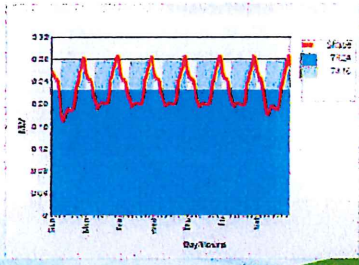
Recommended for Municipalities and Not-for-Profits of any size that:

- have a good understanding of their energy requirements
- require budget certainty for most of their electricity needs
- want to minimize risk and exposure to escalating prices
- are looking for contracts that range from 1 to 60 months

"In our business, every cent counts."



With our block energy option you can:

- Tailor your energy purchase to closely reflect the needs of your organization
- Reduce exposure to escalating energy prices
- Get the most competitive price for almost every megawatt-hour you consume
- Purchase or sell off energy as required



Term	Price
Dec-14	\$57.35
Dec-15	\$55.30
Dec-16	\$55.25
Dec-17	\$55.05
Dec-18	\$57.12

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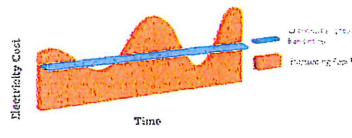
WE ARE THE support YOU NEED

WE ARE THE experts IN MUNICIPALITIES


WE ARE YOUR advocate WE LOOK OUT FOR YOU

FULL REQUIREMENTS PRODUCT

How it works.



Risk Profile.



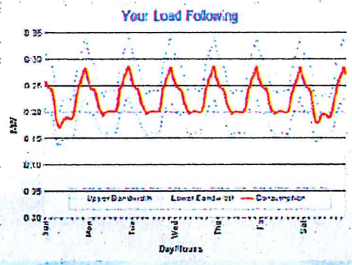
Recommended for Municipalities and Not-for-Profits of any size that:

- require budget certainty
- want to minimize risk
- are looking for contracts that range from 1 to 60 months

"I have to budget with certainty and keep an eye on costs."

With our block energy option you can:

- Budget with confidence knowing you have a competitive fixed rate for the duration of your contract
- Eliminate risks when even the slightest uptick in electricity rates will quickly erode your bottom line
- Maintain flexibility so you can ramp up or adjust power consumption to react to your needs without penalty.
- Simplify energy management so you can concentrate on your organization's true competitive advantage



Term	Price
Dec-14	\$54.82
Dec-15	\$52.73
Dec-16	\$52.76
Dec-17	\$53.50
Dec-18	\$54.57

Backlog

Consumption +/- 2016

On/Off Peak +/- 2016

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INFORMATION ITEMS



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

2013-Aug-15
9:38:21AM

<u>Cheque #</u>	<u>Cheque Date</u>	<u>CEO</u>	<u>CAO</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>
					Batch #	16769
47429	2013-07-04			1000	ALBERTA MUSEUMS ASSOCIATION	150.00
47430	2013-07-04			786517	AMSC INSURANCE SERVICES LTD.	3,816.71
47431	2013-07-04			786195	Benchmark Assessment Consultants Inc.	4,021.50
47432	2013-07-04			786250	CARLETON, TRISHA	56.57
47433	2013-07-04			786671	CARNIVALS FOR KIDS AT HEART	210.00
47434	2013-07-04			12325	CHINOOK ARCH REGIONAL LIBRARY	12,683.25
47435	2013-07-04			13250	CLARESHOLM CHILD CARE SOCIETY	2,183.50
47436	2013-07-04			13325	CLARESHOLM FIRE DEPARTMENT	920.00
47437	2013-07-04			13660	CLARESHOLM LOCAL PRESS	1,289.78
47438	2013-07-04			786950	CLARESHOLM SELF STORAGE	598.50
47439	2013-07-04			786141	CLARESHOLM TAXI	378.00
47440	2013-07-04			785973	CLEARTECH INDUSTRIES INC.	1,807.85
47441	2013-07-04			785951	COMMERCIAL AQUATIC SUPPLIES	834.75
47442	2013-07-04			786602	DEDOMINICIS, JOHN	350.00
47443	2013-07-04			786540	DIRECT ENERGY REGULATED SERVICES	49.16
47444	2013-07-04			76356	Excel Telecommunications (Canada) Inc.	13.74
47445	2013-07-04			786800	GDM ELECTRIC LTD.	530.60
47446	2013-07-04			787506	HARDY SAFETY LIMITED	4,036.36
47447	2013-07-04			786880	HEITRICH, TRACEY	52.50
47448	2013-07-04			36800	HOME HARDWARE	14.69
47449	2013-07-04			786136	JOE JOHNSON EQUIPMENT INC.	678.14
47450	2013-07-04			56155	LIFESAVING SOCIETY	15.00
47451	2013-07-04			56200	LOCAL AUTHORITIES PENSION PLAN	12,976.42
47452	2013-07-04			786704	MINISTER OF FINANCE (LT)	35.00
47453	2013-07-04			786570	MOORE, DAVID	151.20
47454	2013-07-04			786872	MPE ENGINEERING LTD.	16,672.85
47455	2013-07-04			65040	MUNICIPAL INFORMATION SYSTEMS	940.34
47456	2013-07-04			786052	MYRON	824.36
47457	2013-07-04			66100	NATIONAL SECRETARY-TREASURER	1,333.66
47458	2013-07-04			75955	PALMER, FRED	125.00
47459	2013-07-04			97050	PHARMASAVE	45.59
47460	2013-07-04			786205	PIPELINE WATER CO-OP LTD.	150.00
47461	2013-07-04			786050	PLANET CLEAN (LETHBRIDGE) LTD.	563.31
47462	2013-07-04			786453	PRAXAIR CANADA INC.	911.63
47463	2013-07-04			786534	PROFESSIONAL GROUP SERVICES LTD.	708.75
47464	2013-07-04			786156	Q.E.D. ENTERPRISES LTD.	1,065.10
47465	2013-07-04			86300	RECEIVER GENERAL FOR CANADA	28,870.38
47466	2013-07-04			42321	RFS CANADA	401.96
47467	2013-07-04			786468	SHAW CABLE	87.10
47468	2013-07-04			900	TELUS	3,125.56
47469	2013-07-04			786437	THE WRITE SOURCE	100.58
47470	2013-07-04			786849	TJ'S TREE TRIMMING	131.25
47471	2013-07-04			786428	TransAlta Energy Marketing Corp.	37,925.98
47472	2013-07-04			786500	TRINUS TECHNOLOGIES INC.	42.00
47473	2013-07-04			4090	WARNACO OF CANADA COMPANY	29.40
47474	2013-07-04			126050	ZEE MEDICAL CANADA, INC.	261.42
47475	2013-07-04			900000	AACPO	329.00
47476	2013-07-04			900000	ANDI'S PETTING ZOO	700.00



Claresholm

TOWN OF CLARESHOLM

Cheque Listing For Account Payable

2013-Aug-15

9:38:21AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
47477	2013-07-04			900000	CRAZY 4 BOUNCERS	262.50
47478	2013-07-04			900000	Eastern Slopes Rangeland Seeds Ltd.	279.62
47479	2013-07-04			900000	LAING, ANOLA	63.84
47480	2013-07-04			900000	LENNON, LISA	250.00
47481	2013-07-04			900000	LING, GRANT	100.00
47482	2013-07-04			900000	McDAVID, LESLIE	30.00
47483	2013-07-04			900000	MICHAEL, JOY	200.00
47484	2013-07-04			900000	PENMAN, DARCY	290.00
47485	2013-07-04			900000	Stavely & District Historical Society	30.00
47486	2013-07-04			900000	THORLAKSON, KATHY	70.00
47487	2013-07-04			900000	WEREZAK, JOHN	2,500.00
47488	2013-07-04			900000	WILLOWTREE DESIGNS	15.94
						<hr/>
						147,290.34



Claresholm

TOWN OF CLARESHOLM

Cheque Listing For Account Payable

2013-Aug-15
9:38:21AM

Cheque #	Cheque Date	CEO CAO	Vendor #	Vendor Name	Amount
				Batch #	16784
47489	2013-07-10		600	ALBERTA ASSOCIATION OF M.D.'S	11,577.21
47490	2013-07-10		1025	ALBERTA ONE CALL LOCATION CORP	100.80
47491	2013-07-10		2000	ATCO GAS	2,661.75
47492	2013-07-10		787511	BELL, BARBARA	78.70
47493	2013-07-10		6390	BISHOFF AUTO & AG CENTRE	822.05
47494	2013-07-10		11250	CANADIAN LINEN SUPPLY	611.30
47495	2013-07-10		786671	CARNIVALS FOR KIDS AT HEART	1,575.00
47496	2013-07-10		13400	CLARESHOLM GLASS '88' LTD	13.47
47497	2013-07-10		786893	CLARESHOLM LOCK & KEY	342.30
47498	2013-07-10		786141	CLARESHOLM TAXI	496.13
47499	2013-07-10		14205	CLEAN BRITE CHEMICAL SERVICES LTD.	295.05
47500	2013-07-10		786697	CNH CAPITAL C3115	84.64
47501	2013-07-10		786397	EPCOR	101.54
47502	2013-07-10		787505	FOX, ALICIA	1,251.77
47503	2013-07-10		786240	GAMMEL'S PLUMBING HEATING & GASFITTING	112.34
47504	2013-07-10		49980	HARRY'S TIRE SALES (1984) LTD.	426.83
47505	2013-07-10		786659	LIVINGSTONE RANGE SCHOOL DIVISION	400.53
47506	2013-07-10		786175	MacPherson Leslie & Tyerman LLP	1,433.25
47507	2013-07-10		65000	MUNICIPAL DISTRICT OF WILLOW	5,053.37
47508	2013-07-10		786905	ONECONNECT SERVICES INC. T46194	61.36
47509	2013-07-10		786635	ORKIN CANADA CORPORATION	109.20
47510	2013-07-10		76300	PEDERSEN TRANSPORT LTD.	2,145.42
47511	2013-07-10		786156	Q.E.D. ENTERPRISES LTD.	971.62
47512	2013-07-10		786536	R P WATERWORKS INC.	1,747.64
47513	2013-07-10		786180	RICOH CANADA INC.	531.18
47514	2013-07-10		786759	SIMPLEX GRINNELL	3,484.61
47515	2013-07-10		13525	SOBEYS CLARESHOLM	46.08
47516	2013-07-10		900	TELUS	137.07
47517	2013-07-10		96730	THE MACLEOD GAZETTE	42.00
47518	2013-07-10		786437	THE WRITE SOURCE	43.21
47519	2013-07-10		23500	W.R. MEADOWS OF WESTERN CANADA	5,025.10
47520	2013-07-10		111705	WC CLASS II REGIONAL LANDFILL	13,750.58
47521	2013-07-10		900000	CPWA	181.00
47522	2013-07-10		900000	HEGGIE, RYAN	300.00
47523	2013-07-10		900000	Municipal Risk Services Limited	187.95
					56,202.05
				Batch #	16786
47524	2013-07-10		900100	REID, JOYCE VIVIAN	43.28
					43.28



Claresholm

TOWN OF CLARESHOLM

Cheque Listing For Account Payable

Page 4 of 6

2013-Aug-15
9:38:21AM

<u>Cheque #</u>	<u>Cheque Date</u>	<u>CEO CAO</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Batch #</u>	<u>Amount</u>
47525	2013-07-10		786250	CARLETON, TRISHA		410.09
47526	2013-07-10		786141	CLARESHOLM TAXI		207.90
47527	2013-07-10		786874	SUPERIOR SAFETY CODES INC.		197.60
47528	2013-07-10		900	TELUS		2,731.33
47529	2013-07-10		900000	Global Equipment Canada		1,098.57
47530	2013-07-10		900000	SCHLIEMANN, HERBERT		500.00
						<hr/>
						5,145.49



Claresholm

TOWN OF CLARESHOLM

Cheque Listing For Account Payable

2013-Aug-15
9:38:21AM

<u>Cheque #</u>	<u>Cheque Date</u>	<u>CEO CAO</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>
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47531	2013-07-17		650	ALBERTA BLUE CROSS	6,747.76
47532	2013-07-17		786517	AMSC INSURANCE SERVICES LTD.	3,666.25
47533	2013-07-17		787511	BELL, BARBARA	32.07
47534	2013-07-17		786189	BIG SKY DODGE CHRYSLER 2008 LTD	542.05
47535	2013-07-17		14150	CLARESHOLM WELDING & FABRICATING LTD	369.62
47536	2013-07-17		14205	CLEAN BRITE CHEMICAL SERVICES LTD.	1,695.96
47537	2013-07-17		14575	Crop Production Services (Canada) Inc.	1,000.00
47538	2013-07-17		26201	FERG'S SEPTIC SERVICE LTD	719.25
47539	2013-07-17		786727	FOOTHILLS REGIONAL E.M.S.	7,647.18
47540	2013-07-17		31955	GREYHOUND COURIER EXPRESS	21.02
47541	2013-07-17		786648	HOLBECK, KRISTINE H	234.96
47542	2013-07-17		36800	HOME HARDWARE	1,270.54
47543	2013-07-17		850	JOHN DEERE FINANCIAL	478.47
47544	2013-07-17		13	Liberty Boilers & Mechanical Services Inc.	78.75
47545	2013-07-17		56155	LIFESAVING SOCIETY	170.00
47546	2013-07-17		786078	LING, JULIE	31.50
47547	2013-07-17		56200	LOCAL AUTHORITIES PENSION PLAN	12,795.43
47548	2013-07-17		65040	MUNICIPAL INFORMATION SYSTEMS	940.34
47549	2013-07-17		786635	ORKIN CANADA CORPORATION	109.20
47550	2013-07-17		786167	PITNEY BOWES GLOBAL CREDIT SERVICES	1,385.79
47551	2013-07-17		786050	PLANET CLEAN (LETHBRIDGE) LTD.	885.91
47552	2013-07-17		786536	R P WATERWORKS INC.	2,552.55
47553	2013-07-17		86300	RECEIVER GENERAL FOR CANADA	26,013.65
47554	2013-07-17		42321	RFS CANADA	110.56
47555	2013-07-17		786180	RICOH CANADA INC.	229.34
47556	2013-07-17		787509	SOURCE OFFICE FURNISHINGS	250.95
47557	2013-07-17		786437	THE WRITE SOURCE	4.25
47558	2013-07-17		786501	TOM HARRIS CELLULAR	124.95
47559	2013-07-17		97000	TOWN OF CLARESHOLM	41.91
47560	2013-07-17		786428	TransAlta Energy Marketing Corp.	39,090.26
47561	2013-07-17		4090	WARNACO OF CANADA COMPANY	278.18
47562	2013-07-17		111800	WORKERS' COMPENSATION BOARD	6,033.60
47563	2013-07-17		900000	538528 ALBERTA LTD.	100.00
47564	2013-07-17		900000	ANGER, TRACEY & MIKE	146.00
47565	2013-07-17		900000	CITY OF SPRUCE GROVE	300.00
47566	2013-07-17		900000	GERBER, KEN	230.00
47567	2013-07-17		900000	HEYSTEK, HEATHER & TROY	46.00
47568	2013-07-17		900000	HOLLAND, DEL & SUSAN	350.00
47569	2013-07-17		900000	J.E. HASTINGS LIMITED	26.25
47570	2013-07-17		900000	LENNOX, CAROL & DARRYL	150.00
47571	2013-07-17		900000	MARTIN, ELLIE	350.00
47572	2013-07-17		900000	NEUSTATER, ASHLEY & JENNIFER	750.00
47573	2013-07-17		900000	PAHL, JEAN	208.95
47574	2013-07-17		900000	PARSEYAN, PAYMAN	976.34
47575	2013-07-17		900000	PEARSON, COLIN	150.00
47576	2013-07-17		900000	SADOWNYK, KEVIN	2,180.00
47577	2013-07-17		900000	SPENCER, DENISE	16.00
47578	2013-07-17		900000	SUTTER, CHRISTINA	17.50
47579	2013-07-17		900000	THOMPSON, JULIA	99.40



Claresholm

TOWN OF CLARESHOLM

Cheque Listing For Account Payable

2013-Aug-15
9:38:21AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount	Batch #
47580	2013-07-17			900000	TODD, GARY & WAGNER, SUSAN	50.00	
47581	2013-07-17			900000	WHEELER, DOUG & SANDY	92.00	
						121,790.69	
<hr/>							
47582	2013-07-17			900100	DUERHOLT, PETER & BARBARA	2,207.34	16801
						2,207.34	
<hr/>							
47583	2013-07-25			14085	CLARESHOLM NAPA AUTO	952.84	16827
47584	2013-07-25			786141	CLARESHOLM TAXI	765.45	
47585	2013-07-25			786540	DIRECT ENERGY REGULATED SERVICES	46.88	
47586	2013-07-25			76356	Excel Telecommunications (Canada) Inc.	16.37	
47587	2013-07-25			786510	FENCO CONTRACTING LTD	16,116.85	
47588	2013-07-25			26201	FERG'S SEPTIC SERVICE LTD	231.00	
47589	2013-07-25			786505	GRAPHCOM PRINTERS LTD.	528.54	
47590	2013-07-25			786528	LG SERVICES	225.75	
47591	2013-07-25			56200	LOCAL AUTHORITIES PENSION PLAN	12,314.57	
47592	2013-07-25			58000	LOOMIS EXPRESS	108.48	
47593	2013-07-25			786175	MacPherson Leslie & Tyerman LLP	2,846.55	
47594	2013-07-25			786872	MPE ENGINEERING LTD.	2,146.73	
47595	2013-07-25			65000	MUNICIPAL DISTRICT OF WILLOW	50.00	
47596	2013-07-25			66100	NATIONAL SECRETARY-TREASURER	1,347.05	
47597	2013-07-25			75955	PALMER, FRED	375.00	
47598	2013-07-25			76300	PEDERSEN TRANSPORT LTD.	191.81	
47599	2013-07-25			86300	RECEIVER GENERAL FOR CANADA	36,486.93	
47600	2013-07-25			786468	SHAW CABLE	87.10	
47601	2013-07-25			786085	SUPERIOR PROPANE INC.	587.53	
47602	2013-07-25			786500	TRINUS TECHNOLOGIES INC.	157.50	
47603	2013-07-25			101400	UNITED FARMERS OF ALBERTA	204.28	
47604	2013-07-25			900000	ALBERTA/NWT COMMAND	445.00	
47605	2013-07-25			900000	BISSKY, STEPHANIE	1,218.00	
47606	2013-07-25			900000	Claresholm Junior Rodeo Club	250.00	
47607	2013-07-25			900000	GOUR, SUE	277.00	
47608	2013-07-25			900000	LAVALLEE, FLORENCE	117.12	
47609	2013-07-25			900000	LEE, MICHAEL	500.00	
47610	2013-07-25			900000	MERWIN, JUNE	36.75	
47611	2013-07-25			900000	OMNI GREEN LANDSCAPING LTD.	273.00	
47612	2013-07-25			900000	WCCHS ALUMNI ASSOCIATION	500.00	
						79,404.08	
Total							412,083.27

*** End of Report ***



Butterflies are amazing pollinators and a delight to see in any garden. There are close to 300 butterfly species living in Canada. To attract these beautiful insects to your garden, limit the use of harsh chemicals and allow your garden to grow naturally for these creatures to flourish. Visit WildAboutGardening.org for more information.



350 Michael Cowpland Drive, Kanata, ON K2M 2W1
1.800.563.9453 • CanadianWildlifeFederation.ca

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It's the little things
that mean so much...



Thank you so
much for helping
during our camping fees
road in Heat & new home
Confidential was our joy
away from home" and I don't
such a great job keeping the park
clean and well run
We tried many of your
restaurants & I'll be up
with you in all the
many times. you
have a wonderful
little town!



Thanks for being there!

Sincerely
Ellie & David
Mantoni

CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY
Board of Directors, July 19, 2013

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

REGRETS: Brydon Saunders – Lay Representative

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

1.0 APPROVAL OF ADDITIONS TO AGENDA

Moved by Earl Hemmaway to accept the agenda with additions
3.5 Emergency Disaster Planning meeting June 27, 2013
6.6. Budget 2014. Carried.

2.0 APPROVAL OF MINUTES

Moved by Walter Gripping to accept the minutes of the meeting held **June 21, 2013**. Carried

3.0 BUSINESS ARISING

1. Lyal will book a lunch at the Golf Club for our 10 year recognition awards Friday August 23, 12:00 noon.
2. Parade – July 1, Granum, Thank you to all the drivers.
3. Executive presentation to PHL Board.

We need a committee to look at buses and to come back to the next meeting with a recommendation. The committee will consist of Earl Hemmaway, Howard Paulsen, David Hubka and Lyal O’Neill. We are able to meet First Bus in Calgary August 8, morning, to look at the Starcraft product. August 1, 2013 we will meet in Lethbridge to look at the Crestline product.

PHL Service agreement
July 10, 2013

1. A minimum 12 passenger bus will be available to PHL for their use 2 days a week. No driver provided.
2. PHL and Claresholm & District Transportation Society will display signage on a 50%-50% share on this bus.
3. The current agreement with the Go-Getters will be honoured with an annual billing of \$3,700 plus inflation due January 1 of each year. An additional subsidy in lieu of residents fares will be assessed annually. PHL residents will have access to a proposed publicly funded transportation system on its regular scheduled days of operation, within the limits of the Town of

Claresholm. Motion by David Hubka to accept PHL Service agreement.
Carried.

4. Casino Lethbridge October 16-17 – Lyal reported that volunteer list is about full. The license is ready for delivery to Casino Lethbridge.
5. Emergency Disaster Planning meeting June 27, 2013. Howard Paulsen, and Lyal O’Neill attended and reported that our dispatcher would take direction from the director of operations, Tracy Mitchell at the Hospital. Our backup dispatcher would be Shirley Isaacson and Howard Paulsen would represent us at EDP CENTRAL.
- 6.

4.0 CORRESPONDENCE

1. None

5.0 REPORTS

1. Financial Report – Moved by Lyal O’Neill to accept the financial report. Carried.
2. Office Coordinator Report- Moved by Lyal O’Neill to accept the report. Carried.
3. Advertising & Fundraising
 - Send out a progress update to all our Service Clubs who have been very supportive of our cause. Total \$21,710
 - Send a photo of the new van to Community Foundation of Lethbridge
4. Chairman’s report. Things are going good..stop in for signing meetings... attended Emergency Disaster Planning meeting June 27, PHL meeting July 9, 2013 with Lyal.

6.0 NEW BUSINESS

1. 3 year Business Plan – Motion by Bob Thompson to accept the 3 year Business Plan. Carried.
2. High River relief effort! Invoices for 2 clients may be sent to Alberta Disaster Relief Services.
3. Public transportation proposal – David Hubka requests Lyal attend Town Council July 22, & August 19, 7:00pm. We need a planning meeting **August 9 2013**
4. Parade – August 10 – Claresholm – Earl Olsen, Bob Thompson, Brydon Saunders, Neil Ohler with special effects.
5. Meeting will be requested with CTV, Calgary, Global & Shaw Lethbridge.
6. Budget 2014 - Moved by Walter Gripping to accept the proposed Budget for fiscal 2014. Carried.

NEXT MEETING is on August 9 2013, 10:00 at WCCCC

7.0 The meeting was adjourned at 11:45 by Bob Thompson

cc. Town of Claresholm, MD,WCCCC Laurie Watt, CGH Tracy Mitchell

The Bridges at Claresholm Golf Club
REGULAR MEETING
Wednesday, June 19, 2013 at 12 noon

Present: Frank Keller, Berny Jacob, Ray Montpetit, Stan Mitchell, Mike Young, Kathy Davies, Dan Rhode, Todd Heggie, Lyle Broderson & Rod Andrews.

Excused: Russell Sawatzky, Doug MacPherson

1. Chairman Frank Keller called the meeting to order at 12:09 pm.
2. Mike Young moved the approval of the agenda. CARRIED.
3. Mike Young moved the approval of May 15, 2013 Regular Meeting minutes. CARRIED.
4. Correspondence:
 - Request for refund of golf membership fees from Pius Wilhauk due to his eye problems: Todd Heggie moved that we give Pius a refund according to Policy 7.7 Request for Reimbursement of Membership Fees. CARRIED.
 - Dan Rhode left the meeting at 12:20pm due to a possible conflict of interest.
 - Request for refund of golf membership fees from Gwen Rhode due to her knee surgery: Mike Young moved that we give Pius a refund according to Policy 7.7 Request for Reimbursement of Membership Fees. CARRIED.
 - Dan Rhode returned to the meeting at 12:31pm.
5. **Reports:**
 - 5.1 Greens Committee:** Rod reported on the following:
 - Sprayed for dandelions;
 - Clean around some of the ponds;
 - Fortis is pruning trees which are interfering with the power lines on no. 1 and 5;
 - The rough mower is broken – problems with the drive shaft – Rod is trying to get a hold of Ron Gilbert, otherwise might have to have someone else fix it;
 - Trees – Rod will call Gerard to see about how to prevent the deer from eating the bark, warranty and replacement of trees and also trees for this year;
 - Wes Wiebe is considering putting up a screen along #6 tee box and the houses – Wes has stated he will pay for this – need more information;
 - Newsletter items:
 - To help protect the trees we have – they should be flagged and you can move your ball 2 club lengths;
 - Don't follow the cart in front of you all the time – scatter especially when leaving the cart paths from the tee boxes.
 - Water problems with the #1 pond – Lyle had talked to Doug MacPherson about this and was told we cannot touch this – will have to be the town;

- Also need to remind the Town that when they have need of golf volunteers to help with projects – we need adequate time to contact the volunteers. Lyle will talk to Jeff/Doug as to what the plans are with regards to #6.
- Set up a workbee to work on bunkers – Wed. June 26 and July 3 at 5:30pm – will check with Doug MacPherson as to borrowing his bobcat.
- Dan reported that to provide wireless to the shop will cost \$800. The Clubhouse has an extra line – suggested that this line be disconnected and run Internet on the shop line. Also look at having a 2 line roll over at the Pro Shop.

5.2 Club Pro and Marketing Committee: Lyle reported on:

- WCHS tournament this weekend;
- A group of Ladies from Ladies league are going to organize a Ladies Tournament for this summer;
- Can use the sandwich board on the driving range – suggested that a pail of water and a brush also be put on the driving range (to clean clubs). Ray volunteered to look after this;
- Lyle to look into window washing;
- Lyle is on holidays July 11 – 16.

5.3 Town Representative: no report:

5.4 Clubhouse Committee: Lyle reported:

- The hood fan motor in the kitchen needed replacing.

5.5 Finance Committee:

- General account has \$59,861.45, just a few payable are owing. YPM are looking at replacing Crystal.

5.6 Grants & Casino Committee:

- Grant for electricity to the cart shed and a storage shed for driving range: have found out that there is more involved in the electrical requirements and a concern that we need to come up with more funds for our matching portion.
- The Alberta Lottery has contacted us to see if we are willing to move our next casino date to the 3rd quarter (July, Aug and Sept.) 2014 from the 4th quarter. We agreed with this. They also require updated contact information – Moved by Berny that Todd Heggie be the Casino Chairman. CARRIED.

5.7 Policy/By-law Committee:

- Todd Heggie moved that we amend our Policy 7.7 Request for Reimbursement of Membership Fees under the Credit/Refund Amount to:

April 1 – July 8	Pro-rated based on an April 1 – July 8 time period (10%/month)
------------------	--

CARRIED.

5.8 Tournaments: no report

6. New Business:

6.1 Seniors Golfing With Students Program

- Ray suggested this as a program – Ray and Lyle will work on this.

7. Adjournment: Ray Montpetit moved the meeting be adjourned at 1:27 pm.

As Lyle will be away for the next regular monthly meeting – it will be on Wednesday, **July 24, 2013** at Golf Club House.

President

Date

Secretary

The Bridges at Claresholm Golf Club

REGULAR MEETING

Wednesday, July 24, 2013 at 12 noon

Present: Frank Keller, Berny Jacob, Stan Mitchell, Mike Young, Kathy Davies, Dan Rhode, Lyle Broderson & Rod Andrews.

Excused: Russell Sawatzky, Doug MacPherson, Ray Montpetit & Todd Heggie

1. Chairman Frank Keller called the meeting to order at 12:12 pm.
2. Berny Jacob moved the approval of the agenda. CARRIED.
3. Mike Young moved the approval of June 19, 2013 Regular Meeting minutes with the correction to 4. Correspondence - 3rd paragraph - change ``Pius`` to ``Gwen`` . CARRIED.
4. Correspondence: none

5. Reports:

5.1 Greens Committee: Rod reported on the following:

- Fairway mower needs a fuel pump repair – Rod is checking into whether this is covered under the warranty;
- The clutch on the John Deere tractor is in need of repair;
- On July 10, Frank, Lyle and Lyle (Golf Course rep.) and Kris, Doug, Jeff and Mike (Town rep.) went on a tour of the golf course and looked at various areas of concern: some of them are (The Town is sending us a written report):
 - Town will build a bridge on No. 2 – won't be before the fall;
 - On pond No. 1 washout – Town also will be repairing this in the fall;
 - They will be completing the area around No. 6 hole this summer;
 - For the 2014 capital expenditure budget – they will look at putting a gate valve on No. 10
- Lyle and Rod would like to thank Stan, Berny and Chris for pruning of trees – very much appreciated.

5.2 Club Pro and Marketing Committee: Lyle reported on:

- Golf Trends – have asked Lyle about redesigning our webpage;
- Working on sending in our Society annual return;
- Have tickets for the Golf Club and the Men`s Stag – so would like help selling these.

5.3 Town Representative: no report:

5.4 Clubhouse Committee: Lyle reported:

- Lyle is to organize a meeting with Dan Rhode, Frank Keller, himself and Don Leonard – to discuss hours and beer cart not being on the course.

5.5 Finance Committee:

- We are donating \$1.00 from every green fee paid in July to the Flood Relief fund.

5.6 Grants & Casino Committee:

- Grant for electricity storage shed on driving range - Lyle has received 2 updated quotes for the electrical – discussion over the need to provide electricity in the cart shed. Lyle is to send out an email survey to the members to see whether current renters would be willing to move into the far west shed if we put electricity into it and what people's preference is for future cart purchases (gas vs. electric).

5.7 Policy/By-law Committee:

- Will hold a meeting on either Aug. 14, 15 or 16th – Lyle will get back to the Committee as to which day works for him.

6. New Business: none

7. Adjournment: Dan Rhode moved the meeting be adjourned at 1:33 pm.

August meetings: Informal – Wed. Aug. 7th at noon
 Regular monthly: Wed. Aug. 21st at noon

President

Date

Secretary

CLARESHOLM & DISTRICT MUSEUM BOARD MEETING

MINUTES FOR JUNE 26, 2013

PRESENT: RHODENA KING, BERNICE CASE, HAROLD SEYMOUR, TRISHA CARLETON, DON CLARK, ANOLA LAING, JANE MARSH, DOUG MCPHERSON, GUEST KRIS HOLBECK.

ABSENT: DON GLIMSDALE, DOUG LEEDS.

THE MEETING WAS CALLED TO ORDER BY ANOLA LAING AT 7.05 PM

1. THE APPROVAL OF THE AGENDA WAS MOVED BY BERNICE CASE. Carried
2. THE APPROVAL OF THE MINUTES WAS MOVED BY JANE MARSH. Carried
3. TRISHA REVIEWED THE FINANCIAL REPORT AND BERNICE MOVED THAT THE REPORT BE ADOPTED AS PRESENTED.
4. THE SCHOOL EXHIBIT WILL BE CANCELLED BECAUSE OF A LACK OF RESOURCES AND TIME.
5. FOSSIL EXHIBIT. RHODENA SUGGESTED THAT A PHOTOGRAPH OF BOTH OLIVER AND OSCAR BE PLACED BESIDE THE DISPLAY.
6. TEA ON THE LAWN: Discussion: Residents living at THE PORCUPINE LODGE are WILLING TO GIVE US some FANCY TEA CUPS FOR THE EVENT. DETAILS OF WHO IS DOING WHAT WILL BE DISCUSSED AT THE NEXT MEETING.
7. FAIR DAYS PARADE: IT WAS SUGGESTED THAT THE ANTIQUE CARS BE MOUNTED ON A FLATBED TRUCK. DOUG MCPHERSON WILL LEND US THE FLATBED. THIS WILL SAVE US THE TROUBLE OF PUTTING GAS IN THE CARS AND THEN DRAINING THEM. IF WE ARE GOING TO USE THE FIRE ENGINE WE WILL NEED A DRIVER. A BANNER WILL BE HUNG ON THE SIDE OF THE FLATBED AND A FRINGE.
8. SPEEDER CAR BUILDING: THE PERMIT HAS BEEN APPLIED FOR, AND THE LOCATION AND SIZE HAVE BEEN DETERMINED. THERE WILL BE A FAKE DOOR MOUNTED ON TOP OF A ROLL UP METAL DOOR AND THE SHINGLES WILL BE MADE OF WOOD. THE BUILDING WILL BE BUILT FROM PLYWOOD WITH STRIPS OF WOOD APPLIED SO IT WILL LOOK LIKE BOARD AND BATTEN. KRUECKL CONSTRUCTION WILL BUILD IT.
9. TRISHA REVIEWED HER REPORT. THE DONATIONS ARE DOWN AND THE JAR WAS RECENTLY STOLEN. IT WAS DECIDED THAT TRISHA WILL MAKE A SIGN TO ENCOURAGE DONATIONS AND SHE WILL ASK CREATIVE INDUSTRIES TO DESIGN AND BUILD A CONTAINER THAT CAN BE LOCKED AND BOLTED TO THE DESK.
10. THE KLONDIKE CATTLE DRIVE: TRISHA EXPLAINED WHAT IT IS AND WHAT SHE IS DOING TO GET PEOPLE TO ATTEND A TALK IN OCTOBER IT WAS FELT THAT MANY OF THE LOCAL RANCHERS WOULD ENJOY THIS ACTIVITY.
11. NO IN CAMERA.
12. THE MOTION TO ADJOURN THE MEETING WAS MADE BY DON CLARK. THE NEXT MEETING WILL BE HELD ON JULY 24TH AT 7 PM.

Please circulate to Mayor/Reeve and Council for information



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 5 (2013)
EXECUTIVE COMMITTEE MEETING
Thursday, June 13, 2013 at 7:00 p.m.
ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

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

Anne Marie Philipsen
Don Anderberg
Larry Mitchell

STAFF:

Lenze Kuiper – *Director*

Barb Johnson – *Executive Secretary*

AGENDA:

1. **Approval of Agenda** – June 13, 2013
2. **Approval of Minutes** – May 9, 2013 (attachment)
3. **Business Arising from the Minutes**
4. **New Business**
 - (a) Municipal Affairs Compliance Requirements (attachment)
 - (b) Fee For Service 2012/2013 Update (attachment)
 - (c) Vehicle Purchase..... (handout)
 - (d) Rural Multi-Jurisdictional Intermunicipal Development Plans Update.....
 - (e) Summer Executive Meeting Schedule
5. **Accounts**
 - (a) Office Accounts – April 2013 (attachment)
 - (b) Financial Statements –
 - (i) January 1 - January 31, 2013..... (attachment)
 - (ii) January 1 - February 28, 2013 (attachment)
 - (iii) January 1 - March 31, 2013..... (attachment)
 - (iv) January 1 - April 30, 2013 (attachment)
6. **Director’s Report**

7. **Executive Report**
- (a) In-Camera Session.....
8. **Adjournment**
-

CHAIR TERRY MICHAELIS CALLED THE MEETING TO ORDER AT 6:50 P.M.

1. APPROVAL OF AGENDA

Moved by: Larry Mitchell

THAT the Executive Committee approve the agenda, as amended:

ADD: 7(a) In-Camera Session

CARRIED

2. APPROVAL OF MINUTES

Moved by: Anne Marie Philipsen

THAT the Executive Committee approve the minutes of May 9, 2013, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

- None.

4. NEW BUSINESS

(a) Municipal Affairs Compliance Requirements

- The Ministry of Municipal Affairs sent a letter dated May 14, 2013 outlining issues the department identified as needing to be addressed regarding requirements of the ORRSC Regulation and additional services provided by ORRSC. Response letters dated May 30, 2013 were forwarded to Municipal Affairs as well as those municipalities which received a copy of the May 14 letter assuring them that we are working to make certain that all the necessary documentation that the ministry requires is completed to their satisfaction, and to ensure there will be no future issues.
- Copies of correspondence between ORRSC and Municipal Affairs since 2004 on the subject were forwarded to Municipal Affairs for their review, and representatives from the Municipal Services Branch plan to meet with the Director and Chair on June 24 to further discuss what is needed. Gary Sandberg, Executive Director of the Municipal Services Branch is scheduled to attend the September 5, 2013 Board of Directors' meeting.

(b) Fee For Service 2012/2013 Update

- The updated Fee For Service chart was reviewed. Don Anderberg noted that many of the projects were started last year but the revenue will be received this year, and that this should be accounted for somewhere. One suggestion was to add a footnote to these projects indicating the year in which the work was done in order to get a more accurate financial picture. Don will bring up this matter at the next Finance Committee meeting.

(c) Vehicle Purchase

- The 2010 Jeep Patriot has been sold for \$12,000. Quotes including eight vehicles from four dealerships were reviewed and whether to buy a 4x4 or a small car was discussed. Committee consensus was that only 4x4s should be purchased in the future due to their higher resale value and increased safety on poor road conditions. The 4x4s ranged in price from \$18,999 (2014 Jeep Patriot North) to \$26,374 (2013 GMC Terrain).

Moved by: Doug MacPherson

THAT the Executive Committee approves the purchase of a 2014 Jeep Patriot North from Martin Chrysler at a cost of \$18,999 (+tax, tire levy, A/C tax) as quoted. **CARRIED**

(d) Rural Multi-Jurisdictional Intermunicipal Development Plans Update

- Although Vulcan County has not yet received grant funds for the Rural Multi-Jurisdictional Intermunicipal Development Plans, an agreement has been signed and timelines have been adjusted to begin preliminary work on the project. A total of 11 plans will be prepared which will take significant staff resources. Two non-member municipalities (Wheatland County and Municipal District of Foothills) are included in this project; therefore the Director will ask Municipal Affairs what documentation is needed to facilitate their participation.

(e) Summer Executive Meeting Schedule

- Various dates for one summer Executive Committee meeting were considered, with July 25 being suitable for the majority of members. The Finance Committee recommendations will be presented at this meeting.

Moved by: Anne Marie Philipsen

THAT the next Executive Committee meeting be held on Thursday, July 25, 2013. **CARRIED**

5. ACCOUNTS

(a) Office Accounts – April 2013

5150	Staff Mileage	S. Johnson	\$ 17.50
5320	General Office Supplies	S. Johnson	26.98
5530	Coffee & Supplies	S. Johnson	63.67
5570	Equipment Repairs & Maintenance	S. Johnson	119.94
5151	Vehicle Gas & Maintenance	Imperial Oil	282.24
5280	Janitorial Services	Madison Ave Business Services.....	483.69
5310	Telephone	Bell Mobility.....	535.01
5310	Telephone	Telus Communication	50.10
5310	Telephone	DRC Communication	90.00
5310	Telephone	Telus Communication	353.01
5580	Equipment & Furniture Rental	Telus Communication	135.45
5320	General Office Supplies	1 st Place Engravings	45.50
5320	General Office Supplies	Desjardin	120.18
5380	Printing & Printing Supplies	Desjardin	607.20
5320	General Office Supplies	Desjardin	34.64
5380	Printing & Printing Supplies	Desjardin	425.51
5320	General Office Supplies	Desjardin	84.79

5390	Graphic & Drafting Supplies	Desjardin	345.00
5330	Dues & Subscriptions	Costco Wholesale	110.00
5340	Books & Publications	Queen's Printer	34.00
5350	Postage & Petty Cash	Postage by Phone.....	1,500.00
5380	Printing & Printing Supplies	Graphcom Printers.....	97.50
5420	Accounting & Audit Fees	KPMG	3,970.00
5430	Aerial Photos & Maps	County of Lethbridge	200.00
5440	Land Titles Office	Minister of Finance.....	246.00
5450	Legal Fees	Stringam Denecky.....	181.89
5500	Subdivision Notification	Lethbridge Herald	336.12
5500	Subdivision Notification	Lethbridge Herald	444.60
5531	GIS Grant	Pacific Alliance Technologies	16,560.00
5532	Assessment Review Board	Dennis Gillespie	400.00
5570	Equipment Repairs & Maintenance	Reiter Computer.....	30.00
5580	Equipment & Furniture Rental	Xerox Canada	960.00
1160	GST Receivable	GST Receivable.....	1,407.44
		TOTAL	<u>\$30,297.96</u>

Moved by: Gordon Wolstenholme

THAT the Executive Committee approve the Office Accounts of April 2013 (\$30,297.96), as presented. **CARRIED**

(b) Financial Statements –

- (i) January 1 - January 31, 2013**
- (ii) January 1 - February 28, 2013**
- (iii) January 1 - March 31, 2013**
- (iv) January 1 - April 30, 2013**

Moved by: Don Anderberg

THAT the Executive Committee approve the following unaudited financial statements:

- January 1 - January 31, 2013
- January 1 - February 28, 2013
- January 1 - March 31, 2013
- January 1 - April 30, 2013

CARRIED

6. DIRECTOR'S REPORT

- The Director reported on his activities since the last Executive Committee meeting.

7. EXECUTIVE REPORT

- Committee members reported on various projects and activities in their respective municipalities.

(a) In-Camera Session

Moved by: Larry Mitchell

THAT the Executive Committee begin an in-camera session at 8:05 p.m. **CARRIED**

Moved by: Anne Marie Philipsen


THAT the Executive Committee end the in-camera session at 8:55 p.m. **CARRIED**

8. ADJOURNMENT

Moved by: Gordon Wolstenholme

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 8:50 p.m. until Thursday, July 25, 2013 at 7:00 p.m. **CARRIED**

/bj

CHAIR: 

Watershed Science Tour



Learning about our watershed:
Current research and monitoring work in
the Oldman basin



Everyone Welcome!!

Thursday, October 3rd, 2013

8:00am - 4:30pm

Depart from the
Lethbridge Agriculture Research Centre

Cost:

Non-Member: \$15

OWC Member: \$10

Student: \$5

Lunch and Transportation provided

Registration Deadline: September 30th
Space is limited!!

For more information call or email:

Leta Pezderic at:

403-381-5801

leta@oldmanbasin.org

Tour Agenda

- Lethbridge Biogas Partnership
- 2 Local Feedlots (Beneficial Management Practises)
- Lunch Speaker: Alice Hontela, U of L "Pharmaceuticals in our waters"
- Lethbridge Storm Water Project - OWC's Watershed Science Team & Urban Team
- Aquaponics - Lethbridge College Aquaculture Centre
- Demonstration & Research Canal - Alberta Agriculture



watershed management – watershed health

Brought to you by the OWC's **Watershed Science Team**



Photo by Trevor Curtis, "Flowers with Windmill"

[OWC News at a Glance](#)

[OWC News and Events](#)

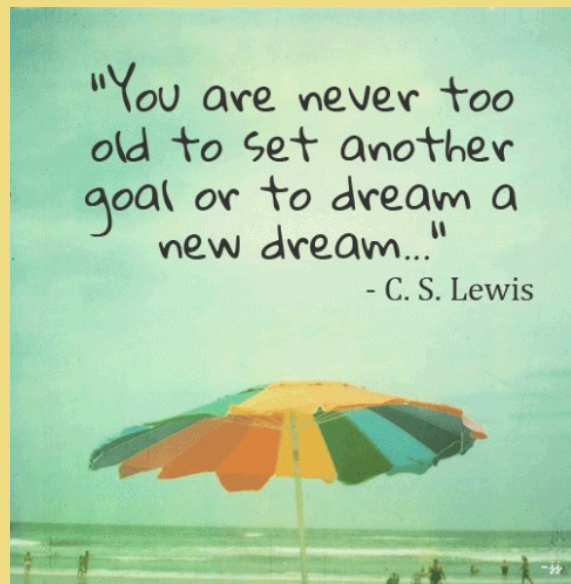
[Events & Activities in the Basin](#)

[2013 Conferences](#)

[News](#)

[Job Postings](#)

[Recently Released Reports](#)



Weeds

Weeds

Weeds



One might wonder what all the fuss is about when it comes to pulling weeds - why is it so important we do it? What will happen if we don't? Well if you think about what a weed actually is, it will help you answer those questions. Invasive plants, or "weeds", are plants that are not native to their current habitat and have a negative effect on the ecosystem by encroaching on native species' food and/or habitat. When native species are displaced by non-natives, this can have a major impact on the health of our watershed.

This is why the OWC is so appreciative of all the weed control efforts going on in our basin! Thanks to the many activities undertaken from dedicated groups and individuals we all get to enjoy the benefits of a healthier, cleaner watershed! The following are just a few of the weed pulls that the OWC managed to partake in this summer:



Blueweed Blitz - Pincher Creek Watershed Group - July 13

The Pincher Creek Watershed Group has done it again - they held yet another successful Blueweed Blitz! This year marks their 11th year combating the very invasive Blueweed (*Echium vulgare*) - a plant that likes to invade rangelands, pastures, roadsides and gravelbeds by running its giant taproot deep into the ground. The day was filled with volunteers hiking the creek, filling their bags with Blueweed and other noxious weeds. This year over 80 volunteers came out and filled nearly 200 bags! And like always the group rewarded their volunteers with ice-cold beverages, a hot meal and of course prizes!

Castle Wetland Ecological Reserve Weed Pull - July 23



Nearly 50 people came out to participate in the Castle Wetland and Ecological Reserve weed pull! Pickers came from all over - Weed Crews from the Crowsnest Pass, MD of Pincher Creek and Parks Canada, along with ESRD Fire Crews and Officers and the Southern Alberta Weed Coordinator all came out to help pick. Not only that but a group of students (plus 2 instructors) from the Wild Rockies Institute came all the way from the USA to help us out - weeds don't know borders!!! A great BBQ was put on as a thank you to all the pickers - it was commented that the biggest reward of the day however was not the delicious cupcakes served for dessert, but rather the fact that one could actually see huge improvement at the pull sites compared to when the area was first targeted 6 years ago - we are making a difference and that's all that matters!

**OWC Urban Team - Knapweed Pull at Elizabeth Hall Wetlands, Lethbridge
- August 8th**

Members of the OWC Urban Team spent the evening with over a dozen eager volunteers who offered a helping hand in picking knapweed out of Lethbridge's river bottom. This year we focused on the Elizabeth Hall Wetlands - 47 bags full of knapweed were collected!!! And if you can imagine, each plant has the ability to produce up to 20,000 seeds, so just think of the thousands of seeds we prevented from ever entering the system!!! Knapweed is considered a prohibited noxious weed in Alberta and is one of the Lethbridge river valley's top 6 invasive plants. The Urban Team would like to thank all of its dedicated volunteers for coming out and making a difference in our watershed - we couldn't do it



without you!

OWC News and Events



Great Canadian Shoreline Cleanup Saturday, September 14 from 2 - 4 pm

The OWC is partnering with the Helen Schuler Nature Centre for the Great Canadian Shoreline Cleanup along the Oldman River. For more information and to register, [click here](#) or call/email Leta Pezderic 403-381-5801 or leta@oldmanbasin.org

Just over one month left to submit your photos for the 2014 OWC Photo Calendar Contest!

The calendar we produced two years' ago was so well received that we've decided to do it again! We are looking for photos from any of the four seasons taken within the [Oldman Basin](#) and will accept your photo submissions until **September 30, 2013**.

For more information on contest rules and release forms, [click here](#).

Looking forward to seeing all your great photos of the basin again this year!



To view a pdf copy of the previous calendar, visit www.oldmanbasin.org.

Oldman Watershed Council Science Tour Thursday, October 3

The OWC's Watershed Science Team is hosting a Watershed Science Tour. You're invited to join us in touring current research projects around the Lethbridge area! The tour will provide an opportunity to learn about important issues affecting the health of our land and water. For more details, [click here](#).

Events and Activities in the Basin

August 17 - Plateau Mountain Ecological Reserve Plant Count Southern Alberta Rare Plant Study Group

Document late summer vascular and non-vascular species in one of a few non-glaciated region of southwestern Alberta. Click [here](#) to learn more.

Alberta Open Farm Days, August 25 Sponsored by Government of Alberta and partners

Alberta Open Farm Days is about farmers and ranchers inviting their urban and rural neighbours to stop in for a visit to share stories, see demonstrations and learn more about the farmers who grow their food. For details, please visit <http://www.albertafarmdays.com/>

Foothills Restoration Forum rescheduled due to June flood 2013 Range Health Assessment Training for Industry

Tuesday, September 3

Agriculture and Ag-Food Substation, Stavely

This full day course will provide training in the Foothills Fescue Natural Subregion. Check-in will be at the entrance to Willow Creek Provincial Park at 8:00 am.

Thursday, September 5

Cypress Hills and Manyberries areas Focus on the mixedgrass and drymixed grass Natural Subregions in Cypress Hills and Manyberries. Check-in will be at the parking lot of the Interpretive Center, Cypress Hills Provincial Park, Elkwater, Alberta at 8:00 am.

For more information on either of these courses, [click here](#).

Join the Lethbridge Green List

Do you know someone who is striving to lead a greener life? The Lethbridge Environmental Awareness Team wants to recognize them. Now taking submissions for Individuals, Youth, Businesses and Organizations. For more information, [click here](#).

Submission deadline: August 31

September 20 - Native Tree and Shrub Planting Event Crowsnest Conservation, Municipality of Crowsnest Pass Sponsored by Alberta Conservation Association

Help the Municipality and Crowsnest Conservation plant native shrubs and trees along Crowsnest River in Riverside Park in Blairmore. Free lunch! [Click here](#) to learn more.

South East Alberta Watershed Alliance (and partners) Below Your Watershed Conference 2013

October 21 - 23, Medicine Hat This conference will explore a wide range of innovative water and groundwater topics, research, technologies and projects. For conference details, [click here](#)

Society for Range Management International Mountain Section - Range Presentation Competition

This is for high school students (ages 14-18) who are interested in speaking about rangeland management in Alberta. The winner will have the chance to represent SRM, IMS at the 2014 High School Youth Forum in Orlando Florida in February 2014. [Click here](#) for more information.

Help protect Canada's precious natural places by turning your next outdoor trip in

Canada into a Big Wild Challenge! This Canadian Parks and Wilderness Society fundraiser runs May 15 - October 15 and raises funds to help protect "at risk" wilderness. For details and to register, [click here](#).



2013 Conferences



4th Annual Roundtable on the Crown of the Continent Conference - Building Partnerships: Linking Local Actions and Landscape Outcomes

September 11 - 13, 2013, Glacier Park Lodge - East Glacier Park, Montana

The Roundtable on the Crown of the Continent organizes and convenes an annual conference to connect people and organizations who are passionate about the future of this 18 million acre landscape. This conference provides an opportunity to communicate (share information and lessons learned), connect (build and strengthen relationships), and catalyze action on topics of shared interest. It is open to all interests, communities, and perspectives.

Registration is now open. [Click here for more information](#)

News

Global Scientists Shocked by True Scale of Ocean Warming Environment News Service - August 5

Santa Barbara, California, August 5, 2013 (ENS) - Warming oceans are causing marine species to change their breeding times and shift their habitats toward the poles much faster than land-based species, finds new research by scientists at 17 institutions across the world. [read more](#)

Scientists examine bison bones revealed by flood CBC News - August 9

Scientists from the Royal Alberta Museum are in Calgary to examine bison remains that were

unearthed at the banks of the Bow River in June's flooding. The bones, discovered by a Calgarian after the floodwaters receded, could be 2,000 years old, according to archaeologist Bob Dawe and paleontologist Chris Jass. [read more](#) **Is extreme weather the new normal?**

CBC News - August 8

Vancouver is basking in the hot and heady glow of a July with no rain - its first ever. Farmers in Windsor, Ont., have just experienced the wettest month on record and are worried about what it will mean for their crops. [read more](#)

Alberta Ecotrust's updated grant program was put to the test in May as their corporate and environmental partner representatives met to consider a compelling range of proposals from environmental groups across the province. They awarded \$207,155 in support of a broad range of projects. For a listing of the Spring 2013 grant recipients, visit <http://www.albertaecotrust.com/node/565>.

The **Canadian Parks and Wilderness Society** has released their 5th annual Parks Report. The report reviews how well Canada has done over the past year in both creating and protecting parks for the benefit of current and future generations. To view the full report, visit http://www.cpaws.org/uploads/pubs/parks/cpaws_parksreport_2013.pdf.



Alberta landowners work to reduce conflict with grizzly bears

Vancouver Sun - Early one morning last October, a sheep farmer along the Belly River valley awoke to the sound of his dogs barking madly. To read more, [click here](#).

Recently Released Reports

PROTECTING AND CONNECTING HEADWATER HAVENS"

Wildlife Conservation Society Canada Report Calls for More Protection for Vulnerable Wildlife in Southern Canadian Rockies of Alberta

Grizzly bear, wolverine, and bull trout among species ranked as "highly" vulnerable to fractured landscapes and climate change. To download a copy of this report, [click here](#).

Report calls Skywalk a threat to Jasper

The Province - Brewster Travel Canada's Glacier Skywalk presents a "high threat" in Jasper National Park, according to a draft of a report to be tabled next year at the UNESCO's world heritage meeting. To read more, [click here](#).

Job Postings

Alberta Tourism, Parks and Recreation is seeking a Senior Development Planner responsible for leading in-house development planning and providing expert advice during consultations on these plans with First Nations, stakeholders and the general public. For details on this opportunity, please visit <https://www.jobs.alberta.ca/pprofile/pp1018322.htm>.

The Southern Alberta Chapter of the **Canadian Parks and Wilderness Society** is seeking an experienced Office and Fund Administrator to join their team in Calgary. For details, please see the [attached job posting](#). Application deadline: Aug. 30

Claresholm Animal Rescue Society
Regular Meeting Minutes
June 20, 2013

Present: Kim Alexander, Sue Gour, Christel Hutka, Judy Van Amerongen, Sylvia Giroux, Anne Papan, Gerald DeBruyn

Guest: Kris Holbeck

Regrets: Terry Nelson

1. Call to Order

The meeting was called to order at 7:15 p.m.

2. Approval of Agenda

Motion by Sylvia Giroux to approve the agenda as AMENDED. All in favour. CARRIED

3. Approval of General Meeting minutes May 16, 2013

Motion by Judy Van Amerongen to approve the agenda as AMENDED. All in favour. CARRIED.

4. Shelter Update

April 18 to May 16, 2013

Volunteer Hours : 333.28 hrs

Volunteers : 22

Volunteers Hours for Garage Sale : 233.5 hrs

New Volunteers – 1

New Cats 1

New Dogs 2

Number of Cats Returned to CARES 2 (Tyler & Camilla)

Cats Adopted – 8

Dog Returned to Owners – 5

May 16 to June 20, 2013

Volunteer Hours : 547.5 hrs

Volunteers : 26

New Volunteers – 2

New Cats 15

New Dogs 2

Cats Adopted – 1

Dog Returned to Owners – 5

Krystal P will be leaving CARES as a paid Staff but will remain a volunteer

- Krista Willow Creek Vet – Surgery on Kabuki
- Discussion room with dog door to be for cats that are long term – Room #3 and out side cat run should become a project. Be finished with chicken wire fencing so the cats do not climb out and Aqua Turf – ask Pat.
- Security Tech – Dispatch Center – 3 smoke alarms and Monitor System and Equipment \$39.08/month over 3 years. Then \$24.95/month. This will be donated to CAREs.

5. Adoptions Update

Dogs adopted – Tippy

Quik is doing well

Roxy Trial Adoption going well

Teak may have an adoption arrangement, possible trial adoption

Murphy Adoption would have gone well but the Adopted house hold's dog was causing a problem. So Adoption did not work out.

6. TNR Update – 2 weeks ago 3 fixed and released

The Claresholm Vet – Ken is going to take care of the trapping for the TNR Program

7. Fundraising Update –

- Ford Drive 4 Your Community – it's a go for September 21, 2013 - Sue Gour
- Need volunteers for BBQ – at least 20 people to help out. Need to set a budget for advertising different ways and possibly cheaper ways. Discussion about signage to advertise around town and the surrounding towns in the businesses.
- Discussion re Sobey's Gift Card program – fill out the form that we are a charity
Reach \$15000 - \$24000
20, 50, 100 Gift Cards
Good for Sobeyes and IGA
Set a Date and Have a cut off Date, Run the program for 2 weeks
List of people, Set up table at Sobeyes when Sobeyes customers come through the door. They can purchase these Gift Cards at the table.
Start once them approve CAREs

Judy Van Ford Drive – We make 8% Back

Do it several time a year, 4 to 5 time per year.

- Judy Van Amerongen – Volunteers at the Casinos and discusses the Following
 - !6 Volunteers are needed from the organization
 - 5 positions – General manager, Alt General Manager, Banker, Count Room Supervisor, and Cashier
 - Date set for December 15 and 16, 2013
- Gerald DeBruyn talked about the CAREs BBQ – Possibly bringing in a Horse Drawn Wagon Ride. He has a contact to call.

8. Treasurer's Report – As attached.

9. New Building Update – Tabled

10. Other –

- a. Sylvia Giroux Discussed the Parade Float, and Gerald DeBruyn, Sylvia Giroux, and Christel Hutka would be on the committee.
- b. People calling to surrender their dogs. Can we advertise on our website. If there is any interested people they can contact the owner themselves.
- c. Policy – What cats to foster and one that says do not foster kittens.
- d. In Camera : Anne Papan Motion to go into Camera. All in favour. CARRIED
- e. Go Out of Camera : Sylvia Giroux Motion to go out of Camera. All in favour. CARRIED

11. Adjournment: Meeting adjourned at 9:15 p.m.

Next Meeting: Thursday, July 18, 2013 7:15 pm at the Bill Simpson Room at the Library.

Claresholm Animal Rescue Society
Regular Meeting Minutes
July 18, 2013

Present: Kim Alexander, Christel Hutka, Sylvia Giroux, Denise Peters, Gerald DeBruyn

Guest: Sheri Walker, Devin Longmuir, Phyllis Faulkner

Regrets: Terry Nelson, Sue Gour, Judy Van Amerongen, Anne Papan

1. Call to Order

The meeting was called to order at 7:15 p.m.

2. Approval of Agenda

TABLED

3. Approval of General Meeting minutes May 16, 2013

TABLED.

4. Shelter Update

June 20, 2013 to July 18, 2013

Volunteer Hours : 435 hrs

Volunteers : 20

New Cats 3 & 4 Kittens in Foster & 3 Cats in foster = 7 - New Dogs - 0

Cat Adopted - 13 (4 from the shelter & 9 from PetSmart) Dogs Adopted - 0

Cats in the Shelter - 22 Dogs in the Shelter - 3

7 Cats from High River flood - had 9 but 2 have been picked up

Cats at PetSmart - 6

5. Adoptions Update

Dog Adoptions Murphy trial adoption Monday July 22, 2013

Roxy Adoption is finalized

6. TNR Update – Ken from Claresholm Vet is trapping. Tabled the cost per cat that will spay / nueter for TNR Program. Ken is coming to us asking to pay?

7. Fundraising Update –

- Callendars was discussed by the board. - Get Pictures - Previous discussion about not doing a callendar for this year 2014 - Discussion to re-plan to do a Callendar for 2014 - Gerald volunteered to take the pictures.

8. Treasurer's Report – As attached.

9. New Building Update – Secure Tech \$60/ month over 5 years

10. Other –

- Parade Float and Fundraiser at Bench Show. Gerald, Sheri, Devin and Christel will decorate the float. Sheri Walker will organize Chicken Poop Bingo of 100 squares sold for \$3.5 for 1 Square or 3 Squaes for \$10.00 and treat this as a 50/50 draw when chicken is released at 3:30pm and poops in a square.

- Phyllis Faulkner had a complaint due to her cat's death. Her cat Blue had to be uthanized by the CARES Vet because of complications. Phyllis was appreciative of the boards explanation and apology. Volunteer in Question will be talked to by the board.

- Other items were Tabled

11. Adjournment: Meeting adjourned at 8:20 p.m.

Next Meeting: Thursday, August 15, 2013 7:15 pm at the Bill Simpson Room at the Library.