



TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
DECEMBER 17, 2013  
AGENDA

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

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA  
MINUTES: REGULAR MEETING MINUTES NOVEMBER 25, 2013  
FINANCES: OCTOBER 2013 BANK STATEMENT  
DELEGATION: CLARESHOLM HEALTHY COMMUNITY COALITION: Ruth Mueller  
RE: Community Wide Fitness Challenge & Upcoming Workshop  
ACTION ITEMS:

1. BYLAW #1590: Designated Officers  
RE: All Readings
2. CORRES: Alberta Municipal Affairs  
RE: 2013/14 Regional Collaboration Program
3. CORRES: Oldman River Regional Services Commission  
RE: 2014 Council Planning Orientation
4. CORRES: Claresholm History Book Committee  
RE: Loan Extension
5. CORRES: Bryan Ketcheson  
RE: Application to Subdivision & Development Appeal Board
6. CORRES: Diana Ross  
RE: Application to Claresholm Library Board
7. STAFF MEMO: Reserve Bid for Tax Recovery Sale – 4 Skyline Crescent
8. COMMUNITY PEACE OFFICER POSITION
9. CPO VEHICLE PURCHASE
10. OLD CLARESHOLM ELEMENTARY SCHOOL
11. 2014 CAPITAL BUDGET
12. ADOPTION OF INFORMATION ITEMS
13. IN CAMERA: PERSONNEL

INFORMATION ITEMS:

1. Cheque Listing for Accounts Payable – November 2013
2. Municipal Planning Commission Minutes – November 15, 2013
3. Claresholm Child Care Society Regular Meeting Minutes – October 2, 2013
4. Claresholm Child Care Society Regular Meeting Minutes – November 5, 2013
5. Claresholm Physician Recruitment & Retention Committee Meeting Minutes – December 9, 2013
6. WCCHS “The Navigator” – December 3, 2013
7. WCCHS Letter from the Principal – December 11, 2013
8. West Meadow Elementary School Newsletter – December 2013
9. Alberta SouthWest Bulletin – December 2013
10. Southern Alberta Energy From Waste Association (SAEWA) Notice of Annual General Meeting – November 29, 2013
11. Oldman Watershed Council Newsletter – December 2013

ADJOURNMENT



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING MINUTES  
NOVEMBER 25, 2013**

- CALL TO ORDER:** The meeting was called to order at 7:00pm by Mayor Rob Steel.
- PRESENT:** Mayor Rob Steel; Councillors: Jamie Cutler, Chris Dixon, Betty Fieguth, Shelley Ford, Mike McAlonan and Lyal O'Neill; Chief Administrative Officer: Kris Holbeck; Secretary-Treasurer: Karine Wilhauk; Manager of Regulatory and Property Services: Jeffery Gibeau
- ABSENT:** None
- AGENDA:** Moved by Councillor McAlonan that the Agenda be accepted as presented.  
**CARRIED**
- MINUTES:** **REGULAR MEETING – NOVEMBER 12, 2013**  
Moved by Councillor Fieguth that the Regular Meeting Minutes of November 12, 2013 be accepted as presented.  
**CARRIED**
- FINANCES:** **SEPTEMBER 2013 BANK STATEMENT**  
Moved by Councillor Ford to accept the September 2013 bank statement as presented.  
**CARRIED**
- ACTION ITEMS:**
1. **BYLAW #1590: Designated Officers**  
**RE: All Readings**  
Referred to administration.
  2. **DELEGATION RESPONSE: Committee for East Route Conservation**  
Moved by Councillor Cutler that the Town of Claresholm continue to support the eastern alignment of the electrical transmission line, as per the direction in the Municipal Development Plan Bylaw (amended to Bylaw #1551) that was established as a mandatory long-range statutory plan in accordance with Section 632 of the *Municipal Government Act*.  
**CARRIED**
  3. **CORRES: Claresholm Public Library**  
**RE: Representative to Chinook Arch Regional Library System Board**  
Moved by Councillor O'Neill to appoint Kathy Davies as the Claresholm Public Library's representative to the Chinook Arch Regional Library System with Councillor Mike McAlonan as the alternate.  
**CARRIED**
  4. **MAYOR ROB STEEL: Community Survey**  
Received for information.
  5. **STAFF REPORT: 2014 Capital Budget**  
Referred to administration.
  6. **DECEMBER 2013 MEETING DATE**  
Moved by Councillor Dixon to set Tuesday, December 17, 2013 as the only regular council meeting date in December 2013.  
**CARRIED**
  7. **ADOPTION OF INFORMATION ITEMS**  
Moved by Councillor McAlonan to accept the information items as presented.  
**CARRIED**
  8. **IN CAMERA: PERSONNEL**  
Moved by Councillor Dixon that this meeting go In Camera.  
**CARRIED**  
Moved by Councillor McAlonan that this meeting come out of In Camera.  
**CARRIED**
- ADJOURNMENT:** Moved by Councillor Fieguth that this meeting adjourn at 9:11pm.  
**CARRIED**

\_\_\_\_\_  
Mayor – Rob Steel

\_\_\_\_\_  
Chief Administrative Officer – Kris Holbeck



**TOWN OF CLARESHOLM  
OCTOBER 2013 BANK STATEMENT**

<b>RECONCILED BALANCE SEPTEMBER 30, 2013</b>		<b>\$296,474.11</b>
<b>DEPOSITS TO BANK</b>	<b>DEBITS</b>	<b>CREDITS</b>
RECEIPTS FOR MONTH	\$992,939.31	
REVOLVING LOAN RECEIVED	20,000.00	
CURRENT ACCOUNT INTEREST	168.77	
GIC REDEEMED	10,000.00	
INTEREST ON GICS	30.82	
TRANSFERS FROM T-BILLS	303,066.67	
SUBTOTAL	<b>\$1,326,205.57</b>	
<b>CHARGES TO ACCOUNT</b>		
ACCOUNTS PAYABLE		\$860,599.97
PAYROLL CHARGES		112,393.83
INTEREST ON REVOLVING LOAN		6.58
REVOLVING LOAN PAID		20,000.00
LOAN PAYMENTS		0.00
MASTERCARD PAYMENT		2,058.20
TRANSFERS TO T-BILLS / GIC PURCHASE		44,288.80
NSF CHEQUES		254.16
SERVICE CHARGES		201.65
SCHOOL FOUNDATION PAYMENT		0.00
SUBTOTAL		<b>\$1,039,803.19</b>
<b>NET BALANCE AT END OF MONTH</b>		<b>\$582,876.49</b>
<b>BANK RECONCILIATION</b>		
BALANCE PER BANK	587,714.18	
PLUS OUTSTANDING DEPOSITS	962.24	
LESS OUTSTANDING CHEQUES		-5,799.93
<b>RECONCILED BALANCE OCTOBER 31, 2013</b>		<b>\$582,876.49</b>
<b>OTHER BALANCES:</b>		
EXTERNALLY RESTRICTED T-BILLS	\$902,177.30	
EXTERNALLY RESTRICTED GIC'S (FCSS)	\$10,000.00	
NON-RESTRICTED GIC'S	\$2,400,000.00	
PARKING RESERVE	\$3,605.21	
WALKING PATHS RESERVE	\$1,971.04	
OFFSITE LEVY RESERVE	\$62,246.60	
SUBDIVISION RESERVE	\$35,994.76	
REVOLVING LOAN BALANCE		\$0.00

**SUBMITTED TO TOWN COUNCIL THIS 17th DAY OF DECEMBER 2013**

*Karneh*

**Submitted: Karine Wilhauk**  
Secretary Treasurer

*Holbeck 12/13/13*

**Reviewed: Kris Holbeck, CA**  
Chief Administrative Officer

# **DELEGATIONS**



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

December 09, 2013

**Re: Request to be a delegate at the December 17 Town Council meeting**

Dear Mr. Holbeck,

On behalf of the Claresholm Healthy Community Coalition, I am requesting to be a delegate at the Town Council meeting on December 17.

I would like to have five minutes to present a report on the Claresholm Community Wide Fitness Challenge 2013. I would distribute a written report and highlight a few noteworthy items.

I also request five minutes to extend a personal invitation to a workshop "Building Healthy Communities Now". This workshop is designed by the Rural South PCN and is intended for local leaders. It is an opportunity that I believe Claresholm will want to take advantage of.

Thank you for considering my request.

Sincerely,

Ruth Mueller, BScN, RN  
Community Development Coordinator  
Claresholm Health Unit  
Box 1391  
5221 – 2 St W  
Claresholm, AB T0L 0T0  
Office (403) 625-8654  
Cell (403) 625-0137  
[ruth.mueller@albertahealthservices.ca](mailto:ruth.mueller@albertahealthservices.ca)

# Claresholm Community Wide Fitness Challenge 2013

## Evaluation Report

The Community Wide Fitness Challenge has been a huge success once again!

Our goal was to promote health by promoting physical activity and we have done just that. The evaluations and the unsolicited comments sent in by many Team Captains, are a good indication that the community has been motivated to be more physically active. (see below)

### Registration information

Participants: 232 total (58 teams)

12 yr & under - 12%

13-18 yr - 12.5%

19-35 yr – 24%

36-45 yr – 19%

46-55 yr – 19%

56-64 yr – 10%

65-75 yr – 3%

(We succeeded in our goal to attract kids and teens!!!)

Did you participate in previous years?

Yes - 77 – 33.2%

(We had repeating and new participants.)

If yes, did participating in past challenge(s) influence you to be more physically active throughout the year?

Yes – 45%

Somewhat – 45%

No – 10%

### Evaluation Summary

41 responses (17.7%)

This Fitness Challenge has helped me become more physically active

5 Agree	4	3 Undecided	2	1 Disagree
56.1%	31.7%	2.4%	4.9%	4.9%

I plan to continue to be physically active even though the Fitness Challenge is over.

5 Agree	4	3 Undecided	2	1 Disagree
65%	32.5%	2.5%	0%	0%

I feel as though I have improved in the following areas since the beginning of the Fitness Challenge.

Increased Energy	Increased Self-esteem	Improved Body Image	Improved Balance	Improved Muscle Tone	Lost Weight
60.0%	35.0%	32.5%	27.5%	45.0%	55.0%

I was told by a medical professional that my health has improved.

Agree	Disagree / Not Applicable
17.1%	82.9%

Six weeks for this Fitness Challenge was:

Too little time	Just right	Too long
15.0%	80.0%	5.0%

I would participate in a Community Wide Fitness challenge again next year.

5 Agree	4	3 Undecided	2	1 Disagree
75.6%	9.8%	12.2%	0%	2.4%

The best time of year for a Community Wide Fitness Challenge is:

Spring	Spring/Summer	Summer	Spring/Fall	Fall
31.4%	5.7%	2.9%	11.4%	48.6%

### Quotes from participants

I lost 10 pounds.

My blood pressure is now normal.



When I started this Fitness Challenge I was very ill. A 15 min walk was very challenging and painful. The team concept helped motivate me because I wanted to do my best. By the week my overall performance has increased and I continue to do more each week. I am now swimming 2 hrs/day. It has also helped me focus on eating healthier.

I personally go for a walk or a run every night and have done so for quite some time, but I cannot believe how many people are out walking in the evenings now! I mean, it is crazy! So exciting to see so many people in our community getting out there and moving their bodies, and fun to pass by all the friendly and encouraging faces.

My Shitzu went for walks with me. He lost weight too!

Got me up and moving.

Got my friends involved which kept me motivated.

Increased motivation, increased spousal support.

Although we aren't anywhere close to the top, the challenge has been motivating on days when the weather is chilly to get out anyway.

Such motivation has been a huge assist in getting and keeping active. We have been in the pool as often as possible, and have decided to continue to do so after the challenge is over too. Our arms and legs are always moving because in the deep end, you'll sink if you don't, at least, tread water, right?! Looking forward to next year's challenge already!

As a team we decided to try each other's favourite activity. So, last week we went to the Nia class (which was loads of fun), this weekend we are going to try some doubles tennis,, next week is volleyball, and the week after is weight training at the gym!

Very proud. I will send you a pic of me at the top of Bear's Hump in Waterton. Hiked it with my 20lb baby on my back. Would never have done it if it weren't for this challenge!!

And we have quite literally ramped up our level of activity and fitness. For instance, if we would normally walk for just half an hour, for the challenge, we have bumped that up to 60 or 90 minutes. An hour at the gym has turned into an hour AND a half. We're feeling great and pretty damn proud of ourselves!

We, along with our friends from (another team) have been keeping in touch with each other via a secret facebook group. It has been fun and encouraging. We have all agreed that we are going to continue tallying points even though the challenge is over, as we all want to stay motivated through the winter. Also, at least 3 members of my team, and maybe the fourth as well, are going to be participating in the Santa Shuffle run in Lethbridge in December. None of us have ever registered in a run, but since doing the Fitness Challenge, we have all been learning and are excited about how much easier it is getting!

Thank you for all of your work.

The energy has been contagious!!

Thank you so much we had a blast.

Everybody on our team was really glad they participated. For me personally, **it was just the motivation I needed to get active again and it feels great!** I hope I can keep it going through the winter.

The kids really kicked our butt!!!

"I'm super proud of the kids. When I told my daughter (13) that it was a close race she kept asking to go on my treadmill!

I would also be interested in helping next year if needed. I am new to the community this year and think this is AWESOME!!! Thanks again for all you did!!"

It has been a fun ride and want to thank the committee and volunteers that made this a successful challenge. I think it's been a positive experience and hope to participate again next year!! Of course, only speaking for myself, I will continue to be active and enjoy every moment.

Found it a great way to get to know some of my working colleagues better as we helped to motivate each other to keep going day after day.

Several participants have let us know that the new category/point system needs to be refined and we are looking at several possibilities for change.

**The take home message is that these events have positively influenced the health of this community. We are now gearing up for 2014.**



November 12, 2013

Mayor Rod Steel  
PO Box 1000,  
Claresholm, AB T0L 0T0

**RE: Invitation to Building Healthy Communities Now Workshop**

The CRPCN and the Town of Okotoks are co-hosting a workshop for community leaders in Calgary area cities, towns and districts on the role of communities in primary health care, **January 15, 2014**. The session will provide high value to council members, town management staff and other community leaders committed to building a healthy community.

As your municipality enters a new four-year mandate we want to provide you with insights and information about how you can work to build healthier communities.

The session will feature excellent speakers and be a dynamic and engaging opportunity to build your capacity in this important area of public policy.

Please register online as soon as possible because space is limited.

Registration: <https://www.regonline.ca/healthycommunitiesnow>

Website <http://healthycommunitiesnow.com>

Email Contact : Kerri Paviglianiti [kerri.paviglianiti@crpcn.ca](mailto:kerri.paviglianiti@crpcn.ca)

We look forward to seeing you at this session!

Bill Robertson, Co-Chair  
Mayor of Okotoks

Dr. Ana-Maria Oelschig  
Family Physician, Okotoks





## Registration Open for

*Municipal administrative & political leaders,  
local physician leaders, and other community  
leaders (e.g. churches, agencies, business, etc)*

### **Planning Committee**

Leads: Joe MacGillivray, CRPCN and Susan Laurin, Town of Okotoks

Members:

Al-Noor Nenshi Nathoo

Bev Whitmore

Jack Scissions

Joe Ceci

Rebecca Carter

Kerri Paviglianiti

## Registration is Now Open

Registration: <https://www.regonline.ca/healthycommunitiesnow>

Website <http://healthycommunitiesnow.com>

Email Contact : Kerri Paviglianiti [kerri.paviglianiti@crpcn.ca](mailto:kerri.paviglianiti@crpcn.ca)

## Building Healthy Communities Now

A workshop to further engage communities in primary health care.

Darcy Ranch Golf Club, Okotoks January 15, 2014

### Agenda

8:00–8:45 Breakfast & Networking

All participants will receive a specific table assignment for exercises & consultations

---

8:45-9:00 Welcome Mayor Bill Robertson & Dr. Ana-Maria Oelschig

Remarks (TBD) Introduction to **Ian Hill** (Moderator)

---

9:00–9:50 **Keynote Address with Q and A**

Speaker **Dr. James Talbot**, Chief Medical Officer of Health, Office of the Chief Medical Officer of Health for Alberta

**From Research to Policy:** Building the Evidence Base for Community-Oriented Primary Health Care, Measuring What Matters and Building What Counts

In order to improve the health and wellbeing of individuals and families and communities across Canada we must be able to assess and measure what works. How do we evaluate and measure the impact of primary health care services on the health of Canadians? What are we doing in this area and what is missing?

---

9:50 – 10:30 Assigned Roundtable Exercise #1

(Individual & group work facilitated by **Ian Hill**)

---

10:30 – 10:45 Break

---

10:45-11:40 Showcase of Alberta Initiatives

Panel of speakers to share success stories from conception to reality with Q and A

---

1145-1215 Round Table Exercise #2

(Individual & group work facilitated by **Ian Hill**)

---

12:15-12:45 Lunch

---

12:45-1:30 Second Keynote: Building the Healthy Society: A vision for the future.

Speaker: **Dr. Ryan Meili** Family Physician, Saskatoon Community Clinic, Head of Division of Social Accountability at University of Saskatchewan College of Medicine, and Board Member of Canadian Doctors for Medicare (Saskatoon, SK)

Dr. Ryan Meili suggests that health delivery too often focuses on treatment of immediate causes and ignores more fundamental conditions that lead to poor health. Income, education, employment, housing, the wider environment, and social supports: far more than the actions of physicians, nurses, and other health care providers, it is these social determinants, these “upstream” areas of social investment, that make the greatest difference in our health. His work, including his 2012 book *A Healthy Society*, uses patient stories to bring to life the evidence of the impact of health determinants on individuals and the policy changes that can lead to better outcomes. Emerging from this mix of scholarship and story, Meili proposes a new approach to political and social change.

---

1:30-1:45pm Round table Exercise #3

(Individual & group work facilitated by **Ian Hill**)

---

1:45-2:00 Break

---

2:00-2:50 Final Keynote Speaker

“My Vision for a Healthy Calgary” Speaker **Mayor Naheed Nenshi** (To be confirmed)

---

2:50-3:25 Closing Remarks, Reflections on the Day & Next Steps **Ian Hill**

330 Adjourn

Registration: <https://www.regonline.ca/healthycommunitiesnow>

Website <http://healthycommunitiesnow.com>

Email Contact : Kerri Paviglianiti [kerri.paviglianiti@crpcn.ca](mailto:kerri.paviglianiti@crpcn.ca)

## Building Healthy Communities Now

A workshop to help engage communities in primary health care.

January 15, 2013 Darcy Ranch Golf Club Okotoks

### Workshop Objectives:

- 1) To hear from experts about research into healthy communities and their inextricable link to sustainable health systems.
- 2) To foster collaboration and shared vision among municipalities in the Calgary area, local physicians and other stakeholders regarding a continuum of services and their influence on health and well-being.
- 3) To help participants explore and become energized about opportunities for change going into four year municipal mandates. *What works? Where are efforts best placed? What will work in their own community?*
- 4) To learn about actual case examples of where Alberta communities are making headway in community development for health.

### **Rationale and Background**

Primary health care is the foundation of health and well-being for individuals and communities. Primary health care goes beyond traditional medical services (i.e., hospitals, family doctor's offices) to include a spectrum of services that influence health and well-being, such as housing, community supports, education and the environment. The ultimate goal of a well-functioning primary health care system is better health for all. The World Health Organization identifies five key elements to achieving that goal:

1. Reducing exclusion and social disparities in health (universal coverage reforms);
2. Organizing health services around people's needs and expectations (service delivery reforms);
3. Integrating health into all sectors (public policy reforms);
4. Pursuing collaborative models of policy dialogue (leadership reforms); and
5. Increasing stakeholder participation

Being able to live well, age and die in one's own community is a goal shared by the vast majority of Albertans. Primary health care systems include a network of families, providers, government Ministries, the non-profit sector, and communities who must work together to improve capacity for health and provide a strong continuum of services for people.

A sustainable health care system and an active socially engaging community are two sides of the same coin. Community health is strongly affected by factors outside the health care system, such as education, employment, food security, housing, snow removal, walkability, culture, social interaction, transportation, family, and other things. Municipalities, community groups, physicians and others have overlapping mandates in regard to ensuring we have a sustainable health system for an aging population.

Betty, an 83 year old woman is living alone in Okotoks, has unstable diabetes and early dementia. It is possible for her to remain at home and both Betty and her family desire this. To achieve this, a continuum of resources are needed including a diagnoses and medical management plan, regular follow-up by a primary health care provider, meals on wheels, a link to a local exercise program, transportation, a neighbor who drops in to shovel the walks, a seniors drop in center, and support for the family monitoring medication and daily activities. Betty needs various systems to work well together to ensure she can stay healthy and at home.

The above example highlights the complex, multifaceted variables that influence health and well-being. It also underscores the role that various sectors/institutions and individuals play in influencing the well-being of individuals and communities. The collaborative session will be aimed at building capacity among community leaders including, elected and municipal leaders to understand the impact communities have on health. We will include practical dialogue about policies that can be pursued to strengthen the fabric of local primary health care in concert with family physicians and other stakeholders.

#### Reading List:

<http://albertaventure.com/2012/06/how-alberta-can-become-the-worlds-healthiest-place/>

A wise word on problem solving

<http://www.fastcompany.com/1514493/switch-dont-solve-problems-copy-success>

Alberta Venture Magazine

<http://albertaventure.com/2012/06/how-alberta-can-become-the-worlds-healthiest-place/>

Ryan Meili <http://www.youtube.com/watch?v=c78GnlSHKvM>

James Talbot <http://www.youtube.com/watch?v=6CiM7TWys6M&feature=youtu.be>

Alberta Health's *Strategic Approach to Wellness* framework

<http://www.health.alberta.ca/documents/Strategic-Approach-Wellness-2013.pdf>

# **ACTION ITEMS**

# Staff Report

**To:** Town Council  
**From:** CAO  
**Date:** November 21, 2013  
**Re:** Designated Officers Bylaw Amendment

---

Attached is the Designated Officers Bylaw which formalizes the designated officers under the *Municipal Government Act* and which sections their designation applies to.

In order to streamline efficiency in the Town Office by reducing the administrative burden on Town Council, management staff is recommending an amendment to have a designated officer and one of the following individuals sign agreements, cheques and other negotiable instruments per MGA 213(4):

- Mayor,
- Deputy Mayor,
- Councillor, or
- Designated Officer.

This allows Administration to sign agreements and cheques without the need to bring a Council member in for these day-to-day routine processes. This will reduce the time and cost to have Council members come in to sign routine administrative paperwork.

*Kris Holbeck, CA CAO Town of Claresholm*

relating to the designated officer has not been assigned to any designated officer by council.

1994 cM-26.1 s210

### **Revocation**

**211(1)** A municipality may revoke with or without cause the appointment of a person to the position of a designated officer.

**(2)** A designated officer whose appointment is revoked without cause is, subject to any written agreement between the municipality and the officer, entitled to reasonable notice or to compensation instead of reasonable notice.

**(3)** A designated officer whose appointment is revoked with cause is, subject to any written agreement between the municipality and the officer, not entitled to reasonable notice or to compensation instead of reasonable notice.

1994 cM-26.1 s211;1995 c24 s25

### **Delegation by designated officer**

**212** A designated officer may delegate any of the officer's powers, duties or functions under this or any other enactment or bylaw to an employee of the municipality.

1994 cM-26.1 s212

### **Fidelity bond**

**212.1(1)** Starting with the 1998 financial year, the council of each municipality must annually obtain a fidelity bond, or equivalent insurance, in an amount the council considers appropriate.

**(2)** The fidelity bond or equivalent insurance must cover

- (a) the chief administrative officer of the municipality,
- (b) the designated officers of the municipality, and
- (c) other employees of the municipality

while carrying out duties relating to any money or security belonging to or held by the municipality.

1997 c19 s3

### **Signing or authorization of municipal documents**

**213(1)** Minutes of council meetings must be signed by

- (a) the person presiding at the meeting, and
- (b) a designated officer.

(2) When council has delegated a power, duty or function to a council committee, the minutes of a council committee meeting that deal with the power, duty or function must be signed by

- (a) the person presiding at the meeting, and
- (b) a designated officer.

(3) Bylaws must be signed by

- (a) the chief elected official, and
- (b) a designated officer.

(4) Agreements and cheques and other negotiable instruments must be signed or authorized

- (a) by the chief elected official or by another person authorized by council to sign them, and
- (b) by a designated officer,

or by a designated officer acting alone if so authorized by council.

(5) A signature may be printed, lithographed or otherwise reproduced if so authorized by council.

1994 cM-26.1 s213

#### **Destruction of records**

**214(1)** A council may authorize the destruction of the original bylaws and minutes of council meetings if the originals have been recorded on microfiche or on another system that will enable copies of the originals to be made.

(2) A council may pass a bylaw respecting the destruction of other records and documents of the municipality.

(3) A bylaw under subsection (2) must provide that if an individual's personal information will be used by the municipality to make a decision that directly affects the individual, the municipality must retain the personal information for at least one year after using it so that the individual has a reasonable opportunity to obtain access to it.

1994 cM-26.1 s214

#### **Prohibition of certain agreements with employees**

**215(1)** An agreement made on or after January 1, 1995 between a municipality and an employee of a municipality in which the municipality is to provide a service or commodity to the employee is void.





**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1590**

**A Bylaw of the Town of Claresholm to establish the positions of designated officers.**

**WHEREAS** Section 145 of the *Municipal Government Act*, RSA 2000, Chapter M-26 permits the Council to establish one or more positions to carry out the powers, duties and functions of a designated officer;

**AND WHEREAS** Council wishes to exercise its authority pursuant to the Municipal Government Act by establishing designated officer positions;

**NOW THEREFORE, THE COUNCIL OF THE TOWN OF CLARESHOLM, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:**

**SECTION 1 TITLE**

- 1.1 This Bylaw may be cited as the **“DESIGNATED OFFICER BYLAW.”**

**SECTION 2 DEFINITIONS**

- 2.1 In this Bylaw, unless the context otherwise requires:
- a) **“Act”** is the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, or any legislation in replacement or substitution thereof.
  - b) **“Bylaw”** is a bylaw of the Town of Claresholm.
  - c) **“Committee”** is any board, committee, or commission or other body to which Council may appoint, but excluding Committee of the Whole.
  - d) **“Committee of the Whole”** is Members of Council present at a meeting of Council sitting in committee.
  - e) **“Council”** is the municipal Council of the Town of Claresholm.

**SECTION 3 AUTHORIZING OF MUNICIPAL DOCUMENTS**

- 3.1 All agreements and cheques and other negotiable instruments shall be signed by any two of the following: Chief Administrative Officer, Mayor, Deputy Mayor, Councillor or Secretary-Treasurer.

**SECTION 4 DESIGNATION**

- 4.1 The following positions are designated officers of the Town:
- a) Chief Administrative Officer;
  - b) Secretary-Treasurer;
  - c) Bylaw Enforcement Officer;
  - d) Development Officer;
  - e) Superintendent / Utilities Operator;
  - f) Municipal Assessor

**SECTION 5 CHIEF ADMINISTRATIVE OFFICER (CAO)**

- 5.1 The Chief Administrative Officer (CAO) is the designated officer for purposes of the following sections of the Act:
- Section 213(1)(b) – Signing minutes of Council meetings.
  - Section 213(2)(b) – Signing minutes of Council committee meetings.
  - Section 213(3)(b) – Signing bylaws.
  - Section 213(4)(b) – Signing agreements, cheques and other negotiable instruments.
  - Section 270 – Opening and closing all the accounts of the Town that hold money.
  - Section 309(1)(d) – Contents of assessment notices.
  - Section 334(1)(e) – Contents of tax notices.
  - Section 336(1) – Certifying date of sending tax notices.
  - Section 343(2) – Application of tax payments.
  - Section 350 – Issuing tax notices.
  - Section 420(2) – Obtaining possession of lands.
  - Section 439(2) – Preparing and issuing distress warrants and seizing goods.

- Section 455(1) – Clerk of Assessment Review Board
- Section 461(1) & (2) – Address to which complaint is sent.
- Section 462(1) – Notice of Assessment Review Board hearings.
- Section 469(1) – Notice of decision of Assessment Review Board.
- Section 483 – Decision admissible on appeal.
- Section 612 – Certifying copies of bylaws and records.

**SECTION 6 SECRETARY-TREASURER**

- 6.1 The Secretary-Treasurer is the designated officer for the purposes of the following sections of the Act:
  - Section 69 – Consolidating bylaws.
  - Section 213(1)(b) – Signing minutes of Council meetings.
  - Section 213(2)(b) – Signing minutes of Council committee meetings.
  - Section 213(4)(b) – Signing agreements, cheques and other negotiable instruments.
  - Section 270 – Opening and closing all the accounts of the Town that hold money.
  - Section 606(7) – Requirements for proof of advertising.

**SECTION 7 BYLAW ENFORCEMENT OFFICER**

- 7.1 The Bylaw Enforcement Officer is the designated officer for the purposes of the following sections of the Act:
  - Section 542 – Municipal Inspections and Enforcement

**SECTION 8 DEVELOPMENT OFFICER**

- 8.1 The Development Officer is the designated officer for purposes of the following sections of the Act:
  - Section 542 – Municipal Inspections and Enforcement
  - Section 624(2) – Development Authority

**SECTION 9 SUPERINTENDENT / UTILITIES OPERATOR**

- 9.1 These positions are the designated officers for purposes of the following sections of the Act:
  - Section 544(1) – Inspecting Meters

**SECTION 10 MUNICIPAL ASSESSOR**

- 10.1 The Municipal Assessor is the designated officer for purposes of carrying out the duties and responsibilities of an “assessor” under the Act, and any other relevant statute, regulations or bylaw.
- 10.2 The Municipal Assessor is the designated officer for purposes of the following sections of the Act:
  - Section 482(1) & (2) – Admissible evidence at hearings – assessment rolls and assessment notices.
  - Section 525 – Certifying copies of assessment roles and assessment notices.

**SECTION 11 PASSAGE OF BYLAW**

- 11.1 This Bylaw shall come into effect upon passage of Third Reading.
- 11.2 Bylaw #1533 is hereby rescinded.

Read a first time in Council this      day of      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.

\_\_\_\_\_  
**Rob Steel, Mayor**

\_\_\_\_\_  
**Kris Holbeck, CAO**

21.



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1533**

**A Bylaw of the Town of Claresholm to establish the positions of designated officers.**

**WHEREAS** Section 145 of the *Municipal Government Act*, RSA 2000, Chapter M-26 permits the Council to establish one or more positions to carry out the powers, duties and functions of a designated officer;

**AND WHEREAS** Council wishes to exercise its authority pursuant to the Municipal Government Act by establishing designated officer positions;

**NOW THEREFORE, THE COUNCIL OF THE TOWN OF CLARESHOLM, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:**

**SECTION 1 TITLE**

1.1 This Bylaw may be cited as the **“DESIGNATED OFFICER BYLAW.”**

**SECTION 2 DEFINITIONS**

- 2.1 In this Bylaw, unless the context otherwise requires:
- a) **“Act”** is the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, or any legislation in replacement or substitution thereof.
  - b) **“Bylaw”** is a bylaw of the Town of Claresholm.
  - c) **“Committee”** is any board, committee, or commission or other body to which Council may appoint, but excluding Committee of the Whole.
  - d) **“Committee of the Whole”** is Members of Council present at a meeting of Council sitting in committee.
  - e) **“Council”** is the municipal Council of the Town of Claresholm.

**SECTION 3 AUTHORIZING OF MUNICIPAL DOCUMENTS**

3.1 All agreements and cheques and other negotiable instruments shall be signed by a member of Council and by one of the following: Chief Administrative Officer or Secretary-Treasurer.

**SECTION 4 DESIGNATION**

- 4.1 The following positions are designated officers of the Town:
- a) Chief Administrative Officer;
  - b) Secretary-Treasurer;
  - c) Bylaw Enforcement Officer;
  - d) Development Officer;
  - e) Superintendent / Utilities Operator;
  - f) Municipal Assessor

**SECTION 5 CHIEF ADMINISTRATIVE OFFICER (CAO)**

- 5.1 The Chief Administrative Officer (CAO) is the designated officer for purposes of the following sections of the Act:
- Section 213(1)(b) – Signing minutes of Council meetings.
  - Section 213(2)(b) – Signing minutes of Council committee meetings.
  - Section 213(3)(b) – Signing bylaws.
  - Section 213(4)(b) – Signing agreements, cheques and other negotiable instruments.
  - Section 270 – Opening and closing all the accounts of the Town that hold money.
  - Section 309(1)(d) – Contents of assessment notices.
  - Section 334(1)(e) – Contents of tax notices.
  - Section 336(1) – Certifying date of sending tax notices.
  - Section 343(2) – Application of tax payments.
  - Section 350 – Issuing tax notices.

- Section 420(2) – Obtaining possession of lands.
- Section 439(2) – Preparing and issuing distress warrants and seizing goods.
- Section 455(1) – Clerk of Assessment Review Board
- Section 461(1) & (2) – Address to which complaint is sent.
- Section 462(1) – Notice of Assessment Review Board hearings.
- Section 469(1) – Notice of decision of Assessment Review Board.
- Section 483 – Decision admissible on appeal.
- Section 612 – Certifying copies of bylaws and records.

**SECTION 6 SECRETARY-TREASURER**

- 6.1 The Secretary-Treasurer is the designated officer for the purposes of the following sections of the Act:
- Section 69 – Consolidating bylaws.
  - Section 213(1)(b) – Signing minutes of Council meetings.
  - Section 213(2)(b) – Signing minutes of Council committee meetings.
  - Section 213(4)(b) – Signing agreements, cheques and other negotiable instruments.
  - Section 270 – Opening and closing all the accounts of the Town that hold money.
  - Section 606(7) – Requirements for proof of advertising.

**SECTION 7 BYLAW ENFORCEMENT OFFICER**

- 7.1 The Bylaw Enforcement Officer is the designated officer for the purposes of the following sections of the Act:
- Section 542 – Municipal Inspections and Enforcement

**SECTION 8 DEVELOPMENT OFFICER**

- 8.1 The Development Officer is the designated officer for purposes of the following sections of the Act:
- Section 542 – Municipal Inspections and Enforcement
  - Section 624(2) – Development Authority

**SECTION 9 SUPERINTENDENT / UTILITIES OPERATOR**

- 9.1 These positions are the designated officers for purposes of the following sections of the Act:
- Section 544(1) – Inspecting Meters

**SECTION 10 MUNICIPAL ASSESSOR**

- 10.1 The Municipal Assessor is the designated officer for purposes of carrying out the duties and responsibilities of an “assessor” under the Act, and any other relevant statute, regulations or bylaw.
- 10.2 The Municipal Assessor is the designated officer for purposes of the following sections of the Act:
- Section 482(1) & (2) – Admissible evidence at hearings – assessment rolls and assessment notices.
  - Section 525 – Certifying copies of assessment roles and assessment notices.

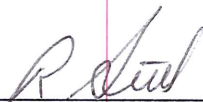
**SECTION 11 PASSAGE OF BYLAW**

- 11.1 This Bylaw shall come into effect upon passage of Third Reading.

Read a first time in Council this **28<sup>th</sup>** day of **September** 2009 A.D.

Read a second time in Council this **28<sup>th</sup>** day of **September** 2009 A.D.

Read a third time in Council and finally passed in Council this **28<sup>th</sup>** day of **September** 2009 A.D.



**Rob Steel, Mayor**



**Kris Holbeck, CAO**





ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister*

AR70361

November 27, 2013

His Worship Don Anderberg  
Mayor, Town of Pincher Creek  
PO Box 159  
Pincher Creek, AB T0K 1W0

Dear Mayor Anderberg: 

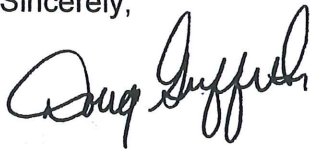
Thank you for your partnership's application for a grant under the Regional Collaboration component of the 2013/14 Regional Collaboration Program (RCP). I am pleased to inform you that the Town of Pincher Creek has been approved for a grant of \$250,000 in support of your project: Regional Online Capacity Building.

The conditional grant agreement will be mailed shortly to your Chief Administrative Officer to obtain the appropriate signatures.

For any project that may merit enhanced public recognition, please contact Municipal Affairs Communications, toll-free at 310-0000, then 780-427-8862, or at [rcp.grants@gov.ab.ca](mailto:rcp.grants@gov.ab.ca), to discuss specific communication activities to highlight the project, as outlined in the RCP guidelines.

I congratulate the partnership on initiating this project, and I wish you every success in your efforts.

Sincerely,



Doug Griffiths  
Minister

.../2

copy: Mayor Rob Steel, Town of Claresholm  
Mayor Rene Gendre, Town of Fort Macleod  
Mayor Barin Beresford, Town of Granum  
Mayor Rick Everett, Town of Nanton  
Mayor Gentry Hall, Town of Stavely  
Mayor Blair Painter, Municipality of Crowsnest Pass  
Mayor Linda Findlater, Village of Cowley  
Mayor Jordan Koch, Village of Glenwood  
Mayor Monte Cristensen, Village of Hill Spring  
Reeve Fred C. Lacey, Cardston County  
Reeve Brian Hammond, Municipal District of Pincher Creek  
Reeve Cameron Gardner, Municipal District of Ranchland  
Reeve Neil Edward Wilson, Municipal District of Willow Creek  
Chairperson Brian Reeves, Improvement District No. 4 (Waterton)  
Laurie Wilgosh, Chief Administrative Officer, Town of Pincher Creek  
Kris Holbeck, Chief Administrative Officer, Town of Claresholm  
David Connauton, Chief Administrative Officer, Town of Fort Macleod  
Ken Anderson, Chief Administrative Officer, Town of Granum  
Brad Mason, Chief Administrative Officer, Town of Nanton  
Clayton Gillespie, Chief Administrative Officer, Town of Stavely  
Myron Thompson, Chief Administrative Officer, Municipality of Crowsnest Pass  
Cindy Cornish, Chief Administrative Officer, Village of Cowley  
Kurtis Pratt, Chief Administrative Officer, Village of Glenwood  
Kurtis Pratt, Chief Administrative Officer, Village of Hill Spring  
Murray Millward, Chief Administrative Officer, Cardston County  
Wendy Kay, Chief Administrative Officer, Municipal District of Pincher Creek  
Greg Brkich, Chief Administrative Officer, Municipal District of Ranchland  
Cynthia Vizzutti, Administrator, Municipal District of Willow Creek  
J. Scott Barton, Chief Administrative Officer, Improvement District No. 4 (Waterton)

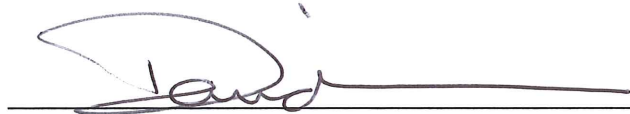
**Regional Collaboration Program Grant  
2013-2014**

**COUNCIL RESOLUTION**

1. "Be it resolved that Council authorizes Town of Claresholm  
(Legal Status and Name of the Municipality)

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

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



Chief Elected Official or  
Signing Officer Duly Authorized by Council

October 16, 2013  
Date

## SOUTHWEST INVEST

A Regional Collaboration Program Project of Alberta SouthWest Municipalities

<b>SOUTHWEST INVEST</b> Proposed Project Details November 2013 – June 2015 [20 months]					
					*O=OUTPUTS A=Agreement: (cp)=cooperation protocols RCM=Revenue/Cost sharing Model RS=Report/Study: (cb)=capacity building; (rc)=regional collaboration; (ca)=cooperation assessment RP=Regional Plan: (sd)=service delivery; (bp)=business plan SU=Start up activities: (c)=communications; (im)=information management C=Consultations ↓
					**FC=FUNCTIONAL CATEGORIES G=Governance PD=Planning/Development ↓ ↓
Project milestone and completion date	Estimated cost	Other provincial grants/ amount	Non-provincial	**FC	*O
<b>WI-FI EXPANSION/BROADBAND ASSESSMENT</b>					
Project Plan-Dec/13	5,000			PD	RP (sd)
Wi-Fi service delivery expansion plan-Jan/14	5,000			PD	RP (sd)
Broadband issues identification and gap analysis-Dec/14	25,000			PD	RS (cb)
	<b>35,000</b>		10,000		
<b>COMMUNITY READINESS / CAPACITY DEVELOPMENT</b>					
Project Plan-Jan/14	5,000			PD	RP (sd)
Community website review/assessments / recommendations-May/14	40,000			PD	RS (cb)
Community websites modifications / data sharing systems-Mar/15	60,000			PD	SU (im)
Work/land/opportunity listings: partnership feasibility and logistics-Mar/15	10,000			PD	SU (im)
Results report-May/15	5,000			PD	RS (cb)
	<b>120,000</b>		15,000		
<b>INVESTMENT ATTRACTION ISSUES /ASSETS /CAPACITY DEVELOPMENT</b>					
Project Plan-Jan/14	5,000			PD	RP (sd)
Community Economic development needs and assets identification-Mar/14	30,000			PD	RS (cb)
Regional promotion plan and materials-Mar/14	40,000			PD	SU (c)
Opportunity Stories (print, video, social media)-May/15	30,000			PD	SU (c)
Succession planning / transition strategies / awareness training-May/15	20,000			PD	RP (sd)
	<b>125,000</b>		5,000		
	<b>280,000</b>		<b>30,000</b>		



## SOUTHWEST INVEST

### A Regional Collaboration Program Project of Alberta SouthWest Municipalities

#### WIFI EXPANSION / BROADBAND ISSUES IDENTIFICATION

##### Challenge:

- Build dynamic, information-sharing for visitors and residents in each community
- Strengthen regional identity through communications technology
- Create a consistent quality of connectivity throughout the region to enable new families, younger demographic, to live and work

##### Opportunity:

- Wi-Fi is cost effective technology that supports a regional identity and ease of information -sharing for visitors and residents
- There are emerging examples of community broadband initiatives, and this region could be on the leading edge for rural Alberta

##### Project Description:

- Build capacity and expand effectiveness of current Wi-Fi network in the region
- Research and assess broadband realities and issues, costs and benefits to gain a realistic view and strategy to providing services

#### ❖ COMMUNITY READINESS / CAPACITY DEVELOPMENT

##### Challenge:

- Ensure each community within the region has a high quality web presence that re presents its differentiated qualities and best assets and is complementary to the regional website and further fulfills the function of promoting the region;
- Ensure that the communities gain benefit from being part of a region and also the capacity to strengthen individual assets

##### Opportunity:

- Our strength continues to come from forward thinking member communities
- We have the opportunity to use technology in an innovative way.
- The region has a network of free Wi-Fi hot spots
- The region has award-winning web presence that can be leveraged for the benefit of each member community
- There is opportunity to partner with regional planning commission and chambers

##### Project Description:

- Review, assess and evaluate all community websites in relation to regional goals; create recommendations
- Provide support to communities to implement recommendations and improve information-sharing
- Explore feasibility and logistics of media and community partnership approach to work, land and opportunity listings

#### ❖ INVESTMENT ATTRACTION ISSUES / ASSETS / CAPACITY DEVELOPMENT

##### Challenge:

- Develop increased capacity to respond to new economic opportunities
- Identify investment markets (international/national/regional) that are appropriate to opportunities in rural communities
- Develop messaging, public relations and promotion strategy to communicate economic development opportunities
- Increase capacity for rural communities to promote themselves outside the region
- Address the issue of an aging demographic; need to attract new workers and investors
- Address the need for better understanding about succession-planning and business transition process

##### Opportunity:

- A key part of the role of economic development services is communication, partnership-building and increasing awareness of the region and its opportunities. The Region is developing an effective on-line presence that can be leveraged to connect with investor target market
- There are success stories in the region; they need to be captured and communicated as examples and inspiration for newcomers
- An emerging partnership with Montana and BC may expand the sphere of influence for the southwest Alberta rural region
- An emerging public interest in green, sustainable business practices can be leveraged for economic benefit to this region
- Technology can support the trend of attracting families who want to live, work and play in a clean, safe unspoiled environment

##### Project Description:

- Help each community identify its key economic development needs, unique strengths and assets within regional opportunity strategy
- Create stories/videos of key successes and opportunities in each community and the region
- Develop print and on-line materials for regional and community opportunity promotion
- Conduct succession planning / transition awareness training to increase community capacity

*Three key sectors for AlbertaSW economic development are considered to be: 1) Tourism and geotourism development (Crown of the Continent)  
2) Energy and alternative energy (oil and gas/wind/solar/bio products)3) Agriculture and value-added agriculture (artists/artisans/food products)  
In order to fully realize the potential of our region, we need to continue to focus on effective information-sharing that increases awareness of all our assets and positions Alberta South West at the forefront of regional development.*

# 2014 Council Planning Orientation

COUNCIL MEMBERS, DEVELOPMENT OFFICERS  
& CHIEF ADMINISTRATIVE OFFICERS

---

## PEOPLE, POLITICS & PLACE

The Oldman River Regional Services Commission (ORRSC) invites you to join us for an informative two-hour session focusing on why municipalities plan, how municipalities plan, and how your municipality and ORRSC work together in achieving your municipality's desired goals and objectives.

Choose **ONE** of the following sessions:

- Thursday, **January 23, 2014** at **1:30 p.m.**
- Thursday, **January 23, 2014** at **7:00 p.m.**
- Wednesday, **January 29, 2014** at **7:00 p.m.**

**Place: ORRSC Conference Room**  
3105 - 16 Avenue North, Lethbridge  
(rear parking lot and entrance)

**Return the attached registration form by January 10, 2014.**

**Please submit only one registration form per municipality.**

Each session will be limited to 100 people on a first-come basis.

**FAX:** (403) 327-6847      **E-MAIL:** admin@orrsc.com



*OLDMAN RIVER REGIONAL SERVICES COMMISSION*

# REGISTRATION

## 2014 COUNCIL PLANNING ORIENTATION

### PEOPLE, POLITICS & PLACE

ORRSC Conference Room - 3105 - 16 Avenue North, Lethbridge  
(rear parking lot and entrance)

MUNICIPALITY: \_\_\_\_\_

Please (✓) only ONE session per person:

NAME (please print)	January 23 1:30 p.m.	January 23 7:00 p.m.	January 29 7:00 p.m.
CAO -			
Development Officer -			
Mayor/Reeve -			
Councillor -			
Councillor -			
Councillor -			
Councillor -			
Councillor -			
Councillor -			
Councillor -			
Councillor -			
Councillor -			

**FAX (403-327-6847) or E-MAIL ([admin@orrsc.com](mailto:admin@orrsc.com)) this form by January 10, 2014.**

**Please submit only one registration form per municipality.**



*OLDMAN RIVER REGIONAL SERVICES COMMISSION*



November 25, 2013

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

The History Book Committee is requesting a two-year extension on the very generous loan for the printing costs of the Claresholm and area history book. The town kindly extended the loan for two years and is due by April 12, 2014. Unfortunately we require another extension and respectfully request another 2 years, to be extended to April 12, 2016.

We originally received \$20,000 and have been able to pay \$6000 towards the loan, leaving us with a balance of \$14,000 still owing. We also have a loan with the M.D. of Willow Creek for the same amount as with you and when we make a payment, we make equal payments to them.

We ordered 2000 history books, feeling pretty confident that we would be able to sell them all. We arrived at this number based on the fact that the Staveland History book committee was able to sell 1000 books. We considered the fact that we are a larger community with a lot of people who were born and raised here and have moved away. Unfortunately we still have roughly 950 books left to sell.

We are still trying to remain visible in the community and take every opportunity we can to promote the sales of the book. The books are always available for purchase from the Claresholm Library, Claresholm Museum and the Claresholm Local Press.

We are trying to come up with creative ideas to promote and sell the book, such as looking for corporate sponsors to pay for a history book for each graduate from the Willow Creek Composite High School.

Quite frankly the committee, who has been committed to this project for the past 14 years, is very disappointed with the low number of books that have been purchased. It is a resourceful book full of interesting facts about the town of Claresholm since it was established in 1905. Even if a particular family did not take the time to put their history in – it serves as a handy resource book about your neighbors and friends in the community.

We would like to assure you that we will continue to do our best to sell the remaining books and pay off the loan. We would also appreciate any assistance or suggestions you may have for reaching this goal.

Sincerely

Roxanne Thompson  
Committee Member





TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1581

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

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

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


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


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

Read a first time in Council this 22<sup>nd</sup> day of October 2012 A.D.

Read a second time in Council this 13<sup>th</sup> day of November 2012 A.D.

Read a third time in Council and finally passed in Council this 13<sup>th</sup> day of November  
2012 A.D.

  
\_\_\_\_\_  
David Moore, Mayor

  
\_\_\_\_\_  
Kris Holbeck, CAO

Bylaw #1581 – Friends of the Claresholm Public Library Loan

## **Karine Wilhauk**

---

**From:** Deborah & Bryan Ketcheson <ketcheson@shaw.ca>  
**Sent:** December-10-13 2:33 PM  
**To:** Karine Wilhauk  
**Subject:** Subdivision & Development Appeal Board

This is to confirm our telecon 10 Dec. I would be interested in being an active member of the Claresholm Subdivision and Development Appeal Board for the upcoming term, as required.

As discussed, prior to my retirement in 2007, I was employed in the housing & real estate development industry, most recently with the Alberta New Home Warranty Program in Calgary.

I have a degree in Civil Engineering from the University of Saskatchewan, and am a member of the Association of Professional Engineers of Alberta.

Also, as I advised, due to family travel plans, I will not be available between 01 March & 15 April, 2014.

My wife & I moved to Claresholm in 2011. We reside at 4873 7th St. West, where we are the proud owners of a new home. Our mailing address is Box 533, Claresholm, Tel 403 468 4873.

Yours truly  
Bryan Ketcheson.

## Karine Wilhauk

---

**From:** Kris Holbeck  
**Sent:** December-11-13 5:51 PM  
**To:** 'Diana Ross'  
**Cc:** Karine Wilhauk  
**Subject:** RE: Claresholm Library Board

Thanks Diana, I will forward your name onto Council.

KRIS

---

**From:** Diana Ross [<mailto:Diana.Ross@gov.ab.ca>]  
**Sent:** December-11-13 3:56 PM  
**To:** Kris Holbeck  
**Cc:** [dianaros@telusplanet.net](mailto:dianaros@telusplanet.net)  
**Subject:** re: Claresholm Library Board

Hi Kris,

I would like my name submitted for the Library Board Committee. I appreciate reading and different types of literature. I believe a library is and important resource for a community.

Thanks,

*Diana Ross*  
[dianaros@telusplanet.net](mailto:dianaros@telusplanet.net)  
403 625 2391

---

This communication is intended for the use of the recipient to which it is addressed, and may contain confidential, personal, and or privileged information. Please contact us immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.



**TOWN OF CLARESHOLM  
ADMINISTRATION**

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



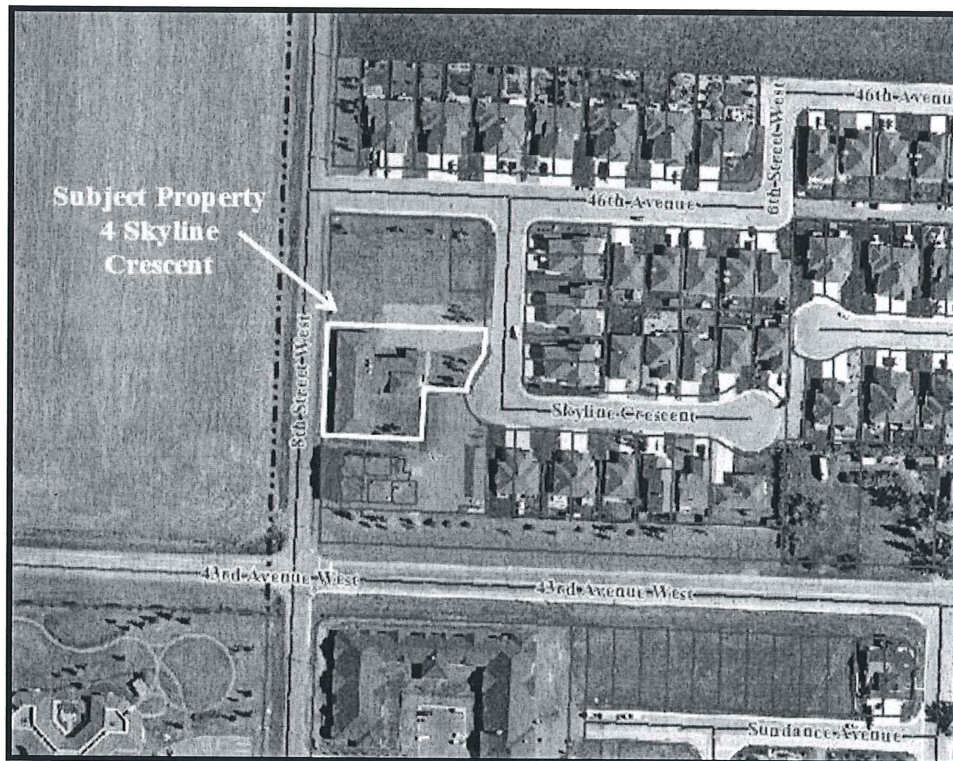
# MEMO

**To:** Council  
**From:** Administration  
**Date:** December 17<sup>th</sup>, 2013  
**Re:** Reserve Bid for Tax Recovery Sale; 4 Skyline Crescent

Urgent     For Review     Please Comment     Please Reply     Please Recycle

---

**Subject Lands:** Civic address: 4 Skyline Crescent, Legal: Lot 16, Block 63, Plan 0110064





### Background

This abovementioned property was registered to the Tax Recovery Arrears list April 19, 2012. A tax recovery notification was endorsed by Alberta Land Titles and sent to all registered owners on May 15, 2013. The Town Council set the public auction date and reserve bid on July 22, 2013. The public auction was held on September 30, 2013 with a reserve bid set at \$1,129,020.00 (which was the 2012 assessed value).

### Considerations for Council

1. The 2012 assessed tax value is listed as **\$1,129,020.00**; this was also the reserved bid set July 22, 2013.
2. In conjunction with an independent property inspection performed by Pillar to Post Inspection Services, Administration requested that Benchmark Assessment Consultants Inc. perform a detailed appraisal of the property. As per the appraisal completed on December 6, 2013, Benchmark Assessment Consultants concluded that the market value of the abovementioned property is **\$800,000**.
3. In regards to the **terms and conditions** of a sale, Administration suggests the following:
  - a. The above mentioned property (parcel) will be offered for sale, subject to a reserve bid and to the reservations and conditions contained in the existing certificate of title.
  - b. The above mentioned property (parcel) are being offered for sale on an "as is, where is" basis, and the Town of Claresholm makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use districting, building and development conditions, absence of presence of environmental contamination, vacant possession, or the developability of the lands for any intended use by the successful bidder. No bid will be accepted where the bidder attempts to attach any additional terms or conditions to the sale; no terms or conditions of sale will be considered other than those specified by the Town of Claresholm.
  - c. Cash or Certified Cheque is the only method of payment that will be accepted by the Town of Claresholm. Goods and Services Taxes (GST) applicable per Federal statutes. A deposit of 10% of the bid (with GST) is due when the Offer to Purchase / Letter of Intent is submitted. The balance of the bid (with GST) is due at closing. Closing will take place within 45 days of acceptance / approval of a valid Offer to Purchase / Letter of Intent, and be at the complete discretion of the Town of Claresholm.
  - d. In accordance with Section 415(1) of the Municipal Government Act, the previous owner may make payment of all arrears of taxes and costs at any time prior to the closing of the sale, causing the sale to be nullified.

### Recommendations

In accordance with Section 425(1)(a) of the Municipal Government Act, a Municipality that becomes the owner of a parcel of land may dispose of the parcel by selling it at a price that is as close as reasonably possible to the market value of the parcel. The public auction held on September 30, 2013 (with the reserve bid set at \$1,129,020.00) was unsuccessful. With consideration given to this previous attempt at selling the above mentioned property (parcel), Administration recommends that Council set a new reserve bid set at **\$964,510.00** (which is half of the difference between the 2012 assessed value and present day appraised value).



*Administration*  
*Town of Claresholm*

**TOWN OF CLARESHOLM  
ADMINISTRATION**

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



# MEMO

**To:** Council

**From:** Administration

**Date:** December 17<sup>th</sup>, 2013

**Re:** Regulatory and Protective Services – Staffing Possibilities

**Urgent**     **For Review**     **Please Comment**     **Please Reply**     **Please**

**Recycle**

---

## Types of Municipal Enforcement Positions

There are three main variations available to a municipality in Alberta regarding active enforcement. The Municipal Government Act allows a municipality to appoint a *Designated Officer* to enforce the provisions of a specific Bylaw. While a Municipality has several types of designated officers; enforcement duties are generally appointed to a Bylaw Officer type of position; the generally accepted term is **Municipal Enforcement Officer**. The Government of Alberta established laws by passing various Acts & Statutes that are wide ranging in their purpose. Almost every Acts & Statute has enforcement provisions. The Government of Alberta (through the Ministry of Justice and Solicitor General) has established the Public Security Program which authorizes a Municipality to employ Peace Officers to enforce various provisions within a wide range of Provincial Acts & Statutes. The Public Security Program sets out two levels of **Community Peace Officers; Level 1 and Level 2**. Level 1 being the more senior level is responsible for a much larger scope of enforcement abilities.

## Differences in Duties

### 1. **Municipal Enforcement Officer:**

- a. Duties: This tier of enforcement focuses on municipal bylaw enforcement, which includes an administrative element. **Authority at this level does not include any Provincial Acts or Statutes**, however if Municipal Bylaw's overlap, some abilities may be permissible. Relevant examples include Unsanitary Premises and Snow Removal Bylaw, Noise Bylaw, Solid Waste Bylaw, Water & Sewer Bylaw, Business License Bylaw, Animal Control (Cat and Dog Bylaws), Land Use Bylaw, and some element of the Traffic Bylaw. Day-to-day duties may result in \$1,000 to \$3,000 in revenue per year.
- b. Uniform / Vehicle: No formal uniform requirement. Standard Town markings on a vehicle that is equipped to accommodate animal control.
- c. Training: No specific training is required. However, if animal control is expected of a Municipal Enforcement Officer, specialized training should be undertaken.

## 2. Community Peace Officer (Level 2):

- a. General Duties: All duties covered by the Municipal Enforcement Officer apply to this tier of enforcement.
- b. Specific Duties: This tier of enforcement fills a range of roles that are administrative in nature or have a narrow enforcement focus. **Authority at this level does not include moving violations** under the *Traffic Safety Act* or any elements of the *Gaming and Liquor Act*. Relevant examples include parking enforcement officers and animal control specialists. Day-to-day duties may result in \$5,000 to \$8,000 in revenue per year.
- c. Uniform / Vehicle: Although there is no formal uniform requirement, typically a level 2 officer is outfitted in a very similar uniform as a level 1 officer. Similar vehicle markings are also allowed requirements may be utilized if the authorized employer so desires, without the red/blue lights.
- d. Training: Due to the narrow scope of job roles in this category, Solicitor General and Public Security Staff College training is not required but is recommended. Each employer is responsible for developing a training course that is sufficient to deliver the necessary skills and knowledge enabling an effective delivery of services. This training course will be submitted to the Public Security Division for retention and review. Prior to an appointment being issued for this category, the authorized employer must indicate that the training course on file has been successfully completed by the applicant.

## 3. Community Peace Officer (Level 1):

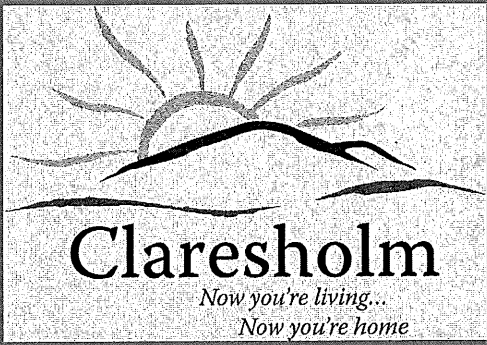
- a. General Duties: All duties covered by the Municipal Enforcement Officer and the Community Peace Officer (Level 2) apply to this tier of enforcement.
- b. Specific Duties: A level 1 officer is employed by many in Alberta to fulfill a range of roles including enforcement of provincial statutes. A Level 1 Community Peace Officer enforces moving violations under the *Traffic Safety Act* (and in accordance with the municipality's Traffic Safety Plan), elements of the *Gaming and Liquor Act*, *Environmental Protection and Enhancement Act*, *Animal Protection Act*, *Dangerous Dogs Act*, *Trespass to Premises Act*, *Prevention of Youth Tobacco Use Act*, *Tobacco Reduction Act*, *Weed Control Act*, and many others. Day-to-day duties may result in \$70,000 to \$150,000 in revenue per year.
- c. Uniform / Vehicle: A Level 1 Community Peace Officer is subject to specific uniform requirement. The level 1 Officer is also subject to specific vehicle markings that includes the use of red/blue lights. A Level 1 Community Peace Officer is responsible for providing a safe and secure environment for public and/or private property and is therefore permitted to carry a baton and/or OC spray.
- d. Training: The Community Peace Officer Induction Course taught at the Solicitor General and Public Security Staff College is the minimum required training for issuance of this category of appointment or equivalent, as approved by the Director.

## Statistics and Appendices

Appendix A: Proposed Draft 2014 Traffic Safety Plan



*Administration*  
*Town of Claresholm*



# TRAFFIC SAFETY PLAN

**DRAFT**

CLARESHOLM



**Updated  
January 2014**

# TRAFFIC SAFETY PLAN

The intent behind a traffic safety plan is to bring awareness to the major contributors to motor vehicle deaths and serious injuries and to focus traffic enforcement efforts towards a reduction of such collisions. It is anticipated that targeted use of peace officer resources focused on statistical areas of concern will enhance peace officer ability to have a positive effect in traffic safety in the community.

The creation and revision of the traffic safety plan is evidence that peace officer enforcement is not revenue driven, and is sternly focused on having a constructive impact on the community.

The following document lays out traffic statistics and the community factors that lead to main goals and objectives that direct peace officer enforcement in the community. This document is prepared in conjunction with the local RCMP detachment and will be forwarded to the Public Security Division upon completion.

## Traffic Statistics

### Fatal/serious injury crashes

- 2007- 3
- 2008- 2
- 2009- 5
- 2010- 1
- 2011- 3
- 2012- 3



**DRAFT**

### Property damage collisions

- 2012- 59
- Typically more than 50 per year

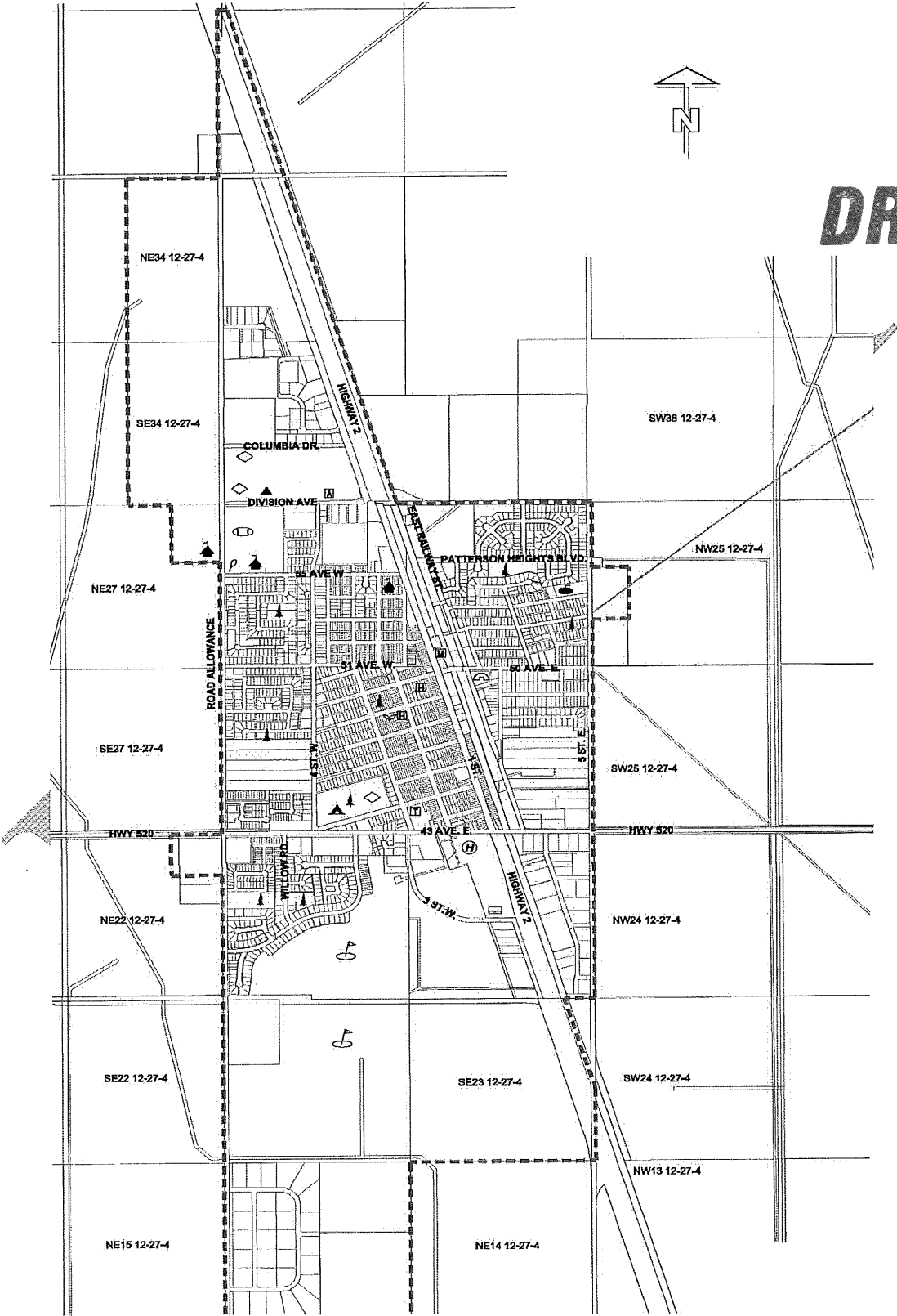
### Injury collisions - Primary contributing factor within mandate of peace officers

- |                          |    |
|--------------------------|----|
| ➤ Intersection related-  | 18 |
| ➤ Driver experience-     | 7  |
| ➤ Weather related-       | 7  |
| ➤ Too fast/speed-        | 4  |
| ➤ Following too closely- | 2  |
| ➤ No seat belt-          | 0  |
| ➤ No child restraint-    | 0  |

**DRAFT**

# Community Factors

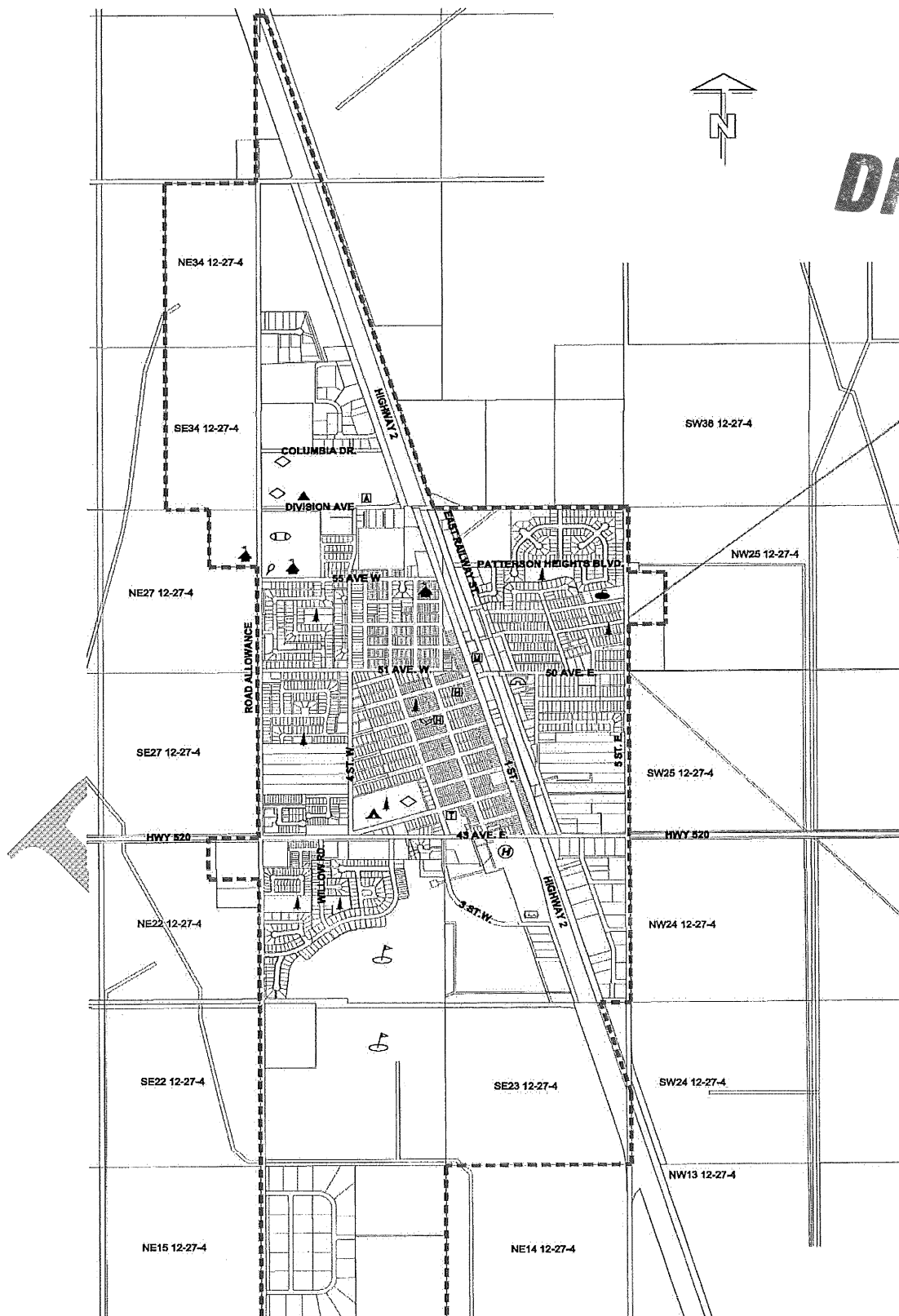
Below is a figure that identifies the community's main arterial roadways, numbered highways and playground and school zones that fall within peace officer enforcement jurisdiction.



**DRAFT**



The Local RCMP detachment has identified several areas of concern that are the major contributors to death and serious injury in the jurisdictional area. Below is a figure that identifies these areas.



## *Strategic Goals & Objectives*

### **General Background**

The Town of Claresholm is located in the Municipal District of Willow Creek #26, midway between Calgary and Lethbridge on Highway 2. It is 104 km south of Calgary and 90 km northwest of Lethbridge. Additionally, the Town's population of 3758 is spread over a town site consisting of approximately 48 km of local roads, which include residential, two school zones, 8-9 playground/park areas, commercial and industrial districts. Highway #2 divides the Town into East and West.

The Town of Claresholm has one peace officer. Duties include local bylaw enforcement, land use, parking control, traffic control, and animal control issues. It is estimated that 30 per cent of working hours are dedicated to moving traffic enforcement within the town limits.



### **Areas of Concerns**

The statistical data indicates that the majority of collisions occur at intersections that are yield sign, stop sign and red light controlled. The road network throughout the community includes a major primary highway (HWY 2/ 1 ST W) that intersects with a secondary major highway (520/ 43<sup>rd</sup> Ave W). The primary highway acts as a main regional corridor that moves over 10,000 vehicle trips per day through and within the community. The secondary highway moves over 2000 vehicle trips per day through and within the community. Local roads produce substantially less vehicle trips per day. As a result of the tremendous volume of traffic moved on the primary highway all intersecting roadways are at high risk for collisions.

Of particular concern is the intersection:

- Highway 2 (1<sup>st</sup> W) & 50<sup>th</sup> Ave W
- Highway 2 & 520 (43<sup>rd</sup> Ave W)
- Highway 2 & Alberta Road (Tim Hortons)

**DRAFT**

Also of concern for a minor risk of collision are the internal intersections of:

- Division Ave & 4<sup>th</sup> St W
- 51<sup>st</sup> Ave W & 4<sup>th</sup> St W
- 50<sup>th</sup> Ave W & 2<sup>nd</sup> ST W
- 49 Ave W & 2<sup>nd</sup> St W
- 4<sup>th</sup> St W & Highway 520 (43 Ave W)
- 3<sup>rd</sup> St W & Highway 520 (43 Ave W)
- 2<sup>nd</sup> St E & Highway 520 (43 Ave E)
- 50<sup>th</sup> Ave E & 2<sup>nd</sup> St E



Also of note, there is a specific increase in the volume of traffic at certain locations during certain times of the day.

- Highway 2 Friday evenings & Sunday afternoons during summer weekends. Fridays & Mondays during long weekends.
- Weekdays, during working hours- Downtown Core
- School zones during pickup and drop off times

Other problem areas (that have not previously have been identified):

- Hospital Zone on 520 (43<sup>rd</sup> Ave W)
- 8<sup>th</sup> St W & Highway 520 (43<sup>rd</sup> Ave W)
- 5<sup>th</sup> St W & Highway 520 (43<sup>rd</sup> Ave E)

**DRAFT**

### Goals & Objectives

1. The Town of Claresholm recognizes that vehicle speed is a primary cause of fatal/serious injury crashes and property and injury collisions.
  - a. Traffic enforcement will be primarily focused on Highway #2 (1 St W) in an effort to slow the general speed of vehicles within the community.
  - b. Secondly, traffic enforcement will be focused on speed transition zones entering the community from multiple directions in an effort to reduce vehicle speed.
2. Many of the fatal/serious injury crashes and property and injury collisions occur at controlled intersections
  - a. Traffic enforcement will be primarily focused on all intersections with Highway #2 (1<sup>st</sup> St W); with particular interest at Alberta Road (Tim Horton's), 50<sup>th</sup> Ave W & Highway 520 (43<sup>rd</sup> Ave W).
  - b. Secondly Traffic enforcement will be focused on intersections within the downtown core, major internal roadways and school zones.
3. Too often pedestrians are involved in motor vehicle accidents, the Town of Claresholm endeavors to reduce the risk of these disastrous collisions in high traffic areas.
  - a. Traffic enforcement will be focused on providing a presence within the downtown core and school zones during peak traffic times.
  - b. Secondly, traffic enforcement will be focused on the pedestrian movements at the intersections of Highway 2 (1<sup>st</sup> St W) and 50<sup>th</sup> Ave W, and Highway 2 (1<sup>st</sup> St W) and 520 (43<sup>rd</sup> Ave W).
4. It is recognized that education and awareness are important components of traffic safety enforcement.
  - a. Town of Claresholm will continue to educate the general public on the safe use of motor vehicles and pedestrian safety; with particular attention to youth and elderly drivers within our community.
5. The local Claresholm RCMP detachment establishes target areas of concern in their annual performance plan. Currently impaired drivers are their focus, however speeding and seatbelts have been their focus in previous years.
  - a. The Town of Claresholm endeavors to assist the Local RCMP detachment with specific attention to their annual performance plan.

*Appendix A*

Letter of support for the local RCMP Detachment Commander, Terry Wickett, will be available at Tuesday's Council meeting.

DRAFT



Royal Canadian Gendarmerie royale  
Mounted Police du Canada

Security Classification/Designation

**Confidential**

NCO i/c  
Claresholm Detachment  
Box 1209,  
Claresholm, Alberta  
T0L 0T0

Your File

Mr. Jeff GIBEAU  
Manager of Regulatory & Property Services  
Town of Claresholm  
Claresholm, Alberta

Our File

2013-12-13

Mr. GIBEAU

**Re: Community Peace Officer - Town Of Claresholm**

I am providing this letter to outline some of the aspects of working relationships between Community Peace Officers (CPO) and RCMP Officers.

I have had the opportunity to observe and work alongside CPO's in three different areas in the Province of Alberta, those being Nanton, Provost and Claresholm. These CPO's had different areas of responsibility in both Municipal and Rural areas of policing issues. All have had the CPO 1 designation vs just Bylaw CPO2 designation. These designations have provided the CPO 1's with greater areas of both investigation and enforcement over the straight Bylaw CPO 2.

In my experience the CPO 1 is very valuable to communities in that the officers can time permitting enforce areas covered by Provincial Statutes for the Province of Alberta. In point Traffic Safety, Gaming and Liquor. These are just 2 of the numerous acts where CPO 1 can enforce where CPO 2 does not have that designation. To be specific to Claresholm my observations of the CPO 1 designation is a very valuable asset to the Town of Claresholm in that the officer has been very visible and has provided very valuable resource to the Town in regards to the duties they have been responsible for. This does not take away from the Bylaw aspect of CPO it only enhances the position so the officer can provide safety enforcement issues that assist residents of Claresholm and community with.

In my experience both agencies have worked well together in supporting one another with open sharing of information regarding ongoing investigations which both agencies can enforce. We have held joint traffic safety checkstops and radar/laser enforcement as well as supporting in both local traffic as well as lectures to local clients including ie: local schools.

Should you require or wish to address this matter in person please feel free to contact me at your convenience at (403) 625-4445.

  
(T.E. WICKETT) Sgt.  
NCO i/c Claresholm RCMP Det.

Page 1 of 1

Canada

## Photo Assist

Our "Photo Assist" program is designed for Alberta communities with populations under 5000. This hybrid program has Level 1 Peace Officers issuing road side violation tickets with photo enforcement technology supporting the charge and forming part of the court disclosure package. (Violation Tickets are NOT sent out in the mail). We will work with your local enforcement services and community to help identify your traffic problem areas.

Implemented under the guidelines as set out by the province, Photo Assist is an additional tool to increase compliance with speed limits and traffic control devices. All communities that Global Traffic Group provides services to have seen a decrease in speeding/traffic collisions and also an overall increase in traffic safety awareness.

### *Why Global Traffic Group:*

- Increase traffic safety
- No financial risk. Global Traffic Group offers a complete turnkey operation
- Portable photo enforcement systems
- Precise vehicle discrimination due to utilization of laser technology
- Capture of violators in multiple lanes
- High resolution imaging.

# Photo Enforcement

*If your community is concerned with:*

- Excessive speed through school and playground zones.
- Any roadways with an identifiable and documented history of speeding problems
- Motor vehicle collisions that have been attributed to excessive rates of speed
- Roadways where conventional enforcement is unsafe or ineffective
- High speed multi-lane arteries or construction zones
- Intersection safety
- Distracted driving

Implemented under the guidelines as set out by the province, Photo Enforcement is an additional tool to increase compliance with speed limits and traffic control devices. Global Traffic Group has contracts with Alberta cities and towns and since the implementation of photo enforcement programs, all communities have seen a decrease in speeding and traffic collisions and an overall increase in traffic safety awareness.

*Why Global Traffic Group:*

- No financial risk. Global Traffic Group offers a complete turnkey operation
- Portable photo enforcement systems
- Precise vehicle discrimination due to utilization of laser technology
- Capture of violators in multiple lanes
- High resolution imaging.

## Summary of Key Features

- Global Traffic Group will provide and administer a full “turnkey” and Automated Traffic Enforcement program.
- GTG has the resources to operate a fully functional Automated Traffic Enforcement Technology program, and where appropriate, will assist your community in setting it up.
- GTG is responsible for the acquisition, installation, testing and maintenance of all aspects of the Global Safety Camera System.
- GTG is responsible for the provision of all operational staffing and supervision.
- GTG’s Safety Camera System is capable of operating weekdays and weekends, day and night.
- GTG’s Safety Camera System is suitable for all weather and light conditions typical to our climate: temperature extremes (-40 to +40), rain, snow, freezing rain, hail, fog, darkness, shadows and bright sunlight.
- GTG’s Safety Camera System is capable of providing multiple speed calculations per vehicle, and to track/differentiate between individual vehicles within specific road lanes.
- GTG’s Safety Camera System is capable of onsite self testing as required in order to comply with/exceed all manufacturers/judicial requirements.
- GTG is responsible for recruiting and ensuring the peace officer appointments (operators) for your community will have met the requirements of the provincial Automated Traffic Enforcement Guidelines and the accompanying Training Guidelines.
- GTG will dispatch speed enforcement vehicles in accordance with, and as directed by the police of jurisdiction.
- GTG is responsible for the upgrading and/or replacement of system components as necessary to maintain the quality and integrity of the operation.





- GTG will place advertisements (education) in the local newspapers to advise the public of the locations of speed enforcement.
- The GTG Safety Camera System can operate 360 degrees around the vehicle and has a range of up to 400 meters.
- With a 10" display panel the operator can immediately verify the violation particulars.
- All pertinent information is recorded at the time of capture including time, zone, operator, speed, speed limit, distance, location, image number and ticket ID number.
- GTG deploys high speed lenses and state of the art photographs that do not require a flash.
- The GTG Safety Camera System can be operational within 2 minutes of parking the vehicle.
- The GTG Safety Camera System captures the license plate with sufficient clarity to show originating jurisdiction.
- GTG's portable Safety Camera System unit has the capabilities of capturing speed, stop sign, red light, pedestrian crosswalk and railway crossing violations to further enhance your community's traffic safety plan.
- All GTG's systems have been certified by a professional engineering firm. The certifications state that the GTG's Safety Camera System produces an accurate forensic record when used in accordance with the manufacturer's recommendations and GTG protocols.
- Should the vehicle or equipment be unserviceable for any reason, GTG will provide a backup unit (of the same standard) within the same day.
- The vehicle will be incorporated into GTG's fleet of vehicles and will be rotated between communities on a monthly basis.
- GTG uses laser as opposed to radar. As laser is target specific, it removes any argument around which vehicle was speeding. This enhances program integrity and resolves issues prior to court.
- Being a laser device it provides vehicle specific readings which enable the system to operate in multi-lane environments.



- GTG provides statistical information to communities on a monthly basis to demonstrate the positive effects of their traffic safety program.
- The community is assisted with the preparation of quarterly and annual Automated Traffic Safety Reports as required by the Alberta Solicitor General.
- GTG has developed a proprietary Electronic Back Office.
- GTG has a proven track record of working with the local RCMP and community administration to meet Solicitor General requirements.
- GTG meets or exceeds the Automated Traffic Enforcement Technology Guidelines (weekly schedules, tolerances, justification for enforcement zones and warning periods) and the Automated Traffic Enforcement Training Guidelines laid out by the Solicitor General.
- GTG operates with integrity and has the ability to provide quality staff who will administer the Automated Traffic Enforcement program in your community.
- GTG will provide the following Peace Officer training programs: Laser training, camera training, video training, software training and court testimony training.
- GTG has an ongoing educational component that runs in conjunction with the enforcement programs. This includes weekly newspaper ads which highlight locations and safety tips, speed boards (on request), traffic surveying in locations photo enforced, viewings with offenders and a call center.

# Staff Report

**To:** Town Council  
**From:** CAO  
**Date:** December 13, 2013  
**Re:** CPO Vehicle Background

---

The current Enforcement Vehicle (2003 Ford Expedition) was purchased used from the MD of Willow Creek in 2007 for a cost of \$8,000. Once outfitted with all necessary safety and traffic equipment the total cost was approximately \$20,000.

In 2009, Council recognized a need to replace the Enforcement Vehicle in the future and put \$16,000 into capital reserves. No additional monies were allocated to the purchase and no replacement was proposed in any subsequent capital budget.

On March 26, 2012 Council allocated an additional \$36,000 to the Enforcement Vehicle reserve (out of the 2011 surplus) and authorized staff to purchase a vehicle in 2012 with a cost up to \$52,000 (the amount in capital reserves).

In 2012, the Regulatory & Property Services Department obtained three estimates from the local dealerships for a Special Services Enforcement Vehicle. Upon receipt, the Town inquired as the cost to outfitting each vehicle with enforcement equipment from an enforcement supplier. The enforcement supplier pointed out that lowest cost vehicle would cost the most to outfit; resulting in, overall, the most expensive vehicle and suggested that the Town seek recommendations from other enforcement agencies regarding this particular vehicle. During this time the Town's Community Peace Officer position was vacant, as a result Staff felt that more research was needed to ensure that the most economical and practical option was purchased.

In 2013, after consultation with other enforcement agencies, the Town decided to focus away from the lowest cost Special Services Enforcement Vehicle. When a new Community Peace Officer was hired in June, the Regulatory & Property Services Department resumed their search for an enforcement vehicle based on the preferred Special Services Enforcement Vehicle model (determined upon the advice of the enforcement suppliers and the other enforcement agencies). A local dealership provided an updated estimate, which was verified by two external dealership / enforcement suppliers to ensure the local estimate was the most cost effective choice (estimates attached).

The CPO vehicle has now been delivered, however, the Facility and Infrastructure Planning Committee, has pointed out that the original resolution of Council was to purchase the vehicle in 2012 and the purchase was completed in 2013. Based on this timing difference, the external auditors will require a resolution of Council to approve the purchase of the CPO vehicle in the 2013 calendar year.

*Kris Holbeck, CA CAO Town of Claresholm*

Prepared By:  
administrator  
Westwind Chevrolet Buick GMC  
Box 970  
Claresholm, AB T0L0T0  
Phone: (403) 625-4466  
Fax: (403) 625-4744  
Email: dnorby@westwindchev.com

vinyl seat  
in back ?

## 2014 Fleet Chevrolet Tahoe 4WD 4dr Special Service CK10706

### **SELECTED MODEL & OPTIONS**

#### **SELECTED MODEL - 2014 Fleet CK10706 4WD 4dr Special Service**

<u>Code</u>	<u>Description</u>
CK10706	2014 Chevrolet Tahoe 4WD 4dr Special Service

#### **SELECTED VEHICLE COLOURS - 2014 Fleet CK10706 4WD 4dr Special Service**

<u>Code</u>	<u>Description</u>
-	Interior: EBONY, PREMIUM CLOTH SEAT TRIM
-	Exterior 1: SUMMIT WHITE
-	Exterior 2: No colour has been selected.

#### **SELECTED OPTIONS - 2014 Fleet CK10706 4WD 4dr Special Service**

##### **CATEGORY**

<u>Code</u>	<u>Description</u>
AIR CONDITIONING EXCISE TAX	FEDERAL AIR CONDITIONING EXCISE TAX
MODEL OPTION	
5W4	SPECIAL SERVICES VEHICLE IDENTIFIER (STD) *Additional 21 days lead time* *PRICE TO FOLLOW*
PREFERRED EQUIPMENT GROUP	
1SV	PREFERRED EQUIPMENT GROUP -inc: std equipment
ENGINE	
LMG	ENGINE, VORTEC 5.3L V8 WITH ACTIVE FUEL MANAGEMENT -inc: sequential port fuel injection SFI, E85 flexfuel capable (STD) *Capable of running on unleaded or up to 85% ethanol*
TRANSMISSION	
MYC	TRANSMISSION, 6-SPEED, ELECTRONIC AUTOMATIC WITH OVERDRIVE (STD)
SUSPENSION PKG	

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 277.0, Data updated 7/23/2013  
©Copyright 1986-2012 Chrome Data Solutions, LP. All rights reserved.  
Customer File:

Prepared By:  
administrator  
Westwind Chevrolet Buick GMC  
Box 970  
Claresholm, AB T0L0T0  
Phone: (403) 625-4466  
Fax: (403) 625-4744  
Email: dnorby@westwindchev.com

## 2014 Fleet Chevrolet Tahoe 4WD 4dr Special Service CK10706

### **SELECTED MODEL & OPTIONS**

#### **SELECTED OPTIONS - 2014 Fleet CK10706 4WD 4dr Special Service**

##### **CATEGORY**

<b><u>Code</u></b>	<b><u>Description</u></b>
<b>ADDITIONAL EQUIPMENT</b>	
AP3	REMOTE VEHICLE START -inc: (2) extended range key fobs, remote keyless entry, remote vehicle start, illuminated entry, panic alarm, vehicle content theft alarm
WX7	WIRING, AUXILIARY SPEAKER
<b>SPECIAL EQUIPMENT OPTIONS</b>	
K5T	BATTERIES, DUAL, HEAVY-DUTY, 660 COLD CRANKING AMPS (SEO)
6J7	FLASHER SYSTEM -inc: headlamp & taillamp, daytime running light compatible w/control wire (SEO) *PRICE TO FOLLOW*
6J3	WIRING, GRILLE LIGHTS AND SPEAKERS (SEO) *PRICE TO FOLLOW*
6J4	WIRING, HORN AND SIREN CIRCUIT (SEO) *PRICE TO FOLLOW*

##### **OPTIONS TOTAL**

*\$ 37,500.<sup>00</sup>  
plus tax*

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 277.0, Data updated 7/23/2013  
©Copyright 1986-2012 Chrome Data Solutions, LP. All rights reserved.

Customer File:

# Quotation

Prepared for

Town of Claresholm Patrol  
Services  
221 - 45 Ave W  
Claresholm, AB T0L 0T0



9503 42 Ave  
EDMONTON, AB  
T6E 5R2  
780-435-4702  
1-800-203-7938

[WWW.WCIF.S.CA](http://WWW.WCIF.S.CA)

## Services Proposed

Supply new Interceptor Utility AWD and equipment, this is my demo vehicle, I have modified the equipment list and adjusted the pricing.

### Proposed Materials

Item Nbr	Item Description	Qty	Price/Unit	Ext. Price
L1303	2013 Police Interceptor SUV AWD White	1.00	\$41,900.00	\$41,900.00
WCI - PDU Gold	Power Distribution Unit - Gold	1.00	\$199.00	\$199.00
WCI - Harness Truck/SUV	Enforcement cable harness for truck or SUV Length	1.00	\$0.00	\$0.00
C-VS-1308-INUT	Console, Vehicle specific, 21" Total mounting space, 12 I	1.00	\$229.00	\$229.00
ES100	Siren Speaker 100 watts	1.00	\$229.00	\$229.00
C-EB40-SSP-1P	Bracket for Federal Smart Siren SSP3000	1.00	\$0.00	\$0.00
C-CUP2-I	Internal Mount Dual Cup Holders	1.00	\$36.00	\$36.00
IPX300-3	IMPAXX, Blue, 3 LEDs PB	1.00	\$69.00	\$69.00
IPX300-4	IMPAXX, Red, 3 LEDs PB	1.00	\$69.00	\$69.00
WCI - Custom Bracket	WCI - Custom Bracket	4.00	\$11.95	\$47.80
SMLED-PLS-8	37" 8 Lamp amber LED Signal master	1.00	\$340.00	\$340.00
416200-44	2 LED heads with Inline flasher Red/Red	1.00	\$169.00	\$169.00
C-ML-LP2	2 DC outlets and Map Light	1.00	\$88.00	\$88.00
WCISS	Shop Supplies	1.00	\$95.00	\$95.00
SSP3000	Smart Siren controller	1.00	\$1,179.00	\$1,179.00
C-ARM-102	Arm rest for console Adjustable	1.00	\$63.00	\$63.00
416200-33	2 LED heads with Inline flasher Blue/Blue	1.00	\$169.00	\$169.00
HKB-FRD7	Lightbar Brackets, 2012 Interceptor SUV	1.00	\$0.00	\$0.00
PK01231TU122ND	Partition 12VS, 2013 Interceptor SUV Expanded metal re	1.00	\$365.00	\$365.00
WK0595EPL13	Window Barriers Lexan, Utility 2013	1.00	\$233.00	\$233.00
PK01211TU12SCA	Partition 10VS, 2013 Interceptor SUV w/Slider,lexan and	1.00	\$629.00	\$629.00
VALR44-00001	Valor, 44" RB front w/TD and Alley, Amber rear	1.00	\$2,295.00	\$2,295.00
PKG-PSM-253	Premium Mounting base, Vehicle mount kit, Heavy duty n	1.00	\$529.00	\$529.00
MPS300-B	Micro Pulse 3 LED Blue Surface Mount	2.00	\$67.00	\$134.00
MPS300-R	Micro Pulse 3 LED Red Surface Mount	2.00	\$67.00	\$134.00



# Quotation

Prepared for

Town of Claresholm Patrol  
Services  
221 - 45 Ave W  
Claresholm, AB T0L 0T0



9503 42 Ave  
EDMONTON, AB  
T6E 5R2  
780-435-4702  
1-800-203-7938

[WWW.WCIF.S.CA](http://WWW.WCIF.S.CA)

Item Code	Description	Quantity	Unit Price	Total Price
C-SBX-101	Storage Box, Universal for Utility vehicles	1.00	\$495.00	\$495.00
ESB-EXP07	Siren Bracket ES100, 2013 Interceptor Utility	1.00	\$0.00	\$0.00
DK0100ITU12	Door Panel 12-13 Interceptor Utility	1.00	\$235.00	\$235.00
DTX-SYSTEM-2	DVR, 2 - Camera Ststem with 4.5" Color Monitor with DVI	1.00	\$4,525.00	\$4,525.00
MPS650-RR	MicroPulse 6 LED Red w/hood/grill mount	1.00	\$97.00	\$97.00
MPS650-BB	MicroPulse 6 LED BLUE w/hood/grill mount	1.00	\$97.00	\$97.00
MPS600-BB	Micro Pulse 6 LED Blue Surface Mount	1.00	\$97.00	\$97.00
MPS300-R	Micro Pulse 3 LED Red Surface Mount	1.00	\$97.00	\$97.00
MPS600-RR	Micro Pulse 6 LED Red Surface Mount	1.00	\$97.00	\$97.00
CRS832	RP-1 Dual K band antenna Directional	1.00	\$2,045.66	\$2,045.66
			<b>Total</b>	<b>\$56,986.46</b>

## Summary

Number: 2628  
Print Date: August 19, 2013  
Salesperson: Paul Huot  
Start Date:  
End Date:  
Billing Terms: Net 30  
Bid Code:

Subtotal: \$56,986.46  
Sales Tax: \$2,849.32  
Discount: \$0.00  
Total: \$59,835.78

Prepared For:  
Town of Claresholm

Prepared By:  
Westgate Chevrolet Ltd  
10145 - 178 St. NW  
Edmonton, Ab., T5S 1E4  
Primary: 780-483-3320

Ship To:  
AB

## Selected Options

## Chevrolet Tahoe

### 2014 Chevrolet Tahoe 4x4 Special Services (2013 Option Prices)

Code	Description	Class	MSRP
CK10706	<b>Base Vehicle Price</b>	STD	\$51,765.00
1SV	<b>Preferred Equipment Group 1SV</b> OnStar Delete, Black Rubberized Vinyl Floor Covering, Remote Keyless Entry System, 2nd Row 60/40 Split-Folding Bench Seat, Vinyl 2nd Row Seats w/Cloth Front, 3rd Row Seat Delete, Manual Liftgate, Special Service Vehicle Identifier <i>Includes 3-Passenger Front 40/20/40 Split-Bench Seat. Includes Premium Cloth Seat Trim. Includes Solid Paint Scheme. Includes Tires: P265/70R17 AS BW. Includes Wheels: 17" x 7.5" Steel. Includes 3.42 Rear Axle Ratio. Includes Engine: Vortec 5.3L V8 SFI FlexFuel Capable. Includes GVWR: 3,311 kgs (7,300 lbs). Includes Premium Smooth Ride Suspension Package. Includes Transmission: Electronic 6-Speed Automatic w/OD.</i>	OPT	N/C
LMG	<b>Engine: Vortec 5.3L V8 SFI FlexFuel Capable</b> <i>Includes Active Fuel Management. Capable of running on unleaded or up to 85% ethanol.</i>	STD	N/C
MYC	<b>Transmission: Electronic 6-Speed Automatic w/OD</b>	STD	N/C
GU6	<b>3.42 Rear Axle Ratio</b>	STD	N/C
C6A	<b>GVWR: 3,311 kgs (7,300 lbs)</b>	STD	N/C
QGI	<b>Tires: P265/70R17 AS BW</b>	STD	N/C
NX7	<b>Wheels: 17" x 7.5" Steel</b> <i>Includes full-size steel spare.</i>	STD	N/C
AZ3	<b>3-Passenger Front 40/20/40 Split-Bench Seat</b> Multi-Directional Power Driver Seat Adjustment, Driver Manual Lumbar Control	STD	N/C
~~C	<b>Premium Cloth Seat Trim</b>	STD	N/C

Prices and content availability as shown, are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from estimate because of special local and pricing availability and pricing adjustments not reflected in the dealer's computer system. Contact your client support representative for the most current information. Reference PQ05101418 06-27-13

# Selected Options Continued

2014 Chevrolet Tahoe4x4 Special Services (2013 Option Prices) Prepared For: Stephen Kennedy  
Prepared By: Stephen Kennedy

Code	Description	Class	MSRP
US8	<b>Radio: AM/FM Stereo w/MP3 Compatible CD Player</b> 6 Speaker System <i>Includes auxiliary input jack, seek-and-scan, digital clock, auto-tone control, Radio Data System (RDS), speed compensated volume and TheftLock.</i>	STD	N/C
ZW7	<b>Premium Smooth Ride Suspension Package</b>	STD	N/C
ZY1	<b>Solid Paint Scheme</b>	STD	N/C
NZZ	<b>Skid Plates</b> <i>Frame-mounted shields. Includes aluminum front underbody shield starting behind front fascia and running to 1st cross-member, protecting front underbody, oil pan, differential case and transfer case.</i>	OPT	195.00
TRW	<b>Roof-Mounted Lamp Provisions</b> <i>Cab-mounted emergency beacon with a switch and electrical wiring tucked beneath the headliner for a body upfitter to connect a body-mounted warning or emergency lamp. 30-amp nominal rating.</i>	OPT	40.00
AP3	<b>Remote Vehicle Starter System</b> <i>Includes 2 extended-range key fob transmitters with remote keyless entry, remote vehicle start, illuminated entry and panic and vehicle content theft alarms.</i>	OPT	275.00
WX7	<b>Auxiliary Speaker Wiring</b>	OPT	70.00
K5T	<b>SEO: Heavy-Duty Dual 660 CCA (80 Ah) Batteries</b>	OPT	265.00
6J7	<b>SEO: Headlamp &amp; Taillamp Flasher System</b> <i>Daytime running light compatible with control wire.</i>	OPT	610.00
6J3	<b>SEO: Grille Lights and Speakers</b>	OPT	130.00
6J4	<b>SEO: Horn and Siren Circuit</b>	OPT	45.00
19C	<b>Ebony</b>	OPT	N/C
50U	<b>Summit White</b>	OPT	N/C
	<b>Sub Total</b>		\$53,395.00
	<b>Freight</b>		1,650.00
DMA	<b>Dealer Marketing Assoc.</b>		0.00
DMU	<b>Dealer Mark Up</b>		0.00
CA	<b>GM Competitive Assistance</b>		(13,000.00)
WGD	<b>Westgate Chevrolet Discount</b>		(5,084.00)
	<b>Sub Total</b>		\$36,961.00
	<b>Federal Air Excise Tax</b>		100.00

Prices and content availability as shown, are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from estimate because of special local and pricing availability and pricing adjustments not reflected in the dealer's computer system. Contact your client support representative for the most current information. Reference PQ05101418 06-27-13

## ***Selected Options Continued***

2014 Chevrolet Tahoe4x4 Special Services (2013 Option Prices)

Prepared For:  
Prepared By: Stephen Kennedy

<b>Code</b>	<b>Description</b>	<b>Class</b>	<b>MSRP</b>
	WCI Whyte Communications Inc Handling (CAD)		\$100.00
	<b>Total Vehicle Price (CAD)</b>		<b>\$37,161.00</b>

Prices and content availability as shown, are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from estimate because of special local and pricing availability and pricing adjustments not reflected in the dealer's computer system. Contact your client support representative for the most current information. Reference PQ05101418 06-27-13

# Staff Report

**To:** Town Council  
**From:** CAO  
**Date:** December 13, 2013  
**Re:** Old Claresholm Elementary School

---

The current Town Office facility has significant repair and maintenance issues and is becoming increasingly costly to operate and maintain. The Town Office building currently houses Town Administration, Child Care, Playschool and the Food Bank.

The old Claresholm Elementary School (CES) became vacant this year and the School Division and the Town have had general discussions if the Town wanted the building to relocate the groups currently in the Town Office and FCSS (currently downtown).

The Town of Claresholm had MPE Engineering perform a facility review on the current Town Administration building in December of 2009. This report explained the options:

- renovating the existing building at a cost of \$2.473 million. Life expectancy 20 years, or
- tearing down the existing building and rebuilding a new Town office on the current site at a cost of \$2.75 million. Life expectancy 50 years.

The Town of Claresholm had MPE Engineering perform a facility review on the Old Elementary School in June of 2013. This report explained the options:

- renovating the building (conservatively) \$1.558 million. This estimate is based on the report estimate by MPE (\$450,000) plus estimated costs for upgrading the infrastructure for all the users who will be using the space (Admin, FCSS, Food Bank, Daycare and Playschool) and asbestos removal and re-insulation. Life expectancy 20 years, or
- the cost of tearing down (\$0 – it would be LRSD's cost) and building new at the old CES site is **\$5.4 million** for a building of a similar size. Life expectancy 50 years.

The Facility and Infrastructure Planning Committee (FIPC) has discussed the site as a future Multi Use Municipal Building and has given their recommendation to Council that the site should be further investigated. This would be done through a Request For Proposal (RFP) process where architects would present proposals on how the building could be renovated for the new users, estimated costs and funding opportunities.

*Kris Holbeck, CA CAO Town of Claresholm*

# Staff Report

**To:** Council  
**From:** Facility and Infrastructure Planning Committee (FIPC)  
**Date:** December 13, 2013  
**Re:** 2014 Capital Budget

---

## **TOWN OF CLARESHOLM'S 2014 CAPITAL BUDGET RECOMMENDED**

The FIPC has met with staff to review the capital projects for 2014 and the attached spreadsheet is their recommendations to Council.

### **2014 CAPITAL BUDGET**

The following are the details on the projects in the attached capital budget:

1. **Underground Infrastructure Replacement and Road Overlay** - \$545,000 funded by BMTG grant and MSI Capital Grant. This amount represents two years of BMTG grant and remaining 2014 funds from MSI capital grant (after Highway Sanitary Sewer and Municipal Storm Water System projects are funded). The Superintendent would have to make the money fit the project he has at the top of his priority list for replacement. Could be underground and overlay or just overlay (BMTG is Basic Municipal Transportation grant so has to be used for roads).
2. **Sanitary Sewer Main (Highway #2)** - \$190,000 funded by MSI Capital Grant and FGTF. A sanitary sewer main on Highway #2 between the Water Tower and Shell gas station is failing and needs replacement.
3. **Sanitary Sewer Main (8<sup>th</sup> Street to Prairie Shores)** – this project was completed in 2011 by the Prairie Shores developers and the Town's agreement is to make seven more annual payments of \$100,000 plus GST plus one payment of \$120,000 plus GST once the final lift of pavement is completed and the Town signs off on the Construction Completion Certificate (CCC) and the Final Acceptance Certificate (FAC). This project's payments are being funded out of reserves.
4. **Centennial Park Office Construction** - \$25,000 funded by reserves. The west water treatment plan trailer was moved into Town last year and the old trailer sold. A new campground office needs to be constructed.
5. **West Hill Park upgrade** - \$60,000 funded by reserves. This project began in 2012 and the new play structure was installed and a temporary gravel path built. In 2013 the toboggan hill was completed and in 2014 the park lighting, the pathways and the entrances to the park will be completed. Any monies remaining will stay in reserves to be added to for the next park renovation (Lions 2016).
6. **Capital Equipment Replacement** - \$134,300 (\$124,350 with potential MD cost share on generator), funded by reserves (per the attached document).



7. **Municipal Storm Water System Upgrade** - \$375,000 funded by MSI Capital Grant. This project would include the development of a storm water management master plan (required by Alberta Environment), the installation of a weir on the golf course ponds, the construction of pilings so that the Golf Course can relocate a bridge from an area between two of the ponds that has been damaged and washed out in past years due to heavy rainfalls and storm flows and the surveying and upgrade to the Frog Creek Drainage Corridor. The weir will allow the Town Superintendent to control the ponds so they are lowered in the fall and when the rains/snow melt come in the spring, the ponds will have capacity for storm surge and can detain some water before having to release storm flows into the MD of Willow Creek.

*Kris Holbeck, CA CAO*

*Town of Claresholm*

## FACILITY & INFRASTRUCTURE PLANNING COMMITTEE - 10 YEAR CAPITAL PROJECT CANDIDATE LIST

CATEGORY	PROJECT	FUNDING SOURCE	COST	PRIORITY	
EQUIPMENT	Equipment; Machinery & Other; Horizontal Cardboard Compactor	Reserves	\$ 78,500	2014	} 134,300.00
EQUIPMENT	Equipment; Machinery & Other; Ice Surface Edger	Reserves	\$ 5,800	2014	
EQUIPMENT	Equipment; Machinery & Other; Used Emergency Generator for Reception Centre (will ask for MD contribution for half cost)	Reserves	\$ 19,900	2014	
EQUIPMENT	Equipment; Machinery & Other; Jumping Jack and Plate Compactor	Reserves	\$ 7,600	2014	
EQUIPMENT	Equipment; Machinery & Other; Fleet Truck (replace one of two 1996 1/2 tons)	Reserves	\$ 22,500	2014	
FACILITY	Facility; Park/Playgrounds - West Hill Park - Complete Park Upgrade (\$18,000 in reserves)	Reserves	\$ 60,000	2014	
FACILITY	Facility; Parks; Build new Office at Centennial Campground	Reserves	\$ 25,000	2014	
INFRASTRUCTURE	Infrastructure (Underground); Sanitary Sewer Main on Highway #2 between Shell and Water Tower	Grants	\$ 190,000	2014	
INFRASTRUCTURE	Infrastructure (Above and Underground); 8th Street West Sanitary Sewer Main (ongoing annual payments (6 remaining)	Reserves	\$ 100,000	2014	
INFRASTRUCTURE	Infrastructure (Aboveground); Road Paving 8th Street West (between 55th and 59th Avenue)	Reserves	\$ 120,000	2014	
INFRASTRUCTURE	Infrastructure (Above and Underground); Area/Street to be chosen by Superintendent of Public Works based on need	Grants	\$ 545,000	2014	
INFRASTRUCTURE	Infrastructure: Master Storm Water Infrastructure Plan	Grants	\$ 50,000	2014	
INFRASTRUCTURE	Infrastructure (Above and Underground); Municipal Storm Water System Upgrades	Grants	\$ 325,000	2014	Subtotal: \$ 1,549,300

**TOWN OF CLARESHOLM: 2012 CAPITAL BUDGET PLAN  
ALL DEPARTMENTS PROPOSED PROJECTS**

DEPARTMENT	PROJECT DESCRIPTION	CAT.	TOTAL COST	COST PAID MSI GRANT	COST PAID BMTG GRANT	COST PAID FGTF GRANT	COST PAID OPERATIONS	COST PAID RESERVES
Water	Sanitary Main on Highway 2 (Shell to Water Tower)	New	190,000	20,000		170,000		
Storm Sewer	Storm Water Management Master Plan	New	50,000	50,000				
Sanitary Sewer	Municipal Storm Water System Upgrades	New	325,000	325,000				
Water	Sanitary Sewer Main 8th Street West (2011 constructed)	Completed	100,000					100,000
Roads	8th Street West Paving (55th to 59th Avenue)	Completed	120,000					120,000
Parks	Centennial Park Trailer Office/Porch	New	25,000					25,000
Parks	Westhills Park redevelopment	New	60,000					60,000
Common Equipment	Capital Equipment Replacement	New	134,300					134,300
Fire	2014 Streets Improvement Program	New	545,000	95,000	450,000			
<b>TOTAL PROJECTS LISTED</b>			<b>1,549,300</b>	<b>\$ 490,000.00</b>	<b>\$ 450,000.00</b>	<b>\$ 170,000.00</b>	<b>\$ -</b>	<b>\$ 439,300.00</b>
<b>MSI GRANT AVAILABLE 2014</b>				719,662.00				
<b>BMTG GRANT AVAILABLE 2014</b>				453,480.00				
<b>FGTF AVAILABLE 2014</b>				170,000.00				

**TOWN OF CLARESHOLM: 2014 – 2016 CAPITAL BUDGET PLAN  
PROPOSED FUNDING SOURCES**

**FINANCING AVAILABLE FOR CAPITAL PROJECTS**

Municipal Sustainabilty Initiative (Capital) *ESTIMATES*

Federal Gas Tax Grant (*Program ended 2013*)

Basic Municipal Transportaton Grant

Debenture Financing

**Total Financing**

**Running Total**

Deferred Revenue	2014	2015	2016	TOTAL
0	719,662	719,662	<i>719,662</i>	2,158,986
170,000	0	0	0	170,000
228,000	225,480	225,480	<i>225,480</i>	904,440
0	0	0	0	0
398,000	945,142	945,142	945,142	3,233,426
Available 2014	<b>1,343,142</b>			

**RESERVES AVAILABLE FOR FUNDING AS AT DECEMBER 17, 2013**

GENERAL RESERVES 530,898.25  
CAPITAL RESERVES 551,892.07

1,082,790.32

**PROJECTS FUNDED BY RESERVES IN 2014:**

WESTHILLS PARK (60,000.00)  
CAPITAL EQUIPMENT (134,300.00)  
CENTENNIAL PARK OFFICE (25,000.00)  
8TH STREET SANITARY AND ROADS (220,000.00)

**REVISED RESERVES:**

**643,490.32**

GENERAL RESERVES  
CAPITAL RESERVES

530,898.25  
112,592.07

643,490.32

# Public Works

## Multi Year Capital replacement list October, 2013

This list contains the updated operations requests for all Public Works departments. All equipment must be replaced or upgraded to ensure fast, reliable responses for all needs. Some items may be needed sooner than forecasted, and adjustments can be made. Forecasted prices based on today's pricing.

### Cardboard compactor 2014

A new compactor is required to replace the existing one which was purchased used in the 90s and is worn out. It will still be used as a back-up as we do not have one now. Our second baler is on loan from Capital Paper Recycling and could be removed at any time. We are now processing over 1000 kgs of cardboard per day.

New cost \$78,500.00

### Ice surface edger 2014

The current 28 year old gas powered edger is worn out and needs replacing. The new equipment is a battery powered edger that is pollution free.

New cost \$5,800.00

### Emergency generator 2014

The Town does not have the ability to power up our emergency centers without a generator. There is not one large enough, available locally in an emergency to run the community center. The Town has requested that the MD of Willow Creek cost share this generator 50/50 as the reception centre is also the MD's reception centre in the case of evacuation.

New cost \$44,000.00    Used cost \$19,900.

## Jumping Jack, & plate compactor 2014

A new packer is required for smaller areas around valves and risers. Our existing does not work well anymore and the cast case has been broken and repaired as best as we can. The plate tamper is so worn out it does not move on its own power anymore.

New cost \$7,600.00 for both

## New Truck 2014, 2015, 2016, 2017...

The fleet will require one vehicle per year to replace the oldest. With 15 vehicles in the fleet the oldest will be at least 15 years old. Fleet will replace one of two 1996 1/2 tons, next year.

New cost \$22,500.00

2014 total \$167,400.00

w/used genset \$134,300  
w/MD cost share  
ongenset \$125,400



HORIZONTAL  
BALER



MaxMiser  
by Reimover

EXCER

NO CARBOIDS

MAGNET



# ICE EDGERS

## Propane powered Edgers



Item # 5E-10520

- Propane 10,5 HP engine
- Wide 18 inch cut (45 cm)
- Heavy-duty body
- Two 8 sided carbide cutters
- Electric starter
- Adjustable board guide and contoured snow chute
- Mounted on large rubber wheels
- Controls conveniently located near the operator
- Weight : 200 pounds

## Gazoline powered Edgers (with starter)



Item # 5E-10510

- Gasoline 10,5 HP engine
- Wide 18 inch cut (45 cm)
- Heavy-duty body
- Two 8 sided carbide cutters
- Electric starter
- Adjustable board guide and contoured snow chute
- Mounted on large rubber wheels
- Controls conveniently located near the operator
- Weight : 150 pounds

Proposed 2014

Ice Edgers available at:



**Robert  
Boileau inc.**

**514-333-8420**



Item # 5E-40 000



**NEW  
EZ III**

### NEW ELECTRICAL MODEL

- Powerful 6.5 HP (4.8 kW) at 36 volts AC engine
- Wide 14-inch Cut (35 cm)
- 8 sided carbide cutters
- 110V charger included
- powered by three 12V batteries
- Heavy-duty body
- Adjustable board guide and contoured snow chute
- Controls conveniently located near the operator
- Weight : 250 pounds



**ZAMBONI®**  
**ROBERT BOILEAU INC.**

**Robert Boileau inc.**  
1425 boul. Pitfield  
V. St-Laurent (QC) H4S 1G3

Tel: 514-333-8420, 1-877-333-8420  
Fax: 514-333-7056 [www.arenazone.com](http://www.arenazone.com)

**ZAMBONI®**  
AUTHORIZED DISTRIBUTOR



[arenazone.com](http://arenazone.com)





Jumping Jack

Plate Tamper





938196

WHISPERWATT 45

MG POWER



# **INFORMATION ITEMS**



# TOWN OF CLARESHOLM

## Cheque Listing For Account Payable

<u>Cheque #</u>	<u>Cheque Date</u>	<u>CEO</u>	<u>CAO</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Batch #</u>
47986	2013-11-04			900100	WATERS, ALEXANDER	938.72	<b>17098</b>
						938.72	
							<b>17100</b>
47987	2013-11-04			6805	BROWNLEE LLP	1,305.08	
47988	2013-11-04			10055	BURNS, BRAD	104.99	
47989	2013-11-04			786095	CHILTON, LISA	325.00	
47990	2013-11-04			13250	CLARESHOLM CHILD CARE SOCIETY	2,183.50	
47991	2013-11-04			786641	CLARESHOLM REGISTRIES	22.00	
47992	2013-11-04			786950	CLARESHOLM SELF STORAGE	598.50	
47993	2013-11-04			786141	CLARESHOLM TAXI	557.55	
47994	2013-11-04			14150	CLARESHOLM WELDING & FABRICATING LTD	329.91	
47995	2013-11-04			786602	DEDOMINICIS, JOHN	193.20	
47996	2013-11-04			786540	DIRECT ENERGY REGULATED SERVICES	44.80	
47997	2013-11-04			76356	Excel Telecommunications (Canada) Inc.	14.16	
47998	2013-11-04			786138	GIBEAU, JEFFERY	325.00	
47999	2013-11-04			786648	HOLBECK, KRISTINE H	444.62	
48000	2013-11-04			786155	KEMERY, DOUG	280.00	
48001	2013-11-04			56200	LOCAL AUTHORITIES PENSION PLAN	25,543.19	
48002	2013-11-04			786590	MINISTER OF FINANCE	239.35	
48003	2013-11-04			786872	MPE ENGINEERING LTD.	220.50	
48004	2013-11-04			66100	NATIONAL SECRETARY-TREASURER	1,270.36	
48005	2013-11-04			76300	PEDERSEN TRANSPORT LTD.	521.41	
48006	2013-11-04			97050	PHARMASAVE	40.68	
48007	2013-11-04			786050	PLANET CLEAN (LETHBRIDGE) LTD.	982.87	
48008	2013-11-04			786156	Q.E.D. ENTERPRISES LTD.	971.62	
48009	2013-11-04			786536	R P WATERWORKS INC.	1,312.50	
48010	2013-11-04			86301	RECEIVER GENERAL	17,242.62	
48011	2013-11-04			86300	RECEIVER GENERAL FOR CANADA	19,160.04	
48012	2013-11-04			786468	SHAW CABLE	87.10	
48013	2013-11-04			91710	STINTECH ELECTRONICS	420.46	
48014	2013-11-04			900	TELUS	3,378.66	
48015	2013-11-04			786191	TENAQUIP LIMITED	197.19	
48016	2013-11-04			786428	TransAlta Energy Marketing Corp.	41,934.35	
48017	2013-11-04			786500	TRINUS TECHNOLOGIES INC.	157.50	
48018	2013-11-04			111435	WILHAUK, KARINE	325.00	
48019	2013-11-04			126050	ZEE MEDICAL CANADA, INC.	897.39	
48020	2013-11-04			900000	354450 ALBERTA LTD	3,500.00	
48021	2013-11-04			900000	AMSC 2013	4,163.25	
48022	2013-11-04			900000	ANDERSON, MONTY	325.00	
48023	2013-11-04			900000	ANDERSON, SHARON	325.00	
48024	2013-11-04			900000	Andornot Consulting Inc.	367.50	
48025	2013-11-04			900000	AUSTIN, DELMA	325.00	
48026	2013-11-04			900000	BRYAN, MATTHEW	10.50	
48027	2013-11-04			900000	Clear Water Controls Inc.	4,308.65	
48028	2013-11-04			900000	DAHL, JUDY	11.55	
48029	2013-11-04			900000	DELVER, MARNEY	14.70	
48030	2013-11-04			900000	DUNCAN, SHARON	80.00	



Claresholm

# TOWN OF CLARESHOLM

## Cheque Listing For Account Payable

2013-Dec-12

3:16:24PM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
48031	2013-11-04			900000	DUNLOP-HOFER, DEBRA	147.00
48032	2013-11-04			900000	ERICKSON, BILL	252.00
48033	2013-11-04			900000	GUNDERSON, LORI	80.00
48034	2013-11-04			900000	HART, KERRY	497.00
48035	2013-11-04			900000	HERRINGTON, CECIL & CANDACE	195.83
48036	2013-11-04			900000	HURLBURT, CODY	500.00
48037	2013-11-04			900000	KB Heating & Air Conditioning Ltd.	708.75
48038	2013-11-04			900000	KING, VINCE	157.49
48039	2013-11-04			900000	LAMBE, DONNA	325.00
48040	2013-11-04			900000	LE CHAPEAU ELEGANTE	103.60
48041	2013-11-04			900000	MICHAEL, JOY	325.00
48042	2013-11-04			900000	MILTON, ROBERT	200.00
48043	2013-11-04			900000	Nature's Expression	472.71
48044	2013-11-04			900000	O'CONNOR, VERONICA	325.00
48045	2013-11-04			900000	PARSEYAN, PAYMAN	107.08
48046	2013-11-04			900000	PEZDERIC, DENISE	385.00
48047	2013-11-04			900000	RAMM, BEV	27.65
48048	2013-11-04			900000	Saddleranch Developments Ltd.	1,500.00
48049	2013-11-04			900000	SALTIEL-MARSHALL, ALICE	41.65
48050	2013-11-04			900000	WALL, ROY	325.00
48051	2013-11-04			900000	WALL, TILLY	80.00
48052	2013-11-04			900000	WESCO DISTRIBUTION	1,041.60
48053	2013-11-04			900000	WILHAUK, SHAWN	325.00
48054	2013-11-04			900000	WILLIAMSON, BONNIE	16.10
						143,200.71
						<b>Batch # 17101</b>
48055	2013-11-04			900000	MILTON, ROBERT	80.00
48056	2013-11-04			900000	RAMM, BEV	325.00
48057	2013-11-04			900000	Saddleranch Developments Ltd.	2,000.00
						2,405.00
						<b>Batch # 17141</b>
48058	2013-11-15			900000	ORR, JESSICA	600.00
48059	2013-11-15			900000	Our Lady Queen of Peace Foundation Ltd.	150.00
						750.00
						<b>Batch # 17163</b>
48060	2013-11-26			787511	BELL, BARBARA	150.00
						150.00





# TOWN OF CLARESHOLM

## Cheque Listing For Account Payable

2013-Dec-12  
3:16:24PM

<b>Cheque #</b>	<b>Cheque Date</b>	<b>CEO CAO</b>	<b>Vendor #</b>	<b>Vendor Name</b>	<b>Batch #</b>	<b>Amount</b>
					<b>17167</b>	
48061	2013-11-27		600	ALBERTA ASSOCIATION OF M.D.'S		9,436.65
48062	2013-11-27		650	ALBERTA BLUE CROSS		6,581.72
48063	2013-11-27		1000	ALBERTA MUSEUMS ASSOCIATION		75.00
48064	2013-11-27		1025	ALBERTA ONE CALL LOCATION CORP		75.60
48065	2013-11-27		786707	Alberta SouthWest Regional Alliance Ltd.		6,340.00
48066	2013-11-27		786517	AMSC INSURANCE SERVICES LTD.		3,811.81
48067	2013-11-27		1790	Aquam Specialiste Aquatique Inc.		6,015.55
48068	2013-11-27		787511	BELL, BARBARA		73.41
48069	2013-11-27		786195	Benchmark Assessment Consultants Inc.		4,228.09
48070	2013-11-27		6390	BISHOFF AUTO & AG CENTRE		1,532.29
48071	2013-11-27		6805	BROWNLIE LLP		47.50
48072	2013-11-27		11250	CANADIAN LINEN SUPPLY		739.01
48073	2013-11-27		786578	CENTRAL SHARPENING LTD.		109.20
48074	2013-11-27		56100	CIMCO REFRIGERATION		126.05
48075	2013-11-27		13125	CLARESHOLM CARE CENTRE		63.00
48076	2013-11-27		13150	CLARESHOLM CASTING		63.00
48077	2013-11-27		13250	CLARESHOLM CHILD CARE SOCIETY		2,183.50
48078	2013-11-27		13325	CLARESHOLM FIRE DEPARTMENT		1,040.00
48079	2013-11-27		786465	CLARESHOLM GOLF CLUB		450.00
48080	2013-11-27		13660	CLARESHOLM LOCAL PRESS		2,022.03
48081	2013-11-27		786893	CLARESHOLM LOCK & KEY		631.05
48082	2013-11-27		14085	CLARESHOLM NAPA AUTO		867.75
48083	2013-11-27		786141	CLARESHOLM TAXI		963.91
48084	2013-11-27		14150	CLARESHOLM WELDING & FABRICATING LTD		57.12
48085	2013-11-27		14205	CLEAN BRITE CHEMICAL SERVICES LTD.		1,498.57
48086	2013-11-27		785973	CLEARTECH INDUSTRIES INC.		1,024.76
48087	2013-11-27		786697	CNH CAPITAL C3115		222.52
48088	2013-11-27		786421	Commercial Lighting Products		553.57
48089	2013-11-27		786420	COMMERCIAL SOLUTIONS INC.		371.97
48090	2013-11-27		786475	COMPLETE CARPENTRY LTD.		300.00
48091	2013-11-27		786785	CUMMINS WESTERN CANADA LP		1,524.17
48092	2013-11-27		786540	DIRECT ENERGY REGULATED SERVICES		52.57
48093	2013-11-27		786743	DRC COMMUNICATIONS INC.		189.00
48094	2013-11-27		786161	EBA ENGINEERING CONSULTANTS LTD.		1,537.61
48095	2013-11-27		786397	EPCOR		115.68
48096	2013-11-27		787513	Everest Construction Management Ltd.		287,365.18
48097	2013-11-27		76356	Excel Telecommunications (Canada) Inc.		11.45
48098	2013-11-27		26025	FEDYK, ROD		146.99
48099	2013-11-27		26201	FERG'S SEPTIC SERVICE LTD		997.50
48100	2013-11-27		786800	GDM ELECTRIC LTD.		1,960.26
48101	2013-11-27		786584	HACH SALES & SERVICE CANADA LTD.		6,978.30
48102	2013-11-27		49980	HARRY'S TIRE SALES (1984) LTD.		2,016.76
48103	2013-11-27		786672	HOCKLEY, CLAIR		185.00
48104	2013-11-27		36800	HOME HARDWARE		1,819.47
48105	2013-11-27		850	JOHN DEERE FINANCIAL		581.92
48106	2013-11-27		786300	KRUECKL CONSTRUCTION		8,578.50
48107	2013-11-27		786267	LAWSON PRODUCTS INC.		169.16
48108	2013-11-27		56155	LIFESAVING SOCIETY		90.00
48109	2013-11-27		786078	LING, JULIE		140.00



Claresholm

# TOWN OF CLARESHOLM

## Cheque Listing For Account Payable

2013-Dec-12

3:16:24PM

<b>Cheque #</b>	<b>Cheque Date</b>	<b>CEO</b>	<b>CAO</b>	<b>Vendor #</b>	<b>Vendor Name</b>	<b>Amount</b>
48110	2013-11-27			786659	LIVINGSTONE RANGE SCHOOL DIVISION	393.11
48111	2013-11-27			56200	LOCAL AUTHORITIES PENSION PLAN	12,814.20
48112	2013-11-27			58000	LOOMIS EXPRESS	42.38
48113	2013-11-27			786175	MacPherson Leslie & Tyerman LLP	284.02
48114	2013-11-27			786704	MINISTER OF FINANCE (LT)	286.00
48115	2013-11-27			786872	MPE ENGINEERING LTD.	13,786.30
48116	2013-11-27			71400	Oldman River Regional Services Commission	410.00
48117	2013-11-27			786905	ONECONNECT SERVICES INC. T46194	43.67
48118	2013-11-27			786635	ORKIN CANADA CORPORATION	109.20
48119	2013-11-27			76300	PEDERSEN TRANSPORT LTD.	140.25
48120	2013-11-27			786050	PLANET CLEAN (LETHBRIDGE) LTD.	608.14
48121	2013-11-27			786453	PRAXAIR CANADA INC.	911.63
48122	2013-11-27			80000	PURULATOR COURIER	76.28
48123	2013-11-27			86300	RECEIVER GENERAL FOR CANADA	17,999.48
48124	2013-11-27			786180	RICOH CANADA INC.	822.15
48125	2013-11-27			786051	ROTO-ROOTER	936.07
48126	2013-11-27			786468	SHAW CABLE	87.10
48127	2013-11-27			786759	SIMPLEX GRINNELL	1,736.33
48128	2013-11-27			13525	SOBEYS CLARESHOLM	65.12
48129	2013-11-27			900	TELUS	961.68
48130	2013-11-27			786437	THE WRITE SOURCE	107.65
48131	2013-11-27			786849	TJ'S TREE TRIMMING	213.03
48132	2013-11-27			786501	TOM HARRIS CELLULAR	51.45
48133	2013-11-27			786428	TransAlta Energy Marketing Corp.	48,213.67
48134	2013-11-27			101400	UNITED FARMERS OF ALBERTA	593.53
48135	2013-11-27			23500	W.R. MEADOWS OF WESTERN CANADA	2,580.80
48136	2013-11-27			4090	WARNACO OF CANADA COMPANY	464.28
48137	2013-11-27			787515	WATT & STEWART COMMODITIES INC	630.00
48138	2013-11-27			111705	WC CLASS II REGIONAL LANDFILL	10,108.16
48139	2013-11-27			786605	WESTERN CANADA WATER	360.00
48140	2013-11-27			787503	Western Materials Handling & Equipment Ltd.	200.22
48141	2013-11-27			786784	WESTWIND CHEVROLET	44.14
48142	2013-11-27			111800	WORKERS' COMPENSATION BOARD	6,033.60
48143	2013-11-27			900000	ARMAX ELECTRIC (2006) LTD.	374.12
48144	2013-11-27			900000	BUKSA ASSOCIATES INC.	790.00
48145	2013-11-27			900000	CLEAR LAKE ENTERPRISES	148.50
48146	2013-11-27			900000	COMMUNITY FUTURES	650.00
48147	2013-11-27			900000	CUTLER, DENELLE	25.00
48148	2013-11-27			900000	EDNA PALMER	16,404.47
48149	2013-11-27			900000	GREEN LINK	525.00
48150	2013-11-27			900000	MAINPRIZE, HEATHER	40.00
48151	2013-11-27			900000	McGUIRE, LARRY & HODGENSON, CORIN	5,000.00
48152	2013-11-27			900000	MDC PRODUCTION	36.00
48153	2013-11-27			900000	MILLER SUPPLY	78.23
48154	2013-11-27			900000	NELSON, ED	20.00
48155	2013-11-27			900000	NORM GREXTON INC.	963.90
48156	2013-11-27			900000	PAHL, JEAN	34.91
48157	2013-11-27			900000	SOUTH WESTERN OIL SERVICES LTD.	12,651.53
48158	2013-11-27			900000	THE PATCH MAN	616.88
48159	2013-11-27			900000	WALL, ROY	140.00



Claresholm

# TOWN OF CLARESHOLM

## Cheque Listing For Account Payable

Page 5 of 5

2013-Dec-12  
3:16:24PM

<u>Cheque #</u>	<u>Cheque Date</u>	<u>CEO</u>	<u>CAO</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>
						526,576.33
<b>Total</b>						<b>674,020.76</b>

\*\*\* End of Report \*\*\*



# MUNICIPAL PLANNING COMMISSION MINUTES

**November 15<sup>th</sup>, 2013**

**Town of Claresholm – Council Chambers**

- Attendees:**
1. Rob Steel - Mayor (Chairperson)
  2. Lyal O'Neill - Council Member (Vice-Chairperson)
  3. Shelley Ford – Council Member
  4. Sharon Duncan - Member-at-Large
  5. Grant Jordan - Member-at-Large

**Staff:** Jeff Gibeau - Manager of Regulatory & Property Services (Secretary to the Municipal Planning Commission)  
Jeff Doherty - Development Officer  
Tara VanDellen – RPS Assistant

---

**9:16 a.m. Call to Order /Adoption of Agenda**

**Motion to adopt  
the Agenda  
by Sharon Duncan**

**CARRIED**

---

**Adoption of Minutes**

- October 11<sup>th</sup>, 2013

**Motion to adopt  
the Minutes  
by Grant Jordan**

**CARRIED**

---

**Item 1: Action DEVELOPMENT PERMIT; Home Occupation**

File: D2013.115  
Applicant: Richard Gilmour  
Owner: Richard & Desiree Gilmour  
Address: 5400 5<sup>th</sup> Street West  
Legal: Lot 9, Block 2, Plan 8098JK  
Regarding: Home Occupation; Photographer

**Motion to Approve  
with Conditions  
by Grant Jordan**

**Seconded by  
Sharon Duncan**

**CARRIED**

**CONDITIONS:**

*1.) The applicant shall adhere to the stipulations set out in Schedule 10 of the Town of Claresholm Land Use Bylaw No. 1525.*

---



# MUNICIPAL PLANNING COMMISSION MINUTES

November 15<sup>th</sup>, 2013  
Town of Claresholm – Council Chambers

---

**Item 2: Action DEVELOPMENT PERMIT; Home Occupation**

File: D2013.127  
Applicant: Samantha Rasmussen (Nose to Toes Day Spa)  
Owner: Ted & Colleen VanLangen  
Address: 32 Westlynn Spur  
Legal: Lot 34, Block 2, Plan 0610901  
Regarding: Home Occupation; Day Spa

**Motion to Approve  
with Conditions  
by Councillor Ford**

**Seconded by  
Grant Jordan**

**CARRIED**

**CONDITIONS:**

- 1.) *The applicant shall adhere to the stipulations set out in Schedule 10 of the Town of Claresholm Land Use Bylaw No. 1525.*
- 2.) *In accordance with the Alberta Health Services Land Use Inspection Report dated November 4, 2013, the applicant must receive approval from Richard Steeves, Public Health Inspector, prior to operating the esthetics (pedicures, facials, waxing) component of the personal service business. A copy of the approval shall be provided to the Town of Claresholm Development Officer.*
- 3.) *In accordance with the Alberta Health Services Land Use Inspection Report dated November 4, 2013, the applicant must obtain a valid Food Handling Permit from Alberta Health Services prior to operating the food or beverage component of the personal service business.*

---

**Municipal Planning Commission Member, Councillor Ford left the Meeting**

---

**Item 3: Action DEVELOPMENT PERMIT; Home Occupation**

File: D2013.128  
Applicant: Martin's Pest Control  
Owner: William Martin  
Address: 428 56<sup>th</sup> Avenue West  
Legal: Lot 7, Block 2, Plan 5968JK  
Regarding: Home Occupation; Pesticide Service

**Motion to Approve  
with Conditions  
by Grant Jordan**

**Seconded by  
Councillor O'Neill**

**CARRIED**

**CONDITIONS:**

- 1.) *The applicant shall adhere to the stipulations set out in Schedule 10 of the Town of Claresholm Land Use Bylaw No. 1525.*
- 2.) *Prior to operating, the applicant shall obtain a valid Pesticide Service Registration from Alberta Environment and Sustainable Resource Development and provide the Town of Claresholm Development Officer with a copy.*
- 3.) *The applicant shall store pesticide securely to prevent unauthorized access.*



# MUNICIPAL PLANNING COMMISSION MINUTES

November 15<sup>th</sup>, 2013  
Town of Claresholm – Council Chambers

**Item 4: Action**    **DEVELOPMENT PERMIT**  
File: D2013.125  
Applicant / Owner: Dale Johnson  
Address: 5705 5<sup>th</sup> Street East  
Legal: Block 127, Plan 147N  
Regarding: Moved-in Dwelling

**Motion to Approve  
with Conditions  
by Grant Jordan**

**Seconded by  
Sharon Duncan**

**CARRIED**

CONDITIONS:

1.) *The applicant shall obtain all relevant Safety Code Permits and approvals. Specifically, the applicant shall obtain Safety Codes Permits for the following disciplines: Building, Electrical, Plumbing, Gas, and Private Sewage Disposal. Please contact the Town of Claresholm Development Officer, Jeff Doherty, at 403-625-3381 for further information or contact Superior Safety Codes Inc. directly at 403-320-0734 / [www.superiorsafetycodes.com](http://www.superiorsafetycodes.com).*

2.) *The applicant shall contact Alberta Environment and Sustainable Resource Development to have the private water well facility registered in the Alberta Water Well Information Database and to ensure that the proposed development complies with the minimum well setback distances. For further information please contact the Alberta Environment and Sustainable Resource Development Information Centre at 780-427-2700 (toll-free, dial 310-0000).*

3.) *Pursuant to the Town of Claresholm Land Use Bylaw No. 1525 and Policy PLDE0409 – Planning and Development Fees, the applicant shall provide either:*

- a) An irrevocable letter of credit, or*
- b) A deposit,*

*In the amount of \$5000 to the Town of Claresholm to cover the costs of any damage to municipal property and/or infrastructure and as security to ensure that the conditions of the permit are fulfilled.*

4.) *The applicant shall ensure that building materials and waste materials on the premises are removed or contained and secured in such a manner that prevents such material from being blown off or scattered from the property.*

5.) *Pursuant to the Town of Claresholm Land Use Bylaw No. 1525, Schedule 9 - Landscaping Standards, Section 3, At least one tree shall be planted in the front yard.*

6.) *The moved-in dwelling shall be moved onto the property by October 15, 2014.*



# MUNICIPAL PLANNING COMMISSION MINUTES

November 15<sup>th</sup>, 2013  
Town of Claresholm – Council Chambers

---

**Item 5: Action    SUBDIVISION APPLICATION**

File: D2013.130  
ORRSC File: 2013-0-148  
Applicant: Brown Okamura & Associates Ltd. (David Amantea)  
Owner: Neil & Valerie Hall  
Property: Civic: 15 Westrose Avenue  
            Legal: Lot 1, Block 5, Plan 7710803  
Property: Civic: 2 Wildrose Drive  
            Legal: Ptn of Lot 34, Block 5, Plan 0010011  
Regarding: Application for Subdivision; Draft Resolution

**Motion to Approve  
with Conditions  
by Grant Jordan**

**Seconded by  
Sharon Duncan**

**CARRIED**

*Conditions as per the resolution drafted by the Oldman River Regional  
Services Commission.*

---

**11:00 a.m.    Adjourn**

**Motion to Adjourn  
by Grant Jordan**

**CARRIED**

---





# MEETING MINUTES

## REGULAR BOARD MEETING

**DATE:** Tuesday, October 2<sup>nd</sup>, 2013  
**TIME:** 6:30 pm  
**LOCATION:** Chambers, Town Administration Office  
221 45<sup>th</sup> Avenue West, Clareholm, AB

---

**In Attendance:** Jeff Gibeau, President  
Tracy Scott, Treasurer  
Mike Cutler, Secretary  
Betty Fieguth, Town Rep  
Gail Gibeau

**Regrets:** Jen Martin, Vice-President  
Brandi Carlson  
Candace Heck  
Cindy Chisholm  
Denelle Cutler

**Staff:** Samantha Cross, Day Care Program Director  
Kim Gugala, Kidz Zone Program Director

---

### **1.0 Call to order**

1.1 6:40pm by Jeff Gibeau

### **2.0 Approval of the Agenda**

2.1 Motion to adopt the agenda as presented by Betty Fieguth.  
CARRIED

### **3.0 Approval of the Minutes**

3.1 Motion to accept the minutes from the September 4<sup>th</sup>, 2013 Regular Board Meeting as amended by Gail Gibeau.  
CARRIED

### **4.0 Program Reports**

4.1 Society Financial Report

4.1.1 None

4.2 Daycare Manager's Report

4.2.1 Program Director, Samantha Cross reported on Daycare activities;  
Report attached.

4.3 Kidz Zone Manager's Report

4.3.1 Program Director, Kim Gugala reported on Kidz Zone activities; Report attached.

## **5.0 Committee Updates / Reports**

5.1 Personnel Committee

5.2 Financial Committee

5.3 Policy and Procedure Committee

5.4 Fundraising Committee

5.4.1 Casino Fundraiser is in February. A Casino Advisor has been selected.

## **6.0 New Business**

6.1 Dishwasher Installation

Motion to accept the \$976.50 quote from Smig's Plumbing for the installation of the dishwasher by Betty Fieguth.

CARRIED

Electrical work to be completed separately.

6.2 Christmas Holidays

Motion to close the Daycare and Kidz Zone from 3:30pm on December 24<sup>th</sup>, 2013 and re-open on 6:30am January 2<sup>nd</sup>, 2014 by Gail Gibeau.

CARRIED

## **7.0 Personnel / Legal**

*Pursuant to section 6.1.6.7 of the Claresholm Child Care Society's Bylaws all matters regarding personnel / legal will be discussed by the Board of Directors in a private session of the Board Meeting. Please respect the sensitive and confidential nature of these discussions; all motions must be considered during the regular (public) session of the Board Meeting.*

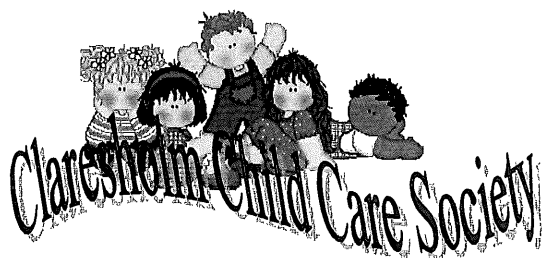
## **8.0 Next Meeting**

8.1 First week in Novmeber; exact date to be determined

## **9.0 Adjourned**

9.1 7:20pm; Motion to Adjorn by Gail Gibeau.

CARRIED



# MEETING MINUTES

## REGULAR BOARD MEETING

**DATE:** Tuesday, November 5<sup>th</sup>, 2013  
**TIME:** 6:30 pm  
**LOCATION:** Chambers, Town Administration Office  
221 45<sup>th</sup> Avenue West, Clareholm, AB

---

**In Attendance:** Jeff Gibeau, President  
Jen Martin, Vice-President  
Tracy Scott, Treasurer  
Jamie Cutler, Town Rep  
Denelle Cutler  
Brandi Carlson

**Regrets:** Mike Cutler, Secretary  
Candace Heck  
Cindy Chisholm  
Gail Gibeau

**Staff:** Samantha Cross, Day Care Program Director  
Kim Gugala, Kidz Zone Program Director  
Linda Brooks, Financial Coordinator

---

### 1.0 Call to order

1.1 6:40pm by Jeff Gibeau

### 2.0 Program Reports

2.1 Society Financial Report

2.1.1 Financial Coordinator, Linda Brooks reports on the Society's Financial activities; Report attached.

2.2 Daycare Manager's Report

2.2.1 Program Director, Samantha Cross reported on Daycare activities; Report attached.

2.3 Kidz Zone Manager's Report

2.3.1 Program Director, Kim Gugala reported on Kidz Zone activities; Report attached.

### 3.0 Committee Updates / Reports

3.1 Personnel Committee

3.2 Financial Committee

3.3 Policy and Procedure Committee

3.3.1 Kim Gugala and Brandi Carlson have been working on the Kidz Zone Parent and Staff Handbooks; revised Handbooks to be reviewed and discussed at the next Board meeting.

3.4 Fundraising Committee

3.4.1 Christmas fundraiser due November 15<sup>th</sup>, 2013

#### **4.0 New Business**

##### **4.1 Dishwasher Installation Progress**

Smig's Plumbing has installed the dishwasher. Invoice submitted was \$982.03; approved quote was \$976.50. Bumper-to-Bumper and Roy's Place donated parts and materials. Electrical still to be done.

##### **4.2 Council Appointment of Town Representative**

Welcome to Jamie Cutler

#### **5.0 Personnel / Legal**

*Pursuant to section 6.1.6.7 of the Claresholm Child Care Society's Bylaws all matters regarding personnel / legal will be discussed by the Board of Directors in a private session of the Board Meeting. Please respect the sensitive and confidential nature of these discussions; all motions must be considered during the regular (public) session of the Board Meeting.*

#### **6.0 Next Meeting**

6.1 First week in December; exact date to be determined.

#### **7.0 Adjourned**

7.1 7:20pm; Motion to Adjourn by Denelle Cutler

CARRIED

## *MINUTES*

---

meeting: Claresholm Physician Recruitment and Retention Committee

date: Monday, December 9, 2013

time: 19:00 hours

location: Willow Creek Continuing Care Centre, Boardroom

attendees: Glen Alm, Councillor, M.D. of Willow Creek No. 26(Chair)  
Brent Hall, Committee Lead/Manager, Claresholm Medical Clinic  
Gentry Hall, Mayor of Stavelly  
Shirley Murphy, Councillor Town of Granum  
Bill Love, Community Representative

1. CALL TO ORDER, WELCOME

Glen Alm, Chair, called the meeting to order at 7:05 pm.

2. APPROVAL OF/ADDITIONS TO AGENDA

The Claresholm Physician Recruitment and Retention Committee agenda of December 9, 2013 was approved by Bill Love and approved by all present.

3. APPROVAL OF MINUTES

The Claresholm Physician Recruitment and Retention Committee minutes of November 7, 2012, were approved. Moved by Gentry Hall, carried.

4. PRESENTATIONS/GUESTS – Glen Alm welcomed new members of the committee, Shirley Murphy and Gentry Hall. Glen gave some background information on the committee to the new members.

5. BUSINESS ARISING

Brent gave the following status report on the physicians presently practicing at the clinic and their families:

### 5.1 Current Status of Physicians practicing at the clinic:

- (a) Yonemori Family – have bought a house in Calgary and moved there in June. Dr. Yonemori is still practicing in Claresholm and current plans are to continue to practice in Claresholm. He drives everyday and arrives quite early every morning.
- (b) Dr. Al-Yousif is taking some personal time off over Christmas to deal with some family issues.
- (c) The Smith family are permanently settled and enjoying their new home
- (d) The Leishman family have bought a home here and are doing fine
- (e) Dr. Gish is taking some more time off but, has not talked about Retiring
- (f) Dr. Jones is continuing his normal practice

Glen enquired about the physiotherapist situation. Brent reported that Eric Chatterton filled that position over a year ago and is doing a fantastic job for hospital inpatients. The doctors are very pleased with his work. Outpatient physiotherapy services are still being provided by Summit Physiotherapy, Ed Armstrong but patients must pay for this service. The doctors are pressuring AHS to provide physiotherapy to outpatient clients under the AHS umbrella similar to what is provided in Fort Macleod, Black Diamond and Vulcan.

5.2 Direction of Committee: Glen indicated that we need to keep the committee going and able to step up to the plate if the need should arise in the near future to recruit new doctors. Brent indicated that they have started the recruitment process to acquire a new physician from some of the recent residents that have been at the clinic. There is some hope that at least one of them may come to Claresholm to practice. There was a discussion about the possibility of recruiting Garrett Seaman a native of Claresholm who will soon be graduating from Medical School at the University of Alberta. Gentry Hall volunteered to talk to Garrett's father and see if Garrett would be interested in visiting the clinic and talking with the doctors over the Christmas holidays.

5.3 Brent mentioned that there will be another Rural Alberta Community Physician Attraction & Retention Conference in Edmonton in February 2014.

6. Standing Agenda Items

6.1 Budget Committee Report.

Brent presented the financial report as prepared by the town Administration. At present we have a balance in reserve of \$19,370.69. Brent indicated that he will have to get together with Kris Holbeck to verify some of the numbers prepared by the town.

Budgeting for 2014 was discussed. It was agreed that we would send out a letter to each contributing community early in January asking that they would retain the reserve that was requested last year still in reserve so that if needed it would be available to us. We will not request an additional amount to be reserved for 2014. Brent will get the letters prepared for mailing early in 2014.

6.2 Public Relations Committee Report.

- (a) Bill has arranged for thank you to health care workers to appear in the December 18 issue of the Claresholm Press.
- (b) Discussed purchase of gifts for the doctors for Christmas thank you. The committee directed Brent to purchase gifts and then submit bill to the town for reimbursement.

7. New business:

- (a) Recorder for R&R Committee - Brent indicated that he will do this as we are not holding a lot of meetings. He will get minutes typed up and sent out to everyone.
- (b) Lion's Club rep. Brent has talked to Lynn Heward about being a rep for the Lion's Club and he has agreed to do this.
- (c) Clinic ownership - work necessary to have MD purchase the clinic is still progressing. Hope to have that completed soon.

8. Next meeting – will call next meeting as needed in 2014.

9. Adjournment - Bill Love moved to adjourn the meeting at 8:30 pm.



#### 6.1 Welcoming Sub-committee

It was decided that the committee would give the physicians a Christmas token of appreciation. It was approved by the committee. Glen directed Brent to have this done.

#### 7. New business –

- (a) Discussion on a recorder for committee meetings.  
It was decided that Brent would fill that position for now.
- (b) We discussed the need for a rep from the Lion's Club to sit on the committee. Brent will talk with Lynn Heward about this.
- (c) Discussion on clinic ownership was tabled for now.

8. Next meeting: We will meet sometime in the new year.

9. Adjournment: 8 pm.



# The Navigator

Issue 26 • Printed December 3, 2013

Claresholm, AB

*"He puzzled and puzzled till his puzzler was sore. Then the Grinch thought of something he hadn't before. Maybe Christmas, he thought... doesn't come from a store. Maybe Christmas, perhaps... means a little bit more!"*

*- from The Grinch that Stole Christmas, Dr. Seuss*

The Navigator is produced to provide information to parents of our students on happenings within our school, and to share information with the community.

## STUDENT COUNCIL

We have a very excited group of students getting ready to give back to the community at Christmas time. This group will gather gently used coats (which will be donated to the Good Will Shop), gently used Teddy Bears (which will be donated to the Children's Hospital) and non-perishable food items to be donated to the local food bank. Each donated item will earn an entry into a draw to be "Pampered for a Day," where the winning student will get the privilege of having a comfy chair (supplied by Gerto Cabinets & Furniture) for the day on December 17, 2013.

Students will be decorating the school and providing festive events over the next three weeks. There are also plans for a "Christmas Assembly" to be held on December 19, 2013. We welcome Mr. Kyle Gibson back to Student Council as an excellent addition.

## WINTER IS HERE! DOORS & HOURS

The school doors will be open at 8:00 a.m. every morning. This ensures that someone is around if there are concerns or issues. **Please do not drop your children off at school before 8:00 a.m.** particularly when it is cold outside. As well, the Foyer is open most evenings due to our variety of sports which take place every night of the week

and some weekends. The rest of the school will be locked at 4:15 p.m. so student property in lockers is safe and secure. If you need something from a locker after 4:15 p.m., a custodian is on site or ask a teacher that may be here.

It is imperative that students come to school dressed appropriately for winter weather. As the past week has shown us, cold weather may blow in very unexpectedly. Especially for those students riding on school buses, a hoodie is not a winter jacket! If the bus stops for any unexpected reason, you need to be dressed accordingly! Toque, mitts, scarves, and warm winter jackets are needed!

## SCHOOL (PARENT) COUNCIL

Thank you to those parents who turned out for our November 21 meeting. We tried something new and started our meeting at 6:30 pm rather than 7. This gave us some extra wiggle room for discussion which turned out to be quite helpful. We will continue to start the meetings at 6:30 pm. Our next meeting will be January 16, 2014.

We welcomed one of our new LRSD trustees, Mr. Bradley Toone, to our meeting. We also welcomed two student representatives Alex and Joy.

Thanks girls for coming to our meetings and listen to the parent perspective!

From our October meeting, we continued our discussion on letter grades in the K-9 report cards. And as reported in the November newsletter, two parents were able to chat with Education Minister Jeff Johnson regarding letter grades in High School. He assured us that students would leave High School with a percentage mark. We also had a meeting on November 26 (after report cards were released). Lorna Adrian came to give us a presentation about outcomes and assessment and the process teachers' use. *(Cont'd on page 3)*

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

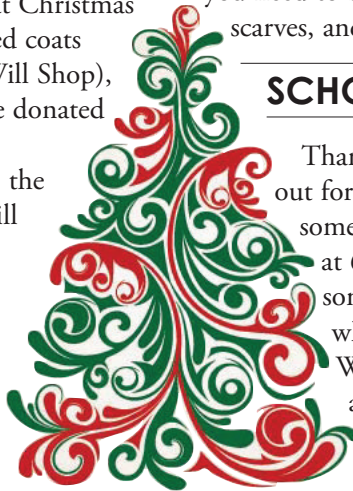
## INSIDE THIS ISSUE:

- Christmas Plans
- Sports Update
- School Council
- Cold Weather Prep
- Sports & Bullying
- December 2013 Calendar

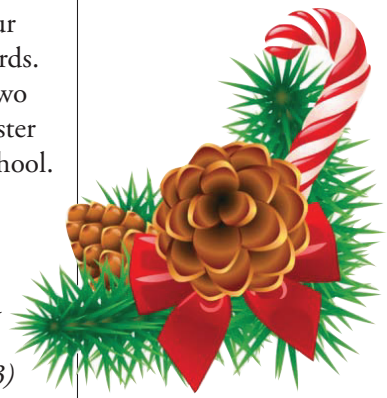
## REMINDER!

The drive through in front of the school is a **ONE WAY** from East to West.

**ONE WAY** 



Merry Christmas!



## FROM THE PRINCIPAL: Ian Stewardson



Merry Christmas 2013! I would like to start by wishing everyone in the Willow Creek Composite High School Community a great Christmas and a Happy New Year. This year, we have worked at increasing the morale and support for students at the school. The new surroundings have definitely been assets in making this happen for our students.

I encourage students and parents to have a look at the website of the school. It has announcements posted daily and it is linked directly from the splash page. These are the same announcements which students have distributed to the classrooms every morning. Different classrooms share these announcements in different ways such as having students read the content or teachers hitting the high points for the students. The School Newsletter is another way of keeping track of the events taking place in the school. This is available at the school, email (we need to get your email if you wish to receive it that way), and at a variety of businesses in town.

I would also like to thank Carmelle Steel, Karen Linderman, Chad Kuzyk and Ruth Lindquist for their dedicated work on preparing for the Parent Conference on Digital Citizenship. It was a great day with information shared and discussed with parents about the uses of technology. The uses for applications like Facebook, Instagram and Twitter were outlined and demonstrated by the presenter George Couros. The parents will want to look at #wcchs for updates of some events. I have observed some posts being added already. The parent view or Powerschool Parent Portal will be open in the next week. It will provide an opportunity to check attendance and marks from home on students. There will be details available on the website and students will have logins to check as well.

Have a restful and safe Christmas!  
Ian Stewardson

## SPORTS UPDATES

### Volleyball:

Junior High Girls hosted their tournament October 25 and 26. Our B Girls won the B tournament and our A Girls finished in 4th. League wrapped up with all teams doing well, with the B Girls finishing first in the league. They went on to win the Post-Season

tournament. The A Girls finished 3rd and the Boys rounded it out with a 4th place finish. High School Boys went into the post-season tournament ranked 6th and lost in the first round to Noble Central. They then hosted and won a Zone play-in game vs Vauxhall and advanced to the Zone tournament ranked 6th. They finished sixth which was an improvement from last season. The Girls went into the post-season tournament ranked 2nd and lost in the Championship game to F. P. Walshe. Three girls earned All-Star awards –Erin B., Shannon C., and Kim V. The girls went into Zones ranked 8th and played well but didn't advance to the play-off round.

### Football:

The Cobras won the league championship with only one loss for the season. They defeated Kate Andrews in the Zone final and went on to host both a Provincial Quarter Final game and the Semi-Final game, ranked #2 in the province. They defeated Bow Valley in the Quarter Final and lost to #1 ranked Drumheller in the Semi-Final. The Cobras will receive Provincial Bronze medals for their efforts this season.

### Basketball:

Basketball practices have started for both Junior and Senior High programs. We will have two Junior High Boys teams and two Junior High Girls teams. We are still looking for another girls coach but have some eager former High School players assisting until a coach is in place. League games will begin the second week of December. The "A" Girls will host the league post-season tournament February 28 - March 1, 2014. The "A" Boys team will host the Zone Tournament March 7 - 8, 2014. High School Girls are looking good but

the Boys team is in need of players. Both the Boys and Girls teams will begin the season with a JV tournament in Taber the last weekend of November. League games begin the following week. The Cobras will host three tournaments this season: JV Girls on January 31-February 1; SV Boys February 7-8; SV Girls February 14-15.

### Basketball Home Games for December:

Dec. 5	HS Boys	vs	Picture Butte
Dec. 10	Jr. High Boys B Boys at 5:00, A Boys at 6:15	vs	St. Mike's
Dec. 11	HS Girls	vs	FP Walshe
Dec. 18	HS Boys	vs	Stirling
Dec. 19	Jr. High Boys 'B' 4:30 pm	vs	Tatsikiisaapo'p
Dec. 19	Jr. High Boys 'A' 5:45 pm	vs	Livingstone

High School Games: JV at 6:00

SV at 7:45

December 28: Alumni Tournament

## CAREER CORNER

### Post Secondary Visits

Lethbridge College and the University of Lethbridge will have representatives at WCCHS over the lunch hour on December 10 to speak with students about their programs, application process and scholarships. Join them in the library from 11:40 am -12:20 pm. Individual appointments are available for students needing help completing their LC or U of L applications from 2-3pm. See Mrs. Bryson to book a time.

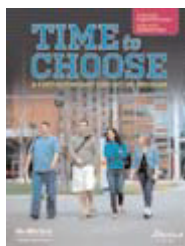
A SAIT recruiter was here on November 28 to talk to students interested in attending SAIT. Just a reminder to the Grade 12's that many SAIT programs are filled as soon as they receive qualified applicants so if you want to attend SAIT in September your applications need to be in NOW.

### Scholarship Evening Highlights

Over 30 students and parents attended the November 14 Scholarship Evening. If you were unable to attend, be sure to pick up a copy of the WCCHS Scholarship Handbook from the Scholarship bulletin board or view it on-line under the parent section of the WCCHS website. Go to the Alberta Learning Information



Service website [www.alis.alberta.ca](http://www.alis.alberta.ca) for additional resources such as 'Time to Choose' (information on Post-secondary institutions across Alberta), Money 101 (paying for a post-secondary education) and the Career Planner (deciding on a career).



**Career Planning Help Session**

Mrs. Bryson is offering a career planning workshop for Grade 11 and 12 students on Thursday, December 5 from 12:30 - 2:00 pm. Room 105. Sign up in the office.

UPCOMING DATES TO NOTE	
Grade 7 to Theatre Calgary	December 10
Career Planning Workshop	December 5
Last day of classes before Christmas Break	December 20
Classes Resume for All Students	January 6
Semester 1 Ends	January 22
No School for Students	January 30
Semester 2 Begins	January 31
No school for Junior High Students	January 31

**GRAD 2014 UPDATES**

The Class of 2014 would like to thank Garden Soul for supplying us with such beautiful poinsettias and wreaths for our fundraiser. We would also like to thank everyone person who purchased a wreath or poinsettia in support of Grad 2014.

Ted Dawson Photographics has been at the school to take cap and gown pictures of each grad and proofs will be available in the near future. Any grad who did not have a picture taken will need to set up an appointment with Ted Dawson in High River.

Grad sweatpants are available to order, with delivery expected after Christmas break. Order forms and sizes for trying on are available at the office.

**LIBRARY NEWS**

The holiday break is only three weeks away! As always, a reminder to return any items that you no longer require to the Library's book drop, or request a renewal at the Library's circulation desk. Have a wonderful Christmas; see you all in 2014!

~ Mrs. Stacey

**FUNDSRIPT GIFT CARDS**

Our next gathering of Fundsript orders will start again after the Christmas Break and will be due on Friday, January 31, 2014. We decided not to gather these orders due to the shortened month of December.

*'Tis the Month Before Christmas*

*Tis the month before Christmas, we're all going nuts; With so much to do, there's no ifs, ands or buts.*

*Buy presents, hang tree lights, pop cards in the mail, Send gift packs, thread popcorn, find turkeys on sale.*

*Decorations need stringing up all through the house. And you haven't a clue what to buy for your spouse.*

*School concerts, receptions, open houses with friends, Long lineups, short tempers, tying up the loose ends.*

*With all our mad dashing, we're reeling from shock; Let's stop for a minute and really take stock.*

*It's crassly commercial, the cynical say; If that's true, that our fault-it's us and not they.*

*Take time for yourself-though hard as that seems—Enjoy your kids' laughter, excitement and dreams.*

*Take a moment out now, don't get overly riled, Instead make an angel in snow with your child.*

*The shortbread can wait, and so can the tree; What's important to feel is a child's sense of glee.*

*The holidays aren't about push, rush and shove; They're for friendship and sharing and family love.*

*Hear the bells, feel the warmth, light up with the glow. Of a message first sent to us so long ago:*

*Peace, love and goodwill, and hope burning bright. Merry Christmas to all, and to all a good night!*

**SCHOOL COUNCIL, CONT'D FROM PAGE 1**

Thank you to those parents who were able to attend that meeting as well. Ian presented the two school goals: 'Climate and Morale', and 'Student Engagement in their Own Learning'. He described that the 'Climate and Morale' goal had originally been implemented when the school was in the temporary building and students had felt they weren't getting the help they needed. Students report they feel they are now receiving the help they need. Speakers have been brought in to deal with issues of students getting along with each other and some activities with SADD (Students Against Drunk Drivers) were also reported on. Teachers are using "best practice" to help engage students in their own learning. This includes discussions with other teachers, learning opportunities, and discussions with administration.

Changes in Distance Learning funding and how that affects our school was also discussed. Admin staff shared information with how the funding has changed. For more details, please see the November minutes on the website.

School Council is a forum where parents are able to communicate issues of importance to them. It is a place to review the school's goals, objectives, action plans and procedures. It is a place to promote cooperation between the community and the school. School Council is of an advisory nature only. For more information please visit the website or contact Ruth Lindquist at 625-3123.

# SPORTS & BULLYING

## Identify the Signs Of Bullying In Your Child's Team

As a parent or a coach, you are critical to ending the epidemic of bullying in youth sports. Only you can ensure that youth sports teams create an inclusive culture. Only you can keep an eye out for bullying on your kids' sports teams and take action. First, when your kids sign up for sports teams, talk to the coaches about their philosophy. Do they insist on all kids feeling included, with zero tolerance for teasing, intimidating, threatening and other forms of bullying?

All adults should be on the lookout for bullying on their teams and on

other teams. They need to step forward and speak up if they see any sign that kids are being treated badly. That means starting by talking to the coach, but contacting league officials, if necessary. Want to learn more about how to fight the bullying epidemic in youth sports? Help your young athletes stay confident and reap all the benefits of youth sports!  
<http://www.peaksports.com>  
<http://www.youthsportspychology.com>

**WCCHS Alumni?**  
 Register your information at  
[www.wccsalumni.com](http://www.wccsalumni.com)



Willow Creek Composite High School Alumni Association



@wccsalumni



## HOW TO REACH US

Main Phone 403-625-3387  
 website: [www.lrsd.ab.ca/schools/willowcreek](http://www.lrsd.ab.ca/schools/willowcreek)  
 email: [stewardsoni@lrsd.ab.ca](mailto:stewardsoni@lrsd.ab.ca)  
 News to add? [dofsteel@shaw.ca](mailto:dofsteel@shaw.ca)

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



# December 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5 Basketball Home Game HS Boys vs P. Butte	6	7
8	9	10 Gr. 7 to Theatre Calgary's "A Christmas Carol" Basketball Home Game - JH Boys vs St. Mike's	11 Basketball Home Game HS Girls vs FPW	12	13	14
15	16	17	18	19 Basketball Home Game JH Boys B Boys 4:30 pm A Boys 5:45 pm	20 Last Day of Classes before the Christmas Break	21
22	23	24	25	26	27	28
NO SCHOOL - CHRISTMAS BREAK						
29	30	31	1 January	2	3	4
NO SCHOOL - CHRISTMAS BREAK						

Willow Creek Composite High School • Grades 7-12

P.O. Box 219 • 5318 - 2nd St. W., Claresholm, AB T0L 0T0 • Phone: 403-625-3387 • Fax: 403-625-3289 • [www.lrsd.ab.ca/school/willowcreek](http://www.lrsd.ab.ca/school/willowcreek)



# *Willow Creek Composite High School*

628 – 55<sup>th</sup> Avenue West ♦ P.O. Box 219 ♦ Claresholm, Alberta ♦ T0L 0T0

T: (403) 625-3387 ♦ F: (403) 625-3289

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

Principal: Mr. Ian Stewardson ♦ Assistant Principal: Mrs. Beverly McNutt

---

December 11, 2013

Dear Parents,

It is with mixed emotions that I send this letter to inform you that I have taken a position as Executive Staff Officer with The Alberta Teachers' Association in Calgary. This position will begin on February 1, 2014. I have enjoyed working with the students, staff, parents and community of Claresholm over the past year. I wish all the best for this community.

The search for a replacement has begun with the job posting on the website and will be in the Lethbridge and Calgary Herald for the next two weekends. The close date for the competition will be January 2, 2014 with a proposed start date of February 1, 2014.

I have been in contact with Divisional Office and they are looking for the best leadership to take WCCHS into the future.

Sincerely,

Ian Stewardson  
Principal



Box 130  
5613 – 8<sup>th</sup> Street West  
Claresholm, AB T0L 0T0

P: 403-625-4464  
F: 403-625-4283

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

**Principal**  
Mr. Curtis Uyesugi

**Assistant Principal**  
Mrs. Dana Burrows

**Office Assistants**  
Mrs. Bev McLeod

The Claresholm school community works to develop literate, life-long learners who are:

- ♦ Creative and critical thinkers
- ♦ Responsible and self-directed
- ♦ Ethical and involved citizens
- ♦ Able to adapt to change
- ♦ Team-oriented
- ♦ Effective communicators

While achieving the provincially defined outcomes.



**Claresholm Schools  
CREATE Success!**

## “Christmas Fun”

*A Christmas Concert*

**Starring: The Cast of the West Meadow  
Elementary School**

**Where: W.M.E.S. Gymnasium**

**When: December 19 at 10:00 a.m. and 1:00 p.m.**

Don't miss this amazing production of hard work and talent.

Parents with last name of A-L are asked to attend in the morning and M-Z please attend in the afternoon - if possible.

This program will be about an hour long, and in consideration of other families and children please stay for the entire program.



**Christmas Dress Up  
Day December 18**

**Wear a Christmas  
Hat**

### ***Family Christmas Dance***

West Meadow Elementary School's Gr. 6 Leaderships is hosting a Christmas Family Dance on Tuesday, December 17, 2013 from 6:00 - 8:00 pm. John DeDominicis will be the DJ for the evening. Cost is \$2.00 per person or \$5.00 per family. All proceeds will go to the Alberta Children's Hospital in Calgary. WMES Parent Fund Raising Society will have a canteen set up for the evening. Students must be accompanied by an adult.



## Claresholm Schools Fundraising Society is selling FundScrip Gift Cards

We have a few cards available in the office. This is a great opportunity to surprise your friends or family with some cool gifts for Christmas and support our school!

Just a few samples of cards available are:

- Extra Foods - Petro Canada
- Sobeys -Cineplex
- Subway -The Keg
- Home Hardware -Toys R Us
- Chapters

Plus many, many, many more.

### School Council Meeting/ Fundraising Society Meeting

There will be no meetings during the busy December month.

The next School Council/Fundraising Society Meeting is tentatively scheduled for Friday, January 24<sup>th</sup> at 12:00 noon.



All parents are invited and encouraged to attend!

### Thanks

A big thank-you goes to Glen White for the donation of Crazy Carpets. Sliding on our Snow Hills is a very popular Winter Activity for our students.



### Operation Christmas Child

W. M. E. S. would like to thank everyone who donated to Operation Christmas Child. Our Gr.6 classes made the boxes and the Gr. 3's filled them. 60 boxes were created that will make wonderful Christmas surprises for needy children around the world. Thanks again!

### VOLUNTEERS

Please contact your child's teacher if you are interested in volunteering at school. We encourage you to share your special skills and talents, read with students, assist with numeracy activities and much more!

A criminal record check is required and can be obtained from our local RCMP detachment

### We often see children arrive without proper winter attire.

Please ensure that your child has warm winter gear. With the exception of a very few inclement days the entire student body plays outside at recesses. Please keep your child safe by ensuring they have winter gear with them and if possible, an extra set of mitts and a hat in their back pack.

**WE  
CREATE  
CHANGE**

Congratulations to WMES WE Team who to date has raised \$376.40 for the \$20 = 1 BRICK for a SCHOOL project. A special thank you goes to Paige, Kitty, Jacob, Daniel, Ethan, Jackson, Sean & Cale who collected these funds during Claresholm's "Old Fashioned Christmas. Great job in practicing Global Citizenship.



The Lost & Found box is full – Please look through it before the Christmas break, for any items that may belong to your child

**Last day of school before Christmas Holidays is December 20. First day back for students is January 6, 2014.**

**Have a wonderful Christmas and a safe and Happy Holiday Season.**

## By the Principal's Pen.



It is with great pleasure that I am informing you that PRIDE is our new nickname. The winning entry was submitted by Tori Stonehouse. I would also like to thank the hundred or so families that took time to enter names for our contest. Our committee had a difficult time narrowing it down to just one.

Being known as "The Pride" is great for a couple of reasons. First, it denotes a sense of family among lions. It is what encourages them to work together and be as one. The second reason is our use of the word. We should be proud of our school, and our achievements as a class and as individuals. There is part of a very interesting quote I would like to share from William Blake:

*[Pride] is an attitude which separates excellence from mediocrity.*

We look forward to working toward excellence with you and your children.

Mathletics is something new we are starting at our school. All students from grade 2 and up will be getting their own Mathletics account. It will be an opportunity for them to work on age appropriate, curriculum-based math questions in a way that they will find fun and exciting. We will be incorporating it into our routines at school, but we also expect that you will be seeing your children choosing to do more math questions on your computer at home. For the younger kids, we are looking at opportunities to explore options and see how we can apply this program to what they are also doing in math. We will keep you updated.

I would like to take this time to wish all of you a happy and relaxing holiday. The staff and students here at West Meadow have all been working hard and I hope our school community enjoys a well-deserved break.

**Curtis Uyesugi**

### Cookie Dough

**Cookie Dough is scheduled to arrive on Wednesday, December 11. Please make arrangements to pick your order up after school.**

### School Fees are due!



If you have forgotten how much they were, or would like to arrange a payment schedule, please contact Mrs. McLeod at the school office.

### Basketball

We will be running a basketball "camp" for students in grades 4 to 6. Practices will be Monday (and maybe Tuesday depending on #'s) right after school and they will end between 4:30 and 5:00. Our first practice will be December 9. We will tentatively go until the end of February. There is no cost.

Our games will consist of playing ourselves, but if we find interest within the School Division, we will try and set up games or a tournament during the season.

For more information, contact the office.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Grade 6 Swimming 2:00 – 3:00	4	5	6	7
8	9	10	11 Cookie Dough arrives  Grade 5 Swimming 2:00-3:00	12	13	14
15	16	17 Family Dance 6:00 – 8:00pm.	18 Wear a Christmas Hat 	19 Christmas Concert–10:00 am and 1:00 pm	20 Grade 2 Swimming 9:00-10:00  Last day of School before Christmas	21
22	23	24	25 	26	27	28
29	30	31				<b>First Day Back January 6, 2014</b>

### December Birthdays:

4	Jesse Fromm	13	Mitchel Wicks	26	Cammalo B-J	30	Colby Symens	
4	Henry Leishman	18	Konnor Berg	26	Carter VanDyke	31	Dakota Nicholas	
7	Brenndon Mackin	20	Grace Ferguson	27	Ian Webber			
9	Keegan Scott	20	Kyler Mazerolle	29	Caitlin Brufatto			
10	Jackson Hamlyn	22	Nicholas Esparo	29	Mariam Temem			



# Alberta SouthWest Bulletin December 2013

## Regional Economic Development Alliance (REDA) Update



- The new executive committee for Alberta SouthWest was appointed at the organizational meeting held December 4, 2013
  - Chair: Mr. Lloyd Kearl, Deputy Reeve, Cardston County
  - Vice-Chair: Dr. Brian “Barney” Reeves, Mayor, Waterton Lakes
  - Sec-Treasurer: Mrs. Tammy Rubbelke, Councillor, Town of Pincher Creek
  - Designated Director: Mr. Jordan Koch, Mayor, Village of Glenwood
  - Representatives to Mayors/Reeves: Mayors Blair Painter, Rene Gendre, and Jordan Koch.
- Broadband is seen to be vitally important in AlbertaSW. Board discussed the implications and importance of broadband connectivity in the region to support attracting new people and new investment to our communities. With a need to better understand the issues and options related to Super Net and wireless services, the Board will do some research and invite presentations at upcoming meetings.
- On November 6, 2013 AlbertaSW hosted a dinner meeting in Pincher Creek to bring together all the new councils in AlbertaSW. Over 60 elected officials and partner organizations enjoyed networking and gaining an overview of the operations and projects of AlbertaSW
- Economic Developers Alberta (EDA) presented a training day on the topic of “Business Investment and Attraction”. We will offer this course again in early 2014 and hope for better weather! This training is the start of forming a **Regional Economic Advice and Liaison (REAL) Team Network** throughout region, providing good information to support initiatives in our communities and moving forward with the power of shared goals and knowledge.
- Regional Business License (RBL) information packages have been sent to all the municipal offices, containing new stickers, brochures and posters for 2014. AlbertaSW, once again, thanks the offices in each partner community who help make this program work for our region: It is a small idea with big value!



### 13 WAYS TO KILL YOUR COMMUNITY

This book, with the attention-getting title, supposes you have a really ambitious goal in life – you want to kill your community! You want to drive away people, eliminate jobs, undermine businesses, and you won't quit until the whole place is in ruins. Don't know how to go about it? This book describes itself as a “handy manual of proven ideas for town wrecking”. However, if the goal is to promote growth, ensure prosperity, and build for the future, all you have to do is follow the advice in reverse!

- AlbertaSW is launching a new project based on the book *13 Ways to Kill Your Community*. Each of the 15 Alberta SouthWest member communities will participate in an individual 13 WAYS Audit to help quantify some insights into opportunities and issues. The audit will be designed and conducted by Twist Marketing. This company has an award-winning working relationship with AlbertaSW. We are excited to be working together on this new approach and process. Communities will be contacted next week to begin scheduling interviews!!



[WWW.ALBERTASOUTHWEST.COM](http://WWW.ALBERTASOUTHWEST.COM)

Alberta SouthWest  
Box 1041  
Pincher Creek AB T0K 1W0  
403-627-3373 or 1-888-627-3373  
[bev@albertasouthwest.com](mailto:bev@albertasouthwest.com)  
[bob@albertasouthwest.com](mailto:bob@albertasouthwest.com)

Friday November 8, 2013

**SOUTHERN ALBERTA ENERGY *from* WASTE ASSOCIATION (“SAEWA”)**

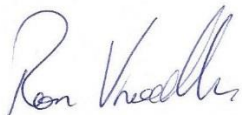
**Notice of Annual General Meeting,**

Notice is hereby given for the Annual General Meeting of SAEWA to be held November 29, 2013, at 11:00 am, at the Nanton Memorial Community Centre, 2204 – 18<sup>th</sup> Street, Nanton, Alberta, at which the following will occur,

1. Receive reports from Officers, Directors and Committees,
2. Receive the presentation of the audited financial statements,
3. Appoint the auditor,
4. Set the number of directors, set the terms of the directors, and elect directors,
5. Consider revised draft bylaws of SAEWA, a copy of which are attached to this notice, and these draft revised bylaws will be open to amendment by the members at the AGM, and if thought fit adoption as amended by a seventy-five (75) percent vote of the Voting Members present, and,
6. Consider such other business that may properly come before the meeting.

Please inform me if your community & representative will be attending.

Thank you



Ron Knoedler  
Manager  
SAEWA  
ron@saewa.ca

**Southern Alberta Energy *from* Waste Association**

Town of Coaldale, 1920 – 17 Street Coaldale, AB T1M 1M1

[www.saewa.ca](http://www.saewa.ca)



Friday November 8, 2013



## **Southern Alberta Energy from Waste Association**

### **Annual General Meeting: Member Representative Appointment & Voting Eligibility**

SAEWA will hold its first Annual General Meeting (as an Association) on Friday November 29<sup>th</sup> at 11:00am at the Nanton Memorial Community Centre, 2204-18th Street, Nanton.

All voting members must have an appointed SAEWA representative to be eligible to participate in voting at the AGM. The Association bylaws identifies a “voting member” as any municipal entity as defined by the Municipal Governance Act, and that their membership fees are paid up to date. The respective Waste Commission/Authority are not voting members.

Members must have or appoint a SAEWA Representative prior to the AGM. In addition, the member fees must be paid, either through their Waste Authority/Commission or individually.

Membership Fees includes 2012 and 2013 arrears.

Members that are not paid up may still have representatives attend the AGM, participate in discussion and make motions but are not able to vote on motions.

Membership Representative Appointment letters and outstanding fees may be presented at the AGM.

Attached is the current Membership Representative Listing & Arrears status.

Nominations for Director Elections may be forwarded to me, and I will forward to the Nomination committee; nominations may also come from the floor at the AGM.

Please reply to me with attending representative name & information, or let me know if your community will not be attending.

There will be a Board meeting with the new directors immediately following the AGM at the Centre.

Please contact me if you have any questions or require additional information.

Sincerely

Ron Knoedler  
Manager  
SAWEA  
[ron@saewa.ca](mailto:ron@saewa.ca)  
403-394-5900

**Southern Alberta Energy from Waste Association**

Town of Coaldale, 1920 – 17 Street Coaldale, AB T1M 1M1

[www.saewa.ca](http://www.saewa.ca)

Southern Alberta Energy from Waste Association	
AGM Friday November 29 2013	
SAEWA AGM Members Representative & Voting Eligibility List:	
<b>Qualifying Municipal members of Waste Commissions / Authority</b>	
<b>Member Community AGM voting eligibility:</b> Member dues must be paid; Member Voting at AGM can only be done by an appointed representative to SAEWA by the community member. Representatives must be in attendance to vote.	SAEWA Member Municipalities Count
<b>1 Chief Mountain Regional Waste Commission</b>	
<b>1. Coutts: Eligible</b>	<b>1</b>
➤ Representative: TBA	
<b>2. Cardston: Eligible</b>	<b>1</b>
➤ Representative: TBA	
<b>3. Cardston County: Eligible</b>	<b>1</b>
➤ Representative: TBA	
<b>4. Raymond: Eligible</b>	<b>1</b>
➤ <b>Representative: Barry Wolsey</b>	
<b>5. Hillspring: Eligible</b>	<b>1</b>
➤ Representative: TBA	
<b>6. Village of Glenwood</b>	<b>1</b>
➤ <b>Representative: Ben Goetz</b>	
7. Magrath	<b>1</b>
➤ <b>Representative: Richard VanEe attending for information</b>	
➤ <b>Arrears: 2012 &amp; 2013 Membership Fees; \$920.80 / \$920.80</b>	
8. Village of Warner	<b>1</b>
➤ Representative: TBA	
➤ <b>Arrears: 2013 Membership Fees; \$156.80</b>	
<b>9. Milk River</b>	<b>1</b>
➤ <b>Representative: Mayor David Hawco</b>	
➤ <b>Arrears: 2012 Membership Fees; \$338.40 Bringing cheque to AGM</b>	
10. Warner County	<b>1</b>
➤ Representative: TBA	
➤ <b>Arrears: 2012 &amp; 2013 Membership Fees; \$1510.40 / 1510.40</b>	
11. Stirling	<b>1</b>
➤ <b>Representative: Mike Maynes Chair of Chief Mtn.</b>	
➤ <b>Arrears: 2012 &amp; 2013 Membership Fees; \$462.80 / \$462.80</b>	
<b>Non Municipal Members:</b> 1. Blood Tribe	
➤ Representative: TBA	
➤ <b>Arrears: 2012 &amp; 2013 Membership Fees; \$3160.00 / 3090.40</b>	



	SAEWA Member Municipalities Count
<b>2 County of Lethbridge</b>	
<b>1. Lethbridge County: Eligible</b>	<b>1</b>
➤ <b>Representative: Tom White</b>	
<b>Guests: Les Wieland - Supervisor of Utilities Service</b>	
<b>Martin Ebel- Economic Development Officer -Lethbridge County</b>	
<b>2. Town of Picture Butte: Eligible</b>	<b>1</b>
➤ <b>Representative: Joe Watson - Councilor</b>	
<b>3. Nobleford:</b>	<b>1</b>
➤ <b>Representative: TBA</b>	
➤ <b>Arrears: 2012 &amp; 2013 Membership Fees; \$400.00 / \$350.80</b>	
<b>3 Cypress County</b>	
<b>1. Cypress County: Eligible</b>	<b>1</b>
➤ <b>Representative: LeRay Pahl lera.pahl@cypress.ab.ca</b>	
<b>4 Foothills Regional Services Commission</b>	
<b>1. Okotoks: Eligible</b>	<b>1</b>
➤ <b>Representative: Matt Rockley</b>	
<b>2. Black Diamond: Eligible</b>	<b>1</b>
➤ <b>Representative: Michel Jackson</b>	
<b>3. Turner Valley: Eligible</b>	<b>1</b>
➤ <b>Representative: TBA</b>	
<b>4. Municipal District of Foothills 31</b>	<b>1</b>
➤ <b>Representative: TBA</b>	
➤ <b>Arrears: 2013 Membership Fees; \$7894.40</b>	
<b>5. Nanton</b>	<b>1</b>
➤ <b>Representative: TBA</b>	
➤ <b>Arrears: 2013 Membership Fees; \$849.6</b>	
<b>6. High River</b>	<b>1</b>
➤ <b>Representative: TBA</b>	

➤ <b>Arrears: 2013 Membership Fees; \$4713.2</b>	
	SAEWA Member Municipality
<b>5 Bow Valley Waste Management Commission</b>	
<b>1. Municipal District of Bighorn No. 8: Eligible</b>	<b>1</b>
➤ <b>Representative: Paul Ryan</b>	
➤ <b>Mr. Ryan is also the SAEWA Vice-Chair</b>	
<b>2. Banff: Eligible</b>	<b>1</b>
➤ <b>Representative: TBA</b>	
<b>3. Canmore: Eligible</b>	<b>1</b>
➤ <b>Representative: Vi Sandford and Councillor Ed Russell Alt</b>	
<b>Non Municipal Members: Benchlands, Lac Des Arc, Dead Man's Flats, Harvie Heights, Exshaw.</b>	
<b>6 Newell Regional Solid Waste Management Authority Ltd.</b>	
<b>1. Brooks: Eligible</b>	<b>1</b>
➤ <b>Representative: TBA</b>	
<b>2. Bassano: Eligible</b>	<b>1</b>
➤ <b>Representative: TBA</b>	
<b>3. Duchess: Eligible</b>	<b>1</b>
➤ <b>Representative: Ray Juska</b>	
<b>4. County of Newell: Eligible</b>	<b>1</b>
➤ <b>Representative: Lionel Juss</b>	
<b>5. Village of Rosemary: Eligible</b>	<b>1</b>
<b>7 North Forty Mile Regional Waste Management Services Commission</b>	
<b>1. Bow Island: Eligible</b>	<b>1</b>
➤ <b>Representative: TBA</b>	
<b>2. North half of County of 40 Mile: Eligible</b>	<b>1</b>
➤ <b>Representative: Bruce Robertson retired</b>	
<b>3. Village of Burdett: Eligible</b>	<b>1</b>
➤ <b>Representative: TBA</b>	

	SAEWA Member Municipalities Count
<b>8 South Forty Waste Services Commission</b>	
1. South half of County of 40 Mile: Eligible	1
➤ Representative:	
2. County of Forty Mile No. 8: Eligible	1
➤ Representative: TBA	
3. Village of Foremost: Eligible	1
➤ Representative: George Piper	
Kelly Calhoun Secretary	
<b>9 Taber and District Regional Waste Management Authority</b>	
1. Town of Taber: Eligible	1
➤ Representative: TBA	
2. Barnwell: Eligible	1
➤ Representative: Don Johnson	
3. Vauxhall: Eligible	1
➤ Representative: Richard Phillips	
4. MD of Taber: Eligible	1
➤ Representative: Duff Dunsmore	
<b>Non Municipal Members: Enchant, Hays, Grassy Lake,</b>	
<b>10 Town of Coaldale</b>	
1. Town of Coaldale: Eligible	1
➤ Representative: Kim Craig	
➤ Mr. Craig is also the SAEWA Chair	
	SAEWA Member Municipalities Count
<b>11 Vulcan District Waste Commission</b>	
1. Vulcan County: Eligible	1
➤ Representative: Rod Ruark	
2. Champion: Eligible	1
➤ Representative: Trevor Wagenvoort trevor.wagenvoort@hotmail.ca	
3. Arrowwood: Eligible	1

➤ Representative: TBA	
<b>4. Carmangay: Eligible</b>	<b>1</b>
➤ Representative: TBA	
<b>5. Lomond: Eligible</b>	<b>1</b>
➤ Representative: TBA	
<b>6. Milo: Eligible</b>	<b>1</b>
➤ Representative: TBA	
<b>7. Town of Vulcan: Eligible</b>	<b>1</b>
➤ Representative: TBA	
<b>12 Wheatland County</b>	
<b>1. Wheatland County: Eligible</b>	<b>1</b>
➤ Representative: Ben Armstrong	
Alternate: Berniece Bland; Don VanderVelde attending AGM	
<b>13 Willow Creek Regional Waste Management Services Commission</b>	
<b>1. Municipal District of Willow Creek: Eligible</b>	<b>1</b>
➤ Representative: Earl Hemmaway	
<b>2. Stavely: Eligible</b>	<b>1</b>
➤ Representative: Barry Johnson barryconnie.stavely@gmail.com	
<b>3. Town of Claresholm: Eligible</b>	<b>1</b>
➤ Representative: TBA	
4. Town of Granum	<b>1</b>
➤ Representative: TBA	
➤ <b>Arrears: 2012 Membership Fees; \$178.8</b>	
5. Town of Fort Macleod	<b>1</b>
➤ Representative: TBA	
➤ <b>Arrears: 2012 Membership Fees; \$1228.8</b>	
	SAEWA Member Municipalities Count
<b>14 Special Areas Board</b>	
<b>1. Special Areas Board: Eligible</b>	<b>1</b>
➤ Representative: Greg Sheppard	
<b>15 Town of Coalhurst</b>	
<b>1. Town of Coalhurst: Eligible</b>	<b>1</b>

➤ <b>Representative: Marvin Slingerland</b>	
<b>16 Crowsnest/Pincher Creek Landfill Association</b>	
<b>1. Village of Cowley: Eligible</b>	<b>1</b>
➤ <b>Representative: TBA</b>	
2. Municipality of Crowsnest Pass	<b>1</b>
➤ Representative: TBA	
➤ <b>Arrears: 2013 Membership Fees; \$2299.60</b>	
<b>17 Municipal District of Ranchland No. 66</b>	
<b>1. Municipal District of Ranchlands No. 66: Eligible</b>	<b>1</b>
➤ <b>Representative: TBA</b>	
	SAEWA Member Municipalities Count
<b>18 Drumheller &amp; District Solid Waste Management Association</b>	
<b>1. Town of Trochu: Eligible</b>	<b>1</b>
➤ <b>Representative: Val Warnock</b>	
2. Town of Drumheller: <b>Eligible</b>	<b>1</b>
➤ Representative: Mr. Pat Kolafa; pbkolafa@gmail.com	
3. Village of Acme: <b>Eligible</b>	<b>1</b>
➤ Representative: TBA	
4. Village of Beiseker: <b>Eligible</b>	<b>1</b>
➤ Representative: TBA	
5. Village of Carbon: <b>Eligible</b>	<b>1</b>
➤ Representative: TBA	
6. Village of Delia: <b>Eligible</b>	<b>1</b>
➤ Representative: TBA	
7. Village of Hussar: <b>Eligible</b>	<b>1</b>
➤ Representative: TBA	
8. Kneehill County: <b>Eligible</b>	<b>1</b>
➤ Representative: TBA	
9. Village of Linden: <b>Eligible</b>	<b>1</b>
➤ Representative: TBA	
10. Village of Morrin: <b>Eligible</b>	<b>1</b>
➤ Representative: TBA	
11. Village of Munson: <b>Eligible</b>	<b>1</b>

➤ Representative: TBA	
12. Village of Rockyford: <b>Eligible</b>	1
➤ Representative: TBA	
13. Village of Standard: <b>Eligible</b>	1
➤ Representative: TBA	
14. Starland County: <b>Eligible</b>	1
➤ Representative: TBA	
	SAEWA Member Municipalities Count
	72
<b>Quorum (50% plus 1 of voting members in good standing) = Col E</b>	

1  
2 **SOUTHERN ALBERTA ENERGY FROM WASTE ASSOCIATION**

3  
4 **BYLAWS**

5  
6 **ARTICLE I - NAME**

7 The name of this association incorporated under the Societies Act of Alberta shall be named  
8 the Southern Alberta Energy From Waste Association (hereinafter referred to as “SAEWA”).  
9

10  
11 **ARTICLE II - MEMBERSHIP**

12 **Section 1. Membership.** Any municipality, regional services commission or municipal waste  
13 management authority as defined in the *Municipal Government Act* (Alberta) that subscribes  
14 to the purpose of SAEWA shall be eligible to apply for membership.  
15

16 **Section 2. Membership Categories.** There shall be two (2) membership categories: Voting  
17 Member, and Non-Voting Member.  
18

19 **Section 3. Voting Member Category.** Voting Member membership shall be open to any  
20 municipality as defined in the *Municipal Government Act* (Alberta) who may apply to the  
21 Board of Directors of SAEWA (“the Board”) for Voting Member membership, and upon  
22 approval by the Board and payment of prescribed fees and dues, shall become a Voting  
23 Member.

24 **3.1 Voting Members Rights.** Each Voting Member shall have the following rights,

- 25 1. To appoint an individual person to act as its authorized representative,  
26 2. To appoint an individual person to act as its authorized alternate representative,  
27 3. To receive notices of annual and special general meetings,  
28 4. Through the authorized representative or alternate representative, to have the right to  
29 attend annual and special general meetings, make motions, speak in debate, and have  
30 a single voting privilege on each question, when annual dues and any required  
31 registration fee has been paid, and,  
32 5. These rights shall continue so long as the Voting Member continues to be a member  
33 unless some or all of these rights are properly restricted or rescinded pursuant to the  
34 adopted rules of SAEWA.

35 **3.2 Voting Member Representative.** Each Voting Member shall appoint an individual  
36 person to act as its authorized representative to be recognized as a Voting Member for all  
37 purposes at any meeting of Members. The authorized representative shall become the Voting  
38 Member Representative upon the Secretary receiving a written confirmation of such  
39 appointment including the name, address, email address and telephone number of the Voting  
40 Member Representative, and shall continue as such until the Secretary receives a written  
41 confirmation, that the appointment has been withdrawn, or of the appointment of another  
42 individual to act as the Voting Member Representative. Voting Member Representatives shall  
43 be eligible for election or appointment, to hold the office of an officer or director.

44 **3.3 Voting Member Alternate Representative.** Each Voting Member may appoint an  
45 individual person to act as its alternate authorized representative to act in the absence of the  
46 appointed Voting Member Representative, and when acting as such shall be recognized as a  
47 Voting Member for all purposes at any meeting of Members. The alternate authorized  
48 representative shall become the Voting Member Alternate Representative upon the Secretary



1 receiving a written confirmation of such appointment including the name, address, email  
2 address and telephone number of the Voting Member Alternate Representative, and shall  
3 continue as such until the Secretary receives a written confirmation, that the appointment has  
4 been withdrawn, or of the appointment of another individual to act as the Voting Member  
5 Alternate Representative.  
6

7 **Section 4. Non-Voting Member Category.** Non-Voting Member membership shall be open  
8 to any municipality, regional services commission or municipal waste management authority  
9 as defined in the *Municipal Government Act* (Alberta) who may apply to the Board for Non-  
10 Voting Member membership, and upon approval by the Board and payment of prescribed  
11 fees and dues, shall become a Non-Voting Member.

12 **4.1 Non-Voting Members Rights.** Each Non-Voting Member shall have the following rights,

- 13 1. To receive notices of annual and special general meetings,
- 14 2. To have a delegate attend annual and special general meetings, make motions, and  
15 speak in debate, when annual dues and any required registration fee has been paid,  
16 and,
- 17 3. These rights shall continue so long as the Non-Voting Member continues to be a  
18 member unless some or all of these rights are properly restricted or rescinded  
19 pursuant to the adopted rules of SAEWA.  
20

21 **Section 5. Dues and Fees.** The Board shall set all dues and fees to be paid by the members.

22 **5.1 Dues.** Membership dues shall be payable on or before January 1 for the following  
23 calendar year.  
24

25 **Section 6. Termination.** Membership shall cease by resignation, non-payment of dues, loss  
26 of municipality status, or expulsion.

27 **6.1 Resignation.** A member may resign by sending a written resignation to the Secretary.  
28 The resignation shall be effective upon receipt unless specified otherwise.

29 **6.2 Non-payment of Dues.** A membership, in any category, shall cease for non-payment of  
30 dues if dues are not received one hundred and twenty (120) days after the due date.

31 **6.3 Loss of Municipality Status.** Membership shall cease upon loss of municipality, regional  
32 services commission or municipal waste management authority status as defined in the  
33 *Municipal Government Act* (Alberta).

34 **6.4 Expulsion.** A member may be expelled for cause by ballot vote of two-thirds of the entire  
35 membership of the Board at a regular or special meeting of the Board.  
36  
37

### 38 **ARTICLE III - OFFICERS AND DUTIES**

39 **Section 1. Officers.** There shall be a chair, vice-chair, secretary, and treasurer.  
40

41 **Section 2. Ballot Election, Term of Office.** The officers shall be elected by ballot. The  
42 officers shall serve a term of two (2) years or until their successors are elected, and their term  
43 of office shall begin at the close of the meeting at which they were elected. The chair and  
44 secretary shall be elected in even numbered years, and the vice-chair and treasurer shall be  
45 elected in odd numbered years. In the event that the Board fills a vacancy, the appointed  
46 officer shall serve until the next annual or special general meeting at which an election shall  
47 be held for the vacated positions for the balance of the original term that was vacated. At any  
48 annual general or special general meeting called for that purpose, an election for any officer  
49 position can be held for the unexpired term of the office being elected.

1  
2 **Section 3. Eligibility.** Only Voting Member Representatives who have been appointed by the  
3 Voting Member for at least one (1) year shall be eligible for election or appointment as an  
4 officer. A chair shall not serve a third two-year consecutive term. No member shall hold more  
5 than one (1) office at a time.  
6

7 **Section 4. Duties of the Chair.** The chair shall be the official representative of SAEWA. The  
8 chair shall appoint a presiding officer, who may be themselves, for meetings of the Board and  
9 general meetings of SAEWA, and shall have all of those duties and powers set forth for same  
10 in the parliamentary authority of SAEWA. In addition, the chair shall have such further  
11 duties and powers as are set forth in these bylaws, the standing orders, and as may be  
12 authorized or instructed by the Board.  
13

14 **Section 5. Duties of the Vice-Chair.** The vice-chair shall succeed to the presidency upon the  
15 death, resignation, or incapacity of the chair. The vice-chair shall perform such other duties  
16 as may be prescribed by the chair or the executive committee. The vice-chair shall have such  
17 other duties and powers as are set forth in these bylaws, the standing orders, and as may be  
18 authorized or instructed by the Board.  
19

20 **Section 6. Duties of the Secretary.** The secretary shall maintain the records of SAEWA  
21 other than the financial records. All documentation regarding membership, contracts, awards,  
22 certifications, correspondence, minutes, and notices shall be filed with the secretary. The  
23 Board may designate a repository for this documentation with a contractual party, but the  
24 secretary shall retain control of and access to these filings and archives. The secretary shall  
25 have such other duties and powers as are set forth in these bylaws, the standing orders, and as  
26 may be authorized or instructed by the Board.  
27

28 **Section 7. Duties of the Treasurer.** The treasurer shall maintain the financial records of  
29 SAEWA. The treasurer shall compile the information with which to prepare the annual  
30 budget and the annual audit. The treasurer shall report current financial information at each  
31 meeting of the Board and at the AGM; a written copy of this report must be filed with the  
32 secretary. The treasurer shall chair the budget and finance committee. The treasurer shall  
33 have such other duties and powers as are set forth in these bylaws, the standing orders, and as  
34 may be authorized or instructed by the Board.  
35

36 **Section 8. Ceasing to be an Officer.** An officer shall cease to hold the office and the office  
37 shall be deemed to be vacant upon,

- 38 1. The death of the officer,
- 39 2. The Secretary receiving a written resignation from the officer, and the resignation  
40 shall be effective upon receipt unless specified otherwise,
- 41 3. The Secretary receiving a written confirmation, that the officer's appointment as the  
42 Voting Member Representative has been withdrawn, or of the appointment of another  
43 individual to act as the Voting Member Representative,
- 44 4. The vice-chair succeeding to the presidency creating a vacancy in the office of vice-  
45 chair,
- 46 5. The Voting Member who appointed the officer as its representative, ceasing to be a  
47 member of SAEWA,
- 48 6. The bankruptcy of the officer, or,
- 49 7. The incapacity of the officer.

1  
2 **Section 9. Filling Officer Vacancies.** In the event of the vacancy in the office of the chair,  
3 the vice-chair shall succeed to the Presidency. In the event of a vacancy in the office of the  
4 vice-chair, secretary, or treasurer, the Board shall fill the vacancy until the next annual or  
5 special general meeting. The chair shall secure and transfer the records of the vacant office to  
6 the successor expeditiously.  
7  
8

9 **ARTICLE IV - BOARD OF DIRECTORS**

10 **Section 1. Composition.** The Board of directors, (herein referred to as the “Board”), shall be  
11 composed of the officers of SAEWA, and eight (8) directors, elected at an annual or special  
12 general meeting.  
13

14 **Section 2. Election and Terms.**

15 **2.1 Ballot Election, Term of Office.** The directors shall be elected by ballot. The directors  
16 shall serve a term of two (2) years or until their successors are elected, and their term of  
17 office shall begin at the close of the meeting at which they were elected. Four (4) directors  
18 shall be elected in even numbered years and four (4) directors shall be elected in odd  
19 numbered years. In the event that the Board fills a vacancy, the appointed director shall serve  
20 until the next annual or special general meeting at which an election shall be held for the  
21 vacated positions for the balance of the original term that was vacated. At an annual general  
22 or a special general meeting called for that purpose, an election for any director position can  
23 be held, for the unexpired term of the director position being elected.  
24

25 **Section 3. Ceasing to be a Director.** A director shall cease to be a director and a vacancy  
26 shall be created upon,

- 27 1. The death of the director,
- 28 2. The Secretary receiving a written resignation from the director, and the resignation  
29 shall be effective upon receipt unless specified otherwise,
- 30 3. The Secretary receiving a written confirmation from the Voting Member, that the  
31 director’s appointment as the Voting Member Representative has been withdrawn, or  
32 of the appointment of another individual to act as the Voting Member Representative,
- 33 4. The Voting Member, who appointed the director as its representative, ceasing to be a  
34 member of SAEWA,
- 35 5. The bankruptcy of the director, or,
- 36 6. The incapacity of the director.  
37

38 **Section 4. Vacancies on the Board.** A vacancy in a position of director shall be filled by the  
39 Board until the next annual or special general meeting. No such vacancy shall be filled in the  
40 period commencing thirty (30) days prior to the AGM. If an action is taken at an AGM that  
41 will create a vacancy in the position of director upon adjournment, the vacancy shall be filled  
42 by election at that AGM.  
43

44 **Section 5. Eligibility.** Only Voting Member Representatives who have been appointed by the  
45 Voting Member for at least one (1) year shall be eligible for election or appointment, as a  
46 director.  
47

48 **Section 6. Duties of the Board.** The Board shall have general operational control and  
49 responsibility for SAEWA. It shall have all of those duties and powers set forth for same in

1 the parliamentary authority of SAEWA and those duties and powers set forth under the  
2 statutes of Alberta. In addition, the Board shall have such further duties and powers as are set  
3 forth in these bylaws, the standing orders, and as may be authorized, instructed or delegated  
4 by the Board, including the setting of any remuneration to be paid to directors and officers.  
5

6 **Section 7. Duties of the Directors.** The directors may be assigned duties by the chair, by the  
7 executive committee, or the Board.  
8

9 **Section 8. Appointment of Administrator.** The Board shall engage and appoint an  
10 Administrator to carry out the day-to-day operations of SAEWA, and shall determine  
11 compensation, responsibilities and authority of the Administrator. The Administrator shall  
12 have the right to attend, make motions, speak in debate, but not vote at, meetings of the  
13 budget and finance committee and all special committees.  
14

15 **Section 9. Regular Meetings.** The Board shall meet at least six (6) times during the year at a  
16 time and by such means as determined by the Board. These regular meetings shall have at  
17 least thirty (30) days notice. One of the regular meetings shall be held on the day of and  
18 immediately following the close of the AGM, and shall be identified as the “post-AGM  
19 Board meeting.”  
20

21 **Section 10. Special Meetings.** Special meetings of the Board may be called by the chair or  
22 by any five (5) Board members who provide all Board members with at least fifteen (15)  
23 days notice of the special meeting, and said notice may be electronic.  
24

25 **Section 11. Quorum.** A majority of members of the Board shall constitute a quorum.  
26

27 **Section 12. Method of Meeting.** Meetings of the Board may be held in person,  
28 telephonically, or electronically. Any meeting shall provide for communication among all  
29 members of the Board synchronously and, excepting executive sessions, shall provide for  
30 attendance, but not participation, by any member of SAEWA.  
31

32 **Section 13. Method of Notice for Meetings.** Meetings of the Board shall be noticed to the  
33 Board members, verbally, or by electronic mail.  
34

35 **Section 14. Authority.** No member of the Board shall have any authority to act on behalf of  
36 SAEWA except as may be authorized in these bylaws, the standing orders, and as may be  
37 authorized, instructed or delegated by the Board.  
38

39 **Section 15. Directors Resolution.** In the absence of a meeting, a written resolution signed by  
40 all the Directors is as valid as if it had been passed at a meeting of the Directors.  
41  
42

#### 43 **ARTICLE V - NOMINATIONS AND ELECTIONS**

44 **Section 1. Notice of Candidacy.** Those persons who declare to the SAEWA Secretary their  
45 candidacy for officer and director positions, and who give notice of intent to run at least thirty  
46 days prior to the issuance of the call of the AGM shall have their names, along with the  
47 position for which they are candidates, listed in the call.  
48

49 **Section 2. Nominations and Elections at the Annual General Meeting.**

1 **2.1 Officers and Directors.** Officers and directors shall be elected at the AGM by a majority  
2 vote by ballot.

3 **2.2 Sequence of Elections.** The election of officers shall occur prior to the election of  
4 directors.

5 **2.3 Nominations from the Floor.** Candidates for officer and director positions may be  
6 nominated from the floor. No person's name may be placed on the ballot until the nominee  
7 has signed a form affirming qualification for the office sought and an agreement to serve if  
8 elected.

9  
10  
11 **ARTICLE VI - MEETINGS OF THE MEMBERSHIP**  
12

13 **Section 1. Annual General Meeting.** A regular annual meeting of the membership, herein  
14 referred to as the annual general meeting ("AGM"), shall be held each year at a date and at a  
15 location in Alberta to be determined by the Board, at which a financial statement shall be  
16 presented setting out SAEWA's income, disbursements, assets and liabilities, audited and  
17 signed by SAEWA's auditor. In the event of an emergency, an AGM may be rescheduled by  
18 a two-thirds vote of the Board.

19  
20 **Section 2. Special General Meeting.** A special general meeting of the membership may be  
21 called by a majority vote of the Board, or upon written request of at least twenty-five (25)  
22 percent of the Voting Members delivered to the secretary ("Meeting Request"). Upon receipt  
23 of the Meeting Request, the Board shall provide notice of the requested meeting within  
24 fourteen (14) days of the receipt of the Meeting Request.

25  
26 **Section 3. Notice.** The official notice of each general meeting shall be distributed to all  
27 members at least twenty-one (21) days, but no more than sixty (60) days before the meeting  
28 is to convene. Notices may be distributed to members using mail service or electronic mail  
29 (e-mail) and may be distributed by electronic mail unless otherwise requested in writing to  
30 SAEWA.

31  
32 **Section 4. Voting Members.** The record date for eligibility of the Voting Member  
33 Representative to vote at meetings of the membership shall be five (5) days prior to the  
34 meeting. The roll of Voting Members shall be those members whose dues are current on that  
35 date, five (5) days before the meeting.

36  
37 **Section 5. Quorum.** Fifteen (15) Voting Members, including a majority of the Board, shall  
38 constitute a quorum for an AGM or special general meeting.

39  
40 **Section 6. Proxy Voting.** Proxy voting shall not be allowed at any meeting of the  
41 membership.

42  
43  
44 **ARTICLE VII - EXECUTIVE COMMITTEE**

45 **Section 1. Composition.** The executive committee shall be composed of the officers and two  
46 (2) other Board members, elected by the Board at the post AGM Board meeting.

47  
48 **Section 2. Terms.** The membership of the executive committee shall have a term  
49 corresponding to that of the officers and directors.

1  
2 **Section 3. Duties and Powers.** The executive committee shall manage, negotiate, and  
3 approve all contracts of SAEWA, shall administer the annual budget and all contracts, shall  
4 appoint the auditor, and shall perform any other duties delegated to it by the Board or the  
5 AGM. Subject to ratification by the Board, the executive committee may exercise the powers  
6 of the Board between meetings of the Board.  
7

8 **Section 4. Meetings.** Meetings shall be at the call of the chair, with at least two (2) days  
9 notice given to all members of the executive committee, including a copy of the proposed  
10 agenda for the meeting. Meetings may be held in person, telephonically, or electronically.  
11 Any meeting shall provide for communication among all executive committee members  
12 synchronously.  
13

14 **Section 5. Reports.** Within thirty (30) days of any meeting of the executive committee,  
15 minutes of the meeting shall be forwarded to all Board members.  
16  
17

## 18 **ARTICLE VIII - COMMITTEES**

19 **Section 1. Purpose and Meetings of Standing and Special Committees.** The purpose of  
20 committees is to support SAEWA by member involvement in SAEWA, and to provide for a  
21 strong and effective governance system. Committee meetings may be held in person,  
22 telephonically, or electronically. Any meeting shall provide for communication among all  
23 committee members synchronously.  
24

25 **Section 2. Standing Committees.** There shall be the following standing committees: Audit;  
26 and, Budget and Finance;

27 **2.1 Audit Committee.** The audit committee shall be appointed by the Board and shall secure  
28 an annual audit of all annual financial statements, an audit when there is a change in the  
29 office of treasurer, and at other times as deemed necessary by the audit committee and with  
30 the consent of the Board. The committee shall submit a report at each AGM for consideration  
31 by the membership. No person may serve simultaneously on both the audit committee and the  
32 budget and finance committee.

33 **2.2 Budget and Finance Committee.** The budget and finance committee shall be appointed  
34 by the Board, chaired by the Treasurer, and shall submit an annual budget at the beginning of  
35 the fiscal year for approval by the Board.  
36

37 **Section 3. Membership of Standing Committees.** All standing committees shall have a  
38 minimum of three (3) and a maximum of seven (7) members.

39 **3.1 Terms.** Except as otherwise provided in the bylaws, term of office shall begin upon  
40 appointment and conclude when a successor is appointed.

41 **3.2 Vacancies.** Vacancies on a committee shall be filled in the same manner as the original  
42 selection of the members for the balance of the term.  
43

44 **Section 4. Special Committees.** Except as otherwise provided in the bylaws or standing  
45 orders, special committees may be established by the AGM, the Board, the executive  
46 committee, or the chair.  
47

48 **Section 5. Chair's Ex-Officio Committee Membership.** The chair shall be an ex officio  
49 member of all committees except a nominating committee, and as such, when the chair is not



1 in attendance shall not be counted in determining a quorum, but when in attendance shall be  
2 included in the count in determining the presence of a quorum.  
3  
4

### 5 **ARTICLE IX – CONFLICT OF INTEREST**

6 **Section 1. Conflict of Interest.** A director or Officer of SAEWA who is a party to a material  
7 contract or proposed material contract with SAEWA, or is a director or an officer of or has a  
8 material interest in any organization, partnership, company, corporation, society or individual  
9 (“person”) who is a party to a material contract or proposed material contract with SAEWA  
10 shall disclose fully the nature and extent of the interest. No such director of SAEWA shall  
11 vote on any resolution to approve such a contract, however, the director can be present during  
12 such a vote and if present at the meeting shall be counted to determine the presence of a  
13 quorum at the meeting whether the director was present for the vote or not.  
14

15 **Section 2. Valid Contracts.** If a material contract is made between SAEWA and one or more  
16 of its directors or officers, or between SAEWA and another person of which a director or  
17 officer of SAEWA is a director or officer or in which he has a material interest: (i) the  
18 contract is neither void or voidable by reason only of the relationship, or by reason only that a  
19 director with an interest in the contract is present or is counted to determine the presence of a  
20 quorum at a meeting of directors that authorized the contract: and (ii) a director or officer or  
21 former director or officer of SAEWA to whom a profit accrues as a result of the making of  
22 the contract is not liable to SAEWA for that profit by reason only of holding office as a  
23 director or officer if the director or officer disclosed their interest in accordance herewith and  
24 the contract was approved by the directors or the members and it was reasonable and fair to  
25 SAEWA at the time it was approved.  
26

27 **Section 3. Notice of Conflict.** A general notice that any director or officer is a member of a  
28 person and if it is to be regarded as interested in any subsequent transaction with such person,  
29 shall be sufficient disclosure under the previous section and after such notice, it shall not be  
30 necessary to give any further notice relating to any particular transaction with such person.  
31  
32

### 33 **ARTICLE X - INDEMNIFICATION**

34 Officers, directors, and employees of SAEWA shall be indemnified for any costs, expenses,  
35 or liabilities necessarily incurred in connection with the defense of any action, suit or  
36 proceeding in which they are made a part by reason of being or having been a member  
37 serving in an elected or an appointed capacity. No member or employee shall be indemnified  
38 when adjudged in the action or suit to be liable for gross negligence or misconduct in the  
39 performance of duty.  
40  
41

### 42 **ARTICLE XI – DISSOLUTION**

43 In the event of the dissolution of SAEWA, the assets shall be liquidated and distributed to  
44 non-profit entities or municipalities within the Province of Alberta as directed by the Board.  
45  
46

### 47 **ARTICLE XII - PARLIAMENTARY AUTHORITY**

48 The current edition of *Robert's Rules of Order Newly Revised* shall govern SAEWA so far as  
49 it is applicable and not inconsistent with the bylaws, standing orders and any special rules of

1 order that SAEWA may adopt.  
2  
3

#### 4 **ARTICLE XIII – AMENDMENT AND SPECIAL RESOLUTION**

5 **Section 1. Amendment of Bylaws.** The bylaws may be amended by adoption of a special  
6 resolution.  
7

8 **Section 2. Special Resolution.** A special resolution is a resolution adopted following notice  
9 of the proposed amendments given to all members with the official notice of the AGM or  
10 special general meeting called for that purpose, with not less than twenty-one (21) days  
11 notice of the meeting, and adopted by at least a seventy-five (75) percent vote of Voting  
12 Members present and voting at the meeting.  
13

#### 14 **ARTICLE XIV – FINANCES, BORROWING AND RECORDS**

15 **Section 1. Fiscal Year.** The fiscal year shall be January 1 through December 31.  
16  
17

18 **Section 2. Borrowing.** SAEWA may borrow funds or other assets, but shall not issue or  
19 grant any form of security without the consent of the members by adoption of a Special  
20 Resolution.  
21

22 **Section 3. Records Inspection.** Any member may inspect the books and records of SAEWA  
23 after having provided a reasonable notice and arranging a time satisfactory to the Officer  
24 having charge of the records.  
25

26 **Section 4. Corporate Seal.** SAEWA has dispensed with the use of a corporate seal.  
27  
28

#### 29 **Provisos Relating to Transition**

30 **Proviso 1. Re: ARTICLE III - OFFICERS AND DUTIES, Section 2. Ballot Election,**  
31 **Term of Office.** The first time officers are elected pursuant to these revised bylaws, if the  
32 election is held during an even numbered year the chair and the secretary shall be elected and  
33 shall serve a term of two (2) years and the vice-chair and treasurer shall be elected and shall  
34 serve a term of one (1) year, or until their successors are elected, and their term of office shall  
35 begin at the close of the meeting at which they were elected. If the first election is held during  
36 an odd numbered year the vice-chair and treasurer shall be elected and shall serve a term of  
37 two (2) years and the chair and the secretary shall be elected and shall serve a term of one (1)  
38 year, or until their successors are elected, and their term of office shall begin at the close of  
39 the meeting at which they were elected.  
40

41 **Proviso 2. Re: ARTICLE IV - BOARD OF DIRECTORS, Section 2. Ballot Election,**  
42 **Term of Office.** The first time directors are elected pursuant to these revised bylaws, eight  
43 (8) directors shall be elected, four (4) of which will be elected to serve a term of two (2) years  
44 and four (4) of which will be elected to serve a term of one (1) year, or until their successors  
45 are elected, and their term of office shall begin at the close of the meeting at which they were  
46 elected.  
47

48  
49 **Bylaw History**

1 1 - Bylaws Adopted March 30, 2012, Registered by the Registrar of Corporations, Province  
2 of Alberta May 17, 2012

3  
4 2 - Revised Bylaws Adopted by the members \_\_\_\_\_, 20\_\_\_\_,  
5 Registered by the Registrar of Corporations, Province of Alberta \_\_\_\_\_, 20\_\_\_\_  
6  
7

DRAFT 2

Having trouble viewing this email? [Click here](#)

## Oldman Watershed Council

## December 2013 Newsletter



Photo by Rochelle Coffey - "Common Red Poll"

[OWC News at a Glance](#)

[On the Fundraising Front](#)

[Events & Activities in the Basin](#)

[Your Input is Needed!](#)

[2013 Conferences & Courses](#)

[Job Postings](#)

[In the News](#)



Merry Christmas, Seasons Greetings  
and a  
Happy New Year!  
From the OWC Board and Staff

## OWC News at a Glance





**Watershed Reflections**  
*in the Oldman River Basin* **2014**

### The OWC Calendars have arrived!

This is just one sample of the many amazing photos that were submitted in the calendar contest. This calendar would be a great gift for your friends/family or purchase one for yourself to enjoy!

Calendars are \$15 for one; two or more: \$10 each. Email [Bev](mailto:bev@oldmanbasin.org) (bev@oldmanbasin.org) to place your order. Pay by cash or cheque payable to the OWC when you pick it up.

*Save the Date!*

**Holding the Reins**  
Landowners Summit for the Oldman Watershed

**FEBRUARY 11, 2014**

THEME: PLANNING FOR THE FUTURE

KEYNOTE: BRAD STELFOX

LOCATION: FORT MACLEOD

(MORE INFO TO COME!)

*Photo by: Denise Pezderic*

## On the Friendraising Front

---



**The OWC Thanks You for Your Support:  
\$690 Raised in Response to GivingTuesday!**

That's right, a total of \$690 was raised in response to GivingTuesday - a new initiative in Canada that, held annually after Black Friday and Cyber Monday, kicks off the giving season and encourages people to give to a cause that makes a difference in their local, national or global community. We are thrilled, thankful and truly inspired by those who donated to the OWC on GivingTuesday and who donate time and money year round to protect and improve the health of our Oldman watershed - Together we make a difference!

**Miss GivingTuesday but still want to Give?**

Don't fret, we're happy to match your passion with on-the-ground action anytime of the year with your [one-time or monthly donation](#). And what better time to do so than during the season of giving and the end of the 2013 income tax year (check out this [charitable donation tax credit calculator](#)). Give that special someone the gift of knowing that a contribution on their behalf will go towards the OWC community vision of a healthy, resilient watershed where people, wildlife and habitat thrive. Call or email Andrea at 403-382-4708 or [andrea@oldmanbasin.org](mailto:andrea@oldmanbasin.org) to let us know who you would like to donate on the behalf of.



**What do my Contributions to the OWC do?**

Your contributions go toward our on-the-ground action programs and projects that:

- improve and share knowledge - such as the Home & Garden Show, Science Forum and Holding the Reins,
- build stakeholder partnerships - such as the Headwaters Action Plan and
- promote and facilitate stewardship action to conserve and protect our water - such as the Prairie Urban Garden project and Watershed Legacy Program.

... All very important programs in our community and all very worthy investments. Find out how you can [get involved](#).

**We've moved to 7th place from 8th in the Shell FuellingChange grant competition:  
We STILL need your votes to Protect the Oldman's Rivers, Streams & Creeks!**

Yes, that's all we need - YOUR VOTES - to get us \$50,000 for the Watershed Legacy Program in the Shell FuellingChange grant competition. We need 6,520 votes (**that's just 32% of you receiving this newsletter**, to simply sign up for an account, read below for details) to move to 6th place. In each newsletter, I'll let you know how many votes we need to move us up one place and by the end of the competition in April, 2014, we could be in first place if we all band together to VOTE, VOTE, VOTE!



How does it work? [How do I vote?](#)

- simply sign up for an account = 30 votes!
- any Shell gas station receipt = 50 votes!

Please encourage your friends and family to vote - your votes count!

Read and click the [links below](#) for more information on the Watershed Legacy Program or



to donate directly to the OWC.

## Support the Watershed Legacy Program (WLP) to protect your Oldman!

When farmers, ranchers and community groups are protecting water quality, they are protecting your Oldman watershed and you.

In the Oldman watershed, we all rely on the same waters that are protected through funds and technical assistance provided to watershed stewards by the OWC's Watershed Legacy Program (WLP).



"Taking care of riparian areas just makes sense to me"  
Brian Hamilton, Watershed Legacy Program recipient

The WLP funds



Off-stream watering

many different types of projects, including fencing and off-stream watering systems to protect riparian areas, weed pulls, bioengineering projects (using plants and other natural materials to stabilize riverbanks) to prevent erosion, educational tours to share beneficial management practices being used to protect water quality, and more. [Learn more.](#)

We can help the WLP help people protect the Oldman watershed by making a financial donation. Every bit counts. The OWC relies on donations from people like you - people who care about the health of the Oldman! [Learn more.](#)

[Make a Donation](#)

## Events and Activities in the Basin

---



parcsCanada.gc.ca parksCanada.gc.ca



## Annual Waterton Christmas Bird Count

### Saturday, December 14th, 2013

Sign up, choose an area and pick up your winter bird checklist at the [Waterton Firehall](#) Friday evening or Saturday morning.



## Everyone Welcome!

Enjoy an hour or two of bird watching in your favorite area of the park! Help monitor the local bird population and add to Lethbridge Naturalists' Winter Bird count.

Share your sightings and your checklist at 2:30PM @ Waterton Lakes Lodge or Email your results within 7 days to [dolman@uleth.ca](mailto:dolman@uleth.ca)

For more information, please contact Becky at Parks Canada  
403-859-5107 or [Becky.Mitchell-Skinner@pc.gc.ca](mailto:Becky.Mitchell-Skinner@pc.gc.ca)







### **Pincher Creek Christmas Bird Count - Wednesday, December 18th**

Interested participants are asked to meet at Sobeys parking lot located on Main Street, Pincher Creek at 8:30 AM.

Organizer, Sam Miller, will have data sheets and maps of the areas to be covered.

Participants are invited to a potluck dinner at the home of Phil Hazelton in the Gladstone Valley following the count. Go directly there after your count; someone will be there all day.

Count results will be shared at the potluck.

For more information (or to share your count data if you are unable to go to the potluck): contact Sam at 403-627-3275 or email [sammiller@telus.net](mailto:sammiller@telus.net)

### **Deep Roots - the story of Alberta's grassland and our connection to it.**

A 60 minute video conference for Grades 4 - 7. Available at no cost to teachers, sponsored by the Alberta Prairie Conservation Forum. Groups must pre-register. For more information, [click here](#).



The new and improved **Akamina Parkway in Waterton**, and all associated trails, are now re-opened after the flood reconstruction! [Click here](#) to see photos on two of the sections that were repaired.

The highway is open, as it is every winter, from the townsite up to the barrier at Little Prairie Picnic area where the cross-country ski trail starts. Please check the [www.pc.gc.ca/waterton](http://www.pc.gc.ca/waterton) trails report for snow conditions.

## **Your Input is Needed!**

---

### **Proposed Designated Materials Recycling Regulation by Alberta government**

The Alberta Government is proposing some changes in the current recycling regulations. These regulations will impact business throughout the province and need to be given careful consideration by each of you and your industries.

Attached is a link to an information summary and workbook for you to fill out and provide your input to the government. There is a very tight timeline on this feedback process. The deadline for this first feedback opportunity is **next Friday, December 13th**. They are wanting to pass legislation and implementation by January 2015. [Click here](#) to complete survey.

### **Alberta's Irrigation - A Strategy for the Future**

Irrigation has an important role in Alberta's agriculture sector and supports nearly 20 per cent of Alberta's agricultural gross domestic product. Alberta Irrigation - A Strategy for the Future will help Agriculture and Rural Development ensure long-term needs of the irrigation industry are met. This strategy will continue to support the industry's ability to pursue economic opportunities and contribute to vibrant rural communities.

The Irrigation Strategy was developed to align with the water management and environment stewardship outcomes outlined in the South Saskatchewan Regional Plan, and the Irrigation Strategy will continue to evolve along with the South Saskatchewan Regional Plan. View the full Irrigation Strategy and submit your feedback at [www.agriculture.alberta.ca/irrigation](http://www.agriculture.alberta.ca/irrigation)

## 2014 Conferences

---

### **Crown Managers Partnership Forum**

#### **"Climate Change Adaptation in the Crown of the Continent Ecosystem"**

March 17-19, 2014, Missoula, Montana (University of Missoula)

### **CWRA Alberta Branch Annual Conference**

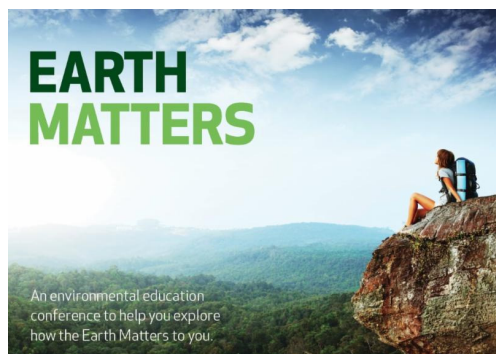
#### **2013 Alberta Floods: The Rains, Response, Recovery & Resiliency**

**March 23-25, 2014, Calgary, AB**

All conference proceeds after expenses will be donated to a flood relief charity. The determination of the charitable organization to receive the proceeds is underway, with the intent is to find an organization in the community providing continued relief at the time of the conference. We are striving to raise in excess of \$30,000.

### **Earth Matters Environmental Education Conference**

**April 24 - 26, 2014, Canmore**



A conference to help you develop your community of practice - and explore how the Earth Matters to you. Featuring keynote speakers Ziya Tong, Daily Planet co-host and Gordon Stenhouse, Grizzly bear expert

Join us this Spring in the Rocky Mountains! We'll provide inspirational speakers, relevant workshops, and help you develop your community of practice as you explore how the Earth Matters to you.

The first 100 registrants pay just \$225 - which includes the meal package!

Register: <http://abcee.org/conference>

Questions? Email [conference@abcee.org](mailto:conference@abcee.org) or phone 403-831-8638

### **Land Use 2014**

**May 7 and 8, 2014 in Edmonton**

**hosted by Alberta Land Institute at the University of Alberta**

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

### **June 24 - 25 2014 - Save the date!**

**Alberta Water Council** presents a symposium, "Re-fresh: The Confluence of Ideas and Opportunities on Water Reuse," at Hotel Arts, Calgary. For details, please visit

[http://www.awcreusesymposium.ca/.](http://www.awcreusesymposium.ca/)

## In the News

---

### **Communities Key to Repairing River Damage**

**Lethbridge Herald, Wednesday, December 11**

Farmers and their communities could be the solution to water quality problems in Alberta's small rivers . . . [read more.](#)

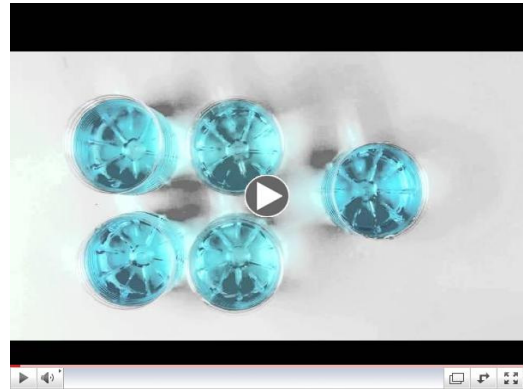
The **Alberta Ecotrust** Grant Review Committee recently awarded just under \$120,000

to nine different projects across Alberta. To learn about these projects, [click here](#).

The **Environmental Law Centre** has released its comments/recommendations regarding the Draft Environmental Quality Guidelines for Alberta Surface Waters. Please visit [this link](#) for details.

We all know that bottled water is a wasteful, high-cost convenience. But Americans are addicted. This year, we consumed four times as many gallons of bottled water as we did in 1997. So maybe it's time for a reminder: commercially bottled water isn't any cleaner or healthier than the water we get from tap. In fact, it's worse and it costs more.

- Eric Butler, The Hidden Costs Video Project



Hidden Costs Series: Bottled Water

### **AUMA Stormwater Survey Results released**

[Click here](#) to view this report; information collected from this survey will be used as a foundation to draft a Stormwater Discussion Guide.

## **Job Postings and Grant Opportunities**

---

The **Alberta Conservation Association's** grant programs annually support a variety of small and large projects that benefit Alberta's wildlife and fish populations, as well as the habitat they depend on. For details on their 2014-15 programs, please visit [this site](#).

[Forward this email](#)



This email was sent to karine@townofclaresholm.com by [bev@oldmanbasin.org](mailto:bev@oldmanbasin.org) | [Update Profile/Email Address](#) | Instant removal with [SafeUnsubscribe™](#) | [Privacy Policy](#).

Oldman Watershed Council | 100, 5401 - 1st Avenue South | Lethbridge | Alberta | T1K 4V6 | Canada