



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
JANUARY 28, 2013
AGENDA

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

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING MINUTES JANUARY 28, 2013

PUBLIC HEARING: BYLAW #1579 – Land Use Bylaw Amendment

ACTION ITEMS:

1. BYLAW #1579 – Land Use Bylaw Amendment
RE: 2nd & 3rd Readings
2. CORRES: Claresholm Healthy Community Coalition
RE: Request for Funds to Support Free Swim Initiative
3. STAFF REPORT: 2013 MSI OPERATING GRANT 2013 ALLOCATION
4. 2013 OPERATING INTERIM BUDGET
5. ADOPTION OF INFORMATION ITEMS

INFORMATION ITEMS:

1. Festivals & Events Tourism Growth Program – Alberta Tourism, Parks & Recreation
2. Oldman Watershed Council – January 2013 Newsletter
3. West Meadow Elementary School, School Council Minutes – December 18, 2012
4. Claresholm Community Centre Meeting Minutes – January 15, 2013
5. Claresholm & District Transportation Society Meeting Minutes – January 18, 2013
6. Claresholm Public Library Board Regular Meeting Minutes – December 17, 2012
7. Porcupine Hills Lodge Board Meeting Minutes – December 4, 2012

ADJOURNMENT



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
JANUARY 14, 2013**

- CALL TO ORDER:** The meeting was called to order at 7:00pm by Deputy Mayor David Hubka.
- PRESENT:** Deputy Mayor David Hubka; Councillors: Betty Fieguth, Doug MacPherson, Connie Quayle, Daryl Sutter and Judy Van Amerongen; Chief Administrative Officer: Kris Holbeck; Secretary-Treasurer: Karine Wilhauk
- ABSENT:** Mayor David Moore
- AGENDA:** Moved by Councillor Van Amerongen that the Agenda be accepted as presented.
CARRIED
- MINUTES:** **REGULAR MEETING – DECEMBER 17, 2012**
Moved by Councillor Fieguth that the Regular Meeting Minutes of December 17, 2012 be accepted as presented.
CARRIED
- FINANCES:** **DECEMBER 2012 BANK STATEMENT**
Moved by Councillor Sutter to accept the December 2012 bank statement as presented.
CARRIED
- DELEGATION:** **OLDMAN WATERSHED COUNCIL: Shannon Frank**
Appearing on behalf of the Oldman Watershed Council, Shannon Frank, Executive Director, updated Council on what the Council's mandate is and what they are currently working on. This watershed covers an area of about 25,000 square kilometres. There are eleven Councils across the province, covering almost all of Alberta, and they work together on provincial issues.
- ACTION ITEMS:**
1. **BYLAW #1583 – Fortis Franchise Agreement**
RE: 1st Reading
Moved by Councillor Fieguth to give Bylaw #1583, regarding a Fortis Franchise Agreement, 1st Reading.
CARRIED
 2. **CORRES: Neil Brint**
RE: Tamarack Road
Moved by Councillor MacPherson to send the affected parties on Tamarack Road a letter stating that the Town is attempting to address this situation and have it rectified in the 2013 year.
CARRIED
 3. **CORRES: Claresholm Golf Club**
RE: 2013 General Liability Insurance
Moved by Councillor Sutter to cover the Commercial General Liability insurance of the Claresholm Golf Club, for the 2013 year only, in the amount of \$1,500.00.
CARRIED
 4. **POLICY #GA 01-13: Town Tables & Chairs**
Moved by Councillor Van Amerongen to adopt Policy #GA 01-13 regarding Town Tables and Chairs, effective January 14, 2013.
CARRIED
 5. **STAFF REPORT: Other 2012 Capital Infrastructure Projects Update**
Moved by Councillor MacPherson to fund the animal services building project deficit of \$30,513.71 out of operations equally over the next three fiscal years.
CARRIED
 6. **STAFF REPORT: 2013 Capital Budget**
Moved by Councillor Sutter to approve the 2013 Capital Budget as presented.
CARRIED
 7. **ADOPTION OF INFORMATION ITEMS**
Moved by Councillor Fieguth to accept the information items as presented.
CARRIED

8. IN CAMERA: Personnel

Moved by Councillor Sutter to go In Camera.

CARRIED

Moved by Councillor MacPherson to come out of In Camera.

ADJOURNMENT: Moved by Councillor Quayle that this meeting adjourn at 9:29pm.

CARRIED

Mayor – David Moore

Chief Administrative Officer – Kris Holbeck

DRAFT

ACTION ITEMS



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

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

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

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

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

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

LAND USE DISTRICT MAP

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

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

Read a first time in Council this **13th** day of **November** 2012 A.D.

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

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

David Moore, Mayor

Kris Holbeck, Chief Administrative Officer

**TOWN OF CLARESHOLM
MUNICIPAL PLANNING COMMISSION**

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



Land Use Amendment Bylaw Report; Proposed Bylaw No.1579

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

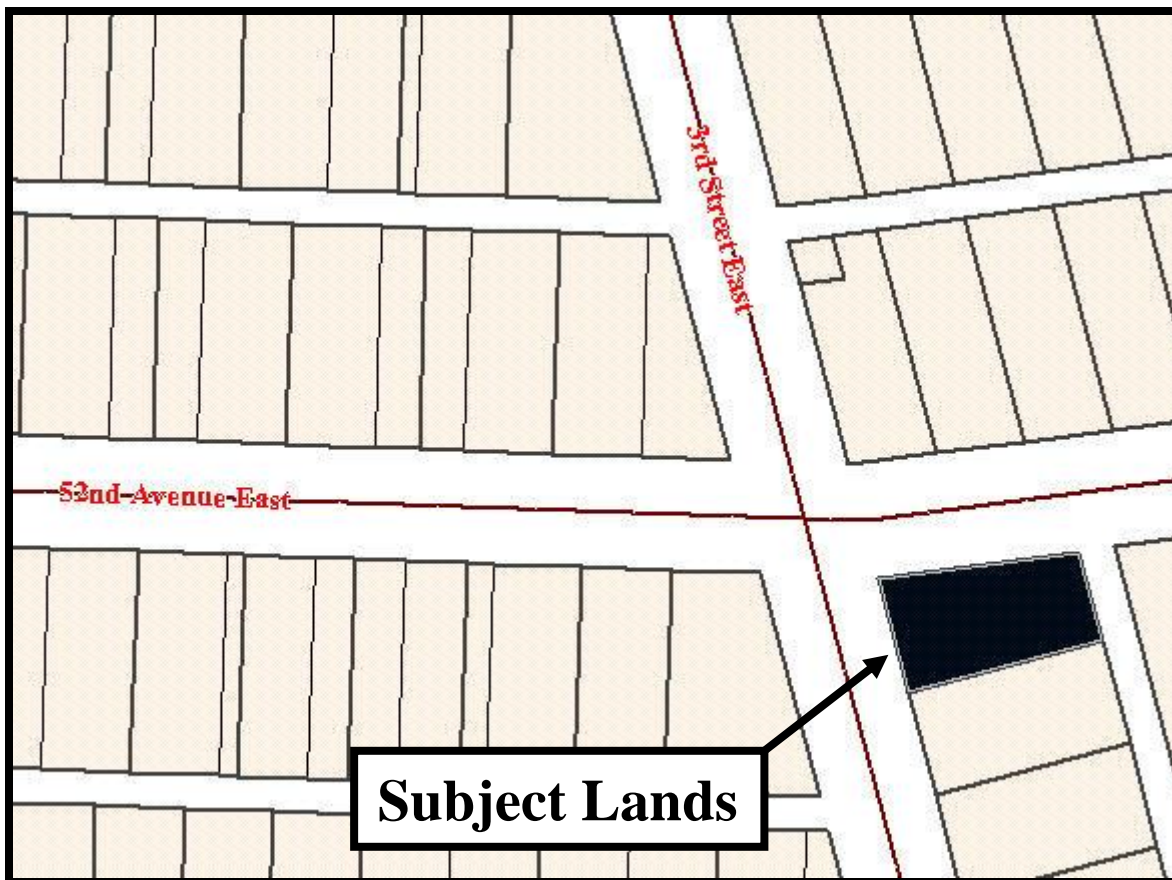
SYNOPSIS

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

BACKGROUND

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

SUBJECT LANDS MAP:

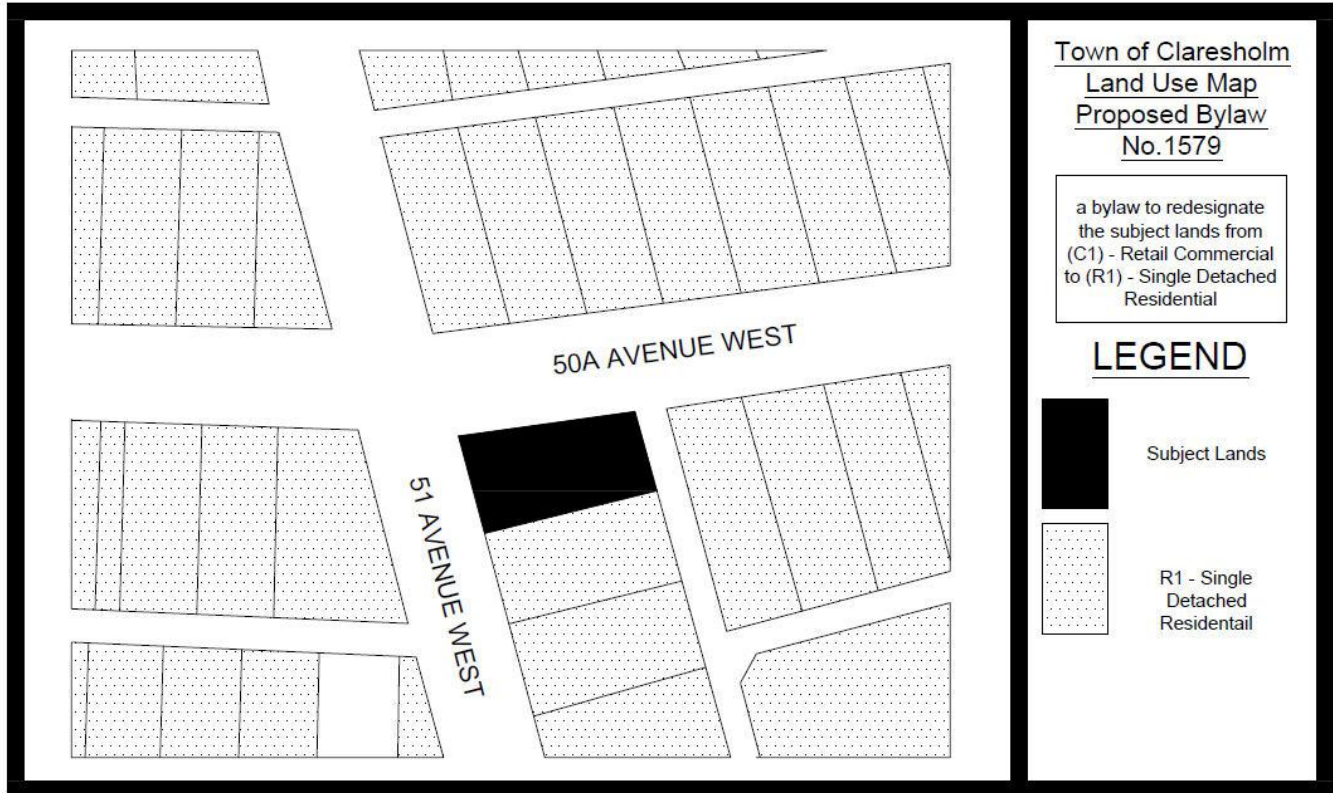


TOWN OF CLARESHOLM MUNICIPAL PLANNING COMMISSION

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



LAND USE MAP:



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



January 11, 2013

Re: Request for Funds to Support Free Swim Initiative

Dear Mr. Holbeck,

On behalf of the Claresholm Healthy Community Coalition, I am writing this letter to request your continued support for the free public swim at the Claresholm Aquatic Centre.

For the past two years, with support from you and from others in our community, we have been able to open the pool between 2-4 pm on Saturdays. Many families, who might otherwise not be able to afford the cost, are appreciating the opportunity for their families to be physically active in a positive social environment. The health and social benefits to our children, families, and community are great.

In 2012, this program attracted 2052 participants with an average of 57 patrons per swim. Our best attendance was on March 24, when 103 individuals came to swim.

We would like to continue to offer this program at the cost of \$150.00/day (\$75.00/hr). We have enough funds to pay for 16 Saturdays in 2013 and are looking for more funds to sustain this program. We would be grateful if you would consider matching 50% of what we have been able to raise so far. Eight additional Saturdays would secure our plans to keep the pool open twice a month in 2013. As we continue to apply for support from local sources and from grant sources outside of our community, we hope to be able to offer free public swims on most Saturdays.

Thank you for considering our request.

Sincerely,

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

Staff Report

To: Council
From: CAO
Date: January 25, 2013
Re: MSI Operating Grant 2013 Allocation

Historically the MSI Operating Grant has been given to external not-for-profits and groups offering services important to the Town of Claresholm (ie. Physician Recruitment Committee). The total MSI funding available for 2013 is \$64,232.

March 31, 2013 will be the deadline for external not for profit groups to apply for the Town's MSI Operating grant (maximum of \$10,000 per group). The Town has historically financed the Physician's Recruitment Committee's grant of \$30,000 from this grant leaving \$34,232 for other organizations.

Administration also has internal planning and studies which would fall under the MSI grant as a fundable project. Due to the many competing interests for this funding in 2013 Administration is requesting Council's direction on how to proceed utilizing the funding.

The alternatives are:

1. Use all the funding for internal projects and fund the continuing groups (Community Centre \$20,000, Transportation Society \$10,000 and Physician Recruitment Committee \$30,000) out of operations and do not fund any external groups, or
2. Spend \$60,000 out of the \$64,232 on the three ongoing groups and leave the \$4,232 for the 2014 round or use it for internal planning work, or
3. Spend \$30,000 of the \$64,232 for Physician Recruitment and offer the remaining \$34,232 to the external groups and fund the Community Centre and the Transportation Society (\$30,000) out of operations.

Attached is our current policy regarding MSI funding and its use for not for profits as reference material. With the deadline for applications of March 31, 2013, this will need to be determined so staff can communicate to the not for profits what the direction is in 2013.

Kris Holbeck, CA CAO Town of Claresholm



Policy #CEDC 08-11

Municipal Sustainability Initiative (MSI) Operating Grant

PURPOSE: To provide a consistent policy for administration to follow when disbursing funds from the Municipal Sustainability Initiative (MSI) Operating Grant.

Town Council endeavours to support the local community in its philanthropic efforts related to societal / cultural and recreational development in the Town of Claresholm through the MSI Operating Grant received from the provincial government.

POLICY:

1. Applicants will provide a written letter of request to Town Council for funding from the MSI Operating Grant. Each application is limited to a maximum of \$10,000.
2. Town Council will decide on each letter of request based on the benefits Claresholm will reap in relation to the organization's plan / mission / event.
3. All letters of request must contain the following information:
 - a) name and contact information;
 - b) description of the nature of operations of the organization and how it benefits societal / cultural and recreational development in Claresholm;
 - c) the amount of funding requested and why it is needed;
 - d) the specific audience that benefits from the funding received and how the Town in general benefits from the work done;
 - e) a copy of the most recent financial statements and bank statement of the organization.
4. Criterion for eligibility is that of a group holding a "not-for-profit" / association or society status.
5. Deadline for submissions will be March 31st. Upon approval, submissions may be received after the March 31st deadline and will be considered on an individual basis. Once money is completely disbursed, letters of request will no longer be accepted until the next calendar year.
6. Organizations, associations and societies must remit a report by January 31st the year following the year the funds were received, explaining how the funds helped the organization's mission with an accounting of how the funds were spent. The allowable expenses are attached as Appendix "A" to this policy.
7. Town Council will have administration review all applications and recommend those that will be eligible to receive funding and at amounts based on the available MSI Operating funds.
8. This policy will be reviewed annually to determine if the program continues to be an effective and efficient way to meet the needs of organizations in Claresholm to help fund societal / cultural and recreational events.

EFFECTIVE DATE: AUGUST 15, 2011



Policy #CEDC 08-11

**Municipal Sustainability Initiative (MSI)
Operating Grant**

Appendix "A"

Allowable Expenses

Schedule 2 – Government-wide Objectives, Functional Categories and Eligible Expenses

Government-Wide Objectives

The four government-wide objectives for municipal grant funding are:

1. To support initiatives that promote the viability and long-term sustainability of municipalities
2. To support the maintenance of safe, healthy and vibrant communities
3. To support the development and maintenance of core municipal infrastructure to meet existing and changing municipal needs
4. To support capacity building within municipalities

Functional Categories and Eligible Expenses

MSI operating funding is no longer reported by individual projects, but by functional categories under the GWOs. A functional category is an area of municipal operations to which operating funding can be applied. Eligible expenses under each of the functional categories are outlined in the tables below. **Ineligible expenses are outlined in Schedule 3.**

The eligible expenses listed in the tables are commonly supported expenses, but the lists are not exhaustive. Definitions of terms used in the tables can be found in *Schedule 4 – Glossary*.

GWO #1: To support initiatives that promote the viability and long-term sustainability of municipalities

Functional Category	Eligible Expenses
<p>General Administration² Activities that provide for the overall operation of the municipality and are common to, or affect all of the services provided by, the municipality.</p> <p>Eligible expenses under this category are limited to those activities that increase the efficiency or effectiveness of overall municipal operations.</p>	<ul style="list-style-type: none"> • Shared administrative staff • Contracted administrative services as part of a joint initiative • Municipal association memberships • Computer hardware and software, including: <ul style="list-style-type: none"> • Peripherals such as printers and scanners • Geographic information systems • Technology support expenses • Telephone systems • Website development • Organizational reviews • Contracted or purchased data gathering
<p>Governance Activities that support the ongoing management of the municipality through its elected officials</p>	<ul style="list-style-type: none"> • Councillor training³ • Exploring opportunities for regional cooperation • E-council initiatives

² Repair and maintenance of administration buildings falls under the functional category *Municipal Buildings and Facilities* under GWO #2.

³ Some exceptions apply. See *Schedule 3* for details.

GWO #1: To support initiatives that promote the viability and long-term sustainability of municipalities

Functional Category	Eligible Expenses
<p>Planning⁴ and Development Activities that contribute to land-use planning, integrated community sustainability planning, or to the economic diversification of the municipality</p>	<ul style="list-style-type: none"> • Operating support for regional planning commissions and municipal planning departments • Contracted planning services • Planning staff salaries, wages and benefits – Development of: <ul style="list-style-type: none"> – Statutory plans (MGA Sections 631-638) – Municipal and intermunicipal development plans – Area structure plans – Area redevelopment plans – Sustainability plans – Land use and development plans – By-law reviews and updates – Agricultural development plans – Regional plans – Economic development and diversification initiatives – Agricultural development such as education and promotional initiatives – Small capital purchases/acquisitions – Data gathering – Hosting, rental, travel and accommodation expenses for events³

⁴ Planning related to a specific municipal function or service should be categorized under that service (e.g. the development of an affordable housing strategy would be categorized under GWO #2 – Housing.)

GWO #2: To support the maintenance of safe, healthy and vibrant communities

Functional Category	Eligible Expenses
<p>Culture Activities that support and promote the development of arts and culture within the municipality</p>	<ul style="list-style-type: none"> • Operating support for municipal and non-profit facilities and programs in the arts and heritage, community halls, museums, community fairs, rodeos and festivals • Contracted culture services • Non-profit and/or shared municipal staff salaries, wages and benefits <ul style="list-style-type: none"> – Small capital purchases/acquisitions • Hosting, rental, travel and accommodation expenses for events⁵ • Plans or feasibility studies related to culture
<p>Children and Family Services Activities that support social programming for people in need, children, families, and seniors</p>	<ul style="list-style-type: none"> • Operating support for municipal and non-profit facilities that house family counselling, parent and child development programs, youth and seniors' drop-in centres, after school care for school aged children and day care • Operating support for cemeteries and crematoriums • Contracted children and family services • Non-profit and/or shared municipal staff salaries, wages and benefits <ul style="list-style-type: none"> – Small capital purchases/acquisitions • Physician retention initiatives⁵ • Plans or feasibility studies related to children and family services • Hosting, rental, travel and accommodation expenses for events⁵
<p>Environmental Sustainability Activities that support the protection of the environment</p>	<ul style="list-style-type: none"> • Building retrofits that improve energy efficiency of current operations • Exploration of renewable and alternative energy projects • Environmentally sustainable planning strategies • Emissions inventories and energy audits • Environmental education and awareness initiatives • Hosting, rental, travel and accommodation expenses for events⁵ • Non-profit and/or shared municipal staff salaries, wages and benefits
<p>Housing Activities that support affordable housing and supportive living options for seniors, low-income families and those with special needs</p>	<ul style="list-style-type: none"> • Operating support for municipal and non-profit assisted living facilities⁵ • Non-profit and/or shared municipal staff salaries, wages and benefits <ul style="list-style-type: none"> – Small capital purchases/acquisitions • Plans or feasibility studies related to affordable housing • Hosting, rental, travel and accommodation expenses for events⁵

⁵ Some exceptions apply. See *Schedule 3* for details.

GWO #2: To support the maintenance of safe, healthy and vibrant communities

Functional Category	Eligible Expenses
<p>Libraries Activities that support library programming and associated facilities</p>	<ul style="list-style-type: none"> • Operating support for libraries • Contracted library services • Salaries, wages and benefits – Small capital purchases/acquisitions • Support for high-speed internet and technological advancements • Plans or feasibility studies related to libraries • Hosting, rental, travel and accommodation expenses for events⁶
<p>Municipal Buildings and Facilities Buildings and facilities that are necessary to the overall operation of the municipality and that are common to the services provided by the municipality</p>	<ul style="list-style-type: none"> • Repairs and maintenance⁷ of administration buildings • Operating support for public works shops, municipally owned staff accommodations, public wharves and other beach infrastructure and municipally owned gas and electrical utility systems – Small capital purchases/acquisitions – Shared municipal staff salaries, wages and benefits • Contracted services • Fuel and maintenance for public works equipment and other equipment used to maintain municipal infrastructure
<p>Parks, Sport and Recreation Activities related to the development and operation of facilities and related programming for recreational opportunities such as sports and parks</p>	<ul style="list-style-type: none"> • Operating support for municipal and non-profit playgrounds, arenas, swimming pools, beaches, golf courses, skating and curling rinks, skateboard parks, ski areas, baseball and softball diamonds, sports fields, campgrounds, gymnasiums and community parks and trails • Contracted parks, sport and recreation services • Non-profit and/or shared municipal staff salaries, wages and benefits – Small capital purchases/acquisitions • Contributions to recreation boards • Hosting, rental, travel and accommodation expenses for events⁶ • Plans or feasibility studies related to parks, sport and recreation
<p>Public Security and Safety Activities related to the reduction of crime and the promotion of safe and secure communities</p>	<ul style="list-style-type: none"> • Operating support for police, fire, ambulance and bylaw enforcement service facilities • Non-profit and/or shared municipal staff salaries, wages and benefits – Small capital purchases/acquisitions • Contracted protective services • Fuel and maintenance of protective and emergency services vehicles • Small and specialized equipment purchases • Non-profit and/or shared municipal staff salaries, wages and benefits • Plans or feasibility studies related to public security and safety • Hosting, rental, travel and accommodation expenses for events⁶

⁶ Some exceptions apply. See *Schedule 3* for details.

⁷ See expanded definition of maintenance in *Schedule 4 – Glossary*.

GWO #3: To support the development and maintenance of core municipal infrastructure to meet existing and changing municipal needs

Functional Category	Eligible Expenses
<p>Airports Activities related to air transportation services</p>	<ul style="list-style-type: none"> • Operating support for airports and related infrastructure such as lighting and signage • Contracted airport services • Non-profit and/or shared municipal staff salaries, wages and benefits <ul style="list-style-type: none"> – Small capital purchases/acquisitions • Plans or feasibility studies related to airports
<p>Infrastructure Management Activities that support systematic infrastructure planning and management</p>	<ul style="list-style-type: none"> • Purchase of and support for infrastructure management systems such as Municipal Infrastructure Management System (MIMS) • Software related to the management of tangible capital assets (TCA) • Purchase of infrastructure data or contracted data gathering • Development of master infrastructure management plans
<p>Public Transit Activities related to the provision of public transit services</p>	<ul style="list-style-type: none"> • Operating support for municipal and non-profit transit vehicles, service buildings, garages, handi-buses and accessible public transit • Contracted transit services • Non-profit and/or shared municipal staff salaries, wages and benefits <ul style="list-style-type: none"> – Small capital purchases/acquisitions • Transit feasibility and implementation studies
<p>Roads and Bridges Activities related to the construction and maintenance of roadways, bridges, and related structures</p>	<ul style="list-style-type: none"> • Maintenance⁸ of roadways, bridges, sidewalks, commuter bikeways, lighting, and related maintenance equipment, including contracted road maintenance services • Non-profit and/or shared municipal staff salaries, wages and benefits • Traffic management studies • Plans or studies related to roadway systems <ul style="list-style-type: none"> – Small capital purchases/acquisitions – Dust control programs
<p>Solid Waste Management Activities related to the collection and management of garbage and other waste material</p>	<ul style="list-style-type: none"> • Operating support for sanitary landfill sites, incinerators or other plants and material recovery facilities • Contracted solid waste management services • Non-profit and/or shared municipal staff salaries, wages and benefits • Fuel and maintenance of trucks and other equipment used for collection; disposal and recycling <ul style="list-style-type: none"> – Small capital purchases/acquisitions • Operating support for regional waste management services commissions • Waste management plans and studies

⁸ See expanded definition of maintenance in *Schedule 4 - Glossary*.

GWO #3: To support the development and maintenance of core municipal infrastructure to meet existing and changing municipal needs

Functional Category	Eligible Expenses
<p>Wastewater Activities related to the collection or removal, treatment, and disposal of sanitary sewage</p>	<ul style="list-style-type: none"> • Operating support for sanitary sewers and combined sanitary-storm sewers, lagoons, plant and equipment, public comfort stations, catch basins, manholes and booster stations • Contracted wastewater services • Non-profit and/or shared municipal staff salaries, wages and benefits • Reclamation of sludge areas • Operating support for regional wastewater services commissions • Wastewater plans and studies – Small capital purchases/acquisitions
<p>Water Activities related to acquiring, treating, and supplying water</p>	<ul style="list-style-type: none"> • Purchase of water supply • Operating support for facilities and lines • Operating support for regional water services commissions • Contracted water services • Non-profit and/or shared municipal staff salaries, wages and benefits • Water and conservation plans and studies • Water meter replacement – Small capital purchases/acquisitions

GWO #4: To support capacity building within municipalities

Functional Category	Eligible Expenses
<p>Municipal Careers Internships; succession planning; temporary/seasonal youth employment programs; municipal career promotion initiatives; other support related to hiring incentives</p>	<ul style="list-style-type: none"> • Consultant fees for succession planning • Municipal career promotion initiatives • Advertising and promotional materials related to recruitment • Contracting a recruiting firm
<p>Staff Development Training or courses related to current and future employment; occupational health and safety training; census or election training; formal education subsidies; and conferences</p>	<ul style="list-style-type: none"> • Tuition, books and travel expenses or consultant fees for training or courses related to current and future employment and occupational health and safety⁹
<p>Volunteer Development Training for volunteers and board members; and conferences or other networking events</p>	<ul style="list-style-type: none"> • Tuition, books and travel expenses or consultant fees for volunteer training or courses⁹

⁹ Some exceptions apply. See *Schedule 3* for details.

Schedule 3 – Ineligible Expenses

- Salaries, wages and benefits, including incentives for physicians under a physician retention initiative, **unless** they are part of a joint initiative or supporting municipal planning, libraries or non-profit organizations (see Glossary for definitions)
- Expenses related to administrative services (see Glossary for definition), **unless** expenses are incurred as part of a joint initiative or expenses relate to activities that increase the efficiency or effectiveness of overall municipal operations
- Rent, utilities, insurance and property taxes on administration buildings/offices **unless** expenses are incurred as part of a joint initiative
- Purchase of furniture, office equipment (excluding computer hardware, software and peripherals), appliances and consumable supplies required to deliver administrative services **unless** expenses are incurred as part of a joint initiative
- Construction or acquisition of new facilities and large fixed infrastructure, for example: land, buildings, parking structures, engineered structures, roadways, runways, bridges, lighting structures, traffic control signals, towers, stationary power generators, water and wastewater systems, storm sewer drainage systems, solid waste management facilities, parks, sports fields, cemeteries, crematoriums, utility systems
- Large motor vehicles and heavy duty construction/maintenance equipment (purchases and capital leases), for example: tandem trucks, motor graders, backhoes, loaders, pavers, scrapers, bulldozers, excavators, skid steers, landfill compactors, solid waste material handlers, sanding trucks, street sweepers, gravel trucks, street snow ploughs, vacuum trucks, cranes, tractors, zambonis, pickup trucks, cars, buses, aircraft, motor boats, ambulances, fire fighting vehicles, public transit vehicles
- Payments in contradiction of the *Municipal Government Act* (MGA), e.g. requisitions to seniors lodge management boards established by Ministerial Order and covered by Section 326(a)(v) of the MGA and Section 7 of the *Alberta Housing Act*
- Celebratory events such as centennial celebrations, community dances, volunteer appreciation events, etc.
- Activities/projects outside Alberta, including learning opportunities
- Religious activities
- Political or lobbying activities
- Expenses related to fundraising activities such as casinos and bingos
- Legal settlements
- Depreciation
- Goods and Services Tax
- Income taxes
- Interest, loan fees, debt principal payments
- Contributions to individuals
- Costs funded under other grant programs

INFORMATION ITEMS

From: TPR Festivals and Events Program [<mailto:festivalsandevents@gov.ab.ca>]
Sent: January-17-13 11:31 AM
To: Undisclosed recipients:
Subject: Festivals and Events Tourism Growth Program -- deadline to apply is February 15, 2013

Tourism Partner:

Alberta Tourism, Parks and Recreation is inviting organizations to submit applications to the Festivals and Events Tourism Growth Program. The upcoming application deadline is **February 15, 2013**.

The program aims to assist festivals and events in Alberta reach their tourism potential. The program makes available grant funding of \$25,000 to \$40,000. Funding is used to work with a third party-consultant to evaluate an organization's festival or event, identify tourism growth opportunities, and set clear steps towards growing the visitor experience and increasing visitation and revenue.

Eligible organizations include not-for profit organizations, municipalities, and First Nations or Métis governments. The program is most appropriate for festivals and events that attract regional, provincial, national or international visitors, and have an annual audience of at least 1500, of which a minimum 25% are out of town visitors.

The program application and program guidelines are available at:
<http://tpr.alberta.ca/tourism/festivals-events.aspx>.

Please provide program information to organizations in your region that you feel have the potential to increase tourism visitation and revenues.

If you have any questions about the program, please contact me at 780-427-0590 or festivalsandevents@gov.ab.ca.

Regards,

Alyssa Watson | Tourism Development Officer | Alberta Tourism, Parks and Recreation
6th Floor, Commerce Place | 10155 102 Street | Edmonton AB | T5J 4L6
Phone 780.427.0590 | Fax 780.427.0778

Karine Wilhauk

From: Oldman Watershed Council <bev@oldmanbasin.ccsend.com> on behalf of Oldman Watershed Council <bev@oldmanbasin.org>
Sent: January-18-13 12:21 PM
To: Karine Wilhauk
Subject: OWC January E-Newsletter

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

Oldman Watershed Council

January 2013 Newsletter



Upper Waterton Lake, Photo by Jollin Charest

OWC Photo Calendar Contest 2014

[OWC Headwaters Action Plan Update](#)

[OWC News](#)

[Events & Activities in the Basin](#)

[2013 Conferences](#)

[RFP's & Job Postings](#)

[Volunteer!](#)

People are asking if we will do another photo calendar contest and the answer is yes!



Eligible photos need to be taken in the Oldman River Watershed. More details in February OWC newsletter.

Wondering what the boundaries of the Oldman River Watershed are? Visit our website at www.oldmanbasin.org and click on watershed info/maps.

OWC Headwaters Action Plan Update

The OWC will be holding an **Orientation to the Headwaters Action Plan** meeting for the Partnership Advisory Network on January 23rd in Cowley, AB. The Partnership Advisory Network (PAN) is a multi-sector group who have been invited to work in partnership with the OWC to begin the process of developing the Headwaters Action Plan. The purpose of this meeting is to introduce the Headwaters Action Plan process; to hear the outcomes of the first round of community meetings about water and headwaters health in the **Source to Tap** process; to recognize the diverse approaches to stewardship already underway in the Headwaters; and to seek commitment to a collaborative effort to address priority issues in the Oldman headwaters through the development of the action plan.

The next step for the Partnership Advisory Network is . . . [read more](#)

To see how the work of the **Partnership Advisory Network** and the **Source to Tap** community conversations work - please take a look at the [Headwaters Action Plan process flow chart](#)

For more information, contact [Connie](#)

OWC News



Holding the Reins Landowners Summit:

Fire Impacts and Stewardship in the Watershed

Wednesday, February 13, Fort Macleod & District Community Hall

Hosted by the OWC Rural Team

The annual Holding the Reins Landowners Summit, sponsored in part by Alberta Beef Producers, provides basin residents an opportunity to hear about rural issues and initiatives in the Oldman watershed. Presentations are given on a wide range of rural topics and landowner stewardship groups share their expertise, experiences and stories of their efforts to protect their local watershed.

Keynote speaker - Glen & Kelly Hall - hear about stewardship activities on their Stavelly Ranch



This year, the Rural Team is honored to have Glen and Kelly Hall, Stavelly-area ranchers and Alberta Beef Producers' 2008 Environmental Stewardship Award recipients, as the Keynote Speakers. Glen and Kelly have contributed much of their time and effort to being the best stewards of the land that they can for the benefit of the watershed and we couldn't be more happy to have them join us for the summit.

Presentations will include the Milk River and Granum fire impacts and opportunities as well as the Lost Creek wildfire impacts in the Oldman headwaters and beyond. The summit promises to be inspiring and engaging with Digital Stories, presented by Norine Ambrose of Cows and Fish, and stewardship and landowner group updates.

Learn about the impact of the Milk River and Granum fires



Visit www.oldmanbasin.org , or call 403-381-5801 for more information and to register.

Watershed Legacy Program: Deadline to Apply February 28, 2013

The OWC Rural Team's Watershed Legacy Program aims to provide the tools necessary for watershed stewardship groups and landowner cooperatives to take the next steps towards sustainable management of their land, operation, and the watersheds upon which we all rely for our quality of life. These tools include funds for stewardship projects in one of 7 key areas, as well as administrative, technical and communication assistance. For more information or to apply for funding for your project please contact the OWC Program Coordinator, Andrea Vaxvick at 403-381-5801 or andrea@oldmanbasin.org. View the brochure [here](#).

OWC needs volunteers for Ag-Expo Days February 27, 28 and March 1, 9 am - 5 pm

Can you spare a few hours to man the OWC booth at the Ag-Expo this year? We need people for two-hour shifts (or longer works as well) on all three days.



Please send an email to Bev at bev@oldmanbasin.org or phone 403-381-5145 to let me know what hours you could fit into your schedule.

Thanks, we couldn't do it without your support!

Events and Activities in the Basin

Landowners Rights & Energy Information Sessions - Warner

Session 1: Mineral Rights and Surface Rights, Surface Lease Negotiations, Compensation, Protecting Ground Water
Wednesday, January 30, Elks Hall in Warner

Session 2: Environmental Considerations, Well Site Selection, Public Safety and Environmental Protection, Abandonment, Reclamation

Tuesday, February 26, Elks Hall in Warner

For each session, cost is \$10/person, includes lunch.
To register or for more information, call Kerry 403-642-2255.

Stop Castle Logging Rally on Sunday, January 20 in Beaver Mines For more information, [click here](#)

Prairie Conservation Forum AGM

Thursday, January 24, Okotoks
[Click here](#) for agenda

The Breeding Ecology of Northern Pintails in Prairie Landscapes - Terry Kowalchuk

Tuesday, February 5, Lethbridge Public Library (downstairs community meeting room)
12 noon - 1 pm [Click here](#) for more information

Supporting Sustainable Food: Panel & Reception

Tuesday, February 12, Southern Alberta Art Gallery, Lethbridge
[Click here](#) for more information

Working Well Workshop

Thursday, February 21, 10 am - 2:30 pm, Heritage Hall, Milk River
Do you know that a poorly maintained water well can put your water supply at risk of contamination and reduce your well yield? Attend this workshop to learn about your well and how to properly maintain it. [Click here](#) for more information

BRBC Science Forum

Wednesday, February 27, 8:30 am - 4 pm, Rosza Centre, University of Calgary
Call for Abstracts: focus on water quantity, water quality, wetlands/riparian/land use/environment. Deadline for submission: January 18.

Locally Sourced Dinner & Conservations

Friday, March 8, Lethbridge College
[Click here](#) for more information

2013 Saskatchewan Pasture School

A joint celebration with the 15th Annual Native Prairie Appreciation Week

June 18 - 19, Weyburn/Big Muddy, Saskatchewan
[Click here](#) for more information

Canada Wide Science Fair is coming to Lethbridge and is looking for judges

As some of you may have heard, the University of Lethbridge will be hosting the Canada Wide Science Fair during May 11-18, 2013. More than 400 judges will be needed for the event. Please contact Denis A. Gaudet denis.gaudet@agr.gc.ca for more information.

In the News

Final chance to provide feedback on Hydraulic Fracturing Directive to Energy Resources Conservation Board

The draft directive can be found at www.ercb.ca . Feedback will be accepted until January 18, 2013. Send all feedback and questions by e-mail to URF_Feedback@ercb.ca, or by mail to the Regulatory Development Branch, ERCB, Suite 1000, 250 - 5 Street SW, Calgary, AB T2P 0R4.

[British Columbia Bans Oil and Gas Development in Sacred Headwaters](#)

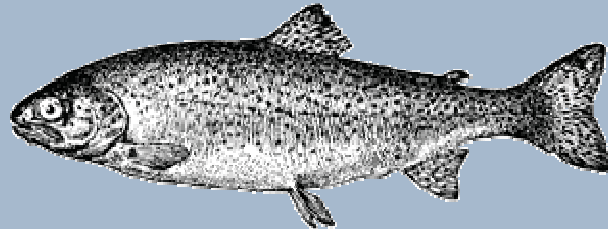
By Andrew Howley, National Geographic Newswatch

Blockades, arrests, sit-ins, protests. Swimming a 355-mile river, living in the wilderness for months at a time. Music festivals, art shows, traveling exhibits, school programs. Singing, dancing, praying. For a decade, the people of British Columbia . . .

—

[Off-roaders pay the price for destroying fish habitat](#)

Alberta.ca Newsroom



[Alberta Tories accused of burying water issues](#)

EDMONTON - *Alberta* Environment is set to launch a public consultation on *water* issues in 20 communities,
Calgary Herald - News

[Alberta urged to stay the course on water management plan](#)

As the province reopens talks on *water*, a review of *Alberta's water* strategy says the government.
Calgary Herald - News

[Poorly Maintained Wells Can Put Farm Water Supply at Risk](#)

Almost half-a-million Albertans use their well water for household purposes as well as for land and livestock needs. Knowing how to maintain a working well is essential to keeping wells functioning properly and efficiently, and to ensuring that well water is clean and contamination free.

Jan 14, 2013 Issue of Agri-News

[Booming Alberta: Okotoks thirsty for more water as town`s population swells](#)

One of Alberta`s leading water experts says he has larger environmental concerns about Okotoks` move to lift the population cap. . . .

Calgary Herald - News

[Water Canada: Canada's Top Water Projects 2013 - Water Canada](#)

In partnership with ReNew Canada's Top 100 Projects

[Off-roaders pay the price for destroying fish habitat](#)

Alberta.ca Newsroom

[New online tool for water well owners](#)

Alberta Environment and Sustainable Resource Development

Albertans have a new tool to get groundwater information in the province.

Grants and Awards

Alberta Emerald Foundation

is accepting nominations for the 22nd annual Emerald Awards. These awards recognize

extraordinary achievements by Albertans in protecting, preserving, enhancing and sustaining the environment. Nominations close on February 28th and finalists are announced in April. To download the nomination information package, please [click here](#).

Alberta Emerald Foundation

is administering the Youth Environmental Engagement Grant, which provides up to \$400 to schools, classrooms and youth groups to help underwrite the costs of engaging youth participation in environmental stewardship. To learn more about this grant program, please [click here](#).

Alberta Stewardship Network

2013 Watershed Stewardship Grant (WSG) Program will be accepting applications until February 1. Through the WSG Program, grants of up to \$7,500 are awarded to watershed stewardship groups working in their communities to raise awareness of local watershed issues or improve the condition of their local watershed. To learn more, [click here](#).

2013 Conferences

Prairie Conservation and Endangered Species Conference

February 19 - 22, Red Deer

Bring together decision-makers, researchers, and community and grass-roots groups along with farmers, ranchers, First Nations and other private citizens who have an interest in sustaining prairie ecosystems.

The conference theme, Engaging People In Conservation, recognizes past efforts, supports the identification of current issues, and promotes future work to achieve success with prairie conservation and endangered species management.

For more information on the conference, [click here](#).

Canadian Water and Wastewater Association Conference

March 6 - 8, Hamilton, Ontario

[Click here](#) for more information.

Alberta Chapter - Canadian Water Resources Association Annual Conference

"Water and the Environment: Watershed Planning and Management in Alberta"

March 12 - 14, Red Deer

The theme will be "Water and the Environment: Watershed Planning and Management in Alberta," and presentations will range from scientific advances and technical progress to implementation challenges, policy development and stewardship success stories.

Alberta Council for Environmental Education

Earth Matters - Environmental Education Conference with Richard Louv

April 25 - 27, Canmore

This conference will provide you with many opportunities to learn, share, celebrate, and develop a community of practice that will support you in your work - because the 'Earth Matters.' To find out more and to register, please visit

<http://abcee.org/conference>

International Association for Impact Assessment

"Impact Assessment: The Next Generation"

May 13 - 16, Calgary Stampede BMO Centre

For details, [click here](#).

RFP's and Job Postings

The Board of Directors of the **Canadian Water Network** is seeking Expressions of Interest from qualified persons to fulfill the role of Scientific Director. The role requires leadership and interpersonal skills, as well as a demonstrated ability to manage and oversee large complex research projects, and work with end user communities to develop research priorities and funding proposals.

Application deadline is today, January 18.

For details, [click here](#).

Volunteer!

OWC needs volunteers for Ag-Expo Days

**February 27, 28 and March 1,
9 am - 5 pm**

Can you spare a few hours to man the OWC booth at the Ag-Expo this year? We need people for two-hour shifts (or longer works as well) on all three days.

Please send an email to Bev at bev@oldmanbasin.org or phone 403-381-5145 to let me know what hours you could fit into your schedule.

Thanks, we couldn't do it without your support!



[Forward this email](#)



Try it FREE today.

This email was sent to karine@townofclaresholm.com by 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



School Council Minutes

Date	December 18, 2012
In Attendance	Kathy Charchun, Nicole VanLangen, Jeanne White, Jas Schmirler, Daryl Wicks, Richard Gilmour, Tara VanDellen, Karen Linderman, Darla Slovak, Charlene Dunlop

General Business

Start Time	6:34pm
Approval of Agenda	<ul style="list-style-type: none"> • Additions – none • Approved by Jas Seconded by Tara
Minutes	<ul style="list-style-type: none"> • Errors/Omissions - none • Approved by Jeanne Seconded by Nicole

Discussion Items

Instructional & Material Fees	<ul style="list-style-type: none"> • Instructional supplies & material fees discussion facilitated by Charlene Dunlop. • After much discussion the following question was voted on : AS A SCHOOL COUNCIL DO YOU SUPPORT THE CHARGING OF A FEE TO OFFSET THE STUDENT CONSUMED PORTION OF INSTRUCTIONAL SUPPLIES AND MATERIALS? • Voted on by closed ballot, counted by Charlene • Yes: 3 No:4 Abstain: 1 • Recommendations made: Try a few years without the instructional fees, make it voluntary. • Complete discussion will be submitted to the trustees for further discussion.
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Declining Enrolment	<ul style="list-style-type: none"> • The following questions regarding declining enrolment were discussed. Feedback will be used by the school board for planning purposes. 1) What are your greatest fears about how declining enrollment will impact students, schools and communities? <ul style="list-style-type: none"> • Elimination of options, staffing for specialty areas (band, French, art, etc...) • Reducing to two schools in Claresholm without vision of increasing enrolment in the future • We keep offsetting the cost of education onto parents and communities ie) fundraising, donations, etc. 2) What are some things we should sustain in our schools in order to increase achievement in a time of declining enrollment? <ul style="list-style-type: none"> • Strong core programming and a focus on academics as a base 3) What are some examples of things we should cease doing altogether in our schools in order to increase achievement in a time of declining enrollment? <ul style="list-style-type: none"> • Building schools without viewing space in the gymnasium for parents (engagement) • Examination of smallest schools remaining open. ie) schools under 75 students
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	<p>4) What are some examples of things you feel we could potentially develop in our schools in order to increase achievement in a time of declining enrollment?</p> <ul style="list-style-type: none"> • Need some 'extras' in the school – science fairs, spelling bee, crib club, drama production, etc • A focus on partnering with the community to develop shared experiences and facilities (stages, gyms, fine arts center, etc)
One School One Book	<ul style="list-style-type: none"> • Jeanne has approached local groups for books and has enough funds to purchase books and pay one-time fee. The Miraculous Journey of Edward Toulane. Purchase books through Uof L. This program will start in February.
Trustee Report	<ul style="list-style-type: none"> • Charlene. Richard Brown presentation on alternative education, by computer one-on-one non academic science & math. Pilot project with personally owned devices. At FP Walshe school starting in February to have high school students using their own laptops and devices for school work. They can access their lesson by downloading barcode on their device. If works will bring out by September. New Board priorities were shared. <ol style="list-style-type: none"> 1) Provide Quality Programming in a Time of Declining Enrollment; 2) Collaborate with Municipal Partners to Meet Mutual Needs; 3) Enhance First Nation Student Achievement.
	<ul style="list-style-type: none"> • Mary Thompson is no longer our professional librarian and has received an award for 29 years service. A library tech has been hired: Jocelyn Dimm as replacement. Kathy has given update on mental health support, has spoke to Daryl Sequin and he suggested starting on a smaller local level. With changing demographics Melissa and Kathy are meeting with mental health to discuss working with the issues we are facing with mental health in the school system. EC Map funds available through gov't funding. Karen has 4way countdown game to introduce to K-3 ordered online for \$15.00 ordered through Christian Book Distributors. Kathy introducing math centers will use 4 way countdown game.
	<ul style="list-style-type: none"> • Will discuss Bill Belsey (bullying) at January meeting. Please take time to look over e-mail and program before January meeting. Kathy talk to FCSS about dual funding for program. Conversation on school shooting and how it affects us, and what will be happening in the future. School does have lockdown practice in effect. The school is addressing it when it comes up with individual students.
Adjournment	
Next Meeting	January 15, 2013
Adjournment	• Adjourned by Karen Time – 8:40 pm

Claresholm Community Centre

January 15, 2013

7:30 p.m.

Members present: Brad Schlossberger, Pat O'Dell, Doug Fletcher, Walt Lane, Daryl Sutter, Butch Glimsdale, Glen Alm, Karen Petersen

Regrets: Shayne Petersen, Marni Lane

Meeting called to order at 7:30 p.m.

Minutes from previous meeting not available.

Roof prices were received – the product quoted is 1” foam and a 50 mil cover to protect from hail and people walking on it. The foam is sloped up to all stacks and has a 10 year warranty. Mike expressed concern to Chris that there be at least 4” expansion and extraction – no matter what we use. Doug suggested the town should make the decision. Chris from the town has passed authorization to the board. Mike from the town preferred the Pace product. He commented that if the foam is used and there's another leak it will be difficult to find and fix.

The board needs to get opinions from some people who have used the product. We are very unsure of what to decide on because we don't know anyone who has used it.

Chris' recommendation is to go with the spray foam product. Butch will call D.A. Buildings to see if they can give us some references.

It was agreed that we have the rep in again to get all our questions answered and also to have Mike from the town present for this meeting.

Doug will call Tony to set up another meeting and coordinate with Mike.

We were reminded that the grant has a timeline of April 2014 and we need to have a sign built for recognition for the grant. It was suggest that Roger can make the sign.

There was a discussion regarding the air conditioning. This needs to be completed before the roof. Glen motioned we contact Southern Air to change swamp cooler for air conditioning. Doug second – all in favour. Doug will contact Southern Air.

Daryl presented a report from Mike – When the eves were replaced the insulation was wet. The whole problem may be humidity. Mike suggests we have the humidity tested and perhaps get a dehumidifier. The board agrees that we get humidity tested. Doug will call Mike and perhaps contact Simco.

The east side eves has been rerouted but still having problems with freezing and springing leaks. The solution is to install another downspout. This will be fixed in the next 10 days.

New Business

Daryl has had some people express their interest in helping with the cost to upgrade our sound system, eg. sound baffling for acoustics be installed. Brad spoke to McDuff and he says we need a sound booth. It was suggest it be placed on top of the bar. Brad is getting pricing for the sound booth. Upgrades will have to be put on hold until the roof is completed.

Johnny D suggested that the stage be painted black and have proper lighting. Johnny said he would do the painting. Doug motioned to have Johnny D paint the stage – Glen second – all in favour.

Upgrades to the stage are being looked at due to the fact that we were informed there will be no other stages available in town. The board needs to submit future upgrade costs to the town for the stage and sound system.

Doug suggested the board look at High River's cultural centre for reference for our upgrades.

Karen reported that some of the beams in the main hall have cracks. The board members took a look at the problem. The concensus was that it's not structural, just cosmetic.

It was agreed that the bottom half of the walls need to be refinished and have a chair rail installed. Josh quoted 1,900.00 for chair rail. Daryl motioned to accept Josh's quote – Walt second – all in favour. Daryl will call Josh.

Karen discussed the necessity to clean the air ducts. We need to get a quote from Levy's. Daryl will call for estimate on main hall.

Doug suggested we have the stoves checked to make sure they're up to code. There was no decision made on this.

Walt reported that the Indoor Range would like to put a ladder on the north side of the building to have access to check on the furnace system. He mentioned there would be a lock system and safety rails installed. Daryl suggested to check with Mike for specs prior to installing. Doug motioned – Glen second – all in favour.

Minor Hock wants free rent for banquet for provincials. There's a concern that if we offer this to one organization we will have to offer this to all organizations. Karen suggested they go to the town for funds. Brad is going to try and get some donations.

Meeting adjourned at 9:00 pm.

Next Meeting: February 26, 2013 – roof meeting with rep – time to be determined.
 April 16, 2013

CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY
Board of Directors, January 18, 2013

ATTENDEES: Neil Ohler – Lay Representative
Howard Paulsen - Lay Representative
Walter Gripping – Town of Granum
Bob Thompson – Seniors Center
David Hubka– Town of Claresholm
Sandra Young - Wandering Willows
Lyal O’Neill – Office Coordinator

REGRETS: Holly Gillespie – Porcupine Hills Lodge
Brydon Saunders – Lay Representative
Earl Hemmaway – M.D. of Willow Creek

PRESENTATION of \$2,500 from Rainbow Dance Club was recorded by Rob from Local Press.

Howard Paulsen, Chair called the meeting to order at 10:25am.

1.0 APPROVAL OF ADDITIONS TO AGENDA

Moved by Walter Gripping to accept the agenda. Carried.

2.0 APPROVAL OF MINUTES

Moved by Neil Ohler to accept the minutes of the meeting held **November 23, 2012**. Carried.

Moved by Walter Gripping to accept the minutes of the meeting held **December 13, 2012**. Carried

3.0 BUSINESS ARISING

1. Alternate Transportation Services for Seniors- Application was emailed & couriered and confirmed on December 13, 2012 with additional letters of support and reference sent subsequently.

4.0 CORRESPONDENCE

1. Letter of Support, Alternate Transportation Services for Seniors – MD of Willow Creek

5.0 REPORTS

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

- Received \$ 2,660 as a result of our fund raising campaign – potential + 60% match for total \$4,256
- Received \$ 10,250 as a result of our Service Clubs/Municipal fund raising campaign

4. Chairman's report. Things are going good..

- The Fundraising Committee had several extra meetings again:
- Committee meeting Nov 30
- Committee meeting Dec 7
- Town of Stavely Dec 10
- Directors meeting Dec 13

Suggested having a barbeque in the spring for Directors and Drivers.

6.0 NEW BUSINESS

1. AAMDC Membership & Volunteer coverage - tabled
2. PHL GO-GETTERS Annual Billing - tabled
3. Drivers annual remuneration review will be deferred this year due to financial constraints
4. Bad Accounts Motion by Neil Ohler to write-off 2 AISH accounts for \$96. Carried.

7.0 NEXT MEETING is on February 15, 2013 at WCCCC

8.0 The meeting was adjourned at 11:00 by David Hubka

cc. Town of Claresholm
WCCCC Laurie Watt

Claresholm Public Library Board Regular Meeting Minutes December 17, 2012

Present: Kathy Davies, Cathy Dahl, Mary Thompson, Shirley Leonard, Arden Dubnewick, Earl Hemmaway, Daryl Sutter, Lisa Andersen, Marika Thyssen
Absent: Michael McAlonan

Meeting called to order at 6:00 pm by Shirley
Approval of Agenda: Cathy D.
Approval of November minutes: Arden

Old Business	<ol style="list-style-type: none"> 1. 75th anniversary – additional \$100 from Claresholm Welding; will not publish book until after the celebrations so that they can be included; will have display of the content during the celebration. 2. Lease Agreement Earl moved to table this. CARRIED 3. Lisa (Vice Chair) has agreed to occasionally volunteer to be the Chair for Shirley at Shirley's request. 4. Cathy Dahl thanked Marika and Arden for the organization of the entertainment for the Christmas party.
Financial	<ol style="list-style-type: none"> 1. Lisa moved to accept the financial statement. CARRIED. 2. Proposed 2013 Budget: Town amount based on 3% overall increase; computer software amount was a guestimate and changed with the need of fixing the software due to a virus; Kathy prebought stationary but is running low; Friend's amount is from the casino and divided over 3 years; Digital and Electronic lower as ancestry.com is now available through Chinook Arch; Janitorial wages are now under salaries. Earl moved to refer the proposed budget to the financial committee to look at in January. CARRIED
CORRESPONDENCE	Chinook Arch sent gathered information about how the different libraries approach honorariums for board members. Is for information when review policies re board in the future.
COMMITTEE REPORTS	<ol style="list-style-type: none"> 1. Chinook Arch (Earl) The Finance committee recommended accepting the raises; Daryl has been appointed by Town to Chinook Arch 2. Librarian: Chandler Blott continues to work until the end of the semester; Shelley is having "The Spirit of Christmas" Wednesday and would like squares/cookies; 3 Home Routes left this year, next one in February (have 20

	<p>regulars attending now); applied for and received Alberta Arts – one display is up now to January 17.</p> <p>3. Friends: January 10 – membership meeting and bring a friend; will take over Home Routes in the fall; do Pink Tea with staff support; deliver posters, etc. as requested</p>
<p>NEW BUSINESS</p>	<ol style="list-style-type: none"> 1. Lion's Bench: After much discussion, Daryl moved that the person who is making the bench come to the library to discuss the location, size and type of wood to be used. CARRIED 2. Security: Kathy has indicated that problems are growing rapidly and has looked into security systems with Pinnacle in Lethbridge. Earl moved that Kathy go ahead and have the security system installed (\$3200 for 3 outside cameras by doors and 1 inside, has signage, records activity, motion sensors, vandal resistant, sees in dark) and request reimbursement from the Town as it is a capital item. CARRIED 3. SALC: March 8&9, 2013 – need numbers for early bird – Cathy D. interested 4. ALC: April 25-28, 2013 – perhaps Shirley 5. Earl told the Board that Laura Ross Giroux's husband passed away. Kathy will send a card.

Meeting adjourned at 6:50 by Arden

Next meeting: January 21 at 6:00 pm.

Chairman

Date

Secretary

Claresholm Public Library
PROPOSED BUDGET
 For the Year January 1, 2013 to December 31, 2013

	2012 Budget	Actual 01/01/2012 to 12/31/2012	Proposed 2013 Budget
REVENUE			
Book Sales	\$1,200.00	1,417.96	1,200.00
Membership Fees	8,000.00	10,364.50	10,000.00
Donations	400.00	481.13	450.00
Friends of the Library-Donations	18,000.00	36,000.00	14,120.00
Applied for Grants	15,000.00	4,830.75	15,000.00
Reserves	10,000.00		18,280.00
Fines	2,500.00	2,525.39	2,500.00
M.D of Willow Creek/Ranchlands	16,945.00	15,322.18	15,800.00
Province of Alberta	19,980.00	20,165.00	20,165.00
Town of Claresholm	152,953.00	152,952.00	157,540.00
Other Revenues	2,300.00	2,838.19	2,500.00
Room Rental	3,500.00	3,375.00	3,400.00
75th Anniversary			1,500.00
TOTAL REVENUE	\$250,778.00	\$250,272.10	\$262,455.00
EXPENSE			
Equipment Rental & Maintenance	\$3,000.00	2,744.39	3,000.00
Computer software	250.00	697.68	700.00
Insurance	2,035.00	344.39	1,200.00
Legal Fees, Bank charges	125.00	42.49	50.00
Library Supplies	2,500.00	1,886.82	2,000.00
Association Fees	300.00	299.75	300.00
Postage	100.00	64.05	75.00
Programs	4,200.00	5,097.45	5,000.00
Volunteers	1,100.00	1,500.96	1,500.00
Stationary, printing, & copier supplies	1,000.00	246.55	1,000.00
Travel & Hospitality	800.00	601.01	800.00
Course & Conference	2,000.00	892.20	2,000.00
Board Other	300.00	50.00	300.00
Course & Conference Fees	2,500.00	1,469.53	2,500.00
Salaries	161,676.00	157,587.75	163,255.00
Chinook Arch Regional Library System	13,325.00	13,209.00	13,210.00
Debit Machine Expenses	700.00	382.37	400.00
Debit Transactions Costs	120.00	131.17	150.00
Audio-Visual	3,500.00	2,546.71	3,500.00
Bindery	500.00	319.04	500.00
Books	7,542.00	8,693.89	8,725.00
Digital & Electronic Resources	373.00	325.92	200.00
Periodical Subscriptions	2,500.00	2,848.37	3,000.00
75th Anniversary			5,740.00
Capital Purchases for Toy Library	1,500.00	0.00	1,500.00
General Capital Purchases	10,000.00	8,881.16	12,000.00
WCB Expense	300.00	341.00	350.00
Repair & Maintenance	680.00	38.25	500.00
Janitorial /Cleaning Supplies	2,000.00	1,970.79	2,000.00
Utilities	25,500.00	26,536.23	27,000.00
TOTAL EXPENSE	\$250,426.00	\$239,748.92	\$262,455.00
NET INCOME	\$352.00	\$10,523.18	\$0.00

-3% ↑

Porcupine Hills Lodge
Board Meeting
4 December, 2012

Attendees: Earl Hemmaway, Judy VanAmerongen, Linda Todd, Pam Crone, Karen Keen & Arlette Heck.

Regrets: Audrey Hoffman.

1. Called to Order by Earl Hemmaway @ 7:00pm.
2. Addition to Agenda: Letter from Lydia Chin regarding the reallocation of the grant funds. It was approved. \$40,000 can be used as follows:
 - a) mold work \$17,250.00
 - b) hot water re-circulating pipes approx. \$7,240.00
 - c) hot water tanks approx. \$18,700.
3. Karen Keen moved acceptance of the Agenda with the new additions. Carried.
4. Judy VanAmerongen moved acceptance of the Minutes of the last meeting. Carried.
- 5.1 Earl Hemmaway reported that he had spoken to David Staines re letter regarding the number of board members. We will carry on, as there are a lot of other boards operating with 6 or 7 members
- 5.2 Suzanne Fjordbotten presented 3 options for the budget. It was decided that we would go with the following increases: \$50. & \$30. to the lodge and outback units respectively, effective 1 February, 2013.
- 5.3 Linda Todd moved that we amend the increase discussed at the previous meeting to using the 2% increase option for the requisitions. Carried.
- 5.4 Judy VanAmerongen moved that the cable tv rate for the units be increased by \$15. Effective 1 February, 2013. Carried.
- 5.5 Linda Todd moved that the wages of the staff be increased by 5%, that the CAO's salary be increased by \$5000. and that Suzanne Fjorbotten's wage (the bookkeeper) be increased to \$22./hr. Carried.
- 5.6 Karen Keen moved that a Christmas gift/bonus be given to the staff of \$50, that supervisors be given \$100. bonus, and that CAO be given a bonus of \$500. Carried.
- 5.7 Karen Keen moved acceptance of the financial Report. Carried
6. Linda Todd moved acceptance of Suzanne Fjorbotten's contract with the addition of the discussed changes. Carried.
7. A motion to send a letter to John Klepaychuk and to the smokers re: smoking in the designated areas was made by Judy VanAmerongen. Carried.
8. Linda Todd moved that we take the Primary Insurance Umbrella Policy with AAMDC Jubilee. Carried.
9. Linda Todd moved that we accept the Manager's Report as presented. Carried.
10. Pan Crone moved that we accept the Recreation Report as presented. Carried.
11. Judy VanAmerongen moved that we accept the Maintenance Report as presented. Carried.
12. Judy VanAmerongen moved that we adjourn the meeting at 9:10 pm. Carried.

Next meeting January 8, 2013.