



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
JUNE 24, 2013
AGENDA

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

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING MINUTES JUNE 10, 2013

FINANCES: MAY 2013 BANK STATEMENT

ACTION ITEMS:

1. DELEGATION RESPONSE: Claresholm Fire Department
RE: Review of Scope of Practice
2. CORRES: Alberta Transportation
RE: Municipal Grant Payment
3. JOINT ELECTION SERVICES AGREEMENT
RE: Livingstone Range School Division
4. CORRES: Claresholm Garden Club
RE: Centennial Park Project
5. CORRES: Claresholm Curling Club
RE: Municipal Portion of Property Taxes
6. CORRES: Claresholm Veterinary Services
RE: Use of Centennial Park July 13, 2013
7. POLICY #GA 06-13 – Personal Vehicle Usage & Compensation
8. STAFF REPORTS: Annexation with MD of Willow Creek
9. JULY & AUGUST 2013 Regular Council Meeting Dates
10. ADOPTION OF INFORMATION ITEMS
11. IN CAMERA: LEGAL

INFORMATION ITEMS:

1. Claresholm & District Transportation Society Meeting Minutes – May 17, 2013
2. Parent Link Centre – Picnic in the Park – Nanton, Stavely and Claresholm
3. Claresholm Community Centre Board Meeting Minutes – April 23, 2013
4. Oldman River Regional Services Commission Executive Committee Minutes – May 9, 2013
5. Oldman Watershed Council Newsletter – June 2013
6. Claresholm Animal Rescue Society Regular Meeting Minutes – May 16, 2013
7. Porcupine Hills Lodge Regular Board Meeting Minutes – May 7, 2013
8. Porcupine Hills Lodge Special Board Meeting Minutes – May 27, 2013
9. Claresholm Public Library Board Regular Meeting Minutes – May 27, 2013
10. Claresholm & District Museum Update – June 10, 2013

ADJOURNMENT



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
JUNE 10, 2013**

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

PRESENT: Mayor David Moore; Councillors: Betty Fieguth, David Hubka, Doug MacPherson, Connie Quayle, Daryl Sutter and Judy Van Amerongen; Chief Administrative Officer: Kris Holbeck; Secretary-Treasurer: Karine Wilhauk; Manager of Regulatory and Property Services: Jeffery Gibeau

ABSENT: None

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

CARRIED

MINUTES:

1. REGULAR MEETING – MAY 27, 2013

Moved by Councillor Quayle that the Regular Meeting Minutes of May 27, 2013 be accepted as presented.

CARRIED

2. SPECIAL MEETING – JUNE 3, 2013

Moved by Councillor Fieguth that the Special Meeting Minutes of June 3, 2013 be accepted as presented.

CARRIED

FINANCES: APRIL 2013 BANK STATEMENT

Moved by Councillor Quayle to accept the April 2013 bank statement as presented.

CARRIED

**DELEGATIONS: CLARESHOLM FIRE DEPARTMENT – Kelly Starling, Chief
RE: Review of Scope of Practice**

Kelly Starling, Fire Chief, was present to speak to Council regarding the fire department's scope of practice. The department would like to see their level of care change from EMR to EMT. They have trained EMT's that they would like to use for what they have been trained for.

ACTION ITEMS:

**1. DELEGATION RESPONSE: Claresholm Child Care Society
RE: Delegation Request**

Moved by Councillor Fieguth to allow the Claresholm Child Care Society to make two payments of \$1,500 each per year in April and October until the loan with the Town of Claresholm is repaid.

CARRIED

Moved by Councillor MacPherson to forgive the penalties imposed to date on the Claresholm Child Care Society's accounts receivable with the Town of Claresholm.

CARRIED

**2. CORRES: Hon. Ric McIver, Minister of Transportation
RE: Alberta Government Grant Funding**

Received for information.

**3. CORRES: MPE Engineering Ltd.
RE: Claresholm Main Lift Station & Forcemain Upgrade
Tender Results and Recommendation**

Moved by Councillor Hubka to award the contract for the Claresholm Main Lift Station and Forcemain Upgrade to Everest Construction Management for \$1,988,324.10 including 5% GST as recommended by MPE Engineering Ltd.

CARRIED

**4. CORRES: Jacob & Alicia Fox
RE: Water Rates**

Received for information.

**5. POLICY #GA 08-11 – Personal Vehicle Usage & Compensation –
Councillor MacPherson**

Referred to administration.

6. ADOPTION OF INFORMATION ITEMS

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

CARRIED

7. IN CAMERA: PERSONNEL

Moved by Councillor MacPherson that this meeting go In Camera.

CARRIED

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

CARRIED

ADJOURNMENT: Moved by Councillor Van Amerongen that this meeting adjourn at 8:51pm.

CARRIED

Mayor – David Moore

Chief Administrative Officer – Kris Holbeck

DRAFT

**TOWN OF CLARESHOLM
MAY 2013 BANK STATEMENT**

RECONCILED BALANCE APRIL 30, 2013			\$323,590.62
DEPOSITS TO BANK	DEBITS	CREDITS	BALANCE
RECEIPTS FOR MONTH	\$1,186,118.58		
REVOLVING LOAN RECEIVED	0.00		
CURRENT ACCOUNT INTEREST	151.44		
GIC REDEEMED	0.00		
INTEREST ON GICS	0.00		
TRANSFERS FROM T-BILLS	0.00		
SUBTOTAL	\$1,186,270.02		
CHARGES TO ACCOUNT			
ACCOUNTS PAYABLE		\$942,898.24	
PAYROLL CHARGES		166,439.82	
INTEREST ON REVOLVING LOAN		0.00	
REVOLVING LOAN PAID		0.00	
LOAN PAYMENTS		0.00	
MASTERCARD PAYMENT		1,112.24	
TRANSFERS TO T-BILLS / GIC PURCHASE		711,216.22	
NSF CHEQUES		1,163.65	
SERVICE CHARGES		260.45	
SCHOOL FOUNDATION PAYMENT		0.00	
SUBTOTAL		\$1,823,090.62	
NET BALANCE AT END OF MONTH			-\$313,229.98
BANK RECONCILIATION			
BALANCE PER BANK	169,706.72		
PLUS OUTSTANDING DEPOSITS	3,305.88		
LESS OUTSTANDING CHEQUES		-486,242.58	
RECONCILED BALANCE MAY 31, 2013			-\$313,229.98
OTHER BALANCES:			
EXTERNALLY RESTRICTED T-BILLS	\$1,157,139.81		
EXTERNALLY RESTRICTED GIC'S (FCSS)	\$10,000.00		
NON-RESTRICTED GIC'S	\$1,250,000.00		
PARKING RESERVE	\$3,595.17		
WALKING PATHS RESERVE	\$1,967.36		
OFFSITE LEVY RESERVE	\$62,092.14		
SUBDIVISION RESERVE	\$35,919.41		
REVOLVING LOAN BALANCE		\$0.00	

SUBMITTED TO TOWN COUNCIL THIS 24th DAY OF JUNE 2013

K. Wilhauk

Submitted: Karine Wilhauk
Secretary Treasurer

K. Holbeck 6/21/13

Reviewed: Kris Holbeck, CA
Chief Administrative Officer

Mayor: David Moore

ACTION ITEMS



Policy #PROT 07-10

Emergency Services Levels And Standards

PURPOSE: To provide guidelines for all first responders to an emergency call as to the level and standards approved by the municipality.

The Town of Claresholm's Fire Department (CFD) serve as first responders within the geographical area of the Town, and such other areas designated by Town Council. The Town's fire fighters hold varying levels of qualifications from Basic First Aid & CPR training (Basic) to Emergency Medical Responder (EMR).

The Town of Claresholm has adopted this policy to ensure that any first response call is handled by the CFD responders based upon Council's direction and the training and qualifications of the individual members who may respond. The emergency services levels and standards approved by the Town (attached) are based on differing first response scenarios.

POLICY:

1. Town of Claresholm Fire Department members responding to an emergency services call are expected to provide medical first response care based upon a Basic First Aid and CPR Level C level of service. However individual members who have received personal training and have been properly qualified to provide EMR service, if present at an incident, may provide EMR services within the scope of their training and qualifications.
2. Members will provide services in accordance with the attached Appendix “A” – Claresholm Fire Department Emergency Services Levels and Standards.
3. Members will only provide the above services if they are qualified to do so.

EFFECTIVE DATE: July 20, 2010

APPENDIX A

**CLARESHOLM FIRE DEPARTMENT
EMERGENCY SERVICES LEVELS AND STANDARDS**

EMERGENCY SERVICE PROVIDED	LEVEL OR STANDARD
EMERGENCY DISPATCH SERVICES:	Approved Provided 911 Dispatch Centre
EMERGENCY MEDICAL SERVICES:	
<ul style="list-style-type: none"> • Medical Co-Response (MCR) 	Basic First Aid and CPR training. However members with EMR, if present, may provide EMR level response within their qualifications.
<ul style="list-style-type: none"> • Medical First Responder (only when no ambulances are available) 	Basic First Aid and CPR training. However members with EMR, if present, may provide EMR level response within their qualifications.
<ul style="list-style-type: none"> • Medical First Responder (assist on Delta & Echo Responses) 	Basic First Aid and CPR training. However members with EMR, if present, may provide EMR level response within their qualifications.
<ul style="list-style-type: none"> • Medical First Responder (fire drivers for medical emergencies) 	Class 4 License

- r) **“Fire Protection”** shall mean all aspects of fire safety including, but not limited to, fire prevention, fire fighting or suppression, pre-fire planning, fire investigation, public education and information, rescue, training or other staff development and advising.
- s) **“First Responder (Awareness)”** shall mean those persons who in the course of their normal duties may be the first on the scene of a Dangerous Goods or Hazardous Materials incident and are trained to recognize that a hazard exists, call for trained personnel and secure the area.
- t) **“First Responder (Emergency Services)”** shall mean those persons, who in the course of their normal duties, may be the first on the scene of a medical emergency, and are trained to a basic first aid and CPR training level.
- u) **“Hazardous Material”** shall mean a substance (gas, liquid or solid) not in transit capable of creating harm to people, property and the environment as defined by the United Nations Hazard Class Number System.
- v) **“Illegal Fire”** shall mean any fire that is set in contravention of this Bylaw.
- w) **“Incident”** shall mean a fire, a situation where a fire or explosion is imminent or any other situation presenting a danger or possible danger to life or property and to which the Department has responded.
- x) **“Inspection Officer”** shall mean the Fire Chief, or any Member directed to undertake inspections.
- y) **“Member”** shall mean any person employed as a Member of the Department under this Bylaw and shall include the Fire Chief.
- z) **“Municipal Government Act”** shall mean the Municipal Government Act, RSA 2000, Chapter M-26, and any amendments thereto;
- aa) **“Mutual Aid Agreement”** shall mean an agreement between the Town and other municipalities or persons for the joint use, control and management of fire extinguishing apparatus and equipment.
- bb) **“Officer”** shall mean an Officer of the Department.
- cc) **“Qualified Personnel”** shall mean a person in possession of a Fireworks Supervisor Card issued pursuant to the Explosives Act (Canada) and the Alberta Fire Code A.R. 52/98 and their regulations.
- dd) **“Quality Management Plan (QMP)”** shall mean the uniform QMP that includes Sections 1 – 11 that was accepted by the Administrator Service of Accreditation and signed on January 10, 1996.
- ee) **“Recreational Fire”** shall mean a fire contained with a fire pit, an outdoor fireplace or a stationary barbeque.
- ff) **“Running Fire”** shall mean a fire burning without being under the proper control of any person.
- gg) **“Safety Codes Officer”** shall mean an individual designated as a Safety Codes Officer in accordance with the Safety Codes Act S.A. 1991 c. S-0.5, s. 7.
- hh) **“Standard Operating Procedures”** shall mean the Claresholm Fire Department's Procedure Manual.
- ii) **“Town”** shall mean the Town of Claresholm.

SECTION 3 ESTABLISHMENT OF DEPARTMENT

- 3.1 Council hereby establishes the Claresholm Fire Department for the purpose of:
 - a) Providing Fire Protection services;
 - b) Preventing, combating and extinguishing Fires and Incidents;
 - c) Investigating the cause and origin of Fires and Incidents;
 - d) Preserving life and property and protecting persons and property from injury or destruction by Fire or Incident;
 - e) Operating Apparatus and Equipment for the purpose of extinguishing Fires or Incidents and preserving life and property;
 - f) Fulfilling obligations under approved Fire Protection agreements;
 - g) Providing public education about fire safety;
 - h) Carrying out Fire inspections and prevention patrols;
 - i) Pre-fire and emergency planning and practice;
 - j) Providing initial first response to medical incidents; and
 - k) Providing rescue services;**

And each shall be performed by the Claresholm Fire Department to the level of service adopted by Council in the Quality Management Plan and Schedule 'C' Policy #PROT 07-10, “Emergency Services Levels and Standards”, which shall not be inconsistent with the legislation and regulation of the Province of Alberta.
- 3.2 The Department shall respond within the scope that the department's manpower, equipment and training permits, for the purpose of:
 - a) Preventing and extinguishing fires in structures and wild land areas;
 - b) Preserving life and property and protecting persons and property from injury or destruction by fire;
 - c) Providing assistance to emergency medical services (EMS) as required;

File: 1560-FGTF-CLAR

June 10, 2013

His Worship David Moore
Mayor
Town of Claresholm
P.O. Box 1000
Claresholm, AB T0L 0T0

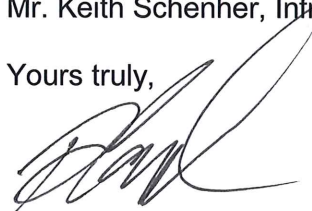
Dear Mayor Moore:

Subject: Municipal Grant Payment

Please be advised that a grant in the amount of \$206,201 is being electronically transferred to the Town of Claresholm under the 2013 Federal Gas Tax Fund.

We look forward to working with your town in continuing to meet your capital infrastructure needs. If you have any questions or concerns regarding this program, please contact Mr. Keith Schenher, Infrastructure Grants Technologist, at 403-382-4069.

Yours truly,



Darrell Camplin, P.Eng.
Regional Director

cc: Municipal Programs

JOINT ELECTION SERVICES AGREEMENT

THIS AGREEMENT entered into this _____ day of _____, A.D. 2013

BETWEEN:

LIVINGSTONE RANGE SCHOOL DIVISION NO. 68
(hereinafter referred to as the "School Division")

OF THE FIRST PART

AND

TOWN OF CLARESHOLM
(hereinafter referred to as the "Municipality")

OF THE SECOND PART

WHEREAS the General Election will be held on October 21, 2013 (the Election);

AND WHEREAS the *Local Authorities Election Act, R.S.A., 2000*, and amendments thereto provides for local authorities to enter into agreements for the holding of joint elections;

AND WHEREAS Ward 1 of the School Division is located within the boundaries of the Municipality;

AND WHEREAS the School Division and the Municipality are desirous of entering into an agreement to hold a joint election;

AND WHEREAS Part 5 of the **Act** provides for the resolution of a controverted election and in particular section 137 of the **Act**, which provides for the adjudication as to whether an election was invalid;

NOW THEREFORE be it agreed that the School Division and the Municipality do hereby make provision for the holding of joint election in Ward 1, with each party under the following obligations:

1. The **School Division** shall in accordance with the Local Authorities Election Act, R.S.A. 2000, Chapter L-21, as amended, and any regulations passed thereunder appoint their own returning officer for the School Division for the internal administration of the election and shall:
 - a) give notice of nomination for school trustee in relation to the Ward(s);
 - b) receive trustee nominations at the local School Division office;
 - c) give notice of an Election in relation to the Ward(s) in the prescribed form;
 - d) provide all the required advertising of the Election as it pertains to the Ward(s);
 - e) provide to the Municipality a sufficient number of ballots as it pertains to the Ward(s);
 - f) pick up the sealed trustee ballot boxes and ballot accounts from the Municipality after the Election;
 - g) declare the result of the Election for the School Division as required by legislation;
 - h) retain and subsequently destroy the trustee ballot boxes in relation to the Ward(s) as legislated.

2. The **Municipality** shall, subject to section 1 of this agreement, in accordance with the Local Authorities Election Act, R.S.A. 2000, Chapter L-21, as amended, and any regulations passed thereunder appoint a Returning Officer for the purpose of providing the election services to the School Division and shall, under the direction and control of its Returning Officer:
 - a) provide all necessary Election officials to conduct the Election;
 - b) provide Election training sessions to individuals working at the voting stations in the Municipality prior to October 21, 2013;
 - c) set up and designate voting stations and ensure voting stations:
 - i are furnished with one or more voting compartments arranged and that voting instructions are posted in each voting compartment;
 - ii are supplied with separate ballot boxes for the School Division Election;
 - iii are supplied with all necessary Election materials including a sufficient number of ballots for the School Division Election as provided by the School Division in accordance with this agreement;
 - iv are open from 10 a.m. until 8 p.m. on October 21st, 2013; and
 - v meet such other requirements as may be set out in the Local Authorities Election Act, R.S.A. 2000, L-21, as amended, and any regulations passed thereunder.
 - d) ensure that all ballots for the School Division Election are issued, collected, examined, signed, counted and recorded;
 - e) report the ballot counts for the trustees pertaining to the Ward(s) to the School Division on Election day;
 - f) release the sealed School Division Election trustee ballot boxes to the School Division after the completion of the Election.
3. Subject to articles 3 a. and 3 b, the School Division shall pay to the Municipality 50% of the actual costs of the Election as it pertains to the Ward(s) upon being presented with an invoice by the Municipality with supporting documentation evidencing the actual costs of staffing, Election supplies, facility rentals and all other costs relating to the Election as it pertains to the Ward(s).
 - a) In the event that no Election is required for school trustee in Ward 1 and an Election is required for municipal purposes, then the parties are relieved of all obligations under this Agreement as it pertains to that Ward and the total cost of the Election will be borne by the Municipality.
 - b) In the event that no municipal Election is required in the Municipality and an Election is required for school trustee in Ward 1, the Municipality will conduct the Election and the entire actual cost of the Election for school trustee will be borne by the School Division.
4. The parties agree to the following controverted election dispute resolution process:
 - a) In the event of a controverted school board trustee election application pursuant to Part 5 the **Act** ("Action"), the School Division shall represent and defend both parties to this Agreement, at its cost.
 - b) Within thirty (30) days of the expiry of the appeal period for the Action, as contemplated by section 146 of the **Act** (unless the parties mutually agree to an earlier date), the parties shall meet to agree in writing as to responsibility and remedy as follows:

- i Fault as between the School Division and the Municipality, if any, in relation to the allegation(s) of the applicant(s) of the action;
 - ii The apportionment and contribution for any costs for the holding of a new election(s);
 - iii The apportionment and contribution for the defence costs (legal fees, disbursements, and other costs incurred and/or paid by the School Division and/or its insurer) in defending the Action; and
 - iv The apportionment and contribution for any taxable costs awarded by the Court in the Action to the applicant(s).
- c) If the parties are not able to come to a mutually satisfactory agreement pursuant to Article 4(b) either party may give notice to the other of its desire to have the issues set out in section 4(b) arbitrated in accordance with the provisions of the Arbitration Act, RSA 2000 c.A-43 or any successor legislation and this Agreement.
- d) In the notice to arbitrate, the party shall also propose an arbitrator.
- e) The party receiving the notice to arbitrate shall, within ten (10) days, accept or reject the proposed arbitrator, and in the latter event, shall propose an alternate arbitrator.
- f) If the parties cannot mutually agree to an arbitrator, within fourteen (14) days of the notice to arbitrate, either party may apply to have an arbitrator appointed pursuant to the Arbitration Act, RSA 2000 c.A-43.
- g) The parties agree to equally bear the cost of the Arbitrator until final determination on costs by the Arbitrator.
5. This Agreement is not assignable, either in whole or in part, without the assigning Party having obtained the prior written consent of the other Party, which consent shall not be unreasonably withheld.
6. Any term or condition of this Agreement may be amended or added by exchange of letters signifying mutual agreement between the parties to amend or add such term and condition and all other terms and conditions of this Agreement shall remain unchanged.

THIS AGREEMENT shall remain in effect until the conclusion of the 2013 Local Authorities Election.

IN WITNESS WHEREOF the parties have hereto duly executed this Agreement as of the day and year first above written.

LIVINGSTONE RANGE SCHOOL DIVISION

TOWN OF CLARESHOLM

Superintendent

Mayor

Associate Superintendent
Business Services

Chief Administrative Officer



Claresholm Garden Club

P.O.Box 2547, Claresholm, Alberta T0L0T0

To share knowledge, ideas, and encouragement to anyone who enjoys the challenge of Claresholm and area gardening



Town of Claresholm
Economic Development Committee
Claresholm, AB.

June 13, 2013

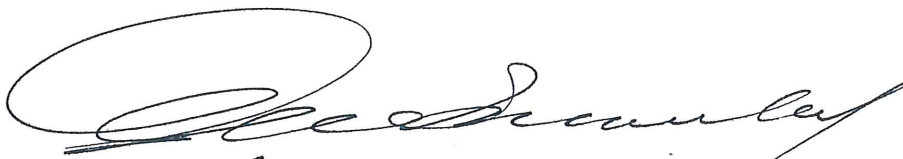
Dear Committee:

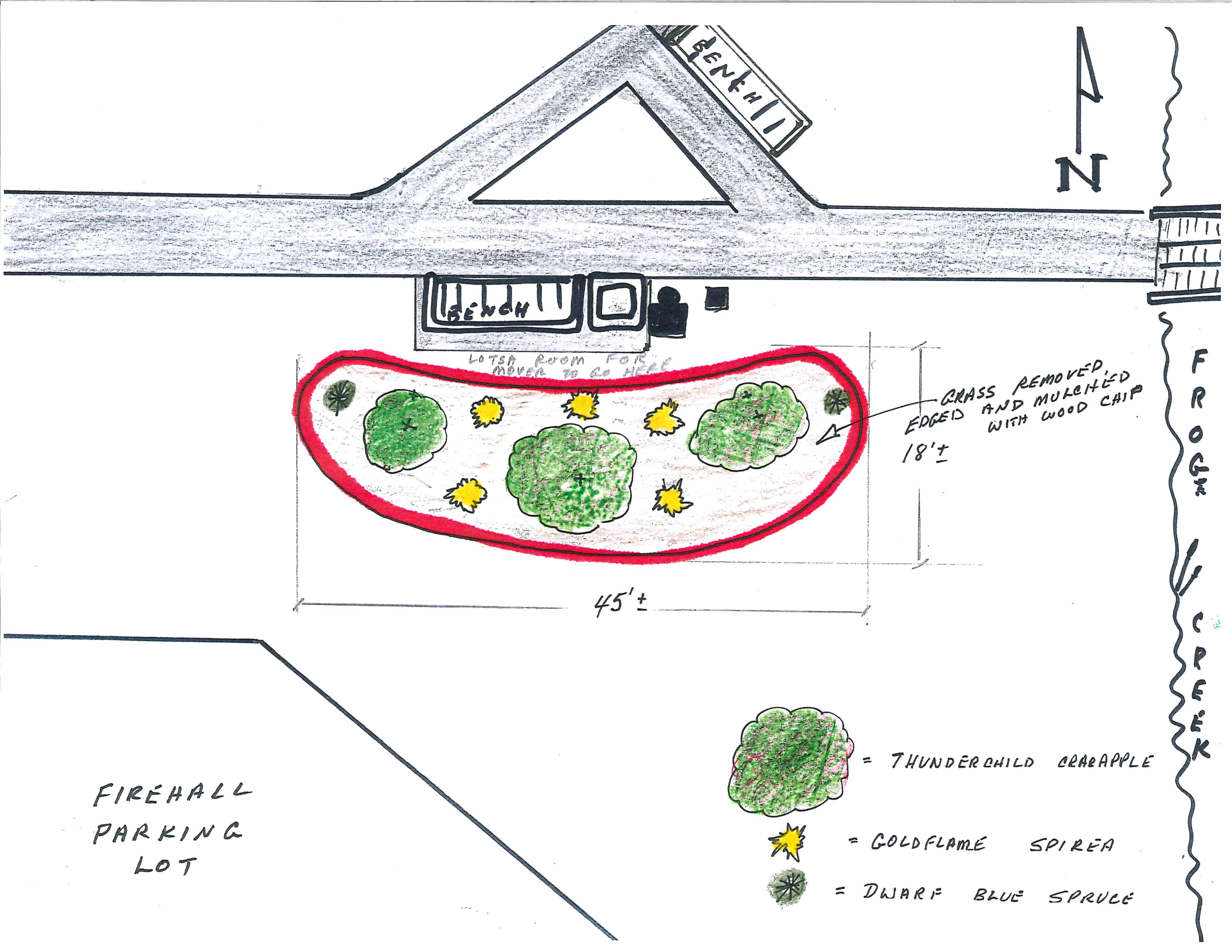
We, The Claresholm Garden Club, propose a project partnered with yourselves to beautify the area in the south east corner of Centennial Park. It entails planting three trees and seven shrubs.

WE WOULD: (1) Purchase the trees and shrubs
(2) Dig in edging around the bed
(3) Plant the trees and shrubs

TOWN WOULD: (1) Remove grass from the bed
(2) Dig three holes for the three trees
(3) Haul and spread wood chips when planting was done
(4) Be responsible for ongoing maintenance

Along with the beautification of the area, the trees and shrubs would form a barrier between the benches and Road #520 to the south and the Fire Hall parking lot, but would not restrict view of any part of Centennial Park from the benches. We believe the project will be acceptable to Town Foreman regarding the maintenance.


Regards
Claresholm Garden Club



BENCH



BENCH

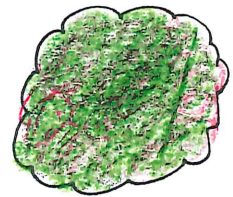
LOTS OF ROOM FOR MORE TO GO HERE

GRASS REMOVED, EDGED AND MULCH'ED WITH WOOD CHIPS
18'±

45'±

FRODO CREEK

FIREHALL PARKING LOT



= THUNDERCHILD CRABAPPLE



= GOLDFLAME SPIREA



= DWARF BLUE SPRUCE







Photo Property of: Bylands Nurseries Ltd.

Claresholm Curling Club
Box 1976
Claresholm, AB T0L 0T0

June 18, 2013

Town of Claresholm
Box 1000
Claresholm, AB T0L 0T0

Dear Sirs:

Enclosed please find a copy of the 2013 Taxation Notice. We ask council to wave the Municipal Tax amount of \$855.97 for the Claresholm Curling Club.

Yours truly,



Dale P. Seeman
Treasurer

DPS/mrk
Enclosure (1)

TOWN OF CLARESHOLM

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



2013

**TAXATION NOTICE
& PROPERTY ASSESSMENT**

ROLL NO.	PROP. SIZE	PORTION			QUAD	SEC	TWP	RGE	MER
11917000	0					0	0	0	0
SUBDIVISION NAME		CURLING RINK							
CIVIC ADDRESS		430 53 AVE E							
MORTGAGE NUMBER		PLAN	BLOCK	LOT					
		8010781	118	33					
MORTGAGE COMPANY NAME									

DATE OF MAILING	2013-Jun-14
DUE DATE	2013-Aug-30

ASSESSMENT COMPLAINT MUST BE RECEIVED	
ON OR BEFORE	2013-Aug-13

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

PREVIOUS ASSESSMENT	
DESCRIPTION	AMOUNT
COMMERCIAL IMPROV	75,630
COMM ASSOC IMPROV	1,039,720
TOTAL ASSESSMENT	1,115,350

CURRENT ASSESSMENT	
DESCRIPTION	AMOUNT
COMMERCIAL IMPROV	71,930
COMM ASSOC IMPROV	997,200
TOTAL ASSESSMENT	1,069,130
EXEMPT	997,200.00
TAXABLE	71,930

IMPORTANT PENALTY INFORMATION
TAXES ARE DUE IN FULL, EXCEPT FOR T.I.P.P. PARTICIPANTS, BEFORE 4:00 P.M. ON FRIDAY, AUGUST 30th, 2013. ALL CURRENT OUTSTANDING TAXES AFTER AUGUST 30th, 2013 ARE SUBJECT TO A 14% PENALTY. A FURTHER 14% PENALTY WILL BE ASSESSED ON ALL TAXES AND CHARGES APPLIED TO TAX ACCOUNTS REMAINING UNPAID AFTER DECEMBER 31, 2013

EDUCATION TAXES		TAX RATE	TAX AMOUNT
LRSD (NON-RESIDENTIAL)		0.003821700	274.89
TOTAL 2013 EDUCATION TAXES			274.89
SUB TOTAL 2013 TAXES			274.89

MUNICIPAL AND OTHER TAXES		TAX RATE	TAX AMOUNT
HOME FOR AGED		0.000266000	19.13
MUNICIPAL TAX (NON-RESIDENTIAL)		0.011900000	855.97
TOTAL 2013 MUNICIPAL AND OTHER TAXES			875.10
SUB TOTAL 2013 TAXES			1,149.99

TOTAL 2013 TAXES			1,149.99
CURRENT OUTSTANDING			0.00
TOTAL CURRENT TAXES PAYABLE FOR 2013			1,149.99
AMOUNT DUE AFTER AUGUST 30, 2013			1,310.99

TAX INSTALLMENT PAYMENT PROGRAM	
CURRENT INSTALLMENT AMOUNT	0.00
BY JOINING THE PAYMENT PROGRAM YOUR PAYMENTS COULD BE AS LOW AS	95.83

FOR COMPARISON 2012 TAXES (NOT INCLUDING LOCAL IMPROVEMENTS) WERE	1,132.89
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Take notice that you have been assessed under the provisions of the Municipal Government Act for the above mentioned property and taxes are now due and payable as shown. In the event of non-payment, the said taxes may be recovered as provided in the Municipal Government Act.

YOUR PROPERTY HAS BEEN ASSESSED FOR THE ABOVE TAXATION YEAR. THE ASSESSMENT ROLL IS OPEN FOR INSPECTION DURING OFFICE HOURS. IF YOU OR YOUR AGENT WISH TO APPEAL, STANDARD APPEAL FORMS (AVAILABLE AT THE TOWN OFFICE) MUST BE FILLED OUT AND SUBMITTED TO THE A.R.B. CLERK WITH A \$50.00 PER PARCEL APPEAL FEE, ON OR BEFORE AUGUST 13th, 2013 at 4:00 P.M. (SEE ATTACHMENT).

TOWN OF CLARESHOLM

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



ROLL NUMBER	11917000
LAST DATE BEFORE PENALTY	2013-Aug-30

2013

**TAXATION NOTICE
& PROPERTY ASSESSMENT**

ARREARS OR CREDIT	CURRENT TAXES	NET DUE
0.00	1,149.99	1,149.99

AMOUNT DUE PLEASE PAY	1,149.99
AMOUNT PAID	

PLEASE SUBMIT THIS PORTION WHEN MAKING PAYMENT. THANK YOU.

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

11917000

June 21/13

Dear Town of Claresholm,

I am writing you this letter in regards to Claresholm Veterinary Services using Centennial Park for our Dog Days of Summer event. The event will consist of a dog walk starting at Centennial Park and going around town, afterwards there will be a BBQ and games at the park. We would like to request the access of the washroom facilities in either the campground or the spray park. If you could let us know if either of these locations would work that would be great. Thank you for your time.

Sincerely,



Andrea Sebok

- July 13th/13 10:30AM - 3:00 PM ^{AS}
- Dog walk for charity for ARF (Alberta Animal Rescue Foundation)
- BBQ for charity as well as customer appreciation





Policy #GA 06-13

Personal Vehicle Usage and Compensation

PURPOSE:

This policy will outline the regulations as to the use of personal vehicles for business purposes.

APPLICATION:

This policy applies to all persons, including the operator, engaged in using personally owned vehicles for business purposes. This policy does not apply to members of Town Council.

POLICY:

The Town of Claresholm has vehicles available for use for company business and encourages the use of such vehicles. This policy is in effect when an individual **chooses** to use their own vehicle for business purposes or when there is no company vehicle available.

TERMS & CONDITIONS:

1. Individuals are responsible to ensure their own personal insurance is adequate to cover them for use on company business with the appropriate rider certifying coverage for business use.
2. The Town of Claresholm will not be held liable for any damages incurred when an individual chooses to use their own vehicle for business purposes.
3. The Town agrees to reimburse **half** the current Canada Revenue Agency (CRA) suggested rate per kilometre for mileage to and from the destination of the business activities only. Personal use before and after the actual business activity *will not* be compensated for.
4. On the occasions where a Town of Claresholm vehicle is not available for use, then the individual may still choose to use their own vehicle and accept the responsibilities of the insurance and liability, but will be compensated the full going rate for mileage reimbursement as stated in the Staff Training and Development Policy #GA 09-07 (current CRA suggested rates).
5. Each individual who is using their personal vehicle for company business is required to sign an agreement stating they have read this policy and agree to the Terms and Conditions as listed above.
6. All previous policies on this topic are hereby rescinded.

EFFECTIVE DATE OF POLICY:



Policy #GA 08-11

Personal Vehicle Usage and Compensation

AGREEMENTS:

1. VEHICLE AVAILABLE

I, _____(name) acknowledge that I have been offered the use of a Town of Claresholm registered vehicle to carry out business duties and I have refused the use of such and I choose to use my own personal vehicle. I have read and understand Policy #GA 06-13.

Date: _____

Purpose: _____

Signature: _____

2. VEHICLE NOT AVAILABLE

I, _____(name) acknowledge that there is not a Town of Claresholm registered vehicle available and am therefore required to use my personal vehicle to carry out business duties. I have read and understand Policy #GA 06-13.

Date: _____

Purpose: _____

Signature: _____

3. ADMINISTRATION

I, _____(name) acknowledge that as a member of the Administrative Staff for the Town of Claresholm, I have access to using a Town of Claresholm registered vehicle to complete Town business. I accept the Terms and Conditions as outlined in Policy #GA 06-13.

Date: _____

For the year ended December 31, 20_____.

Signature: _____



Policy #GA 08-11

Personal Vehicle Usage and Compensation

PURPOSE:

This policy will outline the regulations as to the use of personal vehicles for business purposes.

APPLICATION:

This policy applies to all persons, including the operator, engaged in using personally owned vehicles for business purposes.

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TERMS & CONDITIONS:

1. Individuals are responsible to ensure their own personal insurance is adequate to cover them for use on company business with the appropriate rider certifying coverage for business use.
2. The Town of Claresholm will not be held liable for any damages incurred when an individual chooses to use their own vehicle for business purposes.
3. The Town agrees to reimburse **half** the current Canada Revenue Agency (CRA) suggested rate per kilometre for mileage to and from the destination of the business activities only. Personal use before and after the actual business activity *will not* be compensated for.
4. On the occasions where a Town of Claresholm vehicle is not available for use, then the individual may still choose to use their own vehicle and accept the responsibilities of the insurance and liability, but will be compensated the full going rate for mileage reimbursement as stated in the Staff Training and Development Policy #GA 09-07 (current CRA suggested rates).
5. Each individual who is using their personal vehicle for company business is required to sign an agreement stating they have read this policy and agree to the Terms and Conditions as listed above.

EFFECTIVE DATE OF POLICY: AUGUST 15, 2011



Policy #GA 08-11

Personal Vehicle Usage and Compensation

AGREEMENTS:

1. VEHICLE AVAILABLE

I, _____(name) acknowledge that I have been offered the use of a Town of Claresholm registered vehicle to carry out business duties and I have refused the use of such and I choose to use my own personal vehicle. I have read and understand Policy #GA 08-11.

Date: _____

Purpose: _____

Signature: _____

2. VEHICLE NOT AVAILABLE

I, _____(name) acknowledge that there is not a Town of Claresholm registered vehicle available and am therefore required to use my personal vehicle to carry out business duties. I have read and understand Policy #GA 08-11.

Date: _____

Purpose: _____

Signature: _____

3. TOWN COUNCIL

I, _____(name) acknowledge that as a member of Claresholm Town Council, I have access to using a Town of Claresholm registered vehicle to complete Town business. I accept the Terms and Conditions as outlined in Policy #GA 08-11.

Date:_____

For the Council term ending in October 20_____.

Signature:_____

4. ADMINISTRATION

I, _____(name) acknowledge that as a member of the Administrative Staff for the Town of Claresholm, I have access to using a Town of Claresholm registered vehicle to complete Town business. I accept the Terms and Conditions as outlined in Policy #GA 08-11.

Date:_____

For the year ended December 31, 20_____.

Signature:_____

**TOWN OF CLARESHOLM
REGULATORY & PROPERTY
SERVICES DEPARTMENT**

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



MEMO

To: Town of Claresholm – Municipal Council
Municipal District of Willow Creek No.26 – Municipal Council
From: Jeff Gibeau, Manager Regulatory & Property Services
Date: June 19th, 2013
Re: Town of Claresholm Annexation Rational

Urgent For Review Please Comment Please Reply Please Recycle

Rational

Further to the attached subject lands map, the Town of Claresholm has targeted 10 parcels of land:

Total area of lands included in the annexation proposal:		270.9 hectares (ha)
Land dedicated to the highway bypass:	43.3 ha	
Lands to be returned to the MD:	60.9 ha	
	Sub-total:	166.7 ha
Lands within the environmental setback:	18 ha	
	Total Developable Land	148.7 ha

The Town of Claresholm has identified two primary types of future land uses for the 148.7ha of developable land (also shown in the subject lands map). First, Industrial land to be located of the east side of the Town, north and south of Highway 520. Second, Highway Commercial land to be located within close proximity to Highway 2, on the north side of Town. Secondly, expansion of the institutional use of the Porcupine Hills Lodge and expansion of the municipal public utility – storm water system will account for a small amount of the 148.7ha of developable land.

Over the last 10 to 11 years, the Town of Claresholm has experienced healthy industrial and commercial growth; consuming 20.1ha of vacant land, plus 7.7ha of re-developed industrial and commercial land. Given the Municipal Government Board's direction that proposed annexations should ensure a 50 year supply of land, the Town of Claresholm feels that the 148.7ha of developable land will meet this requirement.

Please note that the Town of Claresholm has been and is open to discussions on the amount of land included in the proposed annexation.

Jeff Gibeau
Manager of Regulatory & Property Services



townofclaresholm.com

Phone: (403) 625-3381

Fax: (403) 625-3869

**TOWN OF CLARESHOLM
ANNEXATION 2012**

--- Town Boundary
 --- Highway Right-of-way

**MAP 3
PROPOSED ANNEXATION**

Areas Of Annexation:

NW 1/4 Sec 24-12-27-4 - Linc # 0021 723 002 &
 LINC # 0030 223 713,
 NW 1/4 Sec 25-12-27-4 - Linc # 0023 547 749,
 Lot 1, Block 1, Plan 9211776 - Linc # 0023 547 757,
 Plan 7510394 - Linc # 0018 083 650,
 SW 1/4 Sec 25-12-27-4 - Linc # 0021 707 013

And
 Block 3, Plan 731663 - Linc # 0023 954 662,
 Block 4, Plan 731663 - Linc 3 0015 226 798,
 Block 5, Plan 731663 - Linc # 0015 217 243
 Road Plan 9212229,
 All Within S 1/2 Sec 35-12-27-4

And
 Portion of Block 8, Plan 7410624 - Linc # 0020 074 035
 Within NW 1/4 Sec 35-12-27-4
 Containing - 270.9±ha (669.3±Acres) **695.29a**
 Area West of Highway - 166.75±ha (412.04±Acres)
 Area East of Highway - 60.86±ha (150.39±Acres)
 Area contained by Highway ROW - 43.27±ha
 (106.92±Acres)

NOT RESPONSIBLE FOR ERRORS OR OMISSIONS



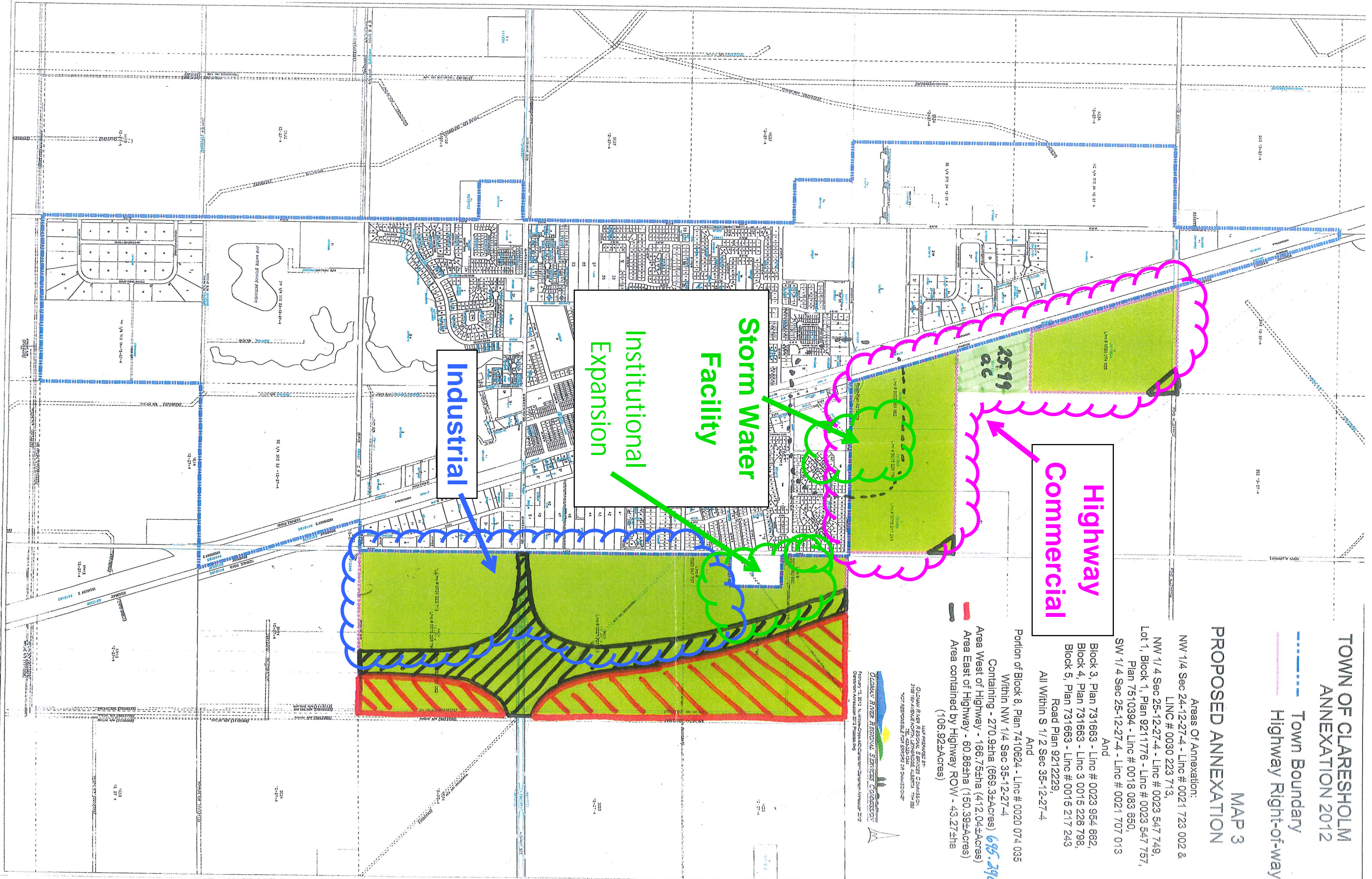
Ojibway River Regional Services Commission
 2105-15th Avenue North, Thompson, Alberta T9V 1B1
 787-788-2222
 2012

**Storm Water
Facility
Expansion**

Industrial

**Highway
Commercial**

25.99
ac



TOWN OF CLARESHOLM
REGULATORY & PROPERTY
SERVICES DEPARTMENT

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



MEMO

To: Town of Claresholm – Municipal Council
Municipal District of Willow Creek No.26 – Municipal Council
From: Jeff Gibeau, Manager Regulatory & Property Services
Date: June 20th, 2013
Re: Town of Claresholm Annexation – Proposed Annexation Terms

Urgent For Review Please Comment Please Reply Please Recycle

Proposed Annexation Terms

The inter-municipal committee has worked hard negotiate the terms of the proposed annexation. If both municipalities are in agreement, the committee would seek resolutions confirming the term that has been agreed too. To date, several main issues have been discussion and potential resolutions have been made, specifically:

4 years of compensation for the Municipal District of Willow Creek:

1. For the purpose of compensation of lost taxation for the annexed parcels, the Town of Claresholm proposes to compensate the Municipal District of Willow Creek in 2014 and subsequent years, up to and including 2018, the total amount of taxes levied as assessed on the same basis as if they had remained in the Municipal District of Willow Creek No.26. This transaction is anticipated to be carried out annually, however the Town of Claresholm may choose to buy out the remaining term at any time, at the current years assessment (levied as assessed on the same basis as if they had remained in the Municipal District of Willow Creek No.26).

25 years of tax relief for land owners:

1. For taxation purposes in 2014 and subsequent years, up to and including 2029, the annexed land and the assessable improvements to it
 - a. must be assessed by the Town on the same basis as if they had remained in the Municipal District of Willow Creek No.26, and
 - b. must be taxed by the Town in respect of each assessment class that applies to the annexed land and the assessable improvements to it using the tax rate established by the Municipal District of Willow Creek No.26.

2. Where in any taxation year, a portion of the annexed land
 - a. becomes a new parcel of land created as a result of subdivision or separation of title by registered plan of subdivision or by instrument or any other method that occurs at the request of, or on behalf of, the landowner,
 - b. is redesignated at the request of, or on behalf of the landowner under the Town Land Use Bylaw to another designation, (a copy of the Agricultural / Transitional land use district is attached)

section 1 ceases to apply at the end of that taxation year in respect of that portion of the annexed land and the assessable improvements to it.
3. Where in any taxation year, the total area of the residual parcel of annexed land falls below 3.45 hectares (8.75 acres) by any subdivision or other method that occurs at the request of, or on behalf of, the landowner; section 1 ceases to apply at the end of that taxation year in respect of that portion of the annexed land and the assessable improvements to it.
4. After section 1 ceases to apply to a portion of the annexed land in a taxation year, that portion of the annexed land and the assessable improvements to it must be assessed and taxed for the purposes of property taxes in the following year in the same manner as other property of the same assessment class in the Town is assessed and taxed.

Jeff Gibeau

Manager of Regulatory & Property Services



townofclaresholm.com

Phone: (403) 625-3381

Fax: (403) 625-3869

AGRICULTURAL / TRANSITIONAL – A/T

1. PERMITTED USES

Extensive agriculture
Market garden
Pasture lands

PROHIBITED USES

Confined feeding operation

DISCRETIONARY USES

Campground
Public park or recreation
Sports fields
Intensive horticultural operations or facilities

2. MINIMUM LOT SIZE

64.8 hectares (160 acres) or area of existing titles.

INFORMATION ITEMS

CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY
Board of Directors, May 17, 2013

ATTENDEES: Neil Ohler – Lay Representative
Howard Paulsen - Lay Representative
David Hubka– Town of Claresholm
Earl Hemmaway – M.D. of Willow Creek
Holly Gillespie – Porcupine Hills Lodge
Brydon Saunders – Lay Representative
Lyal O’Neill – Office Coordinator

REGRETS: Walter Gripping – Town of Granum
Bob Thompson – Claresholm Seniors Center
Sandra Young - Wandering Willows

Howard Paulsen, Chair called the meeting to order at 10:00am.

1.0 APPROVAL OF ADDITIONS TO AGENDA

Moved by Neil Ohler to accept the agenda with no additions.
Carried.

2.0 APPROVAL OF MINUTES

Moved by David Hubka to accept the minutes of the meeting held April 19, 2013
. Carried

3.0 BUSINESS ARISING

1. CFEP –received \$57,769 May 23, based on matching grant 2 vans + GST.
2. Lyal will book a day at the Golf Club for our 10 year recognition awards.
3. Report on SASCI workshop attended in Pincher Creek

4.0 CORRESPONDENCE

1. Attached Letter from CIP stating the conditions on our grant received.

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 \$ 2,960 as a result of our fund raising campaign –
 - Received \$ 18,750 as a result of our Service Clubs/Municipal fund raising campaign
 - Total \$21,710
4. Chairman’s report. Things are going good..

6.0 NEW BUSINESS

1. Financing Proposal – tabled – we will ask to meet with PHL Board to discuss the purchase of our next van to replace Unit No 3.
2. Extended Hospital Services – Moved by Brydon Saunders to have Lyal develop a job description and hire a list of casual Emergency Medical Responder Personnel to accompany Inter-hospital transfers. Carried.
3. Lethbridge Casino – October 16 -17
4. 3 year Business Plan – reviewed for draft, tabled
5. AGM – June 21, 2013
6. Donation for Presentation Day lunch from Howard Paulsen
7. Research the development of a Webpage/powerpoint presentation.

NEXT MEETING is on June 21, 2013, 10:00 at WCCCC

7.0 The meeting was adjourned at 11:15 by David Hubka

cc. Town of Claresholm
WCCCC Laurie Watt

Karine Wilhauk

Subject: FW: Parent Link Centre Picnic in the Parks
Attachments: Nanton Picnic.pdf; ATT00001.htm; Stavely Picnic.pdf; ATT00002.htm; Claesholm Picnic.pdf; ATT00003.htm

Resent-From: judy.vanamerongen@townofclaresholm.com
From: Christine Scherer <cscherer@highriver.ca>
Date: 13 June, 2013 3:38:17 PM MDT
To: Programs Claesholm Library <programs@claresholmlibrary.ca>,
Subject: Parent Link Centre Picnic in the Parks

Good Afternoon Everyone

Just wanted to share information of when the Parent Link Centre will be holding Picnic in the Parks for the communities of Nanton, Stavely and Claesholm.

I have attached all of the documents which are in postcard format.

If you could please spread the word that would be greatly appreciated ☺

Hope everyone has a wonderful weekend!!

Christine Scherer-Smith

*Program Facilitator
Parent Link Centre
403 652 8633*

Come join the Parent Link Centre for a
PICNIC IN THE PARK!

These will be held at the **Nanton Centennial Park**
(right beside the Lancaster Museum)

July 10, 2013 from 10am—1pm

August 7, 2013 from 10am—1pm

Bring your lunch and a blanket. Parent Link will
provide games and activities for children and parents.

For more information please contact the
Parent Link Centre at 403 652 8633



Come join the Parent Link Centre for a
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Bring your lunch and a blanket. Parent Link will
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For more information please contact the
Parent Link Centre at 403 652 8633



Claresholm Community Centre

April 23, 2013

6:30 p.m.

Members present: Brad Schlossberger, Doug Fletcher, Walt Lane, Marni Lane, Butch Glimsdale, Daryl Sutter, Glen Alm

Meeting called to order at 6:40 p.m.

Minutes from Feb meeting read by Marni. Walt moved that the minutes be accepted as read. Brad seconded, all in favour, motion carried.

Old Business-

- Air Conditioning unit – Southern Air gave a quote for a rooftop unit of \$25075 plus Gst. The town has requested that we install a rooftop rather than the wall unit that was originally quoted at \$18000.00. The town got a quote from Airtech for a rooftop and it is \$18961 plus gst. Doug made a motion to hire Airtech for the air conditioner and to ask them to give a quote to install humidistats at the same time. Marni seconded, all in favour, motion carried.
- Outline contract items – Pat and Marni will get together and review the rentals and income for the hall as well as meet with Karen to discuss processes. Doug and Brad will go through maintenance items that are included in the contract and all information will be brought to the June board meeting for discussion.

New Business –

- AgriSpirit – There is an agrispirit donation available that can be applied for and projects can start in December 2013. Daryl made a motion that we apply for the donation. Walt seconded, all in favour, motion carried.
- Grant account – Doug made a motion that a new account be opened to keep the grant money in to allow for better accounting of funds. Glen seconded, all in favour, motion carried.

Meeting adjourned at 8:05 pm.

Please circulate to Mayor/Reeve and Council for information



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 4 (2013)
EXECUTIVE COMMITTEE MEETING
Thursday, May 9, 2013 at 7:00 p.m.
ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

Terry Michaelis - *Chair*
Gordon Wolstenholme - *Vice-Chair* (absent)
Henry Van Hierden
Doug MacPherson (absent)
Anne Marie Philipsen (absent)
Don Anderberg
Larry Mitchell

STAFF:

Lenze Kuiper – *Director*
Barb Johnson – *Executive Secretary*

AGENDA:

- 1. **Approval of Agenda** – May 9, 2013
- 2. **Delegation** – KPMG LLP
- 3. **Approval of Minutes** – April 11, 2013(attachment)
- 4. **Business Arising from the Minutes**
- 5. **New Business**
 - (a) Auditors’ Report and Financial Statements 2012.....(attachment)
 - (b) Draft ORRSC 2012 Annual Report.....(attachment)
 - (c) ORRSC Bylaw 2012-1 Revised Draft.....(handout)
 - (d) Fee For Service 2012/2013 Update(attachment)
 - (e) Finance Committee Update.....
- 6. **Accounts**
 - (a) Office Accounts – March 2013(attachment)
- 7. **Director’s Report**.....
- 8. **Executive Report**.....
- 9. **Adjournment**.....

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

1. APPROVAL OF AGENDA

Moved by: Don Anderberg

THAT the Executive Committee approve the agenda, as presented.

CARRIED

2. DELEGATION – KPMG LLP

- Derek Taylor of KPMG LLP reviewed in detail the Auditors' Report and Financial Statements which present fairly the financial position of the ORRSC for the year ending December 31, 2012. Deficiency of revenues over expenses for the year totalled \$299,982 but we anticipate a significant turnaround in 2013 following implementation of the Finance Committee recommendations.

3. APPROVAL OF MINUTES

Moved by: Larry Mitchell

THAT the Executive Committee approve the minutes of April 11, 2013, as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES

- None.

5. NEW BUSINESS

(a) Auditors' Report and Financial Statements 2012

Moved by: Henry Van Hierden

THAT the Executive Committee approve the Auditors' Report and Financial Statements for the year ending December 31, 2012 as presented by KPMG LLP.

CARRIED

(b) Draft ORRSC 2012 Annual Report

Moved by: Henry Van Hierden

THAT the Executive Committee accept the Draft ORRSC 2012 Annual Report as presented, which will be combined with the Auditors' Report and Financial Statements for the year ending December 31, 2012 and referred to the Board of Directors for approval at the June 6, 2013 Annual General Meeting.

CARRIED

(c) ORRSC Bylaw 2012-1 Revised Draft

- Proposed changes agreed to at the last meeting were incorporated into a revised draft which was reviewed again. New section 1.8 under "Becoming A Member" will be reworded to change the dollar figure to a formula derived by the Executive Committee. A new section "7. Board Role" has been added. The Director will run the removal of former sections 7.7 - 7.10 regarding "Accommodating Budget Surplus" by Municipal Affairs.

Moved by: Larry Mitchell

THAT the Executive Committee accept the proposed revisions to Bylaw 2012-1 as discussed;
AND THAT the revised draft of Bylaw 2012-1 be referred to the Board of Directors for approval
at the June 6, 2013 Annual General meeting. **CARRIED**

(d) Fee For Service 2012/2013 Update

- The handout listing current Fee For Service projects will be added to the June 6, 2013 Annual General Board of Directors' Meeting agenda.

Moved by: Don Anderberg

THAT the Executive Committee accept the Fee For Service 2012/2013 update, as information. **CARRIED**

(e) Finance Committee Update

- At the second meeting on May 2, 2013 the Finance Committee discussed a number of funding scenarios including equalized assessment, population, number of parcels, use of services, or blending these elements to arrive at a fair formula. One more meeting will be held in June to formulate recommendations for consideration by the Board of Directors at the September 5, 2013 meeting.

Moved by: Henry Van Hierden

THAT the Executive Committee accept the Finance Committee update, as information. **CARRIED**

6. ACCOUNTS

(a) Office Accounts – March 2013

4140	Approval Fees	Mike Quinton.....	\$ 150.00
4210	Grant Revenue	Pacific Alliance Technologies	6,200.00
5151	Vehicle Gas & Maintenance	Imperial Oil.....	289.95
5280	Janitorial Services	Madison Ave Business Services.....	425.00
5285	Building Maintenance	Wild Rose Horticultural	150.00
5310	Telephone	Bell Mobility.....	512.85
5310	Telephone	Telus Communications	63.94
5580	Equipment & Furniture Rental	Telus Communications	136.35
5310	Telephone	Telus Communications	359.40
5320	General Office Supplies	Petty Cash (binders, tape, kleenex)	59.79
5520	Meetings	Petty Cash (juice, Tim Horton's)	23.34
5530	Coffee & Supplies	Petty Cash (coffee, hot chocolate, coffeemate).....	44.85
5330	Dues & Subscriptions	Crowsnest Pass Promoter	47.72
5330	Dues & Subscriptions	Westwind Weekly News	35.00
5390	Graphic & Drafting Supplies	Reiter Computer.....	145.00
5570	Equipment Repairs & Maintenance	Reiter Computer.....	150.00
5330	Dues & Subscriptions	APA	42.00
5330	Dues & Subscriptions	Lethbridge Herald	259.80
5420	Accounting & Audit Fees	KPMG	5,000.00
5440	Land Titles Office	Minister of Finance.....	504.00

5470	Computer Software	Xerox Canada	2,000.66
5470	Computer Software	ESRI Canada	2,546.34
5500	Subdivision Notification	Lethbridge Herald	711.36
5570	Equipment Repairs & Maintenance	Continental Imaging Products.....	285.42
5570	Equipment Repairs & Maintenance	Xerox Canada	789.94
5580	Equipment & Furniture Rental	Xerox Canada	668.64
5580	Equipment & Furniture Rental	Pitney Bowes	292.03
1160	GST Receivable	GST Receivable.....	<u>1,056.69</u>
TOTAL			<u>\$22,956.45</u>

Moved by: Don Anderberg

THAT the Executive Committee approve the Office Accounts of March 2013 (\$22,956.45), as presented. **CARRIED**

7. DIRECTOR'S REPORT

- While Diane Horvath is on maternity leave her workload will be spread amongst the other planners.
- Discussion re vehicles: all three office vehicles have similar mileage and their replacement should be staggered. We have a potential buyer now for the Jeep Patriot (for \$12,000) so should we replace it this year even though it is the newest and in the best condition?

Moved by: Henry Van Hierden

THAT Administration be authorized to sell the Jeep Patriot for \$12,000 and replace it with a comparable vehicle to be approved by the Executive Committee. **CARRIED**

- The Director will obtain vehicle quotes for consideration at the next Executive Committee meeting.

8. EXECUTIVE REPORT

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

9. ADJOURNMENT

Moved by: Larry Mitchell

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 8:40 p.m. until Thursday, June 13, 2013 at 7:00 p.m. **CARRIED**

/bj

CHAIR: 

Karine Wilhauk

From: Oldman Watershed Council <bev@oldmanbasin.ccsend.com> on behalf of Oldman Watershed Council <bev@oldmanbasin.org>
Sent: June-13-13 11:08 AM
To: Karine Wilhauk
Subject: June 2013 E-Newsletter

Oldman Watershed Council

June 2013 Newsletter



Photo by Van Christou, Waterton Wild Flowers

[OWC News at a Glance](#)

[OWC News and Events](#)

[Events & Activities in the Basin](#)

[Local News](#)

[Seminars](#)

[2013 Conferences](#)

**OWC AGM is next week
Thursday June 20!
Please register by
Monday as we need
to give numbers to
the caterer.
See details below.**

[News](#)

[RFP's & Job Postings](#)

A promotional poster for the Oldman Watershed Council's Annual General Meeting. The top features the OWC logo with the tagline 'watershed stewardship · watershed health'. Below the logo, the word 'Together' is written in a large, stylized orange font. Underneath, a group of diverse people are shown with their hands raised in a circle, with the text 'we make a difference!' overlaid. The bottom section of the poster contains the following text: 'Please join us for the Oldman Watershed Council Annual General Meeting Thursday, June 20, 9 am - 2:30 pm Enmax Centre, Canadian Western Bank Lounge 2510 Scenic Drive South'.

**Please join us for the
Oldman Watershed Council
Annual General Meeting**
Thursday, June 20, 9 am - 2:30 pm
Enmax Centre, Canadian Western Bank Lounge
2510 Scenic Drive South

[Get more information](#)

[Register now](#)

The OWC is making a big difference thanks to our strong network of supporters, volunteers and partners! We want to share these accomplishments with you!

Hear results from two of our latest research projects, this years achievements from our five volunteer Teams and more!

An important part of each AGM is voting for Members at Large to represent the public on the OWC Board of Directors. No experience required - just passion to make a difference! Interested? See the [Member at Large](#) Job Description.

Cost - Includes a hot lunch and snacks:
\$25 members
\$35 non-members - (Become a member right now for free by filling out the form on our website www.oldmanbasin.org.)

\$15 students

The Board of Directors is proposing 2 bylaw changes to the membership to vote on. Please review these changes and be prepared to cast your vote! See the [full bylaws](#) or [summary of proposed changes](#)

OWC News at a Glance

OWC welcomes new board members Doug Kaupp and Rod Bennett!

Doug will replace Jeff Coffman as the rep for Municipalities - City of Lethbridge and Rod will replace Bill Dolan as one of the reps for Provincial Government. Both Doug and Rod have extensive experience and knowledge in the watershed and we look forward to their input on the board.

Welcome back to Leta! Leta has returned from her maternity leave and will resume her position as Program Coordinator.

Program Development Coordinator is hired. OWC is pleased to announce that they have hired Andrea Vaxvick as the Development Coordinator, starting July 1.

Member at large positions on the OWC board. Interested in being involved at the board level of the OWC? You can represent the general public as a member-at-large. We will vote for three member-at-large positions at our AGM. You must be a member of the OWC and send a

short biography to [Shannon](#) by Friday, June 14. Nominations will not be accepted from the floor.

OWC Strategic Plan 2013 - 2016 is now available online at the [OWC website](#) or [click here](#) to view.

OWC News and Events



Congratulations to OWC board member, Shirley Pickering!

A big **congratulations** to Shirley Pickering for winning the Emerald Challenge Award: Water, presented by Encana, on Thursday! Shirley certainly deserves this award for her many years and countless hours of volunteer work with OWC and many other groups!

From the Alberta Emerald Foundation website:

Shirley Pickering's leadership on progressive water management and stewardship has no peers in the private, volunteer, or public sectors. She has built community and agency capacity and then crafted strategies that address intractable watershed issues with solutions that last because they meet provincial needs and are based on community consensus and technical competency. Shirley's accomplishments stand in marked contrast to her deliberate, modest and self-effacing manner. She gives freely of her time, skills, experience and considerable professional

expertise in providing leadership to basin councils, non-government stewardship organizations, government committees and community groups. <http://emeraldfoundation.ca/emerald-awards/2013-recipients>

Shirley has been a Member at Large on the OWC Board and a valuable member of the Watershed Planning Team for the past 2 years.

Also a big thank you to Ian Dyson for drafting the nomination, Mark Bennett and Brian Innicki for their letters of support and everyone who edited the nomination to get Shirley the win! Great team effort everyone!

Prairie Urban Garden Tour Just Around the Corner: Saturday, June 22nd!

The Prairie Urban Garden Tour is only a week and half away - have you registered yet? When you register it helps us plan better for food and drinks. The tour is FREE and sponsored by the OWC Urban Team, who couldn't be happier to bring it to you. We look forward to seeing you at the tour. [Click here](#) for more information and to register.





2014 OWC Photo Calendar Contest

We will once again produce a photo calendar of photos from any of the four seasons taken within the Oldman Basin and will accept your photo submissions until **September 30, 2013**.

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

Looking forward to seeing all your great photos of

the basin again this year!

Yellow Fish Road Kicks Off in Oldman Watershed

The Yellow Fish Road season is starting up again! The Oldman Watershed Council kicked off the season in the watershed by engaging 18 enthusiastic grade two and three students, from St. Patrick's Elementary School in Taber, in the program. On May 27 the students received a presentation on the importance of keeping our stormwater clean for people, aquatic life and wildlife.

They also learned ways to help keep pollutants out of our stormwater such as reducing the use of fertilizers and pesticides in our yards and gardens, picking up dog poop and washing our cars at the car wash or on our lawns instead of in our driveways with harmful detergents.

After the presentation, the students painted 6 storm drains with the message "Rainwater Only" and distributed fish shaped informational cards to homes in the neighborhood to raise awareness about stormwater pollution and protection.



On June 4, the City of Lethbridge Environmental Program Assistant, Stephanie Vehnon, launched the program in Lethbridge with 23, grade one students from Park Meadows Elementary by

painting 7 storm drains and handing out 80 informational cards. [Click here](#) for the story.

If you are interested in becoming involved with the Yellow Fish Road program, please visit, www.lethbridge.ca/yellowfishroad, or call Stephanie at 403-320-4988.



Walk in the Park June 8 a Great Success!

The Lethbridge Environmental Awareness Team, of which the OWC is a member, hosted a Walk in the Park and Picnic on Saturday, June 8 at the

Baroness Picnic Shelter in Indian Battle Park, Lethbridge.

The event was to celebrate Environment Week, June 2 to 8 and to get back to the basics of just enjoying our natural environment. The theme, Step Back to Basics, was set to relate that being "green" or caring about the environment, doesn't mean we have to take extreme action for the environment, but that it can be as simple as reconnecting with nature through enjoying a peaceful park and learning about the plants and animals that inhabit it.

The walk, with 70 participants, was followed by healthy sandwiches, veggies and fruit. Bikebridge came out for the evening to highlight the joys of biking to enjoy the outdoors. The weather was beautiful and so were the 70 smiles gracing the event - a great success!

OWC Rural Team provides funding for watershed stewardship projects under the Watershed Legacy Program. The Chief Mountain Cumulative Effects Study is one of the many projects funded through this program.

Chief Mountain Cumulative Effects Study This study mapped the land-use trends for a number of variables in the Pincher Creek - Cardston area including: groundwater and surface water reserves, water quality, wildlife populations and habitat, land fragmentation, native grassland integrity and agricultural lands in general. While some of the study findings showed areas for concern, it also showed that there is still time to make a difference . . . [read more](#).



Chief Mountain - Photo by Darren Beazer



Caring for our Watersheds Contest Winner

Congratulations to Cassandra Schinkel, who placed third in the top ten finalists for the Southern Alberta Competition in the Grades 7-12 category.

Cassandra's presentation was on "Saving our Rainwater". Cassandra will receive a cash reward as well as funds to implement her project and is a Grade 9 student at Lethbridge LCI.

This youth contest is sponsored by Agrium and promoted by the OWC.

Events and Activities in the Basin

Large Carnivore Projects Tour

Wednesday, June 19

Hosted by the Waterton Biosphere Reserve Carnivore Working Group, this will be a full day tour through southwestern Alberta with dinner to follow. For more info, [click here](#).



Knapweed Pull, July 4

Attention all knapweed pull enthusiasts! The OWC Urban Team is excited to announce the date of Thursday, July 4 from 5pm - 9pm for its knapweed pull in Cottonwood Park.

[Click here](#) for information

on last year's knapweed pulls.

Please contact Leta, Program Coordinator, at

leta@oldmanbasin.org or 403-381-5801 for more information and to get involved.



Sacred Spirit of Water

Thursday, July 4

Doors open at 7 pm. Program begins at 7:30 pm.

CASA, 230- 8 Street South, Lethbridge

Admission is free. Seating is limited. This event is open to all.

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



11th Annual "Blue Weed Blitz"

Saturday, July 13, 10 am

Help us remove noxious weeds and get to know our creek. **Pre-register by July 5.**

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

Help protect Canada's precious natural places by turning your next outdoor trip in Canada into a Big Wild Challenge! This **Canadian Parks and Wilderness Society** fundraiser runs May 15 - October 15 and raises funds to help protect "at risk" wilderness. For details and to register, visit http://action.cpaws.org/site/TR?fr_id=1040&pg=entry.

2013 Water Measurement Workshop

August 14 & 15, Alberta Irrigation Technology Center, Lethbridge [click here](#) for more information.

Seminars

The **Environmental Law Centre** (ELC) is presenting a webinar that addresses the question, "what would a good environmental assessment law look like?" Join Brenda Heelan Powell, Staff Counsel, as she reviews recent changes to federal environmental assessment law and discusses the ELC's recent publication, *A Model Environmental and Sustainability Assessment Law*, which strives to answer that question. The webinar will be held on June 24, 12:00 - 1:00 pm.

To register, visit [this link](#).

Wetlands Summer Course - Aquality Environmental Consulting Ltd.

June 26 & 27 in Calgary - [Click here](#) for more information

2013 Conferences

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

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

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

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

News

Mussels could pose irrigation threat

[Vauxhall Advance, May 9](#)

Zebra mussels "pose serious ecological and economic problems," making prevention key in southwestern Alberta.

For more information on zebra mussels, [listen to an interview](#) with Ian Dyson, Alberta Environment & Sustainable Resource Development, at the 11:00 minute mark.



Zebra mussels in pipe

Southern Alberta Foothills Study on Track Group to provide input to South Saskatchewan Regional Plan (SSRP) Thursday, May 23

The Southern Foothills Study (SFS) is back on track, gathering together a team of landowner groups, local government representatives, watershed groups, wildlife groups, industry and other interested parties, from the Waterton area to the Bow River Basin, with the goal of providing an informed and positive response to the South Saskatchewan Regional Plan (SSRP).

Links to Southern Alberta Foothills Study Phase 3 documents

[Description](#)

[Study Boundary](#)

[Press Release](#)

Aquatic Invasives Booklet



If you're a boater make sure you check out this new booklet to stop aquatic invaders from taking

over SW Alberta and the Crown of the Continent! Inspect, clean, drain and dry your boat before heading out to stop these critters from costing us millions. [Click here](#) for pdf booklet.

Water Canada has released an article that provides snapshots of Canada's provincial and territorial water policies. From the anticipated changes to British Columbia's *Water Act*, to recent concerns about potential fracking in Newfoundland, the nation's water concerns span a wide range of topics. To view this article, visit <http://watercanada.net/2013/canada-in-brief/>.

Prairie Conservation Forum - GVI Database now available to everyone

If you have been using the GVI database from your link through PCF, you will notice that you no longer need a password to access the information - it is now available to everyone. This is because the colour infrared imagery that is licensed to the AB government has been removed (the imagery was the reason we needed passwords in the first place). If you use GVI, especially the site that has been specifically designed for the PCF (with biophysical data we were interested in), please have a look through the new site. You can access it here: <https://maps.srd.alberta.ca/BIOPHYS/default.aspx?Viewer=BIOPHYS>.

Fracking could ruin German beer industry, Brewers tell Angela Merkel The Telegraph - May 23, 2013

The Brauer-Bund beer association is worried that fracking for shale gas, which involves pumping water and chemicals at high pressure into the ground, could pollute water used for brewing and [Click here to read more](#)



Photo by Leta Pezderic

Job Postings

Lakeland College - Vermillion Campus

[Instructor - Plant Range Ecologist](#)

[Instructor - Soils and Land Reclamation](#)

Athabasca Watershed Council is seeking a General Manager, based in Hinton.

Applications are now being accepted. For details, please see the [attached job posting](#).

[Forward this email](#)



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

**Claresholm Animal Rescue Society
Regular Meeting Minutes
May 16, 2013**

Present: Kim Alexander, Terry Nelson, Sue Gour, , Christel Hutka, Gerald DeBruyn

Guest: Kris Holbeck

Regrets: Judy Van Amerongen, Sylvia Giroux, Anne Papan

1. Call to Order

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

2. Approval of Agenda

Motion by Sue Gour to approve the agenda as AMENDED. All in favour. CARRIED

3. Approval of Annual General Meeting minutes April 23, 2013

Motion by Terry Nelson to approve the agenda as PRESENTED. All in favour. CARRIED.

4. Approval of meeting minutes April 23, 2013

Moved by Sue Gour to accept the minutes as PRESENTED. All in favour. CARRIED.

5. Shelter Update

TABLED

6. Adoptions Update

Dogs adopted – Lex adoption is going ahead,
Trial Adoption –Blair’s trial adoption tomorrow
Teak has several applications

TNR Update – TABLED

7.

8. Fundraising Update –

- Ford Drive 4 Your Community – it's a go for September 21, 2013 - Sue Gour
- Need volunteers for BBQ – at least 20 people to help out. Need to set a budget for advertising different ways and possibly cheaper ways. Discussion about signage to advertise around town and the surrounding towns in the businesses.

- Discussion re Sobey's Gift Card program – we have to apply to Corporate Sobey's. 10 Percent people giving to 10 people at \$200 will be a total of \$2000 we get ~~\$100 dollars~~ back. This can be done year round. Sue Gour can get the application from Corporate Sobey's. This program can benefit Sobey's in Claresholm.
- Motion by Terry Nelson that Sue Gour get the Gift Card Application from Sobey's to get it started. All in favour. CARRIED
- Christel Hutka had a discussion about Canada Day Pancake Breakfast. To apply to run the Pancake Breakfast. CARES would have to supply everything, all the cooking supplies the grill, the butter, syrup, utensils, seating, tables, etc. Sue Gour will talk to Kris at the town.

9. Treasurer's Report – As attached.

- Discussion about Community Spirit Grant of \$8182.91 as per budget was received
- Telus – Do not need Cell Phone
- Mileage – People keep track of mileage – CARES can write a cheque to people for there mileage and the people have the option to donate that cheque back to CARES if they desire. By doing this a tax receipt can be issued to the person using there time and gas to transport animals to PetSmart, or the vet in Fort Macleod. **BRING UP IN NEXT MEETING**

10. New Building Update – Discussions re infloor heating system was turned down and the shade system for the outdoor dog runs is up. Kim – Security Tech quotes for fire and CO2 detector system. Also discussed a alarm system for breakins.

11. Other –

- a. Discussion re need for Policy Committee to begin developing policies for CARES going forward. Kris Holbeck started the process of some draft copies of 3 policy's. See attached copies.
- b. Polices for Task Force for meet deadline things. 5 to 6 main things we need policies for. This is given to the Task Force and set a date. Someone from CARES Broadmember. Polices need to be past by the Board..
- c. **NEXT MEETING NEED TO DISCUSS :** 1) Discuss Fixed Polices for the Shelter, 6 polices that we need. For example Feral Cats and Barn Cats Policy 2) Look for a Task Force
- d. Emergency Contact List was also discussed. Need 3 people. See Attached copies of Letter addressed to the CARES by the Town of Claresholm.

- e. Casino
- Advisor
 - Training
 - board* • ~~Board~~ member as chairperson
 - Dates December 15 and 16, 2013

f. Motion by Sue Gour to go into Camera. All in favour. CARRIED

g. Motion by Sue Gour to out of Camera. All in favour. CARRIED

Adjournment: Meeting adjourned at 8:30 p.m.

Next Meeting: Thursday, June 20, 2013 7 pm at the Bill Simpson Room at the Library.

**Porcupine Hills Lodge
Board Meeting
May 7, 2013**

Present: Earl Hemmaway, Judy VanAmerongen, Linda Todd, Audrey Hoffman, Arlette Heck, Pam Crone
Regrets: Karen Keen

1. Meeting called to order by Earl Hemmaway at 7:00 p.m.

Doug Wilde – Accountant, read the Financial Statements. They are still working to resolve the G.S.T. problem and hope to have it done soon.

Suzanne Fjordbotten – Bookkeeper for the Lodge, agreed with Doug Wilde.

2. Additions to Agenda: Update on new Recreation Director, and salary.
Moved to accept Additions to Agenda by Linda Todd. Carried.

3. Moved to accept Agenda by Judy VanAmerongen. Carried.

4. Moved to accept the minutes of the last meeting by Judy VanAmerongen. Carried.

5. Chairman's Report

It was moved to table bus decision until the June meeting by Judy VanAmerongen. Carried.

- 5.1 Vice Chairman's Report – nothing to report.
- 5.2 Linda Todd moved to accept the Financial Report. Carried.
- 5.3 Audrey Hoffman moved to accept the Financial Statements. Carried.

6. Manager's Report

Motion made by Judy VanAmerongen to increase the subsidized portion of the rent to \$300. Per month. Carried.

Moved by Linda Todd that we contract with '8760 Energy' for 2 or 3 years which ever gives the best deal. Carried.

Motion made by Audrey Hoffman that we hire a Recreation Director starting in June, on 3 month probation, starting wage to be \$17. Per hour Carried.

Judy VanAmerongen motioned that we table allowing small pets in the cottages until we gather a bit more information. Carried.

Senior's BBQ to be June 7.

Discussion on using grant money to upgrade Lodge.

Moved by Audrey Hoffman to accept the Manager's Report. Carried.

- 6.1 Motioned to accept the Recreation Report by Judy VanAmerongen. Carried.
- 6.2 Motioned to Accept the Maintenance Report by Pam Crone. Carried.

7. No Report

8. No Report

Motion made by Linda Todd to go into camera. Carried.

Motion made to come out of camera by Judy VanAmerongen. Carried.

Motioned by Linda Todd to close the meeting at 10:30 p.m. Carried.

Next Meeting June 4, 2013

Porcupine Hills Lodge
Special Meeting
Monday, May 27, 2013

Present: earl Hemmaway, Judy VanAmerongen, Linda Todd, Audrey Hoffman, Pam Crone,
Arlette Heck
Regrets: Karen Keen

Meeting called to order by Earl Hemmaway at 9:10 a.m. Victor Fortinski from Canadian Combustion gave a presentation on 'preventative maintenance,' of all of the boilers, heating and hot water tanks in the Lodge and of the units outback.

A motion was made by Audrey Hoffman that we hire Victor Fortinski to do the work in units 1 - 8 and inspect units 9 -24, also to inspect the boilers in the Lodge. Carried.

Linda Todd motioned that we close the meeting at 12, noon.

*Karen
Agenda Rhare AD*

Claresholm Public Library Board Regular Meeting Minutes May 27, 2013

Present: Kathy Davies, Cathy Dahl, Daryl Sutter, Mary Thompson, Arden Dubnewick, Lisa Andersen.

Excused: Trisha Carleton, Shirley Leonard

Absent: Earl Hemmaway, Marika Thyssen, Michael McAlonan.

Meeting called to order at 6:00 pm by Lisa

NOTE: NOT ENOUGH PRESENT FOR QUARUM

Approval of Agenda: Daryl

Approval of April 15th minutes: Cathy Dahl

Old Business	<ol style="list-style-type: none"> 1. Oral History: Rob Vogt will train the interviewers. Kathy will talk to Trisha about when to start. 2. Alberta Library Conference: basic theme was "teamwork", libraries becoming community centers, gaming in libraries.
Financial	Received provincial money; some from MD (in May statement); received requested amount from Town. Arden accepted the Financial Statement. *Vote on it next month.
CORRESPONDENCE	nil
COMMITTEE REPORTS	<ol style="list-style-type: none"> 1. Chinook Arch- nil 2. Librarian: Bea is tracking Saturday usage (numbers are 49/30/55) to decide on summer opening; J. Thyssen finished black shelves for the front entrance; Joanne (Milo) can show Arden and Cathy D. how to archive materials (Kathy will contact her); held tea for Betty's retirement (Lisa donated refreshments - thank you); will replace position with a part time for about 15 hours per week (closes June 3) as Shelley is full time now; will be more changes in fall as Chris Ann is leaving so will juggle until then; volunteer supper was good; new Board recruiting in fall so think of ideas to create interest.

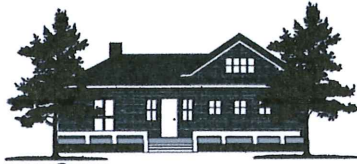
	3. Friends: meeting tonight; committees have been formed. Home Routes may be replaced by using local artists; Kathy will have Shelley look into it.
NEW BUSINESS	Bryce Hockley has cleaned up extra computers for sale or donation to Chinook Arch

Meeting adjourned at 6:45 pm. by Daryl
Next meeting: June 17 at 5:45 pm.

Chairman

Date

Secretary



Claresholm & District Museum

Claresholm & District Museum
Box 1000, Claresholm, AB T0L 0T0
5126 1st St. E (Hwy 2) & 5115 2nd St. E

403-625-1742
museum@townofclaresholm.com
www.claresholmmuseum.com

June 10, 2013

Claresholm Town Office
Box 1000
Claresholm, AB T0L 0T0

Dear Kris Holbeck:

The Claresholm Visitor Information Centre, which is located in the Claresholm & District Museum has been open and in full operation for the summer season since May 17 of this year. We would like to give you an update on the new and exciting things that we're doing this season, as well as get your feedback and what you would like to see in your Museum and Visitor Information Centre.

Gift Shop: We have expanded the gift shop this year to feature the works of local artists, authors and artisans. We have worked in partnership with Willow Tree Designs to put on an art show "Historic Claresholm", we are planning author talks by local authors (to be scheduled soon), and have beautiful displays of local jewellery and crafts.

Visitor Information Brochures: We are currently working on constructing new shelves to better display the large variety of information brochures that we carry on the towns, historic sites, museums and attractions of Alberta, as well as information on nearby popular destinations such as British Columbia, Montana, Yukon and Alaska. Our goal is to organize all brochures by region and make them easily accessible for our visitors.

Museum Exhibits: We have two new exhibits planned for summer 2013. One is already up, entitled "Collecting Rocks!" which is all about the recent donation from Oliver Seward of his extensive rock and fossil collection. This exhibit also features hammerstones from a recent donation from Oscar Markle. The second exhibit that to be installed for July is about the WCCHS reunion and the 100th anniversary of the Claresholm School of Agriculture. All of the museum exhibits provide an experience of Claresholm's history and celebrate our local achievements.

Museum Programs: This year we are hosting 5 different school groups for custom made curriculum-based programs at our museum. We have also hosted adult day groups, seniors groups and will be providing a fun day tour for the Claresholm Kidz Zone group.

Visitors: We receive anywhere from 100-500 visitors to our facility each week through the summer season and this year we have implemented a new system to track our visitor statistics.



Claresholm & District Museum

Claresholm & District Museum
Box 1000, Claresholm, AB T0L 0T0
5126 1st St. E (Hwy 2) & 5115 2nd St. E

403-625-1742
museum@townofclaresholm.com
www.claresholmmuseum.com

Currently, we record: how many people come through the door, where they are from, their age category (child, adult, senior), how they heard about us, and their uses during their visit (museum, information, gift shop, washroom, business, research). We would like to know from you if this information is useful for you, or if there is anything else that you would like to know about who is visiting Claresholm. Please let us know!

This is just a snap shot update of all the things that are going on at the Museum and Visitor Information Centre. We invite you to organize your staff and any other related parties to come to an open house and tour at time of your choosing. It will be my pleasure to tour you through our exhibits, show you what goes on behind the scenes in our work and storage areas, and ensure that you enjoy the precious resources we have here at the Museum.

Please get in touch with me at your earliest convenience to hear your feedback about visitor statistics and to arrange a day for your group's special visit to the Museum and Visitor Information Centre. You may reach me at 403-625-1742 or trisha.carleton@townofclarehsolm.com

Sincerely,

A handwritten signature in blue ink that reads "Trisha Carleton". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Trisha Carleton, BA, MA
Executive Director
Claresholm & District Museum
5126 1st St. E (HWY 2) & 5115 2nd St. E, Box 1000
Claresholm, AB T0L 0T0

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