



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
OCTOBER 15, 2013
AGENDA**

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

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING MINUTES SEPTEMBER 24, 2013

DELEGATIONS: COMMITTEE FOR EAST ROUTE CONSERVATION

PUBLIC HEARING: BYLAW #1589 – Council Remuneration

ACTION ITEMS:

1. **BYLAW #1589 – Council Remuneration**
RE: 2nd & 3rd Readings
2. **DELEGATION RESPONSE: Alberta Health Services**
RE: AHS EMS Clinical Operations
3. **CORRES: Hon. Ric McIver, Minister of Transportation**
RE: Federal Gas Tax Fund (FGTF)
4. **CORRES: Alberta Transportation**
RE: Municipal Grant Payment
5. **CORRES: Municipal District of Willow Creek**
RE: 23rd Annual Legacy of Our Land Banquet
6. **CORRES: Alberta SouthWest Regional Alliance**
RE: “SouthWest Invest” Proposal
7. **CORRES: Royal Canadian Legion Br.41**
RE: Poppy Fund 2013 Request
8. **CORRES: Norman Bergh**
RE: Residential Wood Burning Appliance Exhaust
9. **CORRES: Claresholm & District FCSS**
RE: Halloween Event October 31, 2013
10. **CORRES: Claresholm Chamber of Commerce**
RE: Community Centre Rental
11. **STAFF REPORT: Benchmark Assessment Consultants Inc. Request**
12. **STAFF REPORT: Water & Wastewater Rate Studies Open House**
13. **POLICY #PLDE 10-13: Site Plan Policy**
14. **RCMP MEETING AT AUMA CONVENTION**
15. **ADOPTION OF INFORMATION ITEMS**
16. **IN CAMERA: PERSONNEL**

INFORMATION ITEMS:

1. Cheque Listing for Accounts Payable – September 2013
2. The Bridges at Claresholm Golf Club Regular Meeting Minutes – September 18, 2013
3. WCCHS “The Navigator” – October 2013
4. Claresholm & District Transportation Society Board Meeting Minutes – September 19, 2013
5. Oldman River Regional Services Commission Executive Committee Meeting Minutes – July 25, 2013
6. Alberta SouthWest Bulletin – October 2013
7. Alberta SouthWest Regional Alliance Board Meeting Minutes – September 4, 2013
8. Oldman Watershed Council Newsletter – September 2013
9. Claresholm Public Library Board Regular Meeting Minutes – September 16, 2013
10. Fort Macleod Santa Claus Parade “Candy Land Christmas” – November 30, 2013
11. Claresholm Junior Rodeo Club – Thank You
12. Porcupine Hills Lodge Special Meeting Minutes – September 26, 2013
13. Claresholm Child Care Society Regular Meeting Minutes – March 19, April 24, May 23, June 20, 2013
14. Municipal Planning Commission Minutes – May 16, June 21, July 5, September 6, October 8, 2013

ADJOURNMENT



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
SEPTEMBER 24, 2013**

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

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

ABSENT: None

AGENDA: Moved by Councillor Hubka for unanimous consent to add the following to the Agenda:

9. Curling Rink Emergency Repairs

10. Recycling Survey

CARRIED

Moved by Councillor Quayle that the Agenda be accepted as amended.

CARRIED

MINUTES: **REGULAR MEETING – SEPTEMBER 9, 2013**

Moved by Councillor MacPherson that the Regular Meeting Minutes of September 9, 2013 be accepted as amended.

CARRIED

FINANCES: **AUGUST 2013 BANK STATEMENT**

Moved by Councillor Van Amerongen to accept the August 2013 bank statement as presented.

CARRIED

DELEGATIONS: **ALBERTA HEALTH SERVICES: Nicholas Thain & Dr. Keith Spackman**
RE: AHS EMS Clinical Operations

Nicholas Thain and several other representatives from Alberta Health Services (AHS) presented to Council “Partnering for Better Health Outcomes”. AHS is changing the way they provide ambulance service to Claresholm and area. Their operational goals are supported by three strategic directions: “bringing appropriate care to the community, partnership for better health outcomes and achieving health system sustainability.” They would like to work with the Town of Claresholm going forward “to enhance services within the community,” and to help understand local challenges.

ACTION ITEMS:

1. BYLAW #1589 – Council Remuneration
RE: 1st Reading

Moved by Councillor MacPherson to give Bylaw #1589 regarding Council Remuneration 1st Reading as amended.

CARRIED

2. CORRES: Southern Alberta Recreation Association
RE: 2015 Southern Alberta Summer Games

Received for information.

3. CORRES: Fern Brothers
RE: Variety Concert & Silent Auction

Moved by Councillor Sutter to donate \$400 to a Variety Concert and Silent Auction in support of the High River flood victims to be held in Stavely on September 27, 2013.

CARRIED

4. CORRES: Canadian Senior Pro Rodeo Association
RE: Rodeo Finals October 17-20, 2013

Moved by Councillor MacPherson to support the Canadian Senior Pro Rodeo Association’s Rodeo Finals in Claresholm October 17-20, 2013 in the amount of \$500 to be funded from the Economic Development Committee budget.

CARRIED

5. CORRES: The Bridges at Claresholm Golf Club
RE: Municipal Portion of 2013 Property Taxes

Moved by Councillor Quayle to forgive the municipal portion of the 2013 property taxes of the Claresholm Golf Club in the amount of \$2,583.25.

CARRIED

6. CORRES: Claresholm & District FCSS
RE: “The Changing Point” Community Development Program

Moved by Councillor Van Amerongen to support Claresholm & District FCSS’s “The Changing Point” community development program.

CARRIED

7. CORRES: Rae Trimble
RE: Display Cases

Moved by Councillor MacPherson to refer the letter from Rae Trimble regarding the display cases at the Museum to the Claresholm & District Museum Board.

CARRIED

8. STAFF REPORT: High River Swim Club Rates for use of Claresholm Aquatic Centre

Received for information.

9. Curling Rink Emergency Repairs

Moved by Councillor MacPherson to support the replacement of the Curling Rink’s roof up to a maximum of \$25,000 to be funded out of reserves.

CARRIED

10. Recycling Survey

Received for information.

11. ADOPTION OF INFORMATION ITEMS

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

CARRIED

12. IN CAMERA: PERSONNEL

Moved by Councillor MacPherson that this meeting go In Camera.

CARRIED

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

CARRIED

ADJOURNMENT: Moved by Councillor Fieguth that this meeting adjourn at 9:05pm.

CARRIED

Mayor – David Moore

Chief Administrative Officer – Kris Holbeck

DELEGATIONS

Committee for East Route Conservation
(CERC)
Claresholm, Alberta TOL OTO
October 11th, 2013

Claresholm Town Council
221 - 45 Avenue West
P.O. Box 1000
Claresholm, AB TOL OTO

Dear Town Council,

Members of the Committee for East Route Conservation (CERC) request to appear as a delegation at the next Town Council meeting on October 15th, 2013.

BACKGROUND:

On October 7th, 2013, the Alberta Utilities Commission rendered Decision 2013-369 regarding the alignment of the upgrade to the 911 L transmission line which currently sits parallel and adjacent to 8th Street West. The Commission approved the Preferred Route. However, the Commission did not finalize the line location for the area around Claresholm.

The Commission requires Altalink to examine the route west of Town (known as the CERC route) according to Rule 007. A part of Rule 007 involves Public Consultation.

Our Committee has concerns about the lack of Town communication and open discussion within the community, **before** the Town Council advocated to have the line relocated to the east side of Town. We feel that once it was known that the airport was not constraint, the Town should have made more effort to inform Town residents of this, and to specifically solicit input from east side residents who are severely impacted by the route change. Now that this issue is being brought back to our community we would like to discuss with Council how we can ensure these important steps in public consultation are not overlooked at this time, before Council updates Altalink with its position on this issue.

For your convenience a small part of the Alberta Utility Commission Decision 2013-369 is attached to this letter. You will find the entire document on the AUC web site. Should you also wish to read the Hearing Transcripts or view the hearing exhibits you can find them under the Submissions Tab on the AUC website under Proceeding 2001, or AUC Application 1608861.

Thank you for providing this opportunity to meet with Town Council.

Sincerely,

Judy Helek 4806 - 4th St. E.
Pat Fisher 4810 - 4th St. East.
Carol Brunner 430 - 50th ^{Ave} ~~St~~ E.
Don Brunner 430 - 50th ^{Ave} ~~St~~ E.
Bonnie Atkinson 413 - 50th Ave. East
Ken Atkinson 413 - 50th Ave. East.

Attachments : Excerpt - Alberta Utilities Commission Decision 2013-369, October 7th, 2013
Additional information

Excerpt - Alberta Utilities Commission Decision 2013-369, October 7th, 2013

PDF pages 177 & 181 - Full Document of this Decision is available on the Alberta Utilities Commission web site-

784. The Commission finds that AltaLink's preferred route may be the lower impact route of the two, given its lesser residential impact. In the longer term, the preferred route will be paralleling a major linear structure; whereas, the CERC route will not. The preferred route also more adequately aligns with the Town of Claresholm's development plans and is supported by the M.D. of Willow Creek. The preferred route is however a greenfield route, in a location where an existing transmission line is not present, while the CERC route would be situated next to an existing transmission line where land use has evolved with the presence of the line. The Commission does find the argument for the CERC route to be compelling, because the route parallels the 911L line as it passes the town of Claresholm, resulting in a shorter and less expensive route. Further, the Commission took into account the submissions of AltaLink regarding the paralleling of the 911L line and the reduction in impacts in relation to a greenfield route. The Commission considers that paralleling an existing transmission line or using an existing right-of-way results in fewer impacts as discussed above and finds merit in the CERC submissions. However, as AltaLink did not apply for the CERC route, additional information on this route such as stakeholder consultation is not on the record. Consequently, while the Commission approves the preferred route over the alternate route in this area, the Commission also directs AltaLink to examine the CERC route in accordance with the requirements of AUC Rule 007.

785. AltaLink is directed to file a report with the Commission describing the progress of this investigation by December 31, 2013. If the CERC route can be achieved with a reduction in overall impact, the Commission will determine whether AltaLink will be required to file an amendment to the permit and licence.

811. Lastly, with respect to Application No. 1608861, the south Foothills transmission project, the preferred site is approved for the proposed Windy Flats 138S substation and the preferred route is approved for the proposed 1037L/1038L line. However, the approval is subject to the following:

- AltaLink will examine the CERC route in accordance with the requirements of AUC Rule 007 and is directed to file a report with the Commission describing the progress of this investigation by December 31, 2013. If this route can be achieved with a reduction in overall impact, the Commission will determine whether AltaLink will be required to file an amendment to the permit and licence.

Dated on October 7, 2013.

ACTION ITEMS



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1589**

A Bylaw of the Town of Claresholm to provide for fees and expenses to the Mayor and each Councillor for attending meetings and performing duties on behalf of the Town of Claresholm.

WHEREAS the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 provides that the Council may provide for the payment of remuneration to the Mayor and members of Council for attending meetings of the Council and the committees thereof or for assuming or performing any additional duties.

NOW THEREFORE, under the authority and subject to the provisions of the *Municipal Government Act* the Council of the Town of Claresholm duly assembled hereby enacts:

1. That the Mayor be paid a salary of \$8,000.00 per year.
2. That each Councillor be paid a salary of \$5,600.00 per year.
3. That the Mayor and each Councillor attending the Council Meeting shall be paid \$140.00 for each Council meeting attended.
4. That the Mayor and each Councillor receive reimbursement for valid receipts.
5. That when any member of Council spends one full day on Town business (ie. seminars, conferences, training), they shall be paid \$230.00 or \$115.00 for half a day plus vouchered expenses.
 - a. ½ day defined as greater than four (4) hours and up to six (6) hours
 - b. full day is greater than six (6) hours
6. That mileage shall be paid to a member of Council attending meetings outside Claresholm at a rate based on Canada Revenue Agency's (CRA) suggested vehicle rates per the CRA's website (ie. 2013 rate in Alberta is \$.54 per kilometer). This rate will be updated on January 1st of each year based on the CRA's changes.
7. That the Mayor or a member of Council shall be allowed \$23.00 per hour for attending to Council business less than four (4) hours (ie. committee meetings, community development events, etc). Each hour to be documented.
8. That the Mayor and each Councillor shall have group life insurance coverage.
9. That the fees and expenses paid to Council members shall be reviewed annually.
10. Bylaw #1544 is hereby rescinded.
11. This Bylaw will take effect on January 1, 2014.

Read a first time in Council this **24th** day of **September** 2013 A.D.

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

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

Rob Steel, Mayor

Kris Holbeck, CAO



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1544**

A Bylaw of the Town of Claresholm to provide for fees and expenses to the Mayor and each Councillor for attending meetings and performing duties on behalf of the Town of Claresholm.

WHEREAS the Municipal Government Act, Chapter M-26-1 provides that the Council may provide for the payment of remuneration to the Mayor and members of Council for attending meetings of the Council and the committees thereof or for assuming or performing any additional duties.

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act the Council of the Town of Claresholm duly assembled hereby enacts:

1. That the Mayor be paid a salary of \$5,800.00 per year.
2. That each Councillor be paid a salary of \$3,200.00 per year.
3. That the Mayor and each Councillor attending the Council Meeting shall be paid \$120.00 for each Council meeting attended.
4. That the Mayor and each Councillor receive reimbursement for valid receipts.
5. That when any member of Council spends one full day on Town business (ie. seminars, conferences, training), they shall be paid \$200.00 or \$100.00 for half a day plus vouchered expenses.
 - a. ½ day defined as greater than four (4) hours and up to six (6) hours
 - b. full day is greater than six (6) hours
6. That mileage shall be paid to a member of Council attending meetings outside Claresholm at a rate based on Canada Revenue Agency's (CRA) suggested vehicle rates per the CRA's website (ie. 2010 rate in Alberta is \$.52 per kilometer). This rate will be updated on January 1st of each year based on the CRA's changes.
7. That the Mayor or a member of Council shall be allowed \$20.00 per hour for attending to Council business less than four (4) hours (ie. committee meetings, community development events, etc). Each hour to be documented.
8. That the Mayor and each Councillor shall have group life insurance coverage.
9. That the fees and expenses paid to Council members shall be reviewed annually.
10. Bylaw #1500 is hereby rescinded.
11. This Bylaw will take effect on January 1, 2011.

Read a first time in Council this 25th day of May 2010 A.D.

Read a second time in Council this 14th day of June 2010 A.D.

Read a third time in Council and finally passed in Council this 14th day of June 2010 A.D.

Rob Steel, Mayor

Kris Holbeck, CAO

Staff Report

To: Council
From: CAO
Date: September 19, 2013
Re: Council Remuneration Bylaw

As has been the custom by past Town Councils, with the Municipal Elections approaching on October 21st, it is time once again to revisit the Council Remuneration Bylaw. Communities of similar sizes have compiled statistics regarding communities and the amounts they are paying to council members.

The first comparison is of towns to the north of Claresholm that are of similar size. Thirteen communities are included. To get a good average, with Claresholm removed as well as the two highest (as their numbers are significantly higher than the others), the average annual payment to Mayors is \$10,152.63 and to Councillors is \$7,397.28. The second comparison is from eight communities of like size in our region. With Claresholm removed, the average payment to Mayors is \$8,222.54 and Councillors is \$5,942.34. Claresholm's current payment is \$5,800.00 to the Mayor and \$3,200.00 to Councillors.

Administration is proposing to increase payments to the Mayor and Councillors to be more in line with other communities of similar size to \$8,000.00 per year for the Mayor and \$4,500.00 per year for each Councillor.

For the other payments, we are proposing a modest increase of approximately 15%. When unions start negotiating, they typically ask for 4-5% per year, and as such, we are proposing a 15% increase for the past three years of the Council term. Please keep in mind that the new Council term will be four years.

Kris Holbeck, CA CAO Town of Claresholm

Council	Pop	Position	Annual	Council Meeting	Committee Meeting	Hourly upto 4hrs	1/3 (<2 hrs)	1/2 Day Per Diem	full day Per Diem	mileage	Breakfast	Lunch	Dinner
Acme	653	Mayor	\$ 5,400.00	\$ -	\$ -			\$ -		\$ 0.45			
		Deputy Mayor	\$ 4,800.00	\$ -	\$ -			\$ -					
		Council	\$ 4,620.00	\$ -	\$ -			\$ -					
Beiseker	894	Council		\$ 50.00	\$ 50.00				\$ 100.00	\$ 0.50			
Black Diamond	2308	Mayor	\$ 10,980.00				\$ 50.00	\$ 75.00	\$ 150.00	\$ 0.50	\$ 13.45	\$ 12.65	\$ 35.90
		Council	\$ 8,400.00				\$ 50.00	\$ 75.00	\$ 150.00				
Clareholm	3700	Mayor	\$5,800.00	\$120.00		\$20.00		\$ 100.00	\$ 200.00	\$ 0.52			
		Council	\$3,200.00	\$120.00				\$ 100.00	\$ 200.00				
Carbon	592	Council		\$75.00	\$75.00				\$ 150.00	\$ 0.52	\$ 10.00	\$ 15.00	\$ 25.00
Cremona	860	Mayor	\$2,400.00	\$30.00	\$30.00			\$ 65.00	\$ 130.00				
		Deputy Mayor	\$2,100.00	\$30.00	\$30.00								
		Councilor	\$1,800.00	\$30.00	\$30.00								
Crossfield	2648	Mayor	\$10,396.80		\$75.00			\$ 200.00	\$ 300.00	\$ 0.55	\$ 15.00	\$ 20.00	\$ 25.00
		Deputy Mayor	\$9,726.00										
		Council	\$9,055.32										
* Didsbury	4957	Mayor	\$18,900.00			\$37.50		\$ 150.00	\$ 220.00				
		Deputy Mayor	\$12,360.00										
		Council	\$10,836.00										
Irricana	1063	Mayor	\$10,800.00					\$ 50.00	\$ 100.00	\$ 0.50	\$ 10.00	\$ 15.00	\$ 25.00
		Council	\$8,400.00										
Linden	725	Mayor											
		Deputy Mayor											
		Council											
Nanton	2130	Mayor	\$15,300.00						\$ 155.00	\$ 0.50	\$ 10.00	\$ 15.00	\$ 25.00
		Council	\$10,800.00										
Three Hills	3322	Mayor	\$15,791.64			30/hour	30/hour	30/hour	30/hour	\$ 0.50	\$ 10.00	\$ 15.00	\$ 25.00
		Deputy Mayor	\$10,800.00										
		Council	\$8,705.64										
* Turner Valley	2022	Mayor	\$19,200.00				\$50.00	\$ 100.00	\$ 200.00	\$ 0.50	\$ 13.45	\$ 12.65	\$ 35.90
		Council	\$12,000.00										
Average	1743	Mayor	\$11,496.84	\$50.00	\$35.00	\$28.75	\$50.00	\$92.50	\$181.88	\$0.50	\$11.98	\$15.05	\$28.63
		Deputy Mayor	\$8,258.60	\$50.00	\$15.00		\$50.00	\$58.33	\$175.00				
		Council	\$7,781.70	\$50.00	\$15.00		\$50.00	\$58.33	\$175.00				
		Total	\$43,100.53					\$92.50		0.5			

Remove 2
highest

Month Mayor \$958.07
Month Deputy \$688.22
Month Council \$648.47

Mayor \$ 10,152.63
Council \$ 7,397.28

Town	Mayor								Council								Mileage	Benefits	Paid By
	Honorarium (Annual amount)	Paid	Meetings					Honorarium (Annual amount)	Paid	Meetings					Other Assigned Meetings				
			In Town Council Finance	Out of Town	Full Day (greater than 6 hrs)	Half Day (4-6 hrs)	Per Hour (less than 4hrs)			Other Assigned Meetings	In Town Council Finance	Out of Town	Full Day (greater than 6 hrs)	Half Day (4-6 hrs)		Per Hour (less than 4hrs)			
Nanton 2132	\$ 15,300.00	Monthly	Incl	\$ 155.00					\$ 10,800.00	Monthly	Incl	\$ 155.00					Prov. Rate	No	-
Claresholm	\$ 5,800.00	Yearly	\$ 120.00		\$ 200.00	\$ 100.00	\$20/hr		\$ 3,200.00	Yearly	\$ 120.00		\$ 200.00	\$ 100.00	\$20/hr		Prov. Rate	Group Accident - 24hr	Town
Cardston 3580	\$ 2,986.00	Quarterly	\$ 187.00		\$ 210.00	\$ 104.00		\$ 1,790.00			\$ 187.00		\$ 210.00	\$ 104.00		\$ 1,790.00	\$ 0.53	No	-
Picture Butte 1658	\$ 10,200.00	Monthly	Incl		\$ 200.00	\$ 150.00	\$100 flat rate		\$ 6,600.00	Monthly	Incl		\$ 200.00	\$ 150.00	\$100 flat rate		\$ 0.53	No	-
Coalhurst 1963	\$ 4,071.84	Monthly			\$ 187.49		\$93.74 flat rate		\$ 3,454.08	Monthly			\$ 187.49		\$93.74 flat rate		Prov. Rate	Life & AD&D	Council
Magrath 2217	\$ 10,000.00	Yearly			\$ 200.00	\$ 100.00			\$ 7,000.00	Yearly			\$ 200.00	\$ 100.00			\$ 0.530	No	
Pincher Creek 3685	\$ 7,800.00	Monthly	\$ 200.00	\$100(up to 4hrs)/\$200(over 4hrs)	\$200		\$100 flat rate		\$ 3,600.00	Monthly	\$ 200.00	\$100(up to 4hrs)/\$200(over 4hrs)	\$200		\$100 flat rate		\$ 0.500	Accident Ins	50/50 Split
Fort Macleod 3117	\$ 7,200.00	Quarterly	\$ 150.00				\$ 25.00		\$ 4,200.00	Quarterly	\$ 100.00				\$ 25.00			Full - same as FT employee	Town

Avg: 8,222.54

Avg: 5,942.34

**AHS EMS Clinical Operations – Calgary Zone
Presentation to Claresholm Town Council
September 23, 2013**

Executive Summary

Alberta Health Services (AHS) Emergency Medical Services (EMS) first priority remains unchanged: to provide safe, quality and timely patient care. As part of our purposeful engagement with municipalities this report was prepared to focus on four key areas.

1. EMS Clinical Operations Realignment
2. Claresholm Response Data
3. Medical First Response
4. Health Quality Council of Alberta (HQCA) Report on Ground Ambulance Operations

Review of AHS Organization and Structure

Knowing that EMS provides a critical clinical service that needs to be responsive to local requirements, in May of this year AHS aligned EMS Clinical Operations reporting responsibilities into the zones. In conjunction with this, last month AHS underwent a significant change to our senior leadership organizational structure under the direction of our Official Administrator Janet Davidson in order to increase support for the frontline staff and to focus on rural engagement. This realignment will assist in being a positive evolution in transitioning EMS into the greater health system. Official Administrator Davidson outlined the regional health authority is expected to provide a comprehensive range of services that are: client and patient focused, evidence based, directed towards prevention and promotion in addition to the full-range of frontline treatment services, and efficiently delivered and of high quality (value for money). She included the new organizational structure be developed around the three principles:

1. Primary focus is providing health care services to Albertans, and secondarily to support teaching and research
2. Working collaboratively with stakeholders and partners is essential to a continuously high performing health system
3. Any additional layers in the organizational structure need to be justified on the basis that they are adding value to the organizational objectives of providing high quality patient care and secondarily teaching and research

We firmly believe this change will strengthen our ability to achieve excellence in patient focused care and engage our communities.

Claresholm Response Data

In the past year AHS has responded to 1044 events (403 ER/ 641 TR) within the Town of Claresholm. We continue to monitor and track our requests and responses to ensure provision of high quality, patient focused care through skilled practitioners utilizing the unique skill sets and mobility of EMS resources. Starting in October of this year we will be upgrading the level of service to Advanced Life Support (ALS) as the standard of care within the community. We continue to track and trend responses times within the community and always strive to improve these as well as increase coordination of inter-facility transfers.

Medical First Response

AHS EMS understands the importance of Medical First Responders (MFR) in the chain of survival. Municipalities have the ability to determine whether or not they wish to participate in the MFR program based on their community interest, resources, and capacity. AHS is a member of the Provincial Medical First Responder Advisory Panel and has started the work towards building a partnership with Claresholm Fire Department and the Municipal District of Willow Creek to run a pilot BLS transport capable MFR program. This partnership is working to better understand what services are currently utilized and provided and recommend a standard and consistent approach to MFR for the community. Key factors being looked at are frequency of occurrences, Medical Oversight, Medical Control Protocols, Quality Assurance Systems, and Patient Care Records.

Thanks again to the Leadership of the local municipal administration and the Fire Department for the vision to strengthen the emergency response system for the citizens of Claresholm.

HQCA

On March 4th the HQCA Review of the Operations of Ground Emergency Medical Services in Alberta was released. This report is a thorough review of Alberta's emergency medical services since transition from municipalities to AHS in 2009. The report contains five recommendations and 16 required actions focussed on four areas; the 911 call centre system, the EMS dispatch system, the EMS delivery system, and how EMS system data is used to ensure quality and safety. The Alberta government has accepted recommendations two through five, and has accepted recommendation one in principle. Work is underway to action the HQCA recommendations and develop a plan on how we will fully implement the recommendations. Knowing that putting actions to these recommendations will be critical, AHS provided the first phase of the plan to the Minister of Health March 31st, 2013 with bi-weekly meetings and updates to ensure the projects remain focused and on track.

Summary

Going forward we will continue to focus on community responses and actively work towards achieving the recommendations set out in the HQCA report and Miss Davidson's report. As a team we are committed to the purposeful engagement required with staff, contractors, community, and health colleagues to ensure that we continue to provide a patient focused quality EMS system that is accessible and sustainable for all Albertans.

Presented by:

Donald Allan, Director (interim) EMS Clinical Operations

Nicholas Thain, Executive Director (interim) EMS Clinical Operations



ALBERTA
TRANSPORTATION

*Office of the Minister
MLA, Calgary-Hays*

AR59334

September 23, 2013

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

Dear Mayor Moore:

On behalf of the Governments of Canada and Alberta, I appreciate receiving your municipality's submission of the 2013 Application for Program Acceptance (APA) under the Federal Gas Tax Fund (FGTF). The information provided has been reviewed, and I am pleased to advise that the project listed on the attached summary is accepted under the terms of the FGTF.

In the event that any further new projects are proposed for funding under the FGTF, please ensure that an additional APA is submitted to Alberta Transportation's regional office. For questions regarding submission of an APA, please contact the regional office in your area at 403-381-5426.

This program funding assists Alberta municipalities in addressing their infrastructure needs, and lays the foundation for future environmentally sustainable economic growth across the province.

Government is pleased to partner with you as we work together to address your capital infrastructure needs. Best wishes for success with your project.

Sincerely,

Ric McIver
Minister

Attachment

Action Request Report
59334 - FEDERAL GAS TAX FUND
Acceptance Date:

AR 59334
Date: 05-Sep-2013

Project Location	Phase Name or Limits	Municipal File #	Details and Comments	2013	Total
CLARESHOLM				SOUTHERN REGION	
\$824,804 Total Program Allocation			Preliminary Estimated Project Cost by Year Subject to Year-End Reporting to Reflect Actual Project Costs		
APPLICATION					
CLARESHOLM FIRE HALL #1	350- 43rd Avenue West	2013-001	Retrofit all lighting and upgrade electrical as necessary at the Claresholm Fire Hall #1 and install energy efficient lighting throughout the building. By replacing all existing flourescent lighting fixtures with new high efficiency Paragon flourescent lighting fixtures it is estimated to save 10,675 kwh per year and between \$800 - \$1000 in operating costs. This retrofit also reduces the NOx, CO2 and SO2 gases emitted each year. This is equivalent to taking three cars off the road for one year.	\$12,000	\$12,000
Status Subtotals				\$12,000	\$12,000
Total this application				\$12,000	\$12,000

September 24, 2013

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

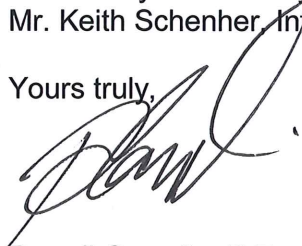
Dear Mayor Moore:

Subject: Municipal Grant Payment

Please be advised that a grant in the amount of \$300,000 is being electronically transferred to the Town of Claresholm under the Alberta Municipal Water/Wastewater Partnership for the Sewage Treatment and Disposal Phase 1 project. This is the first progress payment for the town's project.

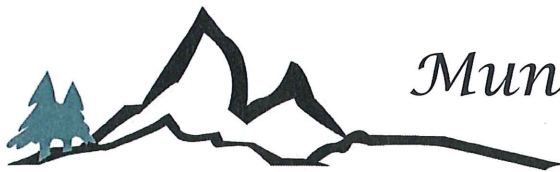
We look forward to working with your town in continuing to meet your capital infrastructure needs. If you have any questions or concerns regarding this program, please contact Mr. Keith Schenher, Infrastructure Grants Technologist, at 403-382-4069.

Yours truly,



Darrell Camplin, P.Eng.
Regional Director

cc: Municipal Programs



Municipal District of Willow Creek

www.mdwillowcreek.com
#26, Highway 520 West,
Claresholm Industrial Area
Box 550, Claresholm Alberta T0L 0T0

Office: (403) 625-3351
Fax: (403) 625-3886
Shop: (403) 625-3030
Toll Free: 888-337-3351

October 1, 2013

TOWN OF CLARESHOLM
BOX 1000
CLARESHOLM, AB
T0L 0T0

Hello,

The Municipal District of Willow Creek No. 26 Agriculture Service Board is holding our **"23rd Annual Legacy of Our Land Banquet"** on **Friday, November 1, 2012**. This year we are holding the event in Stavely, Alberta, at the Stavely Community Centre.

This event is to show appreciation to our farmers, ranchers, agricultural producers and rate payers for being a vital part of our community. Our guest speakers are sharing their experiences from their travels to Kazakhstan and Africa.

The MD Agriculture Service Board is seeking "Door Prize Donations" for the above mentioned annual banquet with a value of \$50.00 or more. As in the past, your generosity is very much appreciated. Your company will be recognized for its contribution upon presentation of the "Door Prize" and also written on our event programs for the banquet, plus recognized in the MD local newspapers

The Door Prize donation(s) can be mailed or delivered to:

Municipal District of Willow Creek No.26
c/o Agricultural Service Board
Box 550
#26 Hwy 520 West
Claresholm, Alberta
T0L 0T0

or

Please call Ron MacKay, Agricultural Fieldman Cell# (403) 625-6095 or Cindy Chisholm for pick up arrangements, (403) 625-3351 ext. 235

Thank you,

Ron MacKay
Agricultural Fieldman
MD of Willow Creek No. 26

From: Bev Thornton [<mailto:bev@albertasouthwest.com>]

Sent: October-03-13 3:29 PM

To: 'Brad Mason'; Cindy Cornish; Clayton Gillespie; 'Cynthia Vizzutti'; David Connauton; 'Gregory Brkich'; 'Holly Fausett'; Janet Edwards-Hill Spring; Ken Anderson; Kris Holbeck; Kurtis Pratt; 'Laurie Wilgosh'; Lorreen Drockner; 'Murray Millward'; Myron Thompson; Scott Barton; 'Wendy Kay'

Cc: Barney Reeves; Ben Goetz; Bjorn Berg; Bob Campbell; Bruce Decoux; David Moore; Dennis Gillespie; Dick Fenton; Ernie Olsen; Phil Wakelin; Ron Davis; Shane Hansen; Shawn Patience; Walter Gripping

Subject: Council Resolution

Importance: High

Dear AlbertaSW CAOs

Cc: Board

I have just received a call from Alberta Municipal Affairs, and our Regional Collaboration Program application for the "SouthWest Invest" proposal has passed the first level of approval. That is very exciting!

Thank you again to the Town of Pincher Creek for agreeing to be the "banker" and lead community on behalf of the partnership.

The remaining 14 partner communities now need to provide formally agreement to participate. (No additional money required; Municipal Affairs just stipulates that we have on file the resolution from each participating community.)

Please add this to your Council agenda at your earliest convenience.

You may print the attachment and sign and return it to me by snail-mail or scan/e-mail. Either way is fine. (AlbertaSW doesn't have a fax machine.)

Just let me know if you have questions. Otherwise, looks like we are on the way to having lots of good work to do in the upcoming months!

Bev Thornton, Executive Director
Alberta SouthWest
Regional Economic Development Alliance (REDA)
#221, 782 Main Street
Box 1041
Pincher Creek AB T0K 1W0
Phone: 403-627-3373
Toll free: 888-627-3373
bev@albertasouthwest.com
www.albertasouthwest.com

SOUTHWEST INVEST

A Regional Collaboration Program Project of Alberta SouthWest Municipalities

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

SOUTHWEST INVEST

A Regional Collaboration Program Project of Alberta SouthWest Municipalities

WIFI EXPANSION / BROADBAND ISSUES IDENTIFICATION

Challenge:

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

Opportunity:

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

Project Description:

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

❖ COMMUNITY READINESS / CAPACITY DEVELOPMENT

Challenge:

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

Opportunity:

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

Project Description:

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

❖ INVESTMENT ATTRACTION ISSUES / ASSETS / CAPACITY DEVELOPMENT

Challenge:

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

Opportunity:

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

Project Description:

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

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

**Regional Collaboration Program Grant
2013-2014**

COUNCIL RESOLUTION

1. "Be it resolved that Council authorizes _____
(Legal Status and Name of the Municipality)
- to participate in application for the "SouthWest Invest" project, submitted by the
Town of Pincher Creek, under the Regional Collaboration component of the Regional
Collaboration Program; and further
2. That the _____ , a Participant, agrees to abide by the terms
(Legal Status and Name of the Municipality)
- of the Conditional Grant Agreement, governing the purpose and use of the grant funds.

Chief Elected Official or
Signing Officer Duly Authorized by Council

Date



**ROYAL CANADIAN LEGION Br. 41
P.O. Box 807 Claresholm AB T0L 0T0**

Ph: 403-625-3755

Email: RCLegion41@shaw.ca

Fax: 403-625-3535

Poppy Fund 2013 Request : The Town of Claresholm

From the Claresholm Legion Branch #41

The Claresholm Legion requests the presence of a town representative to receive the first Poppy, Oct 25th @ 11:00 a.m. 2013 to kick off the POPPY CAMPAIGN for 2013. Requests have also been submitted to the Local Press on behalf of the Legion for a photo op. Please advise Poppy Chairman, Margaret Smith, @ 403-625-5278 as to who this representative will be (information needed as soon as possible). Coffee and do-nuts available from 10:45 a.m.

Thank-you on be-half of the Claresholm Legion Branch #41.


Poppy Chairman Margaret Smith (403-625- 5278)

30 September, 2013

Town of Claresholm Administration;

Would you please distribute this request to all council and mayor candidates as soon as practical.

Request to new council:

Mayor Moore or Steel.

Councillors Cutler, Dixon, Fieguth, Ford, Hanselmann, Hubka, MacPherson, McAlonan, O'Neill. Sutter, Van Amerongen or Wall.

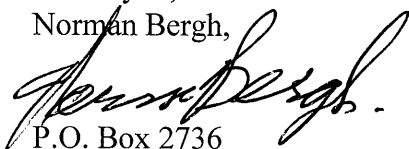
The constitution of Canada gives us the right to breath air that is as clean as the average of the area we live in. As residents of Claresholm, Alberta, Canada we can be subjected to wood smoke from wood burning appliances in homes that are, at best, a visible comfort on a cold day for occupants of a home that is heated with natural gas. The solid fuel appliances, in most cases, are considered safe inside a structure. The exhaust is not safe to breath. Some catalytic devices that can be installed in the chimney reduce particulate matter to improve it, but still not fit for breathing.

The province of Alberta has no regulations governing residential wood burning appliance exhaust. Claresholm has none either. I brought up the matter with a neighbour whom generates smoke that sometimes comes to the ground and follows the wind around our home into the makeup air vents of our home. I told the neighbour that my wife has developed a cough since coming to Claresholm less than three years ago. The neighbour advised me that his smoke couldn't be any part of the cause. Besides, he says, the neighbour on the other side of him also makes smoke that he can do nothing about.

I talked to the Claresholm by-law office. The man said that if the by-law officer "happens by" when there is visible smoke coming from a chimney he will talk to the property owner. Me reporting smoke annoyance will get nothing done.

The Canadian Council of Ministers of the environment have a Code of Practice for Residential Wood Burning Appliances PN 1479, ISBN 978-1-896997-87-2 PDF . When we get you all elected and settled as a governing unit will you see that there is enacted by-laws that will make wood burning rules known to all.

Thank you,
Norman Bergh,



P.O. Box 2736
Claresholm, Alberta

#209 52 Ave. W.



107 - 50 Ave. West
P.O. Box 1297
Claresholm, AB
TOL 0T0

Tel: 403-625-4417
Fax: 403-625-4851
claresholmfcss@shaw.ca
www.claresholmfcss.ca

September 24th 2013

Dear Mayor and Council,

We are writing to request the use of Amundsen Park and the Town of Claresholm's fire pit for a Halloween event on October 31st, 2013. Claresholm & District FCSS would like to host an evening of family fun including homemade lanterns (made in cooperation with the West Meadow School), candy to give away (may be donated by local businesses), and hot chocolate. We have already discussed the fire safety implications with Fire Chief Kelly Starling, and will be using battery-operated candles for most of the lanterns. Any real candles will be safely contained and kept in the immediate vicinity of the fire pit.

We are also proposing to bring in a few hay bales for seating, and will ensure that these are removed at the end of the evening, along with all other decorations.

We are hoping this will be a fun and safe addition to traditional trick-or-treating activities in the town, and an autumn celebration for the whole community to enjoy.

Sincerely,

Barbara Bell, Director
Claresholm & District FCSS

From: Iqbal Nurmohamed [<mailto:claresholmchamber@hotmail.com>]
Sent: October-02-13 12:05 AM
To: Kris Holbeck
Subject: Election Forum

Dear Kris,

As per our discussion, I have booked the Community Center for October 10, 2013 for the Forum to be held.

The charge for the evening is \$225 plus GST. Would you be kind enough to present this expense to the Council for re-imbursement.

Thank you.

Iqbal
President: Chamber of Commerce



STAFF MEMO

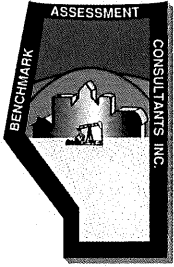
To: Town Council

From: Lisa Chilton, Tax Administrator

Date: October 11, 2013

Subject: Benchmark Assessment Consultants Inc Request

This memo is in response to Benchmark Assessment Consultants Inc. request to allow our assessment information to be released to the Calgary Real Estate Board. Please be assured that the information being released is currently available to the public on our website but sorted differently and in less detail. We are in no way authorizing the release of private information. The information that Benchmark receives from the Calgary Real Estate Board is invaluable to them in order to provide the Town with accurate assessments.



BENCHMARK ASSESSMENT CONSULTANTS INC

**#4, 320 W.T. Hill Blvd
Lethbridge, AB T1J 4W9
Phone: 381-0535 Fax: 381-1596
email: admin@benchmarkassessment.ca**

October 10, 2013

Town of Claresholm
P.O. Box 1000
Claresholm, AB T0L 0T0

Attention: Kris Holbeck

Benchmark Assessment has recently had discussion with the Calgary Real Estate Board in regards to accessing their MLS information. We are currently a member of the Lethbridge & District Association of Realtors and the Medicine Hat Real Estate Board and have access to their information which gives us a detailed description of each listed property on MLS.

This information is important to help assure the assessment over sales ratio that we use to establish market value is accurate. The provincial government auditors also use MLS information to monitor the quality of our work.

To complete our assessment duties we would like to be members of the Calgary Real Estate Board similar to the Lethbridge and Medicine Hat boards.

Your cooperation in agreeing to share information with the Calgary Real Estate Board would be greatly appreciated.

Sincerely,

Wayne Lamb, A.M.A.A.

DATA ACCESS AGREEMENT

DATED the ____ day of _____, 2013

BETWEEN:

THE CALGARY REAL ESTATE BOARD CO-OPERATIVE
LIMITED, operating as CREB a co-operative carrying on business
in the City of Calgary, in the Province of Alberta

(**"CREB"**)

AND:

Benchmark Assessment Consultants, Inc

WHEREAS:

A. CREB has expended considerable effort in the development and continued enhancement of its multiple listing service (MLS) database of real estate transactions and information related to real estate in the province. The MLS data and databases have been obtained and organized by CREB and constitute valuable, proprietary information of CREB;

B. CREB is willing to grant access to certain MLS database information to Benchmark Assessment Consultants, Inc;

C. Benchmark Assessment Consultants, Inc has certain data and information related to property within the province;

D. Benchmark Assessment Consultants, Inc is willing to grant access to certain information to CREB; and

E. Benchmark Assessment Consultants, Inc and CREB have agreed to the exchange of data upon the following terms:

NOW THEREFORE in consideration of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

1.0 Definitions

1.1 **"Authorized Users"** means:

- (a) in the case of CREB, its members who have been granted access by means of a secure access procedure authorized by Benchmark Assessment Consultants, Inc and made available to CREB under this Agreement, and
- (b) in the case of Benchmark Assessment Consultants, Inc, its users who have been issued a password and login, through a portal made available by CREB under this Agreement;

1.2 **"MLS Data"** means the information and data listed in Schedule "A";

1.3 "Municipal Property Data" means the information and data listed in Schedule "A".

2.0 Access to MLS Data

2.1 CREB hereby agrees to provide a license to Benchmark Assessment Consultants, Inc for on-line computer access to CREB's MLS Data, via CREB's standard portal and user name, password and secure access protocol.

2.2 Benchmark Assessment Consultants, Inc shall Access MLS Data only for its Authorized Users for the purposes of:

- (a) preparation of market value assessments,
- (b) communication of market value assessments,
- (c) audits of market value assessments, and
- (d) such other purposes as are agreed to in writing by CREB from time to time during the Term.

2.3 Benchmark Assessment Consultants, Inc acquires no ownership with respect to the MLS Data or portions thereof, and all such rights remain with CREB. Benchmark Assessment Consultants, Inc acknowledges that title to and all copyright and intellectual property rights in and to the MLS Data are vested in CREB. Benchmark Assessment Consultants, Inc shall comply with, observe and be bound by all restrictions, copyright notices or other limitations on access to and use of the MLS Data.

2.4 Without limiting the foregoing, Benchmark Assessment Consultants, Inc shall not:

- (a) Access, use or copy the MLS Data except for the purposes set forth in this Agreement;
- (b) Provide access to the MLS Data to any persons other than its Authorized Users;
- (c) Disclose, distribute, sublicense, sublease, transmit or share the MLS Data with or to any other person, except as permitted within the scope of this Agreement;
- (d) Change, modify, alter, corrupt or falsify any of the MLS Data;
- (e) Use the MLS Data to set up any form of database or system that would be in competition with the MLS system;
- (f) Shall not access or use the MLS Data for any purpose contrary to any laws, orders, rules and regulations of Canada or the Province of Alberta.

3.0 Access to Municipal Property Data

3.1 Benchmark Assessment Consultants, Inc hereby agrees to provide a license to CREB for the Municipal Property Data, to be accessed electronically through the use of a secure direct-dial FTP site, via modem or via Internet connection. Benchmark Assessment Consultants, Inc will provide CREB with the Municipal Property Data on a periodic basis, for such purposes as CREB considers relevant within its business.

3.2 CREB acquires no ownership with respect to the Municipal Property Data or portions thereof, and all such rights remain with Benchmark Assessment Consultants, Inc. Benchmark Assessment Consultants, Inc acknowledges that title to and all copyright and intellectual property rights in and to the Municipal Property Data are vested in the Municipality. CREB shall comply with, observe and be bound by all restrictions, copyright notices or other limitations on access to and use of the Municipal Property Data.

3.3 Without limiting the foregoing, CREB:

- (a) Shall not access, use or copy the Municipal Property Data except for the purposes set forth in this Agreement;
- (b) Shall not provide access to the Municipal Property Data any persons other than its Authorized Users;
- (c) Shall not disclose, distribute, sublicense, sublease, transmit or share the Municipal Property Data with or to any other person, except as permitted within the scope of this Agreement;
- (d) Shall not change, modify, alter, corrupt or falsify any of the Municipal Property Data;
- (e) Shall not access or use the Municipal Property Data for any purpose contrary to any laws, orders, rules and regulations of Canada or the Province of Alberta.
- (f) May permit the Municipal Property Data to be accessed by CREB's Authorized Users for purposes related to the businesses of marketing and sale of residential and commercial real estate carried on by CREB members. CREB members may reproduce and disclose Municipal Property Data in marketing and sales materials generated by CREB members in the normal course of their businesses.

4.0 Exchange

4.1 The parties agree that no fees or royalties are payable by either party, or by any CREB member, with respect to this Agreement, the parties acknowledging that:

- (a) The value of the data exchanged between CREB and the Municipality is impossible to value on a commercial basis, and
- (b) Each party considers that the benefits accruing to it pursuant to this Agreement are approximately equivalent to those accruing to the other party pursuant to this Agreement.
- (c) Each party shall bear the costs and expenses associated with the operation and maintenance of its own information technology and telecommunication systems as may be required for access to the licensed data hereunder.

5.0 Term and Termination

5.1 The term of this Agreement shall commence on the date at the top of page 1, and shall terminate on _____, [unless terminated earlier pursuant to the terms of this Agreement. The Agreement shall be renewed by the parties on a yearly basis

thereafter, unless either party gives ninety (90) days' notice to the other party of its intention to terminate the Agreement.

5.2 This Agreement may be terminated by either party, in the event of a breach of a material term of this Agreement, after thirty (30) days' written notice by the non-breaching party, if the default or breach is not cured by the breaching party within the thirty-day notice period. Any such written notice of breach or alleged breach shall provide sufficient details to describe the basis upon which the allegation of breach is based.

5.3 In the event of termination or expiry of this Agreement:

- (a) CREB shall terminate all access by Benchmark Assessment Consultants, Inc to the MLS Data and the related online portal. Benchmark Assessment Consultants, Inc shall immediately discontinue using the MLS Data, and shall destroy all copies of the MLS Data in Benchmark Assessment Consultants, Inc's possession or control. The foregoing obligations set out in this subsection (a) do not apply to MLS Data that have been co-mingled with Benchmark Assessment Consultants, Inc's own data or work product in reports, spreadsheets or other documents as of the date of termination.
- (b) Benchmark Assessment Consultants, Inc shall terminate all access by CREB to the Municipal Property Data and the related online portal. CREB shall immediately discontinue using the Municipal Property Data, and shall destroy all copies of the Municipal Property Data in CREB's possession or control. The foregoing obligations set out in this subsection (b) do not apply to Municipal Property Data that have been co-mingled with CREB's own data or work product in reports, spreadsheets or other documents as of the date of termination.

6.0 Correction of Errors

6.1 Each party shall notify the other in writing of any claimed errors in the data or the system within ten (10) business days of the party becoming aware of such errors. If requested, a party shall furnish documentary evidence to the other of any such claimed errors. Where, in the reasonable opinion of the party whose data or system contains such errors, correction is necessary, such party will endeavor to correct the errors (but shall not be obligated to do so), and shall in no case be liable to the other party or any third-parties or any other recipient with respect to the data or information for any loss or damage resulting from errors. In the event a party makes corrections or amendments to the data or information, it shall, within a reasonable period of time, provide the other party with notice of such corrections or amendments.

7.0 Maintenance

7.1 Either party may suspend access to the licensed data under this Agreement during scheduled routine downtime as is reasonable and necessary for maintenance purposes. Any such downtime shall not occur during regular business hours, and the party performing such maintenance shall provide reasonable advance written notice of any period during which the licensed data will be inaccessible or offline.

8.0 Security Protocols

8.1 Each party shall be responsible for establishing and maintaining security procedures and protocols, in a way that meets or exceeds industry standards, to prevent unauthorized access to the licensed data or information of the other party.

9.0 Warranty Disclaimer

9.1 CREB warrants to Municipality that CREB has the right to grant the license of the MLS Data contemplated by this Agreement. Aside from the foregoing, ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, ARE DISCLAIMED, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. In particular, but without limiting the foregoing, the following warranties are expressly disclaimed: (i) any warranty that CREB owns the MLS Data, (ii) any warranty that the MLS Data do not infringe any copyright, confidential information, trade secret or other intellectual property right owned by any other Person, (iii) any warranty that the MLS Data will meet the requirements of Benchmark Assessment Consultants, Inc, and (iv) any warranty that the MLS Data will be accurate, complete, current or error free. The MLS Data is provided on an "as is" basis. CREB also makes no warranty with respect to use of the MLS Data after any modifications to or integration of such data by Municipality. Benchmark Assessment Consultants, Inc agrees to accept the MLS Data as supplied by CREB and agrees that there are no warranties, conditions or representations as to the correctness or accuracy of such data.

9.2 Benchmark Assessment Consultants, Inc warrants to CREB that Municipality has the right to grant the license of the Municipal Property Data contemplated by this Agreement. Aside from the foregoing, CREB agrees to accept the Municipal Property Data as supplied by Benchmark Assessment Consultants, Inc and agrees that there are no warranties, conditions or representations as to the correctness or accuracy of such data. Without restricting the generality of the foregoing, CREB agrees that there is no warranty or representation by Benchmark Assessment Consultants, Inc in relation to the Municipal Property Data supplied to it by Benchmark Assessment Consultants, Inc.

10.0 Limit of Liability

10.1 It is mutually understood and agreed that neither party shall be liable for any claims, damages, costs, expenses or losses whatsoever, whether arising through a breach of this Agreement by that party, its servants or agents or otherwise resulting from this Agreement, including any incorrect data or information supplied by that party to the other party. The aggregate liability of either CREB or Benchmark Assessment Consultants, Inc under this Agreement for any claims, damages, costs, expenses or losses whatsoever shall not exceed \$100.00.

10.2 Neither party shall be responsible to the other party, their agents, servants or employees for any indirect, special or consequential damages arising out of, or in any way connected with this Agreement.

11.0 General

11.1 The Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors and permitted assigns. No party shall assign this Agreement without obtaining the written consent of the other party.

11.2 Notice under this Agreement shall be given in writing and delivered to the parties at their address as stated above.

11.3 This Agreement shall be governed by the laws of the Province of Alberta without regard to its conflict of laws rules and both parties agree to attorn to the jurisdiction of the courts within the Province of Alberta for the resolution of any disputes arising hereunder.

11.4 This Agreement shall not be modified except by written agreement signed by both parties.

11.5 Despite the termination or expiry of this Agreement, Sections 2.3, 3.2, 5.3, 9.0 and 10.0 shall survive termination of this Agreement and remain enforceable by and against the parties to this Agreement until the end of all applicable statutory limitation periods.

11.6 Nothing in this Agreement or otherwise shall be construed as constituting the parties hereto as partners or joint venturers.

IN WITNESS WHEREOF the parties have hereunto set their hands and seals on the day and year first above written.

THE CALGARY REAL ESTATE BOARD)
CO-OPERATIVE LIMITED by its authorized)
signatory:)
)
)
_____)
Authorized Signatory)

Insert full legal name of municipality

_____)
by its authorized signatory:)
)
)
_____)
Authorized Signatory)

SCHEDULE "A"

MLS Data:

- a. legal description
- b. municipal address (where available),
- c. list price,
- d. sale price (when available),
- e. days on the market
- f. certain additional property details and information loaded by members

Municipal Property Data:

- a. Roll number of property;
- b. Municipal Address of property (if available);
- c. Legal description of property;
- d. Assessment code of property;
- e. Building size;
- f. Land Use/zoning information;
- g. Year of construction of the building;
- h. Lot size;
- i. Annual tax levy and the tax year;
- j. LINC number (if available);
- k. Certificate of Title number (if available);
- l. GIS data as available

Staff Report

To: Town Council
From: CAO
Date: October 8, 2013
Re: Water and Wastewater Rate Studies' Open House

The water and wastewater rate studies by Aquatera Utilities Inc. were presented at the Open House held on Monday, September 23, 2013.

The Open House was Council and the public's first viewing of the fact finding, baseline setting document. The reports are now available on the website for full viewing. However, the water and sewer reports' recommendations need to be considered, discussed and a plan going forward needs to be communicated to staff and the public.

Recommendations from the water study were the following:

1. To implement a hybrid costing method (fixed and variable component) going forward for all customers (residential/commercial and internal/external).
2. To implement residential and commercial water rates (per attached) for 2014 for internal customers.
3. To implement increases to the residential and commercial water rates to recover the utility's depreciation and return on capital savings component over the next five years for internal customers.
4. To recover full accounting costs for water from external customers with a one year implementation per attached three reports and included rates.

Recommendations from the wastewater study were the following:

1. To implement a hybrid costing method (fixed and variable component) going forward for all customers (residential/commercial).
2. To implement the variable costing component based on cubic meters of water used by the consumer.
3. To implement residential and commercial wastewater rates (per attached) for 2014 for internal/external customers.
4. To implement increases to the residential and commercial wastewater rates to recover the utility's depreciation and return on capital savings component over the next five years for internal/external customers (per attached).

Administration is requesting instructions on how to proceed with the rate study recommendations.

Does Council want public engagement to continue regarding the issue of a five year payback for savings for water rates? Form an ad hoc committee to make recommendation to Council to include public stakeholders, residents, business owners and staff?

Does Council want Administration to set up meetings with external users to discuss new rate structures prior to sending out notification of rate increase letters per our contracts?

Council can accept the reports and instruct staff to begin the citizen engagement process (ie. form an ad hoc committee) and begin setting up meetings with external customers for after elections.

Staff will only begin the preparation of the revised water/sewer bylaw after instructed to by Council.

Kris Holbeck, CA CAO Town of Claresholm

Option 3 – Hybrid Fixed and Variable Rate Structure (continued)

Five Year Phase-In

TOWN OF CLARESHOLM				5 Year Phase-In						
OPTION 3		FIXED AND VARIABLE BASED ON AVG. CONSUMPTION		Monthly Old Rate	Fixed Rate (\$)	Variable Rate (m3)	Average Consumption (m3)	New Monthly Charge	Monthly Increase	%
			CUSTOMER BASE							
	RESIDENTIAL		1416	\$ 36.00	\$ 20.00	1.061	25.00	\$ 46.53	\$ 10.53	29.25%
	COMMERCIAL		231							
		1/2"	139	\$ 39.09	\$ 20.00	0.518	22.73	\$ 31.77	-\$ 7.32	-18.71%
		1"	34	\$ 60.16	\$ 51.20	0.518	90.91	\$ 98.30	\$ 38.14	63.39%
		1 1/2"	16	\$ 112.36	\$ 115.20	0.518	136.36	\$ 185.85	\$ 73.48	65.40%
		2"	31	\$ 178.15	\$ 204.80	0.518	227.27	\$ 322.54	\$ 144.39	81.05%
		3"	8	\$ 628.75	\$ 460.00	0.518	568.18	\$ 754.36	\$ 125.61	19.98%
		4"	2	\$ 879.18	\$ 820.00	0.518	1136.36	\$ 1,408.72	\$ 529.55	60.23%
		6"	1	\$ 3,635.39	\$ 1,840.00	0.518	2272.73	\$ 3,017.45	-\$ 617.94	-17.00%

Town of Claresholm – 5 year Phase-in Option:

TOWN OF CLARESHOLM										
OPERATING STATEMENTS AND CASH FLOWS										
UTILITY: WATER (41)										
TOWN OF CLARESHOLM										
PHASED RATE INCREASES 5 YEARS				2013						
				BUDGET	PROJECTED:					
2012				REVISED	2014	2015	2016	2017	2018	
OPERATING REVENUES										
Sale of Water - Residential				542,245.77	509,760.00	509,760.00	514,857.60	520,006.18	525,206.24	530,458.30
Temporary Increase 2013					67,968.00	101,952.00	102,971.52	104,001.24	105,041.25	106,091.66
Projected Revenue Increases										
Year 1 29.25% 2014						178,925.76	180,715.02	182,522.17	184,347.39	186,190.86
Year 2 17.50% 2015							138,361.61	139,745.22	141,142.68	142,554.10
Year 3 17.50% 2016								163,958.51	165,598.09	167,254.07
Year 4 17.50% 2017									194,290.83	196,233.74
Year 5 17.50% 2018										230,234.63
				542,245.77	577,728.00	790,637.76	936,905.75	1,110,233.31	1,315,626.47	1,559,017.37
Sale of Water - Commercial				265,614.34	233,449.32	233,449.32	235,783.81	238,141.65	240,523.07	242,928.30
Temporary Increase 2013					46,152.90	69,229.35	69,921.64	70,620.86	71,327.07	72,040.34
Projected Revenue Increases										
Year 1 29.25% 2014						88,533.51	89,418.85	90,313.03	91,216.16	92,128.33
Year 2 17.50% 2015							68,462.13	69,146.75	69,838.22	70,536.60
Year 3 17.50% 2016								81,127.63	81,938.90	82,758.29
Year 4 17.50% 2017									96,136.24	97,097.60
Year 5 17.50% 2018										113,921.44
				265,614.34	279,602.22	391,212.18	463,586.43	549,349.92	650,979.66	771,410.90
Other Revenue - Water				27,407.98	24,800.00	25,296.00	25,801.92	26,317.96	26,844.32	27,381.20
Total Operating Revenue				835,268.09	882,130.22	1,207,145.94	1,426,294.10	1,685,901.19	1,993,450.45	2,357,809.47
OPERATING EXPENSES										
Operations & Maintenance				758,803.95	921,930.24	944,499.49	967,645.94	991,291.18	1,015,636.55	1,040,606.32
Depreciation / Amortization				211,550.22	498,438.63	177,508.50	175,394.96	173,961.84	172,209.57	171,121.90
Total Operating Expenses				970,354.17	1,420,368.88	1,122,007.98	1,143,040.90	1,165,253.01	1,187,846.12	1,211,728.22
OPERATING INCOME (LOSS)				(135,086.08)	(538,238.66)	85,137.96	283,253.20	520,648.18	805,604.33	1,146,081.25
ADD BACK: Depreciation / Amortization				211,550.22	498,438.63	177,508.50	175,394.96	173,961.84	172,209.57	171,121.90
OPERATING CASH FLOW (DEFICIENCY)				76,464.14	(39,800.02)	262,646.45	458,648.16	694,610.02	977,813.90	1,317,203.15
DEDUCT: Debt Service										
Principal & Interest (288,868.26) 90.67%				(261,910.41)	(261,910.41)	(261,910.41)	(261,910.41)	(261,910.41)	(261,910.41)	(261,910.41)
CASH FLOW (DEFICIENCY) BEFORE RESERVES				(185,446.27)	(301,710.44)	736.04	196,737.75	432,699.60	715,903.49	1,055,292.74
TRANSFER TO CAPITAL RESERVES										
Depreciation / Amortization				211,550.22	498,438.63	177,508.50	175,394.96	173,961.84	172,209.57	171,121.90
Return on Capital				1,218,598.77	1,192,517.01	1,161,960.94	1,145,591.19	1,125,548.23	1,125,984.54	1,135,252.70
Less: Debt Service				(261,910.41)	(261,910.41)	(261,910.41)	(261,910.41)	(261,910.41)	(261,910.41)	(261,910.41)
Total				1,168,238.58	1,429,045.23	1,077,559.03	1,059,075.74	1,037,599.65	1,036,263.69	1,044,464.19
NET CASH FLOW (DEFICIENCY)				(1,353,684.85)	(1,730,755.67)	(1,076,822.99)	(862,337.99)	(604,900.05)	(320,360.20)	10,828.55
(Owner's Tax Base Subsidy)										

OPTION 3 – Hybrid Fixed and Variable Rate Structure

TOWN OF GRANUM			1 Year Increase						
OPTION 3	FIXED AND VARIABLE BASED ON AVG. CONSUMPTION		Monthly Old Rate	Fixed Rate (\$)	Variable Rate (m3)	Average Consumption (m3)	New Monthly Charge	Monthly Increase	%
		CUSTOMER BASE							
	6" Meter Fixed Charge	1	\$ 3,557.12	\$ 1,840.00	\$ 2.438	4,235	\$ 12,165.35	\$ 8,608.23	242%

OPTION 3 – Hybrid Fixed and Variable Rate Structure

PIPELINE WATER CO-OP				1 Year Increase						
OPTION 3	FIXED AND VARIABLE BASED ON AVG. CONSUMPTION			Monthly Old Rate	Fixed Rate (\$)	Variable Rate (m3)	Average Consumption (m3)	New Monthly Charge	Monthly Increase	%
			CUSTOMER BASE							
	2" Meter Fixed Charge	1		\$ 124.32	\$ 204.80	\$ 10.964	148	\$ 1,827.50	\$ 1,703.18	1370%

OPTION 3 – Hybrid Fixed and Variable Rate Structure

AIRPORT				1 Year Increase						
OPTION 3		FIXED AND VARIABLE BASED ON AVG. CONSUMPTION		Monthly Old Rate	Fixed Rate (\$)	Variable Rate (m3)	Average Consumption (m3)	New Monthly Charge	Monthly Increase	%
			CUSTOMER BASE							
		3" Meter Fixed Charge	1	\$ 742.71	\$ 460.00	\$ 8.389	499	\$ 4,641.94	\$ 3,899.23	525%

Option 3 - Hybrid Fixed and Variable Rate Structure (continued)

Five Year Phase-In

TOWN OF CLARESHOLM				5 Year Phase-In						
OPTION 3	FIXED AND VARIABLE BASED ON AVG. CONSUMPTION			Monthly Old Rate	Fixed Rate (\$)	Variable Rate (m3)	Average Consumption (m3)	New Monthly Charge	Monthly Increase	%
			CUSTOMER BASE							
RESIDENTIAL		1416		\$ 10.90	\$ 10.00	0.138	25.00	\$ 13.45	\$ 2.55	23.40%
COMMERCIAL		250								
	Airport	19		\$ 10.90	\$ 10.00	0.054	26.24	\$ 11.43	\$ 0.53	4.85%
	1/2"	139		\$ 13.55	\$ 10.00	0.054	22.73	\$ 11.24	\$ 2.31	-17.07%
	1"	34		\$ 26.45	\$ 25.60	0.054	90.91	\$ 30.55	\$ 4.10	15.50%
	1 1/2"	16		\$ 38.30	\$ 57.60	0.054	136.36	\$ 65.02	\$ 26.72	69.78%
	2"	31		\$ 70.00	\$ 102.40	0.054	227.27	\$ 114.77	\$ 44.77	63.96%
	3"	8		\$ 213.25	\$ 230.00	0.054	568.18	\$ 260.94	\$ 47.69	22.36%
	4"	2		\$ 452.00	\$ 410.00	0.054	1136.36	\$ 471.87	\$ 19.87	4.40%
	6"	1		\$ 929.50	\$ 920.00	0.054	2272.73	\$ 1,043.74	\$ 114.24	12.29%

Town of Claresholm – 5 year Phase-in Option:

TOWN OF CLARESHOLM									
OPERATING STATEMENTS AND CASH FLOWS									
UTILITY: WASTEWATER (42)									
TOWN OF CLARESHOLM									
PHASED RATE INCREASES				5 YEARS	2013	PROJECTED:			
				2012	BUDGET REVISED	2014	2015	2016	2017
						2018			
OPERATING REVENUES									
Sewer Service Fees - Residential				185,212.80	185,212.80	185,212.80	187,064.93	188,935.58	190,824.93
Projected Revenue Increases									
Year 1 23.40% 2014						43,339.80	43,773.19	44,210.93	44,653.03
Year 2 23.40% 2015							53,481.31	54,016.12	54,556.28
Year 3 23.40% 2016								66,530.75	67,196.05
Year 4 23.40% 2017									82,764.25
Year 5 23.40% 2018									102,958.72
				185,212.80	185,212.80	228,552.60	284,319.43	353,693.37	439,994.55
									547,353.22
Sewer Service Fees - Commercial				114,051.47	111,745.80	111,745.80	112,863.26	113,991.89	115,131.81
Projected Revenue Increases									
Year 1 23.40% 2014						26,148.52	26,410.00	26,674.10	26,940.84
Year 2 23.40% 2015							32,267.27	32,589.94	32,915.84
Year 3 23.40% 2016								40,140.48	40,541.89
Year 4 23.40% 2017									49,934.76
Year 5 23.40% 2018									62,118.84
				114,051.47	111,745.80	137,894.32	171,540.53	213,396.42	265,465.15
									330,238.64
Total Operating Revenue				299,264.27	296,958.60	366,446.91	455,859.96	567,089.79	705,459.70
									877,591.86
OPERATING EXPENSES									
Operations & Maintenance				92,223.15	227,184.00	232,774.52	238,508.26	244,389.01	250,420.70
Depreciation / Amortization				86,117.77	82,611.54	87,667.69	86,119.18	85,069.18	84,019.18
									83,808.03
Total Operating Expenses				178,340.92	309,795.54	320,442.21	324,627.43	329,458.19	334,439.88
									340,415.37
OPERATING INCOME (LOSS)				120,923.35	(12,836.94)	46,004.70	131,232.52	237,631.60	371,019.82
									537,176.49
ADD BACK: Depreciation / Amortization				86,117.77	82,611.54	87,667.69	86,119.18	85,069.18	84,019.18
									83,808.03
OPERATING CASH FLOW (DEFICIENCY)				207,041.12	69,774.60	133,672.39	217,351.70	322,700.78	455,038.99
									620,984.52
DEDUCT: Debt Service									
Principal & Interest (86,301.93)				(86,301.93)	(86,301.93)	(86,301.93)	(86,301.93)	(86,301.93)	(86,301.93)
CASH FLOW (DEFICIENCY) BEFORE RESERVES				120,739.19	(16,527.33)	47,370.46	131,049.77	236,398.85	368,737.06
									534,682.59
TRANSFER TO CAPITAL RESERVES									
Depreciation / Amortization				86,117.77	82,611.54	87,667.69	86,119.18	85,069.18	84,019.18
Return on Capital				277,634.99	396,622.83	509,157.59	522,622.83	543,799.31	542,873.01
Less: Debt Service				(86,301.93)	(86,301.93)	(86,301.93)	(86,301.93)	(86,301.93)	(86,301.93)
Total				277,450.83	392,932.43	510,523.35	522,440.08	542,566.56	540,590.26
									533,964.26
NET CASH FLOW (DEFICIENCY)				(156,711.64)	(409,459.76)	(463,152.89)	(391,390.31)	(306,167.71)	(171,853.19)
									718.32
(Owner's Tax Base Subsidy)									



Policy #PLDE 10-13

Site Plan Policy

PURPOSE: This policy is to ensure that the positioning of buildings and other improvements conform to the setback dimensions set out in the site plan accompanying the approved Development Permit. The Applicant(s) will need to demonstrate, at the time of the foundation inspection, that the positioning of the foundation, as constructed, conforms to the setback dimensions as approved in the Development Permit.

POLICY:

1. The requirements set out herein apply only to buildings or improvements which require both a Development Permit and a Building Permit and which have a floor area in excess of 20 square metres (215 square feet).
2. The applicant shall demonstrate, at the time that the Building Safety Codes Officer performs the foundation inspection, that the positioning of the foundation, as constructed, conforms to the setback dimensions as approved in the Development Permit.
3. Evidence of conformity to the setback dimensions shall be provided to the Development Officer in the form of two copies of a Real Property Report or a Surveyor's Certificate bearing the original signature of an Alberta Land Surveyor.
4. All measurements and dimensions illustrated on the Real Property Report or Surveyor's Certificate are, for the purposes of this policy only, deemed accurate within a tolerance of 15 centimetres or 5.9 inches.
5. Where the Development Officer determines that the foundation is positioned so as to be inconsistent with the site plan accompanying the approved Development Permit, the Development Permit may be subject to Sections 65 through 69 and / or Sections 70 through 89 of the Town of Claresholm Land Use Bylaw No. 1525.
6. In the event of a conflict between the provisions of this policy and the provisions of the Town of Claresholm Land Use Bylaw No. 1525 or any other Bylaw, the provisions of those Bylaws shall prevail over the provisions of this policy to the extent of any conflict.

EFFECTIVE DATE:

INFORMATION ITEMS



TOWN OF CLARESHOLM

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Cheque Listing For Account Payable

2013-Oct-9
2:19:21PM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
						Batch # 16951
47732	2013-09-05			785932	Alberta Hotel & Lodging Association	204.75
47733	2013-09-05			786813	ATCOM	302.40
47734	2013-09-05			787511	BELL, BARBARA	18.54
47735	2013-09-05			786195	Benchmark Assessment Consultants Inc.	4,228.09
47736	2013-09-05			787512	CANSEL - CALGARY	1,095.15
47737	2013-09-05			12190	CHAMCO INDUSTRIES LTD.	3,208.19
47738	2013-09-05			13125	CLARESHOLM CARE CENTRE	78.00
47739	2013-09-05			13660	CLARESHOLM LOCAL PRESS	1,024.13
47740	2013-09-05			786641	CLARESHOLM REGISTRIES	22.00
47741	2013-09-05			786950	CLARESHOLM SELF STORAGE	598.50
47742	2013-09-05			786141	CLARESHOLM TAXI	510.30
47743	2013-09-05			14150	CLARESHOLM WELDING & FABRICATING LTD	210.00
47744	2013-09-05			14205	CLEAN BRITE CHEMICAL SERVICES LTD.	394.17
47745	2013-09-05			786697	CNH CAPITAL C3115	681.45
47746	2013-09-05			786602	DEDOMINICIS, JOHN	33,326.31
47747	2013-09-05			786540	DIRECT ENERGY REGULATED SERVICES	31.73
47748	2013-09-05			786397	EPCOR	117.99
47749	2013-09-05			786202	EXOVA	232.36
47750	2013-09-05			786164	FCSS Association of Alberta	500.00
47751	2013-09-05			26201	FERG'S SEPTIC SERVICE LTD	577.50
47752	2013-09-05			786000	FLOWERS ON 49th	52.50
47753	2013-09-05			31955	GREYHOUND COURIER EXPRESS	32.38
47754	2013-09-05			787506	HARDY SAFETY LIMITED	4,871.53
47755	2013-09-05			56200	LOCAL AUTHORITIES PENSION PLAN	12,193.74
47756	2013-09-05			58000	LOOMIS EXPRESS	44.29
47757	2013-09-05			786519	MACPHERSON, DOUG	172.14
47758	2013-09-05			786704	MINISTER OF FINANCE (LT)	50.00
47759	2013-09-05			786570	MOORE, DAVID	135.00
47760	2013-09-05			65040	MUNICIPAL INFORMATION SYSTEMS	738.15
47761	2013-09-05			786905	ONECONNECT SERVICES INC. T46194	66.22
47762	2013-09-05			76300	PEDERSEN TRANSPORT LTD.	692.81
47763	2013-09-05			786453	PRAXAIR CANADA INC.	911.63
47764	2013-09-05			786156	Q.E.D. ENTERPRISES LTD.	971.62
47765	2013-09-05			786536	R P WATERWORKS INC.	415.80
47766	2013-09-05			86153	RANCHLAND EMBROIDERY	314.11
47767	2013-09-05			86300	RECEIVER GENERAL FOR CANADA	23,554.06
47768	2013-09-05			900	TELUS	6,119.07
47769	2013-09-05			786437	THE WRITE SOURCE	99.10
47770	2013-09-05			786428	TransAlta Energy Marketing Corp.	35,950.10
47771	2013-09-05			4090	WARNACO OF CANADA COMPANY	700.82
47772	2013-09-05			900000	Alberta Recreation & Parks Association	400.00
47773	2013-09-05			900000	AQUATERA	28,056.00
47774	2013-09-05			900000	ATTRILL, ALYSSA	39.37
47775	2013-09-05			900000	BARLEY, LARRY	1,625.00
47776	2013-09-05			900000	BISSKY, STEPHANIE	456.75
47777	2013-09-05			900000	BOLSTAD, RALPH	500.00
47778	2013-09-05			900000	FALCAN INDUSTRIES LTD.	7,560.00
47779	2013-09-05			900000	Gateway Mechanical Services	5,200.70



TOWN OF CLARESHOLM

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Cheque Listing For Account Payable

2013-Oct-9

2:19:21PM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
47780	2013-09-05			900000	KUNZ, FRANK	69.00
47781	2013-09-05			900000	KYLE, ELIZABETH	500.00
47782	2013-09-05			900000	MDC PRODUCTION	24.00
47783	2013-09-05			900000	ROSS, DIANA PHYLLIS	25.00
47784	2013-09-05			900000	SCHMIRLER, JAS	78.00
47785	2013-09-05			900000	SOETART, MARIYA	100.00
47786	2013-09-05			900000	ULTIMATE PROMOTIONS	804.30
						180,884.75
						Batch # 16953
47787	2013-09-05			900100	SHORTREED, LAWRENCE & PATRICIA	960.47
						960.47
						Batch # 16986
47788	2013-09-19			900100	ELLEFSON, EARL MARVIN	1,091.08
47789	2013-09-19			900100	HEYLAND, GORDON & MARILYN A.	1,282.10
						2,373.18



TOWN OF CLARESHOLM

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Cheque Listing For Account Payable

2013-Oct-9

2:19:21PM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
						Batch # 16987
47790	2013-09-19			600	ALBERTA ASSOCIATION OF M.D.'S	8,554.23
47791	2013-09-19			650	ALBERTA BLUE CROSS	6,077.92
47792	2013-09-19			1025	ALBERTA ONE CALL LOCATION CORP	63.00
47793	2013-09-19			786325	ALBERTA WATER & WASTEWATER, OPERATORS ASSOCIATION	551.25
47794	2013-09-19			786517	AMSC INSURANCE SERVICES LTD.	3,563.01
47795	2013-09-19			787511	BELL, BARBARA	80.45
47796	2013-09-19			785928	BIG HILL SERVICES LTD.	151.29
47797	2013-09-19			6390	BISHOFF AUTO & AG CENTRE	2,078.98
47798	2013-09-19			786427	BOUNDARY EQUIPMENT (CALGARY) LTD.	1,221.86
47799	2013-09-19			786190	CALMONT LEASING LTD.	4,205.58
47800	2013-09-19			11250	CANADIAN LINEN SUPPLY	529.49
47801	2013-09-19			14085	CLARESHOLM NAPA AUTO	3,015.80
47802	2013-09-19			786141	CLARESHOLM TAXI	363.83
47803	2013-09-19			786475	COMPLETE CARPENTRY LTD.	920.00
47804	2013-09-19			787513	Everest Construction Management Ltd.	357,414.59
47805	2013-09-19			786202	EXOVA	2,045.72
47806	2013-09-19			49980	HARRY'S TIRE SALES (1984) LTD.	350.51
47807	2013-09-19			36800	HOME HARDWARE	991.41
47808	2013-09-19			850	JOHN DEERE FINANCIAL	1,293.47
47809	2013-09-19			786267	LAWSON PRODUCTS INC.	343.48
47810	2013-09-19			56155	LIFESAVING SOCIETY	776.00
47811	2013-09-19			786659	LIVINGSTONE RANGE SCHOOL DIVISION	390.59
47812	2013-09-19			56200	LOCAL AUTHORITIES PENSION PLAN	12,851.43
47813	2013-09-19			786175	MacPherson Leslie & Tyerman LLP	662.03
47814	2013-09-19			49900	MEGA-TECH	21.00
47815	2013-09-19			786872	MPE ENGINEERING LTD.	21,201.50
47816	2013-09-19			65000	MUNICIPAL DISTRICT OF WILLOW	4,004.48
47817	2013-09-19			65040	MUNICIPAL INFORMATION SYSTEMS	940.34
47818	2013-09-19			66100	NATIONAL SECRETARY-TREASURER	1,290.46
47819	2013-09-19			786732	NORBY, KEN	1,692.60
47820	2013-09-19			71400	Oldman River Regional Services Commission	8,612.50
47821	2013-09-19			76400	PITNEYWORKS	4,242.00
47822	2013-09-19			786050	PLANET CLEAN (LETHBRIDGE) LTD.	498.95
47823	2013-09-19			12	PLATT CONTRACTING	1,931.89
47824	2013-09-19			80000	PURULATOR COURIER	28.47
47825	2013-09-19			786536	R P WATERWORKS INC.	1,506.44
47826	2013-09-19			786434	RAYMAX EQUIPMENT SALES	249.96
47827	2013-09-19			86300	RECEIVER GENERAL FOR CANADA	20,496.70
47828	2013-09-19			786180	RICOH CANADA INC.	100.95
47829	2013-09-19			13525	SOBEYS CLARESHOLM	306.32
47830	2013-09-19			787509	SOURCE OFFICE FURNISHINGS	250.95
47831	2013-09-19			91700	STARLINE SIGNS	136.50
47832	2013-09-19			786488	SUBWAY SANDWICHES & SALADS	213.30
47833	2013-09-19			900	TELUS	853.22
47834	2013-09-19			786437	THE WRITE SOURCE	25.04
47835	2013-09-19			786501	TOM HARRIS CELLULAR	98.70
47836	2013-09-19			786500	TRINUS TECHNOLOGIES INC.	84.00
47837	2013-09-19			786102	UMBRELLA ENTERPRISES	315.00
47838	2013-09-19			101400	UNITED FARMERS OF ALBERTA	1,304.10



TOWN OF CLARESHOLM

Page 4 of 4

Cheque Listing For Account Payable

2013-Oct-9

2:19:21PM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
47839	2013-09-19			36950	WATER BLAST MANUFACTURING LP	94.78
47840	2013-09-19			111705	WC CLASS II REGIONAL LANDFILL	9,592.24
47841	2013-09-19			786784	WESTWIND CHEVROLET	8.45
47842	2013-09-19			126050	ZEE MEDICAL CANADA, INC.	115.04
47843	2013-09-19			900000	ARMTEC CALGARY	3,829.27
47844	2013-09-19			900000	Breathe Easy Duct Cleaning Ltd.	1,470.00
47845	2013-09-19			900000	Eastern Slopes Rangeland Seeds Ltd.	536.55
47846	2013-09-19			900000	HART, ARLENE	500.00
47847	2013-09-19			900000	MICHAEL, JOY	544.00
47848	2013-09-19			900000	MILLER SUPPLY	44.63
47849	2013-09-19			900000	PARSEYAN, PAYMAN	113.30
47850	2013-09-19			900000	SHOOTIN' THE BREEZE	57.75
47851	2013-09-19			900000	SLETTEDE, DARRYL	949.85
47852	2013-09-19			900000	TELUS	356.80
47853	2013-09-19			900000	TITAN WHOLESALE	259.96
47854	2013-09-19			900000	ULINE CANADA CORP.	301.00
47855	2013-09-19			900000	WHITEHEAD, JACOB S	237.33

497,912.24

Total

682,130.64

*** End of Report ***

The Bridges at Claresholm Golf Club

REGULAR MEETING

Wednesday, September 18, 2013 at 12:00

Present: Stan Mitchell, Mike Young, Todd Heggie, Doug MacPherson, Ray Montpetit, Berny Jacob; Lyle Broderson & Rod Andrews.

Excused: Russell Sawatzky, Frank Keller, Kathy Davies, Dan Rhode

1. Vice-Chair Mike Young called the meeting to order at 12:03 pm.
2. Todd Heggie approved the agenda. CARRIED
3. Berny Jacob moved the approval of the August 28, 2013 regular Meeting minutes.
CARRIED
4. Correspondence – none.
5. Reports:

5.1 Greens Committee: Rod reported the following:

- We now have lots of workers – 6 part time and are good for the rest of the season.
- We are doing the last fertilizing of the season: 10-0-30 recommended for fall application for grass root health and successful overwintering.
- Also spraying a fungicide, but periodically the sprayer is acting up. This is necessary equipment – proper maintenance has been done including replacing the rollers; A new sprayer is \$15,000.00, will check on used equip. and also check with Challenger
- Bearing replaced on rough mower – due to terrain this mower needs repairs more often
- Tracking repairs: Tod offered to send over a spreadsheet to aid in tracking equipment and repairs, Berny offered to input data.

5.2 Club Pro & Marketing Committee

- Contractor was brought in to do the windows – suggest they be done early May and late August. Fee was \$350.00 plus golfing benefits.
- Stag was re-set for October 18, 2013, need to move on ticket sales.
- Lyle to evaluate the need for security cameras in the cart shed as there has been a rash of thefts such as gas and other equipment.
- Ford Tournament went well, raised between \$6 & 7,000.00. The Sr. & Youth Tournament was cancelled. Only 3 tournaments left: Kinsmen, Whitehead and Tombstone.
- Membership raffle tickets should all be in no later than Oct.4/13.

5.3 Town Representative: Doug MacPherson

- Mike does not yet have a schedule for the Bridge repairs; hopefully we will have this next week.
- Had complaint – requiring the removal of downed trees on hole #8.

5.4 Clubhouse Committee:

- Don is assessing restaurant, clubhouse committee to meet again with him.
- Rent for concession has been paid.

5.5 Finance Committee:

- Lyle to talk to YPM some of the finances are being reported incorrectly such as the management fee and concession.
- Generally we have had a pretty good year.
- Lyle will also talk to YPM to see if we can get the finances out so that they can be distributed a couple of days before the regular meeting so that the board can properly review them.

5.6 Grants and Casino:

- The Grant for the electrical upgrade on cart shed has been sent off

5.7 Policy Committee:

- The town is being contacted to better understand the safety and training issues for inclusion in the policies.

6. New Business:

6.1. 2014 Membership Fees: a variety of percentage options were discussed, Lyle to tabulate and send out prior to the next meeting.

6.2. Communications: Berny brought up the necessity of reviewing opportunities for communication for board members when they are away for more than one month utilizing either teleconference or Skype. Options are to be brought back to the next meeting.

7. Adjournment: Ray Montpetit moved to adjourned at 1:08 pm.

October Meetings: Wed. Oct. 1, 2013

Wed. Oct. 16, 2013



The Navigator

Issue 24 • Printed October 1, 2013

Claresholm, AB

"Just before the death of flowers, And before they are buried in snow, There comes a festival season, When nature is all aglow." - Author Unknown.

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

GRADUATION 2014 UPDATES

The following students were selected as the Grad Committee for 2013-2014:

Chair: Lindsey U

Recording Secretary: Shannon H

Treasurer: Andrea D

Checkmark Secretary: Mason S

Pictures: Niko W

Committees have also been established for the following:

Banquet: Erin B, Rowan K and Bryn G.

Decorating: Eden H, Kourtney K, Shannon H, Shannon C, & Tanner M.

Fundraising: Tiffany H, Cody B.

Reminder that each grad needs five checkmarks or is required to pay \$25 per unearned checkmark. The first checkmark opportunity is already posted at the office. Thank you to the Canadian Senior Pro Rodeo Finals for continuing to support our grads. As new checkmark opportunities become available, grads will be notified via the announcements, and will be able to sign up in the office.

The first Grad Parent Meeting will be held on October 15 at 7:30 pm in the gymnasium. More information will be shared that evening. Please plan on attending.

SCHOOL FEES

Invoices will be sent at the beginning of October 2013. There is the opportunity to pay fees on-line. There is a link on our School Website under 'Publications,' or stop by the school office for more information on paying online.

ABSENCES

Parents! Please contact the office if your child is absent or going to be absent. We have an answering machine to take messages if you call after hours. This will prevent the automated call that you receive when there is an absence. We work hard to ensure that attendance is accurate. If you have questions or are not sure about the student attendance do not hesitate to contact the school.

JUNIOR HIGH TRAVEL CLUB

The Junior High Travel Club will be journeying to Ontario (Ottawa & Toronto) and Quebec (Montreal & Quebec City) over Easter break. There will be a meeting for all Junior High Travel Club members and their parents on Wednesday, October 2 at 7:30 pm. The meeting will take place at WCCHS in the Media Centre (Library). Items to be discussed include: timeline before the trip, optional excursions, group jackets, Amazing Race option, tips, preference for flights, & special requests. Please make every effort to be in attendance, however if you cannot, please contact franzm@lrsd.ab.ca or see her at the school.

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

INSIDE THIS ISSUE:

- Grad Committee Formed
- Sports Update
- School Council
- School Fees Due
- Parent Info Needed
- October 2013 Calendar

REMINDER!

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

ONE WAY →

OCTOBER



FROM THE PRINCIPAL: Ian Stewardson

I would like to thank all the people who from the inception of the idea to modernize the Claresholm Schools to the completion of those dreams have maintained a positive outlook with the vision of high quality education for our students. Our opening day was a great success with events from ribbon cutting to hair cutting. The school looked fantastic and anyone who was here for the event raved about our new facility.

I would like highlight a few items about Staff Planning Days and Professional Development. These are days set aside for schools to meet and plan. I have found that these events are essential to the smooth operation of the school as well as sharing successes and planning for challenges. Examples of the way we use these days are: setting school policies, reviewing plans for upcoming events, learning new programs for student achievement and meeting in groups of staff members to plan with other schools. Events which are held once a year are the: Interschool Collaboration and the Divisional Professional Development Day. These days allow for staff meet with teachers and support staff in similar positions from across LRSD.

IPP Meetings are essential to meet the individual needs of students who are struggling. It provides an opportunity to discuss strengths and challenges with the team of people who are working with the child that year. Their plan is reviewed, edited and shared at those meetings. Typically, a teacher with the most contact with the child is in charge of the paper work and implementation of the plan.

One last item, I would like to share with the community is the great offerings at our Cafeteria. These specials provide a healthy option for students. Ms. Nelle and the students provide this all for approximately \$5.50. Great Value. We are having quite the demand on the lunches this year.

Thank you for your continued support,
Ian Stewardson



FUNDSCRIP GIFT CARDS

This year, we are continuing with the FundScrip Program. If you are unaware of this program, it is a way to purchase cards with preset amounts from a variety of stores such as Esso to Subway. They are just like a debit

card but different percentages coming back to the Claresholm Schools Fundraising Society. A form will be sent home with students in the second week of October.

SPORTS UPDATES

Volleyball:

Teams are set and league play is underway. In October, we will host both JV Girls Cobra Classic October 18 & 19, and Jr. High A & B Girls Cobra Classic October 25 & 26. Home games this month are:

Oct. 1	Jr. High A Boys	vs	St. Mike's
Oct. 2	High School Girls	vs	Coalhurst
Oct. 3	Jr. High B Girls	vs	JT Foster
Oct. 3	Jr. High A Girls	vs	JT Foster
Oct. 3	Jr. High A Boys	vs	Piikani
Oct. 10	Jr. High A Girls	vs	FP Walshe
Oct. 10	Jr. High A Boys	vs	Matthew Halton
Oct. 17	Jr. High B Girls	vs	FP Walshe
Oct. 21	High School Boys	vs	Crowsnest Pass
Oct. 22	Jr. High B Girls	vs	St. Mike's
Oct. 22	Jr. High A Girls	vs	St. Mike's
Oct. 23	High School Girls	vs	FP Walshe
Oct. 29	Jr. High A Boys	vs	FP Walshe
Oct. 30	High School Boys	vs	Coalhurst

Cross-Country: We have 13 athletes going to Zones in Medicine Hat on October 9.

Golf: Sep 11 we hosted 1A/2A Zone Golf. From that tournament Jocelyn C. qualified and then played at Provincials in Strathmore September 16 & 17.

Football: Cobras next home game is October 4 vs Taber. They will not play at home again until play-offs.

Sports Society: Meetings are the 3rd Thursday of each month at 8:00 pm. October 17 is the Fall General Meeting, and all are invited to attend. "Pull and Pay" raffle tickets are being sold. Please see a High School Volleyball or Football player if you want to support Cobra Athletics by purchasing a ticket(s). Sold booklets need to be returned to Mr. Lybbert the week following Thanksgiving.

HALLOWEEN ACTIVITIES!

- Monday, October 28, 2013 - Pumpkin Carving **Students need to sign up in teams in the office.
- Tuesday, October 29, 2013 - Black and Orange Day Classroom with most per capita dressed in Black or orange will get a prize.
- Wednesday, October 30- 2013 - Donut Goblin on a string. **Students need to sign up in the office.
- Thursday, October 31, 2013 - Dress up Day - Parade at noon in Foyer Prizes to be awarded

Congratulations to students for raising \$469.60 for the 2013 Terry Fox Walk!

PARENTS NEEDED FOR JUNIOR HIGH EXCHANGE TO CONTINUE!

We are needing a parent to help organize and chaperone this reciprocal exchange. This exchange is partially funded by the government and is a great way for students In grade 7 and 8 to see other parts of Canada and meet new friends. For more information, please go to www.csfp.com, or call Mrs. McNutt at the school or Marla McLeod @ 625-4862.

WCCHS SPORTS FEES 2013-2014

Jr. High (7-9) Sr. High (10-12)

Football	-	\$275
Volleyball	\$150	\$300
Basketball	\$150	\$350
Badminton	\$50	\$50
Track	\$50	\$50
Slowpitch	-	\$150
Baseball	-	\$250
X-Country	\$50	\$50
Golf (Zone Host)		\$50
Curling	-	\$50

SCHOOL SAFETY

We will be practicing Fire Drills and Lock Down Procedures in the first weeks of school to ensure safe and orderly reactions to emergency situations. There are new areas and exit routes for our students. We will instruct students how to move efficiently as the time goes by.

COMMUNITY FLU CLINIC

Influenza is more than just a bad cold. It is a contagious respiratory illness that can spread quickly and infect both healthy and vulnerable people. Get your annual flu shot and protect yourself, and those you care about.

Flu clinics will be held Wednesdays, October 23 and 30, and November 6 and 13 at the Claresholm Community Centre.

2013 & 2014 YEARBOOKS

The 2013 WCCHS yearbook (from last year's activities) are here and ready for pick up! WCCHS students will receive their previously purchased book during a lunch time signing event. WCCHS Grads who purchased a copy will be contacted by phone as to when to pick their yearbook up.

The Yearbooks for 2014 can now be ordered and paid for when paying school fees. The cost remains \$40.00 for the third year in a row.

RCMP CHECKS

If your child is new to grades 7-12, and you wish to volunteer in WCCHS, you need to complete an RCMP check and turn it into the office.



Reminder

to all students that there is to be **NO SMOKING** within sight of the school. Students who are caught smoking will be issued a ticket by the RCMP. WCCHS does not support underage smoking in any location.

UPCOMING DATES TO NOTE

F.P. Walshe Career Fair (9-11 am)	October 1
Jr. High Travel Club Meeting (7:30 pm)	October 2
Lethbridge College Career Fair	October 7
No School for Jr. High Students	October 10
No School for All Students	October 11
Parent Grad Meeting (7:30 pm)	October 15
School Council (7 pm)	October 17
Sports Society AGM (8 pm)	October 17

SCHOOL (PARENT) COUNCIL

We had a great turnout for our first School Council meeting at the modernized site. Not including Administration and Board members, we had a record thirteen parents show up! Thank you for such great support! Ruth Lindquist was elected as Chairperson and Susie Bishoff was elected as Vice-Chair. As in past years, we will have a rotating secretary who volunteers at each meeting. Our next meeting will be Oct 17 at 7 pm. We will be discussing the letter grades that are on report cards in k-9 as well as results on PAT and Diploma exams from the 2012-13 school year. We will also review the school goals for the 2013-14 school year. Come and join us for a few laughs and to find out what is happening from a parent's perspective at WCCHS!

For more information or questions, please call Ruth Lindquist at 625-3123.

INFORMATION NEEDED

The school has a new student information system this year so needs to ensure that your demographic information is correct. It is important that we have this information in case of an emergency.

Please contact the office with the following information:

- Parent names
- Addresses: Mailing and Physical
- Phone numbers: Home, work

- Cell numbers
- e-mail address
- Emergency contact information
- Medical information

Also please let us know if you are interested in being texted with announcements from the school. You can email Debra at hemmawayd@lrsd.abca or Connie at sillitoc@lrsd.ab.ca or call the school at 403-625-3387. You can also send the information in with your child. Thank you for your attention to this matter!

Interested in Participating in Prom?

Grade 11's can submit their name along with your partner (or escort) to the office ASAP!

WCCHS Alumni?

Register your information at www.wcchsalumni.com



Willow Creek Composite High School Alumni Association



@wcchsalumni

HOW TO REACH US

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

PARENT TECH CONFERENCE

SATURDAY, NOVEMBER 23, 2013 (NEW DATE!)

Facebook? Twitter? Laptop? Tablet? Wifi? BYOD? Would you like to know a little bit more about technology, especially when it comes to what your child knows and you don't? Mark your calendar for **Saturday, November 23**, for a fun learning experience for anyone who wants to know more about technology, social media, digital citizenship, and technology within our schools.

Watch for more information to come to your email inbox or in the next newsletter. Hosted by School Council, WCCHS, and the LRSD Tech Department.



COBRA WEAR ON SALE!

Watch for order forms coming soon!

School t-shirts, shorts, sweats, tear-aways, jackets & more!

IS YOUR CHILD ABSENT FROM SCHOOL?

Call the school
403-625-3387
to let us know!



October 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																					
		1 Jr. High Boys VB Home Game 5:30	2 High School Girls VB Home Game 6:00 Jr. High Travel Club Meeting 7:30 pm	3 Jr. High Girls VB Home Game 5:30 Jr. High Boys VB Home Game 5:30	4 Cobra Football Home Game 7:00	5																																																																																					
6	7	8	9	10 Jr. High Boys & Girls VB Home Games No school for Grade 7-9 (IPP Day for Staff)	11 Thanksgiving Long Weekend No school for all students (Staff Planning Day)	12																																																																																					
13 Thanksgiving Long Weekend	14 Thanksgiving Holiday	15 Pay & Pull Tickets in to Mr. Lybbert! Grad Parent Meeting 7:30 pm	16	17 Jr. High B Girls VB Home Game School Council 7 pm Sports Society AGM 8 pm	18	19																																																																																					
20	21 Sr. High Boys VB Home Game 6:00	22 Jr. High A & B Girls VB Home Game	23 High School Girls VB Home Game 6:00	24	25	26 Jr. High Boys VB to Pincher Creek																																																																																					
27	28	29 Jr. High Boys VB Home Game 5:30	30 Sr. High Boys VB Home Game 6:00	31																																																																																							
		September 2013 <table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>Sa</td></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr></table>		S	M	T	W	Th	F	Sa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						November 2013 <table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>Sa</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr></table>		S	M	T	W	Th	F	Sa						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Watch for Registration Forms for the Parent Tech Conference Day! Register & join us to learn more!	
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Willow Creek Composite High School • Grades 7-12

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

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

ATTENDEES: Neil Ohler – Lay Representative
Howard Paulsen - Lay Representative
David Hubka– Town of Claresholm
Brydon Saunders – Lay Representative
Earl Hemmaway – M.D. of Willow Creek
Sheila Marsh – Porcupine Hills Lodge
Bob Thompson – Claresholm Seniors Center
Lyal O'Neill – Office Coordinator

REGRETS: Walter Gripping – Town of Granum
Sandra Young - Wandering Willows

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

1.0 APPROVAL OF ADDITIONS TO AGENDA

Moved by Earl Hemmaway to accept the agenda. Carried.

2.0 APPROVAL OF MINUTES

Moved by Neil Ohler to accept the minutes of the meeting held **August 9, 2013**. Carried

3.0 BUSINESS ARISING

1. 10 year recognition awards Friday August 23, 12:00 noon, was well attended and appreciated by long term volunteers and drivers alike.
2. FCSS Resource Fair Sept 5 was good to meet other services in our community.
3. Casino Lethbridge October 16-17 – Lyal reported that volunteer list is about full. The license has been delivered to Casino Lethbridge. Work hours have been reduced.

4.0 CORRESPONDENCE

1. Town of Stavely – Letter from council stating that mobility of Seniors and those with Disabilities is not something they budget for.
2. Town of Claresholm – Letter from council stating that our proposal for Public Transportation will be considered in the 2014 Budget!
3. Motion by Earl Hemmaway to go In Camera. Carried.
4. Motion by Brydon Saunders to come out of Camera. Carried.

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 – Did anyone send in the MONSANTO FUND CONTEST \$2,500

4. Chairman's report. Things are going good..stop in for signing meetings...

6.0 NEW BUSINESS

1. Extended hours of service from 7 to 7 departures. Motion by David Hubka to extend drivers hours of service from 7 to 7 departures. Carried.
2. Lyal cellphone package \$55/month Motion by Brydon Saunders to pay Lyal cellphone package \$55/month. Carried
3. UFA Contest 5x\$50,000. Motion by Bob Thompson to enter this contest. Carried
4. 10 year service, CFL decals for vans Moved by Neil Ohler to order these decals and get an estimate on a roof sign for parades. Carried.
5. Friends of the Foundation Dinner , October 3 6:15 We will attend for a table of 8.
6. Inter facility transfers High River, Vulcan, Fort Macleod, Pincher, Blairmore. A discussion around expanding our existing service to neighboring Hospitals. Lyal will approach HRH and Vulcan Hospitals first to see if there is an interest in them using our services?
7. Photoshoot with the Kinsmen Friday 2pm at Local Press
8. Motion by Earl Hemmaway to go In Camera at 11:55. Carried.
9. Motion by Brydon Saunders to come out of Camera 12:35. Carried.

NEXT MEETING is on October 18, 2013, 10:00 at WCCCC

7.0 The meeting was adjourned at 12:45 by David Hubka

cc. Town of Claresholm

MD

WCCCC

CGH

Laurie Watt

Tracy Mitchell

Please circulate to Mayor/Reeve and Council for information



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 6 (2013)

EXECUTIVE COMMITTEE MEETING

Thursday, July 25, 2013 at 7:00 p.m.

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

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

Anne Marie Philipsen
Don Anderberg
Larry Mitchell

STAFF:

Lenze Kuiper – *Director*

Gail Kirkman – *Subdivision Technician*

AGENDA:

1. **Approval of Agenda – July 25, 2013**
 2. **Approval of Minutes – June 13, 2013** (attachment)
 3. **Business Arising from the Minutes**
 4. **New Business**
 - (a) Municipal Affairs Compliance Requirements Update (attachment)
 - (b) Fee For Service 2013 Update (handout)
 - (c) Finance Committee Recommendations (handout)
 - (d) Regional Assessment Review Board Update (handout)
 - (e) Alberta SouthWest Regional Alliance Invitation (handout)
 5. **Accounts**
 - (a) Office Accounts –
 - (i) May 2013 (attachment)
 - (ii) June 2013 (attachment)
 - (b) Financial Statements –
 - (i) January 1 - May 31, 2013 (attachment)
 - (ii) January 1 - June 30, 2013 (attachment)
 6. **Director's Report**
-

7. **Executive Report**.....
 8. **In-Camera – Personnel**
 9. **Adjournment**.....
-

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

1. APPROVAL OF AGENDA

Moved by: Anne Marie Philipsen

THAT the Executive Committee approve the agenda, as presented.

CARRIED UNANIMOUSLY

2. APPROVAL OF MINUTES

Moved by: Don Anderberg

THAT the Executive Committee approve the minutes of June 13, 2013, as presented.

CARRIED UNANIMOUSLY

3. BUSINESS ARISING FROM THE MINUTES

- None.

4. NEW BUSINESS

(a) Municipal Affairs Compliance Requirements Update

- Alberta Municipal Affairs began conducting a general review of all regional services commissions province-wide in 2011. As part of that process, they are currently reviewing the Oldman River Regional Services Commission Bylaw and have indicated they require updated documentation to be filed. Even though resolutions by member municipalities were filed with the province when ORRSC was established, due to some additional members joining the organization and additional services provided, they are requesting new resolutions in a standardized format to be submitted.
- On June 28, 2013, emails were sent to all member municipalities asking for their cooperation in passing a standardized resolution approving membership in the Commission, and to non-member municipalities approving the Commission as a provider of GIS services. About half of the resolutions have been returned to date and we will be sending out a reminder to those that haven't responded.
- ORRSC is anxious to comply with Municipal Affairs' requirements and hopes to have received all resolutions before the September 5, 2013 Board of Directors' meeting, which will be attended by Gary Sandberg, Executive Director of the Municipal Services Branch.

Moved by: Henry Van Hlerden

THAT the Executive Committee accept the Municipal Affairs Compliance Requirements Update, as information.

CARRIED UNANIMOUSLY

(b) Fee For Service 2013 Update

- The Fee for Service chart format has been changed to reflect project quotes grouped according to planners' areas and three payment columns. Amounts highlighted in green are ready to be invoiced, and a ➡ indicates payment has been received.

Moved by: Gordon Wolstenholme

THAT the Executive Committee accept the Fee for Service 2013 Update, as information.

CARRIED UNANIMOUSLY

(c) Finance Committee Recommendations

- Four funding scenarios were discussed by the Finance Committee at their third meeting on July 11, 2013; Scenarios 1 and 4 were recommended to the Executive Committee for consideration.

Scenario 1 Total Equalized Assessment – Split Mill Rate (Urban and Rural)

Scenario 2 Total Equalized Assessment – One Mill Rate

Scenario 3 4 Variables Evenly Weighted

25% – Total Equalized Assessment
25% – Parcels
25% – Per Capita
25% – Service Level

Scenario 4 4 Variables Unevenly Weighted

30% – Total Equalized Assessment
20% – Parcels
30% – Per Capita
20% – Service Level

- The Executive debated the pros and cons of Scenarios 1 and 4 in detail in addition to the following issues:

Caps – Committee consensus regarding the \$2,000 “floor” and \$65,000 “ceiling” is that these should be adjusted on an annual basis.

Reserves – after the fees are decided, a policy regarding reserves should be established.

Enrollment Fees – new members to the Commission should be required to pay a one-time enrollment fee to offset administrative costs associated with the assignment of planning resources, file set-up and transfer, ORRSC Bylaw amendments and organizational update (e.g. 25% of the Municipal Member Fee).

- Handouts describing the “Proposed Strategy” of the Finance Committee to address the issue of stable funding for the Commission as well as “Calculating Labour Burden for Planners” were reviewed.

Moved by: Larry Mitchell

THAT the Executive Committee approve Total Equalized Assessment with a Split Urban and Rural Mill Rate be used to determine annual Municipality Membership Fees;

AND THAT a \$2,000 “floor” and \$65,000 “ceiling” be adjusted annually based on the percentage of overall increase to membership fees (i.e. if overall membership fees increase 1.2%, then the “floor” and “ceiling” increase by 1.2%);

AND THAT if fees decrease, the "floor" and "ceiling" will decrease to a minimum of \$2,000 and \$65,000 respectively;

AND THAT an enrollment fee for new members be required based on a charge of 25% of their Municipal Membership Fee.
CARRIED UNANIMOUSLY

(d) Regional Assessment Review Board Update

- Five assessment complaints have been received as of July 25, 2013 as follows:

1. Town of Pincher Creek – LARB
2. Town of Pincher Creek – CARB
3. Town of Coaldale – LARB
4. County of Warner – LARB
5. Cardston County – LARB

Moved by: Anne Marie Philipsen

THAT the Executive Committee accept the Regional Assessment Review Board Update, as information.
CARRIED UNANIMOUSLY

(e) Alberta SouthWest Regional Alliance Invitation

- The Alberta SouthWest Regional Economic Development Alliance Board is made up of the Mayor or Reeve of each of their 15 member communities. Their Executive Director, Bev Thornton, has invited ORRSC to send a representative to their monthly Board meetings to provide a planning perspective and to explore opportunities to support regional partnerships. Director Lenze Kuiper has offered to attend as ORRSC's representative.

Moved by: Gordon Wolstenholme

THAT a representative of ORRSC be authorized to attend Alberta Southwest Regional Economic Development Alliance (REDA) meetings.
CARRIED UNANIMOUSLY

5. ACCOUNTS

(a) Office Accounts –

(i) May 2013

5150	Staff Mileage	S. Croil.....	\$ 140.00
5150	Staff Mileage	S. Johnson.....	15.50
5151	Vehicle Gas & Maintenance	S. Johnson.....	60.50
5320	General Office Supplies	S. Johnson.....	15.49
5530	Coffee & Supplies	S. Johnson.....	93.28
5150	Staff Mileage	G. Scott.....	41.50
5151	Vehicle Gas & Maintenance	Imperial Oil	380.40
5151	Vehicle Gas & Maintenance	Petty Cash (Midas oil change & gas)	86.40
5380	Printing & Printing Supplies	Petty Cash (photo paper)	19.99
5520	Meetings	Petty Cash (juice, scotties).....	48.78
5180	Staff Development	M.D. of Willow Creek	970.00
5265	Utilities	City of Lethbridge	614.04
5280	Janitorial Services	Madison Ave Business Services	425.00
5285	Building Maintenance	Cam Air Refrigeration.....	186.50

5285	Building Maintenance	City Yard Works	426.00
5310	Telephone	Telus Communications	85.89
5310	Telephone	Bell Mobility	544.45
5310	Telephone	Telus	350.78
5580	Equipment & Furniture Rental	Telus	135.45
5320	General Office Supplies	Desjardin	120.15
5380	Printing & Printing Supplies	Desjardin	90.13
5320	General Office Supplies	Desjardin	33.26
5330	Dues & Subscriptions	Parks Canada.....	129.91
5330	Dues & Subscriptions	Vauxhall Advance.....	22.00
5330	Dues & Subscriptions	Claresholm Local Press	35.00
5440	Land Titles Office	Minister of Finance	322.00
5540	Other	Purolator Courier.....	21.94
5580	Equipment & Furniture Rental	Xerox Canada	2,389.58
1160	GST Receivable	GST Receivable	290.96
TOTAL			<u>\$8,094.88</u>

(ii) June 2013

5150	Staff Mileage	B. Brunner	\$ 150.00
5150	Staff Mileage	S. Croil.....	52.50
5150	Staff Mileage	D. Horvath	154.00
5150	Staff Mileage	L. Kuiper	139.50
5151	Vehicle Gas & Maintenance	Imperial Esso.....	550.81
5160	Staff Field Expense	Economic Development Lethbridge ..	35.00
4140	Approval Fees	Town of Raymond	87.50
5280	Janitorial Services	Madison Ave Business Services	475.00
5285	Building Maintenance	Active Lock & Safe	200.00
5310	Telephone	Bell Mobility	472.50
5310	Telephone	Telus Communications.....	353.22
5310	Telephone	Telus Communications.....	94.34
5320	General Office Supplies	Desjardin Credit Services.....	243.36
5440	Land Titles Office	Minister of Finance	335.00
5460	Public Relations	Mike Burla.....	1,000.00
5470	Computer Software	Pacific Alliance	5,250.00
5500	Subdivision Notification	Lethbridge Herald.....	287.04
5570	Equipment Repairs & Maintenance	Xerox Canada	1,133.65
5580	Equipment & Furniture Rental	Xerox Canada	748.88
5580	Equipment & Furniture Rental	Telus Communications.....	135.45
5580	Equipment & Furniture Rental	Pitney Bowes.....	292.03
1160	GST Receivable	GST Receivable	497.34
TOTAL			<u>\$12,687.12</u>

Moved by: Anne Marie Philipsen

THAT the Executive Committee approve the Office Accounts of May (\$8,094.88) and June (\$12,687.12) 2013, as presented. **CARRIED UNANIMOUSLY**

(b) Financial Statements –

- (i) January 1 - May 31, 2013**
- (ii) January 1 - June 30, 2013**

Moved by: Henry Van Hierden

THAT the Executive Committee approve the following unaudited financial statements:

January 1 - May 31, 2013
January 1 - June 30, 2013

CARRIED UNANIMOUSLY

6. DIRECTOR'S REPORT

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

Moved by: Larry Mitchell

THAT the Executive Committee accept the verbal Director's Report, as information.

CARRIED UNANIMOUSLY

7. EXECUTIVE REPORT

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

8. IN-CAMERA – Personnel

Moved by: Henry Van Hierden

THAT the Executive Committee begin an in-camera session at 8:45 p.m.

CARRIED UNANIMOUSLY

Moved by: Anne Marie Philipsen

THAT the Executive Committee end the in-camera session at 9:06 p.m.

CARRIED UNANIMOUSLY

8. ADJOURNMENT

Moved by: Gordon Wolstenholme

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 9:06 p.m. until Thursday, September 12, 2013 at 7:00 p.m.

CARRIED UNANIMOUSLY

/bj

CHAIR: _____

5. APPROVAL OF ACCOUNTS**(a) Office Accounts – July 2013**

5150	Staff Mileage	M. Burla	\$ 405.00
5151	Vehicle Gas & Maintenance	Imperial Oil	217.71
4140	Approval Fees	Creekworks.....	750.00
5280	Janitorial Services	Madison Ave Business Services	425.00
5320	General Office Supplies	Madison Ave Business Services	12.79
5310	Telephone	Bell Mobility	476.24
5310	Telephone	Telus	352.46
5310	Telephone	Telus.....	77.87
5320	General Office Supplies	Desjardins.....	210.30
5380	Printing & Printing Supplies	Desjardins.....	55.50
5320	General Office Supplies	Desjardins.....	168.87
5380	Printing & Printing Supplies	Desjardins.....	34.35
5350	Postage & Petty Cash	Postage by Phone	1,500.00
5380	Printing & Printing Supplies	Peak Vocational Services.....	90.00
5390	Graphic & Drafting Supplies	Continental Imaging Products	1,129.02
5390	Graphic & Drafting Supplies	Continental Imaging Products	254.48
5430	Aerial Photos & Maps.....	M.D. of Willow Creek.....	200.00
5440	Land Titles Office	Minister of Finance	228.00
5500	Subdivision Notification	Lethbridge Herald.....	148.20
5531	GIS Grant	Pacific Alliance	11,040.00
5570	Equipment Repairs & Maintenance	Pitney Bowes.....	86.95
5580	Equipment & Furniture Rental	Telus.....	135.45
5580	Equipment & Furniture Rental	Xerox	960.00
5590	Equipment & Furniture Purchases	Lethbridge Document Solutions	598.00
5590	Equipment & Furniture Purchases	Martin Chrysler	18,025.25
1160	GST Receivable	GST Receivable	1,298.54
TOTAL			<u>\$38,879.98</u>

Total GST Receivable as of June 30/13	\$6,185.69
July/13 Purchases	1,298.54
TransAlta - July 3/13	60.55
Shell - July 7/13	20.99
MasterCard - July 25/13.....	<u>12.59</u>
Total GST Receivable as of July 31/13	<u>\$7,578.36</u>

Oldman River Regional Services Commission
Balance Sheet As at 07/31/2013

5(b)(i)

ASSET

Operating Fund

Cash on Hand, not deposited	0.00	
Cash on Hand	120.00	
Cash in Bank-Current	251,947.11	
Cash Clearing	0.00	
Total Cash		252,067.11
Accounts Receivable		38,578.95
GST Receivable		7,578.36
Prepaid Expenses		4,170.31
Total Operating Fund		302,394.73

Capital Funds

Furniture & Equipment	439,886.95	
Furn & Equip-Acc Depr	-392,421.47	
Net Furniture & Equipment		47,465.48
Land		80,000.00
Building	773,396.98	
Acc Amort-Bldg	-199,830.00	
Net Building		573,566.98
Total Capital Fund		701,032.46

TOTAL ASSET **1,003,427.19**

LIABILITY

Liabilities - Operating fund

Accounts payable	0.00	
Accrued Vacation Leave	148,968.90	
Account Payable - Manual	-13,384.17	
Accrued Liabilities	0.00	
Vacation payable	0.00	
Deferred Revenue - Member	0.00	
Deferred Revenue-GIS	-39,939.75	
ATB LOC	159,300.36	
EI Payable	-0.11	
CPP Payable	0.00	
Federal Income Tax Payable	0.00	
Payroll remittance payable		254,945.23
Deduction 1 Payable		0.00
Deduction 2 Payable		0.00
Deduction 3 Payable		0.00
Deduction 4 Payable		0.00
Deduction 5 Payable		0.00
GST Charged on Sales	0.00	
GST Paid on Purchases	0.00	
GST Payable (Receivable)		0.00
Prepaid Sales/Deposits		0.00
Total Current Liabilities - Operat		254,945.23

TOTAL LIABILITY **254,945.23**

EQUITY

Capital Fund

Mortgage		0.00
ATB LOC		-159,675.92
Equity in Fixed Assets		701,032.00
Internally Restricted (manual)	0.32	
Capital Operating Reserve	0.00	
Total Reserves		0.32
Total Capital Fund		541,356.40

Oldman River Regional Services Commission
Balance Sheet As at 07/31/2013

Members Equity	
Retained Earnings - Previous Year	-403,375.60
Accounting Policy Change	0.00
Current Earnings	610,501.16
AR Clearing Account	0.00
Total Members' Equity	207,125.56
<hr/>	
TOTAL EQUITY	748,481.96
<hr/>	
LIABILITIES AND EQUITY	1,003,427.19

**Oldman River Regional Services Commission
Comparative Income Statement**

	Budget 01/01/2013 to 12/31/2013	Actual 01/01/2013 to 07/31/2013	Difference
REVENUE			
Membership Fees, Fee-for-Serv...			
Membership Fees	795,000.00	598,731.00	196,269.00
GIS Member Fees	428,688.00	441,942.39	-13,254.39
Fee for Service(member)	200,000.00	92,202.34	107,797.66
Fee for Service (non-member)	0.00	385.00	-385.00
Total Member fees, fees for Se...	1,423,688.00	1,133,260.73	290,427.27
Approval Fees, Plans, Interest			
Approval Fees	300,000.00	228,892.50	71,107.50
Rental Income	500.00	705.00	-205.00
Sale of Plans & Publications	10,000.00	8,283.01	1,716.99
GIS Sale of Maps	1,000.00	254.00	746.00
Interest Earned	5,000.00	1,120.94	3,879.06
Proceeds from Sale of Capital As...	0.00	12,000.00	-12,000.00
Other Income	0.00	35.00	-35.00
Grant Revenue	125,000.00	324,968.13	-199,968.13
Total Approval Fees, Plans, Inte...	441,500.00	576,258.58	-134,758.58
TOTAL REVENUE	1,865,188.00	1,709,519.31	155,668.69
EXPENSE			
Staff Salaries			
Permanent Employees	1,244,000.00	753,737.32	490,262.68
Temporary Employees	20,000.00	0.00	20,000.00
Planning Intern	0.00	0.00	0.00
Total Staff Salaries	1,264,000.00	753,737.32	510,262.68
Staff Benefits			
Employment Insurance	25,000.00	18,007.63	6,992.37
Group Life Insurance	8,500.00	6,033.23	2,466.77
LAPP-RPP	110,000.00	82,095.73	27,904.27
CPP	45,000.00	32,992.17	12,007.83
AMS-Ext Health & Dental	26,000.00	17,140.38	8,859.62
Total Staff Benefits	214,500.00	156,269.14	58,230.86
Staff Travel and Meetings			
Staff Mileage	2,000.00	1,718.31	281.69
Vehicle Gas & Maintenance	8,000.00	6,516.37	1,483.63
Staff Field Expense	6,000.00	1,403.47	4,596.53
Staff Conference & Area	5,000.00	0.00	5,000.00
Staff Development	4,000.00	970.00	3,030.00
Total Staff Travel & Meetings	25,000.00	10,608.15	14,391.85
Members Travel & Meetings			
Members Meeting Fees	5,000.00	4,094.00	906.00
Members Mileage	0.00	4,841.50	-4,841.50
Member Conf & Out of Area	3,000.00	2,265.66	734.34
Total Members Travel & Meetin...	8,000.00	11,201.16	-3,201.16
Office			
Mortgage Payments	0.00	0.00	0.00
Utilities	18,000.00	13,263.76	4,736.24
Renovations	10,000.00	0.00	10,000.00
Janitorial Services	6,000.00	3,158.67	2,841.33
Building Maintenance	5,000.00	1,630.43	3,369.57
Total Office	39,000.00	18,052.86	20,947.14
Telephone & Supplies			

**Oldman River Regional Services Commission
Comparative Income Statement**

	Budget 01/01/2013 to 12/31/2013	Actual 01/01/2013 to 07/31/2013	Difference
Telephone	12,000.00	6,221.68	5,778.32
General Office Supplies	2,500.00	1,159.30	1,340.70
Dues & Subscriptions	3,000.00	1,236.43	1,763.57
Books & Publications	700.00	123.13	576.87
Postage & Petty Cash	7,000.00	4,000.00	3,000.00
Mortgage Interest	0.00	0.00	0.00
Total Telephone & Supplies	25,200.00	12,740.54	12,459.46
Printing & Drafting Supplies			
Printing & Printing Supplies	4,500.00	2,474.18	2,025.82
Graphic & Drafting Supplies	4,500.00	2,259.82	2,240.18
Total Printing & Drafting Suppl...	9,000.00	4,734.00	4,266.00
Other Operating Expenses			
Other Operating Expenses	0.00	0.00	0.00
Accounting & Audit Fees	7,000.00	8,970.00	-1,970.00
Aerial Photos & Maps	1,000.00	1,162.00	-162.00
Land Titles Office	5,000.00	2,063.00	2,937.00
Legal Fees	600.00	181.89	418.11
Public Relations	5,000.00	3,085.38	1,914.62
Computer Software	10,000.00	18,505.41	-8,505.41
Recruitment & Relocation	0.00	650.00	-650.00
Consultants	1,000.00	0.00	1,000.00
Subdivision Notification	5,000.00	2,780.48	2,219.52
Insurance	10,000.00	0.00	10,000.00
Meetings	1,500.00	537.49	962.51
Coffee & Supplies	500.00	262.55	237.45
GIS Grant	0.00	48,210.82	-48,210.82
Assessment Review Board	0.00	400.00	-400.00
Other	200.00	627.99	-427.99
Cost Recovery	0.00	0.00	0.00
Total Other Operating Expenses	46,800.00	87,437.01	-40,637.01
Fixed Assets			
Equipment Repairs & Maintenance	10,000.00	2,673.46	7,326.54
Equipment & Furniture Rental	10,000.00	10,756.06	-756.06
Equipment & Furniture Purchases	25,000.00	30,494.45	-5,494.45
Amortization Expense	0.00	0.00	0.00
Bad Debts Expense	0.00	314.00	-314.00
Total Fixed Assets	45,000.00	44,237.97	762.03
TOTAL EXPENSE	1,676,500.00	1,099,018.15	577,481.85
NET INCOME	188,688.00	610,501.16	-421,813....

Oldman River Regional Services Commission
Balance Sheet As at 08/31/2013

5(b)(ii)

ASSET

Operating Fund

Cash on Hand, not deposited	0.00	
Cash on Hand	120.00	
Cash in Bank-Current	167,119.71	
Cash Clearing	0.00	
Total Cash		167,239.71
Accounts Receivable		30,130.96
GST Receivable		1,791.33
Prepaid Expenses		4,170.31
Total Operating Fund		203,332.31

Capital Funds

Furniture & Equipment	439,886.95	
Furn & Equip-Acc Depr	-392,421.47	
Net Furniture & Equipment		47,465.48
Land		80,000.00
Building	773,396.98	
Acc Amort-Bldg	-199,830.00	
Net Building		573,566.98
Total Capital Fund		701,032.46

TOTAL ASSET 904,364.77

LIABILITY

Liabilities - Operating fund

Accounts payable	0.00	
Accrued Vacation Leave	148,968.90	
Account Payable - Manual	-13,384.17	
Accrued Liabilities	0.00	
Vacation payable	0.00	
Deferred Revenue - Member	0.00	
Deferred Revenue-GIS	-39,939.75	
ATB LOC	159,300.36	
EI Payable	-0.09	
CPP Payable	0.00	
Federal Income Tax Payable	0.00	
Payroll remittance payable		254,945.25
Deduction 1 Payable		0.00
Deduction 2 Payable		0.00
Deduction 3 Payable		0.00
Deduction 4 Payable		0.00
Deduction 5 Payable		0.00
GST Charged on Sales	0.00	
GST Paid on Purchases	0.00	
GST Payable (Receivable)		0.00
Prepaid Sales/Deposits		0.00
Total Current Liabilities - Operat		254,945.25

TOTAL LIABILITY 254,945.25

EQUITY

Capital Fund

Mortgage		0.00
ATB LOC		-159,675.92
Equity in Fixed Assets		701,032.00
Internally Restricted (manual)	0.32	
Capital Operating Reserve	0.00	
Total Reserves		0.32
Total Capital Fund		541,356.40

Oldman River Regional Services Commission
Balance Sheet As at 08/31/2013

Members Equity	
Retained Earnings - Previous Year	-403,375.60
Accounting Policy Change	0.00
Current Earnings	511,438.72
AR Clearing Account	0.00
Total Members' Equity	108,063.12
TOTAL EQUITY	649,419.52
LIABILITIES AND EQUITY	904,364.77

Oldman River Regional Services Commission
Comparative Income Statement

	Budget 01/01/2013 to 12/31/2013	Actual 01/01/2013 to 08/31/2013	Difference
REVENUE			
Membership Fees,Fee-for-Serv...			
Membership Fees	795,000.00	598,731.00	196,269.00
GIS Member Fees	428,688.00	441,942.39	-13,254.39
Fee for Service(member)	200,000.00	105,338.30	94,661.70
Fee for Service (non-member)	0.00	385.00	-385.00
Total Member fees, fees for Se...	1,423,688.00	1,146,396.69	277,291.31
Approval Fees,Plans,Interest			
Approval Fees	300,000.00	260,617.50	39,382.50
Rental Income	500.00	705.00	-205.00
Sale of Plans & Publications	10,000.00	9,607.01	392.99
GIS Sale of Maps	1,000.00	254.00	746.00
Interest Earned	5,000.00	1,364.73	3,635.27
Proceeds from Sale of Capital As...	0.00	12,000.00	-12,000.00
Other Income	0.00	35.00	-35.00
Grant Revenue	125,000.00	324,968.13	-199,968....
Total Approval Fees,Plans,Inte...	441,500.00	609,551.37	-168,051....
TOTAL REVENUE	1,865,188.00	1,755,948.06	109,239.94
EXPENSE			
Staff Salaries			
Permanent Employees	1,244,000.00	868,794.45	375,205.55
Temporary Employees	20,000.00	0.00	20,000.00
Planning Intern	0.00	0.00	0.00
Total Staff Salaries	1,264,000.00	868,794.45	395,205.55
Staff Benefits			
Employment Insurance	25,000.00	19,481.27	5,518.73
Group Life Insurance	8,500.00	7,016.45	1,483.55
LAPP-RPP	110,000.00	94,375.13	15,624.87
CPP	45,000.00	35,699.41	9,300.59
AMS-Ext Health & Dental	26,000.00	19,963.68	6,036.32
Total Staff Benefits	214,500.00	176,535.94	37,964.06
Staff Travel and Meetings			
Staff Mileage	2,000.00	2,195.61	-195.61
Vehicle Gas & Maintenance	8,000.00	7,128.73	871.27
Staff Field Expense	6,000.00	1,691.48	4,308.52
Staff Conference & Area	5,000.00	0.00	5,000.00
Staff Development	4,000.00	970.00	3,030.00
Total Staff Travel & Meetings	25,000.00	11,985.82	13,014.18
Members Travel & Meetings			
Members Meeting Fees	5,000.00	4,144.00	856.00
Members Mileage	0.00	4,841.50	-4,841.50
Member Conf & Out of Area	3,000.00	2,265.66	734.34
Total Members Travel & Meetin...	8,000.00	11,251.16	-3,251.16
Office			
Mortgage Payments	0.00	0.00	0.00
Utilities	18,000.00	14,717.50	3,282.50
Renovations	10,000.00	0.00	10,000.00
Janitorial Services	6,000.00	3,633.67	2,366.33
Building Maintenance	5,000.00	1,651.83	3,348.17
Total Office	39,000.00	20,003.00	18,997.00
Telephone & Supplies			

Oldman River Regional Services Commission
Comparative Income Statement

	Budget 01/01/2013 to 12/31/2013	Actual 01/01/2013 to 08/31/2013	Difference
Telephone	12,000.00	7,131.14	4,868.86
General Office Supplies	2,500.00	1,234.92	1,265.08
Dues & Subscriptions	3,000.00	1,570.68	1,429.32
Books & Publications	700.00	123.13	576.87
Postage & Petty Cash	7,000.00	4,000.00	3,000.00
Mortgage Interest	0.00	0.00	0.00
Total Telephone & Supplies	25,200.00	14,059.87	11,140.13
Printing & Drafting Supplies			
Printing & Printing Supplies	4,500.00	2,643.18	1,856.82
Graphic & Drafting Supplies	4,500.00	2,893.63	1,606.37
Total Printing & Drafting Suppl...	9,000.00	5,536.81	3,463.19
Other Operating Expenses			
Other Operating Expenses	0.00	0.00	0.00
Accounting & Audit Fees	7,000.00	8,970.00	-1,970.00
Aerial Photos & Maps	1,000.00	1,162.00	-162.00
Land Titles Office	5,000.00	2,347.00	2,653.00
Legal Fees	600.00	181.89	418.11
Public Relations	5,000.00	3,180.38	1,819.62
Computer Software	10,000.00	18,545.40	-8,545.40
Recruitment & Relocation	0.00	966.00	-966.00
Consultants	1,000.00	0.00	1,000.00
Subdivision Notification	5,000.00	3,862.16	1,137.84
Insurance	10,000.00	0.00	10,000.00
Meetings	1,500.00	640.21	859.79
Coffee & Supplies	500.00	340.47	159.53
GIS Grant	0.00	48,210.82	-48,210.82
Assessment Review Board	0.00	400.00	-400.00
Other	200.00	693.04	-493.04
Cost Recovery	0.00	0.00	0.00
Total Other Operating Expenses	46,800.00	89,499.37	-42,699.37
Fixed Assets			
Equipment Repairs & Maintenance	10,000.00	2,673.46	7,326.54
Equipment & Furniture Rental	10,000.00	13,361.01	-3,361.01
Equipment & Furniture Purchases	25,000.00	30,494.45	-5,494.45
Amortization Expense	0.00	0.00	0.00
Bad Debts Expense	0.00	314.00	-314.00
Total Fixed Assets	45,000.00	46,842.92	-1,842.92
TOTAL EXPENSE	1,676,500.00	1,244,509.34	431,990.66
NET INCOME	188,688.00	511,438.72	-322,750....

Alberta SouthWest Bulletin October 2013

Regional Economic Development Alliance (REDA) Update



- Flamborough ON (September 26, 2013) Alberta SouthWest Regional Economic Development Alliance received two Marketing Canada Awards at the Economic Developers Association of Canada (EDAC) Annual Conference, held in St John's Newfoundland. The awards recognize excellence in community marketing, which is an integral part of economic development.

AlbertaSW was judged "best of the best" in two categories:

- Web-based Community Outreach: GyPSy Guide Driving Tours and phone App
- Single Advertisement: Regional Display Panel (installed in Waterton Park town site)

- Washington DC (October 1, 2013) The Canadian Tourism Commission (CTC) initiated a partnership that has brought the best Canadian travel writers together with iconic *National Geographic* photographers to produce the first-ever digital super magazine "Canada's 50 Places of a Lifetime", showcasing content from every Canadian province and territory.

Check out nationalgeographic.com/canada50

New content will continue to be rolled out during the month of October.

The three Alberta locations featured by *National Geographic* are:

- Waterton National Park
- Jasper to Banff and the Icefields Parkway
- The Canadian Badlands

- AlbertaSW representatives attended the 4th Annual Crown Roundtable Conference, East Glacier MT. Conference participant list and discussion reports www.crownroundtable.org/4thconference2013.html
- A second meeting between Travel Alberta, Montana Office of Tourism and Kootenay Rockies Tourism was held in Whitefish MT on September 27, 2013. There is a vision and opportunity for some leading edge collaborative initiatives between two provinces and the state. By creating regional awareness we increase our ability to draw the attention of potential new investors and residents, contributing to the growth and economy of our region and its communities.
- AlbertaSW will be working on the "SouthWest Invest" group of projects. It will be important to build upon the work already being done by our regional organizations and communities, therefore a Project Steering Committee will be formed to ensure that the regional initiative moves forward with a coordinated plan, with greatest benefit for all partners. For more information, please contact Bev.

UPCOMING

- AlbertaSW Information and Networking Dinner
for all elected/re-elected councils, administration and partners in the AlbertaSW region
Wednesday November 6, 2013
Heritage Inn, Pincher Creek
6:00pm
RSVPs to Bev by October 28th, please.



WWW.ALBERTASOUTHWEST.COM

Alberta SouthWest
Box 1041
Pincher Creek AB T0K 1W0
403-627-3373 or 1-888-627-3373
bev@albertasouthwest.com
bob@albertasouthwest.com



Alberta SouthWest Regional Alliance Minutes of the Board of Directors Meeting

Wednesday September 4, 2013

Bridges at Claresholm –Putters Restaurant

Supper 6:00pm; Meeting 7:00pm

Board Representatives

Shawn Patience, Fort Macleod
Bruce Decoux, Crowsnest Pass
David Moore, Claresholm
Ernie Olsen, Pincher Creek
Bjorn Berg, MD Pincher Creek
Barney Reeves, ID Waterton
Dennis Gillespie, Stavely
Walter Gripping, Granum

Guest Councillors

Daryl Sutter

Livingstone Range School Division

Martha Ratcliffe, Chair
Clara Yagos, Trustee

Oldman River Regional Services Commission

Lenze Kuiper, Manager

Resource Staff

Bev Thornton, Executive Director, AlbertaSW
Bob Dyrda, Communications Coordinator, AlbertaSW
Linda Erickson, Regional Manager South, AEAE

1. Welcome and Introductions
2. Approval of Agenda

Moved by Ernie Olsen THAT the agenda be approved as presented.
Carried. [2013-09-332]
3. Approval of Minutes

Moved by Bjorn Berg THAT the minutes of August 7, 2013 be approved as presented.
Carried. [2013-09-333]
4. Approval of Cheque register

Moved by Ernie Olsen THAT cheque #1295 be approved as presented.
Shawn Patience abstained from the vote.
Carried. [2013-09-334]

Moved by Walter Gripping THAT cheques #1296-#3124 be approved as presented.
Carried. [2013-09-335]
5. Wi-Fi Operational Options

Bob Dyrda presented scenarios, pros and cons of ongoing Wi-Fi network operations

Consensus that the network is a promotional tool for the region; that AlbertaSW will sustain and track operational costs for the next year, assessing actual needs and issues to support future decisions.
6. "SouthWest Invest" Initiative proposal

Bev presented a project outline for next steps in regional and community capacity-building

Moved by Ernie Olsen THAT the Board support this initiative plan and proceed with grant applications.
Carried. [2013-09-336]

- | | |
|---|--|
| 7. Montana/Alberta Transboundary update
- Meeting between Montana Office of Tourism and Travel Alberta;
- Headwaters Institute Research on the economic value of "open spaces"
- Ideas for community events
- Border-crossing information | Accepted as information. |
| 8. Communications Coordinator Report | Consensus that the AlbertaSW logo may be appropriately included in a video about Pincher Creek/MD Pincher Creek and Waterton participation in the "Community Builder" program. |
| 9. Executive Director Report | Accepted as information. |
| 10. Round Table Updates | |
| 11. Next Board Meetings
Wednesday October 2, 2013: Fort Macleod
Wednesday November 6, 2013: New Councils Orientation - Pincher Creek | |
| 12. Adjournment | Moved by Bruce Decoux THAT the meeting be adjourned.
Carried. [2013-09-337] |

Approved October 2, 2013

Chair

Date

Secretary/Treasurer

Date

Karine Wilhauk

From: Oldman Watershed Council <bev@oldmanbasin.ccsend.com> on behalf of Oldman Watershed Council <bev@oldmanbasin.org>
Sent: September-20-13 1:21 PM
To: Karine Wilhauk
Subject: OWC September 2013 E-Newsletter

Oldman Watershed Council September 2013 Newsletter



Photo by Trevor Curtis,
"Harvest"

[OWC News at a Glance](#)

[OWC Upcoming Events](#)

[OWC Headwaters Action Plan Update](#)

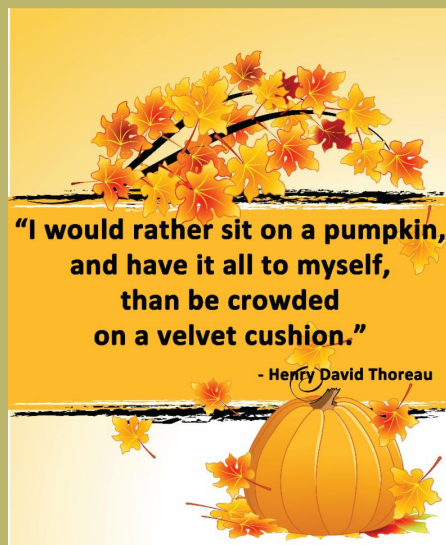
[Events & Activities in the Basin](#)

[2013 Conferences](#)

[In the News](#)

[Job Postings](#)

[Recently Released Reports](#)



OWC News at a Glance



Great Canadian Shoreline Cleanup

On September 14th, the OWC along with the Helen Schuler Nature Centre helped celebrate the 20th Anniversary of Great Canadian Shoreline Cleanup, by joining forces with Canadians from coast to coast to clean up shoreline litter.

Over 30 volunteers came out to our cleanup down at the Helen Schuler Nature Centre - among them were a group from High Level Canoes and Kayaks

cleaning up as they floated the river in their kayaks! With the strong force on land and in water we managed to collect over a dozen bags of garbage. We were also able to remove larger items such as car parts and a bicycle!

Weirdest item this year was a microwave!! Standard items include cigarette butts, beverage containers, food wrappers, straws and tobacco packaging. Litter always has the potential to end up in or near the river- even if you don't directly throw it there, with our strong winds and the fact that our storm drains flow directly into the river, litter can be carried just about anywhere!



And we are still finding it interesting how so many people don't consider throwing a cigarette butt on the ground as littering - last year alone in the cleanups across Canada nearly half a million cigarette butts were collected - that's CRAZY!!!

A big thank you to all our volunteers, we couldn't have done it without you!

OWC Upcoming Events



2014 OWC Photo Calendar Contest deadline: September 30

The calendar we produced two years' ago was so well received that we've decided to do it again! We are looking for photos from any of the four seasons taken within the [Oldman Basin](#). Contest rules and release forms, [click here](#).

Watershed Science Tour





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

Everyone Welcome!!

Thursday, October 3rd, 2013
8:00am - 4:30pm

Depart from the
Lethbridge Agriculture Research Centre

Cost:
Non-Member: \$15
OWC Member: \$10
Student: \$5

Lunch and Transportation provided

Registration Deadline: September 30th
Space is limited!!

For more information call or email:
Leta Pezderic at:
403-381-5801
leta@oldmanbasin.org

Tour Agenda

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



OWC OLDMAN WATERSHED COUNCIL
watershed management - watershed health

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

[Get more information](#)

[Register Now!](#)

OWC Headwaters Action Plan Update



One of four round table reviews of key indicator

The Oldman Integrated Watershed Management Plan - **Headwaters Action Plan** process has made steady progress over the summer and into the fall.

assessments of headwaters health. OWC Board of Directors member, Shirley Pickering, lead this table discussion on water quality.

- June 24, 2013

After a successful workshop with the **Partnership Advisory Network** (PAN; multi-stakeholder representatives) on June 24, the OWC moved forward to provide additional scientific assessments of headwaters integrity, and to set up two key meetings in the fall to move the process forward.

The PAN group met on September 10 to review additional headwaters science assessments completed over the summer, and to agree on a consensus decision-making model to be used in future PAN meetings and workshops.



PAN members voting on priority indicators of headwaters health.

- June 24, 2013

The next meeting of the Partnership Advisory Network will be on October 2-3, 2013 for a key workshop **"Headwaters Integrity - a collaborative approach to targets, recommendations and action for headwaters health."** This workshop is for invited representatives of the Partnership Advisory Network, and will be working toward agreement on targets for headwaters health; recommendations for policy development to decision-makers; and moving forward on stewardship actions that maintain and improve headwaters integrity over time. This first iteration of Headwaters Action Plan will be provided to the public for review and comments in November 2013 and will be brought to the OWC Board of Directors for approval in December 2013.

The Headwaters Action Plan (2013-14) is the first iteration of stewardship effort by the PAN, and through future cycles of review and evaluation and adaptive management, will bring greater understanding and focused action on key issues facing the headwaters area. Community and stakeholder engagement for headwaters health is very important, and the OWC is committed to working with all to achieve this goal of the Oldman Integrated Watershed Management Plan.

Together we can make a difference!

For more information contact Shannon Frank, Exec. Director, OWC - shannon@oldmanbasin.org or Connie Simmons, Planning Manager, OWC - connie@oldmanbasin.org

Events and Activities in the Basin

Alberta Urban Municipalities Association (AUMA) requests your help in completing a survey

Stormwater management is the focus of AUMA's water policy development in 2014 and they are conducting a survey to get a better understanding of current approaches and barriers to stormwater management, infrastructure challenges, and the impact of stormwater requirements on the viability of development projects.

Link to the survey <https://www.surveymonkey.co/s/2013AUMASstormwaterManagementSurvey>

More information: water.auma.ca Survey deadline is September 30th.

Government of Alberta has announced that provincial, municipal and non-government organization experts will be on hand at a series of upcoming information sessions to answer Albertans questions about the June floods.

Sessions will be held on September 23 (Calgary) and September 24 (High River). For more information, visit [this site](#)

ACTia Lethbridge Clean Drinks Event



The poster for the ACTia Lethbridge Clean Drinks event features the ACTia logo (a green circle with 'ACTIA' in white) and the text 'ALBERTA CLEAN TECHNOLOGY Industry Alliance'. It lists speakers Michael W. Ekelund, Sean Magee, and John Derksen. The event is titled 'Perspectives on Alberta's Renewable Energy Strategy' and is a partnership with bullfrogpower. The sponsor is tecconnect. The event date is Thursday, 26 September 2013 from 6:00 pm to 8:00 pm.

Thursday, September 26, 6 pm - 8 pm at
tecconnect -3582 30 St N

Join us for "Clean Drinks" and appetizers and listen to presentations from a speaker panel representing innovative companies and organizations operating in the cleantech industry. This session aims to generate conversation on Alberta's Renewable Energy Strategy.

[Click here](#) to register.

Living with a Cutthroat Field Day

Tuesday, October 1, 10 am - 3 pm

Join Cows and Fish and range managers for an educational field day in this Castle River watershed. Learn more about the threatened Westslope Cutthroat Trout and their habitat requirements. [Click here](#) for more information.

Sustainable Agriculture Tour - County of Lethbridge

Wednesday, October 9

Registration: 9:45 am

Tour leaves from the Community Center Parking lot, 607 Highway Avenue, Picture Butte.

To view the pdf poster, [click here](#).

RSVP by October 2 by email to

[Dwayne Rogness](#), or by phone

403-380-1598



"After the Flood: Making Resilient Communities" Symposium

Faculty of Environmental Design and Institute for Public Health

Friday, October 18, 9 am - 4:30 pm, University of Calgary

This event brings together international thought leaders in the areas of disaster recovery, flood design and resiliency theory to provide guidance and insight to local and regional professionals and municipalities. For more information and to register, visit

<http://evds.ucalgary.ca/event/makecalgary-international-symposium>

November 3 & 4

Prairie Conservation Forum Casino Fundraiser

Calgary Deerfoot Inn and Casino

If you would like to volunteer for this casino fundraiser, contact Sasha Herriott by

[email](#) or phone 403-564-5274.

2013 Conferences

South East Alberta Watershed Alliance (and partners)

Below Your Watershed Conference 2013

October 21 - 23, Medicine Hat

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

Save the date!

November 25 - 27

**Alberta Irrigation Projects Association
2013 Conference**

Lethbridge Lodge Hotel



In the News

Great Garden Alternatives - new website for the prairies launched

Great Garden Alternatives... instead of ornamental plants that are invasive in the natural areas, rangelands and waterways of the the Canadian Prairies. [Click here](#)

Worries on the Milk River Ridge

The Lethbridge Herald, September 19

Today, it's home to antelope, elk, deer and waterfowl. Rancher Audrey Taylor says 700 head of cattle are grazing on the Milk River Ridge property as well.

But soon it could be carved up by oil exploration crews, she fears, destroying some of southern Alberta's best fescue grasslands and ruining the wildlife habitat. [read more](#)

No flood insurance policies in Canada without new maps: poll of CEOs

The Canadian Press September 15

OTTAWA - Insurance executives say homeowners will never have access to comprehensive flood insurance in Canada unless there are new maps of flood-prone areas that take climate change into account. [read more](#)

Environmental groups slam wetlands plan

Edmonton Journal, September 11

Environment Minister Diana McQueen announces a new wetlands policy at the ... and planned projects are exempt from new provisions, environmental groups. [read more](#)

Dwindling Water Supplies Make Every Drop Count

Independent European Daily Express

UXBRIDGE, Canada, Sep 09 (IPS) - Drought and chronic water shortages played a significant role in sparking Syria's civil war and in unrest throughout much of ... [read more](#)

Nine U.S. Cities May Have Water Emergencies This Year

Water Efficiency - The Journal for Water Management, August 22

Vista, CA - Based on data released earlier this month by the U.S. Drought Monitor, nine urban areas in the United States are under "exceptional drought" conditions and may experience widespread crop damages, even more severe water restrictions, and water emergencies in coming months. [read more](#)

Factoring people into future flood hazard planning key to helping communities recover -

University of Lethbridge, August 15

- community input necessary to help with future flood reduction strategies
- flood hazard mapping needs to be updated as communities and river systems change
- majority of flood hazard studies are now up to two decades old [read more](#)

'Disastrous' logging effects spark fears of environmental crisis

Calgary Herald, June 12

Conservationists say a logging operation near Hidden Creek last winter has left a slope at risk of collapsing - potentially causing catastrophic damage. [Read more](#)

Hidden Creek Logging - Carolyn Campbell reviews the forest management planning for Hidden Creek, a tributary to the Oldman River in southwestern Alberta. With two at-risk native trout species, bull trout and western cutthroat trout, using Hidden Creek as spawning grounds, Carolyn reviews the process that led to road construction and logging in the Hidden Creek headwaters in 2012. Based on this case study, the Alberta Wilderness Association has a series of recommendations on forest management planning and logging activities in foothills creeks with sensitive species and habitats.



Hidden Creek: A Case Study for Headwaters Management

Recently Released Reports

How Healthy are Canada's Waters?

Freshwater Health Assessments Take a Deeper Look at River Health - [click here](#)

Alberta Environment and Sustainable Resource Development has released the [2013 Alberta Wetlands Policy](#).

We invite you to compare this with the documents the [Alberta Water Council](#) developed back in 2008 on wetlands policies and implementation.

Job Postings

Fisheries Biologist Position - Crowsnest Pass - [click here](#) for details.

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

Claresholm Public Library Board Regular Meeting Minutes September 16, 2013

Present: Kathy Davies, Cathy Dahl, Daryl Sutter, Mary Thompson, Arden Dubnewick, Lisa Andersen, Marika Thyssen, Trisha Carleton, Shirley Leonard.

Excused: Michael McAlonan

Absent: Earl Hemmaway

Meeting called to order at 5:45 pm by Shirley

Approval of Agenda: Arden

Approval of June minutes: Daryl

Delegation: Art Hildebrand (absent) – having trouble with late night youth using the library's outdoor patio furniture and would like it removed. Arden moved that Daryl take the neighbour's concerns about the young people frequenting the library's patio area at late hours to the Community Standards Meeting. CARRIED Kathy will have Art monitor the number of kids, time of day and dates.

Old Business	<ol style="list-style-type: none">1. Claresholm Chronicles: 2 interviews done (George Egger and Russell Quantz), 1 tomorrow (Bob and Elaine Thompson) Gladys Sutcliffe in the near future. Will meet early October to see how it is progressing.2. Archives – see attached report; 1 person should be hired to handle archives; Kathy thinks should be at the museum; need to become a member of the Archive Society of Alberta for some grants; Trisha is looking into this; Kathy is writing a thank you to the Milo Board thanking Joanne Monner (Milo Librarian) for her help; if archives moved to museum, have to let Oliver Seward know as he donated a large portion.
Financial	January 1 to August 31: Shirley questioned the "special projects" Kathy will clear this up. Trisha moved to accept the Jan-Aug financial statement. CARRIED Added: Kathy emailed everyone the information about the special projects September 17/13
Correspondence	Minister's Awards: Kathy and Lisa will check to see of "Claresholm Chronicles" qualifies.
Committee Reports	<ol style="list-style-type: none">1. Chinook Arch: will have Christmas dinner in December; pinterest to replace blog; new system board is up and running (is an information tool too) Daryl questioned the surplus Chinook Arch has; also, lack of true discussion as the sub committees make the decisions and is more of a report2. Librarian: see attached report; Kathy recommends not to take part in the FCSS Resource Fair as the Resource

	<p>portion was not well attended – most people come to register in the sports activities; Lisa moved to accept the changes to the library logo. CARRIED. Board members will still with 3 year terms as the Library Act has not been changed . Cathy Dahl moved to purchase a \$75.00 gift for Chris Ann CARRIED</p> <p>3. Friends: see attached report</p>
New Business	<p>“Assessing the Work of the Board” bring your copy completed for next meeting to compile; add this to the agenda under Old Business for next meeting.</p>

Meeting adjourned at 7:35 pm. by Arden

Next meeting: WEDNESDAY OCTOBER 16 at 5:45 pm.

Chairman

Date

Secretary

Answer to question raised at the Sept. 16, 2013 Library Meeting: to be attached to the Minutes.

Here is the information on the question of the "Special Projects"

Total 75th Anniversary Sponsors (actual cash) were:

2012:

Morkins Argi Service	\$500.00
Westwind Chev Olds	310.00
Claresholm Rentals	151.00
Tim Hortons	<u>50.00</u>
	\$1,011.00

2013:

Chinook Credit Union	300.00
Claresholm Pharmacy	50.00
Claresholm Welding	100.00
Gerto's	<u>100.00</u>
	\$550.00

total sponsor money was: \$1561.00

I have made name change to the Revenue portion to "75th Sponsors" – but also note that \$1,011.00 of that money was deposited in 2012 – so should make adjustment to the budget portion. Also in the 2013 amount was an entry that should have been posted to expenses instead of revenue (as Mary suggested).

As for the Expenditures under "Special Projects": it consists of the following:

Oral History Project	\$ 103.40
Godley Jewellery (Big Bee Trophy, etc.)	148.00
Sound System in Bill Simpson Room	1,854.82 - <i>this money will be reimbursed to us from the Town</i>
Parade (float)	408.45 – <i>this will be paid for by the Friends</i>
75 th Anniversary Events	<u>5,079.76</u>
Total	\$ <u>7,594.43</u>

archives

SOCIETY OF ALBERTA

Claresholm Site Visit Report

TO: Trisha Carleton
Executive Director
Claresholm and District Museum

Kathy Davies
Library Manager
Claresholm Public Library

FROM: Rene Georgopolis
Executive Director/Archives Advisor
Archives Society of Alberta

DATE: September 16, 2013

RE: Report on Site Visit, September 6, 2013

Attached is the report of my site visit to Claresholm Museum and Claresholm Public Library. Also included is a site visit evaluation form.

Thank you for giving me an insight into your archival concerns. Please contact me if you have any comments or questions about this report, archival policies or any other archival matters. I can be reached at:

Suite 407, 10408 124 St NW
Edmonton, AB
T5N 1R5
archivesadvisor@shaw.ca
(780)424-2697

ISSUE

Both the library and museum house archival holdings. How should the Town of Claresholm care for these records? Are they best managed under the museum or library?

INVESTIGATIONS AND FINDINGS

The Archives Advisor met with both Trisha Carleton and Kathy Davies to discuss the current state of the archives in the Town of Claresholm and the best future direction for the archives. Currently, there are archives held in both the library and museum. We discussed the advantages and disadvantages of either housing the archives in the museum or housing the archives in the library.

Archives can stand alone as an institution and are frequently stand-alone institutions in municipalities and governments. They are also found under museums, libraries, corporations and churches. The decision on where the archives of Claresholm should be housed depends on resources available. The archives of Claresholm could stand alone or be housed in either the museum or the library. I recommend that only one institution care for the records as it becomes confusing to have two institutions acquiring archives with the same mandate. Two institutions could result in competition for records which goes against archival ethics. It is also a waste of resources to care for records at two institutions.

Observations at the Museum

Generally, the museum has more archival holdings and better staff knowledge of archives. The museum also has a history with the Archives Society of Alberta so it may be easier to establish the archival program at the museum since some policies and procedures may be in place already.

Previous membership

Claresholm and District Museum was an institutional member of the Archives Society of Alberta in the past. A number of their archival records were described on the provincial database and still are accessible: <http://www.albertaonrecord.ca/claresholm-and-district-museum;isdiah?page=1&limit=10>. The archives in the database were described by a professional archivist who currently works at the Glenbow Archives. Unfortunately there is no documentation on why the museum discontinued their ASA membership but there is speculation that at the time, the membership was discontinued because the museum was not open year round or that there was a change in staff and the membership was not paid.

Trained Archivist?

Currently the museum does not have staff with archival training. Trisha has done some work with archives in the past, but would need some educational support if she were to work on archives. Additionally, she has many other responsibilities at the museum that would not allow

her to work on the archives as much as the archives requires. If it was decided that the museum be responsible for the archives of the Town of Claresholm, I would recommend that someone be hired to specifically work on the archives.

Space

The museum does not currently have the space to allow the archives to grow. The storage area is a concern as security is a problem. There is no lock on the door to the archives which is needed to ensure the safety of the records. In archives, the concept of integrity is important - the quality of being whole and unaltered through loss, tampering, or corruption. When there is no lock for the holdings, it is difficult for the archivist to have control over the records to ensure that nobody tampers with them. Additionally, theft is a concern and the general preservation of the memory and evidence of Claresholm.

The museum is also lacking a reading area for researchers to sit and look at archival records. The public requires space to look at archival holdings. And some space with tables is needed to ensure that archives are handled and supported properly.

Observations at the Library

The library has a small amount of archival records with no staff knowledge of archival practices, little space but some options for an archival space if the resources were available.

Archival Holdings

The library houses the town newspapers, local history books and a few archival records in the room with archives. Newspapers are not usually considered archival since they have been published and are widely available. Archives consist of records that are largely unique and rare.

Here is a definition of archives: 1. Materials created or received by a person, family, or organization, public or private, in the conduct of their affairs and preserved because of the enduring value contained in the information they contain or as evidence of the functions and responsibilities of their creator, especially those materials maintained using the principles of provenance, original order, and collective control; permanent records. - 2. The division within an organization responsible for maintaining the organization's records of enduring value. - 3. An organization that collects the records of individuals, families, or other organizations; a collecting archives.

The local history library and newspapers are definitely useful resources for anyone researching the Town of Claresholm.

Staff

The library staff has no archival training. If the archives is established in the library, I recommend that a professional archivist is hired, or at least, someone who has gone through an introduction to archives course, such as the Archives Institute.

Space

The library has little space in its current room for the archives to grow. The room has a lock with only a few trusted people having access to the holdings which is good. With archives, researchers cannot just peruse the stacks like they do in a library as it threatens the integrity and safety of the records.

The library may consider using some current library space for researchers to access archival materials. The space would need to be secure, however, so the holdings do not end up in the library.

The library has the option of using its basement to shape into an archives with staff work areas, archival storage and a reading area. It is good to have this option but basements are not the ideal space for archival holdings. Much work would need to be done on the space to make it suitable for housing an archives.

Summary

There are advantages and disadvantages for solidifying an archival program in the museum or library. A third option would be to have a stand-alone archives. Resources will be required for any of the three options for the archives.

The Archives Society of Alberta would like to help Claresholm in establishing one archives for the town by providing professional advice and education programs for staff. Please contact me if you have further questions about the report and I hope to help you after a decision has been made on how to proceed.

For more information on the support that the ASA can provide to the Claresholm archives, please look at our website: www.archivesalberta.org or contact me.



Santa Claus Parade

P.O. Box 928 1 Fort Macleod, AB T0L 0Z0

Tel: 403-715-2125

santaclausparade@fortmacleod.com

Fax: 403-557-2403

www.fortmacleod.com

CANDY LAND
Christmas

September 11, 2013

Good Day

On behalf of the Town of Fort Macleod and the Fort Macleod and District Chamber of Commerce, the Santa Claus Parade Committee would like to invite you to participate in this year's 32nd annual Santa Claus Parade. It will take place on Saturday, Nov. 30th and this year's theme is "Candy Land Christmas."

As our theme this year is Candy Land Christmas, we hope to see many candy canes, wrapped candies, gingerbread men and many other types of Christmas treats prancing in our parade.

Our annual Santa Claus Parade is said to be the "Biggest and Best, West of Toronto" with up to 100 entries, including several marching bands. Crowds of up to 10,000 people from all over southern Alberta line our historic Main Street to watch our 1 ½ hour parade.

As you can imagine the costs of hosting this event are quite significant and it is only because of your generosity that our annual parade is successful. We invite and welcome you to participate in our parade and to also become a financial sponsor by contributing an amount with which you are comfortable. We are truly grateful for any and all donations and you will receive a Certificate of Appreciation.

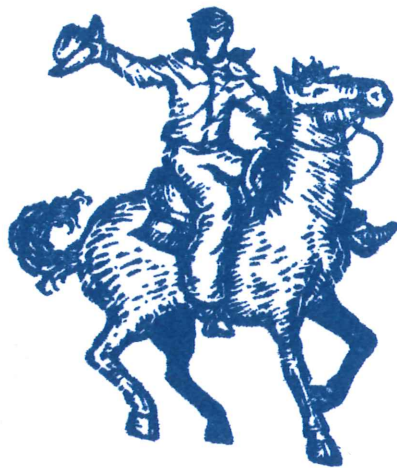
If you choose to become a corporate sponsor you will be fully recognized for your contribution. Donors of \$500 or more will be included in our media coverage and a large banner with your name on it will be carried in the parade to show corporate sponsorship.

As a valued member of our community we look forward to your positive response of support. Please help us to continue this wonderful tradition in Fort Macleod. Donations can be dropped off at Santa's Headquarters in Dominion Lending Centres at Village Greenery or mailed to: Santa Claus Parade, P.O. Box 928, Fort Macleod, Alberta, T0L 0Z0. Please make cheque payable to "Santa Claus Parade." Receipts will be issued upon request. Thank you so much and hope to see you November 30th!

Sincerely,

Santa Claus Parade Committee

Encl, Santa Claus Parade Registration Form



The Claresholm Junior Rodeo Club

[Signature]

[Signature]

Grady smeltzer

Thank you for
supporting our rodeo!
we really appreciate it!

Molly

Special meeting September 26 2013

Reason :CAO

All present as in rough copy

Motion: Moved by Linda Todd : That Denise Larabie become the temporary C A O for a period of 3 months starting September 26 2013.Carried

Motion: Moved by Judy Van Amerongen That the temporary C A O receive \$1000.00 more a month during this time period. Carried

Motion: Moved by Pam Crone That temporary C A O have signing authority at A T B and Chinook Credit Union and Ms. Heck be taken off. Carried

Denise will notify Senior Housing, Staff and Residents.

Next meeting Oct 1 2013 7 pm

Meeting adjourned.

Claresholm Child Care Society Meeting Minutes

Tuesday March 19, 2013

- 1.0 Meeting was called to order by Jeff Gibeau at 6:45pm
- 2.0 Approval of Agenda: Brandi accepted Agenda as presented and it was seconded.
- 3.0 No previous minutes to approve.
- 4.0 Program reports:
 - 4.1 Society Financial Report: A profit and loss report was presented by Linda Brooks as well as a Budget vs. Actual for the months of January and February 2013 were provided.
 - 4.2 Daycare Managers report: Report by Sam Attached
 - 4.3 Kid zone Managers report: Report by Kim Attached
- 5.0 Committee Reports:
 - 5.1 Personnel Committee: No Updates
 - 5.2 Financial Committee: Preliminary budgets were presented By board.
 - 5.3 Policy and Procedure Committee: Booklets were provided for all board members to review and familiarize themselves with the Policies and procedures of the Society.
- 6.0 New Business
 - 6.1 Correspondence:
 - 6.1.1 2013-2014 provincial Budget
Discontinuance of Quality Funding Grant
Jeff provided documentation regarding the budget cuts and how they are incorporated in the yearly budget for the society. Please refer to budget to read about the effect of the loss.
 - 6.2 Matters arising from the AGM.
 - 6.2.1 2012 Financial statements: Refer to next meeting
 - 6.2.2 2013 Program Budgets: Referred to next meeting
 - 6.2.3 Appointment of auditors: Discussion had regarding the need for Auditors and this will be referred to next meeting for vote.
 - 6.3 Mike Cutler made a motion to create a fundraiser committee to focus on creative ideas to raise funds for the society. Motion was passed and Mike will head up a fundraiser committee in the near future.
- 7.0 Personal/ Legal:

Pursuant to section 6.1.6.7 of the Claresholm Child Care Society's bylaws all matters regarding personal/legal will be discussed by the Board of Directors in a private session of the board meeting. Please respect the sensitivity and confidential nature of these discussion; all motions must be considered during the regular (public) session of the board meeting.
- 8.0 Next Meeting: Tuesday April 16, 2013 @ 6:30pm
- 9.0 Meeting adjourned at 8:15pm by Jeff

Claresholm Child Care Society Meeting Minutes

Tuesday April 24, 2013

In Attendance: Jeff Gibeau, Mike Cutler, Denelle Cutler, Jen Martin, Tracy Scott, Cindy Chisholm, Linda Brooks.

1.0 Meeting was called to order by Jeff Gibeau at 6:35pm

2.0 Approval of Agenda: Minutes accepted as presented by Denelle Cutler

3.0 Approval of previous minutes: Accepted as presented by Jeff Gibeau

4.0 Program reports:

4.1 Society Financial Report: Linda Brooks presented Account balances and a profit loss for the month of March 2013.

4.2 Daycare Managers report: Sam reported some staffing changes as some staff are leaving and have been replaced by already hired casual staff and will look to advertise for a casual position. Sam reported that 3 children will be leaving daycare in the coming 2 months and we have gained a half time child bringing our totals to 36 children. Sam reported that we have received our dishwasher and are waiting for it to be installed. Sam reported that both Veronica and Carrie have completed their level 2 certificate and should get a \$0.50 raise and was wondering when that would happen. Sam is inquiring about the first week of July and if the daycare would be open or closed and would like to know as soon as possible as she has spoken with the staff and all are ok with being open except for one staff member. Sam reported that she has been in contact with Tracey from Vulcan Daycare and would like to get together for workshop in Vulcan. Sam and Kim feel this would be beneficial for all staff to attend. Cindy Chisholm Moved to accept report as read and was carried.

4.3 Kid zone Managers report: Kim reported that Kidzone has: 5 kindergarten kids, 6 before school kids, 6-8 after school kids and have had up to 10-11 afterschool, 12-15 after school on Fridays. Kim attended a Leadership Conference in Calgary and she learned a lot of new skills and got the \$50 registration covered by a bursary. Kim reported that all the toys have been ordered for the Quality Recognition Funding and received free shipping so was able to order a few more things. Kim was inquiring of spending the money from the town and FCSS whether she should buy things and get reimbursed or what. Kim reported she gathered suggestions from the kids regarding what they wanted the money to go towards. Kim is also wondering what to do with some old computers and monitors and if she can take them to the 4-H round up. Kim reported her focus in April is to hand out and gather Accreditation surveys for Parents/child/staff. Kim would like to send a note home with the kids at school regarding summer fun programming and is unsure of pricing. Last year rates were \$125/week \$40/day. Mike moved to accept report as read and was carried.

5.0 Committee Reports:

5.1 Personnel Committee: No Updates

5.2 Financial Committee:

5.2.1 Proposed yearly Fee increase

Jeff will come up with the numbers for a 2% increase for September 2013 next meeting.

5.3 Policy and Procedure Committee: No Updates

5.4 Fundraising Committee: Mike is looking for new ideas for fundraising and we are doing the Coco Brooks fundraiser later in April. Mike asked to send a letter to the parents asking for parent participation in the fundraising side of things. Jeff agreed to send out letters. Suggestions for selling hams at Easter time.

6.0 New Business

6.1 Correspondence:

6.1.1 Resignation letter from Deb Marshall. Accepted by Jen Martin

6.1.2 Training session in Vulcan: Mike Cutler made motion to make this a mandatory training session for all staff. Motion passed

6.1.3 Town Bill: Jeff made motion to pay lump sum payment of outstanding bill to town of Claresholm and a monthly payment plan to be organized regarding town bills. Seconded by Tracey Scott and passed.

6.1.4 A request from the West Meadow School fundraising asking us to purchase some Sobey's gift cards for our grocery shopping. Discussion was had that it would cost us nothing extra and we would be supporting another group. Cindy Chisholm made a motion to purchase some cards and motion was passed.

6.1.4 Jeff made a motion to create a work bee to clean up playground and outside area. Mike seconded and motion was passed.

7.0 Personal/ Legal:

Pursuant to section 6.1.6.7 of the Claresholm Child Care Society's bylaws all matters regarding personal/legal will be discussed by the Board of Directors in a private session of the board meeting. Please respect the sensitivity and confidential nature of these discussion; all motions must be considered during the regular (public) session of the board meeting.

8.0 Next Meeting: Thursday May 23, 2013 @ 6:30pm at town office

9.0 Meeting adjourned at 8:25pm by Jeff

Claresholm Child Care Society Meeting Minutes

May 23, 2013

In Attendance: Jeff Gibeau, Jen Martin, Kim Gugala, Samantha Cross, Tracy Scott, Brandi Carlson, Gail Gibeau, Candace Heck.

- 1.0 Meeting was called to order by Jeff Gibeau at 6:35pm
- 2.0 Approval of Agenda: no agenda
- 3.0 Approval of previous minutes: Accepted as presented by Brandy Carlson
- 4.0 Program reports:
 - 4.1 Society Financial Report: Linda Brooks was not available to present financials this meeting.
 - 4.2 Day Care Managers Report: see attached
 - 4.3 Kid zone Managers report: see attached
- 5.0 Committee Reports:
 - 5.1 Personnel Committee: Performance appraisal for Sam set for Monday May 27.
 - 5.2 Financial Committee: No report
 - 5.3 Policy and Procedure Committee: No report
 - 5.4 Fundraising Committee: Fundraising coordinator not present for report.
- 6.0 New Business
 - 6.1 Dishwasher- Waiting for installation, Keith and Brandy Carlson will donate the labour and necessary parts to complete this job.
 - 6.2 Town Council- Jen Martin and Jeff Gibeau will be at the council meeting Monday May 27, 2013 to present plans to repay borrowed and outstanding funds owed to the town.
 - 6.3 Playschool – Need to set playground rules with playschool. Also look into increasing fee charged for use of playground. Motion made by Brandi Carlson for a board member Gail Gibeau to attend playschool meeting. Motion Carried.
 - 6.4 Claresholm Local Press- Looking into a write up on the summer fun program.
 - 6.5 Sand – Need some sand donated for outside sand boxes. Jeff will discuss with Tony Olenick.
 - 6.6 Proposed fee increase- 2% increase to child care fees effective September 2013.
 - 6.7 Outstanding parent balances – Brandi Carlson made a motion to send unpaid daycare/kidzone parent accounts to collections. Motion Carried.
- 7.0 Personal/ Legal:

Pursuant to section 6.1.6.7 of the Claresholm Child Care Society's bylaws all matters regarding personal/legal will be discussed by the Board of Directors in a private session of the board meeting. Please respect the sensitivity and confidential nature of these discussion; all motions must be considered during the regular (public) session of the board meeting.
- 8.0 Next Meeting: Thursday June 20, 2013 @ 6:30pm at town office
- 9.0 Meeting adjourned at 7:25pm by Jeff

Claresholm Child Care Society Meeting Minutes

June 20, 2013

In Attendance: Betty Fieguth, Kim Gugala, Gail Gibeau, Denelle Cutler, Candace Heck, Brandi Carlson, Jen Martin, Linda Brooks .

1.0 Meeting was called to order by JenMartin at 6:40pm

2.0 Approval of Agenda: no agenda

3.0 Approval of previous minutes: Accepted as presented by Brandy Carlson

4.0 Program reports:

4.1 Society Financial Report: Linda Brooks. See attached.

4.2 Day Care Managers Report: see attached

4.3 Kid zone Managers report: see attached

5.0 Committee Reports:

5.1 Personnel Committee: Performance appraisal for Sam completed Monday May 27, went well. Issues surrounding staff confidentiality, meeting with Sam, Jen and Jeff. Sam addressed situation with staff member and others involved.

5.2 Policy and Procedure Committee: Kim has numerous new policies, will set time with Brandi to review for board approval.

5.3 Fundraising Committee: Fundraising coordinator not present for report.

6.0 New Business

6.1 Revenue Canada – Letter received stating we owe \$5000, Linda unsure how and will look into further.

6.2 Staff Pay Scale – Our Level II wage is too low compared to provincial averages. Change Level II wage to \$13.50/hour effective July. MSC

6.3 Staff Discount- Request by Trish MacPherson to receive 50% discount during summer. Much discussion surrounding same. Jen will prepare letter. Trish Macpherson will receive 50% discount during the 2013 Summer Fun Program only. MSC

6.4 Debit Card – Due to Sobeys no longer accepting cheques, staff has been paying for groceries out of pocket. Need to look into debit card. Society will have debit card with spending limit for use by program directors for necessary purchases. MSC

6.5 Part Time rate- Board member wanting to discuss idea of having part time rate for children who attend daily but for only ½ day. Decision to table until Daycare program director present for discussion.

7.0 Old Business

7.1 Dishwasher- Waiting for installation, Brandi will be in contact with Sam regarding same.

7.2 Town Council- Jen Martin and Jeff Gibeau were present council meeting Monday May 27, 2013. Jeff presented plan to repay in 2 lump payments each year until paid off. Town happy with that, and willing to forgive accrued interest. They are very pleased with how far the Society has come over the last 2 years. They gave great praises to the Staff and board volunteers for their hard work.

7.3 Playschool – Waiting on meeting date from playschool.

7.4 YPM bill – Still receiving invoices, not sure of status.

8.0 Personal/ Legal:

Pursuant to section 6.1.6.7 of the Claresholm Child Care Society's bylaws all matters regarding personal/legal will be discussed by the Board of Directors in a private session of the board meeting. Please respect the sensitivity and confidential nature of these discussion; all motions must be considered during the regular (public) session of the board meeting.

9.0 Next Meeting: September 4, 2013 @ 6:30pm at town office

10.0 Meeting adjourned at 8:15pm by Jen



MUNICIPAL PLANNING COMMISSION MINUTES

May 16th, 2013

Town of Claresholm – Council Chambers

Attendees:

1. David Moore - Council Member (Chairperson)
2. Kris Holbeck - Chief Administrative Officer
3. Judy Van Amerongen - Council Member
4. Sharon Duncan - Member-at-Large
5. Grant Jordan - Member-at-Large

Staff:

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

8:35 a.m.

Call to Order /Adoption of Agenda

**Motion to adopt
the Agenda by
Kris Holbeck**

CARRIED

Item 1: Action

COMPLETE CARPENTRY- Development Deposits

**Motion to send all three
letter as presented by staff
by Grant Jordan**

3 Draft Letters:

1. Forfeiture of the first deposit as a penalty for failing to conform to the approved site plan submitted for the construction of the single family dwelling at 7 Westlynn Close (D2012.039) as per the condition placed on the Development Permit approved by the MPC on March 1, 2013 for the as-built dwelling at the same location (D2013.011). Such a forfeiture of a Security Performance Deposit can be made by the authority of the Town of Claresholm Land Use Bylaw. No 1525 Planning and Development Fees Policy PLDE 04-09.

2. That the second deposit be applied as a Performance Security Deposit for the single family dwelling under construction at 17 Link Spur (D2012.036). If assigned as such the deposit will be returned upon closure of the development and safety codes permits.

3. That the third deposit be applied as a Performance Security Deposit for the single family dwelling under construction at 16 Westrose Avenue (D2012.095). If assigned as such the deposit will be returned upon closure of the development and safety codes permits.

**Seconded by
Sharon Duncan**

CARRIED



MUNICIPAL PLANNING COMMISSION MINUTES

May 16th, 2013
Town of Claresholm – Council Chambers

Item 2: Discussion SOUTHCAL DEVELOPMENTS- Modular Show Home

Owner: SouthCal Developments Inc.
Address: 8 ST W (Lands north of West Meadow School)
Legal: Lot 1, Block 2, Plan 1113152
Regarding: Modular Show Home

Recommendations from MPC: If proceeding with show home it will need to be:

- *Surveyed in and out,*
- *The subdivision surrounding the show house must appear complete,*
 - *Curb & Gutter,*
 - *Trees & grass, and*
 - *Paved roads & completed driveway.*
- *Follow the guidelines laid out in the land use bylaw,*
- *The Municipal Planning Commission may take substantial bond for the development permit, and*
- *After completion of every phase in the subdivision the Municipal Planning Commission may review the show home application.*

Motion to Adjourn

**Motion to Adjourn by
Grant Jordan**



MUNICIPAL PLANNING COMMISSION MINUTES

June 21st, 2013

Town of Claresholm – Council Chambers

Attendees: 1. David Moore - Council Member (Chairperson)
2. Kris Holbeck - Chief Administrative Officer
3. Judy Van Amerongen - Council Member
4. Grant Jordan - Member-at-Large

Regrets: Sharon Duncan - Member-at-Large

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

8:35 a.m.

Call to Order / Adoption of Agenda

**Motion to adopt
the Agenda by
Kris Holbeck**

CARRIED

Item 1: Action

DEVELOPMENT PERMIT

File: D2013.058
Applicant: Jeffrey & Carol High
Address: 4877, 7 St. West
Legal: Lot 41, Block 4, Plan 0914539
Regarding: As- built variance to maximum front yard fence
height

**Motion to approve
with conditions by
Grant Jordan**

**Seconded by
Councilor Van Amerogan**

CARRIED

VARIANCE(S):

1.) Fence: Variance to the Maximum Front Yard Fence Height
[Bylaw 1525 – Land Use Bylaw, Schedule 7 – Fencing
Requirements]

Standard:	2.5 feet
As Built:	4.0 feet



MUNICIPAL PLANNING COMMISSION MINUTES

June 21st, 2013
Town of Claresholm – Council Chambers

Item 2: Action

DEVELOPMENT PERMIT

File: D2013.061
Applicant: Louis Horvath
Address: 102 53 Ave West
Legal: Lot 13-15, Block 86, Plan 147N
Regarding: As- built variance to front yard setback

Motion to approve
with conditions by
Kris Holbeck

Seconded by
Councilor Van Amerogan

VARIANCE(S):

CARRIED

1.) Dwelling: Variance to Front Yard Setback [Bylaw 1525 – Land Use Bylaw, Schedule 4 – Section 4, multiple front yards]

Standard:	3.8 metres
As Built:	3.03 metres
Percent Variance:	20.26%

CONDITION(S):

1.) The applicant shall not enlarge the footprint of the dwelling but may make structural alterations within the footprint to the extent that such alterations are permitted by the Safety Codes Act and its Regulations. This variance applies only to the present principle dwelling and not to any future developments on the property.

Item 3: Action

DEVELOPMENT PERMIT

File: D2013.055
Applicant: Dion Mitchell
Owner: Russell M Quantz
Address: 240 54 Ave East
Legal: Lot 13, Block 118, Plan 7511032
Regarding: Home Occupation: Off-site building contractor

Motion to approve
with conditions by
Grant Jordan

Seconded by
Councilor Van Amerogan

CONDITIONS:

CARRIED

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



MUNICIPAL PLANNING COMMISSION MINUTES

June 21st, 2013

Town of Claresholm – Council Chambers

Item 4: Action

DEVELOPMENT PERMIT

File: D2013.060

Applicant: Bary Gaudereault

Address: 329 53 Ave East

Legal: Lot 13, Block A, Plan 2819R

Regarding: Home Occupation: Lawn Care & Snow Removal

**Motion to approve
with conditions by
Kris Holbeck**

**Seconded by
Grant Jordan**

CONDITIONS:

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

CARRIED

Item 5: Information

COMMENTS on MD of Willow Creek Development Permit (041-13)

Owner: Bakker

Legal: Block 5, Plan 7316633 (Ptn. SE ¼ 35-12-27-W4M)

Taken for Information

Motion to Adjourn

**Motion to adjourn by
Grant Jordan**



MUNICIPAL PLANNING COMMISSION MINUTES

July 5th, 2013

Town of Claresholm – Council Chambers

Attendees:

1. David Moore - Council Member (Chairperson)
2. Kris Holbeck - Chief Administrative Officer
3. Judy Van Amerongen - Council Member
4. Grant Jordan - Member-at-Large
5. Sharon Duncan - Member-at-Large

Staff: Jeff Gibeau - Manager of Regulatory & Property Services (Secretary to the Municipal Planning Commission)
Jeff Doherty - Development Officer

8:45 a.m.

Call to Order /Adoption of Agenda

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

CARRIED

Item 1: Action

DEVELOPMENT PERMIT

File: D2013.079
Applicant: Enersmart Building Systems Inc.
Owner: A & J Homes
Address: 9 & 11 Saskatchewan Cres.
Legal: Lots 8 & 9, Block 4, Plan 0915027
Regarding: Change in Use

**Motion to Approve
with conditions by
Councilor Van Amerongen**

**Seconded by
Grant Jordan**

CARRIED

CHANGE IN USE:

From: Vacant

To: Manufacturing (of Structurally Insulated Panels)

CONDITION(S):

1.) The applicant shall obtain all relevant Safety Code Permits and approvals from Superior Safety Codes Inc. Specifically, the applicant is required to obtain a Building Permit for a Change-in-Use. For further information please contact Jeff Doherty, Development Officer, at 403-625-3381.

2.) For each lot the applicant shall maintain 8 or more parking spaces and one off-street loading area as required by the Town of Claresholm Land Use Bylaw No. 1525 [Schedule 8 – Parking and Loading Space Requirements - Industrial].



MUNICIPAL PLANNING COMMISSION MINUTES

July 5th, 2013
Town of Claresholm – Council Chambers

Item 2: Action

DEVELOPMENT PERMIT

File: D2013.057
Applicant: Mannie Paul Gupthar
Address: 106 50 Avenue West
Legal: Lot 1A, Block 4, Plan 9310312
Regarding: Change in Use

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

**Seconded by
Sharon Duncan**

CHANGE IN USE:

From:	Vacant	
To:	Retail Store	(Permitted Use)
	Office	(Permitted Use)
	Personal Service	(Permitted Use)
	Mixed-use Residential	(Discretionary Use)

CARRIED

CONDITION(S):

1.) The applicant shall obtain a Building Permit for a Change-in-Use and also to have the column replacement work inspected by the Building Safety Codes Officer to ensure it is compliant with the engineered drawings. For further information, please contact Jeff Doherty, Development Officer, at 403-625-3381.

2.) Prior to operating the applicant shall replace and repair exterior finishes (siding, windows, fascia, roof gutters) to the satisfaction of the Development Authority.

Item 3: Action

DEVELOPMENT PERMIT

File: D2013.071
Applicant: Shane Carlson
Address: 4209 3 Street East
Legal: Lot 5, Block 1, Plan 658LK
Regarding: Shipping Container

**Motion to Approve
with conditions by
Councilor Van Amerongen**

**Seconded by
Kris Holbeck**

CONDITION(S):

1.) The shipping container(s) must be sandblasted and painted to match the color(s) of the principle building or to the satisfaction of the Development Authority.

CARRIED



MUNICIPAL PLANNING COMMISSION MINUTES

July 5th, 2013
Town of Claresholm – Council Chambers

Item 4: Action

DEVELOPMENT PERMIT

File: D2013.080
Applicant: Stephen Nguyen
Address: 125 48 Ave West
Legal: Lot 16, Block 1, Plan 147N
Regarding: Variance; Front Yard Setback Dimension

**Motion to Approve
with conditions
by Kris Holbeck**

**Seconded by
Councilor Van Amerongen**

CARRIED

VARIANCE(S):

1.) Variance to the Minimum Setback Dimension Provision [Bylaw 1525 – Land Use Bylaw, Schedule 1 – (R1) – Single Detached Residential, Section 3 – Front Yard Setback Dimension for Single Detached Dwelling]

<i>Standard:</i>	<i>7.6metres (25 Feet)</i>
<i>As Built:</i>	<i>5.53metres (18 feet, 1 inch)</i>
<i>Percent Variance:</i>	<i>27.2%</i>

Item 5: Discussion

DISCUSSION; LAND USE BYLAW AMENDMENT

File: D2012.083
Applicant: Isaac & Sidney Freeman
Address: 755 51 Ave West
Legal: Block 66, Plan 147N
Regarding: Land Use Bylaw Amendment

The applicant / owner is proposing to redesignate the subject lands from (R4) – Multiple Residential to (R5) – Apartment; as described in the Town of Claresholm Land Use Bylaw No.1525. While processing of a Request for Compliance it was determined by the Development and Property Services Department that the above property is zoned incorrectly. If approved, this process will bring the current use of the property into compliance with the Land Use Bylaw. The Development and Property Services Department recommends to the Municipal Planning Commission that this matter is referred to Council.

Referred to Council.

Item 6: Action

DEVELOPMENT PERMIT

File: D2013.072
Applicant: Troy VanDellen
Address: 501 51 Avenue West
Legal: Lot 16, Block 65, Plan 9913379
Regarding: Home Occupation;
Construction Contractor

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

**Seconded by
Councilor Van Amerongen**

CARRIED

CONDITION(S):

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



MUNICIPAL PLANNING COMMISSION MINUTES

July 5th, 2013
Town of Claresholm – Council Chambers

Item 7: Information INFORMATION; MUNICIPAL SERVICES

File: RPS00221

Applicant: Wilshire Inns

Regarding: Installation of Municipal Services

Development and Property Services Department updated the Municipal Planning Commission on the process and subsequent challenges experienced by Staff on the way to having this project approved. No action required.

Taken for Information.

9:55 a.m. Adjourn

**Motion to Adjourn
by Grant Jordan**

CARRIED



MUNICIPAL PLANNING COMMISSION MINUTES

September 6, 2013

Town of Claresholm – Council Chambers

Attendees: 1. Judy Van Amerongen - Council Member
2. Grant Jordan - Member-at-Large
3. Sharon Duncan - Member-at-Large

Regrets: David Moore - Council Member (Chairperson)
Kris Holbeck - Chief Administrative Officer

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

8:45 a.m.

Call to Order /Adoption of Agenda

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

CARRIED

Adoption of Minutes:

- February 1, 2013

**Motion to adopt Minutes
by Grant Jordan**

**Seconded
by Sharon Duncan**

CARRIED

Adoption of Minutes:

- March 1, 2013

**Motion to adopt Minutes
by Sharon Duncan**

**Seconded
by Grant Jordan**

CARRIED



MUNICIPAL PLANNING COMMISSION MINUTES

September 6, 2013
Town of Claresholm – Council Chambers

Item 1: Action**DEVELOPMENT PERMIT**

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

File: D2013.100
Applicant: Town of Claresholm
Address: 4604 4 St W.
Legal: Lot Pt. BP, Block P, Plan 4265JK
Regarding: Move on Mature Mobile Home

**Seconded
by Sharon Duncan**

CONDITION(S):

CARRIED

- 1.) *The applicant shall obtain all relevant Safety Code Permits and approvals.*
- 2.) *Applicant shall ensure that building materials and waste materials on the premises are removed or contained and secured in such a manner that prevents such material from being blown off or scattered from the property.*
- 3.) *The Applicant shall complete the project to the satisfactory of the Development Authority by December 15, 2013.*

Item 2: Information Approved Developments Jan 2013 - June 2013

Taken for Information

Item 3: Information Community Residential Development Profile Brochure

Taken for Information

Item 4: Information Letter from Alberta Municipal Affairs
Re: New Home Buyer Protection Act

Taken for Information

9:30 am Adjourn**Meeting Adjourned**

**Motion to Adjourn by
Grant Jordan**

CARRIED



MUNICIPAL PLANNING COMMISSION MINUTES

October 8, 2013

Town of Claresholm – Council Chambers

Attendees:

1. Judy Van Amerongen - Council Member
2. Grant Jordan - Member-at-Large
3. Sharon Duncan - Member-at-Large
4. Kris Holbeck - Chief Administrative Officer

Regrets: David Moore - Council Member (Chairperson)

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

8:45 a.m.

Call to Order / Adoption of Agenda

**Motion to adopt
the Agenda
by Kris Holbeck**

CARRIED

DELEGATION

DELEGATION

File: RPS00269
Curtis Hanselmann

Mr. Hanselmann was on-hand to dispute the letter from the Designated Officer in regards to the Home Occupation Enforcement.

- *He explained he is a financial/ insurance adviser who works mainly from a Calgary office but answers calls, emails etc. from his office at home.*
 - *His business clients mainly reside in Calgary, and he operates with a Calgary Business license. He will send the Municipal Planning Commission a copy.*
 - *He provided the Municipal Planning Commission with copies of his letterhead, phone bills, and business cards showing his Calgary numbers and office address.*
 - *He has concerns with a section from the Business License Bylaw 1300 (with amendments) that allows the designated officer to have access to the premises at reasonable times.*
 - *Staff clarified that the difference between the Land Use Bylaw No.1525 and Business License Bylaw 1300 (with amendments) is that the Municipal Planning Commission primarily focuses on land use and the processes within the Land Use Bylaw No.1525. Business License Bylaw 1300 (with amendments) is not typically considered by the Municipal Planning Commission during an application deliberation.*
 - *He also was unsure about the procedure as far as the refusal of an application.*
-



MUNICIPAL PLANNING COMMISSION MINUTES

October 8, 2013

Town of Claresholm – Council Chambers

Item 1: Action

HOME OCCUPATION / BUSINESS LICENSE ENFORCEMENT

File: RPS00269

Owner: Curtis Hanselmann

Address: 5504 5 St West

Legal: Lot 6A, Block 1, Plan 9310202

The Municipal Planning Commission directs the Regulatory & Property Services Department to provide Mr. Hanselmann with an additional letter in regards to the questions brought up by the delegation. The Municipal Planning Commission concurs with the Designated Officer's investigation and conclusions, and adds:

- That Mr. Hanselmann uses a specific local business fax number to conduct his business, and*
- That Mr. Hanselmann's Home Office falls within the home occupation definition specified in the Land Use Bylaw No.1525 (see above)*

They also instructed that the Regulatory & Property Services Department to proceed with enforcement under the previously identified timeframe.

Item 2: Information POLICY DIRECTION

The Municipal Planning Commission directs the Regulatory & Property Services Department to draft a policy for review by Council that establishes the surveying of a permanent building foundation during the development process. The Policy shall encompass all permanent foundations with a minimum of 200 squarefeet. It is also recommended that the specified consequences are set out in the policy.

9:50 am Adjourn

Meeting Adjourned

**Motion to Adjourn by
Kris Holbeck**

CARRIED
