



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

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

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING MINUTES OCTOBER 15, 2013

ACTION ITEMS:

1. DRAFT: South Saskatchewan Regional Plan
2. CORRES: FortisAlberta Inc.
RE: FortisAlberta 2014 Distribution Tariff Rates Filing
3. CORRES: Alberta Health Services
RE: Calgary Zone EMS Operations Update October 2013
4. CORRES: Royal Canadian Legion Br.41
RE: Remembrance Day Service, Monday, November 11, 2013
5. CORRES: Norman Bergh
RE: Residential Wood Burning Appliance Exhaust
6. CORRES: Katharine Balbar
RE: Mezzanine Rental
7. CORRES: Alberta Urban Municipalities Association
RE: Annual Convention
8. CORRES: Alberta Environment & Sustainable Resource Development
RE: 2013 AUMA Convention & Trade Show
9. CORRES: Alberta Municipal Affairs
RE: Grant Meetings at AUMA Convention
10. CORRES: Alberta Transportation
RE: 2013 AUMA Convention & Trade Show
11. EOEP: Elected Officials Education Program – November 18, 2013
12. MAYOR ROB STEEL: Council Visioning & Community Survey
13. ADOPTION OF INFORMATION ITEMS
14. IN CAMERA: PERSONNEL

INFORMATION ITEMS:

1. Claresholm & District Transportation Society Annual Meeting Minutes – June 21, 2013
2. Claresholm & District Transportation Society Meeting Minutes – October 18, 2013
3. Oldman River Regional Services Commission Executive Committee Minutes – July 25, 2013
4. The Bridges at Claresholm Golf Club Board Meeting Minutes – October 2, 2013
5. Southern Alberta Energy from Waste Association: Notice of Annual General Meeting – Nov 29, 2013

ADJOURNMENT



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

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

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

ABSENT: None

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

CARRIED

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

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

CARRIED

DELEGATIONS: **COMMITTEE FOR EAST ROUTE CONSERVATION**

A group of concerned citizens appeared before Town Council to discuss the placement of the planned power transmission line. Mr. Don Brunner spoke on behalf of the group and would like the Town of Claresholm to ensure that public consultation is not overlooked as the process continues. The Alberta Utilities Commission is still looking at where the line should be placed on the east side or the west side of town.

PUBLIC HEARING: **BYLAW #1589 – Council Remuneration**

Mayor Moore declared the hearing open at 7:02pm.

Mayor Moore made the first call for submissions from the public.

Russ Anderson asked what is hurry? Does it need to be done before the election?

Mayor Moore said historically it has always been done this way.

Councillor Sutter commented that the candidate's forum did not allot much time to discuss this issue so this public hearing was needed.

Mayor Moore made the second call for submissions from the public.

Shelley Ford asked if the comparisons from other communities were based on growth of those communities.

The Mayor stated the comparatives were based solely on similar population numbers.

Gerry Galbraith stated that to get the proper people, our community needs to pay similar to other communities.

Mayor Dave said that his job enables him to do council work at different times due to his flexibility. You are responsible for your decisions and how much time you are able to contribute to being on Council.

Mayor Moore made the third call for submissions from the public.

Judy Lelek asked if the new Council can rescind the bylaw if they disagree.

Mayor Dave stated that they can go through the process in two meetings to have it rescinded.

Councillor Hubka said it does not come into effect until January 1, 2014 if it is passed.

No other submissions either verbal or written were noted.

Mayor Moore declared the hearing closed at 7:20pm.

ACTION ITEMS:

**1. BYLAW #1589 – Council Remuneration
RE: 2nd & 3rd Readings**

Moved by Councillor Hubka to give Bylaw #1589 regarding Council Remuneration 2nd Reading.

CARRIED

Moved by Councillor MacPherson to give Bylaw #1589 regarding Council Remuneration 3rd and Final Reading.

CARRIED

**2. DELEGATION RESPONSE: Alberta Health Services
RE: AHS EMS Clinical Operations**

Received for information.

3. CORRES: Hon. Ric McIver, Minister of Transportation
RE: Federal Gas Tax Fund (FGTF)

Received for information.

4. CORRES: Alberta Transportation
RE: Municipal Grant Payment

Received for information.

5. CORRES: Municipal District of Willow Creek
RE: 23rd Annual Legacy of Our Land Banquet

Received for information.

6. CORRES: Alberta SouthWest Regional Alliance
RE: "SouthWest Invest" Proposal

Moved by Councillor Sutter to participate in the application for the "SouthWest Invest" project submitted by the Town of Pincher Creek under the Regional Collaboration Component of the Regional Collaboration Program, and to abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.

CARRIED

7. CORRES: Royal Canadian Legion Br.41
RE: Poppy Fund 2013 Request

Received for information.

8. CORRES: Norman Bergh
RE: Residential Wood Burning Appliance Exhaust

Moved by Councillor MacPherson to postpone discussion on this matter until the next regular Council meeting.

CARRIED

9. CORRES: Claresholm & District FCSS
RE: Halloween Event October 31, 2013

Moved by Councillor Sutter to allow Claresholm & District FCSS to hold their Halloween event in Amundsen Park the evening of October 31, 2013.

CARRIED

10. CORRES: Claresholm Chamber of Commerce
RE: Community Centre Rental

Moved by Councillor Quayle to cover the cost of rental of the Claresholm Community Centre for the Candidates Forum held on October 10, 2013 in the amount of \$225 plus GST.

CARRIED

11. STAFF REPORT: Benchmark Assessment Consultants Inc. Request

Moved by Councillor Van Amerongen to share information with the Calgary Real Estate Board as recommended by Benchmark Assessment Consultants Inc. as presented.

CARRIED

12. STAFF REPORT: Water & Wastewater Rate Studies Open House

Moved by Councillor Fieguth to postpone discussion on this issue to the next regular Council meeting.

CARRIED

13. POLICY #PLDE 10-13: Site Plan Policy

Moved by Councillor Van Amerongen to adopt Policy #PLDE 10-13, the Site Plan Policy, effective October 16, 2013 as amended.

CARRIED

14. RCMP MEETING AT AUMA CONVENTION

Received for information.

15. ADOPTION OF INFORMATION ITEMS

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

CARRIED

16. IN CAMERA: PERSONNEL

Moved by Councillor MacPherson that this meeting go In Camera.

CARRIED

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

CARRIED

ADJOURNMENT: Moved by Councillor Quayle that this meeting adjourn at 9:25pm.

CARRIED

Mayor – David Moore

Chief Administrative Officer – Kris Holbeck

DRAFT

ACTION ITEMS

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

Sent: October-11-13 3:45 PM

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

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

Subject: FW: Draft South Saskatchewan Regional Plan

For your convenience, here are the dates of next SSRP consultation events in our region.

Crowsnest Pass: November 5

Claresholm: November 6 (NOTE: same night as our Regional Councils Orientation supper meeting in Pincher Creek, but stakeholder session is earlier in the day)

Fort Macleod November 20

Pincher Creek November 26

Cardston November 19

RSVP is required for stakeholder workshops at ssrp@stantec.com or call 403-716-8325. Workshop times are from 9:30 a.m. to 2:30 p.m.

Public sessions run from 4:30 p.m. until 7:30 p.m. and since they are open house sessions, there isn't any need to call ahead to reserve a seat.

Full details and other locations can be found at links in the e-mail below.

From: Paul Radchenko [<mailto:paul.radchenko@gov.ab.ca>]

Sent: October-11-13 12:36 PM

To: Bev Thornton

Subject: Draft South Saskatchewan Regional Plan

Good afternoon Bev,

Yesterday the Government of Alberta posted the Draft South Saskatchewan Regional Plan to www.landuse.alberta.ca. The Draft South Saskatchewan Regional Plan proposes new conservation areas and environmental limits, protects our water supply and provides clarity about land use and access.

I want to encourage you and your representatives to read the plan, come out to the consultation sessions and to go to www.landuse.alberta.ca to complete the on-line workbook (which will be available until January 15).

Consultation will take place starting November 5 through until November 28. We will be in 21 locations, primarily in southern Alberta, a full listing of sessions can be found www.landuse.alberta.ca.

Facilitated stakeholder workshop sessions will be held in each of these locations during the day (9:30-2:30), followed by public information sessions starting at 4:30 in the afternoon. You are encouraged to RSVP to ssrp@stantec.com if you wish to attend the stakeholder workshop sessions.

Draft South Saskatchewan Regional Plan:

- Will help manage the cumulative impact of our activities on the landscape.
- It supports growth while considering environmental and social impacts.
- Proposes to create 9 new conservation areas, adding 134,666 hectares of legislatively protected land to the South Saskatchewan Region.
- Proposes to add 1,479 hectares for recreation within Provincial Parks and Provincial Recreation Areas in the SSRP region.
- Ensures access to public land for recreation and tourism development and a commitment to work with the off-highway vehicle community to develop trails in appropriate areas.
- Includes strategies and plans to enhance 3 iconic tourism destinations (Kananaskis, Canadian Badlands and the Southern Rockies).
- Includes opportunities to identify and market tourism development nodes in collaboration with all stakeholders.
- Includes opportunities to work collaboratively with all stakeholders to enhance and expand the supply of tourism products, experiences and infrastructure.

There is much more included in the plan relative to conservation, recreation and tourism, I encourage you to read the plan and participate in the consultation process.

Sincerely,
Paul

Paul Radchenko | Tourism Development Planner | Tourism, Parks and Recreation



Tourism Division – Destination Competitiveness Branch

6th Floor Commerce Place | 10155 – 102nd Street | Edmonton, AB Canada | T5J - 4L6

Phone: (780) 415-8743 | Fax: (780) 427-0778 | Cell: (780) 904-2389

www.tpr.alberta.ca/tourism



Dave Hunka
Manager, Customer Relations
Customer Service

Fortis Alberta Inc.
100 Chippewa Road
Sherwood Park, Alberta
T8A 4H4
(780) 464-8311 Direct
(780) 868-7040 Cellular
Dave.hunka@fortisalberta.com
www.FortisAlberta.com

October 15, 2013

Re: FortisAlberta 2014 Distribution Tariff Rates Filing

On September 10th, FortisAlberta filed an application with its regulator, the Alberta Utilities Commission (AUC), for approval of the 2014 Distribution and Transmission Rates, to be effective January 1, 2014 for the first quarter of 2014. Another letter will be issued before the start of the second quarter with rates for the remainder of the year, excluding Transmission and riders. It is important to understand these are proposed rates and final approval is still required for both FortisAlberta Distribution rates and Transmission rates owned and operated by other Alberta companies.

Impact and Budgeting for Our Municipal Customers

In support of our municipal governments through their budgeting process FortisAlberta is providing specific information on the proposed rate increases or decreases. Below are the financial impacts by Rate Class including Distribution & Transmission Rates & Riders. The Balancing Pool Adjustment Rider (BPAR) and Quarterly Transmission Adjustment Rider (QTAR) have been estimated in these percentages.

Rate Class	Rate Description	Total Electricity Bill Impact
11	Residential	-2.7%
21	FortisAlberta Farm	-2.4%
31	Street Lighting Investment Option	3.9%
33	Street Lighting No-Investment Option	2.4%
38	Yard Lighting	3.5%
41	Small General Service	-4.4%
44/45	Oil and Gas Service	0.1%
61	General Service	-6.2%
63	Large General Service	-7.7%

Also enclosed are FortisAlberta's proposed maximum investment levels for 2014 (located on page 2).

Type of Service	2013 Maximum Investment Level	2014 Maximum Investment Level
Rate 11 Residential	\$1,687 per service	\$1,882 per service
Rate 11 Residential Development	\$1,687 per service, less FortisAlberta's costs of metering and final connection	\$1,882 per service, less FortisAlberta's costs of metering and final connection
Rate 21 FortisAlberta Farm and Rate 23 Grain Drying	\$5,592 base investment, plus \$800 per kVA of Peak Demand	\$5,681 base investment, plus \$813 per kVA of Peak Demand
Rate 26 Irrigation	\$5,592 base investment, plus \$890 per kW of Peak Demand	\$5,681 base investment, plus \$904 per kW of Peak Demand
Rate 38 Yard Lighting	\$795 per fixture	\$808 per fixture
Rate 31 Street Lighting (Investment Option)	\$1,969 per fixture	\$2,198 per fixture
Rate 41 Small General Service	\$5,592 base investment, plus \$890 per kW of Peak Demand	\$5,681 base investment, plus \$904 per kW of Peak Demand
Rate 45 Oil and Gas Service	\$5,592 base investment , plus \$890 per kW of Peak Demand FortisAlberta invests as required per unmetered to metered service conversion program.	\$5,681 base investment , plus \$904 per kW of Peak Demand FortisAlberta invests as required per unmetered to metered service conversion program.
Rate 61 General Service (less than or equal to 2 MW)	\$5,592 base investment , plus \$890 per kW for the first 150 kW, plus \$112 for additional kW, of Peak Demand	\$5,681 base investment , plus \$904 per kW for the first 150 kW, plus \$114 for additional kW, of Peak Demand
Rate 63 Large General Service (over 2 MW) (Distribution Connected)	\$101 per kW of Peak Demand, plus \$111 per metre of Customer Extension	\$102 per kW of Peak Demand, plus \$113 per metre of Customer Extension

Your Stakeholder Relations Manager will inform you of any further changes or impacts. Please feel free to contact your Stakeholder Relations Manager at your convenience with any concerns, additional questions or information you might require.

Sincerely,



Dave Hunka
Manager, Customer Relations

October 10, 2013

Ms. Kris Holbeck, CAO
Town of Claresholm
PO Box 1000
Claresholm, Alberta T0L 0T0

Dear Ms. Holbeck,

Please accept this letter as an update on EMS service delivery. The last few months have seen a great deal of activity and change in our communities, including significant work related to flood response and recovery, an active summer for responses, as well as some significant changes within the AHS organization (both provincially and with Calgary Zone EMS Clinical Operations). I would like to take this opportunity to share with you some of the key program and strategic updates in our Zone, as well as some of our plans for the future.

Leadership Updates

The past few months have seen a number of leadership changes within EMS both provincially and within the Zone. Sue Conroy has transitioned from her role as Senior Vice President of EMS into a new role with AHS in Provincial Clinical Programs and Support Services. To ensure continued support and leadership to the provincial team, Darren Sandbeck has assumed an interim Vice President role as the provincial lead for EMS while AHS undertakes a search to fill the position on a permanent basis. During this time I have been asked and accepted the role of interim Executive Director for EMS Operations in Calgary. None of these changes affect front line work or our goal of providing quality care.

As well, last month AHS underwent a significant change to our senior leadership organizational structure in order to increase support for the frontline staff and to focus on rural engagement. This realignment will assist in the positive evolution of transitioning EMS into the greater health system.

In a report by Official Administrator Janet Davidson, a clear direction was outlined for AHS 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). A new organizational structure will 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

Janet Davidson has now assumed the role of Alberta Health Deputy Minister and Dr. John Cowell has taken on the role of AHS Official Administrator from his previous position as the CEO of the Health Quality Council of Alberta.

Despite these changes, I believe that it is critical that we do not stall or suspend any of the work that is underway within the Zone. For me these organizational changes provide an opportunity to re-focus the conversation already started about how Calgary Zone EMS Clinical Operations functions and its structure.

HQCA

As discussed in my letter in the spring the Health Quality Council of Alberta's report *Review of Operations of Ground Emergency Medical Services in Alberta* was released to the public on March 4, 2013. In response to this report and the accompanying response from the Minister of Alberta Health, the EMS Provincial Leadership Team has begun developing actions and projects to address the report's recommendations.

Calgary Zone EMS is taking a key leadership role in several of the initiatives, specifically:

- Recommendation 3.4: *Define the range of healthcare services to be provided by EMS practitioners, including community paramedicine.*
- Ministerial Directive 1: *Specific provisions to minimize EMS staff wait times in emergency departments at Alberta's seven major hospitals.*

We are working in collaboration with our colleagues across the province, our partners within other parts of the health system, and the Alberta College of Paramedics to finalize our plans and recommendations. This work recognizes and builds on the excellent work that has already been conducted within our Zone and looks for new and innovative ways to continue to improve our service. Calgary Zone EMS Clinical Operations will continue to promote the evolution of EMS across the province as we work to address and

implement the HQCA recommendations. I will keep you updated on the progress of the initiatives as we move forward.

Medical First Response (MFR)

Understanding the critical role medical first responders plays within the Zone we have been partnering with municipalities to better understand needs, priorities, and capacity for MFR programs. This includes new work in the with the City of Calgary, the Town of Claresholm and the M.D. of Willow Creek, as well as the continued work on the ALS MFR study with the Town of Canmore. This work includes collecting data, analyzing events from a quality clinical perspective, and understanding citizen expectations. Not only will these pilot projects work to help inform local EMS operations and municipalities , but also provide valuable information to the Provincial MFR Steering Committee in the development of provincial MFR standards that meet community needs while helping inform standards for other municipalities to build off of should they choose to be involved with MFR programs.

Municipal Engagement

As a leadership team, Calgary Zone EMS Operations want to work with you, your councils, and community to improve EMS. We remain focused on maintaining and building positive, mutually beneficial relationships and would appreciate the opportunity to meet with your councils to share Calgary Zone EMS updates and provide a systems perspective on our work. Respecting the requirement for councils that may see change to connect as a team, please contact my office to let me know if there is convenient time to meet with you and/or your councils to continue the dialogue around EMS in the Calgary Zone.

Sincerely,



Nicholas Thain EMT-P, MAL(H)
Executive Director, EMS Clinical Operations (Interim)
Calgary Zone
Alberta Health Services
Office: 403-955-9600
Cell: 403-850-5452
Fax: 403-955-9616
nicholas.thain@albertahealthservices.ca



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

Ph: 403-625-3755

Email: RCLegion41@shaw.ca Fax: 403-625-3533

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 lay a wreath, on behalf of the Town of Claresholm, at the Remembrance Day Service, Monday, November 11th, @ 10:30 - 11:30 a.m. 2013 @ the Claresholm Community Centre. Please advice Poppy Chairman Margaret Smith @ 403-625-5278 as to who this representative will be (information needed as soon as possible in order to print in the program) .

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.

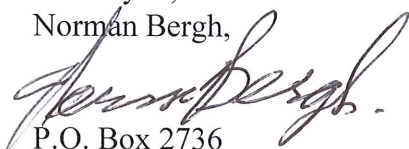
The constitution of Canada gives us the right to breath air that is as clean as the average of the area we live in. As residents of Claresholm, Alberta, Canada we can be subjected to wood smoke from wood burning appliances in homes that are, at best, a visible comfort on a cold day for occupants of a 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.

Box 822
Claresholm, AB
T0L 0T0
403-625-3379
October 24, 2013

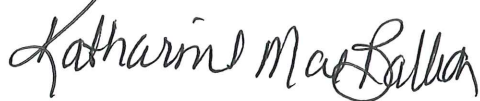
Mayor and Council
Town of Claresholm
PO Box 1000
Claresholm, AB
T0L 0T0

Dear Mayor and Council,

I am writing on behalf of SwingBeat, a new competitive rope skipping group, which is located at Claresholm, AB. We are presently standing at five (5) adult members and are hoping that we will grow as we become better known! In our efforts to find a facility that will accommodate our training sessions, we understand that the Mezzanine floor of the Claresholm Arena is available for use at a fee of \$30.00 per session. We are requesting a reduction in this fee as we are a fledgling club and are community in nature (not-for-profit). Our hopes are for group training sessions of one (1) hour per session at three (3) times per week.

Thank you in advance for your time and consideration.

Sincerely,

A handwritten signature in cursive script that reads "Katharine MacLellan".

Katharine Balbar



Recreational Facility & Miscellaneous User Charges Policy #REC 05-11

PURPOSE: To establish a document showing user fees for recreational facilities under the control of the Town of Claresholm and other miscellaneous user charges that are not clearly defined in the Town of Claresholm bylaws or other policies.

POLICY:

Recreational facility user fees and miscellaneous user fees shall be charged based on the attached schedule of costs to users of these facilities or services.

PARAMETERS:

The attached schedule shows the user fees charged at the arena, aquatic center, campground, airport et cetera which are not part of a bylaw or another policy.

This policy is to be reviewed annually to ensure the user fees being charged are adequate to Council's policy on cost recovery for that item or facility.

NOTE:

Fees on this policy may be changed by Council resolution and updated to the policy at the next formal review of the fees and charges.

EFFECTIVE DATE: July 1, 2011

**TOWN OF CLARESHOLM
RECREATIONAL FACILITY & MISCELLANEOUS USER FEE/CHARGES**

DESCRIPTION FEE

CLARESHOLM ARENA

- PRIME TIME ICE RENTAL (youth only) \$63.00 / HOUR
 - NON PRIME TIME ICE RENTAL (youth) 41.00 / HOUR
 - AA AND ADULT RENTAL 90.75 / HOUR
 - OUT OF TOWN 110.00 / HOUR
 - CONCESSION RENTAL 1,000 / YEAR
 - SKATE SHARPENING BUSINESS 300 / YEAR
 - STORAGE – MEZZANINE 300 / YEAR
 - STORAGE – ICE LEVEL (SM) 300 / YEAR
 - STORAGE – ICE LEVEL (LG) 600 / YEAR
 - ARENA ADVERTISING (RINK) 400 / YEAR – 1ST YEAR
 - ARENA ADVERTISING (RINK) 275 EACH YEAR THEREAFTER
 - ARENA ADVERTISING (LOBBY) CMHA AND CSC BE ALLOWED ½ EACH SIGNS FOR FUNDRAISING
 - ARENA MEZZANINE/LOBBY(non profit) 55 / DAY
 - ARENA FLOOR (non profit) 55 / DAY
 - ARENA MEZZANINE/LOBBY(for profit) 100 / DAY
 - ARENA MEZZANINE/LOBBY(non profit) 30 / EVENING
 - ARENA MEZZANINE/LOBBY(for profit) 50 / EVENING
 - DAMAGE DEPOSIT 400 / GROUP
 - PUBLIC SKATING 500 / SEASON FOR CORPORATE SPONSORS
 - SCHOOL USE NO CHARGE PER JOINT USE AGREEMENT
- SUMMER RATES (RINK FLOOR)**
- RECREATIONAL USE \$37.30 / HOUR, 250 / DAY
 - COMMUNITY NON-PROFIT 150 / DAY
 - COMMERCIAL USE 650 / DAY

CLARESHOLM AQUATIC CENTRE

	Drop in	10 Pass	3 Month
Under 3	Free	Free	Free
3-7 years old	\$1.25	\$10.00	\$20.00
8-17 years old	\$2.50	\$20.00	\$40.00
18-54 years old	\$4.50	\$36.00	\$72.00
55+ years old	\$3.25	\$26.00	\$52.00
Family	\$12.00	\$96.00	\$192.00

	Drop in	Preregistered
Aquafit	\$5.00	\$3.00 x # of Classes

	30 min lessons	45-60 min lessons
Swimming Lessons	\$33.00	\$45.00
School Rentals/hr	\$44.00	
Swim Club Rental/hr	\$44.00	
School Lessons	\$27.50/ instructor hour	
Public Rental	\$75.00	

**TOWN OF CLARESHOLM
RECREATIONAL FACILITY & MISCELLANEOUS USER FEE/CHARGES
PAGE 2**

DESCRIPTION

FEE

WATER/SEWER/GARBAGE

- PER BYLAW
- DUMPSTER RENTAL \$40 / MONTH

CENTENNIAL CAMPGROUND FEES

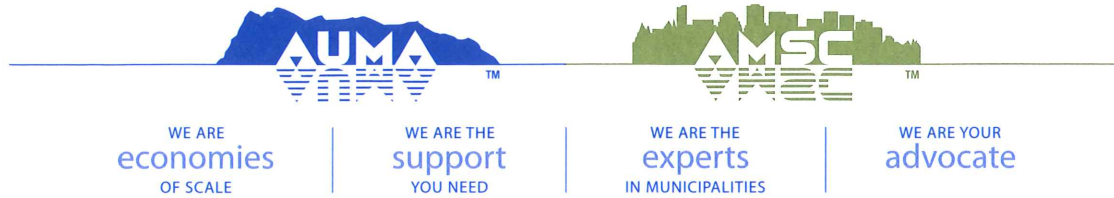
- FULLY SERVICED LOT \$25 / DAY
- WATER & POWER (NO SEWER) LOT 23 / DAY
- UNSERVICED SITE 15 / DAY
- TENT SITE 12 / DAY

MISCELLANEOUS FACILITY/USER FEES

- AIRPORT TERMINAL BLDG ONLY \$125 / DAY
- AIRPORT RUNWAY RENTAL 500 / DAY (includes terminal bldg usage)
- MAPS COST + 50%
- DOG LICENSE (SPAY/NEUTER) 15 / YEAR
- DOG LICENSE (INTACT) 40 / YEAR
- DAYCARE RENT 100 / MONTH
- PLAYSCHOOL RENT 150 / SCHOOL YEAR
- FOOD BANK RENT NO CHARGE
- ASSESSMENT APPEAL FEE 50 PER PARCEL
REFUNDED IF SUCCESSFUL

BALL DIAMONDS

- RECREATIONAL USE – FREE FOR LOCAL USERS/GROUPS
- MILLENIUM COMPLEX (ALL DIAMONDS)
\$1,000 PER WEEKEND + 500 DAMAGE DEPOSIT
(FOR EXTERNAL USER GROUPS)



October 2013

Ms. Kris Holbeck, Chief Administrative Officer
Town of Claresholm
PO Box 1000
Claresholm, AB T0L 0T0

Dear Ms. Holbeck:

As I mentioned in my email October 4, enclosed is the AUMA Welcome package for your new council's organizational meeting. There is one for you and for each of your Mayor and Councillors.

First, and probably most importantly, to best serve you we need accurate information for our records. Please send us the names, positions and contact information, if available, for your 2013-17 Council. A form outlining what we need is attached here for your convenience and we ask you return the requested information to us as soon as possible.

FOR YOUR ORGANIZATIONAL MEETING:

We realize there is a lot to be done in the first few days post-election so the AUMA Welcome package is an introduction to AUMA, in a format that can be filed easily for future reference.

The AUMA Welcome package includes:

- Welcome letter
- 2013 AUMA Convention Brochure and highlights
- At-a-glance summary of AUMA and AMSC services
- Calendar of important AUMA events post-Convention, e.g. the Mayors' Symposium, MGA Education Sessions and Mayors' Caucuses
- Brief information about the Elected Officials Education Program (EOEP), and important upcoming courses
- AUMA Committee Interest form

OPPORTUNITIES AT CONVENTION:

Next, AUMA Annual Convention is November 20-22 at the Calgary TELUS Convention Centre. We have built the Convention around the post-election activity and I encourage you to now complete registrations online. Earlybird registration deadline is November 1, 2013.

Understanding the challenges CAOs face in quickly and effectively orienting your new Councillors, AUMA has organized sessions specifically designed for new councils and newly-electeds.

- | | |
|---------|---|
| Nov. 19 | Pre-convention Sessions:
Now that I've been Elected...
Councillor Orientation and Contract Issues |
| Nov. 20 | Newly Elected Networking Session |

Also available onsite just prior to Convention are the EOEP courses, which may be of interest to your Councillors. For information see the notice in the Welcome Package.

- | | |
|---------|---|
| Nov. 18 | Addressing Local Infrastructure Issues
Effective Decision Making |
|---------|---|

Convention Sessions of interest to Chief Administrative Officers:

- Nov. 20 CAO/CFO Session
- Nov. 20-21 AMSC Trade Show
- Nov. 21 Educations Sessions:
 - LGAA Session
 - Balancing Municipal Books

Convention App: NEW for 2013! Use the app to make your convention experience even better!

AMSC 2014 ENERGY PROGRAM

Finally, AMSC's current Energy Program expires December 31, 2013. If you have not yet signed up for 2014's new and improved Retail Energy program, contact Andrew Riley, Director Client Development for all the details at ariley@auma.ca or 780-431-4541.

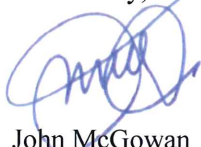
PLANNING AHEAD: a calendar insert has been placed in the Welcome Packages

2014	
January 16-17	Mayors' Symposium: an intensive two-day workshop event designed to familiarize Mayors with the current municipal landscape as they prepare to begin their new terms of office.
January 28-31	MGA Council Education Session: an outline of the legal framework for municipalities and an update on the current review of the <i>Municipal Government Act</i> . Four sessions will be held around Alberta. Jan. 28 in Grande Prairie; Jan. 29 in Leduc/Nisku; Jan. 30 in Airdrie; Jan. 31 in Lethbridge. Details to be announced shortly.
March 5-7 June 18-20	Mayors' Caucuses: Assist AUMA in developing better policy positions, strengthening networks and building consensus among the membership. Held twice a year, these population-based meetings recognize that while municipalities share common challenges, the impacts can vary widely. On March 6, AUMA will hold an MLA Breakfast to build a productive relationship with the provincial government.
September 24-26	AUMA Annual Convention & AMSC Trade Show, Edmonton

Registration for these events is available at the AUMA website (www.auma.ca). All locations will be confirmed shortly.

I look forward to seeing you in Calgary. In the meantime please use the AUMA website and our Weekly Digest to keep in touch. Please let me know if there is anything we can do to further assist you in the transition period.

Yours truly,



John McGowan
AUMA CEO

October 4, 2013

Ms. Kris Holbeck
Town of Claresholm
PO Box 1000
Claresholm, AB T0L 0T0

Dear Ms. Holbeck:

Re: 2013 Alberta Urban Municipalities Association Convention and Trade Show

Alberta Environment and Sustainable Resource Development is pleased to be part of the Alberta Urban Municipalities Association (AUMA) Convention and AMSC Trade Show, being held at the Calgary TELUS Convention Centre November 20–22, 2013.

On behalf of the South Saskatchewan Region, I invite you to call and book an appointment to meet with us at the Hyatt Regency Hotel* between the hours of 9:00 and 4:30 on November 20 and 21. We will be available to discuss any issues or concerns you and your council may have related to environmental legislation, programs, standards and guidelines or projects.

If you would like to schedule a meeting, please contact **Patti MacKenzie** at 780-679-1274**. We will be scheduling 30 minute sessions, so please provide your top three agenda items when booking your meeting time to ensure we are able to respond appropriately to your questions or concerns. **Please book your appointment by no later than November 1, 2013.**

We look forward to working with you as part of another successful AUMA convention.

Sincerely,



Martin Foy
Executive Director

* Hyatt Regency Hotel is located at 700 Centre Street SE, Calgary

** To reach any Government of Alberta office toll free, dial 310-0000, and then enter area code and phone number.

From: municipalservicesbranch@gov.ab.ca [<mailto:municipalservicesbranch@gov.ab.ca>]

Sent: October-07-13 4:23 PM

To: Kris Holbeck

Subject: Municipal Affairs Grant Meetings at AUMA Fall Convention

Dear Chief Administrative Officers:

Municipal Affairs staff will be available to discuss the Municipal Sustainability Initiative program, the ministry's Southern Alberta Flood Response Program, as well as any other ministry grant related questions during the Fall 2013 Convention of the Alberta Urban Municipalities Association (AUMA) in Calgary.

A meeting room will be available at the Hotel Le Germain for one-on-one meetings on November 20 and 21, 2013 from 9:00 a.m. to 4:00 p.m.

If you wish to arrange a meeting with a member of the Municipal Affairs grant staff, please contact Jennifer Paton, Grant Policy Advisor, toll-free by dialing 310-0000, then 780-422-8415 or by email at jennifer.paton@gov.ab.ca by November 12, 2013. You will receive an email confirming your appointment time along with the location of the meeting.

Sincerely,

Janice Romanyshyn

Executive Director

Grants and Education Property Tax Branch

general email

From: Gail Guinn <gail.guinn@gov.ab.ca> on behalf of Darrell Camplin <Darrell.Camplin@gov.ab.ca>
Sent: October-03-13 2:54 PM
Cc: Darrell Camplin; Gail Guinn
Subject: AB Transportation at AUMA

I am pleased to advise that regional staff from Alberta Transportation, Regional Services Southern Region will be attending the Fall 2013 Alberta Urban Municipalities Association Convention and Trade Show in Edmonton.

Should you wish to arrange a meeting time with Alberta Transportation regional staff, please coordinate through Gail Guinn at 403-382-4060, or by email at gail.guinn@gov.ab.ca prior to November 1, 2013 with your items for discussion (including brief background).

Meeting times will be available on November 20 and 21, 2013 in Chinook 1 at the Telus Convention Centre.

Should you wish to meet with regional staff and we are not able to accommodate a suitable meeting time for your municipality, department staff will be available to meet at your convenience at a future date.

Yours truly,

Darrell Camplin, P. Eng.
Regional Director
Alberta Transportation
Regional Services – Southern Region



Up-to-date road information, including traffic delays, is a click or a call away. Call 5-1-1 toll-free, visit 511.alberta.ca or follow us on Twitter @511Alberta to get on the road to safer travel.

<http://511.alberta.ca/ab/en.html>
<https://twitter.com/511Alberta>

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Building communities. One piece of infrastructure at a time.

Municipal governments face the daunting task of maintaining aging municipal infrastructure while at the same time coping with the increased demand for new infrastructure.

How can you respond to these challenges? How can you balance investment and sustainability? What are your community's priorities?

It's one thing to build infrastructure and another to maintain infrastructure. Join infrastructure expert Darwin Durnies as he explains how to assess current resources and the approaches required to build and maintain an effective and sustainable infrastructure base.

Register for **Addressing Local Infrastructure** to better understand your role and learn principles that can be applied in your community.

Learning Objectives

- ✓ Create a comprehensive infrastructure development plan to guide capital planning decisions.
- ✓ Explain how infrastructure investment and maintenance relates to sustainability.
- ✓ Understand how condition assessments impact your capital replacement plan.

For more information or to enroll, visit www.eoep.ca. If you have any questions, contact the EOEP Registrar at 403.346.1040 or registrar@eoep.ca.

When: November 18, 2013
10 am – 5 pm
Where: Telus Convention Centre
Calgary, AB
Cost: \$340 plus GST



presented by
Darwin Durnie

Darwin has been in the public works industry for over 25 years and has been the driving force for numerous initiatives that have enhanced the profile and efficacy of the public works industry across North America.

His work with the American and Canadian Public Works Associations, and his work with the Alberta Public Works Association highlight his innovative leadership style.

Check out our online courses—Professional development at your fingertips.

INFORMATION ITEMS

CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY
Annual Meeting June 21, 2013

ATTENDEES: Earl Hemmaway – M. D. of Willow Creek
Brydon Saunders – Lay Representative
Neil Ohler – Lay Representative
Howard Paulson – Lay Representative
Bob Thompson – Seniors Center
David Hubka – Town of Claresholm
Sheila Marsh – Porcupine Hills Lodge
Walter Gripping – Town of Granum
Lyal O’Neill – Chief Administration Officer

ABSENT: Sandra Young – Wandering Willows

Howard Paulson called the meeting to order at 10:15
Moved by Earl Hemmaway to accept the agenda. Carried.

Motion by Neil Ohler to accept the minutes of the meeting held **June 15, 2012**. Carried.

No business arising from the minutes.

Financial Statements:

Motion by Walter Gripping to accept the financial statement. Carried.
Good growth in fares, excellent year, going into our 11th year of operating.

Election of Officers:

Lyal O’Neill assumed the chair and asked for nominations from the floor for Chairman.

Earl Hemmaway nominated Howard Paulson.

Bob Thompson moved nominations cease. Carried.

Howard Paulson will stay on chairman.

Vice Chairman - Earl Hemmaway nominated Brydon Saunders.

Bob Thompson moved nominations cease. Carried.

Treasurer - Brydon Saunders nominated Bob Thompson.

David Hubka moved nominations cease. Carried.

Secretary - Earl Hemmaway nominated Sheila Marsh

Neil Ohler moved nominations cease. Carried.

Brydon Saunders nominated Neil Ohler as casino chairman.
David Hubka moved nominations cease. Carried.

Appointment of Signing Authorities:

Motion by Walter Gripping to renew our signing authorities as is to be any 2
of:

Howard Paulson
Brydon Saunders
Earl Hemmaway
Bob Thompson

Appointment of Accountant:

Bob Thompson moved to appoint Warren Ball as our accountant for the
2014 Fiscal Year. Carried

Appointment of Committees:

Motion by Earl Hemmaway to have the Personnel committee as is, the
Chairman and the Vice Chairman will do the CAO annual performance
review. Carried.

Neil Ohler adjourned this meeting AT 10:35.

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

ATTENDEES: Neil Ohler – Lay Representative
Howard Paulsen - Lay Representative
David Hubka– Town of Claresholm
Brydon Saunders – Lay Representative
Darren Allen - Wandering Willows
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
Earl Hemmaway – M.D. of Willow Creek

Howard Paulsen, Chair called the meeting to order at 10:05am.

1.0 APPROVAL OF ADDITIONS TO AGENDA

Moved by Bob Thompson to accept the agenda. Carried.

2.0 APPROVAL OF MINUTES

Moved by Neil Ohler to accept the minutes of the meeting held
September 19, 2013. Carried

3.0 BUSINESS ARISING

1. Casino Lethbridge October 16-17 work schedule reduced hours – send Thank you cards to volunteers, Letter to the Lions Club and Ad in the Local Press.
2. UFA Contest 5x\$50,000 application submitted October 4
3. 10 year service, CFL decals for vans ordered
4. Friends of the Foundation Dinner , October 3 6:15 attended by 6 couples, really enjoyed by all!
5. Inter facility transfers High River, Vulcan, Motion by Brydon Saunders to proceed with services to High River & Vulcan on a profit basis at inter Hospital rates. Carried.
6. News media Lyal has emailed Mark from Seen & Heard and Walter Gripping to contact Darrel Janz.

4.0 CORRESPONDENCE

1. Stavely Elks – received \$3,000 with the Elks photoshoot will be in the Local Press.

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 – Funds raised YTD \$5,500

4. Chairman's report. Things are going good..stop in for signing meetings... worked the night shift with the Lions club guys on the 16th

6.0 NEW BUSINESS

1. Motion by Darren Allen to approve Drivers pay raise of 3% retroactive to Jan 1, 2013 (\$15.45-\$ 17.51) to be paid out after receipt of Casino Funds 2013 and 3% effective Jan 1, 2014 (\$15.91 - \$18.03) over a 2 year term.
Carried.
2. We will not change insurance deductibles.
3. Fort Macleod Santa Days Parade volunteers to drive. Brydon Saunders, Bob Thompson, David Hubka
4. Lyal will arrange a date in January for a Board/Drivers seasonal dinner evening out.

NEXT MEETING is on November 15, 2013, 10:00 at WCCCC

7.0 The meeting was adjourned at 11:30 by Bob Thompson

cc. Town of Claresholm

MD

WCCCC

Laurie Watt

CGH

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 Hierden

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 reek – 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:

The Bridges at Claresholm Golf Club
REGULAR MEETING
Wednesday, October 2, 2013 at 12 noon

Present: Frank Keller, Berny Jacob, Mike Young, Kathy Davies, Dan Rhode, Russell Sawatzky, Doug MacPherson, Lyle Broderson & Rod Andrews.

Excused: Ray Montpetit, Stan Mitchell, Todd Heggie

1. Chairman Frank Keller called the meeting to order at 12:03 pm.
2. Russell Sawatzky moved the approval of the agenda. CARRIED.
3. Mike Young moved the approval of September 18, 2013 Regular Meeting minutes. CARRIED.
4. Correspondence: Bob Wall sent information on a new promotional idea – “Tee it forward” - Lyle will send out to Board members.

5. Items for Discussions:

5.1 2014 Membership Rates:

Berny moved that we stay with the 2013 rates with changes:

Family: Early: \$1,400.00 Regular: \$1,465.00

Adult Driving Range pass: Early: \$85.00 Regular: \$90.00

Student /Junior Driving Range Pass: Early: \$40.00 Regular: \$45.00

CARRIED.

5.2 Restaurant Contract Options:

Don has indicated to Lyle that he is unable to finish out the 2 year contract. He will run the restaurant to the end of Dec. 2013. The Board discussed various options: Lyle has talked to other courses. Some courses do manage the restaurant themselves. Suggested that Lyle, Dan, Frank meet with Don and see what would be involved and whether it is feasible for Claresholm.

5.3 Number of meetings required for the year:

Discussion over the concern of attendance of Board members at meetings. During the next few months we will monitor this and with members away for the winters we will consider making an amendment to our By-laws at the Annual meeting. It was suggested that for the time being we will use email to keep the members who are away up to date.

It was also discussed the need for monthly meetings during the off season. Will have to change the policy from “shall” to “may” and the Board will a meeting will be called from the Chairman is the need arises from November to February. Regular meetings will be held as usual from March to October.

Mike Young move that we change the Policy 3.2 Board Structure to read:

The Board **may** hold monthly meetings, during the golf season the Board may hold 2 meeting per month. CARRIED.

5.4 Other

Lyle asked what we should do with the Gas cards from Golf Supply House valued at approx.. \$940.00. Russell moved that the gas card go back into the golf course.
CARRIED.

6. **Adjournment:** Mike Young moved the meeting be adjourned at 1:09 pm.

President

Date

Secretary

Southern Alberta Energy *from* Waste Association

Notice of SAEWA Annual General Meeting
And distribution of the
“Membership Standing & Voting Eligibility Report”

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

Key Agenda Items:

1. Nomination and election of Directors (max of 18)
2. Financial Statements
3. Bylaws: Development & Changes Discussion
4. Presentation: Project Overview & Project Development Plan progress by HDR Corporation

All voting members must have an appointed SAEWA representative to be eligible to participate in voting at the AGM. The Membership Standing & Voting Eligibility Report contained below identifies a “voting member” as any municipal entity as defined by the Municipal Governance Act. To be clear, it is the eligible communities that constitute their respective Waste Commission/Authority that are the voting members. Please see the report for clarification.

With respect to the upcoming election on Monday October 21st, Members must appoint a SAEWA Representative prior to the AGM if incumbent representatives are not returning. In addition, the member fees must be paid, either through their Waste Authority/Commission or individually.


At the Friday September 27 Board Meeting, the SAEWA Board of Directors adopted through Motion B2013-09-08, the SAEWA Governance Committee’s report “Membership Standing & Voting Eligibility Report” outlining clarification of the Associations Bylaws regarding Membership & Voting Eligibility.

The Report, contained below, is to be circulated by the Manager to all SAEWA Members through their respective CAO’s & Council.

I will follow up with an RSVP notice after the next Board meeting, which will be held at the County of Wheatland Offices, Range Road 243 & Trans Canada at 12 noon on Friday October 25.

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

Sincerely

A handwritten signature in black ink that reads 'Ron Knoedler'.

Ron Knoedler
Manager
ron@saewa.ca
403-394-5900

SAEWA MEMBERSHIP STANDING & VOTING ELIGIBILITY REPORT:

Governance Committee Briefing: SAEWA Member Standing & Voting Eligibility Clarification

Recommended by Governance Committee for the Approval and adoption by SAEWA Board

Adopted by SAEWA at the Friday September 27 Board Meeting, through Motion B2013-09-08,

The Governance Committee prepared this briefing after a comprehensive review of all SAEWA member voting guidelines & information (Association by-laws, FE Johnston Management Services, Municipal Policy) on clarification of member standing and voting policy.

This briefing shows that the Association bylaws contain all the necessary criteria and direction for Membership and other applicable policies, and is supported by the Memorandum prepared by Frank Johnston, FE Johnston Management Services RE: Commentary on SAEWA Bylaws, completed on March 22, 2013

The SAEW-ALLIANCE Board approved and adopted the current Association BYLAWS at the March 30 2012 Board Meeting with motion **SAEWA MTN. 03-12-07**. The Alliance was then incorporated as an Association under the Government of Alberta Societies Act on May 17 2012, whereby the BYLAWS became the Associations bylaws of record.

- **The Association is currently operating with the Charter Board members; Board members sitting through incorporation; and there has not been an AGM since Incorporation; hence the BYLAWS will become applicable for appointing new Board members at the upcoming AGM.**

This briefing, through interpretation of the BYLAWS on record, along with the previous clarification provided to the Board by FE Johnston Management Services March 22 2013, will present the following:

1. MEMBER DEFINITION

2. VOTING RIGHTS & APPOINTMENTS

a) AGM

b) REPRESENTATIVES

c) BOARD COMMITTEE

1. MEMBER DEFINITION

Taken from the noted BYLAWS Sections;

1.1 DEFINITIONS

Member means a member of the Association who has not ceased to be a Member and, in the case of Voting Members, any duly authorized representative and/or alternate representative thereof;

Key Points & Comments:

1. Member Voting Status refers to Annual General Meetings (AGM) only
2. Membership may be held by both the parent Waste Authority / Commission & its respective community members; defined by Section 3.2 as
 - a. Voting Member; (Municipal Entity) and,
 - b. Non-Voting Member (Waste Authority/Commission)
3. SAEWA membership is represented by an appointed representative of the member municipal entity; Section 3.5.1
4. 2013 Municipal Election results may require Appointment of new SAEWA member reps for AGM Voting and Board eligibility

Municipality means a municipality as defined in the *Municipal Government Act* (Alberta).

2. VOTING RIGHTS: A) ANNUAL GENERAL MEETING

3.0 MEMBERSHIP

3.1.2 Any organization satisfying the criteria set out in *Section 3.2* may apply to the Board for membership and, on payment of the required fees and acceptance by the Board, become a Member

3.2 Member Classifications

There are two categories of membership in the Association:

- a. Voting Member; and,
- b. Non-Voting Member.

3.2.1 Voting Member is any municipality as defined in the *Municipal Government Act* (Alberta) that has paid the annual membership fee for Voting Members.

3.2.2 Non-Voting Member is any municipality, regional services commission or municipal waste management authority as defined in the *Municipal Government Act* (Alberta) that has paid the annual membership fees for Non-Voting Members.

Key Points & Comment;

1. Member Voting Status refers to Annual General Meetings (AGM)
2. Waste Authorities & Commissions are represented in Association voting at the AGM by their respective membership communities that qualify as SAEWA Voting Members, as defined by 3.2.1 above and have appointed representatives as per Section 3.5.1
3. The Waste Authority or Commission does not have a vote.
4. Authorities & Commissions that pay the group's membership fee to SAEWA **enables all their qualified members as SAEWA Voting Members**, as defined by 3.2.1 above, provided they have appointed representatives.
5. Authorities & Commissions that do not pay the group's membership fees entitles only those entities that pay their independent fees to be voting members, as defined by 3.2.1 above.
6. Stand-alone Entities that pay their fees are entitled to be voting members, as defined by 3.2.1 above.

2. VOTING RIGHTS: B) REPRESENTATIVES

3.5 REPRESENTATIVES

3.5.1 Each Voting Member shall appoint by resolution of its council an individual person to act as its authorized representative at meetings of the Members and any committees of the Board. An additional individual may also be appointed to act as alternative representative at any Meeting of the Members and committees of the Board that the authorized representative cannot attend.

3.5.2 The authorized representative or alternative representative is entitled to speak and vote and in all other respects exercise the rights of a Voting Member, and that representative is to be recognized as a Voting Member for all purposes at a meeting of Members or committees of the Board.

3.5.3 Each Voting Member appointing an authorized representative and, if applicable, an alternate representative, shall notify the Association in writing of the name, postal address, e-mail address and telephone number of the authorized representative and, if applicable, of the alternate representative.

Key Points & Comment;

1. Voting Members may appoint any person to act as their Appointed Representative or Alternate
2. Members should appoint an Alternate
3. **Waste Authority/Commission officials currently sitting as SAEWA Board Members must be adopted by a Voting Member to act as their Appointed Representative to be eligible for Board Director nomination at upcoming AGM**
4. **Many eligible SAEWA voting members do not yet have appointed representatives**
5. 2013 Municipal Election results may require Appointment of new SAEWA member reps for AGM Voting and Board member elections.
6. Board Committee members (directors) are elected at the AGM
7. The Board shall consist of a maximum of 18 individuals

3. BOARD MEMBERS

5.0 BOARD OF DIRECTORS

5.1 Qualifications

Any authorized (but not alternate) representative of a Voting Member is eligible to be a Director.

5.2 Election and Term

5.2.1 The Board shall consist of a minimum of seven (7) individuals and a maximum of eighteen (18) individuals. The Directors shall be elected by the Voting Members at the Annual General Meeting.

Key Points & Comment;

- 1. Waste Authority/Commission officials currently acting as Board Members must be adopted by a Voting Member to act as their Appointed Representative to be eligible for Board nomination at upcoming AGM.**
2. Alternates are not eligible to be elected to the Board, but may vote at Board meetings when fulfilling role as appointed alternate if the primary rep is a Board member.
3. Committees are appointed by the Board

See SAEWA Bylaws for full sections; available for download from www.saewa.ca