



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
SEPTEMBER 9, 2013
AGENDA

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

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING MINUTES AUGUST 19, 2013

FINANCES: JULY 2013 BANK STATEMENT

DELEGATIONS:

1. PAT STIER, MLA Livingstone Macleod
RE: Summer 2013 Tour
2. JASON HEMMAWAY

ACTION ITEMS:

1. DELEGATION RESPONSE: Claresholm & District Transportation Society
RE: Public Transportation Service
2. DELEGATION RESPONSE: Marvin Prusky
RE: Traffic on Wildrose Drive
3. CORRES: Fortis Alberta
RE: Franchise Fee Documents / Changes
4. CORRES: Oldman River Regional Services Commission
RE: Alberta Municipal Data Sharing Partnership
5. CORRES: Kinette Club of Claresholm
RE: BBQ in Amundsen Park September 12, 2013
6. WATER RATE STRUCTURE OPEN HOUSE – Monday, September 23, 2013
Change of Date for next Regular Meeting of Town Council to September 24, 2013
7. CAO & SUPERINTENDENT REPORTS: Summer 2013
8. ADOPTION OF INFORMATION ITEMS

INFORMATION ITEMS:

1. Cheque Listing for Accounts Payable – August 2013
2. WCCHS Navigator – September 3, 2013
3. Claresholm & District Chamber of Commerce Meeting Minutes – July 17, 2013
4. Claresholm & District Museum Board Minutes – July 24, 2013
5. Claresholm & District Transportation Society Meeting Minutes – August 9, 2013
6. Claresholm & District Transportation Society – Thank You
7. “Together We Raise Tomorrow” September 25, 2013 at Faith Community Baptist Church
8. Oldman River Regional Services Commission Annual Meeting Minutes – June 6, 2013
9. Arena Users Meeting Minutes – August 26, 2013
10. Claresholm Healthy Community Coalition – Thank You
11. Alberta Farm Safety Centre – Thank You

ADJOURNMENT



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
AUGUST 19, 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 – JULY 22, 2013

Moved by Councillor Van Amerongen that the Regular Meeting Minutes of July 22, 2013 be accepted as presented.

CARRIED

DELEGATIONS:

**1. CLARESHOLM & DISTRICT TRANSPORTATION SOCIETY
RE: Public Transportation Service**

Speaking on behalf of the Claresholm & District Transportation Society was Lyal O'Neil, CAO and Howard Paulsen, Board Chair. They are proposing to introduce a public transportation system within the Town of Claresholm. They are asking for the following from the Town:

1. They have \$35,000 from a lottery grant that they would like the Town to match as buses have been quoted at about \$70,000;
2. They would like to see an equal amount of funding that is currently going towards the taxi token program to go towards their program;
3. A letter of support would be appreciated towards any grant funding they would be able to apply for;
4. Assistance with education and marketing to get the word out to the public;
5. Designated bus stops within the Town.

The bus they would be using for this program should not be too big as they have drivers with Class 4 but do not want the drivers to need a Class 1. The intention of this program is that it is sustainable going into the future.

**2. MARVIN PRUSKY
RE: Traffic on Wildrose Drive**

Mr. Prusky is concerned about the volume of traffic and the speed they travel on Wildrose Drive. Many children live and play in the neighbourhood and enjoy the green space that is along Wildrose Drive. Mr. Prusky is concerned about the safety of the children as he has noticed quite often vehicles speeding through the area. He is recommending some signage on the south portion and the north portion coming in to this area saying "Slow-Children Playing" so that everyone that drives by would see it and hopefully take heed. Mr. Prusky would also like to see the Town make a real concerted effort to encourage people from High River to move to Claresholm as he sees it as one of the best places to live. He feels we need more people and more businesses in Town.

ACTION ITEMS:

**1. BYLAW #1587: Fire Protection & Emergency Services Bylaw Amendment
RE: 2nd & 3rd Readings**

Moved by Councillor Fieguth to give Bylaw #1587, a Fire Protection & Emergency Services Bylaw Amendment, 2nd Reading.

CARRIED

Moved by Councillor MacPherson to give Bylaw #1587, a Fire Protection & Emergency Services Bylaw Amendment, 3rd and Final Reading.

CARRIED

**2. DELEGATION RESPONSE: Claresholm & District Chamber of Commerce
RE: Relocation of Businesses**

Received for information.

**3. CORRES: Hon. Doug Griffiths, Minister of Municipal Affairs
RE: Municipal Sustainability Initiative (MSI)**

Received for information.

**4. CORRES: Alberta Farm Safety Centre
RE: Donation Request**

Moved by Councillor Sutter to support the Alberta Farm Safety Centre's Safety Smarts Program in the amount of \$300 for the 2013-14 school year.

CARRIED

**5. CORRES: Claresholm & District Health Foundation
RE: 7th Annual Gala October 6, 2013**

Moved by Councillor Hubka to support the Claresholm & District Health Foundation's 7th Annual Gala in the amount of \$500.

CARRIED

**6. CORRES: Harold Seymour
RE: Economic Opportunities for the Town**

Referred to administration.

**7. CORRES: Brenda Whitehead
RE: LDS Relief Society Board Picnic August 28, 2013**

Moved by Councillor MacPherson to allow the LDS Relief Society Board to have a picnic in Amundsen Park on Wednesday, August 28th, 2013 from 6:00 to 9:00pm.

CARRIED

**8. CORRES: Victory Church of Claresholm
RE: Community Block Party September 7, 2013**

Moved by Councillor Sutter to allow Victory Church of Claresholm to close off 1A Street West from 52 Avenue to the north end of their building on September 7th, 2013 from 3:00 to 9:00pm.

CARRIED

**9. CORRES: Claresholm Healthy Community Coalition
RE: Claresholm Fitness Challenge 2013**

Moved by Councillor Quayle to support the Claresholm Healthy Community Coalition's Fitness Challenge 2013 purchase of t-shirts in the amount of \$800.

CARRIED

**10. CORRES: Claresholm Fire Department Fundraising Committee
RE: 6th Annual Golf Tournament August 17, 2013**

Received for information.

**11. CORRES: ATCO Gas and Pipelines Ltd.
RE: Franchise Agreement Clause 4(a)**

Moved by Councillor MacPherson to keep the franchise agreement clause the same at 10% for 2014 with ATCO Gas and Pipelines Ltd.

CARRIED

12. LEASE AGREEMENT: The Rippers Quilting Guild

Moved by Councillor Fieguth to accept the lease agreement with the Rippers Quilting Guild as presented.

CARRIED

13. STAFF REPORT: AUMA Water Loss Control Pilot Project Report

Moved by Councillor Fieguth to accept the AUMA Water Loss Control Pilot Project Report as presented and to move toward completion of the recommendations that were presented in the report.

CARRIED

14. STAFF REPORT: AMSC Energy Aggregation Program 2014+

Moved by Councillor MacPherson to authorize the Mayor and the CAO to execute the AMSC Member Master Agreement effective 2014-2018 for both electricity and natural gas at the floating market rates with a green component of 20%, and for the Utilities Planning Committee to review the historic performance of the contract annually to determine if any changes are needed.

CARRIED

15. APPOINTMENT OF CHIEF RETURNING OFFICER & DEPUTIES

Moved by Councillor Sutter to appoint Kris Holbeck, CAO as Chief Returning Officer and Karine Wilhauk and Jeffery Gibeau as Deputy Chief Returning Officers for the 2013 elections.

CARRIED

16. ADVANCE ELECTION POLL RESOLUTION

RE: Setting of Date – Monday, October 7, 2013

Moved by Councillor Sutter to set the date of the advance election poll to October 7, 2013 from 1:00 to 6:00pm in Council Chambers.

CARRIED

17. ADOPTION OF INFORMATION ITEMS

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

CARRIED

18. IN CAMERA: LEGAL

Moved by Councillor MacPherson that this meeting go In Camera.

CARRIED

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

CARRIED

ADJOURNMENT: Moved by Councillor Quayle that this meeting adjourn at 9:15pm.

CARRIED

Mayor – David Moore

Chief Administrative Officer – Kris Holbeck

**TOWN OF CLARESHOLM
JULY 2013 BANK STATEMENT**

RECONCILED BALANCE JUNE 30, 2013			\$190,826.64
DEPOSITS TO BANK	DEBITS	CREDITS	BALANCE
RECEIPTS FOR MONTH	\$917,144.46		
REVOLVING LOAN RECEIVED	0.00		
CURRENT ACCOUNT INTEREST	178.89		
GIC REDEEMED	10,000.00		
INTEREST ON GICS	28.85		
TRANSFERS FROM T-BILLS	0.00		
SUBTOTAL	\$927,352.20		
CHARGES TO ACCOUNT			
ACCOUNTS PAYABLE		\$422,066.05	
PAYROLL CHARGES		142,698.08	
INTEREST ON REVOLVING LOAN		0.00	
REVOLVING LOAN PAID		0.00	
LOAN PAYMENTS		0.00	
MASTERCARD PAYMENT		4,441.54	
TRANSFERS TO T-BILLS / GIC PURCHASE		74,508.00	
NSF CHEQUES		1,374.64	
SERVICE CHARGES		419.85	
SCHOOL FOUNDATION PAYMENT		0.00	
SUBTOTAL		\$645,508.16	
NET BALANCE AT END OF MONTH			\$472,670.68
BANK RECONCILIATION			
BALANCE PER BANK	484,540.51		
PLUS OUTSTANDING DEPOSITS	12,315.85		
LESS OUTSTANDING CHEQUES		-24,185.68	
RECONCILED BALANCE JULY 31, 2013			\$472,670.68
OTHER BALANCES:			
EXTERNALLY RESTRICTED T-BILLS	\$1,429,152.44		
EXTERNALLY RESTRICTED GIC'S (FCSS)	\$10,000.00		
NON-RESTRICTED GIC'S	\$500,000.00		
PARKING RESERVE	\$3,598.18		
WALKING PATHS RESERVE	\$1,969.33		
OFFSITE LEVY RESERVE	\$62,096.49		
SUBDIVISION RESERVE	\$35,949.43		
REVOLVING LOAN BALANCE		\$0.00	

SUBMITTED TO TOWN COUNCIL THIS 9th DAY OF SEPTEMBER 2013

K Wilhauk
Submitted: Karine Wilhauk
 Secretary Treasurer

K Holbeck 8/27/2013
Reviewed: Kris Holbeck, CA
 Chief Administrative Officer

Mayor: David Moore

DELEGATIONS



Pat Stier – MLA

Member of the Legislative Assembly
Livingstone Macleod Constituency

May 17, 2013

Town of Claresholm
PO Box 1000
Claresholm, AB
TOL 0T0

Attention: Mr. David Moore
Mayor

Re: Request for 2013 Update Meeting(s) with MLA
Summer 2013 Community Tour

Dear David,

It is my privilege to take this opportunity to write to you again today as the MLA for the Livingstone Macleod Constituency, regarding upcoming meetings I intend to request throughout the area during the 2013 Community Tour in the next few months of summer.

Over the course of the past winter season, several new items of Legislation have been passed in the Alberta Legislature including the Budget of course and many issues have been brought to my attention from various stakeholders and private parties in the constituency. In addition, several Municipalities have been contacting me on various matters of mutual concern, plus there have been an abundance of significant issues that have been raised that are common to all.

Given the above, as a normal course of business, it is therefore my intent to once again ensure that I am completely informed, up to date and acquainted with all issues of concern to municipalities, school boards, chambers of commerce groups, special interest groups and other significant community stakeholders. To accomplish the above throughout the summer, I would therefore like to request a meeting appointment with your Council or Board or Group, to discover and discuss key issues in your community. Due to the amount of scheduling involved, I would request that each community or stakeholder in receipt of this letter, responds as soon as possible with a selection of optional dates and times (**between June 1 to July 3, August 12 to October 11, 2013**), so that we can coordinate our tour schedule accordingly.

To coordinate times and dates please contact my Constituency Assistants, Jacqueline Merkley or Rachel Miller, by email at Livingstone.Macleod@assembly.ab.ca

We will notify you in due course of our schedule and confirm our meetings. I look forward to meeting with you all!

Yours truly,

PAT STIER - MLA

Livingstone MacLeod Constituency
403-646-6256

ACTION ITEMS

Executive Summary

The following report is an examination of the transportation subsidy program that is currently operating in the Town of Claresholm. The purpose of this report is to identify existing issues and potential problems that face the current program. The intention is that analysis of these issues will lead to recommendations to improve the delivery of the transportation subsidy program.

Findings from a focus group, citizen feedback and general observation allowed the Department to conclude that public needs were not being met by the current program provided by the Town and that a solution needs to be identified. The recommendations provided by the Department of Regulatory and Property Services are outlined in greater detail throughout the following pages. The primary recommendation includes replacing the current transportation subsidy program with a basic public transportation service.

Public Transportation Recommendations

1. There is the potential to implement a publicly funded transit service that runs 2-3 days per week.
2. The biggest obstacle is the funding to initially purchase a 20-24 passenger bus.
3. Driver wages have the potential to be 100% covered by the sale of monthly passes.
4. The Town to double the amount of taxi tokens available to the individual on a monthly basis.
- 5.

BUDGET PROPOSAL ACTUAL

2013-14

REVENUE 31,200 30ridersreturn/dayX\$5

TOTAL 31,200

EXPENSES

PAYROLL 13,260 15hours/weekX\$17X52weeks

TOTAL 13,260

OFFICE EXPENSES

VEHICLE EXPENSE

Insurance 3,600

Fuel 4,800

Repairs 3,000

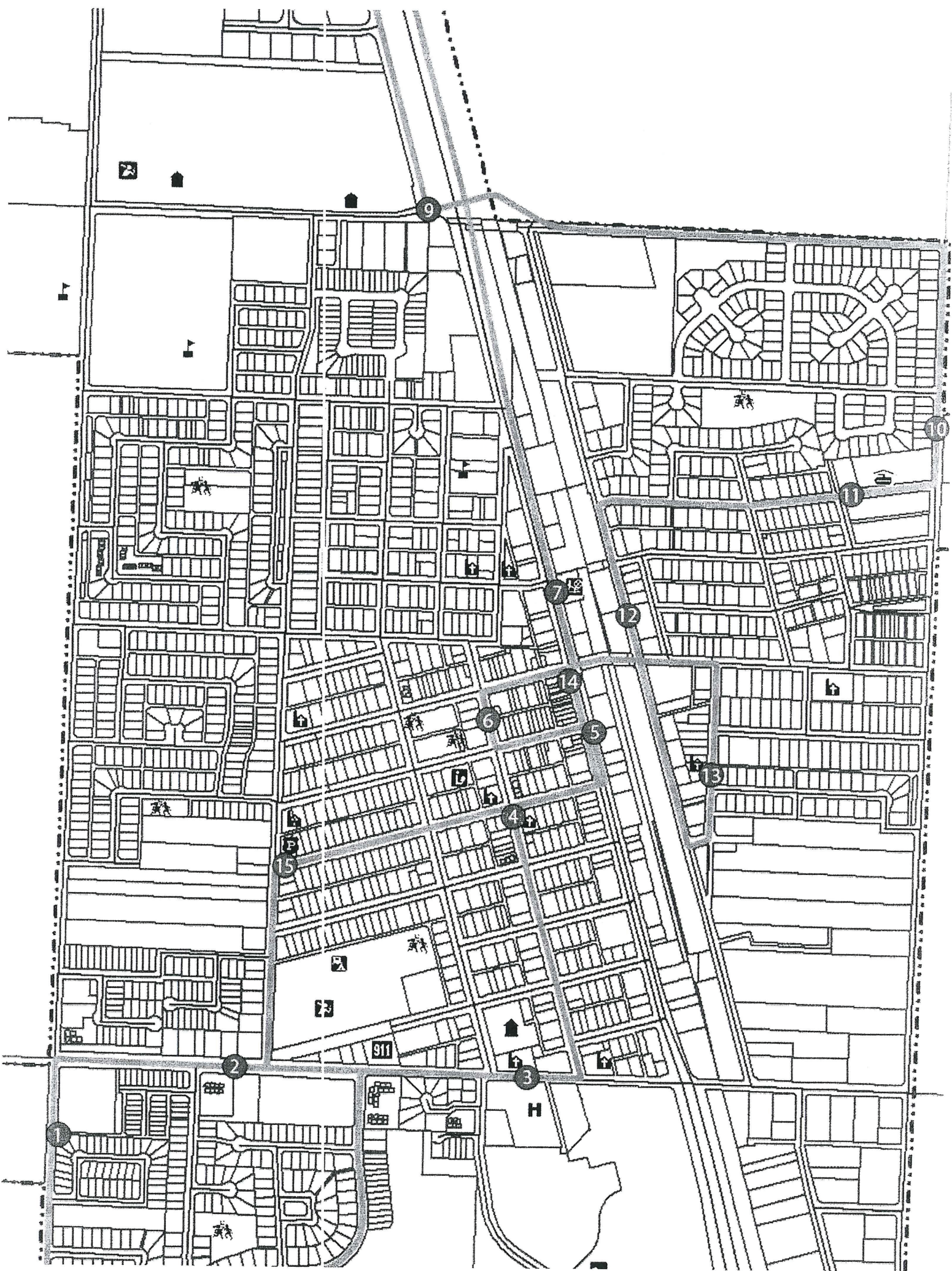
Registration 200

Amortization 4,800

TOTAL 16,400

TOTAL EXPENSES 29,660

NET INCOME 1,540



AUG. 17. 2013

MR MAYOR:
TOWN COUNSELLORS:

I WOULD LIKE TO REQUEST 2 PERMANENT SIGNS FOR THE THROUGH STREET ON WILD ROSE DRIVE, ONE AT THE SOUTH GOING NORTH & ONE AT THE NORTH GOING SOUTH. I HAVE OBSERVED FAST MOVING TRAFFIC THROUGH THIS AREA NUMEROUS TIMES. THE CUL DE SAC IS A FAVORIT PLACE FOR MANY CHILDREN PLAYING. I WILL ELABORATE PERSONALLY. YOU ARE PROBABLY FAMILY PEOPLE, WHO UNDERSTAND THE DANGER.

FURTHER TO THIS, I WOULD LIKE TO BRIEFLY TALK ABOUT GETTING PEOPLE ~~TO~~ CLARESHOLM TO LIVE & SET UP BUSSINESS.

THANK YOU

Marvin Busby

#16 WILDROSE DRIVE

THE BEST PLACE IN P.O. BOX 1138 CLARESHOLM.
THE WORLD TO LIVE!

**TOWN OF CLARESHOLM
REGULATORY AND PROTECTIVE
SERVICES DEPARTMENT**

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



MEMO

To: Council
From: Jeff Gibeau, Manager Regulatory & Property Services
Date: September 9th, 2013
Re: Pedestrian Safety Investigation: Wildrose Drive

Urgent For Review Please Comment Please Reply Please Recycle

Background

On August 19th, 2013 Marvin Prusky, a local resident that lives on Wildrose Drive, presented his observations and concerns regarding safety issues between pedestrians (children at play) and vehicular traffic on Wildrose Drive.

Investigation

Review of the street hierarchy for the Town of Claresholm, specifically the Westlynn neighbourhood, designates Wildrose Drive as a local residential street; the lowest and least busy category of street. As illustrated in figure 1, the street design is of a north / south orientation, running from Westrose Avenue to Westlynn Drive. The design includes a modified cul-de-sac. Eight (8) residents directly front onto Wildrose Drive and twelve (12) residents front onto the modified cul-de-sac (also referred to as Wildrose Drive).

The modified cul-de-sac also includes a green space that is approximately a quarter of an acre in size (0.26 acres). This area also accommodates a pedestrian connection from Westlynn Drive (to the northeast of the subject area) and a pedestrian connection to Willow Park (to the southwest of the subject area). Further to Mr. Prusky's observations and the observations of the Regulatory and Protective Services Department, the small green space and surrounding modified cul-de-sac is used by children as an informal play area. It's a common occurrence for kids to play on local residential roads. In this case the age range of the kids is typically 8 to 12 years old. As shown in figure 2, a review of the pedestrian movement throughout the immediate neighbourhood has identified two (2) potential conflict areas between the vehicular and pedestrian traffic.

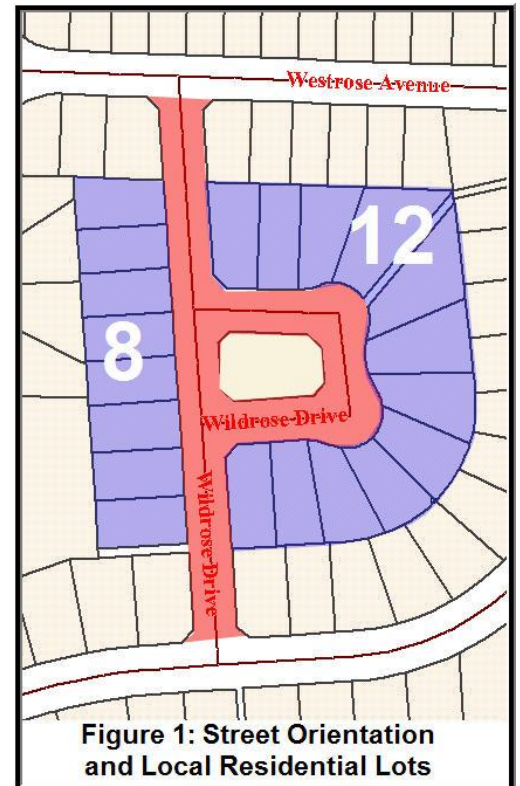
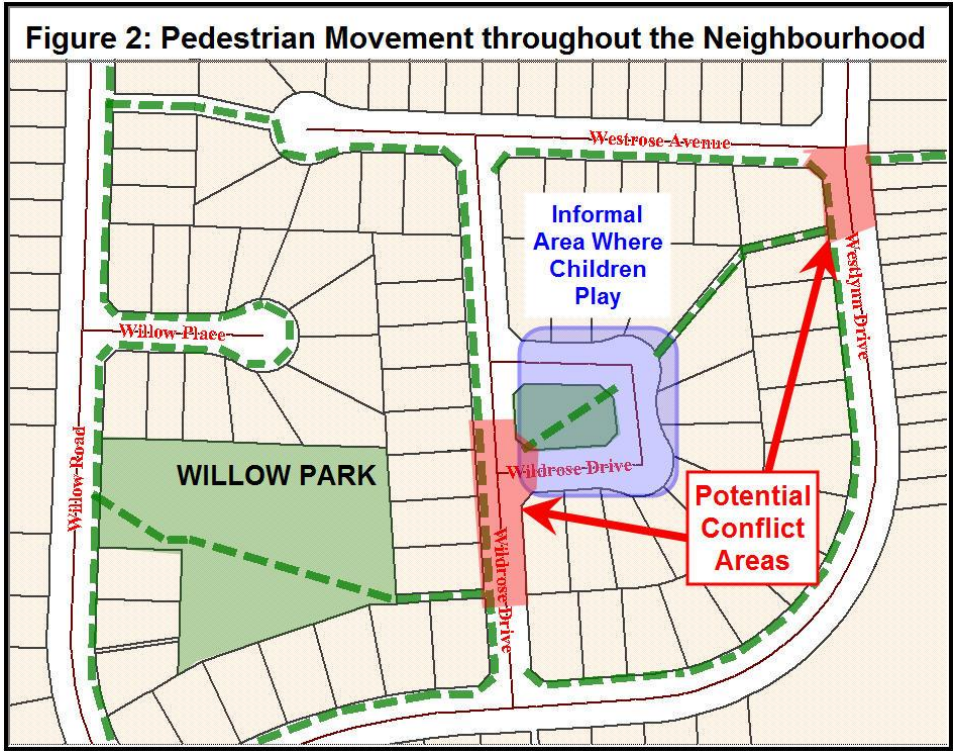
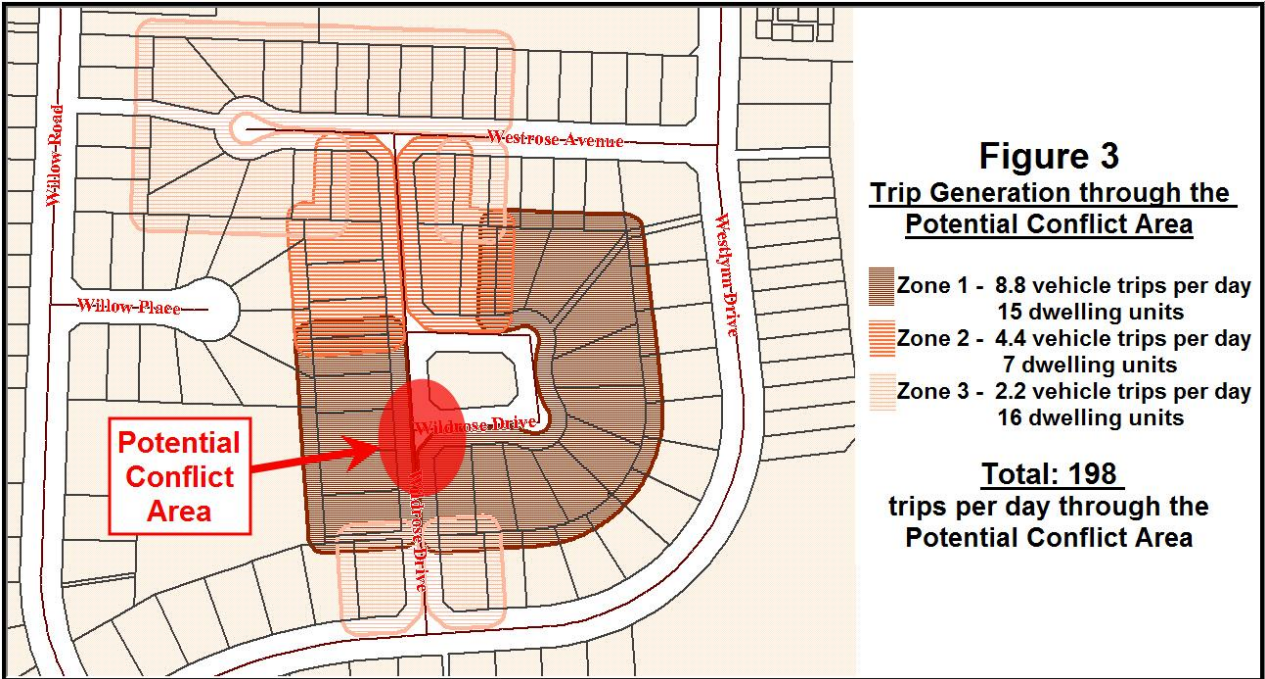


Figure 1: Street Orientation and Local Residential Lots



A simple trip generation exercise that focuses on the potential conflict area on Wildrose Drive shows that approximately 198 vehicle trips per day are generated through this area. Figure 3¹ illustrates this exercise.

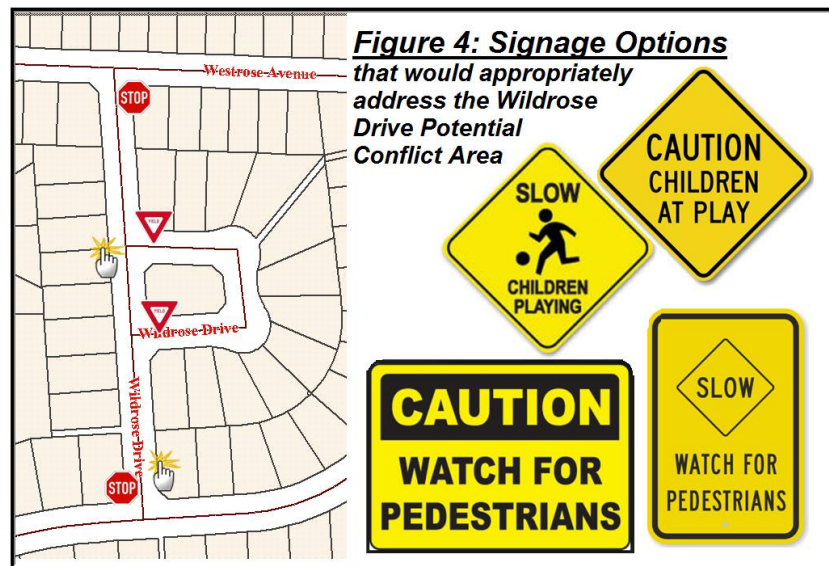


Conclusions

1. Based on the street layout and functionality of the pedestrian system, a potential conflict area exists because of the mid-block crossing between the termination of the sidewalk that runs through the small green space (at the modified cul-de-sac) and the sidewalk from Willow Park. Appendix 'A' shows some effective ways that other municipalities have address mid-block crossings.
2. The potential for conflict between vehicular traffic and pedestrians is increased on Wildrose Drive because the small green space and surrounding modified cul-de-sac is used by children as an informal play area. However, based on the trip generation of this local residential street, there is not a high enough traffic volume to warrant playground zoning. For comparison purposes, Appendix 'B' shows the trip generation for the second potential conflict area identified on Westlynn Drive. The potential conflict area located on Westlynn Drive would typically experience five (5) times the amount of vehicle trips than that of the potential for conflict area on Wildrose Drive.

Options for Council

1. Too many signs pull a drivers attention away from the road. The preferred option may to simply not install any new signage. Wildrose Drive is local residential road with a low volume of traffic.
2. Wildrose Drive is not like every other local street in the community because the mid-block crossing causes a potential conflict. Caution signage may be an option that Council wants to consider; figure 4 shows several potential sign types available to the Town of Claresholm and the approximate locations where the signs could be installed.



Jeff Gibeau

Manager of Regulatory & Property Services



townofclaresholm.com

Phone: (403) 625-3381

Fax: (403) 625-3869

¹ *Household Trip Patterns and Travel Characteristics in Lethbridge Alberta by the City of Lethbridge & Synovate*
Dr. Ahmed Ali, P.Eng., PTOE, Transportation Engineering Manager, Darwin Juell, P.Eng., Transportation Manager from the City of Lethbridge & Shirley Lui, Project Manager, Julie Winram, Senior Vice President/GM from Synovate
<http://www.tac-atc.ca/english/annualconference/tac2011/docs/u2/ali.pdf>

APPENDIX 'A'

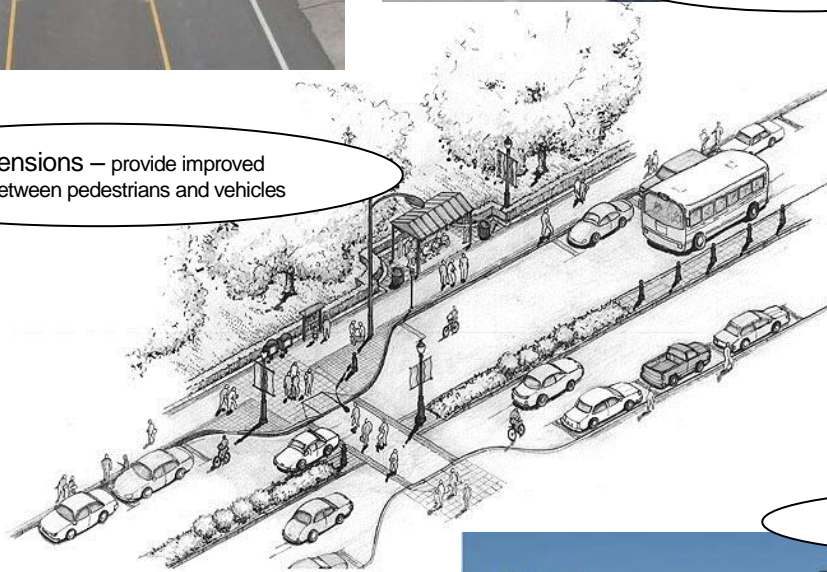
Median Plantings – provide a safety zone for pedestrians commonly called a 'refuge island'



Raised Crosswalk



Curb Extensions – provide improved sightlines between pedestrians and vehicles



Traffic Control Device



Different construction materials visually distinguish the crossing from the road



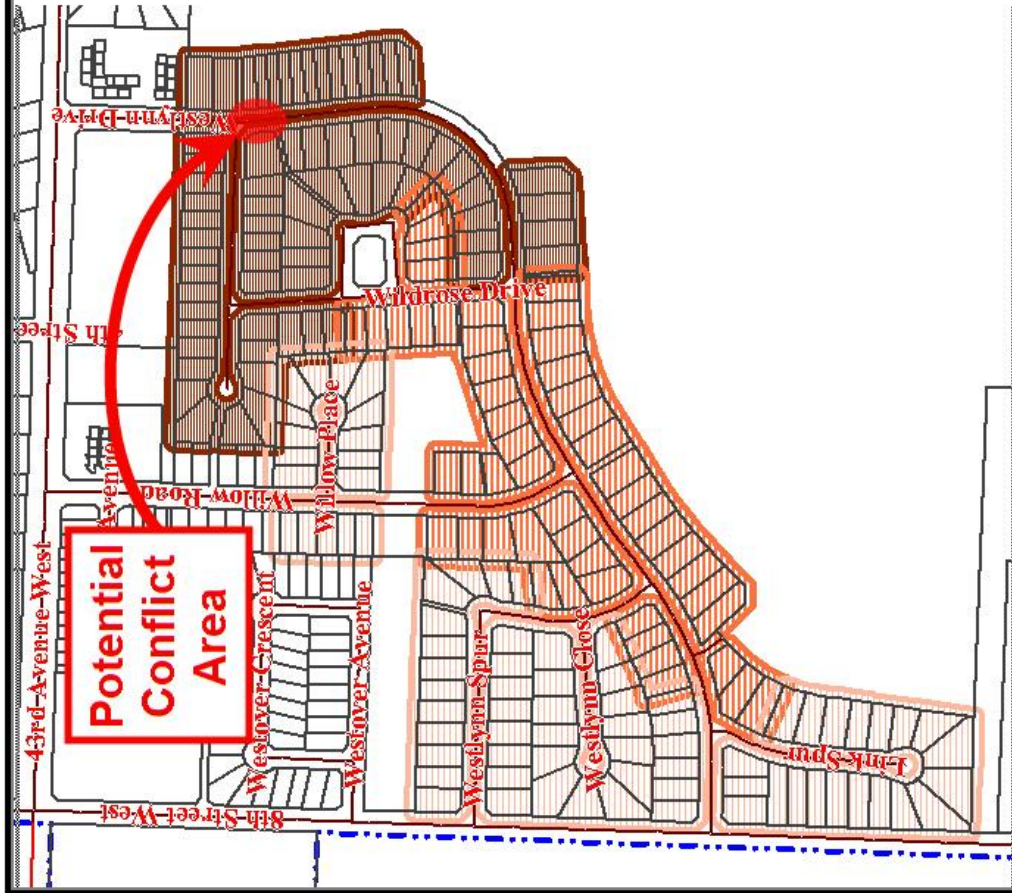
APPENDIX 'B'

Appendix 'B'
**Trip Generation through the
Potential Conflict Area on
Westlynn Drive**

*Please note that Westlynn Drive is
designed as a minor collector (and not a
local residential road)*

- Zone 1 - 8.8 vehicle trips per day
(57 single family dwelling units)
- Zone 1 - 6.1 vehicle trips per day
(12 duplex dwelling units)
- Zone 2 - 4.4 vehicle trips per day
(51 single family dwelling units)
- Zone 3 - 2.2 vehicle trips per day
(78 single family dwelling units)

Total: 971
**trips per day through the
Potential Conflict Area**



From: Law, Kayla [<mailto:kayla.law@fortisalberta.com>] **On Behalf Of** Stakeholder Relations Team
Sent: August-29-13 3:09 PM
To: Kris Holbeck
Cc: MacNaughton, Merlin
Subject: 2014 Franchise Fee Notice -Please return by October 15, 2013
Importance: High

Good Afternoon,

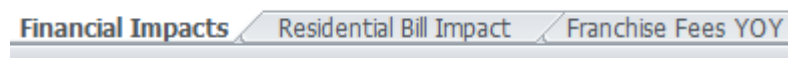
Every year FortisAlberta requests every municipality that has a Franchise Agreement to respond in writing with their decision to either **increase, decrease or keep their franchise fee** at the **current rate of 2 %**.

As per Article 5 of the Electric Distribution System Franchise Agreement, the municipality has the option to adjust the franchise fee percentage annually upon written notice to FortisAlberta. The percentage increase **must not go over your current cap which is 20%**, this was determined by your council during negotiations of the FortisAlberta franchise agreement.

Attached you will find the FortisAlberta tariff estimating spreadsheet specific to your municipality. The spreadsheet is intended to assist in determining the estimated revenue forecast from the Franchise Fee. By changing the Franchise Fee percentage (**yellow box**) on the first tab of the spreadsheet.

IF FRANCHISE FEE PERCENTAGE IS CHANGED	
2014 Proposed Franchise Percentage	0.00%
Franchise Fee at New Proposed 2014 Percentage Including Estimated Transmission & Distribution Rate Increases	\$ -

You can view the impact to an average residential bill (on the bottom left corner you will see the residential tab).



By changing this field, the spreadsheet will update automatically to reflect the estimated revenue to be collected by the municipality.

*(Please note: The Distribution Tariff revenues shown is an estimate only, and this is subject to change dependent on several factors, including but not limited to; fluctuations in the municipalities' population, businesses in operation, and/or changes to Transmission or Distribution rates. Also, **FortisAlberta has estimated a 3% increase effective January 1, 2014.** We have supplied a calculator on the spreadsheet to assist you with the impact this increase will have on your Franchise fee should the increase be approved by the AUC).*

The following timelines are important in order to ensure your Franchise Fee changes become effective January 1, 2014:

1. Prior to **October 15th 2013** your Council should review and approve the proposed 2014 franchise fee percentage.

2. If your Council is proposing an increase, a resulting impact to the customer's annual billings is required to be advertised in the local newspaper having the widest circulation within your municipality for two consecutive weeks. (Please use the sample advertisement that is attached).
3. If increasing your franchise fee it must not go over your current Franchise **Fee Cap which is 20%**.
4. By **October 15th 2013**, a (clear) copy of the advertisement, the date and place of publication, is to be **faxed to Kayla Law: 1-780-464-8398 or e-mailed to kayla.law@fortisalberta.com**.
5. If your Council decides to keep its current franchise fee, please fax or email their decision to 1-780-464-8398 or e-mail to kayla.law@fortisalberta.com.

Any late, inaccurate or incomplete responses will be subject to late AUC approval and could cause your new franchise fee to not be effective until April 1, 2014.

If you have any questions or concerns, please do not hesitate to contact or myself or your Stakeholder Relations Manager.

Kayla Law | Jr. Business Advisor

**FortisAlberta | 100 Chippewa Road, Sherwood Park AB T8A 4H4 | Tel: 780-464-8816 |
Cell: 780-554-4888**



MUNICIPAL FRANCHISE FEE RIDERS

Availability Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to all FortisAlberta distribution tariffs, except riders and rebates, in each municipality.

Price Adjustment A percentage surcharge per the table below will be added to the gross distribution tariff, excluding any riders or charges that relate to pool price deferral account amounts, calculated for each site within each municipality and will be billed to the applicable retailer.

FortisAlberta will pay to each municipality each month, in accordance with the franchise agreements between FortisAlberta and the municipalities, the franchise fee revenue collected from the retailers.

Municipality	Percentage Surcharge	Effective
Acme	3%	2013/07/01
Airdrie	10%	2013/01/01
Alix	17%	2011/01/01
Amisk	0%	2002/11/01
Athabasca	6%	2013/07/01
Barnwell	5%	2013/07/01
Banff	4%	2012/01/01
Barons	0%	2002/03/01
Barrhead	5%	2003/02/01
Bashaw	3%	2013/07/01
Bassano	11.4%	2013/01/01
Bawlf	3%	2013/04/01
Beaumont	5%	2009/01/01
Beiseker	0%	2013/07/01
Bentley	10%	2013/01/01
Bittern Lake	5%	2003/05/01
Black Diamond	10%	2007/01/01
Blackfalds	20%	2010/03/01
Bon Accord	20%	2013/07/01
Bow Island	7%	2013/07/01
Bowden	12.55%	2007/01/01
Boyle	3%	2002/08/01

Municipality	Percentage Surcharge	Effective
Breton	20%	2012/01/01
Brooks	12.63%	2004/01/01
Bruderheim	0%	2013/07/01
Calmar	20%	2013/07/01
Camrose	6%	2012/01/01
Canmore	8%	2005/02/01
Carmangay	0%	2002/02/01
Caroline	3%	2003/02/01
Carstairs	5%	2008/01/01
Champion	15%	2011/03/01
Chauvin	9%	2013/01/01
Chestermere	0%	2006/06/01
Chipman	0%	2007/03/01
Claresholm	2%	2013/07/01
Clive	9%	2012/01/01
Clyde	11%	2013/07/01
Coaldale	9%	2013/07/01
Coalhurst	7%	2004/01/01
Cochrane	15%	2006/01/01
Coutts	3%	2004/01/01
Cowley	5%	2011/01/01
Cremona	10%	2009/01/01

FortisAlberta's Customer and Retailer Terms and Conditions of Distribution Tariff Services provide for other charges, including an arrears charge of 1.5% per month.

MUNICIPAL FRANCHISE FEE RIDERS

Effective: the first of the month following Commission approval for consumption from the first of the month following Commission approval

Municipality	Percentage Surcharge	Effective
Crossfield	0%	2002/04/01
Crowsnest Pass	14%	2012/01/01
Czar	5%	2003/07/01
Daysland	5%	2013/07/01
Devon	13%	2013/01/01
Didsbury	12.5%	2012/01/01
Drayton Valley	8%	2008/03/01
Duchess	12%	2010/01/01
Eckville	10%	2004/01/01
Edberg	6%	2010/01/01
Edgerton	12%	2012/01/01
Edson	5%	2006/01/01
Ferintosh	6%	2009/01/01
Foremost	3%	2002/02/01
Fort Saskatchewan	0%	2003/06/01
Gibbons	10%	2013/01/01
Glenwood	0%	2002/04/01
Granum	5.5%	2013/07/01
Hardisty	5%	2011/01/01
Hay Lakes	5%	2007/08/01
High River	20%	2005/10/01
Hill Spring	0%	2002/05/01
Hinton	10.7%	2012/01/01
Holden	3.5%	2008/01/01
Hughenden	0%	2002/12/01
Hussar	3%	2003/05/01
Innisfail	8%	2013/01/01
Irma	7%	2013/01/01
Irricana	0%	2002/01/01
Island Lake	0%	2006/05/01
Killam	6%	2013/01/01
Lacombe	6.2%	2004/01/01
Lamont	5%	2013/07/01
Leduc	16%	2004/07/01

Municipality	Percentage Surcharge	Effective
Legal	0%	2013/07/01
Lomond	0%	2002/05/01
Longview	15%	2008/01/01
Lougheed	5%	2011/01/01
Magrath	8%	2010/01/01
Mayerthorpe	6%	2013/07/01
Milk River	10%	2013/01/01
Millet	10%	2013/01/01
Milo	10%	2010/04/01
Morinville	20%	2013/07/01
Nakamun Park	0%	2003/03/01
Nanton	5%	2013/07/01
New Norway	6%	2009/01/01
Nobleford	0%	2004/11/01
Okotoks	8.5%	2013/01/01
Olds	8.59%	2011/01/01
Onoway	7.5%	2013/01/01
Penhold	19%	2006/01/01
Picture Butte	8%	2009/01/01
Pincher Creek	8%	2009/01/01
Provost	20%	2012/01/01
Raymond	6%	2005/01/01
Redwater	0%	2013/07/01
Rimbey	7%	2013/07/01
Rocky Mtn House	7.5%	2013/07/01
Rosemary	6%	2011/01/01
Ryley	0%	2004/01/01
Seba Beach	0%	2013/07/01
Sedgewick	6%	2012/01/01
Silver Sands	3%	2008/02/01
South Baptiste	0%	2005/05/01
South View	0%	2008/02/01
Spruce Grove	18.75%	2012/04/01
St. Albert	0%	2002/05/01

FortisAlberta's Customer and Retailer Terms and Conditions of Distribution Tariff Services provide for other charges, including an arrears charge of 1.5% per month.

MUNICIPAL FRANCHISE FEE RIDERS

Effective: the first of the month following Commission approval for consumption from the first of the month following Commission approval

Municipality	Percentage Surcharge	Effective
Standard	0%	2002/12/01
Stavelly	3%	2003/02/01
Stirling	5%	2008/01/01
Stony Plain	20%	2013/01/01
Strathmore	10%	2013/01/01
Strome	8%	2003/04/01
Sundre	5%	2013/01/01
Sunrise Beach	0%	2008/08/01
Sunset Point	0%	2003/03/01
Sylvan Lake	10%	2004/01/01
Taber	20%	2004/01/01
Thorsby	10%	2010/01/01
Tilley	7.5%	2011/01/01

Municipality	Percentage Surcharge	Effective
Tofield	5%	2002/10/01
Turner Valley	10%	2009/01/01
Vauxhall	0%	2004/09/04
Vulcan	20%	2011/01/01
Viking	8%	2013/07/01
Wabamun	0%	2002/10/01
Wainwright	3%	2002/04/01
Warburg	10%	2009/01/01
Warner	0%	2002/04/01
Westlock	12%	2013/07/01
Wetaskiwin	10%	2009/01/01
Whitecourt	3.5%	2013/01/01

From: Jaime Thomas [<mailto:jaimethomas@orrrsc.com>]

Sent: August-29-13 10:57 AM

To: 'Alix'; 'Arrowwood'; 'Barnwell'; 'Barons'; 'Bassano'; 'Bow Island Anna Marie'; 'Cardston'; 'Cardston County'; 'Carmangay'; 'Champion'; Kris Holbeck; 'Coaldale'; 'Coalhurst'; 'Coutts'; 'Cowley'; 'Crowsnest'; ethangorner@raymond.ca; 'Fort Macleod'; 'Glenwood'; 'Granum'; 'Hill Spring'; 'Innisfail'; 'Lomond'; 'Magrath'; 'Milk River'; 'Milo'; 'Nanton'; 'Nobleford'; 'Olds'; 'Olds'; 'Penhold'; 'Picture Butte'; 'Pincher Creek'; 'Raymond'; 'Rocky Mountain House'; 'Rosemary'; 'Stavelly'; 'Stirling'; 'Sundre'; 'Taber'; 'Vauxhall'; 'Vulcan'; 'Warner'

Subject: AMDSP Grant

Good morning everyone,

I trust that you all are enjoying the summer and that you have all seen some much deserved time off. As you all know by now, each one of your respective municipalities are members in the AMDSP, an organization which provides a centralized repository of spatial data, most notably address, POI, and roads. This data is made available to a variety of different entities not limited to AHS, Alberta One Call, Elections Alberta/Canada, Emergency Dispatch Services, School Divisions, and all GOA departments. We at ORRSC are responsible for updating and submitting the data to AMDSP and work extremely hard to ensure all municipalities are updated when new development occurs. As I am a Chair on the AMDSP board, we are pursuing another provincial grant in order for the development of a vast set of tools that automatically does all of the QA/QC necessary for the data to meet the very specific standard set by AMDSP. You will find two documents attached the first entitled "AMDSP August Update" which outlines the proposal and also has a council resolution attached which we asked be returned by **September 16th, 2013**. The second document is a copy of the application to be sent to Municipal Affairs for your review. This grant will be similar to the one we have done in the past for the GIS update and the orthophotos, both of which will be beginning deployment this fall. The only difference is that ORRSC is really not a part of the grant at all as we will not be managing it rather only working behind the scenes to ensure the data is current for the use of the new tool. The sponsoring municipality for this grant is the MD of Willow Creek. If any of you have any questions regarding this project please feel free to contact me and I can give you more details if you wish

Jaime Thomas, GISP

GIS Analyst

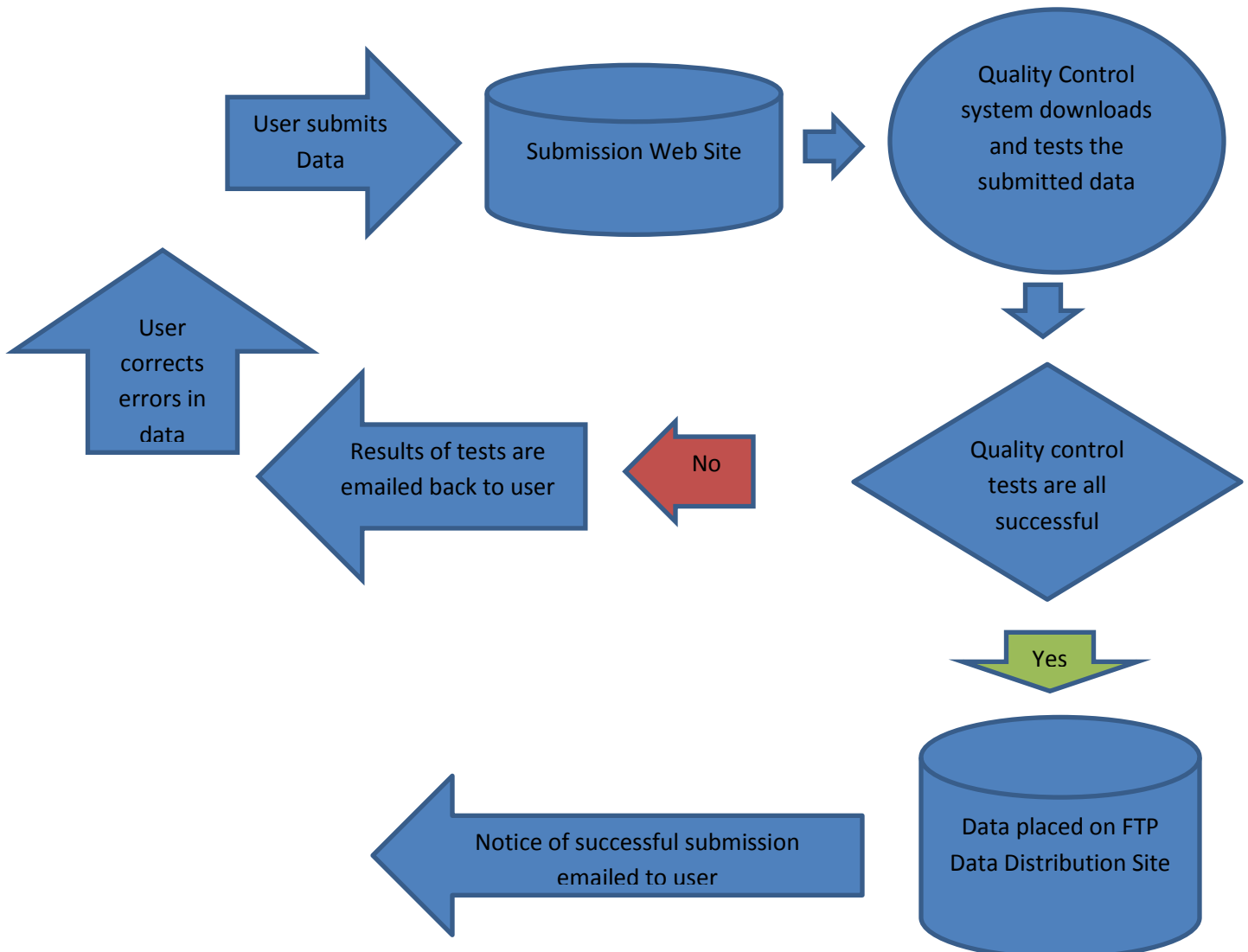
Oldman River Regional Services Commission

403-329-1344

AMDSP Update, August 2013

The AMDSP board has been busy over the past few months and we are making progress toward our goal of having a system to house an Alberta wide data set. The last of the updates that Gemini Positioning Systems were scheduled to complete have been submitted and the 6.01 data is available to our members and registered users.

The transition from having a manual submission process to an automated one is underway. The board developed and documented a set of tests and quality control checks that an automated system would need to perform in conjunction with input from the vendors that put forth proposals to the AMDSP. The preferred solution was put forth by MRF GeoSystems of Calgary. They propose a web based system that will not only automate the submission, testing and feedback process but will include an online mapping system that will give the users the capability to perform mapping, addressing and point of interest updates using a web based mapping tool. This will be helpful for small municipalities that do not have a mapping or GIS system. The basic process that the system will follow is shown in the diagram below:



The new system will be costly to create and maintain so the board is preparing to submit an application for a Regional Collaboration Grant from the Alberta Government. In order for this to be accepted we need to have participation from all of our member municipalities. It should be emphasised that participation in this grant will NOT cost the municipality anything. At this point the board anticipates that 100% of the funding for the new system will be paid for using funds from the grant.

Please email us immediately upon receiving this update and indicate that you plan to participate in the grant application. This will give us the names of all municipalities participating in the grant and we can prepare the grant application. The form at the end of this document should be filled out and returned to the board by **September 16, 2013**. This will be provided as part of the grant application to the Government.

Once the board has assurance from the Government that the funding has been approved AMDSP will sign a contract with the vendor and the programming and building of the online system can commence.

In the meantime, the board will be preparing a detailed contract and document of what the system will be expected to do along with information for the users of the system. A presentation will be given at the upcoming GeoAlberta 2013 conference in Edmonton to highlight the direction that the AMDSP is taking and showcase the proposed system. It is hoped that this will attract more members for the AMDSP. Let your neighbouring municipalities know what we are about and encourage their involvement.

Please note the upcoming deadline for submitting the signed form and let us know about your involvement by email as soon as you can. Replies can be sent to:

Leanne Carfantan

lcarfantan@countypaintearth.ca

Public Relations Committee, Chairman



Be it resolved that we authorize the AMDSP to participate in an application for the AMDSP Mapping System project, submitted by the MD of Willow Creek under the Regional Collaboration component of the Regional Collaboration Program, further

That the _____
(Municipality Name)

, a participant, agrees to abide by the terms of the Conditional Grant Agreement, governing the purpose and use of the grant funds.

Chief Elected Official or
Duly Authorized Signing Officer

Date



Regional Collaboration Program Application Form

This program supports strategic activities that improve the viability and long-term sustainability of municipalities through regional collaboration and capacity building.

Effective April 1, 2012

http://www.municipalaffairs.alberta.ca/MC_regionalcollaborationprogram.cfm

1. Program Highlights

The objective of the Regional Collaboration Program is to improve the viability and long-term sustainability of municipalities through strategic activities related to regional collaboration and capacity building. Strategic activities should demonstrate that they clearly respond to shared provincial and municipal priorities.

1.1 Grant Application Deadline

The deadline for the Municipal Internship component is October 1 of the program year.

Applications for the other components can be submitted throughout the year; however, it is recommended that applications be submitted before November 30 for the Regional Collaboration component.

1.2 Eligibility Criteria

Refer to the eligibility criteria on the [RCP website](#) for additional information.

2. Applicant Information

2.1 Legal name of entity

2.2 Legal status of entity

2.3 Contact name and title

2.4 Contact primary phone number

2.5 Contact email address

2.6 Contact mailing address

2.7 Contact fax number

3. Project Information

3.1 Under which program component does your project apply? Only check one.

Complete the required application sections as identified for each component

- Regional Collaboration
Sections 2 - 7, Section 10 (only required for new vendor profiles), and Supplementary Form 1 (questions 1 and 2)
- Mediation and Cooperative Processes
Sections 2 - 7 and Section 10 (only required for new vendor profiles).

3.1 Continued

Under which program component does your project apply? Only check one.

Complete the required application sections as identified for each component

- Municipal Internship**
 Section 2 (in full);
 Section 3 subsections: 3.1 (in full); 3.3 (insert “hire an intern”); and 3.8 (insert 100% in “Municipal Careers”);
 Section 4 (insert “1” for either the Administrator or Land Use Planner under “Municipal Careers”);
 Section 5 (only if formally collaborating with another municipality to host an intern);
 Sections 6 and 7, and Section 10 (only required for new vendor profiles); and
 Supplementary Forms 2 and 3
- Strategic Initiatives**
 Sections 2 - 7, 10 (only required for new vendor profiles), and Supplementary Form 1 (all three questions)

3.2 Is this an amendment?

For amendments, contact a Grant Compliance Advisor for further instructions.

3.3 Name of project

3.4 Project description

Should include project activities, scope and anticipated outputs.

Applicants may attach additional information if required.

3.5 Project start date and project completion date (DD/MM/YYYY)

If project start date depends on receipt of the grant funding decision then indicate “After grant funding approval” as the project start date.

Project Start Date: _____

Project Completion Date: _____

3.6 If you are not collaborating with other municipalities/organizations to administer the project, are there other municipal beneficiaries of the program funds? If so, please describe.

Complete the following table with project cost information. Please include dates along with the project phase milestones.

3.7 Project Milestones and Costs (see Appendix 2 of the Program Guidelines for example)						
Project Phase Milestone(s) and Output(s)	{A}	{B}	{C}	{D}		{E}
	Estimated eligible project cost (\$)	Other provincial grants expected		Non-provincial sources of funding (\$)		Funding request under this grant program [A-(C+D)] (\$)
		Grant Name	Amount (\$)	Source	Amount (\$)	
Total	\$	N/A	\$	N/A	\$	\$

3.8 Functional Category of the Project	% of Total Project Costs
Government-wide Objective 1: Project supporting the viability and long-term sustainability of municipalities. Governance Planning and Development	
Government-wide Objective 4: Project supporting capacity building within municipalities. Municipal Careers	
TOTAL	
3.9 Will the project involve the use of municipal forces to carry out the project?	N/A

If you have answered yes to this question, please attach a brief business case with this profile (refer to Program Guidelines Appendix 2) – NOT APPLICABLE TO THIS PROGRAM

4. Functional Category Details

Identify the outputs expected from this project.

Output	Expected Type and Quantity		Unit
	Type	Quantity	
Governance: Activities that support the ongoing management of the municipality through its elected officials.			
Reports and studies	Regional governance exploration or implementation		Number of reports/studies
Agreements	Resolved conflict		Number of resolved conflicts
	Cooperation protocols		Number of cooperation protocols established
Policies	New		Number of policies developed
	Revised		Number of policies revised
Revenue/cost-sharing models	Models		Number of models developed
Regional Services Commission (RSC)	Start-up Costs		Number of RSC start-ups

Output	Expected Type and Quantity		Unit
	Type	Quantity	
Planning and Development: Activities that contribute to land use planning, integrated community sustainability planning, or planning related to specific municipal function or service.			
Reports or studies	Capacity building		Number of reports/studies
	Regional collaboration		Number of reports/studies
	Cooperation assessment		Number of reports/studies
Regional plans	Land Use		Number of plans developed
	Service delivery		Number of plans developed
	Business Plan		Number of plans developed
Start-up activities	Communications		Number of activities undertaken
	Information management systems		Number of systems established
Consultation	Consultations		Number of consultations undertaken
Municipal Careers: Activities that support the retention and attraction of skilled employees of local governments.			
Placement of municipal intern in a participating municipality or service agency	Administrator		Number of municipal interns
	Land Use planner		Number of municipal interns
For any of the above Functional Categories (Governance, Planning and Development, or Municipal Careers)			
Other output _____	_____		Number of _____

5. Collaboration Information

5.1 Will you be collaborating with another municipality/organization?

Yes No

5.2 If yes, provide the names of the eligible municipalities/organizations with whom you are collaborating.

5.3 Briefly describe the nature of the collaboration (maximum of 100 words).

5.4 If there is a resulting asset, please indicate who will own the asset.

N/A

6. Supporting Documentation and Application Submission

6.1 Application Form Checklist

Did you:

Check

Ensure that the application was signed by the Chief Administrative Officer or Duly Authorized Signing Officer?

6.2 Program Component

I confirm that I have:

Check

Regional Collaboration

Completed all sections of the application form;

Completed Supplementary Form 1 (questions 1 and 2);
and

Ensured resolutions are in place for all project participants (including Project Manager).

Mediation and Cooperative Processes

Sent a letter from my municipality's Chief Elected Official to the Minister of Municipal Affairs, describing the nature of the issue and requesting provincial government support;

Contacted Municipal Dispute Resolution Services Staff for assistance in completing the application; and

Completed all sections of the application form.

6.2 Program Component	I confirm that I have:	Check <input checked="" type="checkbox"/>
Municipal Internship	Completed all required sections of the application form;	<input type="checkbox"/>
	Completed Supplementary Forms 2 and 3; and	<input type="checkbox"/>
	Ensured that resolutions are in place if formally partnering to host an intern.	<input type="checkbox"/>
Strategic Initiatives	Completed all sections of the application form;	<input type="checkbox"/>
	Completed Supplementary Form 1 (all three questions); and	<input type="checkbox"/>
	Ensured resolutions or motions are in place if required.	<input type="checkbox"/>

6.3 Method of submission Submit the grant application via mail, fax or email. Please submit your application using only one method.

6.4 Submission address Alberta Municipal Affairs
 Grants and Education Property Tax Branch
 Municipal Grants Unit
 17th Floor, 10155-102 Street
 Edmonton AB T5J 4L4
 Fax: 780-422-9133
 Email: rcp.grants@gov.ab.ca

Reminder: Applications for the Municipal Internship component are due by October 1 of the program year. Applications for the other components can be submitted throughout the year; however, it is recommended that applications be submitted before November 30 for the Regional Collaboration component.

7. Application Certification

 Printed Name

 Original or e-Signature
 Chief Administrative Officer or Duly Authorized Signing Officer

 Date

I certify that the information contained in this application is correct, that all Regional Collaboration Program funds will be used in accordance with the Regional Collaboration Program Guidelines and that the allocated grant amount will be applied in the year(s) and manner described above should this application be accepted by the Minister.

8. Useful Resources

Office of program contact	Contact phone number	Contact email address
Grants and Education Property Tax Branch - Municipal Affairs	780-427-2225 (dial toll-free 310-0000)	rcp.grants@gov.ab.ca

Resource	Website address
Regional Collaboration Program guidelines and application form	http://www.municipalaffairs.alberta.ca/MC_regionalcollaborationprogram.cfm
Municipal Internship	http://www.municipalaffairs.alberta.ca/ms/internship/
Collaborative Governance Initiative	http://www.municipalaffairs.alberta.ca/1488.cfm
Mediation Services for Municipalities	http://municipalaffairs.alberta.ca/MDRS.cfm
Municipal Grants Web Portal	http://municipalaffairs.alberta.ca/municipalgrants.cfm
Government of Alberta Strategic Business Plan	http://www.finance.alberta.ca/publications/budget/index.html
Municipal Affairs Vision, Mission, Core Business and Goals	http://www.municipalaffairs.alberta.ca/mc_mah_vision.cfm

9. Legal Statements

The personal information being collected on this form will be used to administer the Regional Collaboration Program. The personal information is being collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be managed in accordance with the privacy provisions in the FOIP Act. If you have any questions concerning the collection of this information, please contact the Director, Municipal Grants, Alberta Municipal Affairs, 17th floor, 10155-102 Street, Edmonton AB T5J 4L4.

10. Vendor Profile (Provide vendor information only if it is NOT on file with Municipal Affairs)

Required information	Vendor profile information collection
----------------------	---------------------------------------

Financial institution name

Address

City

Province

Postal code

Transit number

Account title

Type of account



Supplementary Form 1 – Regional Collaboration or Strategic Initiatives

Supplementary Questions

1. **What are the short and long-term project benefits? (i.e. how does the project respond to municipal and regional needs?)**

For example:

Short-term benefit - a study, service delivery plan or strategy (decision tool) to assist the collaborating municipalities with determining the viability of regional municipal service delivery.

Long-term benefit - a coordinated and well-planned regional service delivery method that will contribute to the overall municipal viability and quality of life.

2. **How will project benefits be shared among the participating municipalities/organizations in the region?**

For example:

All participating municipalities will form a regional governance structure (decision body, communication network) in support of the service delivery.

If this project falls under the **Strategic Initiatives component**, also answer the following:

3. **How do the project outcomes respond to provincial priorities?**

Supplementary Form 2 – Municipal Internship – Project Financial Allocations

Please indicate which stream you are applying for: **Administrator** **Land Use Planner**

Table 1 – Salary and Benefits (Refer to Appendix 2 of the guidelines for instructions on completing this form.)

The grant portion that must be allocated to the intern’s salary is \$30,000 and to benefits is \$2,000.

For the Land Use Planner stream there is a second instalment of the grant for Year 2. The second year instalment portion allocated to salary is \$15,000 and to benefits is \$2,000.

Host organizations are expected to top up these amounts to a salary and benefit level that is appropriate for the organization.

The Salary and Benefit allotments **cannot** be reallocated to Intern Expenses.

Indicate what contribution your municipality/organization will make towards intern salary and benefits.

Municipal Internship Stream	Municipal Internship Grant	Municipal/ Organization’s Contribution	Total
Salary - Administrator	\$30,000		
Benefits - Administrator	\$2,000		
Salary - Land Use Planner	\$30,000 (Year 1)		
	\$15,000 (Year 2)		
Benefits - Land Use Planner	\$2,000 (Year 1)		
	\$2,000 (Year 2)		

Supplementary Form 2 – Municipal Internship – Project Financial Allocations (Continued)

Table 2 – Expenses

The grant portion for mandatory professional development opportunities and discretionary expenses is \$11,000. Refer to the table below for specific types of expenses.

For the Land Use Planner stream there is a second instalment of the grant for Year 2 of \$2,000 for expenses.

Host organizations may incur additional expenses beyond the \$11,000 depending on the organization’s professional development policies, priorities and the organization’s geographic location (as travel costs to participate in professional development opportunities will vary).

The Expenses allotment **cannot** be reallocated to Intern Salary and Benefits.

This table is provided for information and planning purposes. Applicants are strongly encouraged to consider how the \$11,000 expense portion will be allocated and to be prepared to supplement with additional funding if necessary. At the time of application it is not necessary to specify how the internship expenses will be allocated.

<p>Hosts WILL incur expenses for the following Municipal Internship requirements:</p> <ul style="list-style-type: none"> - Intern’s attendance at one conference; - Intern’s enrollment in one course or workshop; - Intern’s attendance at ministry Internship workshops; and - Supervisor’s attendance at ministry Internship workshops. 	<p>Hosts MAY incur expenses for the following discretionary items:</p> <ul style="list-style-type: none"> - Recruitment of intern; - Relocation costs for intern; - Additional conferences for intern; - Additional courses or workshops for intern; - Association memberships for intern; - Safety gear for intern; and/or - Electronic equipment (up to \$1,500) for use by the intern during the internship.
---	---

The detailed financial breakdown for project expenses will be part of the information provided by successful host organizations in the final financial reporting.

Aug 29/13.

To Town Council,

The Kinette Club of Clarendon would
like to have a B.B.C. in address form.

Sept 12/13 from H. R. for purchase for
Cystic Fibrosis.

Nanci Thompson

**TOWN OF CLARESHOLM
CAO UPDATE AS AT SEPTEMBER 9, 2013**

1. **PUBLIC WORKS/PARKS** - Per attached report from Mike Schuweiler, Superintendent of Public Works.

2. **INFRASTRUCTURE 2013** –

Sanitary Lagoons and Lift Station Upgrade project is ongoing and per the timeline from the engineers the project will be completed in January 2014.

The 8th Street Sanitary Sewer project was completed in 2011 and the project's CCC and FAC have not been signed off by the Town. The contractor still has to come back to put in the final lift of pavement on 8th Street and then the Town will pay the \$120,000 agreed on for this project. UPC will need to discuss this project further.

The Fairway Vista Drainage Project is complete.

The Aquatic Centre starting blocks project is complete (waiting for notice if grant funding application was successful by Kraken Swim Club).

The Curling Club, Fire Hall lighting and Community Centre projects are complete. Final accounting of costs to follow when invoices are all received and paid.

The Westhill Park (Phase Two) project has been deferred to 2014.

The Skyline Pumping Station Replacement was sent for engineering and costs in the summer and the engineering firm has not completed the work yet.

The Golf Course Pond Rehabilitation Project is being completed over two years with some maintenance work being done this fall by the Town Public Works department and the larger portions being added to capital projects for 2014.

The Museum Storage Building project is still in the planning and budgeting stages for 2014 capital budgets.

3. **STAFFING** –

Offsite facilities such as FCSS, CAC and Museum are all staffed with management and staff and programs continue on track or are winding down depending on seasonality of the facility.

Jason Hemmaway (Sanitation Department) will be coming back in a modified work situation when WCB and the other regulatory bodies determine his readiness. Town staff is looking forward to his return.

Campground will be open during the mobile home swap. Attendant will be living onsite in a RV. Once the West Water Treatment Plant site is cleaned up, RPS staff will develop a scenario for the new Council on moving forward on the potential sale of the property.

4. **INTER MUNICIPAL PROJECTS** –

Discussions continue with the MD regarding the intermunicipal services agreement for water/sewer/garbage and the airport water and sewer infrastructure being taken over by the MD. Maps and rates are being discussed so that the agreement can be finalized by both Councils.

The water rate study open house (scheduled for September 23rd (Monday) at 7 pm at the small hall is part of this process as the MD, the Town of Granum and the Pipeline Water Co-op are all customers of the Town of Claresholm and are impacted by the costing options that are decided as a result of the open house.

Capital budgeting discussions will begin with the Utility Planning Committee after elections and proposals will be presented to Council in December or January. Departments are compiling their lists of projects and these will be prioritized by management staff along with financing options for consideration by UPC and recommended to full Council.

Department operating budgets will be compiled and presented to Council in early spring.

REMINDER tax deadline for 2014 moves to June 30th.

Kris Holbeck, CA
CAO
Town of Claresholm

PUBLIC WORKS REPORT SUMMER/2013

Buildings The community center project is all but completed. The roof coating was completed last week in July and both rooftop units have been installed. After inspection there were a few deficiencies noted and the roofing contractor is returning to address the three issues and all should be completed by the end of August. The building was under supplied with gas and major alterations were made, by us, to bring the system up to code.

The Elementary School has been inspected for Asbestos. A total of 14 different samples were taken and tested. Only 6 samples came back containing Asbestos. A request for pricing for the removal of the contaminated products has been submitted to Breathe Easy. We are awaiting the removal cost quote.

The Arena roof repair is now complete with 4600+ screws replaced and some new flashing installed as well as some tar and gravel patching on the south side.

Centennial Park trailer has been sold and will be moved out, second week in September, and the old water plant trailer will be moved in, last week of September. New pilings will have to be installed as the size of the new unit is different. Town crew will be doing all work.

Recycling The program is running well, and we are waiting to hear the results of the public survey, before any changes to our systems are implemented. A larger semi-trailer was purchased and this has resulted in our shipping costs almost cut in half, with savings of approximately \$3000.00 per year forecasted. The cardboard baler is worn out and the Town will need to purchase another baler next year to ensure our capabilities to handle the 2400 kilograms of cardboard we handle every day.

Sidewalks Town sidewalk repair and replacement is almost complete for another budget year. Approximately 270 meters of sidewalk, 218 meters of curb, and 5 wheelchair ramps have been completed already and this work will continue until end of September before paving up to the new curbs is completed. The program also included the grinding of 159 trip hazards on the Towns sidewalks, with good results.

Streets There are approximately 20 blocks that need pavement overlay before the condition gets to the point that removal/replacement is required. The Towns crew has redone 16 blocks of oiled roads and are planning to complete 24 more blocks, of oiled road repairs, before freeze up. Pothole repairs are ongoing weekly as the summer rains have caused poor road conditions and hundreds of potholes.

Sewers Flushing of monthly trouble spots and one replacement of a failed portion of sewer main have been done by the Town crew. Three sewer service lines were also repaired or replaced. Need engineering of a sewer main that needs replacement (a.s.a.p.) on the highway, as this line could fail at any time.

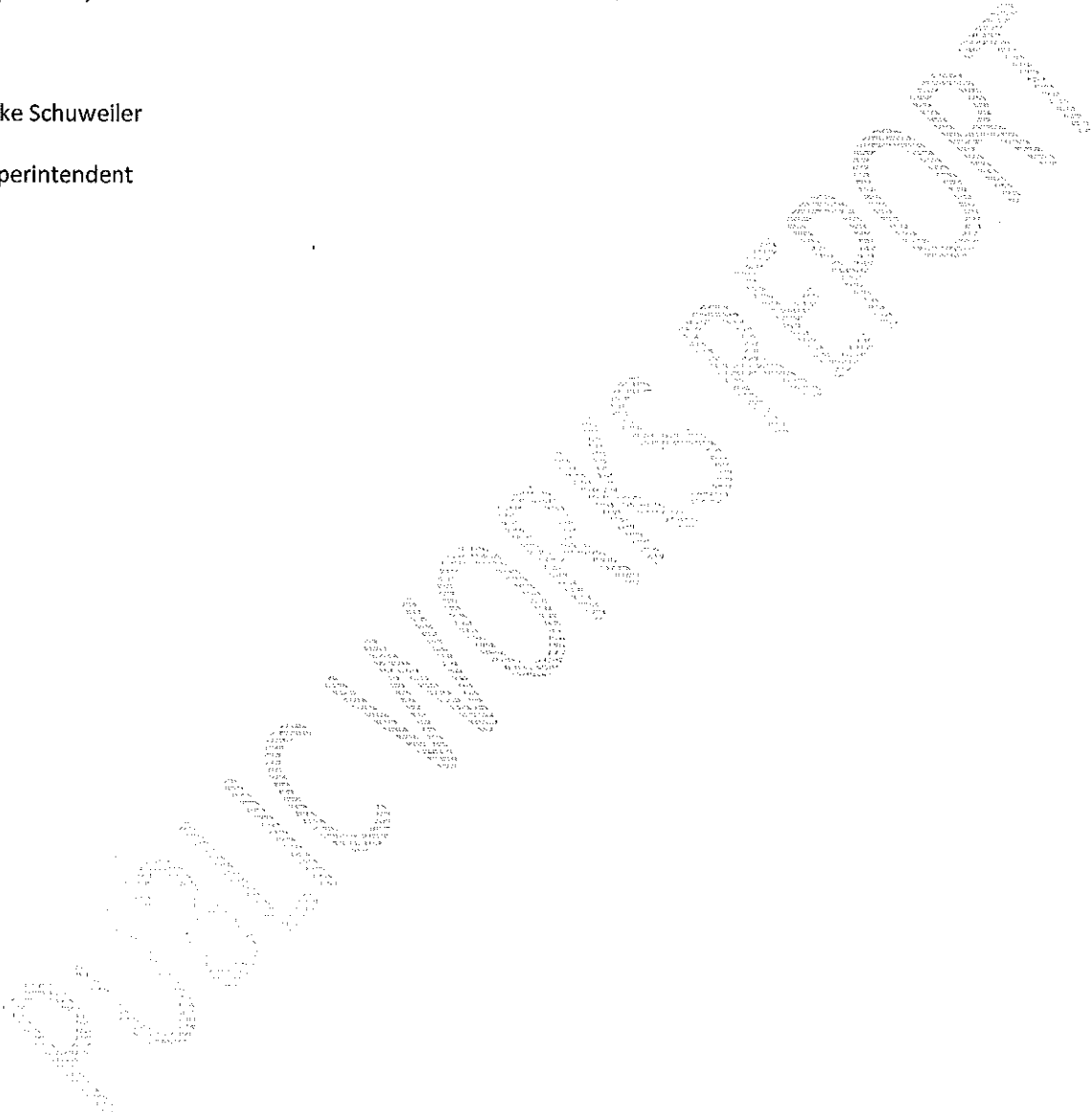
Water The distribution system is in fair working condition, with only 5 water breaks so far this year, plus 7 service line leaks. No infrastructure work is planned for 2013, on the water system. The East side reservoir is leaking and the Towns crew is unable to find the source of the leak. Tests have determined that up to 432 gallons per day is leaking into the sump that was installed by the Town crew. Professional help may be required if nothing can be found.

PARKS With the rains we were almost always behind with our mowing and whipping this year. Spraying weeds is under way for a third time, as this year is extremely bad for all weeds. Work is finished on the upgrading of the north end of the golf course, with 138 man hours charged to parks. Flood damage repairs to start at the golf course by the end of September. No other work is planned in our parks for 2013.

Staff Staffing through the summer holidays season, left only one or two men working public works, which is not enough of a crew to do most of our tasks or to handle an emergency of any size. Jason is coming back to work in September, but we are unsure if it will be full time at this time.

Mike Schuweiler

Superintendent



INFORMATION ITEMS



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Batch #	Amount
47613	2013-08-02			87028	Alberta Elevating Devices & AR Safety Assoc.	16842	254.10
47614	2013-08-02			13160	AMBERTEC LTD.		26,322.11
47615	2013-08-02			786671	CARNIVALS FOR KIDS AT HEART		1,575.00
47616	2013-08-02			13125	CLARESHOLM CARE CENTRE		64.50
47617	2013-08-02			13250	CLARESHOLM CHILD CARE SOCIETY		2,183.50
47618	2013-08-02			786697	CNH CAPITAL C3115		349.68
47619	2013-08-02			786602	DEDOMINICIS, JOHN		12,697.03
47620	2013-08-02			786397	EPCOR		107.40
47621	2013-08-02			786505	GRAPHCOM PRINTERS LTD.		609.19
47622	2013-08-02			786267	LAWSON PRODUCTS INC.		1,026.25
47623	2013-08-02			786704	MINISTER OF FINANCE (LT)		355.00
47624	2013-08-02			786050	PLANET CLEAN (LETHBRIDGE) LTD.		31.50
47625	2013-08-02			786453	PRAXAIR CANADA INC.		10,136.19
47626	2013-08-02			786156	Q.E.D. ENTERPRISES LTD.		971.62
47627	2013-08-02			786434	RAYMAX EQUIPMENT SALES		370.97
47628	2013-08-02			14265	SAVARIA LIFTS LTD.		250.00
47629	2013-08-02			786759	SIMPLEX GRINNELL		722.40
47630	2013-08-02			91700	STARLINE SIGNS		55.65
47631	2013-08-02			900	TELUS		3,606.06
47632	2013-08-02			786437	THE WRITE SOURCE		97.69
47633	2013-08-02			111435	WILHAUK, KARINE		360.00
47634	2013-08-02			126050	ZEE MEDICAL CANADA, INC.		138.34
47635	2013-08-02			900000	AL AZHAR SHRINERS CALGARY		500.00
47636	2013-08-02			900000	BOW POINT NURSERY LTD.		784.35
47637	2013-08-02			900000	CLAN MAXWELL PIPES & DRUM		800.00
47638	2013-08-02			900000	KFJ SIGNS & GRAPHICS		42.00
47639	2013-08-02			900000	LETHBRIDGE SHRINERS		500.00
47640	2013-08-02			900000	MICHAEL, JOY		400.00
47641	2013-08-02			900000	PAHL, JEAN		200.15
47642	2013-08-02			900000	PETROVIC, MIKE		2,370.43
47643	2013-08-02			900000	Precision Concrete Cutting Inc.		9,969.38
47644	2013-08-02			900000	Tee Breeze Entertainment Ltd.		846.83
							78,697.32



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

Cheque #	Cheque Date	CEO CAO	Vendor #	Vendor Name	Amount
				Batch #	16899
47645	2013-08-22		787500	ADVANIS INC.	73.50
47646	2013-08-22		600	ALBERTA ASSOCIATION OF M.D.'S	12,115.06
47647	2013-08-22		650	ALBERTA BLUE CROSS	6,329.82
47648	2013-08-22		1025	ALBERTA ONE CALL LOCATION CORP	75.60
47649	2013-08-22		786517	AMSC INSURANCE SERVICES LTD.	3,480.51
47650	2013-08-22		787511	BELL, BARBARA	107.55
47651	2013-08-22		786195	Benchmark Assessment Consultants Inc.	4,021.50
47652	2013-08-22		6390	BISHOFF AUTO & AG CENTRE	2,179.02
47653	2013-08-22		786427	BOUNDARY EQUIPMENT (CALGARY) LTD.	243.60
47654	2013-08-22		6805	BROWNLIE LLP	928.50
47655	2013-08-22		11250	CANADIAN LINEN SUPPLY	707.84
47656	2013-08-22		12200	CHARLTON & HILL	25,128.60
47657	2013-08-22		13150	CLARESHOLM CASTING	294.00
47658	2013-08-22		13250	CLARESHOLM CHILD CARE SOCIETY	2,183.50
47659	2013-08-22		13175	CLARESHOLM COMMUNITY CENTRE HALL BOARD	98,495.00
47660	2013-08-22		13325	CLARESHOLM FIRE DEPARTMENT	375.00
47661	2013-08-22		13660	CLARESHOLM LOCAL PRESS	2,477.95
47662	2013-08-22		14085	CLARESHOLM NAPA AUTO	2,124.87
47663	2013-08-22		13600	CLARESHOLM PUBLIC LIBRARY	30.00
47664	2013-08-22		786950	CLARESHOLM SELF STORAGE	598.50
47665	2013-08-22		786141	CLARESHOLM TAXI	1,337.18
47666	2013-08-22		14150	CLARESHOLM WELDING & FABRICATING LTD	1,239.00
47667	2013-08-22		785973	CLEARTECH INDUSTRIES INC.	3,692.43
47668	2013-08-22		786602	DEDOMINICIS, JOHN	24,078.04
47669	2013-08-22		21351	EDUFUN INC.	200.97
47670	2013-08-22		24060	EVCON FARM EQUIPMENT LTD.	241.96
47671	2013-08-22		76356	Excel Telecommunications (Canada) Inc.	15.11
47672	2013-08-22		26201	FERG'S SEPTIC SERVICE LTD	569.63
47673	2013-08-22		786257	FOOTHILLS FORD SALES	63.53
47674	2013-08-22		786097	FOOTHILLS SYSTEMS division of	410.08
47675	2013-08-22		786800	GDM ELECTRIC LTD.	282.46
47676	2013-08-22		786146	GODLEY'S JEWELLERY	37.01
47677	2013-08-22		786584	HACH SALES & SERVICE CANADA LTD.	785.41
47678	2013-08-22		49980	HARRY'S TIRE SALES (1984) LTD.	799.72
47679	2013-08-22		36800	HOME HARDWARE	1,362.47
47680	2013-08-22		26900	IRON ROCK ENTERPRISES LTD	2,014.74
47681	2013-08-22		850	JOHN DEERE FINANCIAL	1,513.31
47682	2013-08-22		786359	KLEARWATER EQUIPMENT AND TECHNOLOGIES CORP.	12,688.20
47683	2013-08-22		787504	LETHBRIDGE TACTICAL SUPPLY	144.88
47684	2013-08-22		786659	LIVINGSTONE RANGE SCHOOL DIVISION	405.91
47685	2013-08-22		56200	LOCAL AUTHORITIES PENSION PLAN	24,497.53
47686	2013-08-22		58000	LOOMIS EXPRESS	37.14
47687	2013-08-22		786590	MINISTER OF FINANCE	21.00
47688	2013-08-22		786570	MOORE, DAVID	44.28
47689	2013-08-22		786872	MPE ENGINEERING LTD.	8,188.95
47690	2013-08-22		65000	MUNICIPAL DISTRICT OF WILLOW	216.00
47691	2013-08-22		65040	MUNICIPAL INFORMATION SYSTEMS	940.34
47692	2013-08-22		66100	NATIONAL SECRETARY-TREASURER	1,347.50



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

Claresholm

Cheque #	Cheque Date	CEO CAO	Vendor #	Vendor Name	Amount
47693	2013-08-22		786905	ONECONNECT SERVICES INC. T46194	75.45
47694	2013-08-22		75955	PALMER, FRED	375.00
47695	2013-08-22		76300	PEDERSEN TRANSPORT LTD.	1,164.99
47696	2013-08-22		97050	PHARMASAVE	6.29
47697	2013-08-22		786050	PLANET CLEAN (LETHBRIDGE) LTD.	980.82
47698	2013-08-22		86300	RECEIVER GENERAL FOR CANADA	46,429.71
47699	2013-08-22		786180	RICOH CANADA INC.	1,125.33
47700	2013-08-22		786468	SHAW CABLE	87.10
47701	2013-08-22		786759	SIMPLEX GRINNELL	910.35
47702	2013-08-22		13525	SOBEYS CLARESHOLM	41.91
47703	2013-08-22		786874	SUPERIOR SAFETY CODES INC.	319.00
47704	2013-08-22		900	TELUS	1,039.65
47705	2013-08-22		786437	THE WRITE SOURCE	129.02
47706	2013-08-22		786849	TJ'S TREE TRIMMING	435.50
47707	2013-08-22		101400	UNITED FARMERS OF ALBERTA	651.69
47708	2013-08-22		4090	WARNACO OF CANADA COMPANY	630.72
47709	2013-08-22		111705	WC CLASS II REGIONAL LANDFILL	10,602.28
47710	2013-08-22		786378	WESTCAN WIRELESS	216.83
47711	2013-08-22		786784	WESTWIND CHEVROLET	60.38
47712	2013-08-22		900000	A. DEES ELECTRIC LTD.	747.81
47713	2013-08-22		900000	Airtech Heating & Air Conditioning Ltd.	26,134.50
47714	2013-08-22		900000	Alberta Farm Safety Centre	300.00
47715	2013-08-22		900000	CHISHOLM, SHANE	2,625.00
47716	2013-08-22		900000	Claresholm & District Health Foundation	4,000.00
47717	2013-08-22		900000	Claresholm History Book Committee	75.00
47718	2013-08-22		900000	DEDOMINICIS, MICHELLE	53.45
47719	2013-08-22		900000	EMMETT, SEAN	450.00
47720	2013-08-22		900000	GUSTMAN, JAY & MONICA	127.39
47721	2013-08-22		900000	HOESKSTRA, MIRANDA	320.00
47722	2013-08-22		900000	MOORE, GAVEN	80.00
47723	2013-08-22		900000	NATURE'S EXPRESSION	251.74
47724	2013-08-22		900000	PARSEYAN, PAYMAN	176.72
47725	2013-08-22		900000	PEDERSEN, LORRAINE	45.00
47726	2013-08-22		900000	PESDERIC, DENISE	330.00
47727	2013-08-22		900000	SCHMID, HOLLY	66.00
47728	2013-08-22		900000	SCHMIRLER, JAS	66.15
47729	2013-08-22		900000	THE CITY OF CALGARY	555.66
47730	2013-08-22		900000	VANDERVALK, JUSTIN	50.00

350,881.14

Batch # 16924

47731	2013-08-29		900100	SLADE, LARRY A & MARIAM C	1,327.61
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1,327.61

Total 430,906.07

*** End of Report ***

PARENT TECH CAMP SATURDAY, NOVEMBER 2, 2013

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 2**, for a fun learning experience for anyone who wants to know more about technology, social media, digital citizenship, and technology within our schools.

A small registration fee will be charged, but the day will include speakers, hands-on technology and lunch! 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.

Interested in being a sponsor of this event? Contact Carmelle at 403-625-4017.



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!



September 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Labour Day Holiday	3 Classes Begin for Grades 7 - 12	4	5	6 Cobra Football Home Game vs. Winston Churchill 7 pm	7
8	9	10 Meet The Teacher Night	11 Golf Zones at The Bridges	12 School Pictures	13 Sr. Girls Volleyball Home Tournament	14
15 Community Terry Fox Walk 1:30 registration at Fire Hall	16 Grand Opening of WCCHS 10 am Everyone welcome!	17	18	19 School Council 6:30 pm - AGM 7 pm Sports Society 8 pm	20 Cobra Football Home Game vs. Pincher Creek	21
22	23	24	25 WCCHS Terry Fox Walk	26 No school for Grade 7-9 (IPP Day for Staff)	27 No school for all students (Staff Planning Day) Cobra Football Home Game vs. Whitcourt	28
29	30					

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

Willow Creek Composite High School

The Navigator

Issue 23 • Printed September 3, 2013

Claresholm, AB

"By all these lovely tokens September days are here, With summer's best of weather And autumn's best of cheer."
- Helen Hunt Jackson

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

GRAND OPENING

The Official Grand Re-opening of Willow Creek Composite High School will take place on Monday, September 16, 2013 at 10:00 a.m. Dignitaries and Celebration will be a part of the big event. Everyone is invited to attend and celebrate the grand opening, participate in a tour of the building and enjoy some refreshments.

NEW PARKING RULES

With the new school, comes new parking! Some new guidelines for parking at Willow Creek Composite High School:

- 1) The drive through in front of the school office is a **ONE WAY** from East to West.
- 2) Student Parking is on the West Side of the School in the former staff parking area defined by barricades. Students are to remain East of the barricades to ensure safety for bus students loading and unloading at the beginning and end of the day. The speed limit in the student parking lot is 15 km/hour for safety purposes. Excessive speed will be dealt with through speeding tickets or unsafe driving violations.
- 3) Staff parking is on the East side of the building. This East Lot is only for staff members.
- 4) Visitor parking is on the one way driveway in front of the school. This is for visitor parking and Loading Zone Only.
- 5) There will be a Loading Zone marked with yellow for delivery trucks on the North side of the one way driveway.
- 6) There will be a 15-minute handicapped parking unloading zone for vehicles such as Handibus.

SCHOOL FEES

Invoices will be sent at the end of September or 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 check out the pdf document posted here:

<http://www.lrsd.ab.ca/school/willowcreek/Publications/School%20Cash%20Online%20Information%20Letter%20for%20Parents.pdf>
and you can follow the directions.

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. We have 23 travellers (Grade 7-9 students & parents) enrolled for our trip. We are travelling with EF tours, a well respected travel company that I (as lead teacher) have travelled with before. There will be a meeting for all travellers & their parents/guardians in early October, as we begin to finalize our plans! If you have questions, please either contact Mrs. Franz at franzm@lrsd.ab.ca or explore our itinerary at www.efours.com trip #1326933.

WELCOME BACK!

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

INSIDE THIS ISSUE:

- Grand Opening
- Sports Update
- School Council
- Meet the Teacher Night
- September 2013 Calendar

FROM THE PRINCIPAL:
Ian Stewardson

"Light, God's eldest daughter, is a principal beauty in a building."

- Thomas Fuller

We will have light in our building and truly, it is beautiful!
It has been a flurry of activity at Willow Creek Composite High School over the past two months with many people spending many hours getting us ready to go for September 3, 2013. The facility is looking great and the kinds of programming that we will be able to offer in the school will be greatly enhanced. I know that with dedicated staff in new settings will create dynamic learning opportunities.

High school students have been in to pick up their timetables and make changes. These students have been thrilled with the initial look and feel of the school. We will continue to work over the next months to tweak our school to make it home.

A great deal of work has been done by the Willow Creek Composite staff in packing and unpacking materials over the past three years. It has been a lot work on the journey. I thank them for being so cooperative in the project to meet deadlines and the needs of the students. I would be remiss if I did not thank the students for their understanding and acceptance of short term discomfort for long term learning.

At the risk of missing some hard working people who have worked behind the scenes to make this project happen, I would like to thank some people who have made this challenging work enjoyable and even fun. Mike Mahaffy, Greg Gorzitza, Kevin McPhail, Jonathan Aitken, Greg Robbins, Dan Westwood, Darren Hollihan, Collin Ward, Carolyn Hugh, Bruce Lindquist, Matt Rice, Beverly McNutt, Todd Lybbert, Tim Bryson, Brenda Bryson, Jeff Perry, Darryl Seguin, Connie Bonnetti, Don Cable and Jackie Tackacs.

We will have great year!



STUDENT COUNCIL

Student Council will meet to get organized on the first week of school. We are looking for students who are excited about building on the warm and exciting atmosphere of the school. This year should have a more cohesive feel since we can actually have a monthly assembly!

NEW OUTDOOR SIGN

Watch our new sign for important updates for the school! It is a digital sign and will change messages on a regular basis.

SPORTS UPDATES

Welcome back to school and to a new sports year!

Golf: We are hosting 1A/2A Golf Zones in conjunction with The Bridges at Claresholm Wednesday, September 11. Provincials are September 23, 24 in Strathmore.

Volleyball: High School Boys and Girls teams have started practices already. Junior High teams will start the first week of school. All junior high players will meet together at first so we can determine numbers and team composition. The following week they will meet with their "team" and coaches at a soon-to-be-determined practice date/time.

September 13 & 14, the Senior Varsity Girls will host the Cobra Classic tournament at WCCHS and WMES. League game schedules for both Junior High and Senior High games are to be determined.

Cross Country: We will have a Cross Country sign up/info meeting for both Senior and Junior High athletes scheduled during the first week of school. Naomi Faulkner, who has taken a new job closer to home, will not be coaching this year. Good luck and congrats to her in her new job and thank you for the years of service with WCCHS athletes!

We have two meets for both Senior and Junior high athletes in September. Both are hosted by KHS and TMS at Kipp. The Bull Horn run is Sept. 20 and the District Meet is Sept. 25.

Football: Fall Camp has been running since August 19. The first home game is September 6 vs Winston Churchill. Game time (for all home games) is 7:00 p.m. There are two other home games in September: the 20th vs Pincher Creek and the 27th vs Whitecourt.

We invite anyone who is interested in playing on any sports team to come out and participate! Please check postings for information on practice times, etc.

We are also looking for volunteers to coach/assist with our junior high programs. There are also opportunities for students to assist with officiating and scorekeeping. Please contact Mr. Lybbert.

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	\$50
Curling	-	\$50

SPORTS FUNDRAISER

High School Volleyball and Football players are involved in a "Pull Your Ticket and Donate" fundraiser. Athletes will be selling tickets starting in the next few weeks throughout the summer and early in the fall. Those who purchase tickets will either "pull" a free ticket or a \$5 dollar donation ticket which will enter them for a chance to win a Grey Cup in Las Vegas package for Two and a HD/3D Blu-ray Home Theatre System - \$3,400.00 Value.

Package includes:
*Roundtrip airfare from Edmonton to Las Vegas including airport/hotel transfers ; 4 Nights deluxe accommodation at the Westin Las Vegas Hotel & Casino; Hot Stone discussion the day prior to the Grey Cup game with full steak dinner with CFL All Stars, Gizmo Williams and Willie Pless; Full Italian Buffet during pre-game warm up
*Enjoy the Grey Cup game live via satellite on large screen TV's; Panasonic HD 3D Blu-ray Home Theatre System with Smart networking and speakers

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 FITNESS CHALLENGE

Join in with other community members in the Fall Fitness Challenge! Registration is September 11 (Wednesday) at the Fire Hall from 5:00 to 8:00pm. Get a team of four people together and get moving!

2013 YEARBOOKS

The 2013 WCCHS yearbook (from last year's activities) is scheduled to arrive in early October. 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.

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.

MEET THE TEACHER NIGHT!

Welcome back to school! Please join us on the evening of September 10 to meet the staff of Willow Creek Composite High School. Have a better look around, ask questions and say hi to your child's teachers.



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

- Meet the Teacher Night (7 pm)September 10
- Golf ZonesSeptember 11
- School PictureSeptember 12
- Grand OpeningSeptember 16
- School Council AGM (Tour 6:30, Mtg 7 pm)September 19
- Terry Fox WalkSeptember 25
- No School for StudentsSeptember 27



COMMUNITY TERRY FOX WALK

Join in the community Terry Fox Walk/Run/Ride on Sunday, Sept. 15. **Registration at 1:30 pm at the Fire Hall**, walk begins at 2:00 pm. Everyone welcome!

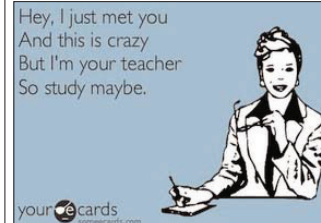
WCCHS School Terry Fox Walk will be Wednesday, September 25. Our route will be from the football field, north to John Deere and then south to the Agriplex and then back to WCCHS.

SCHOOL (PARENT) COUNCIL

Welcome back to school! Our first School (Parent) Council meeting will be Thursday, Sept 19. We will start at 6:30 with a quick tour of the modernized site and then follow with our **Annual General Meeting** beginning at 7 pm. Please come and join us if you would like an official title, or just come to find out more about WCCHS from a parent's point of view! All parents are welcome! For more information or questions, please call Ruth Lindquist at 625-3123.

Girls & Boys Volleyball Grades 7 - 12

Interested in playing this year? Tryouts will be held at the beginning of school. Ask in the office for days and times for team tryouts!



your eCards

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

Minutes of the Claresholm and District Chamber of Commerce held at noon on the 17th day of July 2013 at Douros Restaurant, Claresholm

Present: Iqbal Nurmohamed, June Diment, Will Gour, Tania Smeltzer, Betty Fieguth, Christina Giles, Steven Caswell, Roxanne Thompson, Rob Vogt, Curt Hanselmann

Meeting was called to order at 12.05.

There were no changes to the agenda previously circulated.

The minutes of the June 18, 2013 meeting were approved as presented on a motion by Wilf Gour, seconded by June Diment and carried.

New Business

- Wilf Gour spoke about the forthcoming Lion's Fly In breakfast. He is seeking four volunteers to assist with the event on the day. Anyone interested to contact Wilf directly.
- Disaster Relief. Wilf provided an update regarding the response of the Chamber to the recent flood disaster. Various options have been explored since the flood occurred, including clothing collections, although currently there is no longer significant demand for clothing. The Chamber was involved in organising hotel dinners for people displaced from their homes by the floods. Telus is currently requesting provision of tinned and other non-perishable foods and hand sanitizers for their food bank. Anyone with heavy lifting equipment they can lend or offer at a reduced cost is also requested. The Chamber had also circulated a request by the AHS for volunteers –they receive an overwhelming response.
- Wilf updated the meeting regarding the Mexican Fiesta which took place on 21 June (the day following the flood disaster). The event achieved a profit of \$525. Poor weather on the day, combined with the impact of the flood affected the overall turnout for the event. It was agreed in advance of the event that all monies raised would be donated to the flood relief fund.

Reports:

Financial Report

The financial report was presented and provided the balance of our accounts for the month ending June 2013. The Chamber continues to be in a healthy financial situation and the report was accepted as presented. It was noted that the membership has increased to 115.

Town Report

The town representative, Betty Fieguth updated the meeting. She commented that the EMT roles have been redefined in local by-laws. New trees and shrubs have been planted close to the Fire Hall. The water study is being developed, and a consultation on this issue will be coming up shortly. Betty also commented that the town was on stand-by for the disaster in accordance with the usual protocols. However the town was not officially called upon to assist in this instance. The town is currently providing free camping for flood disaster victims.

M.D. Report

Glen Alm, on behalf of the MD, was **not** present.

EDC Report

Russell Sawatsky was not present to report. Betty Fieguth commented that she expects a detailed update to be available in the Fall.

Speakers for August Meeting:

Anyone interested in presenting to the Chamber at the next meeting, should contact Iqbal.

Other Business

Roxanne Thompson asked to address the Chamber on the subject of how to attract new businesses to the town, due to concern at the number of empty buildings in the core. The meeting discussed whether a specific initiative should be planned to attract displaced businesses and residents of High River to the town, with the possibility of incentives to relocate. A motion was proposed by Roxanne to have a delegation from the Chamber attend the next Town Council meeting to discuss plans for the reinvigoration of the town to increase its attractiveness to live in and/or set up a business and to discuss how this might be moved forward, working in collaboration with the Town Council. The motion was carried.

Curt Hanselmann asked whether there were any plans for the development of marketing brochures to promote the attractiveness of the town, both in the context of people looking to live in the town or set up a business. Betty Fieguth agreed to discuss options with the Town Council. June Diment offered to provide comparable examples from other Councils in the Foothills.

Roxanne Thompson voted to close the meeting, seconded by Tanya Smeltzer. Motion was carried.

Next meeting will be held at 12 noon on 16th August, location to be announced.

CLARESHOLM AND DISTRICT MUSEUM MEETING
MINUTES FOR AUGUST 21 2013

PRESENT: RHODENA KING, HAROLD SEYMOUR, DON CLARK, ANOLA LAING, JANE MARSH, DOUG MCPHERSON, DOUG LEEDS, DON GLIMSDALE.

ABSENT: BERNICE CASE, TRISHA CARLETON.

THE MEETING WAS CALLED TO ORDER BY ANOLA LAING AT 7.05

1. DON GLIMSDALE MADE THE MOTION TO APPROVE THE AGENDA. CARRIED.
2. HAROLD SEYMOUR MADE THE MOTION TO APPROVE THE MINUTES WITH AMENDMENTS. CARRIED.
3. THE FINANCIAL REPORT WAS REVIEWED. DONATIONS ARE DOWN COMPARED TO LAST YEAR. DON GLIMSDALE MADE THE MOTION TO ACCEPT THE FINANCIAL REPORT. CARRIED.
4. COMMITTEE REPORTS:
 - A. TEA ON THE LAWN. THE LIST OF VOLUNTEERS WAS COMPLETED . EVERYTHING IS READY TO GO.
 - B. PARADE: ANOLA HAS PURCHASED THE FRINGE TO GO ON THE TRUCKS. SHE WILL ALSO ASK FRED PALMER IF HE CAN LEND US ANY DECORATING SUPPLIES. DON GLIMSDALE AND DOUG MCPHERSON ARE LOADING THE FLATBEDS.
 - C. WE DISCUSSED THE ACQUISITION COMMITTEE BRIEFLY. FURTHER DISCUSSION WILL TAKE PLACE AT THE MEETING IN SEPTEMBER.
 - D. SPEEDER CAR STORAGE BUILDING: DOUG MCPHERSON REPORTED THAT JEFF HAS NOT YET PROVIDED ANY UPDATED INFORMATION.
5. THE EXECUTIVE DIRECTORS REPORT WAS REVIEWED (SEE ATTACHED) BY ANOLA LAING IN TRISHA CARLETON'S ABSENCE.
6. NEW BUSINESS. IN REGARD TO THE KLONDIKE CATTLE DRIVE TALK IT WAS SUGGESTED THAT WE PUT UP SIGNS ADVERTISING IT AT THE AGRIPLEX. IT WAS ALSO SUGGESTED THAT THE LOCAL BE CHANGED TO THE LIBRARY AND WE WOULD CO-SPONSER THE EVENT. WE DISCUSSED THE BOOK SIGNING EVENT WHICH WAS A FAILURE. DOUG LEEDS SUGGESTED THAT THE MUSEUM IS NOT AN APPROPRIATE PLACE FOR THIS KIND OF EVENT AND ANY BOOK SIGNINGS SHOULD TAKE PLACE AT THE LIBRARY.
 - B. WE DECLINED WITH THANKS THE OFFER OF A WHEELCHAIR FROM THE LIONS CLUB.
 - C. THE MUSEUM SIGN IS BEING OBSCURED BY THE LARGE SPRUCE TREE. WE NEED TO

LOOK AT THIS AND SEE IF SOME PRUNING WOULD HELP.

WE DISCUSSED THE MUSEUM BASEMENT STORAGE PROBLEM. THE SUMP PUMP IN THE BASEMENT NEEDS MAINTENANCE.

DOUG LEEDS MADE THE MOTION THAT WE RECONSIDER THE BASEMENT STORAGE AND MOVE THE ARTIFACTS TO A NEW LOCATION. CARRIED.

WE SUGGESTED A NUMBER OF POSSIBLE NAMES FOR THE NEW BOARD: SID GRAY, GLEN ROEMMELE, STAN LAMB, BETTY HOARE, SONNY MACMILLAN, ART PETERSEN.

THE ONGOING PIGEON PROBLEM: DON GILIMSDALE RECENTLY VISITED A MUSEUM IN WHITEHORSE WHICH HAS THE SAME PROBLEM AS US. HE SAID THAT THEY HAD SOLVED IT BY INSTALLING WIRE MESH ON THE EAVES.

A MOTION TO GO IN CAMERA SESSION WAS MOVED AND CARRIED.

THE MEETING WAS ADJOURNED AT 8:45 BY DON CLARK

THE NEXT MEETING WILL TAKE PLACE AT THE TOWN OFFICE ON AUGUST 21 AT 700 PM.

CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY
Board of Directors, August 9, 2013

ATTENDEES: Neil Ohler – Lay Representative
Howard Paulsen - Lay Representative
David Hubka– Town of Claresholm
Brydon Saunders – Lay Representative
Sandra Young - Wandering Willows
Lyal O’Neill – Office Coordinator

REGRETS: Earl Hemmaway – M.D. of Willow Creek
Sheila Marsh – Porcupine Hills Lodge
Walter Gripping – Town of Granum
Bob Thompson – Claresholm Seniors Center

Howard Paulsen, Chair called the meeting to order at 10:15am.

1.0 APPROVAL OF ADDITIONS TO AGENDA

Moved by Neil Ohler to accept the agenda. Carried.

2.0 APPROVAL OF MINUTES

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

3.0 BUSINESS ARISING

1. Lunch is booked at the Golf Club for our 10 year recognition awards Friday August 23, 12:00 noon.
2. Casino Lethbridge October 16-17 – Lyal reported that volunteer list is about full. The license has been delivered to Casino Lethbridge.
3. The yearend Statement was reviewed with the Accountant –Warren Ball. Sandra Young moved that we accept the yearend statement. Carried.

4.

4.0 CORRESPONDENCE

1. None

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
4. Chairman’s report. Things are going good..stop in for signing meetings... The bussing committee had good meetings with LA Transit and First Bus in Calgary learning of what options we may want when ordering a bus.

6.0 NEW BUSINESS

1. Meeting with Lethbridge Transit
2. PHL opts out of joint venture resulting in funding shortfall
3. Meeting with First Bus Calgary/Rockyview Ardrrie
4. Public transportation proposal – We will attend Council on August 19, 7:00pm making a presentation to introduce public Transit in Claresholm.
5. Parade – August 10 – Claresholm – Earl Olsen, Bob Thompson, Brydon Saunders, Neil Ohler with special effects.

NEXT MEETING is on September 20, 2013, 10:00 at WCCCC

7.0 The meeting was adjourned at 11:45 by Bob Thompson

cc. Town of Claresholm

MD

WCCCC

Laurie Watt

CGH

Tracy Mitchell

Public Transportation Recommendations

1. There is the potential to implement a publicly funded transit service that runs 2-3 days per week.
2. The biggest obstacle is the funding to initially purchase a 20-24 passenger bus.
3. Driver wages have the potential to be 100% covered by the sale of monthly passes.
4. The Town to double the amount of taxi tokens available to the individual on a monthly basis.

CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY - enhancement project 2013

1. We have \$35K from CEP, AB Lotteries grant available to put towards a bus. We no longer have matched funds available and request matching funds from the town for this purchase.
2. We request the Town for an amount equal to \$ spent on taxi tokens to provide seed money and to be evaluated annually.
3. We request the Town for a Letter of Support to our proposal.
4. We request the Town for ongoing Education and Marketing support to the public.

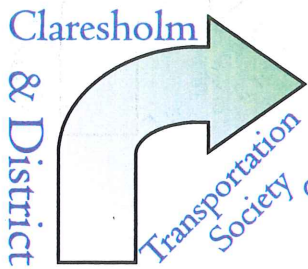


Your support makes our success possible



BRITTA SANDERS
Home Paul
Neil Allen
Andy M
Dave & Julia
Robert Thompson

Thank you for your continuing support



Box 2076
Claresholm, Alberta
T0L 0T0
(403) 625-4417

August 26, 2013

TOWN OF CLARESHOLM
BOX 1000
Claresholm, Alberta T0L 0T0
Canada

RE: 2013-2014 Operating Deficit

Thank you for receiving this status update.

The Claresholm and District Transportation Society have been providing a valuable service to residents of the communities of Claresholm, Fort Macleod, Granum, Stavely and Nanton since October, 2002.

Funds and contributions from individuals & service clubs help us to keep our fares for rides (fee for service) as low as possible for people on low & fixed incomes.

We set out on a campaign in June 2012 to raise \$25,000 to cover a budget shortfall and completed our goal with generous contributions from the participating service clubs. The grants from the Town of Claresholm and the M. D. Of Willow Creek were received in January and April. By October 16 & 17 when we go work a casino we may be facing an operating deficit of \$10,000. Once again we find ourselves approaching all of the service clubs for assistance with raising funds to cover this deficit. Beyond our casino in late 2013 we shall declare total operating sustainability, a goal our Board of Directors is very proud of achieving!

Any excess funds will go toward replacing vans as our campaign to replace vans is well underway. In March we were awarded a grant of \$15,000 from the Community Foundation Of Lethbridge and Southwestern Alberta towards the purchase of wheelchair accessible vans. In May we acquired a grant from Alberta Lotteries of \$ 57,769. We purchased 1 van in June to replace a van with over 300,000kms and are currently searching for \$35,000 matching funds to purchase a second wheelchair accessible vehicle to replace our 1994 Dodge, before it reaches it's 20th birthday.

Sincerely,

Lyl O'Neill
Office Coordinator
Claresholm and District Transportation Society



*Every Voice
Counts!*



YOU ARE INVITED TO A COMMUNITY CONVERSATION

Choose your location:

Time: 6:30-8:00 p.m. each session

Stavely— Sept.16 Stavely Youth Hall (5031 48 Ave.)

Nanton— Sept.18 A.B. Daley Community School (2409 24 Ave.)

Granum— Sept.23 Granum School (324 Dufferin St.)

Claresholm— Sept.25 Faith Community Baptist Church (4404 3 St. W.)



You are invited to join an important conversation about how we can better support well-being, safety, security, education and health of all children in Alberta.

Under the banner *Together We Raise Tomorrow*, your ideas are needed to help improve early childhood development opportunities in our area.

Please visit socialpolicy.alberta.ca to find out more. Share your views about how we can work together to make a difference.

Refreshments & childcare available at no cost.

AGENDA - 3 (2013)

**OLDMAN RIVER REGIONAL SERVICES COMMISSION
GENERAL BOARD OF DIRECTORS' MEETING**

Thursday, September 5, 2013 – 7:00 p.m.
ORRSC Conference Room
3105 - 16th Avenue North, Lethbridge (north parking lot & entrance)

1. **Approval of Agenda** – September 5, 2013
2. **Approval of Minutes** – June 6, 2013..... (attachment)
3. **Business Arising from the Minutes**
4. **Reports**
 - (a) Executive Committee Report (attachment)
 - (b) Finance & Executive Committee – Finance Strategy..... (attachment)
 - (c) GIS Update
5. **Business**
 - (a) ORRSC Bylaws 2013-1 and 2013-2.....(attachments)
6. **Accounts**
 - (a) Summary of Balance Sheet and Statement of Income for the
6-month period: January 1 to June 30, 2013 (attachment)
7. **STAFF PRESENTATION** –

Mike Burla, Senior Planner
Recent Municipal Government Board Subdivision Appeal
– Fort Macleod Floodplain –
8. **Adjournment** – December 5, 2013.....

Please circulate to Mayor/Reeve and Council for information



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 2 (2013)
ANNUAL GENERAL BOARD OF DIRECTORS' MEETING
Thursday, June 6, 2013 – 7:00 p.m.
ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)

BOARD OF DIRECTORS:

Bill Graff (absent)Village of Arrowwood
Jane Jensen (absent)..... Village of Barnwell
Alf Olsen Village of Barons
Tom RoseTown of Bassano
Noel Moriyama (absent) City of Brooks
Roger Houghton..... Cardston County
Tim Court Town of Cardston
Doug Smith Village of Carmangay
Jamie Smith Village of Champion
Doug MacPherson Town of Claresholm
Henry Pauls (absent)..... Town of Coaldale
Marvin Slingerland Town of Coalhurst
Tom Butler Village of Coutts
Garry Hackler (absent) Village of Cowley
Larry Mitchell.....Mun. Crowsnest Pass
Jerry LonsburyMun. Crowsnest Pass
Gordon WolstenholmeTown of Fort Macleod
Darrell Edwards Village of Glenwood
Walter Gripping (absent)Town of Granum
Monte Christensen (absent)..... Village of Hill Spring
Henry Doeve (absent) County of Lethbridge

Brad Koch (absent) Village of Lomond
Dennis Quinton (absent) Town of Magrath
Terry Michaelis Town of Milk River
Rafael Zea (absent)Village of Milo
Dick FentonTown of Nanton
Anne Marie Philipsen..... County of Newell
Marguerite Wobick.....Village of Nobleford
Hank Hurkens.....Town of Picture Butte
Garry MarchukM.D. of Pincher Creek
Don AnderbergTown Pincher Creek
Ronald Davis (absent)..... M.D. of Ranchland
Greg Robinson.....Town of Raymond
Barry Johnson Town of Stavely
Michael Maynes..... Village of Stirling
Ben Elfring M.D. of Taber
Russell Norris Town of Vauxhall
Rod RuarkVulcan County
Paul Taylor Town of Vulcan
Geoffrey Krokosh (absent) County of Warner
Dannie Lien Village of Warner
Henry Van Hierden M.D. Willow Creek

STAFF:

Lenze Kuiper.....Director
Mike BurlaSenior Planner
Steve HartySenior Planner
Bonnie Brunner Planner
Gavin Scott Planner
Ryan Dyck..... Assistant Planner
Katherine Mertz..... Assistant Planner

Leda Kozak Tittsworth Assistant Planner
Steven Ellert GIS Technologist
Jordan Thomas..... GIS Analyst
Kaylee Kinniburgh..... CAD/GIS Technologist
Mladen Kristic CAD/GIS Technologist
Gail Kirkman Subdivision Technician
Barb Johnson Executive Secretary

AGENDA:

1. **Approval of Agenda** – June 6, 2013.....
 2. **GUEST SPEAKER – Lee Cutforth, Alberta Property Rights Advocate**
 3. **Approval of Minutes** – March 7, 2013 (attachment)
 4. **Business Arising from the Minutes**
 5. **Reports**
 - (a) Executive Committee Report (attachment)
 - (b) Finance Committee Update
 6. **Business**
 - (a) Draft ORRSC Annual Report and Financial Statements 2012 (attachment)
 - (b) ORRSC Bylaw 2012-1 Review (attachment)
 - (c) Fee For Service 2012/2013 (attachment)
 7. **Accounts**
 - (a) Summary of Balance Sheet and Income Statement for the 3-month period: January 1 - March 31, 2013..... (attachment)
 8. **Adjournment** – September 5, 2013.....
-

CHAIR TERRY MICHAELIS CALLED THE MEETING TO ORDER AT 6:55 P.M.

The Chair introduced and welcomed guest Pat Stier, MLA from Livingstone-Macleod, who gave a few remarks and thanked ORRSC for inviting him to the meeting.

1. APPROVAL OF AGENDA

Moved by: Tom Butler

THAT the Board of Directors approve the agenda of June 6, 2013, as presented. **CARRIED**

2. GUEST SPEAKER – Lee Cutforth, Alberta Property Rights Advocate

- Lee Cutforth is the first Property Rights Advocate appointed by the Province of Alberta for a three-year term. Mr. Cutforth was born in Lethbridge and grew up in southern Alberta. He has 25 years experience as a lawyer, served as past Chair of the City of Lethbridge Subdivision and Development Appeal Board, and currently sits on the Lethbridge Regional Police Commission.
 - The Property Rights Advocate’s main objectives are to:
 - listen to the concerns of landowners and inform them of their property rights;
 - provide a complaint mechanism if the “taking” authority isn’t playing by the rules;
 - prepare an annual report and make recommendations about law reform and changes and improvements to the system.
 - Landowners don’t want to subsidize the public interest and their values should be honestly respected and fair compensation received when their land is being expropriated.
-

- For further information, contact:

Lee Cutforth, Alberta Property Rights Advocate
200 - 5 Avenue South, Lethbridge, AB T1J 4L1
Phone: 403-388-1781
Fax: 403-388-1788
Email: propertyrights@gov.ab.ca

3. APPROVAL OF MINUTES

Moved by: Larry Mitchell

THAT the Board of Directors approve the minutes of March 7, 2013, as presented. **CARRIED**

4. BUSINESS ARISING FROM THE MINUTES

- None.

5. REPORTS

(a) Executive Committee Report

Moved by: Gordon Wolstenholme

THAT the Board of Directors receive the Executive Committee Report for the meetings of March 14, April 11 and May 9, 2013, as information. **CARRIED**

(b) Finance Committee Update

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

6. BUSINESS

(a) Draft ORRSC Annual Report and Financial Statements 2012

- The Director presented highlights of the 2012 Financial Statements prepared by KPMG LLP. These statements are comprised of three financial position dates as this is a transition year for new Public Sector Accounting Standards that apply to government not-for-profit organizations. Highlights of the Financial Statements and a breakdown of revenues and expenditures were reviewed as follows:

HIGHLIGHTS	2011	2012
Net Revenues	1,346,536	1,532,453
Net Expenses	1,837,098	1,832,435
Deficiency of Revenues over Expenditures	(490,562)	(299,982)
Current Assets	64,835	49,211
Capital Assets	793,049	701,032
Internally Restricted Net Assets (Reserves)	517,508	—
Total Assets	1,275,441	750,243

REVENUES		EXPENDITURES	
Municipal Fees	32%	Salaries and Benefits	86%
GIS Fees	30%	Equipment and Supplies	4%
Subdivision Fees	20%	Amortization	3%
Fee for Service	13%	Occupancy Costs	2%
Grants	3%	Members Fees & Travel	2%
Other	2%	Staff Training & Travel	1%
		Printing & Advertising	1%
		Other	1%

- Deficiency of revenues over expenses for the year totalled \$299,982 but a significant turnaround in 2013/2014 is anticipated following implementation of the Finance Committee recommendations. The re-establishment and building of reserve funds is also considered a priority in moving forward. Board Member Greg Robinson (Town of Raymond) requested clarification regarding Unrestricted Net Assets and the Director will investigate and report on the matter at the next Board meeting.

Moved by: Tom Rose

THAT the Board of Directors approve the Draft ORRSC Annual Report and Financial Statements for the year ending December 31, 2012. **CARRIED**

(b) ORRSC Bylaw 2012-1 Review

- In April 2013 the Executive Committee began a review of ORRSC Bylaw 2012-1 and suggested revisions as shown in the agenda attachment 6(b). Since that time, Alberta Municipal Affairs has informed ORRSC that they would like the bylaw split into two separate bylaws: one containing only the items the Minister deals with, and the other addressing everything else. Therefore, a review of the bylaw at this time is premature. The two new bylaws as requested by Municipal Affairs will be presented to the Board at the September 5, 2013 meeting.

(c) Fee For Service 2012/2013

- A chart summarizing fee-for-service project quotes and percent completed was attached to the agenda for information. Board member Dick Fenton (Town of Nanton) asked if the \$722,750.50 is still outstanding, but the Director explained that some projects have not been invoiced yet and others are awaiting confirmation before proceeding further. Therefore, the Balance Owing amount shown is only an estimate.

7. ACCOUNTS

**(a) Summary of Balance Sheet and Income Statement for the 3-month period:
January 1 to March 31, 2013**

Moved by: Rod Ruark

THAT the Board of Directors receive the Summary of Balance Sheet and Income Statement for the 3-month period: January 1 to March 31, 2013, as information. **CARRIED**

8. ADJOURNMENT

- Before the meeting was adjourned, Board Member Greg Robinson (Town of Raymond) referred to a letter addressed to ORRSC from Municipal Affairs and copied to the Town identifying issues that needed to be addressed by ORRSC regarding requirements of the ORRSC Regulation. All member municipalities that joined the Commission after 2004 as well as non-member municipalities currently receiving GIS services received a copy of this letter. On June 3, 2013 ORRSC sent reply letters to all affected municipalities assuring them that we are working cooperatively with Municipal Affairs to rectify the situation. ORRSC is currently consulting with the department to review the information they have on file and determine what additional documentation is required to ensure there will be no future issues.

Moved by: Dannie Lien

THAT we adjourn the Annual General Board of Directors' Meeting of the Oldman River Regional Services Commission at 8:05 p.m. until Thursday, September 5, 2013. **CARRIED**

/bj

CHAIR: _____

EXECUTIVE COMMITTEE REPORT

Meetings of June 13 and July 25, 2013

June 13:

- **Municipal Affairs Compliance Requirements** – The Ministry of Municipal Affairs sent a letter dated May 14, 2013 outlining issues the department identified as needing to be addressed regarding requirements of the ORRSC Regulation and additional services provided by ORRSC. Response letters dated May 30, 2013 were forwarded to Municipal Affairs as well as those municipalities which received a copy of the May 14 letter assuring them that we are working to make certain that all the necessary documentation that the ministry requires is completed to their satisfaction, and to ensure there will be no future issues. Copies of correspondence between ORRSC and Municipal Affairs since 2004 on the subject were forwarded to Municipal Affairs for their review, and representatives from the Municipal Services Branch plan to meet with the Director and Chair on June 24 to further discuss what is needed.
- **Fee For Service 2012/2013 Update** – The updated Fee For Service chart was reviewed. Don Anderberg noted that many of the projects were started last year but the revenue will be received this year, and that this should be accounted for somewhere. One suggestion was to add a footnote to these projects indicating the year in which the work was done in order to get a more accurate financial picture. Don will bring up this matter at the next Finance Committee meeting.
- **Vehicle Purchase** – The 2010 Jeep Patriot has been sold for \$12,000. Quotes including eight vehicles from four dealerships were reviewed and whether to buy a 4x4 or a small car was discussed. Committee consensus was that only 4x4s should be purchased in the future due to their higher resale value and increased safety on poor road conditions. The 4x4s ranged in price from \$18,999 (2014 Jeep Patriot North) to \$26,374 (2013 GMC Terrain). The purchase of the 2014 Jeep Patriot was approved.
- **Rural Multi-Jurisdictional Intermunicipal Development Plans Update** – Although Vulcan County has not yet received grant funds for the Rural Multi-Jurisdictional Intermunicipal Development Plans, an agreement has been signed and timelines have been adjusted to begin preliminary work on the project. A total of 11 plans will be prepared which will take significant staff resources. Two non-member municipalities (Wheatland County and Municipal District of Foothills) are included in this project; therefore the Director will ask Municipal Affairs what documentation is needed to facilitate their participation.

July 25:

- **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.

- **Fee For Service 2012/2013 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.
- **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

After debating the pros and cons of Scenarios 1 and 4 as well as discussing the issues of caps, reserves and enrollment fees, the following resolution was passed:

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.

- **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
- **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.

FINANCE STRATEGY

Introduction

This report describes the strategy being proposed by the ORRSC Finance Committee and the Executive Committee to address the issue of stable funding for the Commission. It is based on elements selected from the 4 options reviewed and through further analysis of the broad parameters set out by the Commission. The following objectives have guided the development of this strategy:

- Ensuring the primary goal of the Commission remains the delivery of quality and cost-effective planning & GIS services to member municipalities
- Encouraging member municipalities to invest in their long range planning on a routine, consistent basis recognizing that well-planned communities contribute to the overall strength of the region
- Equitably distributing the costs of services between member municipalities
- Providing a more predictable cost structure for member municipalities and more predictable funding base to support the operation of the Commission
- Flexibility to adjust for future changes in membership and membership needs

Overview of strategy

The strategy is based on a full cost recovery model where member municipalities pay an annual membership fee for basic planning services that are further subsidized by other revenue streams such as subdivision fees, fee-for-service planning, and various grants. The Commission continues to operate on a not-for-profit basis with the primary goal of providing planning and GIS services to member municipalities. Members of the Commission receive the lowest possible cost for the services they receive with the ability to access additional services as needed. Non-members may be taken on as clients at charge out rates substantially higher than what is charged to members and subject to available staff capacity.

How is full cost recovery calculated and assigned?

The full cost of delivering planning services has been calculated based on the current ORRSC staffing levels, taking into account the budget reductions already directed by the Board and Executive, and expected expenditures for the 2013/2014 fiscal year. Each staff position has been budgeted at the exact salary level with the corresponding benefits for that salary level. Other expenditures have been projected based on scheduled increases and past trends.

The overall budget has been distributed across two groups based on the weight of salaries and benefits in each group. The first group is the planning staff assigned to the 41 member municipalities and the second group is the GIS staff assigned to the GIS

Division. Administrative staff that is being distributed across these two groups consists of the Executive Assistant, Bookkeeper, Subdivision Clerk and the Director position.

How is the Member Fee calculated?

The proposed strategy seeks to encourage investment in planning by all members. This investment would be in addition to the amounts spent by each municipality on their internal staff working on planning matters (e.g. Development Officer, support staff, etc.) It is meant to augment rather than entirely replace internal staff. It is also meant to foster maintenance of each municipality's planning system so that each municipality is able to meet their planning responsibilities as the need arises.

Each member municipality will be expected to make an annual investment in planning services delivered by ORRSC as follows:

Total Equalized Assessment of Municipality x Split Mill Rate (Urban & Rural)

The mill rates will be reviewed on a yearly basis and adjusted, if necessary.

This formula provides continuity from 1989 thru to today and follows the provincial and municipal models for requisitions. The Commission Board supported this formula in order to maintain planning services in 1995 when the province pulled funding and support and in 2012 the Commission Board once again voted with 79% in favour of maintaining this formula (with the 2012 increase).

Property assessment is used as the basis on which to requisition property taxes from all or a number of municipalities for the financial support of several regional and provincial programs. Equalized assessments are a process that levels the playing field for municipalities so that property tax requisitions and grants can be fairly allocated. Equalized assessments are used to determine the specific contributions to be made by each municipality, and they are also used in formulas for provincial grants to municipalities. Intermunicipal fairness and equity is important when requisitioning property taxes from municipalities.

NOTE: The Executive looked at another option involving 4 variables (TEA, Population, # of Parcels, Service Levels) evenly weighted and unevenly weighted and determined that while it almost eliminated the need for member fee floors and ceilings, it dramatically increased the amount of fees our smaller communities paid and adjusted many of our larger communities down to fees below those which they have customarily paid. The administration of this formula was also seen as complex and time consuming on a yearly basis.

Rationale for Limitations on Member Fees

In 2012, the Oldman River Regional Services Commission instituted a

- Membership Fee Floor of \$2,000/yr
 - Arrowwood (\$1,095 without floor)
 - Barons (\$1,554 without floor)
 - Carmangay (\$1,581 without floor)
 - Coutts (\$1,696 without floor)
 - Cowley (\$1,380 without floor)
 - Hill Spring (\$1,191 without floor)
 - Lomond (\$912 without floor)
 - Milo (\$866 without floor)
 - Warner (\$1,941 without floor)

- Membership Fee Ceiling of \$65,000/yr
 - County of Lethbridge (\$65,473 without ceiling)
 - County of Newell (\$155,773 without ceiling)
 - M.D. of Taber (\$78,688 without ceiling)
 - City of Brooks (\$103,107 without ceiling)

A floor deters understatement of the value of services is required to realize the expenses accrued in providing member services to these small communities (i.e. planning advice, development advice, phone, travel, overhead, membership per diems, etc...). The member fee floor may equate to 17 hours of planning time/year exclusive of subdivision and fee-for-service items, but more importantly it provides the municipalities with a ready and accessible professional planning service to be used when and where each community requests or requires it.

A ceiling prevents overstatement of the value of our services and is required to recognize the large fees that municipalities with large Total Equalized Assessments would pay as being exorbitant and out of line with the level of service being provided. Also, beyond a certain price point these municipalities would lose any financial advantage inherent to belonging in a shared service.

We have calculated the Labour Burden for Planners as being \$118.71 per hour and can extrapolate this to costing a municipality approximately \$231,000 per year to provide a Planning Department in-house (this includes wages, benefits, training, vehicle, vehicle costs and maintenance, phone, office space, materials, and clerical support x 1950 work hrs in a year).

An in-house department would be fully utilized by the municipality and not shared. In recognition of ORRSC being a shared co-operative and the simple fact that these larger municipalities further contribute significant funds through fee-for-service activities (MDP's, ASP's, IMDP's, LUB's) on a yearly basis – a ceiling of \$65,000 was thought to be fair and reasonable. The member fee ceiling equates to a possible 546 hours of planning time each year exclusive of subdivision and fee-for-service items.

It is important to note that when we add up all the possible hours of planning time for each member then add time spent on subdivisions, annexations, appeals, strategic plans and land use bylaws and finally match them to our available resources we end up with a shortage of planners available to match all of our member expectations.

ORRSC is your co-operative-shared planning service provider and it is ready and accessible when you need it. Your member fees insure this service is available.

Further cost-control measures — which in recent years have included expense and operational efficiencies, staff reductions, a pay freeze, elimination of Board travel per diems, elimination of one vehicle and cutting training and staff conference attendance — have eliminated significant operating expenses from the ORRSC budget. Further cuts risk compromising ORRSC's ability to deliver its current range of member benefits.

The MGA stipulates that the fee the commission charges must be less than a for-profit business would charge for the same or a similar service. Member Fees contribute to financial sustainability from members for both indirect support costs, capital expenditure and, more rarely, operating expenditure. The Fee for Service component provides direct payments for actual services performed.

Full financial sustainability implies that the Commission has access to sufficient revenues and member contributions to cover operating and minor maintenance costs, capital maintenance costs, debt service on loans and adjustment of member fees based on equity capital where required.

The Commission benefits because we are assured a predictable and constant revenue stream from subscribed municipalities for the duration of the member's agreement. This greatly reduces uncertainty and the riskiness of the enterprise.

What types of services can be accessed?

The services offered by ORRSC would continue to focus on the land use and community planning responsibilities and needs of a municipality. This may include assistance in any and all of the following areas based on the requests of each municipality:

Basic Member Service:

- Statutory and non-statutory plans – research, reviews, amendments, interpretation
- Land Use Bylaw –research, reviews, amendments, interpretation
- Day-to-Day planning services – advice and assistance on development permits and certificates of compliance, attendance at Council, Municipal Planning Commission and Appeal Board meetings and presentations, enforcement of planning decisions and requirements, civic addressing, encroachments, road closures, applicant consultations, heritage designation processes, representation on boards and interdisciplinary working groups, assistance with development agreements, assistance with planning related agreements and caveats, reserve agreements
- Planning systems support – orientation for Council, Municipal Planning Commission, Subdivision and Development Appeal Board, training for municipal staff and officials, departmental policies relating to planning function, planning procedures, off site levy bylaws, unsightly premises bylaws, record keeping
- Public facilitation –general planning education, landowner inquiries, communication
- Planning research – site specific research, research on planning trends and concepts
- Subdivision processing – application screening, applicant consultation, review and referral, subdivision approvals and decisions, condition follow up and endorsement, advice on related legal agreements (Subdivision Application Fees payable to ORRSC)
- Planning implementation – assistance with follow up from adopted plans including project and program development and administration, working groups, management strategies

Fee-for-Service:

- Statutory and non-statutory plans – municipal development plans, area structure plans, area redevelopment plans, outline plans, strategic plans, community sustainability plans, community development strategies, recreation & parks master plans, assistance with infrastructure master plans
- Land Use Bylaw – land use bylaw research and reviews, preparation and development

- Public participation – facilitated sessions, open houses and public meetings, surveys and questionnaires, general planning education, landowner inquiries, communication tools
- Design – layouts for individual sites, subdivision design, neighbourhood design, creation of design guidelines, streetscape design
- Intermunicipal planning – preparing intermunicipal development plans, liaison with adjacent and area municipalities
- Growth management – growth strategies and studies, annexation processes and reports, demographic statistics and projections
- Planning graphics – base mapping, Land Use Bylaw District Maps, civic address maps, display boards, power point presentations, plan maps, visual aids

What would be the requirements for and benefits of ORRSC membership?

To be a member of ORRSC a municipality would need to commit to the annual member fee and have their subdivision applications processed by ORRSC through a contract. This would mean the municipality would receive planning services at the preferred rate for members and additional planning services provided by ORRSC would also be based on the preferred rate. The needs of member municipalities would also be addressed first in terms of assigning staff capacity in a given year. Additionally, member municipalities are eligible to participate in the overall direction of ORRSC through the 4 annual meetings and eligibility to be on the Executive Committee.

Non-member municipalities and clients would be able to access services from ORRSC when spare capacity is available. The services would be provided at the higher rates which are twice the rates charged to members. Non-members would have no role in the overall direction of ORRSC and would not be eligible to be on the Board of Directors.

A number of key features are required to promote sharing of services in the public sector. These include:

- a) Third-party/arm's length delivery vehicle: having the service provider as an autonomous and arm's length organization will help in respect of:
 - Common agreement to procedural/systems change: gaining agreement to share on standardized processes and technology, and the compromises that will inevitably be required from most 'members' in moving into a Shared Services environment. This contrasts with the 'build out' model – i.e. where one department offers its services to others by expanding its services operation. The build out model could be hampered by a degree of mistrust from the organization being serviced about the compromises it is being asked to make and perceived as being required in order to fit in with the service provider organization.
 - Equitable and transparent charging arrangements: having an autonomous organization, contracting with different 'members' provides less room for dispute and reconciles some of the potential commercial conflicts that could occur on the

build out model. For example, a department offering its services to another department or local authority raises interesting commercial dilemmas:

- **Cost recovery basis:** one view held by a number of potential public sector service providers is that services would be charged on a cost recovery basis. At first sight this would seem equitable; after all, both service provider and customer are in the same arena and are funded out of the public purse. However, if service costs are only being recovered at cost, what incentive does the service provider have to take on the additional risk that providing the service inevitably involves? Additionally, if something was to go wrong and costs were to be under recovered, who pays the bill?

Enrollment Fees

New members to the Commission would 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.

The enrollment fee is 25% of the Municipal Member Fee.

Oldman River Regional Services Commission
BYLAW No. 2013-1

**BEING A BYLAW RESPECTING THE APPOINTMENT OF A BOARD OF
DIRECTORS AND DESIGNATION OF THE CHAIRPERSON OF THE
Oldman River Regional Services Commission,**

WHEREAS the [Oldman River Regional Services Commission](#) has been established by Alberta Regulation [303/2003](#), and

WHEREAS the first Board of Directors and Chairperson of the [Oldman River Regional Services Commission](#) were appointed through Ministerial Order [L:143/03](#) in accordance with the *Municipal Government Act*, and

WHEREAS pursuant to Section 602.07(1) (a) of the *Municipal Government Act*, the [Oldman River Regional Services Commission](#) must pass a bylaw respecting the appointment of its Directors and the designation of its Chair, and

WHEREAS a bylaw passed under Section 602.07(1) (a) of the *Municipal Government Act*, must be approved by the Minister of Municipal Affairs before coming into force, (and)

WHEREAS [Bylaw No. 2004-1](#) was adopted and the Board wishes to repeal that bylaw.

NOW THEREFORE the Board of Directors of the Commission enacts the following:

1. DEFINITIONS

- 1.1. "Act" means the *Municipal Government Act*, R.S.A. 2000, c. M-26;
- 1.2. "Board" means the Board of Directors of the Commission;
- 1.3. "Chair" means the chairperson of the Board and the Executive Committee;
- 1.4. "Commission" means the [Oldman River Regional Services Commission](#);
- 1.5. "Director" means a person appointed to the Board of Directors of the Commission in accordance with this Bylaw;
- 1.6. "Member" or "Members" means the member municipal authorities as set out in the Regulation;
- 1.7. "Regulation" means Alberta Regulation No. [303/2003](#).

2. REPEAL

- 2.1. [Bylaw No. 2004-1](#) is repealed and replaced by this Bylaw.

3. BOARD OF DIRECTORS

- 3.1. The Board shall consist of [42](#) Directors that shall be appointed as follows:
 - 3.1.1. [Each member shall appoint one](#) Director and one alternate Director who can act in place of the Director; they shall both be elected officials of their municipality. [Alternate Directors may vote only when their Director is absent from Commission meetings.](#)
 - 3.1.2. [The Municipality of Crowsnest Pass shall have two voting Directors, in deference to their amalgamation into a Specialized Municipality and as previously agreed to upon formulation of the Commission.](#)

- 3.2. A Director will cease to hold appointment to the Board upon:
 - 3.2.1. the termination of a municipality's membership, or
 - 3.2.2. the Director ceasing to be an elected official of the Member they represent, or
 - 3.2.3. the Director being replaced by another elected official as approved by municipal council resolution.

4. AMENDMENTS

- 4.1. Notification of alteration, amendment, or repeal of this Bylaw shall be provided to Directors and Members of the Commission on file with the Executive Secretary thirty calendar days prior to such action being adopted by the Board of Directors. The designated representative for Members specifically for such notices shall be the Chief Administrative Officer of the Member.
- 4.2. In accordance with section 602.07(2) of the Act, a bylaw to amend this Bylaw does not come into force until the bylaw is:
 - 4.2.1. passed by a majority of the Directors of the Board; and
 - 4.2.2. approved by the Minister of Municipal Affairs.

READ A FIRST TIME this _____ day of _____, 2013

READ A SECOND TIME this _____ day of _____, 2013

READ A THIRD TIME this _____ day of _____, 2013

CHAIR

MANAGER

Approved by the Minister of Municipal Affairs pursuant to Section 602.07(2) of the *Municipal Government Act*, this _____ day of _____ 2013.

MINISTER OF MUNICIPAL AFFAIRS

BYLAW NO. 2013-2

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Oldman River Regional Services Commission

BEING A BYLAW RESPECTING THE PROVISION OF SERVICES AND THE GOVERNING AND PROCEEDINGS OF ADMINISTRATION OF THE OLDMAN RIVER REGIONAL SERVICES COMMISSION.

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WHEREAS the **OLDMAN RIVER REGIONAL SERVICES COMMISSION** has been established by the Lieutenant Governor in Council (O.C. 464/2003) and Alberta Regulation 303/2003, and

WHEREAS pursuant to Section 602.07(1)(b) of the *Municipal Government Act*, the **OLDMAN RIVER REGIONAL SERVICES COMMISSION** must pass a bylaw governing the fees to be charged by the Commission for services provided to its customers or any class of its customers, and

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WHEREAS the first Board of Directors and Chairperson of the **OLDMAN RIVER REGIONAL SERVICES COMMISSION** was appointed through Ministerial Order L:143/03 in accordance with the *Municipal Government Act*, and

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WHEREAS pursuant to Section 602.07(3) of the *Municipal Government Act*, the **OLDMAN RIVER REGIONAL SERVICES COMMISSION** may pass bylaws respecting the provision of the Commission's services, and the governing of the administration of the Commission, and

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WHEREAS Bylaw No. 2012-1 was adopted and the Board now wishes to repeal that bylaw, and replace it with 2013-2.

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NOW THEREFORE the Board of Directors of the Commission enacts the following:

Read and Adopted by the elected Board of Directors this 5th day of SEPTEMBER, 2013.

Chair – Terry Michaelis

Director/Manager – Lenze Kuiper

<p>OLDMAN RIVER REGIONAL SERVICES COMMISSION</p> <p>BYLAW NO. 2012-1 2013-2</p> <p>PART A</p> <p>MISSION STATEMENT</p>	<p>PART A</p> <p>Date Adopted: September 5, 2012 September 5, 2013</p> <p>Verified by Chair: _____</p>
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A. MISSION STATEMENT

The Oldman River Regional Services Commission will provide professional municipal planning, geographical information system and regional assessment review services and advice to our municipal members and their rate-payers in a professional manner befitting a non-profit entity.

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- Deleted: These services will be provided

OLDMAN RIVER REGIONAL SERVICES COMMISSION BYLAW NO. 2013-2 PART B DEFINITIONS	PART B Date Adopted: September 5, 2013 Verified by Chair: _____
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B. DEFINITIONS

Act means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended.

Agency means the Oldman River Intermunicipal Service Agency (ORISA).

Agenda is the list of items and order of business for any meeting of the Commission or its committees.

Alternate member means a council member appointed to be an alternate to the member who is appointed to attend Commission meetings.

Board of Directors (Board) means the assembly of the councillors appointed by council to represent the municipality on the Oldman River Regional Services Commission.

Board meeting refers to a regular or special meeting of the Oldman River Regional Services Commission.

Breach of confidentiality means the unauthorized disclosure of information that would be prejudicial to the Oldman River Regional Services Commission.

Budget sets out the level of financial operations approved by the Executive Committee to apply in the Oldman River Regional Services Commission for a particular financial year.

Chair means the member elected to serve as chair of the Oldman River Regional Services Commission or, in that member's absence, the vice-chair or, in the absence of either of these, any other member elected to serve as Commission chair.

Commission means the Oldman River Regional Services Commission.

Committee meeting means a meeting of one of the committees appointed by the Oldman River Regional Services Commission to perform a function.

Contract obligations means the terms outlined in the contract agreed to between the member and the Oldman River Regional Services Commission.

Document means all recorded information including written or typed or any information photocopied, stored on film or saved by electronic means.

Employee means all persons employed by the Oldman River Regional Services Commission, unless referred to as a permanent contract employee or a temporary contract employee.

Ex-officio means to serve as a member of a body (a board, committee, council, etc.) who is part of it by virtue of holding another office. Frequently, ex officio members will abstain from voting, but unless by-laws constrain their rights, they are afforded the same rights as other members, including debate, making formal motions, and voting.

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OLDMAN RIVER REGIONAL SERVICES COMMISSION BYLAW NO. 2013-2 PART B DEFINITIONS	PART B Date Adopted: <u>September 5, 2013</u> Verified by Chair: _____
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Executive Committee means the assembly of the Chair, the Vice-Chair and five members elected from and by the Board members to execute those responsibilities delegated by the Board of Directors.

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Local authority means:

- a council, OR
- a school authority, OR
- a district board under the Alberta Hospitals Act.

Manager means the manager/director of the Oldman River Regional Services Commission.

Member means a councillor duly appointed by a member municipal council to serve on the Oldman River Regional Services Commission.

Minister means the Minister of Municipal Affairs.

Municipality means an incorporated city, town, new town, village, summer village, county or municipal district.

Oldman River Intermunicipal Service Agency (ORISA) means the successor organization to the Oldman River Regional Planning Commission, established April 1, 1996.

Oldman River Regional Services Commission means the organization created by the Lieutenant Governor in Council (O.C. 464/2003) and Alberta Regulation 303/2003.

Provincial representative means a person representing a government department or agency invited to attend Commission meetings, or appointed to a committee to assist in the business of the Commission.

Recording secretary means the person designated to keep minutes at a particular meeting.

Records means all ledgers, receipts, invoices, research material, maps, data and other information in hard or electronic form.

Technical Advisors means professional staff, municipal CAOs, employees, etc... who may serve on various Committees of the Board or the Executive Committee by invitation. Technical Advisors do not hold voting rights.

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<p>OLDMAN RIVER REGIONAL SERVICES COMMISSION</p> <p>BYLAW NO. 2013-2</p> <p>PART C</p> <p>PROCEDURES, BOARDS AND COMMITTEES</p>	<p>PART C SECTION 1</p> <p>Date Adopted: September 5, 2013</p> <p>Verified by Chair: _____</p>
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Becoming a Member

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1.7 Municipalities wanting to join the Commission may do so after ratification by the Board.

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1.8 An initial one time entrance fee based on a formula derived by the Executive must be paid to establish equity and ensure the set-up and administration of services for the municipality by the Commission.

1.9 A standard service contract must also be entered into with the Commission.

Fees

1.10 Annual Membership Fees charged to member municipalities will be in accordance with the requisition formula(s) prescribed by the Executive Committee.

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1.11 Fee for Service charges to member municipal and non member customers will be in accordance with the rates prescribed by the Executive Committee.

1.12 Subdivision Application Fees charged will be in accordance with the rates prescribed by the Executive Committee.

1.13 Geographical Information System (GIS) Membership Fees charged to participating member municipalities and to non-member customers will be in accordance with the rates prescribed by the Executive Committee.

1.14 Regional Assessment Review Board Fees charged to participating municipal members will be in accordance with the rates prescribed by the Executive Committee.

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Members Withdrawing

1.15 Any municipality withdrawing from membership in the Commission in accordance with the contract shall only be provided with the following materials and information:

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At Commission's expense:

- originals of: index maps, base maps, land use bylaw maps, municipal development plan maps
- duplicate disks of all computer-generated mapping and reports (excluding land ownership maps)
- original subdivision files, when the municipality is granted subdivision approval authority (after the files have been microfiched for Commission records)
- query of the Commission's registered plan data base (so the municipality can identify which plans they need to purchase from Land Titles Office)

At municipality's expense:

- published materials for the municipality (at the rate previously established)
- photocopy or purchase of pertinent census information (at cost)
- photocopy of any archival material (at cost)

At equally-shared expense of Commission and municipality:

OLDMAN RIVER REGIONAL SERVICES COMMISSION BYLAW NO. 2013-2 PART C PROCEDURES, BOARDS AND COMMITTEES	PART C	SECTION 2
	Date Adopted: September 5, 2013	Verified by Chair: _____

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Delegation of Powers

2.7 The Board delegates to the Executive Committee those powers outlined in sections 7, 8 and 9 of Part C of this bylaw.

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OLD MAN RIVER REGIONAL SERVICES COMMISSION BYLAW NO. 2013-2 PART C PROCEDURES, BOARDS AND COMMITTEES	PART C SECTION 5 Date Adopted: September 5, 2013 Verified by Chair: _____
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5. ELECTION PROCEDURE

- 5.1 The manager or their designate will act as returning officer for the election of members at the annual organizational meeting of the Commission.
- 5.2 All members who wish to let their name stand for election for the position of chair, vice-chair and/or members of the Executive Committee shall inform the manager two weeks before the date of the annual organizational meeting. Members may submit written background information about themselves when they put their name forward for election.
- 5.3 Ballots shall be prepared for the annual organizational meeting with the names listed in order as drawn by two designated staff members.
- 5.4 At the organizational meeting, members may make nominations from the floor. Nominations from the floor will be added to the ballot.
- 5.5 If no rural members are elected:
 - as chair; or
 - as vice-chair; or
 - to the Executive Committee;
 then, the Executive Committee shall appoint a rural member to the Executive Committee.
- 5.6 If, on the calculation of the votes, two or more candidates for any office have received the same number of votes, and if it is necessary for determining which candidate is elected, the returning officer shall write the names of those candidates separately on blank sheets of paper of equal size and of the same colour and texture, and after folding the sheets of paper in a uniform manner and so that the names are concealed, shall deposit them in a receptacle and direct some person to withdraw one of the sheets, and the returning officer shall declare the candidate whose name appears on the withdrawn sheet to have one more vote than the other candidate.

OLDMAN RIVER REGIONAL SERVICES COMMISSION BYLAW NO. 2013-2 PART C PROCEDURES, BOARDS AND COMMITTEES	PART C SECTION 6 Date Adopted: September 5, 2013 Verified by Chair: _____
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6. DECISIONS OF THE BOARD

- 6.1 Decisions of the Board shall be made by motion and recorded in the minutes of the respective meeting. A copy of these minutes shall be signed by the chair which, duly signed, shall be known as the "official copy" and shall be maintained in the Commission office.
- 6.2 A decision of the Board comes into effect when:
 - upon approval of the Board; OR
 - if it is given by letter, signed by a person designated to sign on behalf of the Board; OR
 - stated in the decision of the Board.

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7. BOARD ROLE

7.1 The Board governs the Commission through established policies and protocol. The appointed members and elected executive committee are drawn from a diverse cross section of rural and urban municipalities with the intention to best accomplish the mandate and objectives of the Commission, first and foremost.

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OLDMAN RIVER REGIONAL SERVICES COMMISSION BYLAW NO. 2013-2 PART C PROCEDURES, BOARDS AND COMMITTEES	PART C SECTION 7 Date Adopted: September 5, 2013 Verified by Chair: _____
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7. BUDGETING

- 7.1 On or before December 31st each year, the Executive Committee shall prepare and send to the Board a budget which is an estimate of its anticipated revenues and expenditures required as a result of its proposed activities for the next year.
- 7.2 The Board may choose to approve the proposed budget, approve amendments to the proposed budget, or refer all or part of the budget back to the Executive Committee for amendment.
- 7.3 The fiscal year of the Commission is the 12-month period commencing January 1st each year.
- 7.4 The Executive Committee may prescribe charges and fees for any thing or service provided to a local authority, member of the public or other person having regard to the membership contract.
- 7.5 The Commission may acquire assets.
- 7.6 The funds of the Commission shall be deposited in an accredited financial institution covered under the Federal Deposit Guarantee Corporation and approved by the Executive Committee, under an account or accounts maintained in the name of the Commission, and all payments shall be made by cheque drawn upon the account or accounts.

7.7

- Deleted: Accomodating Budget Surplus¶**
- Deleted:** The amount of the surplus will be determined after the annual audit and adoption of the Annual Report and when the Capital Funds minus the Equity in fixed Assets plus Cash in Bank are greater than \$1,000,000 (revised from time to time by resolution of the Executive Committee).¶
- ¶
- 7.8 Surplus rebate will be implemented when the annual surplus is greater than the inflation rate applied to ORRSC surplus level - for example, at 2.5% of the \$1,000,000, the surplus would have to be greater than \$25,000.¶
- ¶
- 7.9 Assume all sources of revenue contributed to the surplus and therefore redistribute the surplus based upon the percentage of membership fee paid, - for example, Town of Coaldale contributed 7.92% of 2012 membership total and would receive 7.92% of the surplus.¶
- ¶
- 7.10 Any surplus redistribution would be in the form of a reduction in membership payment for the quarter following the adoption of the Annual Report.

OLD MAN RIVER REGIONAL SERVICES COMMISSION BYLAW NO. 2013-2 PART C PROCEDURES, BOARDS AND COMMITTEES	PART C Date Adopted: September 5, 2013 Verified by Chair: _____	SECTION 10
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Personnel

- 10.11 The manager is authorized to appoint all personnel pursuant to the functional staff chart, staff complement, class numbers and class titles, pay grids and pay ranges authorized by the Executive Committee. Deleted: 12
- 10.12 The manager is authorized to employ temporary personnel within the limits of the operating budget. Deleted: 13
- 10.13 The manager is authorized to employ legal counsel or other consultants within the framework of the approved budget. Deleted: 14
- 10.14 The manager is authorized to organize the staff, within the approved staff complement and within the functional structure approved by the Executive Committee, to meet the objectives of the Commission's budget and work program and also to meet the Commission's principal duties. In organizing the staff, the manager shall use their discretion and discuss matters of significance with the Executive Committee. Deleted: 15
- 10.15 The manager is authorized to plan, organize and direct the activities of Commission staff, the Commission's legal counsel and other consultants as may be employed from time to time to achieve the intent of the annual work program and to fulfil the functions of the Commission. Deleted: 16
- 10.16 The manager is authorized to recommend detailed remuneration and personnel practices to the Executive Committee to apply to staff in the Commission. Deleted: 17
- 10.17 The manager is authorized to suspend or dismiss Commission staff in accordance with policies established by the Executive Committee. Deleted: 18
- 10.18 The manager is authorized to reclassify, change the job description, or change the pay of Commission staff in accordance with policies established by the Executive Committee. Deleted: 19

Signing Authority

- 10.19 The manager is authorized to affix a signature to documents required to bear the endorsement of the Commission in the administrative execution of its decisions and contractual arrangements. Deleted: 20
- 10.20 The manager is authorized to certify copies of all orders, decisions, approvals, notices, or other things made, given or issued by the Commission. Deleted: 21
- 10.21 The manager may designate, subject to ratification by the Executive Committee, one or more members of their staff to act in the capacity of manager to co-sign cheques. Deleted: 22
- 10.22 The manager or other person authorized by the Executive Committee may endorse documents related to contractual arrangements with respect to subdivision processing and approval. Deleted: 23

Delegation

- 10.23 The manager is authorized to delegate all or some of their responsibilities, but shall remain responsible to the Board and the Executive Committee for the overall performance of these duties. Deleted: 24

OLDMAN RIVER REGIONAL SERVICES COMMISSION BYLAW NO. 2013-2 PART C PROCEDURES, BOARDS AND COMMITTEES	PART C Date Adopted: September 5, 2013 Verified by Chair: _____	SECTION 10
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Advisory Powers And Duties - General

- 10.24 The manager may discuss planning matters with the Board and its committees and advises them:
 - with respect to such policies and guidelines as are required to assist them in carrying out their duties; and
 - on matters before them for decision.Deleted: 25
- 10.25 The manager advises the Executive Committee where legal action may be required to be taken. Deleted: 26
- 10.26 The manager advises the Executive Committee on matters of principle and policy affecting Commission operations. Deleted: 27

Advisory Powers And Duties - Financial

- 10.27 The manager reviews and recommends to the Executive Committee the details of the annual budget estimates and work proposed for the upcoming year. Deleted: 28
- 10.28 The manager recommends to the Executive Committee, as may be felt necessary by passage of time and events, the deferral of purchase of items set out in the budget and the purchase of other items substituted in their place. Deleted: 10.29 The manager recommends to the Executive Committee meeting fees to apply to representatives of member municipalities.
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- 10.29 The manager recommends to the Executive Committee the purchase of unbudgeted items as may be felt necessary. Deleted: 31
- 10.30 The manager recommends to the Executive Committee proposals for office accommodation for the Commission. Deleted: 32
- 10.31 The manager recommends to the Executive Committee the transfer of moneys from one budget account to another, as may be felt necessary. Deleted: 33

Advisory Powers and Duties - Personnel

- 10.32 The manager recommends to the Executive Committee a staff complement, a staff structure, an assignment of pay grades to job classifications, pay grids, pay ranges, a program of fringe benefits, and personnel policies that should apply to the staff of the Commission. Deleted: 34
- 10.33 The manager recommends to the Executive Committee overall policy with respect to personnel and remuneration principles that should apply to Commission staff. Deleted: 35

<p>OLDMAN RIVER REGIONAL SERVICES COMMISSION</p> <p>BYLAW NO. 2013-2</p> <p>PART C</p> <p>PROCEDURES, BOARDS AND COMMITTEES</p>	<p>PART C</p> <p>SECTION 11</p> <p>Date Adopted: <u>September 5, 2013</u></p> <p>Verified by Chair: _____</p>
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12. AMENDMENTS

12.1 Notification of alteration, amendment, or repeal of this Bylaw shall be provided to Directors and Members of the Commission on file with the Executive Secretary thirty calendar days prior to such action being adopted by the Board of Directors. The designated representative for Members specifically for such notices shall be the Chief Administrative Officer of the Member.

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12.2 In accordance with section 602.07(2) of the Act, a bylaw to amend this Bylaw does not come into force until the bylaw is passed by a majority of the Directors of the Board.

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OLDMAN RIVER REGIONAL SERVICES COMMISSION				
Balance Sheet (6 months) Unaudited				
as of June 30, 2013				
Assets				
Total Operating Fund		\$	191,992.00	
Total Capital Fund		\$	701,032.00	
Total Assets		\$	893,024.00	
Liabilities & Equity				
Total Operating Fund		\$	379,594.00	
Total Capital Fund		\$	541,356.00	
Excess Rev/Exp		\$	(27,926.00)	
Total Liabilities & Equity		\$	893,024.00	
OLDMAN RIVER REGIONAL SERVICES COMMISSION				
Income Statement (6 months) Unaudited				
as of June 30, 2013				
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>Variance</u>
TOTAL REVENUE	\$	1,295,175.00	\$ 1,865,188.00	\$ 30.56
Expenditures				
Total Staff Salaries	\$	638,840.00	\$ 1,264,000.00	49.46%
Total Staff Benefits	\$	134,854.00	\$ 214,500.00	37.13%
Total Staff Travel & Mtgs	\$	9,022.00	\$ 25,000.00	63.91%
Total Members Travel & Mtgs	\$	9,664.00	\$ 8,000.00	-20.80%
Total Office & Renovations	\$	16,113.00	\$ 39,000.00	58.68%
Total Telephone & Supplies	\$	10,007.00	\$ 25,200.00	60.29%
Total Printing & Duplication	\$	3,016.00	\$ 9,000.00	66.49%
Total Other Operating Exps	\$	74,777.00	\$ 46,800.00	-59.78%
Total Fixed Assets	\$	23,432.00	\$ 45,000.00	47.93%
TOTAL EXPENDITURES	\$	919,725.00	\$ 1,676,500.00	45.14%
TOTAL BUDGET EXCESS REV/EXP	\$	375,450.00	\$ 188,688.00	

Arena User's Meeting
August 26, 2013
7:00 PM
Council chambers

Attendance:

Kris J. Cope	Arena	chip77757@gmail.com	625-3446 682-9613
Tiffany O'Neil	Figure Skating	wcr@platinum.ca	625-3059
Amanda Zimmer		zimmerca@telus.net	625-1599
Matthew Mitchell	Minor Hockey	matttracymitchell@gmail.com	625-9676
Daryl Sutter	Town	dsutter@telusplanet.net	625-0183
Brad Burns	Minor Hockey	brad.burns@townofclaresholm.com	625-1687
	Cougars		
Lyle Franz	Lacrosse	lyleand maerry@hotmail.com	625-4102

REGRETS:

Fred Lozeman	Red Dogs	flozeman@telusplanet.net	625-4084
Rod Kettles	Minor Hockey		
	Old Timer's	kettles@telus.net	625-3378
Barb Uhl	Farmer's Market	b-uhl@telusplanet.net	625-2298

Call to Order: 7:09 PM

Red Dogs: Fred (telephone message)

- Would like to keep times

Cougars:

- Keep times

Old timers (via email)

- Keep times

Minor Hockey: Matthew/Brad

- Tournament schedule:
 - o Nov 15 – 17 Pee Wee
 - o Jan 31 & Feb 1 Initiation
 - o January 17 – 19 Midget
- iPod dock – for sound system to tie into the Figure skating sound system, so that it is there and cords don't have to be monkeyed with!
- Concession – new stove & deep fryer has been ordered – with a stainless steel counter between the two, Elaine Kettles is organizing this and is to be coordinating the tear out with Mike S of the town.
- Concession – Elaine was wondering if Figure skating still wants the concession open on Wednesday as there appears to be low usage of it! Figure skating does want it open so will inform parents and skaters
- October 26th referees clinic – one day this year

Figure Skating: Tiffany/Amanda

- Still looking for a Can-Power coach – this is still in limbo, but times may not work, requesting a change to their con-power times slot from 5:30 -6:30 Mondays to POSSILBY Thursday 7:15 – 8:15 which is a Bantam time slot
- **REGULAR ICE TIMES**
 - o **Sunday 4:30 – 7:30 PM**
 - o **TBD – can-power coach needed**
 - o **Wednesday 4:15 – 8:30 PM**
 - o **Fridays 3:00 – 6:15 PM**
- **ICE not Needed on:**
 - o **Sunday Oct 13**
 - o **December 23 – Jan 3**
 - o **Sunday 16th – Feb 23**
- **Mezzanine Needed – won't need except for carnival prepping**
- Registration set for Sept 5 at the resource fair
- Have three coaches contracted with a possible 4th for the Can-power
- Have been able to down size to one storage room upstairs
- No major events this year
 - o **Test Day** – Sunday, Feb 9 from 9:00 am - 9:00 pm
 - o **Carnival** – Saturday, March 15, 2014 from 11:00 AM 0 6:30 PM
- Would like ice to stay in until MARCH 29th (please) as there is the major event in Lethbridge which is always the first week of April!

Lacrosse: Lyle

They have plateaued with their numbers

No major issues this summer

Lacrosse schedule had a few small problems, but that is controlled by Alberta Lacrosse

No rain or leak issues since the roof was fixed

Girls change room behind visitors bench is not adequate – too small, no facilities

Rink: Kris:

- Ice should be ready Sept 23 – will try to have it in until end of March – but depends on scheduling done by Mike S.
- Gun show is booked for May

Town Report: Daryl

- The set asides of budget allocation for rink boards and slab should be at about 50% now – request to arena users to be searching for grants that will help out with this project
- Election year – thanks for coming out!

Other:

NEXT MEETING: To be Determined in SPRING of 2014 @ COUNCIL CHAMBERS

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



September 4, 2013

Re: Thank-you for Sponsoring T-shirts for Claresholm Fitness Challenge 2013

To: The Town of Claresholm

Thank you for sponsoring the T-shirts for our third community wide fitness challenge.

The community is getting excited, teams are being formed, and we are being told that the T-shirt/Watchdog bonus points are a big drawing card.

The price of T-shirts has gone up considerably this year but your donation of \$800.00 will cover approximately one third of the cost. Your logo will appear on the back of the shirts and a thank you note has been printed in the registration packets.

Because of your support, we are keeping the registration fee at \$40.00/team (\$10.00/person). In doing so, we hope that every Claresholm citizen will be able to participate if they want to.

Thank you for helping us work towards a healthy Claresholm.

Sincerely,

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



265 East 400 South – Box 291 – Raymond – Alberta – T0K 2S0 – Tel: 403 752-4585 – Fax: 403 752-3643
Email: safetyctr@abfarmsafety.com Website: abfarmsafety.com

August 31, 2013

Kris Holbeck - CAO
Town of Claresholm
Box 1000
Claresholm, AB T0L 0T0

Kris:

The mandate of our organization is to reduce injuries and fatalities in rural Alberta. Often youth, especially younger children, are not fully aware of the many potential hazards presented by rural living. Increasing their awareness and ability to make informed personal safety decisions is extremely important. Our in-school 'Safety Smarts' program has for the past 15 years worked to change the behaviour of rural youth. The power of this program comes from consistent, face to face delivery. Beginning in kindergarten, our regional instructors build a firm foundation which allows them to influence the attitudes and behaviours of the rural children they teach. Education enables informed decisions.

Our Safety Smarts program is offered free of charge to all elementary school children - Kindergarten to Grade 6, in rural communities of less than 10,000. During the school year which ended in June 2013, we delivered Safety Smarts into 2,635 classrooms in 457 schools reaching 52,529 students across Alberta. More than 1500 classroom teachers completed evaluations, with 99% rating both content and delivery as excellent; being both age appropriate and valuable for their students. Children who participate in Safety Smarts have changed behaviors and we know that young lives have been saved.

The generosity of many make the continued delivery of this program possible. The Alberta Farm Safety Centre would like to gratefully acknowledge the recent contribution made by the Town of Claresholm in support of this unique and successful safety initiative.

Find charitable receipt # 0579 enclosed. Thank you for making safety a priority.

Sincerely,

Laura Nelson
Executive Director
Alberta Farm Safety Centre