



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
APRIL 28, 2014
AGENDA

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

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING MINUTES APRIL 14, 2014

FINANCES: MARCH 2014 BANK STATEMENT

DELEGATIONS:

1. **DUSTIN FULLER, Liberal Candidate for Macleod (MP)**
RE: Introduction
2. **STUART DEROCHIE**
RE: Frontier Western Shop

ACTION ITEMS:

1. **BYLAW #1597: 2014 Mill Rates**
RE: 2nd & 3rd Readings
2. **CORRES: Nobleford Heritage Society**
RE: Celebration in Nobleford on August 9, 2014
3. **CORRES: Claresholm & District Chamber of Commerce**
RE: Mexican Fiesta 2014
4. **CORRES: Claresholm Minor Lacrosse**
RE: Requests for 2014 Season
5. **CORRES: Ida Jensen**
RE: Mountainview Crescent & Saddle Mountain Road
6. **STAFF REPORT: Utility Charges on Short-Term Vacant Properties**
7. **ADOPTION OF INFORMATION ITEMS**
8. **IN CAMERA: Legal / Development**

INFORMATION ITEMS:

1. Municipal Planning Commission Minutes – March 7, 2014
2. Municipal Planning Commission Minutes – April 7, 2014
3. Oldman River Regional Services Commission Executive Committee Minutes – February 13, 2014
4. Interagency Meeting Minutes – April 17, 2014
5. Chinook Arch Regional Library System Board Report – April 2014
6. Oldman Watershed Council e-Newsletter – April 2014
7. Oldman Watershed Council Receipt of Donation – April 4, 2014
8. Porcupine Hills Lodge Regular Meeting Minutes – March 4, 2014

ADJOURNMENT



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
APRIL 14, 2014**

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

PRESENT: Mayor Rob Steel; Councillors: Jamie Cutler, Chris Dixon, Shelley Ford, Mike McAlonan and Lyal O'Neill; Chief Administrative Officer: Kris Holbeck; Secretary-Treasurer: Karine Wilhauk; Manager of Regulatory and Property Services: Jeffery Gibeau

ABSENT: Councillor Betty Fieguth

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

CARRIED

MINUTES: **REGULAR MEETING – MARCH 24, 2014**

Moved by Councillor Dixon that the Regular Meeting Minutes of March 24, 2014 be accepted as presented.

CARRIED

FINANCES:

1. JANUARY 2014 BANK STATEMENT

Moved by Councillor Cutler to accept the January 2014 bank statement as presented.

CARRIED

2. FEBRUARY 2014 BANK STATEMENT

Moved by Councillor O'Neill to accept the February 2014 bank statement as presented.

CARRIED

DELEGATIONS:

**1. COMMUNITY FUTURES ALBERTA SOUTHWEST
RE: Introduction to Community Futures Program**

Tony Walker, General Manager, appeared on behalf of Community Futures Alberta Southwest to introduce Council to the Community Futures Program. Their organization has been around since 1995. Tony mainly wanted to focus on Business Improvement Loans (BILs) done in conjunction with local municipalities and the Prairie Canada Futures Game which is free to participants and engages groups to discuss the future.

**2. ROYAL CANADIAN LEGION Br.41
RE: Presentation on the Legion in Claresholm**

Comrades Doreen Van Langen, Ed Hood and Roy Johnson were present to introduce Council to the Royal Canadian Legion in Claresholm. They were incorporated in 1927 and are non-profit. The legion is not a business but exists for the social and recreational benefit of their members, but they also welcome the general public. They have two paid employees: the bartender and the janitor. They would like to invite Council to come to the Legion to celebrate 100 years since World War I. They donate generously to the community. They would like to ask that they still receive forgiveness of the municipal portion of their property taxes.

ACTION ITEMS:

**1. BYLAW #1594: Friends of the Claresholm Public Library Loan
RE: 2nd & 3rd Readings**

Moved by Councillor Ford to give Bylaw #1594, regarding a loan to the Friends of the Claresholm Public Library Board, 2nd Reading.

CARRIED

Moved by Councillor Cutler to give Bylaw #1594, regarding a loan to the Friends of the Claresholm Public Library Board, 3rd & Final Reading.

CARRIED

2. 2014 OPERATING BUDGET

Moved by Councillor McAlonan to accept the 2014 Operating Budget as presented.

CARRIED

**3. BYLAW #1597: 2014 Mill Rates
RE: 1st Reading**

Moved by Councillor Ford to give Bylaw #1597, regarding 2014 Mill Rates, 1st Reading.

CARRIED

**4. CORRES: Hon. Ken Hughes, Minister of Municipal Affairs
RE: MSI Capital & BMTG Programs**

Received for information.

**5. CORRES: Alberta Transportation
RE: 2013 Basic Municipal Transportation Grant**

Received for information.

**6. CORRES: Alberta Transportation
RE: Alberta Municipal Water/Wastewater Partnership Grant**

Received for information.

**7. CORRES: Municipal District of Willow Creek
RE: Fire Truck Agreement, Schedule "A"**

Moved by Councillor Cutler to approve the revised Schedule "A" of the Town of Claresholm / MD of Willow Creek No. 26 Fire Truck Agreement.

CARRIED

**8. CORRES: The Boarderline Skate & Snowboard Shop
RE: Request for Event at Skateboard Park**

Moved by Councillor Dixon to allow the Boarderline Skate & Snowboard Shop to hold an event at the skateboard park on the stipulation that they meet the Town's Terms of Agreement for such an event and they work with administration on details, with the suggestion that they consider Canada Day as the possible event date.

CARRIED

**9. CORRES: Claresholm Lions Club
RE: Fly-in Breakfast at Claresholm Airport August 23, 2014**

Moved by Councillor Dixon to allow the Claresholm Lions Club to hold a Fly-in Breakfast at the Claresholm Industrial Airport on August 23, 2014.

CARRIED

**10. CORRES: Southern Alberta Energy from Waste Association
RE: Update from Spring Info Session & 2014 Membership Fee**

Received for information.

**11. CORRES: Claresholm Public Library
RE: Greetings at Claresholm Women's Conference**

Received for information.

**12. CORRES: Claresholm & District Health Foundation
RE: Foundation's Annual Charity BBQ**

Moved by Councillor Dixon to allow the Claresholm & District Health Foundation to have their annual charity BBQ in Amundsen Park on June 12, 2014.

CARRIED

**13. CORRES: Claresholm Minor Lacrosse
RE: Requests for 2014 Season**

Referred to administration.

**14. CORRES: Willow Creek Agricultural Society
RE: General Liability Insurance**

Moved by Councillor Ford to pay the Willow Creek Agricultural Society's commercial general liability insurance, for the 2014 year only, in the amount of \$3,775.30.

CARRIED

**15. CORRES: Claresholm & District Fair Board
RE: Request for Budget Increase**

Received for information.

**16. CORRES: Tony Hamlyn
RE: Application to the Claresholm Public Library Board**

Moved by Councillor Dixon to appoint Tony Hamlyn to the Claresholm Public Library Board.

CARRIED

17. STAFF REPORT: Proposed Additional Committees

Moved by Councillor O'Neill to appoint Councillors Chris Dixon and Mike McAlonan to the Emergency Advisory Committee.

CARRIED

18. Year-to-Date Revenue & Expenditure Report

Received for information.

19. ADOPTION OF INFORMATION ITEMS

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

CARRIED

20. IN CAMERA: Legal

Moved by Councillor Dixon that this meeting go In Camera.

CARRIED

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

CARRIED

Moved by Councillor Dixon to appoint Mayor Steel and Councillor Cutler to the Adhoc Steering Committee for the Multi-Use Community Building and Town Hall Project.

CARRIED

Moved by Councillor O'Neill to direct Administration to provide letters to the parties who are currently being provided with High Pressure Fire Sprinkling System (HPFSS) service advising that, given that the estimated cost of HPFSS replacement is significantly higher than the total amount of user fees allocated towards the HPFSS system replacement during the term of the HPFSS service agreements, Council has determined that it's not financially feasible to replace the system. Accordingly, the Town will not be repairing the HPFSS engine, re-instating HPFSS service, nor extending the term of the HPFSS service agreements beyond March 31, 2014.

CARRIED

Moved by Councillor McAlonan to direct Administration to provide letters to the parties who are currently being provided with High Pressure Fire Sprinkling System (HPFSS) service advising that as the Town will not be replacing the HPFSS system, the Town will be refunding HPFSS service fees which are being held in the reserve fund account for the purpose of replacing the HPFSS system.

CARRIED

ADJOURNMENT: Moved by Councillor Ford that this meeting adjourn at 10:58pm.

CARRIED

Mayor – Rob Steel

Chief Administrative Officer – Kris Holbeck

**TOWN OF CLARESHOLM
MARCH 2014 BANK STATEMENT**

RECONCILED BALANCE FEBRUARY 28, 2014			\$654,204.49
DEPOSITS TO BANK	DEBITS	CREDITS	BALANCE
RECEIPTS FOR MONTH	\$661,883.45		
REVOLVING LOAN RECEIVED	0.00		
CURRENT ACCOUNT INTEREST	299.86		
GIC REDEEMED	510,000.00		
INTEREST ON GICS	1,887.54		
TRANSFERS FROM T-BILLS	0.00		
SUBTOTAL	\$1,174,070.85		
CHARGES TO ACCOUNT			
ACCOUNTS PAYABLE		\$664,568.59	
PAYROLL CHARGES		111,464.16	
INTEREST ON REVOLVING LOAN		0.00	
REVOLVING LOAN PAID		0.00	
LOAN PAYMENTS		0.00	
MASTERCARD PAYMENT		935.90	
TRANSFERS TO T-BILLS / GIC PURCHASE		0.00	
NSF CHEQUES		0.00	
SERVICE CHARGES		107.06	
SCHOOL FOUNDATION PAYMENT		282,084.49	
SUBTOTAL		\$1,059,160.20	
NET BALANCE AT END OF MONTH			\$769,115.14
BANK RECONCILIATION			
BALANCE PER BANK	1,005,997.96		
PLUS OUTSTANDING DEPOSITS	5,430.92		
LESS OUTSTANDING CHEQUES		-242,313.74	
RECONCILED BALANCE MARCH 31, 2014			\$769,115.14
OTHER BALANCES:			
EXTERNALLY RESTRICTED T-BILLS	\$547,707.56		
EXTERNALLY RESTRICTED GIC'S (FCSS)	\$0.00		
NON-RESTRICTED GIC'S	\$1,250,000.00		
PARKING RESERVE	\$3,621.64		
WALKING PATHS RESERVE	\$1,971.04		
OFFSITE LEVY RESERVE	\$62,375.47		
SUBDIVISION RESERVE	\$36,069.27		
REVOLVING LOAN BALANCE		\$0.00	

SUBMITTED TO TOWN COUNCIL THIS 28th DAY OF APRIL 2014

K. Wilhauk

Submitted: Karine Wilhauk
Secretary Treasurer

K. Holbeck 4/25/2014

Reviewed: Kris Holbeck, CA
Chief Administrative Officer

DELEGATIONS



April 24, 2014

Presentation overview at the Meeting of the Council of the Town of Claresholm April 28, 2014

Frontier Western Shop is under new management in a non-finalized, conditional agreement selling to Layne MacKay (Derochie) and Travis Booth. The following proposal is instrumental in finalizing the purchase of Frontier Western Shop.

At this time the front store next to the highway has been closed by the prior owners - under the reasoning that customers were not flowing from one building to the next, especially in the cold winter months. Travis Booth and Layne Mackay feel that the amount of space the two buildings can provide is absolutely necessary.

This lack of customer movement has cost Frontier Western Shop lost sales, increased staffing levels and ultimately lost profitability. Frontier Western Shop requests permission to join the two buildings together, corner to corner, and open up the front building once again maximizing resources and regaining lost profitability.

In the past, approximately six to seven years ago, Stuart Derochie had made a conditional agreement with the Town of Claresholm to proceed with this plan. The past ownership group did not proceed with this agreement instead trying out sales from two separate buildings. Frontier Western Shop requests that this agreement be considered once again to assist Frontier in this regrowth stage and help solidify the future of our 34 year local business.

We feel that Frontier has displayed it's citizenship through corporate and property taxes in excess of \$21,000 per year, employing on average 15 – 20 local community members and as such injecting over \$1 Million in wages on an annual basis. Frontier sponsors local events such as hockey tournaments, home shows as well as events in the western lifestyle at the Claresholm Agriplex. Frontier sponsorship to these events is more than \$50,000 a year, a great investment to attract events that benefit all businesses here in Claresholm.

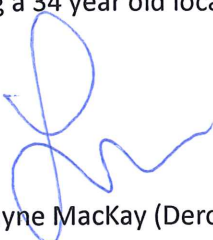
Beyond our direct involvement in the community, Frontier Western Shop sends out over 50,000 catalogues for our mail order business. We feel that this advertises our business, our town, and attracts many people to our community from all over the Canada and the World. It has been enjoyable seeing people from so many places over the past 34 years and introducing them to the Town of Claresholm.

We humbly request your assistance and partnership in maintaining a 34 year old local business, ensuring not only our success but also the growth of our community.

Regards,



Travis Booth



Layne MacKay (Derochie)

ACTION ITEMS



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1597**

A bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2014 taxation year.

WHEREAS, the Town of Claresholm has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the Council meeting held on April 14, 2014; and

WHEREAS, the estimated municipal expenditures and transfers set out in the budget for the Town of Claresholm for 2014 total \$8,944,507; and

WHEREAS, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$4,661,803; and the balance of \$4,282,704 is to be raised by general municipal taxation; and

WHEREAS, the requisitions are:

Alberta School Foundation Fund (ASFF)	
Residential & Farmland	\$872,050.15
Non-Residential	\$256,287.80

Porcupine Hills Lodge Foundation (PHL)	
Residential & Non-Residential	\$109,349.81

WHEREAS, the Council of the Town of Claresholm is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

WHEREAS, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the *Municipal Government Act*, Chapter M26, Revised Statutes of Alberta, 2000; and

WHEREAS, the assessed value of all property in the Town of Claresholm as shown on the assessment roll is:

Residential & Farmland	\$329,530,420.00
Non –Residential	\$70,622,600.00
Machinery & Equipment	\$691,540.00
Total	\$400,844,560.00

NOW THEREFORE under the authority of the *Municipal Government Act*, the Council of the Town of Claresholm, in the Province of Alberta, enacts as follows:

2. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Town of Claresholm:

	Tax Levy	Assessment	Tax Rate
General Municipal			
Residential	\$2,109,520	\$323,471,640	6.5215%
Vacant Residential & Farmland (VR&F)	\$63,617	\$6,058,780	10.5%
Non-Residential	\$854,534	\$70,622,600	12.1%
Machinery & Equipment	\$0	\$691,540	0%
Seniors Self Contained Housing (SSCH)	\$17,344	\$2,659,540	6.5215%
	\$3,045,015	\$403,504,100	

ASFF	Tax Levy	Assessment	Mill Rate
Residential & VR & F	\$872,050	\$329,530,420	2.6463%
Non-Residential	\$256,288	\$70,622,600	3.6290%
Total Education Requisition	\$1,128,338	\$400,153,020	
PHL	Tax Levy	Assessment	Tax Rate
Residential, Non-Residential VR & F, and SSCH	\$109,350	\$402,812,560	0.2715%

MILL RATES BY CLASSIFICATION

	RESIDENTIAL	NON-RESIDENTIAL	VACANT RESIDENTIAL & FARMLAND	SENIORS SELF CONTAINED HOUSING
EDUCATION - ASFF	2.6463%	3.6290%	2.6463%	0%
PORCUPINE HILLS LODGE REQUISITION	0.2715%	0.2715%	0.2715%	0.2715%
MUNICIPAL	6.5215%	12.1%	10.5%	6.5215%
TOTAL MILL RATE	9.4393 %	16.0005 %	13.4178 %	6.7930 %

3. That this bylaw shall take effect on the date of third and final reading.

READ a first time in Council this **14th** day of **April** 2014 A.D.

READ a second time in Council this day of 2014 A.D.

READ a third time in Council and finally passed this day of 2014 A.D.

Rob Steel, Mayor

Kris Holbeck, Chief Administrative Officer

April 21, 2014

Town of Claresholm Council
Town Office
221 – 45 Avenue West
PO Box 1000
Claresholm, AB T0L 0T0

Dear Council,

The Nobleford Heritage Society cordially invites you to share in a day of Celebration in Nobleford. Our celebration will take place on Saturday August 9, 2014

The day will be filled with activities for the entire family. We will begin at 8:00 am with a pancake breakfast at the Community Complex on Kipp Street followed by a parade and continue until 4:00 pm with numerous family fun activities as we Celebrate our Heritage.

We hope you will participate in our many family fun events and consider entering our parade. For further information or to make arrangements, please contact me at 403-824-3554.

We look forward to your attendance.

Yours Truly,

Barbara Gibson
Nobleford Heritage Society President

Staff Report

To: Council
From: CAO
Date: April 28, 2014
Re: Parade Invitations – Town's Current Process

Per the attached invitation, the Town of Claresholm receives invitations to neighboring community parades throughout the summer. The Town sends its float with the Durango to attend a small portion of these parades. Fred and Ellen Palmer are the Town representatives who take the Durango and float to the towns and are part of their parades. The list of parades being attended is posted in the photocopier room.

Currently the funding to recompense the Palmers is taken out of Economic Development funding. In 2013, the float attended 8 parades throughout southern Alberta and the cost to the Town was approximately \$2,500 for compensation to the Palmers and candy to throw in the parades. This is the amount estimated to be spent again in 2014 on parade participation.

Kris Holbeck, CA CAO Town of Claresholm



Claresholm & District Chamber of Commerce
Box 1092, Claresholm, AB T0L 0T0

Town Of Claresholm
PO Box 1000
Claresholm, AB T0L 0T0

April 14, 2014

Request of Council:

RE: Mexican Fiesta 2014

On behalf of the Chamber of Commerce I am asking permission for our group to hold the Mexican Fiesta in Amundsen Park on Friday June 20, 2014 from 5 – 11 PM. We will need access to the Park starting that morning to begin set-up. In that regard we would once again appreciate any assistance that could be provided by the Town crew in the pick-up of the fence panels from UFA and the set-up of those panels.

Please let me know if you require further information or have any concerns you would like us to address. Thank you for your consideration of our request and for all of your past support.

Sincerely,

Wilf Gour, Chair
2013 Mexican Fiesta
Organizing Committee
403-625-4334(B), 403-625-0036(C)
403-625-4311(F)

March 25, 2014

To: The Mayor and Council of the Town of Claresholm

From: Dean Smith, Lyle Franz of Claresholm Minor Lacrosse Association President and Vice president.

Re: Arena Rental Monies outstanding from the 2013 season

Honorable Mayor and Council Members:

I am writing this letter to you in regards to the monies still owed to the Town of Claresholm for the month of June of the 2013 season. As you know, the Claresholm Minor Lacrosse Association relies heavily on the generous donations from various local businesses and organizations in order to keep our registrations costs down. Last year, we began a program to buy equipment for a few kids who used Kidsport for their registration and could not afford their own equipment.

Unfortunately, the association experienced less than normal amounts of donations which has made it difficult to pay all of our bills. In the past, the Association has always paid the town prior to the following season and is currently looking into reasons why we ended the 2013 year so short of funds, this is why we are asking council for the following:

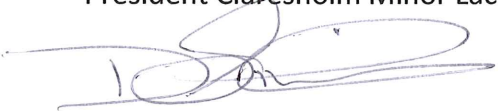
1. Reduction in hours billed for practices on June 2013, officially our season ended on June 15/2013 and our bantam and midget team had officially ended their season but our Mini tyke and novices did practice after the 15 of June – half hour for mini-tyke and one hour for novice. Total of hours is 1.5 hours x 4 = 6 hour reduction = \$180.00
2. We are also asking the council for an extension to the end of the 2014 season to allow us to collect the money still owing.
3. We are also asking the council for the use of the arena for April, May, June 2014 season for practices and games.

To date, due to the generous donations and hard work from our local businesses, we have paid one thousand dollars towards the bill. The association is working diligently to rectify this situation in order to maintain good standing with the town.

Last year, Claresholm Minor Lacrosse Association had 58 kids playing on four different teams with ages ranging from four to sixteen years old. We anticipate a similar amount of kids this year and the ability to rent the arena is crucial to our running a season this year.

Thank you for taking the time to consider this request and we look forward to hearing from you soon.

Regards,
Dean Smith
President Claresholm Minor Lacrosse Association

A handwritten signature in black ink, appearing to read 'Dean Smith', with a large, sweeping flourish extending to the left.

Lyle Franz
Vice-President Claresholm Minor Lacrosse Association

A handwritten signature in blue ink, appearing to read 'Lyle Franz', with a large, sweeping flourish extending to the right.

Karine Wilhauk

From: Lisa Chilton
Sent: April-24-14 2:44 PM
To: Karine Wilhauk
Cc: Kris Holbeck
Subject: FW: Arena Payment and Usage

The following e-mail is the proposed plan to pay off the past due charges for arena rental from last year that were incurred by the Lacrosse league. The money from High River they are referring to is money they are potentially receiving because High River lost some of Claresholm's equipment and they are reimbursing them. (not a sure thing). A telephone conversation with both Dean Smith and Mellisa Bremner of the Lacrosse League indicated that there will be no games only practices and skill training and fun games amongst themselves. If they require the arena on a Saturday for any reason they will give notice by the previous Monday. Still should not require staff as it would be fun games amongst themselves.

Lisa Chilton

TAX/HUMAN RESOURCES MANAGER
TOWN OF CLARESHOLM
(403)625-3381 Phone
(403)625-3869 Fax
lisa.chilton@townofclaresholm.com E-mail

From: Mellisa Bremner [<mailto:rockmenregistrar@gmail.com>]
Sent: Thursday, April 24, 2014 2:37 PM
To: Lisa Chilton
Subject: Arena Payment and Usage

Hello all,

We have agreed to use the money from High River to pay off our outstanding bill. We have not received the cheque yet. As soon as we do we will pay the town bill. We are also collecting money on the twenty ninth of this month from players. If the High River money has not come in by then we will use player fees. We would use the arena on Tuesdays and Thursdays, from four fifteen until seven pm. We will not be holding games. Practices, skills teaching, and scrimmages will be our use. I hope this is enough information for you. If not please feel free to call me @ 403-625-9377

Thank you very much for your time on this matter.

--

Mellisa Bremner
Registrar

Town Council of Claresholm

Attention: Mayor Rob Steel and Town Council Members

April 23 22014

Dear Sir(s)/Madam(s):

Re: Mountainview Crescent and Saddle Mountain Road

I am writing this letter, and including photographs, to bring to your attention the state of Mountainview Crescent and Saddle Mountain Road. The damage depicted in the photographs is caused by the yearly frost/thaw cycle. As you can see in the photographs I took on April 20 2014 between numbers 95 and 104 Mountain view Crescent, this street is in very a very bad state and requires repairs. This happens to this section of our street every. No road repair of any kind has been done to these streets in the four years that I have lived here. Some years the roads have become nearly impassable causing the town to set up street barriers to warn drivers to slow down, but as soon as things firm up again these barriers are removed and no further action is taken. I realise that many streets in town will be in need of attention, but I have yet to see any that are not repaired and maintained except for these ones. As you are aware, the maintenance of these streets is the responsibility of the town, the residents of these streets are on town water, and, more importantly, pay town taxes. Do we not deserve the same consideration as the other taxpaying residents of Claresholm?

I would invite you as individuals, or as a group to drive out and try to maneuver over these areas and see for yourself the conditions we are living with. These streets are not safe, and, in my view and it is just matter of time before someone gets hurt, or experiences vehicle damage as a result.

Please contact me at 403-625-1511 if you need more information.

Thank you for your time and consideration. I look forward to discussing this issue, and its solution, with you at your convenience.

Ida Jensen

104 Mountain View Cres.

Box 2068

Claresholm















**TOWN OF CLARESHOLM
ADMINISTRATION**

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



MEMO

To: Council
From: Administration
Date: April 28th, 2014
Re: Road Damage – Mountain View Cres, Saddle Mountain Road, 8th Street West

Further to the letter dated April 24th, 2014 regarding the damage to Mountain View Cres, Saddle Mountain Road and 8th Street West, Administration is aware that these roads have sustained damage. This is the case with a number of roads throughout the community and is a result of the frost coming out of the ground. When the frost has completely come out, Administration will be working with the Facility & Infrastructure Planning Committee to prioritize the damaged areas of road and determine a repair action plan.

On a side note, the Public Works Department was preparing to re-oil Mountain View Cres, Saddle Mountain Road and 8th Street West in the near future. The extensive damage to a couple areas of Mountain View Cres and Saddle Mountain Road is a result of:

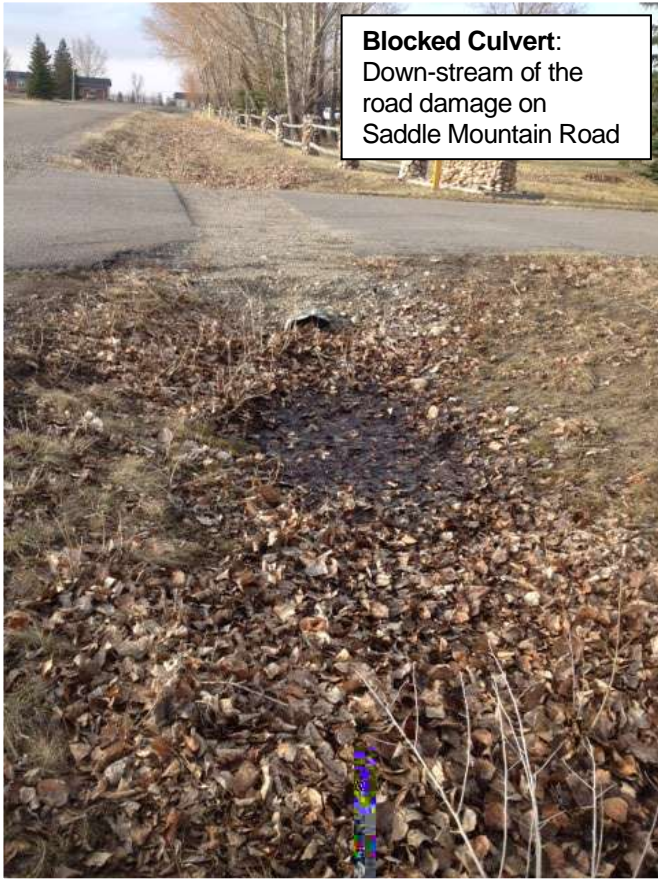
- Poor road base construction by the private developer many years ago, and
- Lack of maintenance by some property owners by allowing their culverts (under their driveway approach) to become blocked by leaves and other debris. Stormwater is backing up from the location of the blockage. Ditches in front of the properties upstream are standing water. The road base is saturated in the areas where roads are showing damage.

The Town is attempting to reduce the annual damage by re-grading the drainage ditches to move stormwater away from the affected portions of road. However, re-oiling alone will not provide permanent solution. To stabilize the road system, a major capital project to replace the road base with proper material and filter cloth is required.

RECOMMENDATION

Administration recommends that Council refer this matter to the Facility & Infrastructure Planning Committee.

Town of Claresholm Administration



Blocked Culvert:
Down-stream of the
road damage on
Saddle Mountain Road



Stormwater Backup:
Down-stream of the
road damage on
Saddle Mountain Road



Blocked Culvert:
Down-stream of the
road damage on
Mountain View Cres.

Staff Report

To: Council
From: CAO
Date: April 28, 2014
Re: Short Term Vacant Properties – Utilities Rates

Councillor O'Neill has requested an agenda item regarding Snowbirds Utilities be added to this week's agenda. Administration has attempted to gather facts regarding this issue, so that Council can discuss the item with factual information.

HISTORICAL AND CURRENT UTILITY CHARGES FOR “SNOWBIRDS”

See attached memo from Lisa Chilton, HR and Tax Administrator

Recommendation: Council refer the matter to staff to compile information as to what the neighboring communities allow for temporary vacancies and utility rates and report back to Council for direction on potential changes to the bylaws and fee schedules.

Kris Holbeck, CA CAO Town of Claresholm

MEMO

Date: April 22, 2014
From: Lisa Chilton
To: Mayor and Council
Re: CHARGES FOR UTILITIES ON VACANT PROPERTIES

There has been a question brought forward regarding the practice of how the Town charges for utilities when properties are vacant. It is currently, and always has been, the Town's practice, as stated in Section 13.7 of the Town of Claresholm Water and Sewer bylaw #1510 not to charge for any utilities when the water is off, so that is water, sewer, garbage and recycling charges. This section states:

“When water service is inactive, the basic sewer and garbage rates will also be deemed inactive”

When the water is physically turned off at the curb stop there are no charges for any utility services. It is an all or nothing situation.

Even though the Bylaw #1575, Recyclable Materials Management Bylaw, does not specifically state there are no charges for recycling while the utility account is inactive it does tie the account to the rest of the utilities by the definition of “account” being the following:

“Account means an agreement between the applicant and the Town of Claresholm for the provision of Utilities”

Recycling is considered a utility so is governed by the same terms as the other utilities as previously stated in bylaw # 1510. The only other charges in relation to this are the charges to connect and disconnect services. Those charges are \$25.00 each. This is the policy regardless of the reason for the vacancy.

Summary

In accordance with the related bylaws, the Town does not charge property owners for any utilities if the water service is disconnected by the Town.

Going Forward

The Town has requested information from other towns in our area, as to their regulations and processes when dealing with snowbirds or other temporary utility shut offs that are not due to disconnection.

INFORMATION ITEMS



MUNICIPAL PLANNING COMMISSION MINUTES

March 7th, 2014

Town of Claresholm – Council Chambers

Attendees:

1. Rob Steel - Council Member (Chairperson)
2. Lyal O'Neill - Council Member (Vice-Chairperson)
3. Shelley Ford – Council Member
4. Sharon Duncan - Member-at-Large

Regrets: Grant Jordan - Member-at-Large

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

8:32 a.m.

Call to Order /Adoption of Agenda

**Motion to adopt
the Agenda by
Councillor Ford**

CARRIED

Adoption of Minutes

- February 7th, 2014

**Motion to adopt
the Meeting Minutes
by Sharon Duncan**

**Seconded by
Councillor Ford**

CARRIED



MUNICIPAL PLANNING COMMISSION MINUTES

March 7th, 2014
Town of Claresholm – Council Chambers

Item 1: Action

DEVELOPMENT PERMIT:

File: D2014.007
Applicant: Judy VanAmerongen (Cherry Apron Personal Chef Service)
Owners: Francis & Judith VanAmerongen
Address: 212 50 Ave East
Legal: Lot 26, Block 122, Plan 2496R
Regarding: Home Occupation- Home Office for Personal Chef Services

**Motion to Approve
with conditions
by Councillor Ford**

**Seconded by
Sharon Duncan**

CARRIED

Conditions:

- 1.) The applicant shall adhere to the stipulations set out in Schedule 10 of the Town of Claresholm Land Use Bylaw No. 1525.
- 2.) The applicant shall contact Richard Steeves, Public Health Inspector (403-625-8652), to make arrangements to obtain a Food Handling Permit.

Item 2: Action

DEVELOPMENT PERMIT

File: D2014.008
Applicant: Ryan Evanshen (Icon Mechanical Inc.)
Owners: Perry & June Evanshen
Address: 4509 3 Street West
Legal: Lot 6, Block 20, Plan 4265JK
Regarding: Home Occupation- Home Office for Mechanical Company

**Motion to Approve
with conditions
by Councillor O'Neill**

**Seconded by
Councillor Ford**

CARRIED

Conditions:

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

Item 3: Information

BYLAW AMMENDMENTS

File: RPS00332
Applicant: Town of Claresholm
Owners: Various
Address: Various
Legal: Various
Regarding: Re-designation of zoning (land use districts)

Staff discussed an overview of the land use bylaw amendment process, stressing that decisions are made by Council and that no direct appeal exists to this decision. Staff presented a report that includes all properties that are part of the draft bylaw. The unique circumstances around each property listed were explained. Staff confirmed that this amendment was initiated by staff, for administrative purposes.

9:15am

Adjourn

**Motion to Adjourn
By Councillor Ford**

CARRIED



MUNICIPAL PLANNING COMMISSION MINUTES

April 4th, 2014

Town of Claresholm – Council Chambers

Attendees:

1. Rob Steel - Council Member (Chairperson)
2. Lyal O'Neill - Council Member (Vice-Chairperson)
3. Shelley Ford – Council Member
4. Sharon Duncan - Member-at-Large

Regrets: Grant Jordan - Member-at-Large

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

8:32 a.m.

Call to Order /Adoption of Agenda

**Motion to adopt
the Agenda by
Councillor Ford**

CARRIED

Adoption of Minutes

- March 7th, 2014

**Motion to adopt
the Meeting Minutes
by Councillor Ford**

**Seconded by
Sharon Duncan**

CARRIED

Item 1: Action

DEVELOPMENT PERMIT:

File: D2014.014
Applicant: Ashlee Beck
Owners: Douglas & Valerie Umsheid
Address: 346 48th Ave West
Legal: Lot 12, Block 27, Plan 7338HT
Regarding: Home Occupation Application;
Home Office for Event Coordinator/Planner

**Motion to Approve
with conditions
by Councillor O'Neill**

**Seconded by
Councillor Ford**

CARRIED

Conditions:

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



MUNICIPAL PLANNING COMMISSION MINUTES

April 4th, 2014
Town of Claresholm – Council Chambers

Item 2: Action

DEVELOPMENT PERMIT

File: D2014.017
Applicant: Don's Catering
Owners: Don & Shirley Leonard
Address: 15 Wildrose Drive
Legal: Lot 34, Block 1, Plan 0010011
Regarding: Home Occupation Application;
Home Office – Catering

**Motion to Approve
with conditions
by Councillor Ford**

**Seconded by
Councillor O'Neill**

CARRIED

Conditions:

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

2.) *The applicant shall contact Richard Steeves, Public Health Inspector (403-625-8652), to make arrangements to obtain a Food Handling Permit.*

Item 3: Action

DEVELOPMENT PERMIT

File: D2014.020
Applicant: Craig Befus
Owners: 1103882 Alberta Ltd.
Address: 28 Saskatchewan Cres.
Legal: Lot 3, Block 5, Plan 0514376
Regarding: Change in Use;
Wood Cabinet Manufacturing

**Motion to
Postpone Development
Permit Application to
the April 17th, 2014
Municipal Planning
Commission Meeting
by Sharon Duncan**

**Seconded by
Councillor O'Neill**

CARRIED

9:10am

Adjourn

**Motion to Adjourn
By Councillor Ford**

CARRIED



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 2 (2014)

EXECUTIVE COMMITTEE MEETING

Thursday, February 13, 2014 at 7:00 p.m.

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

Gordon Wolstenholme - Chair
Henry Van Hierden - Vice-Chair
Anne Marie Philipsen
Don Anderberg

Jim Bester
Dave Edmonds (absent)
Bill Martens

STAFF:

Lenze Kuiper - Director

Barb Johnson - Executive Secretary

AGENDA:

- 1. Approval of Agenda - February 13, 2014
2. Approval of Minutes - January 9, 2014 (attachment)
3. Business Arising from the Minutes
4. New Business
(a) AUMA Mayors Caucus Invitation
(b) Council Planning Orientation Evaluations
(c) South Saskatchewan Regional Plan Response
(d) Letter from Jeff Wilson, MLA - Official Opposition Critic for Municipal Affairs (attachment)
(e) Fee For Service Update (attachment)
(f) CPAA Conference - April 14-16, 2014 in Red Deer
(g) Risk Assessment Review (attachment)
5. Accounts
(a) Office Accounts -
(i) December 2013 (attachment)
(ii) January 2014 (handout)
(b) Financial Statements - January 1 - December 31, 2013 (attachment)
6. Director's Report
7. Executive Report
8. Adjournment

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 6:55 P.M.

1. APPROVAL OF AGENDA

Moved by: Henry Van Hierden

THAT the Executive Committee approve the agenda, as presented.

CARRIED

2. APPROVAL OF MINUTES

Moved by: Anne Marie Philipsen

THAT the Executive Committee approve the minutes of January 9, 2014, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

(a) Accrued Vacation Leave

- Accrued Vacation Leave as shown on the Balance Sheet as at December 31, 2013 is just under \$149,000. The Executive Committee would like to review the overtime and vacation policies and work to reduce this figure to 50% by the end of 2014. The Director has met with each planner regarding this issue and has set a goal to reduce the overtime portion to 10 hours per person by the end of the year. There was some discussion regarding planners attendance at meetings covered under our contract, and whether municipalities should be required to pay extra for attendance at special meetings when requested.

4. NEW BUSINESS

(a) AUMA Mayor's Caucus Invitation

- The Director has been asked to give a 1½ hour presentation at the AUMA Mayor's Caucus on March 5, 2014 in Edmonton regarding ORRSC and what we do, etc. Because they are not offering remuneration for time or travel expenses, he is leaning toward saying no, but asked for direction from the Executive on whether or not to accept. The Committee agreed that he should decline the invitation as it was too costly and of little benefit to our organization.

*NOTE: This event was subsequently cancelled on account of poor CAO registration numbers due to the LGAA convention happening at the same time. Instead, they are proposing to hold a webinar on this topic that would be available to all their members.

(b) Council Planning Orientation Evaluations

- Three Council Planning Orientation sessions were held with approximately 150 total in attendance. Several evaluations were returned which gave suggestions that will help in future workshops. Some felt the orientation was not detailed enough, but we tried to give only a brief overview with the option of holding specialized workshops on various topics of interest as the need arises. Planners are also available to come out to a municipality to discuss their specific issues upon request. Jim Bester suggested the orientation be increased to 3 hours to make it more worthwhile for those coming in from far distances.

(c) South Saskatchewan Regional Plan Response

- Many municipalities have requested ORRSC to draft a report providing some perspective of potential municipal issues on land use planning in the Draft South Saskatchewan Regional Plan released in October 2013. We are in the final stages of preparing a summary of Plan's perceived benefits or impacts and highlighting the main elements that may be of particular interest to our municipalities which will be forwarded to our members sometime next week. Deadline for submissions to the Government of Alberta has been extended to February 28, 2014.

(d) Letter from Jeff Wilson, MLA - Official Opposition Critic for Municipal Affairs

- Correspondence from Jeff Wilson, MLA - Official Opposition Critic for Municipal Affairs expressing his willingness to work with the Minister of Municipal Affairs and our organization on important municipal issues was reviewed. The Director will send a letter of response.

(e) Fee For Service Update

- Fee For Service Projects totalling \$668,635.50 are currently underway at various stages of completion. Of this amount, \$638,340.50 is outstanding. Some of these projects may carry forward into next year and others which are in the process of being approved are not yet listed.

(f) CPAA Conference – April 14-16, 2014 in Red Deer

- ORRSC will send Chair Gordon Wolstenholme and one additional person to the CPAA Conference April 14-16, 2014 in Red Deer. If the M.D. of Willow Creek will sponsor Vice-Chair Henry Van Hierden, Jim Bester will go as the second person.

(g) Risk Management Review

- The attachment "ORRSC - Risk Assessment Matrix 2014" listing anticipated risks and corresponding control measures in place was discussed. The Director will check on our professional insurance and investigate whether a disclaimer on our documents for legal purposes is needed.

5. ACCOUNTS

(a) Office Accounts –

(i) December 2013

5150	Staff Mileage	S. Johnson	\$	21.00
5530	Coffee & Supplies	S. Johnson		77.73
5150	Staff Mileage	L. Kuiper		80.00
5460	Public Relations	L. Kuiper		198.48
5151	Vehicle Gas & Maintenance	Imperial Oil		269.13
5151	Vehicle Gas & Maintenance	Imperial Oil		143.96
5170	Staff Conference & Area	Brownlee LLP		250.00
	L. Kuiper & P. Neufeld - Calgary - "2014 Emerging Trends Seminar - Feb. 13/14 - registration fee			

5280	Janitorial Services	Madison Ave Business Services	425.00
5285	Building Maintenance	Westburne	171.30
5285	Building Maintenance	Wild Rose Horticultural	600.00
5310	Telephone	Bell Mobility	475.50
5310	Telephone	Telus	51.88
5580	Equipment & Furniture Rental	Telus	135.45
5310	Telephone	Telus	349.08
5310	Telephone	Telus	418.03
5580	Equipment & Furniture Rental	Telus	141.45
5320	General Office Supplies	Citi Cards	10.66
5380	Printing & Printing Supplies	Citi Cards	470.72
5330	Dues & Subscriptions	APPI	475.26
5330	Dues & Subscriptions	APPI	950.52
5380	Printing & Printing Supplies	Citi Cards	76.25
5390	Graphic & Drafting Supplies	Citi Cards	127.82
5440	Land Titles Office	Minister of Finance	146.00
5460	Public Relations	M. Burla	410.52
5460	Public Relations	B. Johnson	232.09
5500	Subdivision Notification	Lethbridge Herald	273.00
5532	Assessment Review Board	Ron Lagemaat	165.00
5532	Assessment Review Board	John Willms	130.00
5532	Assessment Review Board	Dennis Gillespie	580.50
5532	Assessment Review Board	Henry Van Hierden	477.05
5570	Equipment Repairs & Maintenance	Xerox	1,051.96
5580	Equipment & Furniture Rental	Xerox	748.88
5580	Equipment & Furniture Rental	Pitney Bowes	292.03
5590	Equipment & Furniture Purchases	Reiter Computer	17,788.60
1160	GST Receivable	GST Receivable	1,256.26
		TOTAL	<u>\$29,666.01</u>

(ii) January 2014

5270	Renovations	Darcy Pansky	\$ 5,060.00
5270	Renovations	John Dudas	1,275.00
5270	Renovations	Logic Lumber	242.40
5280	Janitorial Services	Madison Ave Business Services	475.00
5285	Building Maintenance	Wild Rose Horticultural	300.00
5285	Building Maintenance	DRC Communication	90.00
5310	Telephone	Bell Mobility	1,132.19
5320	General Office Supplies	Desjardin	179.62
5570	Equipment Repairs & Maintenance	Desjardin	148.61
5320	General Office Supplies	Desjardin	51.69
5380	Printing & Printing Supplies	Desjardin	195.31
5330	Dues & Subscriptions	CPAA	250.00
5330	Dues & Subscriptions	Nanton News	54.88
5330	Dues & Subscriptions	AUMA	50.00
5380	Printing & Printing Supplies	Peak Vocational Services	90.00
5380	Printing & Printing Supplies	Desjardin	101.93

5430	Aerial Photos & Maps	Vulcan County	142.90
5430	Aerial Photos & Maps	M.D. of Willow Creek	203.00
5440	Land Titles Office	Minister of Finance	442.00
5470	Computer Software	Blackbridge Networks	6,720.00
5470	Computer Software	ESRI Canada	1,920.00
5520	Meetings	Costco	196.05
5531	GIS Grant	Opus Stewart Weir	39,042.15
5531	GIS Grant	Opus Stewart Weir	20,652.07
5580	Equipment & Furniture Rental	Xerox Canada	960.00
1160	GST Receivable	GST Receivable	<u>3,784.40</u>
		TOTAL	<u>\$83,759.20</u>

Moved by: Don Anderberg

THAT the Executive Committee approve the Office Accounts of December 2013 (\$29,666.01), and January 2014 (\$83,759.20), as presented. **CARRIED**

(b) Financial Statements – January 1 - December 31, 2013

- Staffing level and the idea of a shared IT person was discussed.

Moved by: Bill Martens

THAT the Executive Committee approve the unaudited financial statements:
January 1 - December 31, 2013 **CARRIED**

6. DIRECTOR'S REPORT

- The Director will attend Municipal Government Act review consultations at the end of this month. He has gone through the workbooks and would like to see more time given for decisions. There is talk of mandatory Municipal Development Plans for all municipalities according to size.

7. EXECUTIVE REPORT

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

8. ADJOURNMENT

Moved by: Anne Marie Philipsen

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 8:15 p.m. until Thursday, March 13, 2014 at 7:00 p.m. **CARRIED**

/bj

CHAIR: 

Interagency Meeting Minutes – April 17th 2014

1. Rowan House: Kristy & Lindsey branches@rowanhouse.ca
 - Hope to bring the following programs into Claresholm sometime this year:
 - Healthy Relationships 6 week group for women – details attached.
 - Branches Preventative Education Program – details attached
 - Fundraising Gala last week was the best ever!
 - Currently full with 24 women, 15 children.

Need for 2nd stage housing --- discussion with group about hypothetical possibilities in Claresholm; suggestion: look into Abbyfield Society (helps raise funds and build facilities)

2. AHS/Healthy Community Coalition: Ruth Mueller Ruth.Mueller@albertahealthservices.ca 403-625-8658
 - Free swim at Claresholm Aquatic Centre – every Saturday starting May 10th
 - Fitness Challenge running again this year for 6 weeks starting Sept 15th (good news story from Vulcan who participated last year, running a challenge in Vulcan this year with 55 teams!)
 - Next big step for Claresholm: numerous groups including health services, schools, Town Council & Mayor, playschool, Family Ties, SNAPS, FCSS working together with McMan Services to find a shared space to run programs here; shared resources, reduced stigma for those seeking assistance.
 - PHECC hiring a new Coordinator asap.
 - Play Challenge workshops – next one May 30th
 - Navigator position also coming up, in cooperation with FCSS (Nanton and Claresholm) to help families navigate the system of services for early childhood
3. SNAPS - Valerie Battrum transition@foothillssnaps.org 403-603-3232
 - Community Access Facilitator
 - Would like to bring in a Step Up group for moms, on Thursdays (maybe once a month to start) – group discussed contacting Mike Cutler, schools to promote these services
 - Also upcoming: Sibs shop (May 17 and June 21); Social Skills group April 29-June 3 at SNAPS in High River
 - 4th Annual Motorcycle Rally fundraiser July 19th – volunteers needed
 - Steven Williams presentation on May 12th – Registered disability savings and Child tax credit
4. Claresholm Housing Authority: Maxine 403-625-4133
 - Currently full, one seniors' vacancy coming up; 4 on waitlist for families

5. FCSS: Julia Thompson 403-625-4417
 - Applied for grant for community gardens
 - Helped organize Volunteer appreciation evening last week – went well
 - Coming up: May 3rd – Claresholm Women’s Conference! Tickets available at library or FCSS \$35 (\$55 with wine tasting)
 - Looking into doing another fun teen fitness challenge – maybe in conjunction with our Longest Day of Play in June (21st)?
 - Received funding for tobacco awareness contest – sometime between now and the Fall? We will attend student council meeting May 5th to discuss at the high school.
 - Volunteer tax program – well into the season; deadline has been extended to May 5th

Thank you and Happy Easter!





BOARD REPORT

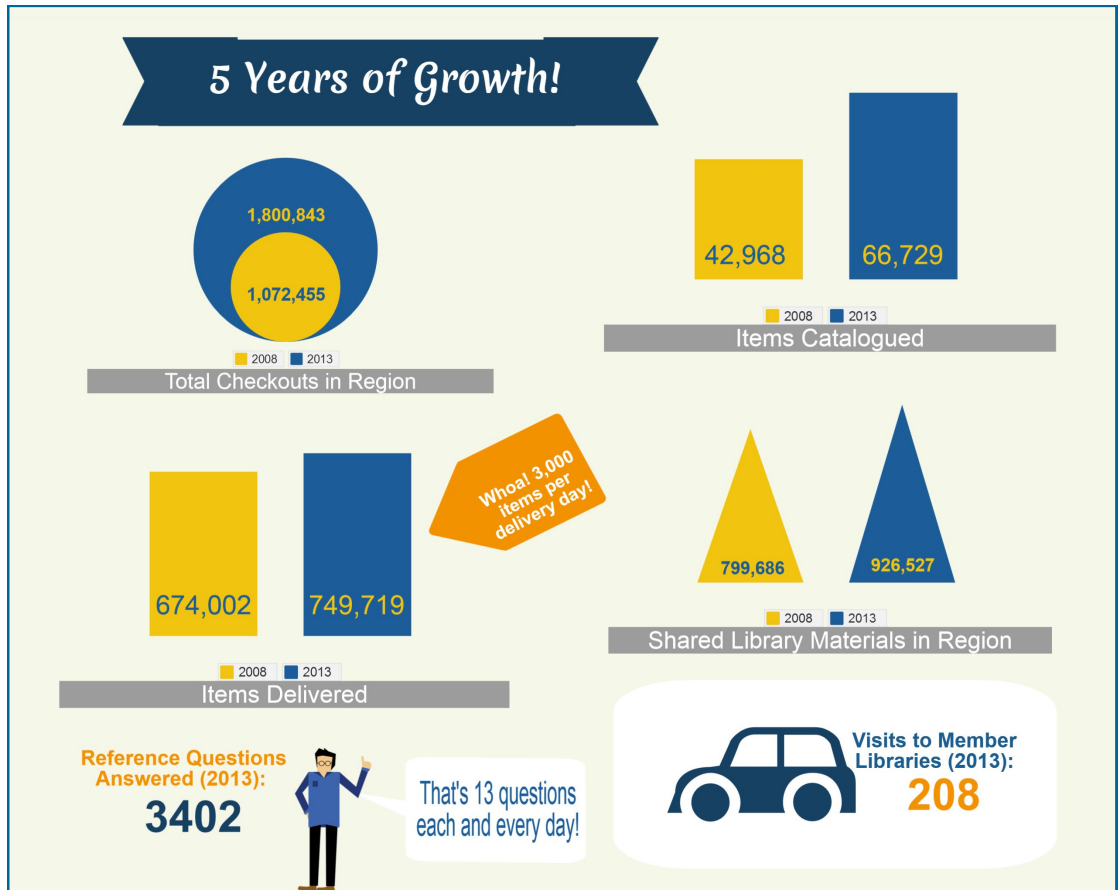
VOL. 13 NO. 1 APRIL 2014

CHINOOK ARCH BOARD MEETING, APRIL 3, 2014

Chinook Arch
Regional Library
System

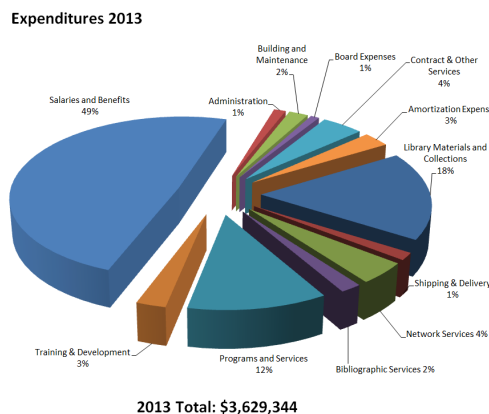
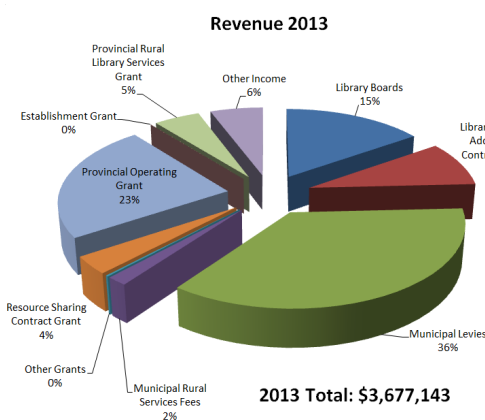
Annual Report Highlights Growth in Regional Library Services over the past 5 years

The Board reviewed and approved the Annual Report to the Public Library Services Branch (PLSB) for 2013. Highlights shown at right show a trend of steady growth in regional library services accessed by residents of southwestern Alberta. Our annual survey of member libraries showed that **100%** of respondents are "Very Satisfied" or "Completely Satisfied" with Chinook Arch Regional Library services.



Audited Financial Statements 2013

Secretary Treasurer Lloyd Kearl (Cardston County) presented the 2013 Audited Financial Statements to the Board. Chinook Arch is in a sound financial position and received a clean audit for 2013. The Board approved the Audited Financial Statements.



Quick Facts 2014:

Population served: 193,379
 Library Service Points: 35
 Municipalities: 39
 School Authority: 1
 Board Chair: Howard Paulsen, Stavelly
 CEO: Maggie Macdonald
mmacdonald@chinookarch.ca

Chinook Arch Regional Library System assists a network of cooperating libraries in southwest Alberta to provide cost-effective, convenient access to information and library resources.

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



OLDMAN WATERSHED COUNCIL

April 2014 E-Newsletter



Photo by Brian Coffey - "Crocuses on Sofa Mountain"

[What's Happening at the OWC](#)

[Upcoming Events and Recent Activities](#)

[Tweeting is Not Just for the Birds!](#)

[We'd Love to Hear from You](#)

[Events and Activities in and around the Basin](#)

[2014 Conferences & Courses](#)

[Job Postings](#)

Hoppy Easter!
from OWC Staff and Board





What's Happening at the OWC

- Shannon Frank, OWC Executive Director

It's time to renew your OWC membership! Deadline for renewal is Wednesday, April 30.

Visit <http://oldmanbasin.org/getinvolved/> to renew your membership online.

Go to the tab "Get Involved" and click on "Membership Forms". There is now four categories to choose from: Individual, Organization, Municipal or Irrigation.

Click on the correct form for you and fill in all of the details - the ones marked with an asterisk is information that Alberta Corporate Registry requires us to keep on file. Hit submit and it's done!

Why be a member of the OWC?

- Receive discounts on OWC activities and events
- Run as a member-at-large on the OWC Board of Directors
- Vote for who you want to represent you as a member-at-large on the OWC Board of Directors
- Be a part of the OWC community by choosing to be involved in a project or by volunteering.

[Contact us](#) if you're interested or want more information.



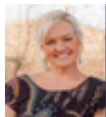
Annual General Meeting Wednesday, June 25, 9 am - 1 pm Enmax Centre, Western Canadian Bank Lounge

Join the OWC Board of Directors!

We have four member-at-large positions on our board and one of these positions is up for renewal this year. This is a two-year term position and will be voted on at the AGM on Wednesday, June 25. A member-at-large is someone who serves on the board as a representative of all of the membership.

To put your name forward for this position, you must be a member in good standing (renew your individual membership by April 30). Please send an email to [Bev](#) to let us know if you are considering to run as a member-at-large or if you have any questions.

The deadline to declare your intention and submit a brief biography telling us about yourself and why you would like to be a member-at-large is Thursday, June 5. For more details see the [Member at Large Job Description](#).



Upcoming Events & Recent Activities

- Leta Pezderic, OWC Program Coordinator

Prairie Urban Gardens Improve Water Quality! Get yours today! (and get rid of your lawn)

Lower your yards environmental impact by creating your very own Prairie Urban Garden! The [7 principles of xeriscaping](#) teach us how to use less water, pesticides and chemical fertilizers which in turn means less contamination of storm water runoff and ultimately our rivers and creeks. Healthy water means healthy people.

Begin your journey at the upcoming tour:



SAVE the DATE! Tour local Xeriscaped gardens in Lethbridge - Saturday, June 21 FREE Self-Guided Garden Tour



Starts at Helen Schuler Nature Centre
 Presentation by: Local plant expert Steve MacRae
 Details and Registration to follow soon at: www.oldmanbasin.org or
 contact Leta Pezderic, OWC Program Coordinator
 at 403-381-5801 or leta@oldmanbasin.org

Visit www.prairieurbangarden.ca for local resources about
 xeriscaping, including the 50 best plants for Southern Alberta!

There's WHAT running down my street?

Storm water collects all kinds of stuff as it runs over our lawns, roads and cities. Pet poop, bacteria, pesticides, fertilizers, sand, oil and garbage are only the beginning. And it doesn't even have to be raining! Your sprinkler creates runoff too. In fact the highest



Photo by Saikut Basu

concentrations of contaminants are found when it ISN'T raining because there's less dilution. And don't forget - all storm water goes directly into our rivers UNTREATED. So we must be more careful about what we do in our own yards.

The OWC in partnership with Lethbridge College, Agriculture and Agri-Food Canada and Alberta Environment and Sustainable Resource Development have come together to work on a Lethbridge Storm Water Outfalls Monitoring Project. This 3 year study (beginning in 2012 and concluding in 2014) involves sampling and testing water from 9 Lethbridge stormwater outfalls for bacteria, nutrients and pesticides from April to September each year. The study is follow up and for comparison to the [study done by Karen A. Saffran](#) in 2000-2002 so we can see if storm water quality is improving or not. This also helps us know if our programs are being effective.

The final report for 2013 has just been released - click on the following link to read it and see what we found in your neighbourhood: [2013 Storm Water Project Report](#). You may be inspired to organize a pet poop pick up day!

Don't have time to read the full report? [\(Click here for 2013 Summary\)](#)

LOGO CONTEST!

Storm Drain Survival Kit

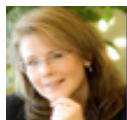
Storm Drain Survival Kit created by Lethbridge Grade 9 student ~ finalist for Caring For Our Watershed Competition

Winner will receive a \$100 gift card to the Telus Spark Calgary Science Centre!

WHO?

- Contest open to grades 7-12

[Click here](#) for more information.



Tweeting is Not Just for the Birds!

- Anna Garleff, OWC Communications Coordinator

"What would you be able to do if you had the best social media platform - ever - at your fingertips?"

This was the question I posed to my colleagues at the OWC Social Media Seminar I taught recently. The answers were clear:

- Volunteer recruitment and retention
- Maximize attendance at events and programs
- Clear brand identification
- Watershed vocabulary enters public discourse
- Strong annual donor base
- Sustained media attention and interest
- Support mission statement
- Positively influence public behavior and policy



However, when it came down to identifying which social media tool is best suited to which objectives, the path through the maze of applications was not so clear. LinkedIn? Twitter? Google Plus? Facebook? You Tube? Pinterest? The options and their functionalities are dazzling to the extent of being overwhelming.

Many corporations, never mind non-profits, don't understand what social media can do.

With the support of Blue Horizon Computer Consulting and Service, I designed a custom-tool that will help the OWC track our efficacy both cumulatively and incrementally. **In the seminar, I outlined the strategy required to focus on "productivity" and not mere "activity"** (I like to call this mindlessness "clicking through the universe"). Most organizations don't realize that just because you have the best social media platform at your disposal (and now we do!) - it doesn't mean you know how to maximize its potential. (In other words: Anyone can sit behind the wheel of a Ferrari, but you actually have to know how to drive it).

The OWC is dedicated to collaborative work with other organizations who are helping improve life in the watershed. **If you have an interest in providing your organization with similar training, please get in touch with me.**

In addition to providing the OWC staff with the tools to maximize their Communications and Outreach activities, I have designed a survey to acquire qualitative and quantitative data. **What? Actual good old face-to-face conversations with REAL people?! Yes.**

The results are astounding. Many people are unaware of where their water comes from, where it goes, how human activity impacts the watershed -- and why they should care. **The surveys consist of 10 questions and provide the opportunity for really good conversations and teachable moments.** People respond positively to the opportunity to interact. What's more, they will relate their encounter with OWC, and what they learned, in their conversations at home and work.

Here's where you come in: Could you commit to having 25 REAL conversations with people about water management and health? **The OWC needs volunteers who can take 10 minutes at a time and complete a survey with someone that they know in their everyday conversations.** Please get in touch and I can send you the template and explain the process. **It's fun, easy to do and you will be making a difference to public awareness and knowledge.** The Oldman River will thank you!



On the Friendraising Front

- Andrea Vaxvick, OWC Development Coordinator



Did you know that Alberta Ecotrust supports the Oldman? They're helping us spread the word that the foundation of a healthy community is a healthy watershed.

Their most recent support has enabled us to hire a Communications Coordinator to increase our profile in the community, train ambassadors to help us achieve our goals and increase the number of people participating in our programs. Alberta Ecotrust has made it possible for us to improve our communications and outreach through social media, including through our blog: Oldmanwatershed.blogspot.ca. Our blog features voices and visions from up and down the watershed.

If you are as passionate as we are about watershed health and would like to be considered as a guest blogger, please get in touch!

Thank you, Alberta Ecotrust!



We'd Love to Hear from You

- Bev Bellamy, OWC Administrative Assistant

Have you checked out the new [OWC blog yet?](#) Click here to view it and let us know what you think! We would love to hear from voices up and down the watershed and welcome submissions to the blog. Email your blog to oldmanwatershed.newsletter@blogger.com.

If you are aware of events and activities happening in and around your community that relates to our watershed, please send me an [email](#) so that we can include them in our monthly E-Newsletter. It is emailed monthly around the 15th, please have your information to me one week before.

Events and Activities in and around the Basin

Pitch-In Lethbridge!

Pitch-In is a national litter picking campaign. Visit www.pitch-in.ca for more information. This year Pitch In Week is from April 20th - 26th! [Pitch In Canada](#) records participation across the country during Pitch In Week but you can clean up litter any time. We will provide bags and a pick up for anyone who chooses to help clean up the community.

Why Pitch In?

1. Lethbridge is beautiful - together we can keep it a clean, green community
2. Prevent plastic products from reaching the river and other natural spaces
3. Getting outside and volunteering can make you feel great!

Do I need to register?

No, but when you register the City will...

- Supply you with bags
- Pick up your filled bags
- Keep track of the number of Lethbridge participants

How do I register?

Call 403-320-4008

Email nitchin@lethbridge.ca

DID YOU KNOW THAT
 participants picked up over 900 bags
 of litter in Pitch-In 2012?
 There were over 1000 volunteers and
 over Lethbridge 40 businesses
 signed up their staff to...



Kidwind Challenge - April 29 at the Exhibition in conjunction with Aggie Days.

Any Grade 9-12 student can participate on a team of up to five people to create a two foot turbine. On April 29 we test how much electricity is generated in a wind tunnel.

This is Canada's fourth Challenge and all of them have been organized by the Lethbridge College's International Wind Energy Academy!



Here are two links with more details. [Kidwind Challenge Registration](#) [Kidwind Flyer](#)

Western Sky Land Trust and Calgary Philharmonic Orchestra Cocktail Reception

Thursday, May 1st An elegant cocktail reception in celebration of the Trust, followed by a stellar CPO concert: "Ode to Joy," Beethoven's 9th Symphony. See [attached poster](#) for details.



Lethbridge to High River PLANT SHARE PROJECT Saturday, May 3

Many residents of High River are still dealing with the effects of the 2013 floods. This spring, instead of looking forward to green grass and colourful flowers in their yards, they will be facing a disheartening grey mess when the snow melts. Lethbridge has been approached by a community volunteer in High River, Laura Brankovich, to help with a plant-share because **"our need is great . . . so many homes in the community were affected . . . we need the support of a larger number of gardeners from an area not affected by the floods."** To assist these residents, many now financially and emotionally tapped out, the Lethbridge and District Horticultural Society is organizing a community-wide donation of plants.

To read more or be involved, [click here](#).

ACTia (Alberta Clean Technologies Industry Alliance) Clean Drinks Event Thursday, May 15, 6 pm - 8 pm

Networking event at Teconnect discussing renewables, nuclear and geothermal. Food and drinks are included in the cost of admission. [Click here](#) to register.

Build Your Own Small-Scale Aquaponic Systems Workshop May 23-24, 2014 Lethbridge College, Aquaculture Center of Excellence

Lethbridge College continues the tradition of providing practical Aquaponic training. This time we are responding to the overwhelming interest in small-scale, home-based aquaponic systems by offering a two day, hands-on, build-your-own system workshop. For more information, [click here](#).



Young Einstein Camp (for 8-12 year olds) August 5-8, 9 am - 4 pm

Lethbridge College with Be Fit for Life, International Wind Academy, School of Agriculture and Conservation
\$160 for four days, more details to come.

Alberta's Watershed Management Symposium: Flood and Drought Mitigation

April 29, 10 am - 3:30 pm, BMO Centre, Calgary

The Government of Alberta is hosting a one-day symposium to discuss progress and further improvements to prevent future floods and drought. It will include an update on snowpack data and river forecasting, as well as assessments of mitigation options for Alberta's most flood-prone river basins. Experts will also speak to the critical role natural headwaters play in flood and drought mitigation.

[Click here](#) to register.

Those unable to attend in person can watch the [symposium online](#).

Land Use 2014

May 7 and 8, Edmonton

hosted by Alberta Land Institute at the University of Alberta

This conference will bring together policy and research communities from Alberta and around the world to connect and discuss complex land-use issues and solutions. Registration is now open - for more information [click here](#).

Annual Wetlands Workshop

May 21, 9 am - 5 pm, Cochrane Ranchhouse

hosted by the Alberta Society of Professional Biologists

Presentations include the new wetland policy and implementation intent, professional practice and the Water Act, wetland functions and services, and an introduction to ESRD's new Merged Wetland Inventory database. Please see the [attached poster](#) for details.

June 24 - 25 2014

Alberta Water Council

presents a symposium, "Re-fresh: The Confluence of Ideas and Opportunities on Water Reuse," at Hotel Arts, Calgary. For details, please visit

<http://www.awcreusesymposium.ca/>.



Job Postings

Invasive Plant Technician; Job ID 1023221 (Blairmore or Pincher Creek)

Full-time temporary invasive species position advertised. This is an immediate start with funding to go to March 2015, possibly longer. <https://www.jobs.alberta.ca/jobs-dynamic.html>

Land Negotiator: Ducks Unlimited Canada - [click here](#)

The **Alberta Conservation Association** is seeking a highly motivated professional to fill a one-year maternity leave replacement position (**biologist**). The successful candidate possesses excellent data analysis skills, is proficient in collaborative project planning and delivery, writing and wildlife inventory and has strong interpersonal skills. [Click here](#) for details.

The **Friends of Fish Creek** are seeking an individual or a team with the necessary skills and qualifications to analyze and interpret Fish Creek water quality data and develop a picture of the health of the creek that can be used in public education, park management and planning and further engage volunteers down the road. The deadline for proposals is April 30th. Please see the [attached posting](#) for details.

[Forward this email](#)





watershed management – watershed health

100, 5401 – 1st Avenue South
Lethbridge, AB T1J 4V6
Phone: 403-382-4239 Fax: 403-381-5765

RECEIPT # 77

April 4, 2014

Received from:

Town of Claresholm
Box 1000
Claresholm, AB T0L 0T0

Donation Amount: \$1,110.00
Received March 31, 2014

Attention: Mayor Rob Steel

Dear Mayor Steel and Councillors of the Town of Claresholm,

The Oldman Watershed Council kindly thanks you for your financial support and membership renewal. Because of your generosity, the Council may continue to accomplish its five main goals, which are to:

1. Understand our watershed
2. Keep basin residents well informed and actively engaged
3. Encourage basin stakeholders to define the desired outcomes for the Oldman Watershed that will form the basis of an Integrated Watershed Management Plan.
4. Encourage the Oldman Watershed Council and stakeholders to put into action the capacity and commitment to achieve defined outcomes.
5. Adopt practices that are beneficial to the health and function for the watershed.

Thanks again for your donation. We appreciate your support and will endeavour to use donated funds to maintain and improve the water resources that we enjoy in southern Alberta.

A handwritten signature in black ink, appearing to read 'Shannon Frank', with a stylized flourish at the end.

Shannon Frank, Executive Director
Oldman Watershed Council



PORCUPINE HILLS LODGE REGULAR MEETING

Tuesday, March 4, 2014 7:00 p.m.

Members Present: Janice Binmore (Town of Stavelly Representative), Pam Crone (Town of Stavelly Member at Large), Denise Larabie (interim CAO), Earl Hemmaway (MD Representative), Audrey Hoffman (MD Member at Large), Lyal O'Neill (Town of Claresholm Representative), Judy Van Amerongen (Town of Claresholm Member at Large/acting secretary).

1. **Meeting Called to Order** by Earl Hemmaway at 6:57 p.m.
2. **Additions to Agenda** None
3. **Acceptance of Agenda.** Judy Van Amerongen moved acceptance. Carried.
- 4./5. **Acceptance of last month's minutes.** Janice Binmore moved acceptance of minutes as presented. Carried.
6. **Chairman's Report.** Earl Hemmaway sent email checking on van production.
Vice-Chair Report. Judy Van Amerongen informed Board of changes to brochures. Ordered 250. Brochures were ready, however, had errors and were sent back. Should be ready March 7.
- 6.1 **Financial Report -** Approval of January's financials presented. Moved approval by Lyal O'Neill. Carried.
7. **Manager's Report.** Accommodation Standards Report presented. 3 non-compliance issues stated. Floor Quote/Blinds - Recommendation of blinds put in hallways. Flooring can wait in Library if \$34,000 grant monies not enough for everything. Janice Binmore moved flooring to begin asap and other renos including window coverings using the grant money. Carried.

Computer and Printer Quotes - Printer inoperable and Denise looking into pricing for new one, as well as two replacement laptops for the lodge. Lyal O'Neill moved lodge purchase HP Laserprinter as presented from Staples for \$469.92. Motion Carried.

Janice Binmore moved purchase of 2 Lenova Ideapad laptops. Motion Carried.

Complete Purchasing Quote - Denise changing some cleaning product to less expensive kinds.

Budget presented for 2014. Audrey Hoffman moved acceptance. Carried.

Recreation Report. Submitted in package. Pam Crone moved acceptance. Carried.
8. **Maintenance Report.** Submitted in package. Lyal O'Neil moved acceptance. Carried.
- 8.1 **Supportive Units (Outbacks)** Denise informed Board ALL units rented.
- 9./10. **Committee Report/Correspondence** Earl Hemmaway and Judy Van Amerongen informed group of what is happening with Alberta Government's HAL (Housing Access Link) and concerns of neighbour

ing lodges. Janice Binmore made a motion that the PHL write a letter to Ken Hughes supporting and outlining the concerns of the governing bodies. Judy Van Amerongen to cc letter. All in favor. Carried.

**PORCUPINE HILLS LODGE
REGULAR MEETING
Tuesday, March 4, 2014 7:00 p.m. ~ Page 2**

11. **In Camera.** Lyal O'Neill moved meeting go in camera at 8:30 p.m. Carried.
Audrey Hoffman moved meeting go out of camera 9:04 p.m. Carried.

Audrey Hoffman moved the Lodge retire the bottled water and coolers as would save \$\$\$. Residents to drink tap water and we can look into Brita type of filter for pitchers. Carried.

Janice Binmore moved a 1.5% increase to staff wages and a 2% increase of Requisition as per financials presented. Carried.

Lyal O'Neill motioned for raise in rent. \$75 in main lodge and \$45 for outbacks. Carried.

Recreation to get food supplies from kitchen eg. eggs for breakfast club or other quality ingredients already supplied by Sysco to kitchen, instead of Sobey's. Pam Crone motioned approval. Carried.

Lyal O'Neill moved Lodge proceed with advertising of CAO position. Carried

12. **Adjournment.** Pam Crone moved adjournment 10:04 p.m. All in favour. Carried.
Next regular board meeting April 1, 2014 at 7:00 p.m.

Chairman of the Board Signature
approval of minutes as presented

Willow Creek Regional Waste Management Services Commission
Box 2820 Claresholm, Alberta T0L 0T0
Phone: 403-687-2603
Fax: 403-687-2606

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility March 27th, 2014 at 3:00 P.M.

In attendance: Earl Hemmaway, Lyal O'Neill, Gord Wolstenholme and Cheryl Guenther. Absent Barry Johnson and Shirley Murphy

1. Call to Order 3:30 P.M.

2. Approval of Agenda

14.28 **Moved by Gord Wolstenholme** to approve the Agenda as presented.

CARRIED 3-0

3. Approval of Minutes of Regular Meeting of February 27th, 2014.

14.29 **Moved by Lyal O'Neill** to accept the Minutes of the February 27th, 2014 meeting as presented.

CARRIED 3-0

4. Approval of Minutes of Budget Meeting of March 13th, 2014.

14.30 **Moved by Lyal O'Neill** to accept the Minutes of the March 13th, 2014 Budget Meeting.

CARRIED 3-0

5. Approval of Accounts Payable and Bank Reconciliation for February 2014.

14.31 **Moved by Gord Wolstenholme** to accept the Accounts Payable and Bank Reconciliation as presented.

CARRIED 3-0

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility March 27th, 2014 at 3:00 P.M.

6. Amendment to Landfill Rules and Procedures

Cheryl presented the members with the Landfill Rules and Procedures document.

14.32 **Moved by Lyal O'Neill** to accept the Landfill Rules and Procedures document as amended

CARRIED 3-0

7. Fort Macleod – Disposal of Ash

Cheryl explained that the Town of Fort Macleod is hauling burn pile residue to the landfill. Landfill staff uses this waste as alternate daily cover. In the past the landfill has charged Fort Macleod a cheaper rate for this type of waste. Fort Macleod representative Gord Wolstenholme did not want to be involved in making this decision and he did not participate in further discussion.

14.33 **Moved by Lyal O'Neill** to charge Town of Fort Macleod \$25.00 per metric tonne for the burn pile waste.

CARRIED 2-0

Gord Wolstenholme did not vote.

8. Computer and Internet

Cheryl presented the Commission with information from CCI Wireless for internet services. Cheryl asked the Commission for approval to move forward with the purchasing of new computer equipment and software. Cheryl will contact Don Kitchener from the M.D. for assistance.

14.34 **Moved by Gord Wolstenholme** to allow Cheryl, together with Don Kitchener, to purchase a new computer system for the landfill and to stay within the budgeted amount.

CARRIED 3-0

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility March 27th, 2014 at 3:00 P.M.

9. In Camera

14.35 **Moved by Lyal O'Neill** to go In Camera at 4:00 P.M.

CARRIED 3-0

14.36 **Moved by Gord Wolstenholme** to come out of In Camera at 4:25 P.M.

CARRIED 3-0

14.37 **Moved by Lyal O'Neill** to pay our senior equipment operator an additional \$1.00 per hour, our Certified Landfill Operator an additional \$1.25 per hour and our part time employee an additional \$2.00 per hour, effective March 1, 2014

CARRIED 3-0

14.38 **Moved by Gord Wolstenholme** that the CAO be given an additional week of vacation time and to increase the CAO's annual salary to \$66 560.00, based on 40 hours per week at an hourly rate of \$32.00 effective March 1, 2014.

CARRIED 3-0

14.39 **Moved by Lyal O'Neill** to have Cheryl hire the services of Healthy Worker to conduct air quality tests, specific for mold, in the office and coffee room.

CARRIED 3-0

10. Adjournment

14.40 **Moved by Gord Wolstenholme** to adjourn at 4:35 P.M.

CARRIED 3-0

Chairman Earl Hemmaway

Manager Cheryl Guenther