



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
FEBRUARY 24, 2014
AGENDA

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

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING MINUTES FEBRUARY 10, 2014

DELEGATIONS:

1. ALBERTA HEALTH SERVICES: Nicholas Thain & Donald Allan
RE: AHS EMS Clinical Operations
2. CLARESHOLM LIBRARY BOARD
RE: 2014 Proposed Budget

ACTION ITEMS:

1. DELEGATION RESPONSE: Claresholm Community Centre Association
RE: 2014 Project Projection
2. DELEGATION RESPONSE: Faith Community Baptist Church
RE: Future Plans for Town Office
3. CORRES: Claresholm & District Museum – Chairperson Jane Marsh
RE: Recommendation to Hire an Executive Director
4. CORRES: Alberta Transportation – Minister Wayne Drysdale
RE: Federal Gas Tax Fund; Project Acceptance
5. STAFF REPORT: CAO – Update as at February 24, 2014
6. STAFF REPORT: Public Works/ Parks
7. STAFF REPORT: CAO – 2013 Capital Infrastructure Projects Update
8. STAFF REPORT: CAO – Surplus Transfers to Reserves 2013
9. ADOPTION OF INFORMATION ITEMS
10. IN CAMERA: Development

INFORMATION ITEMS:

1. Communities in Bloom – Invitation to participate letter.
2. Municipal Planning Commission Minutes – December 6, 2013
3. Municipal Planning Commission Minutes – January 3, 2014
4. Claresholm Public Library Highlights for 2013
5. Claresholm Public Library – Satisfaction Survey, November 2013
6. Claresholm Public Library – Board Meeting Minutes January 21st 2014

ADJOURNMENT



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
FEBRUARY 10, 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, Betty Fieguth, 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: None

AGENDA: Moved by Councillor Ford to give unanimous consent to add the following to the Agenda:

**5. DELEGATION RESPONSE: MD of Willow Creek – Travis Coleman
RE: Plan for Response Units**

CARRIED

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

CARRIED

MINUTES: REGULAR MEETING – JANUARY 27, 2014

Moved by Councillor Cutler that the Regular Meeting Minutes of January 27, 2014 be accepted as presented.

CARRIED

PUBLIC HEARING: BYLAW #1591 – Land Use Bylaw Amendment

Mayor Steel declared the hearing open at 7:02pm.
Mayor Steel made the first, second and third calls for submissions from the public.
No submissions either verbal or written were noted.
Mayor Steel declared the hearing closed at 7:04pm.

DELEGATIONS:

**1. CLARESHOLM COMMUNITY CENTRE ASSOCIATION
RE: 2014 Project Projection**

On behalf of the Claresholm Community Centre Association, Brad Schlossberger, Doug Fletcher and Marni Lane appeared. Community hall has been working hard the past three years to increase their revenue and to reduce operating costs. They have been cutting back on repairs and maintenance and they received a grant from the federal government for \$90,000 to do upgrades. They are asking for an increase from \$20,000 to \$30,000 from the Town in 2014 in order to assist them in doing upgrades before they become an emergency. They have not asked for an increase for several years. The chairs need replacing and they would like to purchase some round tables for functions. The issue they are having is a lack of utilization, and they would like to make the facility more desirable by perhaps adding a cultural aspect to the building. The board would like to work with the Town to do the best for the facility.

**2. FAITH COMMUNITY BAPTIST CHURCH
RE: Future Plans for Town Office**

Philip Roemmele, property coordinator for the church, and Alvin Lange were present to speak to Council. The church appreciates having the town as a neighbor, and thinks a good working relationship exists. They would like to be kept in mind if and when the town decides to leave the current location and move to the old elementary school. If the town is not interested in the school, the church may be interested in renting that site. They don't know what they are really looking for, but they would like to keep lines of communication open.

ACTION ITEMS:

**1. BYLAW #1591 – Land Use Bylaw Amendment
RE: 2nd & 3rd Readings**

Moved by Councillor McAlonan to give Bylaw #1591, regarding a land use bylaw amendment, 2nd Reading.

CARRIED

Moved by Councillor Cutler to give Bylaw #1591, regarding a land use bylaw amendment, 3rd & Final Reading.

CARRIED

2. **CORRES: Southern Alberta Energy from Waste Association**
RE: Manager Briefing & Project Updates – January 2014

Received for information.

3. **CORRES: Claresholm & District FCSS**
RE: Municipal Sustainability Initiative (MSI) Operating Grant

Received for information.

4. **CORRES: Claresholm & District FCSS**
RE: Senior's Garden Party – June 4, 2014

Received for information.

5. **DELEGATION RESPONSE: MD of Willow Creek – Travis Coleman**
RE: Plan for Response Units

Referred to administration.

6. **STAFF REPORT: Claresholm Fire Department Update**

Received for information.

7. **ENFORCEMENT POSITION MODIFICATION**

Received for information.

8. **ADOPTION OF INFORMATION ITEMS**

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

CARRIED

9. **IN CAMERA: PERSONNEL**

Moved by Councillor McAlonan that this meeting go In Camera.

CARRIED

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

CARRIED

ADJOURNMENT: Moved by Councillor McAlonan that this meeting adjourn at 10:17pm.

CARRIED

Mayor – Rob Steel

Chief Administrative Officer – Kris Holbeck

DELEGATIONS



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

Executive Summary

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

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

Review of AHS Organization and Structure

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

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

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

Claresholm Response Data

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

Medical First Response

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

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

HQCA

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

Summary

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

Presented by:

Donald Allan, Director (interim) EMS Clinical Operations

Nicholas Thain, Executive Director (interim) EMS Clinical Operations

Claresholm Public Library
PROPOSED BUDGET
 For the Year January 1, 2014 to December 31, 2014

Cash on Hand, beginning January 1,2013 ① \$13,319.16

	2013 Budget	Actual 01/01/2013 to 12/31/2013	Proposed 2014 Budget
REVENUE			
Book Sales	\$1,200.00	1,014.30	1,000.00
Membership Fees	10,000.00	8,937.35	9,000.00
Donations	450.00	734.41	600.00
Special Projects	1,500.00	550.00	0.00
Friends of the Library-Donations	10,000.00	10,018.68	12,000.00
Applied for Grants	15,000.00	0.00	15,000.00
Reserves	16,690.00	0.00	14,912.00
Fines	2,500.00	2,131.90	2,100.00
M.D of Willow Creek/Ranchlands	15,800.00	15,209.87	15,500.00
Province of Alberta	20,165.00	20,165.00	20,165.00
Town of Claresholm	157,540.00	157,540.00	159,903.00
Other Revenues	1,955.00	2,982.40	2,900.00
Room Rental	3,400.00	3,425.00	3,400.00
Miscellaneous	160.00	211.50	150.00
Sub-total		② \$222,920.41	
TOTAL REVENUE	\$256,360.00	\$236,239.57	\$256,630.00
EXPENSE			
Administration			
Friends of the Library	\$0.00	\$594.93	\$0.00
Equipment Rental & Maintenance	3,000.00	2,928.34	3,000.00
Computer software	1,500.00	1,351.97	1,500.00
Legal Fees, Bank charges	50.00	-0.47	50.00
Library Supplies	2,000.00	1,453.72	2,000.00
Association Fees	300.00	149.75	300.00
Postage	75.00	97.99	75.00
Special Projects	5,740.00	5,183.16	0.00
Programs	5,000.00	4,113.66	5,000.00
Volunteers	1,500.00	1,235.52	1,500.00
Stationary, printing, & copier supplies	1,000.00	727.95	1,000.00
Travel & Hospitality	800.00	724.59	800.00
Board & Employees			
Insurance	1,200.00	1,143.82	1,200.00
Board Course & Conference	2,500.00	2,196.42	2,500.00
Employee Course & Conference Fees	2,500.00	2,052.00	2,500.00
Salaries	163,255.00	151,651.17	165,705.00
Human Resources Expenses	300.00	286.54	300.00
Operating Expenses			
Chinook Arch Regional Library System	13,415.00	13,416.06	13,500.00
Debit Machine Expenses	400.00	377.40	400.00
Debit Transactions Costs	150.00	136.75	150.00
Audio-Visual	2,200.00	1,461.32	2,200.00
Bindery	500.00	0.00	600.00
Books	3,725.00	2,752.90	8,000.00
Digital & Electronic Resources	200.00	0.00	0.00
Periodical Subscriptions	3,000.00	5,282.11	3,000.00
Capital Purchases for Toy Library	200.00	36.75	200.00
General Capital Purchases	12,000.00	11,519.00	12,000.00
WCB Expense	350.00	244.75	300.00
Janitorial /Cleaning Supplies	2,000.00	966.52	1,500.00
Repair & Maintenance	500.00	50.95	500.00
Fax	900.00	1,003.59	1,050.00
Natural Gas & Power	18,300.00	16,161.97	18,300.00
Security System	1,300.00	1,369.44	1,500.00
Telephone	6,500.00	5,569.00	6,000.00
TOTAL EXPENSE	\$256,360.00	\$236,239.57	\$256,630.00
NET INCOME	\$0.00	\$0.00	\$0.00

1.5%
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① ② ↑

ACTION ITEMS

Claresholm Community Centre Association

2014 Project Projection

The Community Centre will require the following items to be replaced and or upgraded in the next few years. Priority will need to be given to tables and chairs as the ones we currently have are starting to crack which poses a risk of injury to patrons of the hall. Other maintenance while important as well will be done as the board can justify the expenses. It is important that as a board we identify risk areas as well as keep the hall looking clean and well maintained to ensure that it is used as much as possible. All prices indicated are estimated.

- Chairs – Main Hall – purchase 450 @ \$50.00 each for a total of \$22,500.00.
- Tables – Main Hall – 65 @ \$100.00 = \$6500.00
- Kitchen Inventory – Dishes, pots, cutlery etc = \$4000.00
- Painting entire hall - \$20000.00
- Upgrade sound system and stage lighting – Cost of basic equipment - \$30000.00
- Main entry upgrade and redesign – Cost to be determined

Claresholm Community Centre Association
Projects and Upgrades

Year of Upgrade	Completion Date	Item upgraded	Description	Cost	Funded by
2009	29-Mar-09	Main Hall Floor	Complete sanding and refinish	\$19,587.75	Grant
2009	23-Apr-09	Entire Hall	Painting	\$16,950.00	Grant
2009	15-Jun-09	Main Hall Furnace	Replacement of Furnace	\$7,557.00	Operating
2010	15-Apr-10	Main Hall Furnace	Replacement of Furnace	\$7,400.00	Operating
2010	15-Jun-10	Main Hall Floor	Refinish Maintenance	\$2,315.00	Operating
2011	04-May-11	Main Hall Floor	Refinish Maintenance	\$2,200.00	Operating
2011	07-Oct-11	Kitchen	Repair Dishwasher	\$1,715.45	Operating
2012	06-Jun-12	Main Hall	Replace Ceiling Tiles	\$7,406.00	Operating
2012	15-Aug-12	Parking Lot	Add another strip and repave lot	\$40,839.00	Grant
2012	23-Sep-12	Kitchen	Install soap component in dishwasher	\$500.00	Operating
2012	25-Sep-12	Main Hall	Venting in Bar	\$1,218.20	Operating
2012	07-Dec-12	Main Hall Floor	Refinish Maintenance	\$2,421.19	Operating
2012	15-Dec-12	North Hall Kitchen	Replace Stoves	\$1,650.00	Grant

Clareholm Community Centre Association
Projects and Upgrades

Year of Upgrade	Completion Date	Item upgraded	Description	Cost	Funded by
2013	21-Mar-13	Main Hall Bathrooms	Replace Sinks and make wheelchair accessible	\$2,163.00	Grant
2013	31-Jul-13	Roof	Spray Foam Covering	\$138,495.00	Grant

Claresholm Community Center - Income Statement - 2013

Period Starting:	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Totals
Income													
Main Hall	-	275.00	1,747.00	450.00	500.00	1,450.00	1,070.71	-	2,522.75	920.00	1,990.00	2,018.57	12,944.03
Lodge Room	-	666.00	430.00	320.00	480.00	320.00	480.00	1,530.00	-	160.00	480.00	320.00	5,186.00
Meeting Room	-	2,548.00	90.00	1,764.00	-	1,512.00	90.00	-	-	-	-	-	6,004.00
Kitchen	-	100.00	-	-	-	-	300.00	200.00	-	100.00	300.00	100.00	1,100.00
Pop	-	-	-	-	-	-	47.50	-	100.00	50.00	500.00	200.00	897.50
Gun Range	-	1,240.63	-	-	-	-	-	-	-	-	-	-	1,240.63
Donations	-	-	-	-	-	250.00	-	-	-	-	-	-	250.00
Rental Deposits Received	-	-	450.00	-	400.00	800.00	-	-	1,000.00	300.00	-	300.00	3,250.00
Miscellaneous	-	-	-	-	990.13	680.34	-	-	-	-	-	-	1,670.47
GST Received	-	241.48	114.25	126.70	49.00	164.10	99.54	86.50	110.63	66.26	163.50	131.93	1,353.89
Other	0.47	10,000.22	11.17	0.52	11.43	10,000.00	0.71	6.36	48.09	2,380.65	0.31	2,163.28	24,610.49
Total Income	0.47	15,071.33	2,842.42	2,661.22	2,430.56	15,176.44	2,088.46	1,810.14	3,781.47	3,976.91	3,433.81	5,233.78	58,507.01
Less Cost of Income													
Pop	-	-	-	-	-	-	-	-	363.10	381.00	292.60	228.60	1,265.30
Rental Deposits Redeemed	275.00	-	-	-	-	200.00	250.00	500.00	400.00	-	950.00	550.00	3,125.00
GST Paid	142.58	161.34	141.69	245.80	131.20	73.79	97.72	31.19	268.19	45.15	144.98	45.10	1,528.73
Total Cost of Goods Sold	417.58	161.34	141.69	245.80	131.20	273.79	347.72	531.19	1,031.29	426.15	1,387.58	823.70	5,919.03
Gross Profit	- 417.11	14,909.99	2,700.73	2,415.42	2,299.36	14,902.65	1,740.74	1,278.95	2,750.18	3,550.76	2,046.23	4,410.08	52,587.98
Operating Expenses													
Hall Supplies	-	-	-	368.90	-	-	-	-	289.19	135.93	623.53	-	1,417.55
Office Supplies	-	-	-	-	-	3.76	-	-	-	8.50	-	-	12.26
Legal/Accounting	-	-	-	-	-	-	-	-	1,300.00	-	-	-	1,300.00
Repairs and maintenance	-	423.17	-	2,060.00	432.86	-	-	-	662.50	-	-	121.71	3,700.24
Caretaker/Bookings	2,557.50	2,565.00	2,565.00	2,535.00	2,595.00	2,550.00	2,025.00	2,332.50	2,482.50	2,692.50	2,700.00	2,415.00	30,015.00
Gas	1,296.73	1,853.25	1,726.32	1,336.37	1,328.79	945.09	609.03	499.09	146.54	102.76	276.49	326.46	10,446.92
Power	1,472.23	778.85	926.60	1,015.32	782.80	438.54	1,177.75	38.69	2,516.61	274.51	1,619.59	135.43	11,176.92
Telephone	87.60	176.91	185.33	87.60	87.56	92.33	173.45	87.71	89.55	-	87.71	89.44	1,245.19
Miscellaneous	-	-	-	885.73	-	-	-	-	-	-	-	-	885.73
Total Operating Expenses	5,414.06	5,797.18	5,403.25	8,288.92	5,227.01	4,029.72	3,985.23	2,957.99	7,486.89	3,214.20	5,307.32	3,088.04	60,199.81
Net Income or Loss	- 5,831.17	9,112.81	2,702.52	5,873.50	2,927.65	10,872.93	2,244.49	1,679.04	4,736.71	336.56	- 3,261.09	1,322.04	- 7,611.83

Claresholm Community Center - Income Statement - 2012

Period Starting:	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Totals
Income													
Main Hall	-	670.00	439.29	568.24	1,225.00	1,625.00	450.00	1,020.00	1,921.24	795.00	450.00	1,345.00	10,508.77
Lodge Room	-	480.00	160.00	1,288.00	160.00	160.00	320.00	160.00	640.00	726.43	-	960.00	5,054.43
Meeting Room	1,680.00	170.00	-	-	-	-	-	-	-	-	180.00	-	2,030.00
Kitchen	-	-	-	100.00	-	200.00	-	100.00	460.00	200.00	-	300.00	1,360.00
Pop	-	-	-	150.00	-	-	-	50.00	234.00	200.00	-	150.00	784.00
Gun Range	-	1,240.63	-	-	-	-	-	-	-	-	-	-	1,240.63
Donations	-	-	-	-	-	250.00	-	-	-	-	-	-	250.00
Rental Deposits Received	-	1,000.00	483.00	-	-	500.00	-	475.00	-	800.00	-	250.00	3,508.00
Miscellaneous	-	736.84	-	-	1,247.21	-	-	-	-	-	-	-	1,984.05
GST Received	84.00	128.03	29.96	85.31	19.25	99.25	30.50	44.75	187.76	96.07	31.50	127.75	964.13
Other	10,001.89	2.03	2.05	1.77	1.80	10,001.59	1.60	1.37	1.20	1.07	0.87	0.71	20,017.95
Total Income	11,765.89	4,427.53	1,114.30	2,193.32	2,653.26	12,835.84	802.10	1,851.12	3,444.20	2,818.57	662.37	3,133.46	47,701.96
Less Cost of Income													
Pop	-	-	-	-	-	60.75	-	-	1,052.85	-	1,052.85	1,330.51	835.94
Rental Deposits Redeemed	-	-	-	483.00	-	-	-	500.00	600.00	500.00	-	-	2,083.00
GST Paid	28.93	111.83	149.75	189.52	92.50	511.06	143.38	84.47	165.99	9.32	175.63	258.44	1,920.82
Total Cost of Goods Sold	28.93	111.83	149.75	672.52	92.50	571.81	143.38	584.47	1,818.84	509.32	1,228.48	1,072.07	4,839.76
Gross Profit	11,736.96	4,315.70	964.55	1,520.80	2,560.76	12,264.03	658.72	1,266.65	1,625.36	2,309.25	566.11	4,205.53	42,862.20
Operating Expenses													
Hall Supplies	407.33	-	-	359.42	-	539.73	220.93	-	124.73	-	388.99	1,836.49	3,877.62
Office Supplies	-	-	-	-	-	-	-	-	21.00	100.04	-	500.00	621.04
Legal/Accounting	-	-	-	-	-	-	1,250.00	-	-	-	-	-	1,250.00
Repairs and maintenance	-	-	130.00	175.35	490.00	7,406.72	-	-	1,218.20	-	-	2,421.19	11,841.46
Caretaker/Bookings	2,745.00	2,730.00	900.00	4,485.00	2,790.00	2,775.00	2,610.00	2,745.00	2,887.50	2,895.00	3,015.00	3,140.09	33,717.59
Gas	-	1,534.29	1,781.06	1,538.39	1,274.26	1,259.76	446.02	285.66	180.89	-	410.46	741.69	9,452.48
Power	-	495.45	1,037.38	1,012.14	410.03	1,453.88	781.62	1,231.12	1,233.37	-	1,485.38	20.00	9,120.37
Telephone	175.96	164.67	176.99	167.41	169.93	166.78	179.96	176.89	180.13	190.95	179.13	172.45	2,101.25
Miscellaneous	-	1,553.84	-	539.90	-	-	-	-	-	-	-	-	2,093.74
Total Operating Expenses	3,328.29	6,478.25	4,025.43	8,277.61	5,134.22	13,601.87	5,488.53	4,438.67	5,845.82	3,185.99	5,478.96	8,791.91	74,075.55
Net Income or Loss	8,408.67	2,162.55	3,060.88	6,756.81	2,573.46	1,337.84	4,829.81	3,172.02	4,220.46	876.74	6,045.07	4,586.38	31,213.35

Claresholm Community Center - Income Statement - 2011

Period Starting:	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Totals
Income													
Main Hall	1,786.00	1,622.81	-	449.00	3,790.00	1,307.00	378.00	491.00	2,616.00	1,011.00	2,305.00	2,714.50	18,470.31
Lodge Room	1,796.00	1,413.00	185.00	1,674.00	1,035.00	345.00	-	160.00	1,085.42	345.00	1,563.00	160.00	9,761.42
Meeting Room	-	166.00	-	-	-	1,764.00	-	-	232.00	-	624.00	-	2,786.00
Kitchen	124.00	222.00	-	-	311.00	80.00	-	80.00	311.00	160.00	209.00	240.00	1,737.00
Pop	168.00	117.00	-	-	84.00	441.00	-	196.00	-	-	224.00	434.00	1,664.00
Gun Range	-	-	-	-	-	-	-	-	-	-	-	-	-
Donations	-	-	-	-	5.00	-	-	-	1,000.00	-	-	-	1,005.00
Rental Deposits Received	-	100.00	-	650.00	500.00	300.00	-	900.00	300.00	-	610.00	-	3,360.00
Miscellaneous	-	-	-	10.35	3,775.28	-	-	-	535.71	4,880.97	-	-	9,202.31
GST Received	193.70	177.04	-	106.15	185.40	179.00	18.90	46.35	206.23	75.80	246.25	140.45	1,575.27
Other	0.37	10,000.30	0.51	10,000.44	-	10,000.72	0.91	32,881.56	1.91	1.86	9,301.61	1.83	72,192.02
Total Income	4,068.07	13,818.15	185.51	12,889.94	9,685.68	14,416.72	397.81	34,754.91	6,288.27	6,474.63	15,082.86	3,690.78	121,753.33
Less Cost of Income													
Pop	-	-	-	-	510.20	510.20	657.20	-	848.70	598.10	-	-	3,124.40
Rental Deposits Redeemed	500.00	-	-	-	600.00	-	-	-	1,100.00	-	-	600.00	2,800.00
GST Paid	239.37	158.50	135.03	137.77	288.11	113.49	124.58	190.16	110.76	282.17	79.28	196.26	2,055.48
Total Cost of Goods Sold	739.37	158.50	135.03	137.77	1,398.31	623.69	781.78	190.16	2,059.46	880.27	79.28	796.26	7,979.88
Gross Profit	3,328.70	13,659.65	50.48	12,752.17	8,287.37	13,793.03	383.97	34,564.75	4,228.81	5,594.36	15,003.58	2,894.52	113,773.45
Operating Expenses													
Hall Supplies	415.33	314.02	-	170.80	351.61	235.41	568.69	690.14	1,201.31	578.32	141.96	1,035.95	5,703.54
Office Supplies	1,189.94	-	-	-	-	-	36.26	-	-	-	-	300.00	1,526.20
Legal/Accounting	-	-	-	-	-	-	-	1,200.00	-	-	-	-	1,200.00
Repairs and maintenance	34.48	-	-	265.00	3,321.93	768.03	72.82	-	-	1,715.45	-	-	6,177.71
Caretaker/Bookings	2,760.00	2,617.50	2,850.00	2,812.50	2,767.50	2,790.00	2,535.00	2,640.00	3,000.00	3,000.00	3,045.00	3,348.01	34,165.51
Gas	1,966.42	1,926.27	1,700.41	1,339.15	1,293.01	57.85	377.10	276.20	-	757.76	767.37	1,302.13	11,763.67
Power	1,137.29	768.30	839.67	819.59	689.51	532.58	609.53	1,471.36	-	1,821.17	501.81	1,375.45	10,566.26
Telephone	-	165.69	164.08	164.77	164.24	166.22	170.48	170.00	166.42	172.22	178.53	173.26	1,855.91
Miscellaneous	45.00	957.00	-	-	1,630.15	-	-	-	-	4,880.97	-	-	7,513.12
Total Operating Expenses	7,548.46	6,748.78	5,554.16	5,571.81	10,217.95	4,550.09	4,369.88	6,447.70	4,367.73	12,925.89	4,634.67	7,534.80	80,471.92
Net Income or Loss	- 4,219.76	6,910.87	- 5,503.68	7,180.36	- 1,930.58	9,242.94	- 4,753.85	28,117.05	- 138.92	- 7,331.53	10,368.91	- 4,640.28	33,301.53

Clareholm Community Center - Income Statement - 2010

Period Starting:	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Totals
Income													
Main Hall	499.00	2,604.00	663.04	474.00	893.00	372.00	1,658.00	1,676.00	618.52	819.00	1,497.00	1,492.00	13,465.56
Lodge Room	393.00	292.00	336.00	168.00	876.00	-	536.00	438.00	484.00	-	1,102.00	613.00	5,238.00
Meeting Room	139.00	150.00	312.00	73.00	73.00	-	1,924.00	-	-	-	-	-	2,598.00
Kitchen	68.00	336.00	68.00	-	71.00	142.00	213.00	205.50	139.00	71.00	-	231.00	1,544.50
Pop	237.50	-	65.00	-	104.00	-	-	-	78.00	338.00	-	-	822.50
Gun Range	1,210.63	-	-	-	-	-	-	-	-	-	-	1,210.63	2,421.26
Donations	-	-	300.00	250.00	-	200.00	-	-	500.00	-	-	-	1,250.00
Rental Deposits Received	-	-	969.60	250.00	250.00	-	-	-	200.00	300.00	800.00	400.00	3,169.60
Miscellaneous	9.83	8.98	10.71	9.83	1,554.98	7.22	7.20	6.21	499.31	957.82	0.66	0.56	3,073.31
GST Received	127.35	147.60	72.20	32.10	100.85	25.70	225.75	115.70	65.98	61.40	79.95	177.33	1,231.91
Other	9.99	10,000.00	-	-	10,000.00	-	-	-	-	-	-	-	20,009.99
Total Income	2,694.30	13,538.58	2,796.55	1,183.93	13,922.83	746.92	4,763.95	2,441.41	2,584.81	2,547.22	3,479.61	4,124.52	54,824.63
Less Cost of Income													
Pop	-	1,064.25	-	-	-	-	314.48	540.60	652.20	-	407.90	-	2,979.43
Rental Deposits Redeemed	-	300.00	260.00	-	-	-	300.00	300.00	-	250.00	-	-	1,410.00
GST Paid	148.60	63.76	163.90	695.41	81.91	227.12	340.11	161.45	203.40	161.35	121.97	129.48	2,498.46
Total Cost of Goods Sold	148.60	1,428.01	423.90	695.41	81.91	227.12	954.59	1,002.05	855.60	411.35	529.87	129.48	6,887.89
Gross Profit	2,545.70	12,110.57	2,372.65	488.52	13,840.92	519.80	3,809.36	1,439.36	1,729.21	2,135.87	2,949.74	3,995.04	47,936.74
Operating Expenses													
Hall Supplies	416.24	-	-	1,408.99	41.90	226.96	107.43	-	1,052.75	382.83	180.17	157.53	3,974.80
Office Supplies	-	-	-	-	-	9.99	-	-	28.00	17.10	66.85	-	121.94
Legal/Accounting	-	-	-	-	-	-	1,150.00	-	-	-	-	-	1,150.00
Repairs and maintenance	477.43	-	-	8,287.61	-	2,315.00	-	621.51	510.00	150.00	270.00	-	12,631.55
Caretaker/bookings	2,812.50	2,790.00	2,745.00	2,655.00	2,820.00	1,050.00	2,737.50	2,655.00	2,865.50	2,782.50	3,022.50	3,266.71	32,201.71
Gas	1,306.45	-	2,334.48	1,580.23	1,042.43	141.83	423.69	241.74	136.75	435.64	800.49	1,316.70	9,476.77
Power	608.90	-	781.60	2,316.91	399.44	461.42	861.07	1,066.03	755.51	1,509.64	980.95	917.89	10,659.36
Telephone	166.48	170.49	166.37	332.53	169.52	152.59	161.10	163.54	163.02	163.62	-	160.80	1,970.06
Miscellaneous	-	45.00	-	94.50	-	1,506.69	3,673.65	1,618.58	1,297.21	568.93	-	120.00	8,924.56
Total Operating Expenses	5,788.00	3,005.49	6,027.45	16,675.77	4,473.29	5,580.82	9,114.44	6,366.40	6,808.24	6,010.26	5,320.96	5,939.63	81,110.75
Net Income or Loss	- 3,242.30	9,105.08	- 3,654.80	- 16,187.25	9,367.63	- 5,061.02	- 5,305.08	- 4,927.04	- 5,079.03	- 3,874.39	- 2,371.22	- 1,944.59	- 33,174.01

Clareholm Community Center - Income Statement - 2009													
Period Starting:	Jan-09	Feb-09	Mar-09	Apr-09	May-09	Jun-09	Jul-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09	Totals
Income													
Main Hall	860.00	651.00	-	405.00	177.00	603.00	-	2,783.00	991.00	1,304.00	806.00	629.00	9,209.00
Lodge Room	567.40	2,370.00	743.00	543.85	320.00	824.67	-	469.00	480.00	701.00	511.00	139.00	7,668.92
Meeting Room	-	73.00	1,346.00	739.00	-	-	-	-	-	3,107.00	882.00	146.00	6,293.00
Kitchen	128.00	-	-	64.00	68.00	207.00	-	446.00	136.00	204.00	272.00	68.00	1,593.00
Pop	-	-	-	132.00	-	150.00	-	75.00	-	180.00	87.50	-	624.50
Gun Range	1,210.63	-	-	-	-	-	-	-	-	-	-	-	1,210.63
Donations	-	-	-	-	-	200.00	-	-	-	-	-	-	200.00
Rental Deposits Received	400.00	200.00	-	400.00	-	260.00	-	468.00	400.00	346.00	-	-	2,474.00
Miscellaneous	-	-	-	-	-	-	-	-	500.00	-	-	-	500.00
GST Received	143.23	154.70	104.45	94.35	20.25	89.23	-	184.80	72.35	274.80	127.92	49.10	1,315.18
Other	109.26	18,640.29	-	14,000.00	3,955.00	15,000.00	-	-	-	26,000.00	-	-	49,704.55
Total Income	3,418.52	22,088.99	- 11,806.55	2,378.20	4,540.25	17,333.90	-	4,425.80	2,579.35	32,116.80	2,686.42	1,031.10	80,792.78
Less Cost of Income													
Pop	-	-	-	-	148.32	-	-	143.64	-	-	-	-	291.96
Rental Deposits Redeemed	-	-	-	200.00	-	400.00	-	1,050.00	600.00	400.00	-	-	2,650.00
GST Paid	93.34	152.59	1,339.84	106.16	137.99	400.05	-	223.45	120.97	60.91	101.91	132.95	2,870.16
Total Cost of Goods Sold	93.34	152.59	1,339.84	306.16	286.31	800.05	-	1,417.09	720.97	460.91	101.91	132.95	5,812.12
Gross Profit	3,325.18	21,936.40	- 13,146.39	2,072.04	4,253.94	16,533.85	-	3,008.71	1,858.38	31,655.89	2,584.51	898.15	74,980.66
Operating Expenses													
Hall Supplies	-	-	473.95	-	519.55	-	-	1,148.00	40.42	124.90	247.63	-	2,554.45
Office Supplies	54.00	-	-	-	-	-	-	1,100.00	-	-	-	-	54.00
Legal/Accounting	-	-	-	-	-	-	-	-	-	-	-	-	1,100.00
Repairs and maintenance	-	-	18,685.00	16,975.00	-	7,557.00	-	548.10	345.00	-	270.00	152.42	44,532.52
Caretaker/Bookings	2,120.00	2,367.50	2,735.00	2,457.50	2,602.50	2,625.00	2,760.00	2,647.50	2,760.00	2,775.00	2,737.50	3,588.19	32,175.69
Gas	924.17	1,731.26	1,481.08	1,094.08	1,223.66	19.41	-	333.23	379.38	405.04	711.14	1,621.42	9,923.87
Power	482.02	844.37	606.79	698.96	625.21	424.12	-	589.62	1,494.52	529.44	654.31	691.03	7,640.39
Telephone	157.59	158.14	157.20	312.71	155.60	-	-	341.53	165.57	165.02	166.01	166.08	1,945.45
Miscellaneous	-	-	1,181.81	-	-	-	-	-	-	-	-	-	1,181.81
Total Operating Expenses	3,737.78	5,101.27	25,320.83	21,538.25	5,126.52	10,625.53	2,760.00	6,707.98	5,184.89	3,999.40	4,786.59	6,219.14	101,108.18
Net Income or Loss	- 412.60	16,835.13	- 38,467.22	- 19,466.21	- 872.58	5,908.32	- 2,760.00	- 3,699.27	- 3,326.51	27,656.49	- 2,202.08	- 5,320.99	- 26,127.52

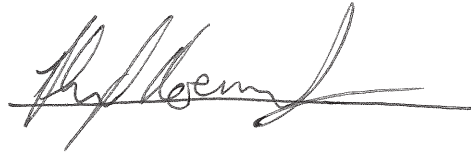
Letter of intent

TO: Claresholm Town Council

From: Faith Community Baptist Church

Purpose of addressing town council: To open a dialog between town council and faith community Baptist church In regards to the relocation of the town office and to open doors of communication on possible future plans.

Philip Roemmele
Cell. 403 625 6197

A handwritten signature in black ink, appearing to read 'Philip Roemmele', with a long horizontal flourish extending to the right.



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

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

February 20, 2014

To the Mayor and Town Council:

As the new Chairperson of the Claresholm and District Museum, and on behalf of that Board, I am writing to request your attention to and consideration of the hiring of an Executive Director to replace Trisha Carleton. I sincerely request that this be considered on your agenda for Monday, February 24's Council meeting as an "Action" item; with the request that you add a third delegation to your agenda for your March 10th meeting. Our current Board, and interested past Board members, strongly feel the need to share information, provide background information; and discuss our direction and future, particularly regarding the Executive Director position.

By way of a brief, concise summary to familiarize your group, your consideration of the following points would be appreciated:

- 1) Claresholm's Museum is now an accredited facility under the Alberta Museum Association's criteria—our artifacts are accessioned and catalogued according to standard museum practice, which makes them accessible for community and visitors. This membership also qualifies us for various grants—one, in particular, has already been received for 2014 and would have to be repaid if a trained and qualified staff person were not rehired (\$25,000 for wages). Various smaller ones would be in jeopardy (summer staff request for \$17,000, workshop funds of \$2000); plus we currently have a project staff person funded for \$10,800, who will not be supervised and assisted by a qualified professional, which was one of the grant's approval stipulations. In short, there are financial ramifications.
- 2) Adhering to the standards set out by the Alberta Museum Association, we now have a Mission Statement, a Strategic Plan, a Policy and Procedures Manual; and a separate Acquisitions Committee.



Claresholm & District Museum

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museum@townofclaresholm.com
www.claresholmmuseum.com

- 3) We have started the process of establishing a society called The Friends of the Claresholm Museum, which would also enable us to apply for grants only eligible to formal societies. This society would also handle social events such as the Tea on Fair Days, and hopefully, Christmas Madness, as was our plan for this upcoming year.
- 4) Our volunteer pool has expanded to 40; but consistent and knowledgeable leadership is required to keep volunteers involved and on task. Losing our director would be disappointing to our volunteers and donors, who have contributed so much to the Museum; and find it enjoyable to continue with basic, clear, consistent direction and parameters. Many of our grants also specify a certain number of volunteer hours as prerequisites to approval, so this volunteer base is essential.
- 5) There are many projects underway that will likely be sacrificed without a Director in place. The Alberta Quilt project is underway, the coordinator from Edmonton has been in contact, has invited us to join the cataloguing of homemade heritage quilts into a Provincial data base; and will need to work with us and our community for a number of days to record, photograph, and register necessary details about each quilt brought in by our citizens. Without a lead role from here, our participation most likely will not happen. This would truly be a great loss to our community, and the Province.
- 6) There are still an outstanding number of artifacts in our storage that have not been catalogued, accessioned, or processed. Our donors contribute with the implicit belief that their valuables will be stored, displayed, and treated with respect. This process cannot be done without knowledgeable staff and time to dedicate to it.
- 7) Community, municipal, provincial and interprovincial linkages, liaisons, and support cannot be meaningfully created or maintained without consistent, knowledgeable staff.
- 8) The Library and the Museum have joined in a number of projects beneficial to the community—one a Ranchers' Speakers Series that was very well received by the community—another, connecting with Alberta Archives, to investigate our potential membership with them. The most special collaboration, however, has been the Claresholm Chronicles Oral



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History project, whereby interviews with our elders are videotaped, recorded, and stored. We are also proud of our improved connections with the schools and see a great benefit in an ongoing relationship there.

Museums are no longer isolated, stuffy buildings forgotten to all but senior citizens. Museums, like Libraries, have become active, hands-on, participatory outlets and integral parts of the community. Losing our forward impetus in these projects, and a multitude of others, would be heartbreaking; and demotivating to all who have contributed so much in the past. Our museum pays homage to our heritage and the progenitors who created this community.

I trust members of Town Council will take the above comments under consideration; and with open minds allow us to present the big picture regarding the Executive Director position objectively, free from any past history or personnel issues.

Yours truly,

Jane Marsh,
Chairperson
Claresholm and District Museum
Board



ALBERTA

TRANSPORTATION

*Office of the Minister
MLA, Grande Prairie-Wapiti*

AR60930

February 12, 2014

His Worship Rob Steel
Mayor
Town of Claresholm
PO Box 1000
Claresholm, AB T0L 0T0

Dear Mayor Steel:

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

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

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

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

Sincerely,

Wayne Drysdale
Minister

Attachment



Action Request Report
60930 - FEDERAL GAS TAX FUND
Acceptance Date:

AR 60930
Date: 27-Jan-2014

Project Location	Phase Name or Limits	Municipal File #	Details and Comments	2013	Total
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CLARESHOLM

SOUTHERN REGION

\$824,804	Total Program Allocation		Preliminary Estimated Project Cost by Year Subject to Year-End Reporting to Reflect Actual Project Costs		
	Sanitary Sewer Main	Highway #2 between Water Tower and Shell Gas Station	2014 - 002	\$170,000	\$170,000
			Excavate and replace 180 meters of 200 mm sanitary sewer main on eastern side of Highway #2. Replacement of asphalt, concrete and gravel driveways and landscape restoration.	\$170,000	\$170,000
			Status Subtotals	\$170,000	\$170,000
			Total this application	\$170,000	\$170,000

- End of Document -

TOWN OF CLARESHOLM CAO UPDATE AS AT FEBRUARY 24, 2014

1. **PUBLIC WORKS/PARKS** - Per attached report from Mike Schuweiler, Superintendent of Public Works.
2. **INFRASTRUCTURE 2014** –
Staff has met with engineering firms for capital projects and the engineering/detailed design has been initiated. Projects to be publicly tendered are:
 1. Streets Improvement 2014
Sanitary Sewer Main Highway #2 (construction of both projects will be tendered together)
 2. Municipal Storm Water System Upgrades

Storm Water Master Plan has been discussed with engineers and staff waiting for agreement with deliverables.

Staff continues to work on timelines with developer for final lift of pavement on 8th Street project.

Centennial Park Trailer Office will be constructed in the spring/summer and the Westhill Park redevelopment project will be planned and communicated to Council and the public later this spring as workloads permit.

3. **STAFFING** –
Museum staffing on hold until Council determines the direction they wish to move regarding this facility's operations.

Caretaker position (casual) has been internally posted when position became vacant. It is being advertised as a temporary casual position in anticipation of union contract negotiations.

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 developed to present to the Facility and Infrastructure Planning Committee later this month.

FIPC will discuss it, have staff make adjustments and then a draft can be presented to Council for additional discussion before it is presented to the MD of Willow Creek.

Staff is in discussions with the MD regarding the MD Shop lands development and is looking into a partnership between the two municipalities to accomplish this redevelopment. When more detail is available, Council will be updated.

5. **2013 YEAR END** –
The external audit of the Town's financial statements is complete. The draft financial statements will be presented to Council on March 10th for discussion and staff is making recommendations to Council at the current meeting for transfers to and from reserves. Only those transfers that were not approved in the capital budget will be discussed and resolutions made.

Council will also have to allocate the remaining surplus balance to general reserves, capital reserves or leave it in unrestricted accumulated surplus.

Once the draft financials have been discussed and Council approves reserve transfers, the final audit will be presented at the March 24th Council meeting.

6. 2014 OPERATING BUDGET –

Staff is preparing the 2014 operating budget with the 1.5% tax revenue increase of \$45,000 as instructed by Council.

Council should make a formal resolution regarding this tax revenue increase so it is on the public record for the future.

7. MILL RATE BYLAW –

Staff will be presenting the draft operating budget at the March 10th Council meeting and then Council will need to determine which assessment class the \$45,000 tax revenue increase will be funded from (ie. residential, non-residential or a combination). The final assessment will be received from the assessment company at the end of February. Staff will prepare the necessary spreadsheets so that Council can make this decision at the March 24th Council meeting and staff can prepare the mill rate bylaw for first reading at the April 14th meeting.

The bylaw will need to receive 2nd and 3rd reading at the April 28th meeting so that the bylaw is passed in time to send out the tax notices by May 15th in order to meet the June 30th tax deadline payment date.

REMINDER tax payment deadline for 2014 has moved to June 30th.

8. E-BILLING CAPABILITIES –

In order to offer our utility users a better service and to reduce costs, the Town is beginning to offer e-billing for users for their April residential and commercial billings. We will be advertising this service in the next couple of months. An electronic bill will be emailed to users who wish to not have a paper copy physically mailed to them.

Kris Holbeck, CA
CAO
Town of Claresholm

PUBLIC WORKS REPORT 2014

Feb. 19, 2014

BUILDINGS Most building inspections have been completed, and some painting is on the project list for 2014. Mackin Hall's exterior. Museum School house's exterior. Outside trim on the Office building as well as the shop building. Regular maintenance/inspections on all 40 + building /structures that we own, are usually looked after by one PW staff member weekly. Grounds cleanup, boulevards and fence repairs will start as soon as the snow disappears.

EQUIPMENT The condition of our equipment is good. Our mechanic is kept busy with maintenance on the 88 pieces of equipment / vehicles used in operations. Files are kept on every unit we have and are updated when work is done. In between repairs, he does some street sanding and all the street sweeping.

SIDEWALKS We clear over 6 km of sidewalk and walking paths every time it snows. All 35.4 km. of Town sidewalks will be inspected this year by PW (Public Works). With the extreme frost heaves, this winter, we are expecting extra requests for repairs and replacement. As always, we will replace the worst sidewalks first, and continue until we have spent the allotted budget. We will do our best to resolve all complaints or requests.

STREETS Sanding and snow removal are the daily focus, unless water or sewer issues arise. Deep frost has caused more damage again this winter to our streets and curbs. Potholes have already started to appear. PW is to start with pothole filling as soon as conditions allow. We'll do our best to keep up, on the over 36 km of paved streets we look after, and the 6.5 km of oiled roads. We are hoping to re-pave at least two blocks this summer, with our 2014 infrastructure budget. Last year 17 blocks were on the PW's list for repaving. The list will be redone and roads reassessed in the spring as soon as the frost is gone.

SEWERS Flushing of the entire sewer system is critical to prevent sewer backups, and must be done twice annually. Our system of 42.8 kms of sewer pipelines does have its share of problems, and all are looked after as quickly as possible by PW to keep the system running. We also have a list of areas that require monthly flushing, to prevent sewer backups. One section of sewer main (160 meters) is scheduled to be replaced this year.

WATER The Total amount of treated water pumped from the water plant, into the distribution system in 2013 was 670 million liters. With PW, getting that water to our 1740 customers is our number 1 priority. All other work is put on hold while we correct issues within our system to limit disruption. Our forward focus, is replacing the old 4 inch water lines in our system with 8

inch water mains. We were only able to do this much snow removal, this season, because we had no water breaks, to deal with.

PARKS A three man crew run all the shifts required to operate the Arena, all winter. Almost 55 acres of grass, is mowed weekly, spring to fall, as well as looking after the cemetery, all outside parks, playgrounds and ball diamonds. Additionally they also change all lights indoors & outdoors, smoke detector batteries, fix toilets and clean bathrooms in many of our buildings when they have time. PW or seasonal help cover this department for holidays / sick time.

RECYCLING This program has ordered a new compactor that should be on site at the end of March. This program is diverting almost 10 Tonne's weekly from the landfill. The cost of getting rid of our plastics has increased, and we are hoping this will only be temporary. The one FT staff member is working hard to keep up, as all 10 tonne is sorted by hand daily. A PW staff member has to cover for sick time and vacations, as well, 2 PW men are required to load the semi-trailers for cardboard shipments every month.

GARBAGE The five day garbage pickup schedule is working well, with almost 400 pick-ups daily, by the two garbage men. I feel it's operated safely and we still have room for expansion. When time allows, these men do maintenance on the dumpsters, tree trimming in the alleys, and garbage picked up off the ground in areas all over town. PW personnel cover all holidays and sick days in this department as well.

STAFF This and much more is completed by our 4 PW employees, 3 parks employees, 2 sanitation employees, 1 recycling employee and 1 mechanic. We cannot expect more work to be completed, as I ask for all they can give me now. I push my staff to keep up, in all 4 departments, but demand for service is also up. We cannot get more done with less time. In the next 46 weeks, we must allow 58 weeks of holidays, in just my 4 departments, plus cover sick days. We do not always have enough PW staff to carry out any requested repairs or cover for other departments when needed. PW needs more staff, as someone is basically always gone. I know from the survey results that people are mostly satisfied with the Town crews, but I could respond sooner to all concerns. All I can do is hope that no one gets sick or goes on holidays when there is work that has to be done. PW covers for me when I am off as well.

This Report by

Mike Schuweiler

Superintendent

Town of Claresholm

Staff Report

To: Town Council
From: CAO
Date: February 20, 2014
Re: 2013 Capital Infrastructure Projects Update

PROJECTS APPROVED IN THE 2013 CAPITAL BUDGET

1. The Community Centre Roof project was budgeted for \$50,000 to come out of capital reserves. The project came in at a cost of \$55,042.66 as the Town of Claresholm's cost. The MD of Willow Creek contributed \$50,000 to the project and the Community Hall Board received a federal grant in the amount of \$91,763. The majority of the overage came from the Town having to increase the natural gas infrastructure and gas meters at the facility to accommodate new rooftop HVAC units.
2. The Sewage Lagoon Rehabilitation Project is ongoing and will be completed in the spring. Substantial progress has been made and some of the new equipment is currently being commissioned. This project has been fully funded by the Municipal Sustainability Initiative grant and the Alberta Municipal Water and Wastewater grant. Once the full costs of the project are finalized, staff will report the final numbers to Council.
3. The Curling Rink Compressor project was budgeted for \$40,000 from the Town out of capital reserves. The final cost to the Town was approximately \$14,027.21. The MD of Willow Creek, the Town and the Curling Rink each contributed 33% of the amount over and above the Community Facility Enhancement Program grant which was received by the Curling Club. The grant was in the amount of \$55,000 and the total project cost was \$102,569.00.
4. 8th Street Sanitary Sewer payment of \$100,000 was paid out of the operational surplus per the capital budget.
5. The Fire Hall Retrofit was budgeted for \$12,000 and the final cost for retrofitting the lights at the fire hall was \$11,130.58 funded by the Federal Gas Tax Fund grant.
6. The Westhill Park Project budgeted for \$40,000 was not done in 2013 and has been rebudgeted for in 2014.

7. The Skyline Storm Water Pump Station used \$7,948 of its budget for engineering of \$25,000 (funded from developer monies in trust). This project has been budgeted for and will be completed in 2014 using the remainder of funds in trust.
8. Museum Storage project was budgeted for \$30,000 to plan a new storage building for the museum's artifacts. The only project completed was the CPR speeder car shed which was funded \$2,170 from reserves and \$6,000 from donations in trust.
9. Capital equipment purchases were budgeted for \$165,000 and came in at a cost (net of trade-ins) of \$154,000.
10. Westlynn Fairway Vista Storm Drainage project was budgeted for \$15,000 and the final cost was \$7,605.43 and this was funded by operations per the capital budget.
11. Fire Truck replacement reserve and Arena Slab and Boards reserves of \$100,000 and \$80,000 were not funded in 2013.

PROJECTS APPROVED OUTSIDE CAPITAL BUDGET VIA COUNCIL RESOLUTION

1. Curling Club Roof emergency repair was budgeted for \$25,000 to be funded from capital reserves. The project total was \$18,370.
2. Municipal Enforcement Vehicle was funded through capital reserves in the amount of \$37,500.
3. Claresholm Aquatic Centre starting blocks final cost was \$39,550. The project was funded by Alberta Health Services \$9,950, Community Facility Enhancement Program grant \$19,900, Kraken Swim Club \$3,500 and the Town of Claresholm \$6,200.

Kris Holbeck, CA CAO Town of Claresholm

Staff Report

To: Council
From: CAO
Date: February 21, 2014
Re: Surplus Transfers to Reserves 2013

There are five administrative transfers to and from general and capital reserves which must be completed for 2013.

First the physician recruitment deficit is to be taken from general reserves which brings the reserve balance earmarked for physician recruitment to \$18,910.93.

Second and third, the local improvement tax repayment to capital reserves for a storm drainage project in Sundance subdivision in 2010 and a sanitary sewer project in Sundance subdivision in 2012 (this is year three of ten for the storm drainage repayment and year one of twenty for the sanitary sewer repayment).

Fourth, \$664.52 needs to be transferred into the general reserve from the curling club compressor project. In 2013 the Town funded \$14,741.73 to the project from general reserves and once all the parties paid their portions, the Town's portion is \$664.52 less.

Finally, due to not having staff in place for part of the year in FCSS, they are showing a surplus of \$7,461.59. They will ask the Province if they can defer this amount to 2014 to be used. The Town will transfer this amount into general reserves for them to utilize in 2014 also. This will even out their bottom line over the two years so they don't have a surplus in one year and a deficit in the next year as the monies will be transferred back in 2014.

RECOMMENDATION

Reserve Transfers:

1. To transfer \$12,736.17 from general reserves to operations to fund the physician recruitment deficit. This transfer is from the physician recruitment earmarked reserve which is the total surpluses and deficits of the department since its inception.
2. To transfer the storm drainage local improvement tax in the amount of \$6,901.90 to capital reserves to repay the amount used to fund the project in 2010.
3. To transfer the sanitary sewer local improvement tax in the amount of \$3,963.07 to capital reserves to repay the amount used to fund the project in 2012.
4. . To transfer the curling club compressor project net surplus in the amount of \$664.52 into general reserves.
5. To transfer the FCSS department surplus in the amount of \$7,461.59 into general reserves from operations.

Once these five transfers are complete, the 2013 overall surplus is \$156,281.36. All or a portion of this surplus can be transferred into general (operating) and/or capital reserves to save for future needs. All or a portion of this amount can also be left as unrestricted accumulated surplus.

Historically Councils have allocated the majority of the surplus to reserves which ensures that any use of these funds is approved and budgeted for by Council during the capital or operating budgeting processes. They leave a small amount as unrestricted surplus for the year (ie. move \$100,000 into capital reserves, \$50,000 into general reserves and show a surplus at yearend of \$6,281.36) or whatever combination Council so chooses.

Council does not need to specify a project for these transfers at this time. This can be done later on if Council wishes to have additional time to determine its future priorities.

The external auditors have requested Council resolve where they want to move the 2013 surplus so that when the auditors attend to review the draft financial statements on March 10, 2014, the net surplus on the Town's financial statements will be whatever hasn't been transferred into general or capital reserves.

Kris Holbeck, CA CAO Town of Claresholm

INFORMATION ITEMS

INFO

Enhancing Green Spaces
in Communities



Mise en valeur des espaces
verts au sein des collectivités

***An Invitation to participate in a program that will
showcase, involve and benefit your community***

Since 1995, communities have recognized numerous benefits from participating in the program:

Economic benefits

- Best practices and information exchange
- Valuable information and feedback from the judges
- Marketing and promotional opportunities
- Positive benefits for the tourism, hospitality and retail industries

Social benefits

- Increased civic pride and community involvement
- Mobilization of citizens, groups, businesses and municipality working together
- Participation from all ages and walks of life learning more about their community
- Information exchanges with provincial, national and international communities
- Improved quality of life

Environmental stewardship through the enhancement of green spaces

- Mitigation of heat islands
- Reducing soil erosion
- Improving air quality
- Responsible use of water

Please find enclosed registration information for the participation of your community

Communities in Bloom is made possible by the support of sponsors and partners

Alberta Provincial Presenting Partner
Encana

In partnership with
Alberta Recreation & Parks Association

National Sponsors

- Scotts ♦ Home Hardware ♦ CN
National Capital Commission
Beauti-Tone ♦ Ball Horticultural Company ♦ Natura
Miracle-Gro ♦ Scotts EcoSense ♦ RoundUp ♦ Turf Builder
Municipal World ♦ Nutrients for Life ♦ Teck
Canadian Nursery Landscape Association ♦ VIA Rail Canada



2014 COMMUNITIES IN BLOOM ALBERTA REGISTRATION FORM

Communities in Bloom Alberta is now accepting registrations for the 2014 Provincial program. **Please submit the application form before March 31, 2014.**

Communities may participate in one of two categories:

Competitive:

- Communities are grouped according to population size and evaluated by trained volunteered judges using a standard evaluation form.
- The winning community in each population category is determined by the highest score.

Friends (Non-Competitive):

- The Friends category is a way for communities to participate without the pressure of competition. Communities are not grouped according to population size and no winner is declared in the Friends category.
- Communities can choose to participate with or without an evaluation.
- Communities who choose to participate without an evaluation are required to be evaluated at least once every three years.

Please visit our website at www.cib.arpaonline.ca for more information about participation categories.

The benefits of participating in the program are:

- Being part of a provincial and national program,
- Receiving information and evaluation feedback to improve your community,
- Opportunities to improve your community's quality of life,
- Increase in civic pride and community involvement, and
- Receiving an invitation to attend the provincial and national award ceremonies.

Communities should be prepared for evaluations to take place between mid-July and mid-August.

Communities being evaluated must provide lodging for one night for two judges (billeting is acceptable).

Communities in Bloom Alberta
c/o Alberta Recreation and Parks Association
11759 Groat Road
Edmonton, AB T5M 3K6

ph: 587-520-6287
fax: 780-451-7915
email: ksnethun@arpaonline.ca
www.cib.arpaonline.ca

Provincial Partner



Sponsored in Alberta by





2014 REGISTRATION FORM

Registration deadline is March 31, 2014.

Municipality: _____ Total Population: _____ Mayor: _____
(please print)

Name of Primary CiB Contact: _____	Position/Title: _____
Address: _____	
Province: _____	
Postal Code: _____	
Phone Number: _____ - _____ - _____	Fax: _____ - _____ - _____
Email: _____	

Name of Alternate CiB Contact: _____	Position/Title: _____
Address: _____	
Province: _____	
Postal Code: _____	
Phone Number: _____ - _____ - _____	Fax: _____ - _____ - _____
Email: _____	

Please indicate how your community will participate:

- Competitive** (by assigned population category)
- Non-Competitive**
- Friends (evaluated)
 - Friends (non-evaluated)

REGISTRATION FEE:

Registration fees are due with the registration form. Fees are based on population categories:

- pop. 1- 5,000 (**\$200.00**) pop. 5,001 – 20,000 (**\$350.00**) pop. 20,001 – 50,000 (**\$400.00**) pop. 50,000 + (**\$450.00**)

Please make cheques payable to "ARPA" and mail to:
ARPA, 11759 Groat Road, Edmonton, Alberta, T5M 3K6

Communities in Bloom Alberta
c/o Alberta Recreation and Parks Association
11759 Groat Road
Edmonton, AB T5M 3K6

ph: 587-520-6287
fax: 780-451-7915
email: ksnethun@arpaonline.ca
www.cib.arpaonline.ca

Provincial Partner



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MUNICIPAL PLANNING COMMISSION MINUTES

December 6th, 2013
Town of Claresholm – Council Chambers

Item 2: Action SUBDIVISION APPLICATION

ORRSC File: 2013-0-153
File: D2013.133
Applicant: Sexsmith Surveys Ltd.
Owners: Kenneth & Helen Rohl
 Daniel Smith
 James & Valerie Kjarsgaard
 Kevin Longmuir
Address: 344, 348, 352, & 356 49th Avenue West
Legal: Lot 1, Block 28, Plan 7304EC
 Lot Ptn. 2, Block 28, Plan 7304EC
Regarding: Subdivision Application (Draft Resolution for Approval)

**Motion to Approve
with Amended
Conditions
by Councillor O'Neill**

**Seconded by
Sharon Duncan**

CARRIED

**Item 3:
Information**

LAND USE BYLAW AMENDMENT (RE-DESIGNATION)

File: D2013.132
Applicant: Westwind Chevrolet Buick GMC
Owner: Davis Properties Ltd.
Legal: Lot 3, Block 8, Plan 0715848
Regarding: Land Use Bylaw Amendment – Re-designation

**Referred to
Administration**

11:00 a.m. Adjourn

**Motion to Adjourn
by Grant Jordan**

CARRIED



MUNICIPAL PLANNING COMMISSION MINUTES

January 3rd, 2014

Town of Claresholm – Council Chambers

Attendees:

1. Rob Steel - Mayor (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

8:30 a.m.

Call to Order /Adoption of Agenda

- Addition of correspondence from Leanne Fisher received January 2, 2014 regarding D2013.135.

**Motion to adopt
the Agenda
as amended
by Sharon Duncan**

CARRIED

Adoption of Minutes

- December 6, 2013

**Motion to adopt the
Meeting Minutes by
Councillor O'Neill**

**Seconded by
Sharon Duncan**

CARRIED



MUNICIPAL PLANNING COMMISSION MINUTES

January 3rd, 2014
Town of Claresholm – Council Chambers

Item 1: Delegation Starling Auctions Ltd. (Jesse Starling & Sharon Starling)

Jesse and Sharon were present to the Municipal Planning Commission meeting to discuss the operation of the auction business from 5521 2nd Street East (Ptn. of Block 2, Plan 0780527). Starling Auctions has been issued a number of temporary development permits to operate an auction business from two different properties in the Town of Claresholm. Prior to the meeting Mr. Starling was asked to removed equipment and material from the property (as per the conditions of the temporary development permit). Progress had been made to clean up the property, however at the time of the meeting equipment and material remained.

Mayor Steel explained the conditions of the temporary permit were not being consistently met. Mr. Starling indicated that most of the remaining equipment and materials were being left on the property because purchasers were not picking up their purchases in a timely manner. He had made it a point to contact the purchasers, however some of the items remain. Additionally, he indicated that some items were not sold at the past auction and remain on the property to be part of future auctions. He said it would cost prohibitive for him or items owners to remove them and bring them back at a later date.

Mayor Steel explained that the Town of Claresholm had received a complaint from a surrounding property owner and that overall he did not like having the equipment and materials left on a property that is close to a major highway corridor. Mr. Starling explained that the proximity to the major highway is an asset to his business because it provide excellent exposure

Jesse questioned why the Town was hesitant with the idea of a permanent auction yard at this location. Mayor Steel explained that when making decisions, the Town must balance the needs of business and needs of the residents that insist on a clean and orderly Town. Rob Steel remarks that even if other properties in town are unattractive that doesn't mean the MPC has to approve them continually and worries about the look of a used equipment storage yard within that land use zoning.

Everybody agrees that the Town likes having the business and wonders if a compromise can be reached. Mr. Starling indicated that the temporary permits have worked so far, however he would prefer if an exception could be made for some equipment/material to remain on the property. He suggests having one month for set-up and one month for take-down. Sharon Starling explained that this last auction had unusual circumstances and usually not that much equipment is left.

Discussion was held on screening possibilities or the construction of an enclosed structure to store materials such as temporary fencing and pallets. Some of these ideas would be cost prohibitive, particularly for a temporary use. In addition, Jesse indicated that the visual exposer from the highway is desirable asset that would be nullified by screening or fencing.



MUNICIPAL PLANNING COMMISSION MINUTES

January 3rd, 2014
Town of Claresholm – Council Chambers

Item 2: Delegation **Darryl Hoff**
 File #: D2013.135

Mr. Hoff was on hand to answer questions from the Municipal Planning Commission and discuss his application. He clarified that his business will not generate any client traffic. Outside of the business books, the vast majority of work will take place on the worksite (away from the residence). Any work to be completed on the residential property will be done inside the garage (with the door closed) and will not include painting (or lacquering) and will not result in any outside storage of goods and materials.

Item 2: Action **DEVELOPMENT PERMIT**

File: D2013.135
Applicant: Darryl Hoff
Owners: Darryl & Lori Hoff
Address: 10 Tamarack Road
Legal: Lot 74, Block 118, Plan 8010781
Regarding: Home Occupation Application;
 Home Office Construction/ Carpentry Business

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

**Seconded by
Councillor O'Neill**

CARRIED

CONDITION(S):

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

Item 3: Information **LAND USE BYLAW AMENDMENT (RE-DESIGNATION)**

Referred to Council

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

10:06 a.m. **Adjourn**

**Motion to Adjourn
By Councillor
O'Neill**

CARRIED

Books, Bytes & Beyond

Claresholm Public Library High-Lights for 2013

"When you reread a classic you do not see more in the book than you did before; you see more in you than was there before."

Clifton Fadiman
(1904-1999)
American Intellectual,
Author, Radio and
Television Personality

"There is more treasure in books than in all the pirate's loot on Treasure Island."

Walt Disney
(1901-1966)
American Film Producer,
Director, Screenwriter,
Voice Actor, Animator,
and Entrepreneur



2013 can be defined as a year of celebration and partnerships. The Claresholm Public Library has been an essential provider of books, information, ideas and education for all Claresholmites and residents of the surrounding area for 75 years. It was founded in February 1938 by the members of the Col. Lyndon Chapter of the Imperial Order Daughters of the Empire, (I.O.D.E.). Since education was one of the main projects of the I.O.D.E., the local chapter felt their contribution to this phase of the work could be developed to the best advantage by organizing a library to serve the Claresholm community. In Effie Harper's words: My only memory of the meeting was a statement made by Marion Milnes (Mrs. Tom Riddell). She said "*It time this organization did something to justify its existence*" and she suggested that, since Claresholm needed a library, the I.O.D.E. should start one. I was hooked – because the idea was dear to my heart."

Celebration:

February 2013 – the Claresholm Public Library celebrated its 75th anniversary with a month long celebration.

A big thank you to the following businesses for their very generous donations: Morkins Agri Services, Chinook Credit Union, Latte-da, Renaissance Development Inc., Gerto Cabinets & Furniture, Westwinds Chev/Olds, Claresholm Rentals, Claresholm Pharmacy, Claresholm Welding and Claresholm Tim Horton's.

Planned Events: collected the patrons top 75 best reads; Art contest for students; Art from used books contest; Halo (Red vs Green) Gaming Tournament for teenagers; Lee & Sandy Paley presentation at the West Meadow Elementary School; special Pre-School Story time; Prairie Pastimes (clogging, cowboy poetry, music and an author reading); Mind Body & Soul (Nia, Tai Chi, Fitness, Healthy eating and Reflexology); ending with a big celebration with music from the June Bugs, recognition of past volunteers, Board members and employees, presentation of the art winners, presentation of the library history ending with piñata (book shape) and cake. Total participation for our 75th anniversary was 620 people.



Libraries are being transformed into true centers of educational innovation and service, vital community hubs that provide far more than just books and materials. Your local library plays a key role in closing the digital divide, especially for the people who don't have Internet access at home. In the always expanding digital realm, The Claresholm Public Library provides patrons on site and in their own homes with powerful online tools to help them discover its extensive resources and services. On the library website: www.claresholmlibrary.ca visitors have access to almost 900,000 items, almost 20,000 digital magazines, and a growing e-book and digital audiobooks collections. In addition, they have access to the holdings of every library in Alberta via "The Alberta Library". Your library is a hub of knowledge, culture and communication, where people are helped to distinguish between fact and fiction in a digital age.

The Claresholm Public Library embarks on its next 75 years passionately committed to meeting the ever-changing needs of our patrons.

Any book that helps a child to form a habit of reading, to make reading one of his deep and continuing needs, is good for him." - *Margaret Angelou*

Partnerships

The Library which was built by partnerships has continued to build and foster old and new partnerships in the community.

The Oral History Project or **Claresholm Chronicles** (as we have named the project) is a partnership between the Claresholm Public Library and The Claresholm & District Museum, with the editor of the Claresholm Local Press also being a committee member. The goal is to video, record and preserve oral histories of long-term residents of Claresholm and surrounding area. We are interested in their stories, memories and life experiences while living in the area. The finished interview will eventually be uploaded via a video marketing platform (You Tube, Vimeo, etc.) so that people from afar will have access. To help preserve the histories, and allow for the hearing impaired to enjoy, they will also be transcribed.

Our Oral history project is an initiative planned, designed, and executed by local volunteers to create and preserve oral histories. It is future-focused as it will evolve into an Oral History Collection that will ultimately include recording and associated materials (i.e transcript), and contextual materials (i.e., maps, research notes, correspondence, photographs, interview notes). It is an innovative approach to round out the story of the past, providing a fuller, more accurate picture, enabling us to understand how individuals and communities experienced the forces of history, teaches us what has changed and what has stayed the same over time, and finally, preserves for future generations a sound portrait of who we are in the present and what we remember about the past. Oral history is a valuable source for all people. One of the primary benefits of oral history for the community is its ability to bring to life the voices and experiences of individuals, many of whom might otherwise have been forgotten.

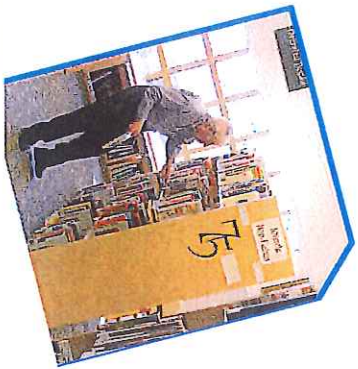


Empower the Butterfly Within: The Library is working with Claresholm F.C.S.S. to organize a Woman's Day Symposium. This will be held on May 3, 2014. The theme will be "Empower the Butterfly within". It will feature a guest speaker, and several sessions that will enhance each woman's wellbeing.

"Libraries offer, for free, the wisdom of the ages - and sages - and, simply put, there's something for everyone inside."

Laura Bash
Former First Lady of the United States

Volunteers



It is in recognition and with thanks to all of you who give time, experience and leadership to the management and development of the Claresholm Public Library. You are "the salt of the earth"! *Thank you.*

Lila Peterson	20 years
John Perrott	15 years
Winnie Worbetz	9 years
Kathy Richardson	9 years
Thelma Veenkamp	3 years
Brenda Fogarty	4 years
Margaret Lane	5 years
Morris Dube	4 years
Claire LaCelle	2 years
Arden Dubnewick	3 years

Friends

Friends of the Library continued support of many worthwhile programs and projects in 2013. They worked at and received Casino funding in May. Their Fundraising efforts allow the library to run various events. In 2013 they assisted with the 75th anniversary events; landscaping on the west side of the library; built an award winning float for the Town's annual parade; organized the annual "Pink Tea Party"; helped with the Spirit of Christmas.

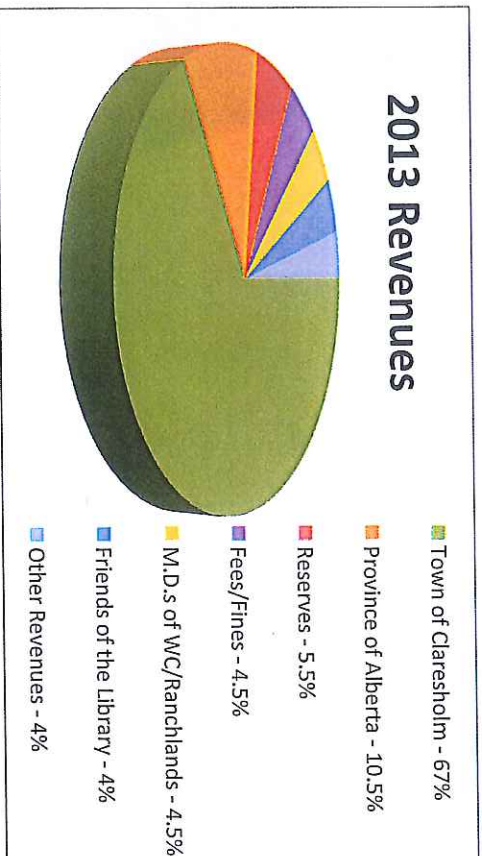
We are always impressed with the enthusiasm and creativity of these wonderful people. *Thank you*



Financial Highlights

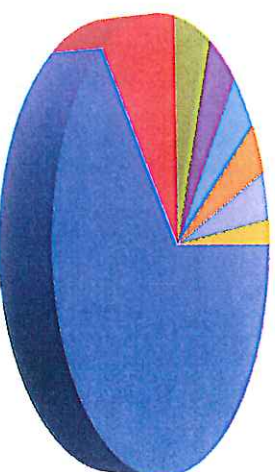
Revenues 2013

Town of Claresholm	\$ 157,540.00
Province of Alberta	24,668.00
Reserves	13,514.03
Fees/Fines	11,069.25
M.D. of Willow Creek/Ranchlands	10,512.00
Friends of the Library	10,018.68
Other Revenues	<u>8,917.61</u>
TOTAL	<u>\$ 236,239.57</u>



Expenditures 2013

Salaries	\$ 151,651.17
Building Maintenance/Utilities	25,121.47
Chinook Arch Regional Library	13,416.06
Capital Items	11,519.00
Library Management	11,126.21
Collections	9,533.08
Programs	9,296.82
Board/Volunteers	<u>4,575.76</u>
TOTAL	<u>\$ 236,239.57</u>



QUICK FACTS:

- ▣ 173 first time library members register at the Claresholm Library
- ▣ 1,465 memberships in our library
- ▣ 37,740 visits were made to the Library
- ▣ 4,244 items used in the library
- ▣ 43,129 items were borrowed
- ▣ 4,415 questions were answered
- ▣ 2,659 people attended 100 public programs
- ▣ 1,907 new materials were added to the collections
- ▣ 68 volunteers donated 1,864 hours to various library programs, events and services
- ▣ 7,844 items were borrowed from other libraries within Chinook Arch System
- ▣ 13,530 items were lent to other libraries with Chinook Arch System
- ▣ 157 items were borrowed from other libraries, 245 items were lent other libraries (ILL -outside of Chinook Arch)
- ▣ 18 exams were proctored for students taking long distance education courses
- ▣ 11,771 visits to our website and 4,992 sessions on our public workstations
- ▣ 387 meetings were held in the Bill Simpson Room and 196 meetings in the Youth Zone and Jean Hoare Room



Claresholm Public Library

Box 548 211 – 49 Ave. West

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N. USER SATISFACTION

26. Library User satisfaction

TOTAL NUMBER OF SURVEYS COMPLETED BY LIBRARY USERS..... 89

a) Please report the **RATING AVERAGE** from 1-5 for the survey questions:

- i) Library staff (knowledge, helpfulness) 4.74
- ii) Library collection 4.29
- iii) Information services 4.74
- iv) Library facilities 4.81
- v) Electronic resources 4.19
- vi) Library hours 4.18
- vii) Library Programs 4.32
- viii) Overall satisfaction with library 4.58

b) What percentage of people surveyed found what they were looking for?

- i) Yes 96 %
- ii) No 1 %
- iii) Partly 3 %

27. Library User Comments: The following are the comments received on the survey:

- I really miss the library being open on Saturdays during the summer??
- I liked it when the library was opened 2 evenings.
- More hours, more hours
- Open Sunday afternoons – Sept. to June (2)
- Get rid of the fluorescent lighting in the Bill Simpson Room. Wall scones would provide adequate lighting. Fluorescent lights are a trigger/.cause of migraines in many people.
- I worry that the library will soon run out of room for its growing collection.
- It should be twice the size it is.
- Great place, nice atmosphere.
- All good.
- Everything at our library is great. I am truly amazed at all the programing and events that are already in place. Great job everyone.
- Very impressed by the staff and selection. Very friendly place to come to.

Library Customer Satisfaction Survey - November 2013

- More events for 1 and 3 year olds.
- Staff great – nice energy at the library. You're doing a great job!
- The Claresholm Library and staff are one of our treasures.
- Hat's off to the staff – Love the armchair travels.
- Have movies on a screen once a week.
- Advertise computer knowledge to the public.
- I appreciate your Christian selections – would love to have even more.
- Could you have more computer classes – Windows 8-1 would be nice.
- Could you let us know about new Canadian authors?
- What a wonderful staff – always welcoming and cheerful.
- Some new non-fiction books and audio books.
- I like the system where books are sorted into categories: i.e. mystery, western, etc. Speeds up browsing. Otherwise, very enjoyable.
- Getting books from other libraries is fantastic.
- I do not know how to make it better because the "Library" is terrific already. Thank you.
- A great asset to our town. Very friendly staff.
- It is just nice being here – cosy and feels like home.
- Always something to find and nice people to talk with. Helpful and pleasant.

Claresholm Public Library Board
REGULAR MEETING
Tuesday, January 21, 2014 5:45p m.

Present: Lisa Anderson, Cathy Dahl, Michael McAlonan, Arden Dubnewick, Diana Ross,
Markia Thyssen, Earl Hemmaway, Jim Schovanek & Kathy Davies

Excused: Trisha Carleton

GUEST: John Johnson

1. CALL TO ORDER

Lisa Anderson called the meeting to order at 5:47 p.m.

2. APPROVAL OF AGENDA

m/c – by Earl that the agenda be approved.

3. APPROVAL OF NOV. 18, 2013 ORGANIZATIONAL MEETING MINUTES

m/c – by Cathy that the minutes be approved.

4. ORIENTATION FOR TRUSTEES:

Overview of how libraries are governed in the Province. Covered the Minister, the Public Library Services Branch, TAL, Chinook Arch Regional Library System, Obligations of being a Trustee.

Discussed the structure of the Claresholm Public Library Board.

m/c – by Cathy that the Board terms of office for executive positions and committees be changed from every 18 months to every 12 months starting in November.

Committees – Lisa suggested that Building and Finance be combined and that Advocacy to added to Fund Raising and Public Relations.

m/c – by Earl that the Claresholm Public Library Board have the following committees:

Policy and Personnel
Fund Raising, Public Relations and Advocacy
Finance and Building

All committees include Board Chairman as an ex-officio member and the Librarian for a resource person. It is the choice of the Chairman as to whether he/she attend each committee meeting.

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The Committees were formed as follows:

Finance and Building:

Arden Dubnewick

Earl Hemmaway

Michael McAlonan

Fundraising, Public Relations and Advocacy:

Trisha Carleton

John Johnson

Marika Thyssen

Policy and Personnel:

Cathy Dahl

Diana Ross

Jim Schovanek

5. OLD BUSINESS:

5.1. Archives: m/c – by Cathy Dahl that we table this item.

5.2. Board Self-Assessment: Board members reviewed the comments and it was suggested that it be referred to the Policy Committee.

5.3. SA Library Conference: Cathy Dahl said she is now unable to attend the conference. Kathy will cancel her registration. Arden, Diana, Lisa and Kathy will be attending. They will stay over the one night.

6. FINANCIAL:

6.1. Financial Statement for Dec. 2013:

m/c – by Earl Hemmaway that the financial statement is accepted as information.

6.2 Proposed 2014 Budget:

m/c- by Arden Dubnewick that Proposed 2014 Budget be approved with a 1.5% increase. Earl asked that a letter be written to the M.D.'s of Willow Creek and Ranchlands asking for an increase.

7. CORRESPONDENCE:

A letter from the Town of Claresholm appointing Diana Ross to the Library Board.

8. COMMITTEE REPORTS:

8.1 Chinook Arch Regional Library System: Earl/Kathy

Earl and Kathy attended the Dec. 5, 2013 meeting. New Board Chair is Howard Paulsen.

Earl is on the Finance Committee and Kathy is on the Building Committee.

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8.2 Library Manager's Report: Kathy Reported that:

- Have weeded the Reference Collection;
- Moved the Daisy Discs over to the one side of the Reference shelf;
- Given the French books to the French library in Lethbridge and discarded the German books as no one wanted them;
- Spread the large print collection down, so no books on the bottom shelves (easier for the patrons);
- Jodie is a work experience student who is going through all the books in the basement and bringing up the older one, comparing them to the condition of our shelf copy and if need be, then I am replacing it with the basement copy;
- Sorted the "For Sale Books" and took any that had been there over 6 months to the recycling – thank you Morris for helping.
- We have been keeping the past 2 years of magazines in the basement, as they are now available online and very few people ever ask for the back issues – have decided to discard them – so to recycling they go. We will keep only magazines that are handi-craft genre.
- Started sorting all the variety of papers in the basement – have recycled 4 bags so far.

8.3 Friends of the Library Report:

The Friends have agreed to pay for 4 new chairs to replace the ones that have started to deteriorate. The chairs, which were ordered through Gerto's, arrived this week.
The Friends AGM is on March 24th.

9. NEW BUSINESS:

9.1 Community Foundation of Lethbridge and Southern Alberta:

Would like to use a portion of the money we have earned on our invested money to purchase an IPAD to be used in house by Pre-schoolers with an adult. Earl suggested we contact Apple to see if they would donate one. Lisa volunteered to do this. Also Earl suggested that this portion of money could be used to be a matching portion for a grant. Kathy would like to apply for funding from CFLSA for books for the Young Adult and Juvenile collections.

m/c – by Earl that we apply for funding from CFLSA to purchase materials for the Young Adult and Juvenile collections.

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10. ADJOURNMENT
m/c – by Cathy that the meeting be adjourn at 7:25pm.

Next Meeting: February 18, 2014 at 5:45pm.

Chairman _____

Date _____

Secretary _____