



TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
JANUARY 13, 2014  
AGENDA

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

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING MINUTES DECEMBER 17, 2013

FINANCES:

1. NOVEMBER 2013 BANK STATEMENT
2. DECEMBER 2013 BANK STATEMENT

ACTION ITEMS:

1. BYLAW #1590 – Designated Officers  
RE: 3<sup>rd</sup> Reading
2. BYLAW #1591 – Land Use Bylaw Amendment  
RE: 1<sup>st</sup> Reading
3. BYLAW #1592 – Borrowing  
RE: All Readings
4. BYLAW #1593 – Recycling Amendment  
RE: 1<sup>st</sup> Reading
5. CORRES: Cassandra Navratil  
RE: Arena Mezzanine Rental
6. CORRES: Linda Cormier  
RE: Sidewalk Request 55<sup>th</sup> Avenue & 4<sup>th</sup> Street West
7. CORRES: Claresholm Curling Club  
RE: Commercial General Liability Insurance
8. CORRES: Royal Canadian Legion Br.41  
RE: Municipal Portion of Property Taxes
9. CORRES: Dahlin Sabey  
RE: Property Tax Payments
10. CORRES: Claresholm Healthy Community Coalition  
RE: Request for Funds to Support Free Swim Initiative
11. CORRES: Claresholm Community Centre Association  
RE: 2014 Operating Budget Request
12. CORRES: El Molino Foods of Canada (1972) Ltd.  
RE: Purchase of Land
13. STAFF REPORT: Safety Codes & Administration & Service Request for Proposal Results
14. STAFF REPORT: Council Training & Development
15. COUNCIL & EMPLOYEE REMUNERATION
16. 2014 INTERIM OPERATING BUDGET
17. ADOPTION OF INFORMATION ITEMS
18. IN CAMERA: PERSONNEL

INFORMATION ITEMS:

1. Cheque Listing for Accounts Payable – December 2013
2. WCCHS “The Navigator” – January 7, 2014
3. West Meadow Elementary School Newsletter – January 2014
4. Chinook Arch Regional Library System Board Report – December 2013
5. Mayors & Reeves of Southwest Alberta Meeting Minutes – December 6, 2013
6. Mayors & Reeves of Southwest Alberta Meeting Minutes – January 3, 2014
7. Oldman River Regional Services Commission Meeting Minutes – September 5, 2013
8. Claresholm Public Library Board Organizational Meeting Minutes – November 18, 2013
9. Alberta SouthWest Economic Developers Alberta (EDA) Training – February 2014
10. Travel Alberta “Connections” – January 2014

ADJOURNMENT



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING MINUTES  
DECEMBER 17, 2013**

**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 McAlonan that the Agenda be accepted as presented.  
**CARRIED**

**MINUTES:** **REGULAR MEETING – NOVEMBER 25, 2013**

Moved by Councillor Cutler that the Regular Meeting Minutes of November 25, 2013 be accepted as presented.

**CARRIED**

**FINANCES:** **OCTOBER 2013 BANK STATEMENT**

Moved by Councillor Fieguth to accept the October 2013 bank statement as presented.

**CARRIED**

**DELEGATION:** **CLARESHOLM HEALTHY COMMUNITY COALITION: Ruth Mueller**  
**RE: Community Wide Fitness Challenge & Upcoming Workshop**

Ruth Mueller was present to speak to Council regarding this past fall's Community Wide Fitness Challenge, an initiative of the Claresholm Healthy Community Coalition. There were 232 people who participated or 58 teams. Their goal this year was to encourage children and teens. It was a very successful venture. She wanted to thank the Town for supporting the challenge and hopes that the Town will do the same next fall. She also discussed an upcoming workshop to be held in Okotoks on January 15, 2014 for community leaders on the role of community leaders in primary health care, and encouraged anyone from Council to participate.

**ACTION ITEMS:**

**1. BYLAW #1590: Designated Officers**

**RE: All Readings**

Moved by Councillor Dixon to give Bylaw #1590, regarding designated officers, 1<sup>st</sup> Reading.

**CARRIED**

Moved by Councillor Cutler to give Bylaw #1590, regarding designated officers, 2<sup>nd</sup> Reading.

**CARRIED**

**2. CORRES: Alberta Municipal Affairs**

**RE: 2013/14 Regional Collaboration Program**

Received for information.

**3. CORRES: Oldman River Regional Services Commission**

**RE: 2014 Council Planning Orientation**

Received for information.

**4. CORRES: Claresholm History Book Committee**

**RE: Loan Extension**

Referred to administration.

**5. CORRES: Bryan Ketcheson**

**RE: Application to the Subdivision & Development Appeal Board**

Moved by Councillor Fieguth to appoint Bryan Ketcheson to the Subdivision and Development Appeal Board.

**CARRIED**

**6. CORRES: Diana Ross**

**RE: Application to the Claresholm Library Board**

Moved by Councillor Cutler to appoint Diana Ross to the Claresholm Library Board.

**CARRIED**

**7. STAFF MEMO: Reserve Bid for Tax Recovery Sale – 4 Skyline Cres.**

Moved by Councillor Cutler to set a reserve bid of \$964,510.00 for Lot 16 Block 63 Plan 0110064, 4 Skyline Crescent.

**CARRIED**

**8. COMMUNITY PEACE OFFICER POSITION**

Received for information.

**9. CPO VEHICLE PURCHASE**

Moved by Councillor Fieguth to approve the purchase of an enforcement vehicle for \$37,500 plus GST in 2013 to come out of reserves in accordance with a motion made by the previous Council on March 26, 2012 originally authorizing the purchase.

**CARRIED**

**10. OLD CLARESHOLM ELEMENTARY SCHOOL**

Moved by Councillor Dixon to meet with the Livingstone Range School Division's Board of Trustees to discuss the potential acquisition of the old Claresholm Elementary School.

**CARRIED**

Moved by Councillor Ford to initiate a Request for Proposal for an architect to provide information regarding estimated costs and funding opportunities in the potential acquisition of the old Claresholm Elementary School for a future municipal administration building.

**CARRIED**

**11. 2014 CAPITAL BUDGET**

Moved by Councillor Cutler to approve the 2014 Capital Budget as amended.

**CARRIED**

**12. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**13. IN CAMERA: PERSONNEL**

Moved by Councillor Ford that this meeting go In Camera.

**CARRIED**

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

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Cutler that this meeting adjourn at 11:10pm.

**CARRIED**

\_\_\_\_\_  
Mayor – Rob Steel

\_\_\_\_\_  
Chief Administrative Officer – Kris Holbeck

**TOWN OF CLARESHOLM  
NOVEMBER 2013 BANK STATEMENT**

<b>RECONCILED BALANCE OCTOBER 31, 2013</b>			<b>\$582,876.49</b>
<b>DEPOSITS TO BANK</b>	<b>DEBITS</b>	<b>CREDITS</b>	<b>BALANCE</b>
RECEIPTS FOR MONTH	\$763,636.81		
REVOLVING LOAN RECEIVED	0.00		
CURRENT ACCOUNT INTEREST	337.62		
GIC REDEEMED	500,000.00		
INTEREST ON GICS	1,972.60		
TRANSFERS FROM T-BILLS	31,100.00		
SUBTOTAL	<b>\$1,297,047.03</b>		
<b>CHARGES TO ACCOUNT</b>			
ACCOUNTS PAYABLE		\$1,029,402.85	
PAYROLL CHARGES		173,673.96	
INTEREST ON REVOLVING LOAN		0.00	
REVOLVING LOAN PAID		0.00	
LOAN PAYMENTS		0.00	
MASTERCARD PAYMENT		1,172.07	
TRANSFERS TO T-BILLS / GIC PURCHASE		0.00	
NSF CHEQUES		1,064.53	
SERVICE CHARGES		181.63	
SCHOOL FOUNDATION PAYMENT		0.00	
SUBTOTAL		<b>\$1,205,495.04</b>	
<b>NET BALANCE AT END OF MONTH</b>			<b>\$674,428.48</b>
<b>BANK RECONCILIATION</b>			
BALANCE PER BANK	1,180,780.98		
PLUS OUTSTANDING DEPOSITS	4,769.92		
LESS OUTSTANDING CHEQUES		-511,122.42	
<b>RECONCILED BALANCE NOVEMBER 30, 2013</b>			<b>\$674,428.48</b>
<b>OTHER BALANCES:</b>			
EXTERNALLY RESTRICTED T-BILLS	\$871,195.22		
EXTERNALLY RESTRICTED GIC'S (FCSS)	\$10,000.00		
NON-RESTRICTED GIC'S	\$1,900,000.00		
PARKING RESERVE	\$3,608.47		
WALKING PATHS RESERVE	\$1,971.04		
OFFSITE LEVY RESERVE	\$62,272.18		
SUBDIVISION RESERVE	\$36,009.55		
REVOLVING LOAN BALANCE		\$0.00	

**SUBMITTED TO TOWN COUNCIL THIS 13th DAY OF JANUARY 2014**

*K Wilhauk*

**Submitted: Karine Wilhauk**  
Secretary Treasurer

*K Holbeck 12/24/2013*

**Reviewed: Kris Holbeck, CA**  
Chief Administrative Officer

**TOWN OF CLARESHOLM  
DECEMBER 2013 BANK STATEMENT**

<b>RECONCILED BALANCE NOVEMBER 30, 2013</b>			<b>\$674,428.48</b>
<b>DEPOSITS TO BANK</b>	<b>DEBITS</b>	<b>CREDITS</b>	<b>BALANCE</b>
RECEIPTS FOR MONTH	\$496,739.08		
REVOLVING LOAN RECEIVED	0.00		
CURRENT ACCOUNT INTEREST	484.17		
GIC REDEEMED	910,000.00		
INTEREST ON GICS	4,572.98		
TRANSFERS FROM T-BILLS	151,709.90		
SUBTOTAL	<b>\$1,563,506.13</b>		
<b>CHARGES TO ACCOUNT</b>			
ACCOUNTS PAYABLE		\$598,010.15	
PAYROLL CHARGES		117,783.53	
INTEREST ON REVOLVING LOAN		0.00	
REVOLVING LOAN PAID		0.00	
LOAN PAYMENTS		199,018.75	
MASTERCARD PAYMENT		1,552.42	
TRANSFERS TO T-BILLS / GIC PURCHASE		760,000.00	
NSF CHEQUES		506.34	
SERVICE CHARGES		219.12	
SCHOOL FOUNDATION PAYMENT		301,340.37	
SUBTOTAL		<b>\$1,978,430.68</b>	
<b>NET BALANCE AT END OF MONTH</b>			<b>\$259,503.93</b>
<b>BANK RECONCILIATION</b>			
BALANCE PER BANK	651,833.69		
PLUS OUTSTANDING DEPOSITS	13,381.58		
LESS OUTSTANDING CHEQUES		-405,711.34	
<b>RECONCILED BALANCE DECEMBER 31, 2013</b>			<b>\$259,503.93</b>
<b>OTHER BALANCES:</b>			
EXTERNALLY RESTRICTED T-BILLS	\$719,604.89		
EXTERNALLY RESTRICTED GIC'S (FCSS)	\$10,000.00		
NON-RESTRICTED GIC'S	\$1,756,573.15		
PARKING RESERVE	\$3,611.84		
WALKING PATHS RESERVE	\$1,971.04		
OFFSITE LEVY RESERVE	\$62,298.62		
SUBDIVISION RESERVE	\$36,024.84		
REVOLVING LOAN BALANCE		\$0.00	

**SUBMITTED TO TOWN COUNCIL THIS 13th DAY OF JANUARY 2014**

*Karine Wilhauk*

**Submitted: Karine Wilhauk**  
Secretary Treasurer

*Kris Holbeck 1/10/2014*

**Reviewed: Kris Holbeck, CA**  
Chief Administrative Officer

# **ACTION ITEMS**



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1590**

**A Bylaw of the Town of Claresholm to establish the positions of designated officers.**

**WHEREAS** Section 145 of the *Municipal Government Act*, RSA 2000, Chapter M-26 permits the Council to establish one or more positions to carry out the powers, duties and functions of a designated officer;

**AND WHEREAS** Council wishes to exercise its authority pursuant to the Municipal Government Act by establishing designated officer positions;

**NOW THEREFORE, THE COUNCIL OF THE TOWN OF CLARESHOLM, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:**

**SECTION 1 TITLE**

- 1.1 This Bylaw may be cited as the **“DESIGNATED OFFICER BYLAW.”**

**SECTION 2 DEFINITIONS**

- 2.1 In this Bylaw, unless the context otherwise requires:
- a) **“Act”** is the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, or any legislation in replacement or substitution thereof.
  - b) **“Bylaw”** is a bylaw of the Town of Claresholm.
  - c) **“Committee”** is any board, committee, or commission or other body to which Council may appoint, but excluding Committee of the Whole.
  - d) **“Committee of the Whole”** is Members of Council present at a meeting of Council sitting in committee.
  - e) **“Council”** is the municipal Council of the Town of Claresholm.

**SECTION 3 AUTHORIZING OF MUNICIPAL DOCUMENTS**

- 3.1 All agreements and cheques and other negotiable instruments shall be signed by any two of the following: Chief Administrative Officer, Mayor, Deputy Mayor, Councillor or Secretary-Treasurer.

**SECTION 4 DESIGNATION**

- 4.1 The following positions are designated officers of the Town:
- a) Chief Administrative Officer;
  - b) Secretary-Treasurer;
  - c) Bylaw Enforcement Officer;
  - d) Development Officer;
  - e) Superintendent / Utilities Operator;
  - f) Municipal Assessor

**SECTION 5 CHIEF ADMINISTRATIVE OFFICER (CAO)**

- 5.1 The Chief Administrative Officer (CAO) is the designated officer for purposes of the following sections of the Act:
- Section 213(1)(b) – Signing minutes of Council meetings.
  - Section 213(2)(b) – Signing minutes of Council committee meetings.
  - Section 213(3)(b) – Signing bylaws.
  - Section 213(4)(b) – Signing agreements, cheques and other negotiable instruments.
  - Section 270 – Opening and closing all the accounts of the Town that hold money.
  - Section 309(1)(d) – Contents of assessment notices.
  - Section 334(1)(e) – Contents of tax notices.
  - Section 336(1) – Certifying date of sending tax notices.
  - Section 343(2) – Application of tax payments.
  - Section 350 – Issuing tax notices.
  - Section 420(2) – Obtaining possession of lands.
  - Section 439(2) – Preparing and issuing distress warrants and seizing goods.





# Staff Report

**To:** Town Council  
**From:** CAO  
**Date:** November 21, 2013  
**Re:** Designated Officers Bylaw Amendment

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Attached is the Designated Officers Bylaw which formalizes the designated officers under the *Municipal Government Act* and which sections their designation applies to.

In order to streamline efficiency in the Town Office by reducing the administrative burden on Town Council, management staff is recommending an amendment to have a designated officer and one of the following individuals sign agreements, cheques and other negotiable instruments per MGA 213(4):

- Mayor,
- Deputy Mayor,
- Councillor, or
- Designated Officer.

This allows Administration to sign agreements and cheques without the need to bring a Council member in for these day-to-day routine processes. This will reduce the time and cost to have Council members come in to sign routine administrative paperwork.

*Kris Holbeck, CA CAO Town of Claresholm*

relating to the designated officer has not been assigned to any designated officer by council.

1994 cM-26.1 s210

### **Revocation**

**211(1)** A municipality may revoke with or without cause the appointment of a person to the position of a designated officer.

**(2)** A designated officer whose appointment is revoked without cause is, subject to any written agreement between the municipality and the officer, entitled to reasonable notice or to compensation instead of reasonable notice.

**(3)** A designated officer whose appointment is revoked with cause is, subject to any written agreement between the municipality and the officer, not entitled to reasonable notice or to compensation instead of reasonable notice.

1994 cM-26.1 s211;1995 c24 s25

### **Delegation by designated officer**

**212** A designated officer may delegate any of the officer's powers, duties or functions under this or any other enactment or bylaw to an employee of the municipality.

1994 cM-26.1 s212

### **Fidelity bond**

**212.1(1)** Starting with the 1998 financial year, the council of each municipality must annually obtain a fidelity bond, or equivalent insurance, in an amount the council considers appropriate.

**(2)** The fidelity bond or equivalent insurance must cover

- (a) the chief administrative officer of the municipality,
- (b) the designated officers of the municipality, and
- (c) other employees of the municipality

while carrying out duties relating to any money or security belonging to or held by the municipality.

1997 c19 s3

### **Signing or authorization of municipal documents**

**213(1)** Minutes of council meetings must be signed by

- (a) the person presiding at the meeting, and
- (b) a designated officer.

(2) When council has delegated a power, duty or function to a council committee, the minutes of a council committee meeting that deal with the power, duty or function must be signed by

- (a) the person presiding at the meeting, and
- (b) a designated officer.

(3) Bylaws must be signed by

- (a) the chief elected official, and
- (b) a designated officer.

(4) Agreements and cheques and other negotiable instruments must be signed or authorized

- (a) by the chief elected official or by another person authorized by council to sign them, and
- (b) by a designated officer,

or by a designated officer acting alone if so authorized by council.

(5) A signature may be printed, lithographed or otherwise reproduced if so authorized by council.

1994 cM-26.1 s213

#### **Destruction of records**

**214(1)** A council may authorize the destruction of the original bylaws and minutes of council meetings if the originals have been recorded on microfiche or on another system that will enable copies of the originals to be made.

(2) A council may pass a bylaw respecting the destruction of other records and documents of the municipality.

(3) A bylaw under subsection (2) must provide that if an individual's personal information will be used by the municipality to make a decision that directly affects the individual, the municipality must retain the personal information for at least one year after using it so that the individual has a reasonable opportunity to obtain access to it.

1994 cM-26.1 s214

#### **Prohibition of certain agreements with employees**

**215(1)** An agreement made on or after January 1, 1995 between a municipality and an employee of a municipality in which the municipality is to provide a service or commodity to the employee is void.

21.



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1533**

**A Bylaw of the Town of Claresholm to establish the positions of designated officers.**

WHEREAS Section 145 of the *Municipal Government Act*, RSA 2000, Chapter M-26 permits the Council to establish one or more positions to carry out the powers, duties and functions of a designated officer;

AND WHEREAS Council wishes to exercise its authority pursuant to the Municipal Government Act by establishing designated officer positions;

**NOW THEREFORE, THE COUNCIL OF THE TOWN OF CLARESHOLM, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:**

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  - e) **“Council”** is the municipal Council of the Town of Claresholm.

**SECTION 3 AUTHORIZING OF MUNICIPAL DOCUMENTS**

3.1 All agreements and cheques and other negotiable instruments shall be signed by a member of Council and by one of the following: Chief Administrative Officer or Secretary-Treasurer.

**SECTION 4 DESIGNATION**

- 4.1 The following positions are designated officers of the Town:
- a) Chief Administrative Officer;
  - b) Secretary-Treasurer;
  - c) Bylaw Enforcement Officer;
  - d) Development Officer;
  - e) Superintendent / Utilities Operator;
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  - Section 213(4)(b) – Signing agreements, cheques and other negotiable instruments.
  - Section 270 – Opening and closing all the accounts of the Town that hold money.
  - Section 309(1)(d) – Contents of assessment notices.
  - Section 334(1)(e) – Contents of tax notices.
  - Section 336(1) – Certifying date of sending tax notices.
  - Section 343(2) – Application of tax payments.
  - Section 350 – Issuing tax notices.





**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW # 1591**

**A Bylaw of the Town of Claresholm to amend Bylaw #1525 being a bylaw setting out land uses for the Town of Claresholm.**

**WHEREAS** pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, Council of the Town of Claresholm (hereafter called Council) has adopted Land Use Bylaw #1525; and

**WHEREAS** it is deemed expedient and proper pursuant to the provisions of the *Municipal Government Act* that the Council of the Town of Claresholm shall issue a Bylaw to amend its existing Land Use Bylaw.

**NOW THEREFORE** under the authority and subject to the provisions of the *Municipal Government Act*, Council duly assembled does hereby enact the following:

1. The Town of Claresholm Land Use Bylaw #1525 shall be amended as follows:

**LAND USE DISTRICT MAP**

Portion of Block 66, Plan 147N, be amended by changing the (R4) - Multiple Residential designation to the (R5) – Apartments designation.

2. This Bylaw shall take effect on the date of final passage.
3. Bylaw #1525 is hereby amended.

Read a first time in Council this            day of            2014 A.D.

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

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

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Rob Steel, Mayor

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Kris Holbeck, Chief Administrative Officer

**TOWN OF CLARESHOLM  
DEVELOPMENT & PROPERTY  
SERVICES DEPARTMENT**



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

**Land Use Amendment Bylaw Report**

Date: January 13, 2014  
Applicant: Isaac & Sidney Freeman  
Municipal Address: 755 51 AVE W, Claresholm, AB  
Legal Address: Portion Block 66, Plan 147N

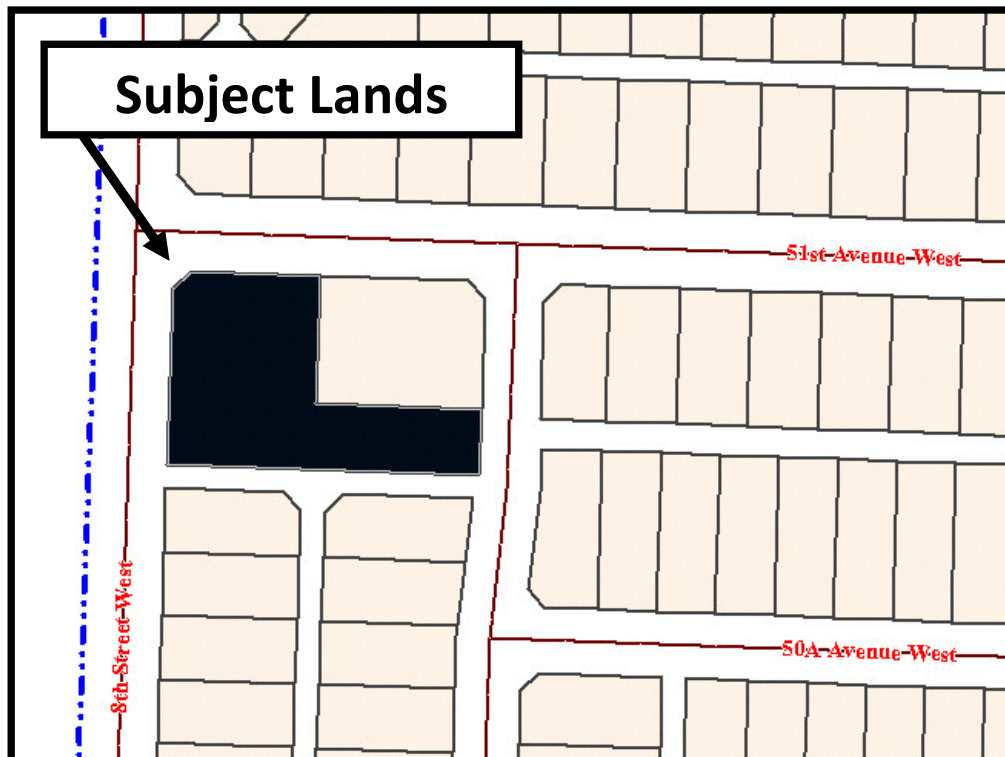
**SYNOPSIS**

The applicant would like to rezone the subject lands from (R4) – Multiple Residential to (R5) – Apartments. This is in response to a Request for Compliance that revealed the property is zoned incorrectly for the current use of a 24 unit apartment building.

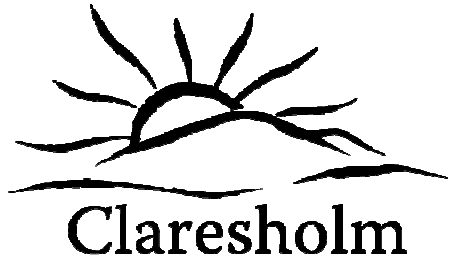
**BACKGROUND**

The subject lands have an area of approximately 2,641 square meters (28,430 square feet). The applicant is also the registered owner of the property. The smaller adjacent property on Block 66 is zoned R4 – Multiple Residential. All other properties in the immediate area are zoned R1 – Single Detached Residential.

**SUBJECT LANDS MAP:**

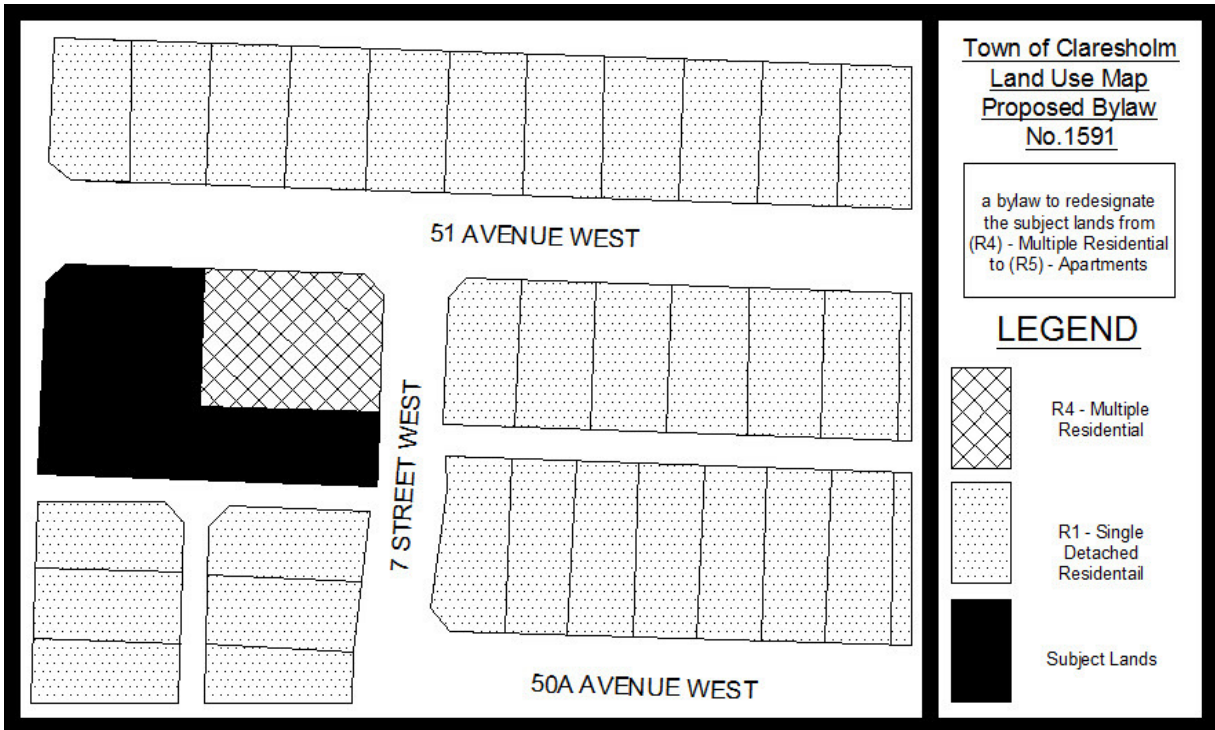


**TOWN OF CLARESHOLM  
DEVELOPMENT & PROPERTY  
SERVICES DEPARTMENT**



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

LAND USE MAP:







**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1592**

**WHEREAS** the Council of the Town of Claresholm (hereinafter called the “Corporation”) in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of meeting operating expenditures;

**NOW THEREFORE** pursuant to the provisions of the *Municipal Government Act*, it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. The Corporation borrow from Alberta Treasury Branches (“ATB”) up to the principal sum of \$550,000.00 repayable upon demand at a rate of interest per annum from time to time established by ATB, and such interest will be calculated daily and due and payable monthly on the last day of each and every month.
2. The Chief Elected Officer (“CEO”) and Chief Administrative Officer (“CAO”) are authorized for and on behalf of the Corporation:
  - a. To apply to ATB for the aforesaid loan to the Corporation and to arrange with ATB the amount, terms and conditions of the loan and security or securities to be given to ATB;
  - b. As security for any money borrowed from ATB:
    - i. To execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
    - ii. To give or furnish to ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and
    - iii. To execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to ATB the security or securities required by it.
3. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are:

Taxes, reserves, grants, etc.
4. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the *Municipal Government Act*.
5. In the event that the *Municipal Government Act* permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 2 hereof and delivered to ATB will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
6. This Bylaw comes into force on the final passing thereof.
7. Bylaw #1582 is hereby rescinded.

Read a first time in Council this        day of        2014 A.D.

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

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

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Rob Steel, Mayor

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Kris Holbeck, CAO



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1593**

**A Bylaw of the Town of Claresholm to amend Bylaw #1575, the Recyclable Materials Management Bylaw.**

**WHEREAS** pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, Council of the Town of Claresholm (hereafter called Council) has adopted the Recyclable Materials Management Bylaw #1575; and

**WHEREAS** Council deems it necessary to amend the existing Bylaw #1575;

**NOW THEREFORE** under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Claresholm, in the Province of Alberta, duly assembled does hereby enact the following:

1. The Town of Claresholm Recyclable Materials Management Bylaw #1575 shall be amended as follows:

**SCHEDULE "A"**

**Fees**

<b>COMMERCIAL SERVICES</b>	
Commercial / institutional / industrial	\$6.56 / month
<b>RESIDENTIAL SERVICES</b>	
Residential Dwellings	\$6.56 / month

2. This bylaw comes into full force and effect upon third and final reading.

3. Bylaw #1575 is hereby amended.

4. Bylaw #1580 is hereby rescinded.

Read a first time in Council this      day of      2014 A.D.

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

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

\_\_\_\_\_  
**Rob Steel, Mayor**

\_\_\_\_\_  
**Kris Holbeck, CAO**

# Staff Report

**To:** Town Council  
**From:** CAO  
**Date:** January 8, 2014  
**Re:** Recycling Program – User Fees Based on Cost Recovery to Repay Reserves

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## Background – History of the Program

In March of 2012, after 20 years of operation, the privately operated recycling facility ended its partnership with the Town. Through a public consultation process, including two open houses held on May 9<sup>th</sup> and September 19<sup>th</sup> of 2012, Council learned that residents and businesses were anxious to see Council develop a sustainable, secure, and long-term recycling solution. Council investigated all options available and presented the new recycling program which includes a municipally run Depot and a residential pickup program that is facilitated by an employment partnership with the Prairie Winds Clubhouse.

## The Establishment of Past User Fees

At the September 19<sup>th</sup>, 2012 open house the discussion focused on the user fees that the Town would apply to fund the program. Following the discussion, a monthly fee of \$5.16 was established and subsequently adopted in Bylaw; it was projected that the fees would account for the costs associated with the operation of the program.

## Equipment Upgrades

After the municipally owned equipment was retrieved from the privately operated facility and put into operation at the new municipally run Depot, it became apparent that much of the equipment would need to be replaced sooner than expected. As a result, several pieces of equipment were approved for purchase in 2013 (and most recently a horizontal baler in 2014).

## Facility and Infrastructure Planning Committee Proposal – New User Fees

Now that the approved equipment has been purchased (excluding the horizontal baler approved for purchase in 2014) the actual costs are known. As a result, the FIPC directed staff to investigate a scenario where the user fees would reflect a payback to reserves for all machinery and equipment needed to deliver the utility to the public. Staff's investigation has resulted in the following recommendation that includes the required increase to the commercial monthly or residential bimonthly user fee. Attached is the estimated overall (departmental) cost for the recycling program (based on assumptions and historical data) that also includes the user fees needed to recover the recycling program costs.

Based on the estimated costs and the current level of users:

1. The monthly cost for commercial users increases from \$5.16 to \$6.56 (or \$1.40 per month).
2. The **bimonthly** cost for residential users increases from \$10.32 to \$13.12 (or \$2.80 per bimonthly billing cycle).

3. Note that commercial and residential users are billed the same amount, just different timing.
4. The proposed user fees would recover the cost of the utility including the repayment to reserves (over the next 15 years) for the following equipment purchases totalling \$135,647.00 (net of salvage value of \$2,500.00).
  - a. Used 4X4 Truck (2013 capital budget purchase)
  - b. New Forklift (2013 capital budget purchase)
  - c. New Recycling Trailer (for picking up from residents) (2013 capital budget purchase)
  - d. Used Transport Trailer (for transporting commodities to Calgary broker) (2013 capital budget purchase), and
  - e. New Horizontal Baler (2014 capital budget purchase)

In order to have the new user fees in place for the January 2014 commercial billing, Administration has drafted the bylaw amendment (for new rates) for first reading.

*Kris Holbeck, CA CAO Town of Claresholm*

Town Recycling Budget 2014-2015		Date	2014-01-01												
			2014-01-01	2014-02-01	2014-03-01	2014-04-01	2014-05-01	2014-06-01	2014-07-01	2014-08-01	2014-09-01	2014-10-01	2014-11-01	2014-12-01	
		<b>Expenses</b>													
		Storage Rental	570.00	570.00	570.00	570.00	570.00	570.00	570.00	570.00	570.00	570.00	570.00	570.00	
		Labourer Salary and Benefits	6,216.67	6,216.67	6,216.67	6,216.67	6,216.67	6,216.67	6,216.67	6,216.67	6,216.67	6,216.67	6,216.67	6,216.67	
OPTION #1 HORIZONTAL BALER PURCHASE		Existing Equipment Payback	320.26 <sup>①</sup>	320.26	320.26	320.26	320.26	320.26	320.26	320.26	320.26	320.26	320.26	320.26	
		Technician Wages and Benefits	2,995.67	2,995.67	2,995.67	2,995.67	2,995.67	2,995.67	2,995.67	2,995.67	2,995.67	2,995.67	2,995.67	2,995.67	
		Superintendent Wage	358.33	358.33	358.33	358.33	358.33	358.33	358.33	358.33	358.33	358.33	358.33	358.33	
		Insurance	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	
		Shipping Costs (non cardboard only)	691.67	691.67	691.67	691.67	691.67	691.67	691.67	691.67	691.67	691.67	691.67	691.67	
		Utilities	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	
		Consumables	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	
		Equipment Gasoline	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	
		Compactor Option 1 Payback	433.33 <sup>②</sup>	433.33	433.33	433.33	433.33	433.33	433.33	433.33	433.33	433.33	433.33	433.33	
				Commodity Revenue	-	-	-	-	-	-	-	-	-	-	-
				<b>Total Expense</b>	12,179.26	12,179.26	12,179.26	12,179.26	12,179.26	12,179.26	12,179.26	12,179.26	12,179.26	12,179.26	12,179.26
		Users residential	1688												
Users non residential	169														
Total	1857														
		<b>Total Fixed Income</b>													
		User fees (residential)	22,141.73	-	22,141.73	-	22,141.73	-	22,141.73	22,141.73	22,141.73	-	22,141.73	-	
		User fees (commercial)	1,108.40	1,108.40	1,108.40	1,108.40	1,108.40	1,108.40	1,108.40	1,108.40	1,108.40	1,108.40	1,108.40		
		Commodity Fees													
Usage factor residential	70%														
Usage factor non res	30%														
	100%														
		<b>Total Income before Variable Expenses</b>	23,250.12	1,108.40	23,250.12	1,108.40	23,250.12	1,108.40	23,250.12	23,250.12	23,250.12	1,108.40	23,250.12	1,108.40	
		<b>NET SURPLUS OR DEFICIT</b>	11,070.86	- 11,070.86											
		<b>Cost per residential utility bi monthly billing</b>	13.12	-	13.12	-	13.12	-	13.12	-	13.12	-	13.12	-	
		<b>Cost per commercial utility monthly billing</b>	6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.56		

$$\textcircled{1} + \textcircled{2} = 753.59 / \text{month} \\ \times 12$$

9043.08 repaid to reserves / yr  
 $\times 15 \text{ yrs}$   
**\$135,646.20 Repaid**



TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1575

A Bylaw of the Town of Claresholm to outline the provision of Recyclable Materials Management.

WHEREAS pursuant to the *Municipal Government Act*, being Chapter M-26 of the Revised Statutes of Alberta 2000, and amendments thereto, a Council may pass bylaws for municipal purposes respecting the safety, health and welfare of the people, and the protection of people and Premises, nuisances, services provided by or on behalf of the municipality;

AND WHEREAS the *Municipal Government Act*, also provides that a council may pass bylaws to establish a system for the collection, removal and disposal of Recyclable Materials;

NOW THEREFORE, THE COUNCIL OF THE TOWN OF CLARESHOLM, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

SECTION 1 TITLE

1.1 This Bylaw may be cited as the "RECYCLABLE MATERIALS MANAGEMENT BYLAW."

SECTION 2 DEFINITIONS

- 2.1 In this Bylaw, unless the context otherwise requires:
- a) "Account" means an agreement between the applicant and the Town of Claresholm for the provision of Utilities.
  - b) "Boulevard" means:
    - i) The strip of land between the curb and the sidewalk and between the sidewalk and the property line;
    - ii) Where there is no sidewalk, the strip of land between the curb and the property line;
    - iii) Where there is no curb, the strip of land between the near edge of the road and the property line.
  - c) "CAO" means the Chief Administrative Officer of the Town of Claresholm.
  - d) "Clear Plastic Garbage Bag" means a sturdy clear plastic bag specifically marketed to store recyclable materials, and excludes bags that are intended for other purposes.
  - e) "Collection Day" means the day which is scheduled by the Superintendent for municipal collection of recyclable materials.
  - f) "Collector" means a person or persons who collect recyclable materials within the Town for and on behalf of the Town.
  - g) "Curb" means the actual curb, if there be one, and if there is no curb in existence, shall mean the division of roadway between that part intended for the use of vehicles and that part intended for use by pedestrians.
  - h) "Customer" means any person, corporation or organization that has entered into a contract with the Town for utility provision at a particular premise, or who is the owner or occupant of any premises connected to or provided with a utility.
  - i) "Enforcement Officer" means a Community Peace Officer, a Bylaw Enforcement Officer, a Municipal Enforcement Officer or a member of the Royal Canadian Mounted Police (RCMP). For the purposes of this Bylaw, the Superintendent of Public Works is also considered an Enforcement Officer.
  - j) "Lane" means a narrow roadway intended chiefly to give access to the rear of buildings and parcels of land.
  - k) "Manual Collection" means collecting recyclable materials by manually tipping cans or lifting bags into a recyclable materials collection vehicle.
  - l) "Occupant" means a person or corporation in actual possession of any premises either as an owner or tenant. For billing purposes further defined as a person contracting with the Town for the domestic supply of utilities to any premises.
  - m) "Premises" means any land, building, supplied with utilities by the Town.
  - n) "Recyclable Materials" means those items deemed to be recyclable in Policy #UT 06-12.
  - n) "Recyclable Materials Receptacle" means a clear plastic garbage bag.
  - o) "Shared Receptacle Service" means recyclable collection services provided to a specific multi-premise site in Town in which several premises share a bin for recyclable materials collection.
  - p) "Sidewalk" means that part of a roadway primarily intended for the use of pedestrians and includes the part lying between the curb line or edge of the roadway and the adjacent property line, whether or not paved or improved.



- q) “**Special Occupant**” means a person contracting with the Town for the provision of recyclable materials collection services to any premises and not contracting with the Town for the domestic supply of water and/or sewer.
- r) “**Street**” means a public thoroughfare within the Town and includes, where the context so allows, the sidewalk and borders of the street and all parts appearing in the Land Titles Office as set aside for a public thoroughfare; when used in distinction, it means the public thoroughfare on which the premises in question front.
- s) “**Superintendent**” means the Superintendent of Public Works appointed to oversee the sanitation department and/or their duly authorized delegated, agent or representative.
- t) “**Town**” means the corporation of the Town of Claresholm, or the area contained within the boundaries thereof, as the context requires.

**SECTION 3 GENERAL**

- 3.1 Authority of the Town  
 Except as otherwise provided in this bylaw, the Town shall provide for the public collection and removal of recyclable materials within the limits of the Town and shall supervise the facilities and equipment necessary or desirable for the management of recyclable materials collected or disposed of by the Town.
- 3.2 Authority of the Superintendent  
 The Superintendent shall:
  - a) Supervise the collection, removal and disposal of recyclable materials;
  - b) Supervise the days and times that collection shall be undertaken in different portions of the Town;
  - c) Outline the quantities and classes of recyclable materials to be removed from any premises or accepted by the Town for disposal;
  - d) Decide which method will be used to collect recyclable materials:
    - i) manual collection;
    - ii) automated collection;
    - iii) shared receptacle service;
  - e) State the location from which recyclable materials will be collected;
    - i) front street collection; or
    - ii) rear lane collection;
  - f) May specify availability of recyclable materials collection for commercial pick-up;
  - g) Carry out any inspections required to determine compliance with this bylaw;
  - h) Take any steps or carry out any actions required to enforce this bylaw;
  - i) Take any steps to carry out any actions required to remedy a contravention of this bylaw.
- 3.3 Preparation of Recyclable Materials for Collection and Recyclable Materials Receptacles  
 No person shall set out recyclable materials for collection without ensuring that the recyclable materials have been prepared for collection in accordance with the following:
  - a) Any recyclable material that is to be collected must be:
    - i) acceptable by the Town as per Section 2.1(n);
    - ii) bagged in an acceptable clear plastic bag to prevent loose recyclable material from escaping; or
    - iii) prepared or packaged in a manner that will prevent loose material from escaping when bagging is not possible; and
    - iv) clean and in an acceptable format as stipulated in Section 2.1(n).
  - b) The occupant of any residential premises in the Town from which recyclable material is to be collected shall provide the clear plastic garbage bags sufficient to hold the amount of recyclable materials which accumulate in between designated pick-up periods.
  - c) Except as otherwise provided, no person shall place recyclable materials elsewhere than in clear bags which comply with the requirements of this bylaw.
  - d) Recyclable materials must be kept in a location that is clean and maintained.
  - e) The occupant shall ensure that plastic bags used:
    - i) are clear plastic garbage bags (not plastic shopping bags);
    - ii) are made of a material capable of bearing the weight of its contents without tearing or breaking when lifted;
    - iii) are securely tied or fastened so that the contents are wholly enclosed by the bag;
    - iv) are no smaller than sixty (60) litres, approximately sixty-six (66) centimetres in width by eighty-two point five (82.5) centimetres in height, no larger than one hundred twenty-seven (127) litres, approximately seventy-eight point seven (78.7) centimetres in width, approximately one hundred and six point seven (106.7) centimetres in height.
  - f) No person shall place recyclable materials for pickup without the permission of the owner or occupant of the premise.
  - g) The Superintendent reserves the right to withhold collection of recyclable materials where the recyclable materials do not meet the necessary requirements or is in a dilapidated, unsafe

DM

or in an unsanitary condition or in contrary to the instructions and operating policy of the Superintendent.

h) All multi-family residential units or condominiums shall utilize a recyclable materials collection bin.

3.4 Weight of Recyclable Materials

The weight of recyclable materials:

a) For manual collection shall not exceed 18.2 kilograms or forty (40) pounds, and/or a weight within the plastic bag's specified limits.

3.5 Location of Recyclable Materials

a) Except as otherwise provided herein, no person shall place or keep recyclable materials upon any portion of the street or lane. Any recyclable materials improperly located will not be picked up by the Town.

b) No person who receives recyclable materials collection shall set out recyclable materials at locations that are: unsafe, obstructed, blocked by snow or ice, poorly maintained and uneven, or that prevent recyclable materials collectors from collecting in a safe and efficient manner in the opinion of the Superintendent or their designate.

c) The occupant of residential premises shall place recyclable materials for collection in such a way that collectors shall have access without entering into private property.

d) Recyclable materials will be set out for manual collection at premises by front street pick-up must be placed such that:

i) where there is a combined curb sidewalk, the receptacles are placed not more than one (1) metre away from the travel portion of the sidewalk adjacent to and directly in front of the premises;

ii) where there is a separated curb and pavement by a boulevard, the receptacles are placed not more than one (1) metre away from the travel portion of the street adjacent to and directly in front of the premises;

iii) where there is a curb and no sidewalk, the receptacles are placed not more than one (1) metre away from the travel portion of the street adjacent to and directly in front of the premises.

e) Except where in the opinion of the Superintendent, it is impractical to store waste recyclable materials outside of a building, no collector shall make a collection of recyclable materials from inside any building.

f) The Town shall collect recyclable materials from only one pick-up point from each premise, except where the Superintendent has designated any other pick-up point he considers necessary.

g) Recyclable materials must be placed in a location that is free of rodents, wasps and other pests.

3.6 Collection Schedules

a) The Town or the Collector shall collect recyclable materials from each residential premise once a week, or when it is deemed necessary to collect;

b) The Town or the Collector may collect recyclable materials from non-residential premises if the Superintendent determines availability per Section 3.2;

c) The Superintendent may stipulate a different recyclable materials collection schedule for the following establishments, as available per Section 3.2:

i) hotels, restaurants and apartment houses;

ii) business and professional offices;

iii) retail and wholesale merchants;

iv) other commercial premises, whether similar or dissimilar;

v) industrial premises; and

vi) agricultural and irrigated areas.

d) Recyclable materials shall not be set out for collection prior to 7:00pm the evening of the day prior to the collection day, and must be placed at collection points no later than 7:00am on the scheduled collection day.

3.7 Other Provisions

a) It shall be unlawful for any person to dump recyclable materials anywhere within the limits of the Town of Claresholm, except in the location designated by the Superintendent and approved in writing by the Superintendent.

b) No person, other than the occupant of the premise, shall pick over, remove, disturb, or otherwise interfere with any recyclable materials that have been set out for municipal purposes.

c) No person shall place residential or commercial recyclable materials in a public litter container.

d) The Town reserves the right to withhold collection of improperly prepared recyclable materials, prohibited recyclable materials, excessive quantities of recyclable materials, or recyclable materials located at unsafe or non-compliant set-out locations.





e) The occupant shall keep the boulevard at the front of the premises occupied under his/her control – to the centre of the lane – in a clean and tidy condition and free from refuse of any nature.

f) The occupant shall keep the curb and gutter at the front of the premises in a clean and tidy condition.

3.8 Charges for Collection of Recyclable Materials

a) Charges for recyclable materials removal by the Town and recycling infrastructure costs are stipulated in Schedule “A”.

b) The Superintendent shall cause such measurements to be made and records to be maintained as he/she deems necessary to estimate or determine the volume of recyclable materials removed from any premises and on the basis of such measurements and records shall establish the monthly charge to be levied on any occupier or commercial hauler. The Superintendent on being satisfied that any estimate required to be amended may establish new charges.

c) Where conditions exist which could require the application of a different rate, such rate will be stipulated by the Superintendent.

d) The fee for additional recyclable materials collection shall be set out per Schedule “A”.

3.9 Contravention

Any person who contravenes a provision of this bylaw is guilty of an offense and is liable of a fine not exceeding one thousand dollars (\$1,000.00) and not less than seventy-five dollars (\$75.00).

3.10 Violation Tickets and Penalties

a) Where a Bylaw Enforcement Officer and/or the Superintendent believes on reasonable and probable grounds that a person has contravened any provision of this bylaw, he may serve upon such person a violation tag provided by this section:

i) either personally on the premises or by leaving it for the occupant at their residence with a person on the premises who appears to be at least eighteen (18) years of age or by registered mail, and such service shall be adequate for the purpose of this bylaw.

ii) A violation tag shall be in such form as determined by the Town of Claresholm and shall state the section of the bylaw which was contravened and the amount which is provided, that will be accepted by the Town in lieu of prosecution.

iii) Upon production of violation tag issued pursuant to this section within fourteen (14) days from the issue thereof together with the payment to the Town of Claresholm of the fee as provided, the person to whom the tag was issued shall not be liable for prosecution for the contravention in respect of which the tag was issued.

iv) Notwithstanding the provision of this section, a person to whom a tag has been issued pursuant to this section may exercise his right to defend any charge committing a contravention of the provisions of this bylaw.

b) The specified penalty payable in respect of a contravention of a provision of this bylaw is the amount shown in Schedule “B” in respect of that provision.

c) The minimum penalty payable in respect of a contravention of a provision of this bylaw is the amount shown in Schedule “B” in respect of that provision.

d) Notwithstanding Section 3.10:

i) where any person contravenes the same provision of this bylaw twice within one eighteen (18) month period, the specified penalty payable in respect of the second contravention is double the amount shown in respect of that provision; and

ii) where any person contravenes the same provision of this bylaw three or more times within one eighteen (18) month period, the specified penalty payable in respect of the third or subsequent contravention is triple the amount shown in Schedule “B” in respect of that provision.

3.11 Compliance with Other Legislation

No section of this bylaw relieves a person from complying with any federal or provincial law or regulation other bylaw or any requirements of any lawful permit, order, consent or other direction.

3.12 Validity of Bylaw

Every provision of this bylaw is independent of all other provisions, if any provision of this bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this bylaw shall remain valid and enforceable.

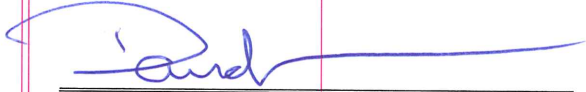
**SECTION 4 PASSAGE OF BYLAW**


4.1 This Bylaw shall come into effect upon passage of Third Reading.

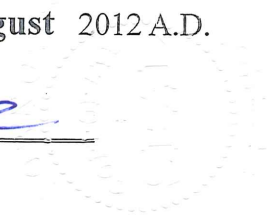
Read a first time in Council this **25<sup>th</sup>** day of **June** 2012 A.D.

Read a second time in Council this **16<sup>th</sup>** day of **July** 2012 A.D.

Read a third time in Council and finally passed in Council this **13<sup>th</sup>** day of **August** 2012 A.D.

  
\_\_\_\_\_  
David Moore, Mayor

  
\_\_\_\_\_  
Kris Holbeck, CAO



**SCHEDULE "A"**

**Fees**

<b>COMMERCIAL SERVICES</b>	
Commercial / institutional / industrial	\$19.99 / month
<b>RESIDENTIAL SERVICES</b>	
Residential Dwellings	\$7.25 / month

## SCHEDULE "B"

### Penalties

Section	Description	Fine
3.3	Improper preparation of recyclable materials	\$150
	All other sections	\$75



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1580**

A Bylaw of the Town of Claresholm to amend Bylaw #1575, the Recyclable Materials Management Bylaw.

WHEREAS pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, Council of the Town of Claresholm (hereafter called Council) has adopted the Recyclable Materials Management Bylaw #1575; and

WHEREAS Council deems it necessary to amend the existing Bylaw #1575;

NOW THEREFORE under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Claresholm, in the Province of Alberta, duly assembled does hereby enact the following:

1. The Town of Claresholm Recyclable Materials Management Bylaw #1575 shall be amended as follows:

**SCHEDULE "A"**

**Fees**


<b>COMMERCIAL SERVICES</b>	
Commercial / institutional / industrial	\$5.16 / month
<b>RESIDENTIAL SERVICES</b>	
Residential Dwellings	\$5.16 / month


2. This bylaw comes into full force and effect upon third and final reading.
3. Bylaw #1575 is hereby amended.

Read a first time in Council this 9<sup>th</sup> day of **October** 2012 A.D.

Read a second time in Council this 22<sup>nd</sup> day of **October** 2012 A.D.

Read a third time in Council and finally passed in Council this 22<sup>nd</sup> day of **October**  
2012 A.D.

  
\_\_\_\_\_  
**David Moore, Mayor**

  
\_\_\_\_\_  
**Kris Holbeck, CAO**

Bylaw #1580 – Recyclable Materials Management Bylaw Amendment

## Karine Wilhauk

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**From:** Cassandra Navratil <cassandranavratil@gmail.com>  
**Sent:** January-03-14 2:00 PM  
**To:** Karine Wilhauk  
**Subject:** Re: Dance/Mezzanine Rental Fees

From: Cassandra Navratil <[cassandranavratil@gmail.com](mailto:cassandranavratil@gmail.com)>  
Subject: Re: Dance/Mezzanine Rental Fees

Message Body:  
Hello,

I am starting up dance classes in the coming week, and have tallied all of my registrations to attempt to figure out if the cost of the mezzanine rental will leave enough to cover my own personal costs incurred from running the classes.

As it stands presently, I would like to propose a monthly rental fee for the Tuesdays I would like to use the facility to run my dance classes. The current rental fee of \$100/day leaves me paying between \$400-500/month for one day per week, which is well over 50% of fees coming in. I am new to the area, and very committed to making the dance program work for the long term in Claresholm, but as I am just starting out, there are costs I need to cover in order to make the classes economical for the parents as well.

I would like to propose a flat rate of \$275/month for the rental once per week on Tuesdays. If this sounds reasonable, please let me know. I am otherwise open to negotiations or other suggestions. I would really love to create and keep working towards a great dance program for the youth in Claresholm that will thrive and survive long-term. Thank you all so much for your continued support and consideration.

Warmest regards,

Cassandra Navratil

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This mail is sent via contact form on Town of Claresholm <http://www.townofclaresholm.com>

# Staff Report

**To:** Council  
**From:** CAO  
**Date:** January 8, 2014  
**Re:** Arena Mezzanine

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Cassandra Navratil has begun teaching dance on Tuesdays in the Arena Mezzanine as of January 7<sup>th</sup>, 2014. Cassandra has had enough registrants that she will be using the space starting at 9:00am in the morning until 7:00pm in the evening, and plans to run classes until June 2014. As per the attached Policy #REC 05-11, her charge would be \$100 per day (for profit). The space was not being used on Tuesdays prior to Ms. Navratil acquiring it for her dance classes.

In the past, an individual who was seeking to teach fitness classes in the mezzanine as a trial made a request of Council to reduce her fee, and was offered \$30 per evening (non-profit). The fee was reduced for her as prior Council wished to show support for an individual attempting to improve the community's physical fitness.

Administration supports the use of the space and recommends that Council sees fit to reduce Ms. Navratil's rate to support her future success.

*Kris Holbeck, CA CAO Town of Claresholm*



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

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

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

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

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

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

**EFFECTIVE DATE: July 1, 2011**



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

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

**CLARESHOLM AQUATIC CENTRE**

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

	<b>Drop in</b>	<b>Preregistered</b>
<b>Aquafit</b>	\$5.00	\$3.00 x # of Classes

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

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

**DESCRIPTION** **FEE**

---

**WATER/SEWER/GARBAGE**

- PER BYLAW
- DUMPSTER RENTAL \$40 / MONTH

**CENTENNIAL CAMPGROUND FEES**

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

**MISCELLANEOUS FACILITY/USER FEES**

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

**BALL DIAMONDS**

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

December 10, 2013

Hello Town Council.

I am writing this letter to bring attention to the need for a sidewalk south of 55 Ave on 4<sup>th</sup> street. Since the younger children moved to the West Meadow School it is more of a problem. The snow gets plowed to the sides and there is nowhere for the kids to walk. They have to walk on the road and they get playing and get distracted and forget about the traffic. It isn't as much a problem in the summer because they walk on the grass but in the winter it is definitely an accident waiting to happen.

Please consider adding the cost of building a sidewalk in that couple blocks to next year's budget.

Thanks,  
Linda Cormier  
403-625-2464

# Staff Report

**To:** Town Council  
**From:** Administration  
**Date:** January 13<sup>th</sup>, 2014  
**Re:** 4<sup>th</sup> Street West Sidewalk Request

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In Ms. Cormier's letter she indicates that there is a safety concern with children walking on the road (particularly in the winter) for a large portion along 4<sup>th</sup> Street West, between 51<sup>st</sup> Avenue West and 55 Avenue West. Various Staff has observed this happening and would therefore agree that Ms. Cormier's observations. However placement of a sidewalk to address this issue is not as straight forward as it may seem.

1. The location of an existing sewer main conflicts with a typical alignment of a sidewalk, along the edge of the curb. This sewer main is aging and will likely be replaced within the next 15 to 20 years (or sooner), which would likely require the removal of the proposed sidewalk.

To avoid the sewer main conflict, a sidewalk could be placed further into the green area. However the desired result may not be achieved, as the unused existing sidewalk is approximately 55 feet to the west.

2. As alluded to above, a sidewalk currently exists on 4<sup>th</sup> Street West. The existing sidewalk has been repaired and upgraded in recent years. Adding a new sidewalk would make the existing sidewalk redundant and the Town would be required to maintain both sidewalks (or remove and remediate where the existing sidewalk is currently positioned at an additional cost).
3. The cost of the proposed sidewalk (including base work) would be approximately \$36,000.
4. This added piece of sidewalk would be a great idea if the Town had extra money to spend on this type of project. Currently, the existing sidewalk replacement budget does not allow for an equalized replacement pace of the existing sidewalk network. The community's sidewalks are decaying faster than they are being replaced.

*Town of Claresholm Administration*



Claresholm Curling Club  
Box 1976  
Claresholm, AB T0L 0T0

January 8, 2014

Town of Claresholm  
Box 1000  
Claresholm, AB T0L 0T0

Dear Sirs:

Enclosed please find a copy of the Commercial General Liability Insurance Policy for the Claresholm Curling Club. We would ask the Town to reimburse the Claresholm Curling Club the \$1,200.00 relating to the General Liability coverage.

Yours truly,

Dale P. Seeman  
Treasurer

Amount covered by the Town of Claresholm in 2012 and 2013 was \$1,200 per year. KW
---

DPS/mrk  
Enclosure (1)



# Western

## FINANCIAL GROUP

### Western Financial Group (CLA)

4802 2 Street West, Box 1107  
 Claresholm, Alberta T0L 0T0

Phone: (403) 625-4066

Fax: (403) 625-3626

Email: wcla@westernfg.ca

Claresholm Curling Club  
 Box 1976  
 Claresholm, AB T0L 0T0

<b>Invoice # 2564</b>	Page 1 of 1
Account Number	Date
CLARCUR-01	1/2/2014
BALANCE DUE ON	
1/24/2014	
AMOUNT PAID	Amount Due
	\$2,700.00

Commercial Package	PolicyNumber: 5V0163556	Effective: 1/24/2014 to 1/24/2015
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Item #	Trans Eff Date	Due	Trans	Description	Amount
13969	1/24/2014	1/24/2014	RENB	Renewed Member Assn, Organizations Effective 1/	\$2,700.00

Total Invoice Balance: \$2,700.00

To Pay online please use the FIRST 8 CHARACTERS of your account code CLARCUR-01



Head Office: 1200, 321 - 6th Avenue S.W., Calgary, Alberta T2P 4W7

# Business Insurance Policy

Renewal

Policy Number: 5V0163556

intact Insurance Company hereinafter called the Insurer.

The Policy Declarations together with the Supplementary Declarations, Policy Conditions, forms, riders and endorsements, if any, issued to form a part hereof, completes the Policy.

## POLICY DECLARATIONS

<b>Insured Name</b>	Claresholm Curling Club		
<b>Mailing Address</b>	430 55 Avenue East PO Box #515 Claresholm, AB T0L0T0		
<b>Policy Period</b>	<b>From</b>	January 24, 2014	<b>To</b> January 24, 2015 12:01 a.m. standard time at the postal address of the Named Insured stated herein.
<b>Insured's Business Operation</b>	Curling Club		
<b>Broker</b>	Western Financial Group (CLA) PO Box 1107 4802 - 2nd Street West Claresholm, Alberta T0L0T0		<b>Phone No.</b> 403-625-4066
<b>Broker No.</b>	25043	<b>Branch ID</b> C	
<b>Total Policy Premium</b>	\$ 2,700	<b>Minimum Retained Policy Premium</b> \$ 750	
<b>Billing Method</b>	Agency Bill		

In witness whereof the Insurer has duly executed this policy, provided however that this policy shall not be valid or binding unless countersigned by a duly Authorized Representative of the Insurer.

Authorized Representative

Authorized Representative

**This Policy Contains a Clause(s) That May Limit the Amount Payable**





Head Office: 1200, 321 - 6th Avenue S.W., Calgary, Alberta T2P 4W7

# Business Insurance Policy

**Policy Number: 5V0163556**

Insurance provided subject to the Declarations, Terms, and Conditions of the policy and its Forms only for the coverages for which specific Forms are attached and for which a specific Limit or Amount of Insurance is shown hereunder.

## THE FOLLOWING COVERAGES APPLY TO ALL LOCATIONS UNLESS OTHERWISE SPECIFIED.

MISCELLANEOUS COVERAGES					
FORM#	FORM AND COVERAGE(S)	DEDUCTIBLE	PERILS	VALUATION	CO-INSURANCE LIMIT OF INSURANCE
2485	Declaration of Emergency Endorsement				

GENERAL LIABILITY COVERAGES			
FORM#	FORM AND COVERAGE(S)	DEDUCTIBLE	LIMIT OF INSURANCE
LR20	Commercial General Liability Max		
	Coverage A - Bodily Injury, Personal Injury and Property Damage Liability		Limit of Liability - each accident or occurrence \$ 5,000,000
	Coverage A - Products-Completed Operations		Limit of Liability - aggregate \$ 5,000,000
	Coverage A - Property Damage Deductible: Per Occurrence	\$ 1,000	
	Coverage B - Advertising Injury		Limit of Liability - each accident or occurrence \$ 5,000,000
	Coverage B - Advertising Injury		Limit of Liability - aggregate \$ 1,000,000
	Coverage C - Medical Payments		Limit of Liability - each person \$ 10,000
	Coverage D - Tenants' Legal Liability	\$ 1,000	Limit of Liability - any one accident \$ 500,000
L404	Athletic Participants Exclusion		
L442	Employers Liability Exclusion		
L516	Sexual Abuse/Harassment Exclusion Endorsement		

**Form Of Business:** Organization

### RATING INFORMATION:

**Rating Description:** Curling Club

**Rating Base:** Receipts

**Advance Premium:** \$ 1,200



Head Office: 1200, 321 - 6th Avenue S.W., Calgary, Alberta T2P 4W7

## Business Insurance Policy

Policy Number: 5V0163556

PROFESSIONAL LIABILITY COVERAGES			
FORM#	FORM AND COVERAGE(S)	DEDUCTIBLE	LIMIT OF INSURANCE
PR04	Non-Profit Organization Liability Insurance Form (Claims Made)	Aggregate	\$ 5,000,000
	1.A. Individual and Organization Entity Liability Coverage		\$ 5,000,000
	1.B. Non-Profit Outside Directorship Liability Coverage		\$ 5,000,000
	1.C. Employment Practices Liability Defence Costs Coverage		\$ 250,000
P025	Prior Acts Exclusion		
PROFESSIONAL SERVICES: Curling Club			
			Premium \$1500 <sup>or</sup>



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

**Ph: 403-625-3755**

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

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December 30<sup>th</sup>, 2013

Town of Claresholm  
Box 1000 221 - 45 Ave. West  
Claresholm, AB T0L 0T0

Dear Lisa Chilton, Tax Administrator

The Royal Canadian Legion Branch #41 Executive and General Membership would like to request that the Town of Claresholm exempt the Claresholm Legion Branch #41 from paying the Municipal Tax (non-residential) portion of their tax bill, which amounted to \$1,123.36.

Thank-you for your consideration in this matter.

Yours Truly

  
Doreen VanLangen

Treasurer

**TOWN OF CLARESHOLM**

BOX 1000  
221 - 45 AVE WEST  
CLARESHOLM, AB T0L 0T0  
(403) 625-3381



2013

**TAXATION NOTICE  
& PROPERTY ASSESSMENT**

ROLL NO.	PROP. SIZE	PORTION			QUAD	SEC	TWP	RGE	MER
11915000	0					0	0	0	0
SUBDIVISION NAME									
CIVIC ADDRESS 414 53 AVE E									
MORTGAGE NUMBER		PLAN	BLOCK	LOT					
		8010781	118	32					
MORTGAGE COMPANY NAME									

DATE OF MAILING	2013-Jun-14
DUE DATE	2013-Aug-30

ASSESSMENT COMPLAINT MUST BE RECEIVED	
ON OR BEFORE	2013-Aug-13

ROYAL CANADIAN LEGION  
BOX 807  
CLARESHOLM, AB, T0L 0T0  
Canada

PREVIOUS ASSESSMENT	
DESCRIPTION	AMOUNT
COMMERCIAL IMPROV	106,430
COMM ASSOC IMPROV	248,330
TOTAL ASSESSMENT	354,760

CURRENT ASSESSMENT	
DESCRIPTION	AMOUNT
COMMERCIAL IMPROV	94,400
COMM ASSOC IMPROV	220,280
TOTAL ASSESSMENT	314,680
EXEMPT	220,280.00
TAXABLE	94,400

**IMPORTANT PENALTY INFORMATION**  
TAXES ARE DUE IN FULL, EXCEPT FOR T.I.P.P. PARTICIPANTS, BEFORE 4:00 P.M. ON FRIDAY, AUGUST 30th, 2013. ALL CURRENT OUTSTANDING TAXES AFTER AUGUST 30th, 2013 ARE SUBJECT TO A 14% PENALTY. A FURTHER 14% PENALTY WILL BE ASSESSED ON ALL TAXES AND CHARGES APPLIED TO TAX ACCOUNTS REMAINING UNPAID AFTER DECEMBER 31, 2013

EDUCATION TAXES		TAX RATE	% OF TOTAL	TAX AMOUNT
LRSD (NON-RESIDENTIAL)		0.003821700	23.90408	360.77
TOTAL 2013 EDUCATION TAXES				360.77
SUB TOTAL 2013 TAXES				360.77

MUNICIPAL AND OTHER TAXES		TAX RATE	% OF TOTAL	TAX AMOUNT
HOME FOR AGED		0.000266000	1.66375	25.11
MUNICIPAL TAX (NON-RESIDENTIAL)		0.011900000	74.43217	1,123.36
TOTAL 2013 MUNICIPAL AND OTHER TAXES				1,148.47
SUB TOTAL 2013 TAXES				1,509.24

TOTAL 2013 TAXES	1,509.24
CURRENT OUTSTANDING	0.00
TOTAL CURRENT TAXES PAYABLE FOR 2013	1,509.24
AMOUNT DUE AFTER AUGUST 30, 2013	1,720.53

TAX INSTALLMENT PAYMENT PROGRAM	
CURRENT INSTALLMENT AMOUNT	0.00
BY JOINING THE PAYMENT PROGRAM YOUR PAYMENTS COULD BE AS LOW AS	125.77

FOR COMPARISON 2012 TAXES (NOT INCLUDING LOCAL IMPROVEMENTS) WERE	1,594.24
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Take notice that you have been assessed under the provisions of the Municipal Government Act for the above mentioned property and taxes are now due and payable as shown. In the event of non-payment, the said taxes may be recovered as provided in the Municipal Government Act.

YOUR PROPERTY HAS BEEN ASSESSED FOR THE ABOVE TAXATION YEAR. THE ASSESSMENT IS OPEN FOR INSPECTION DURING OFFICE HOURS. IF YOU OR YOUR AGENT WISH TO APPEAL, STANDARD APPEAL FORMS (AVAILABLE AT THE TOWN OFFICE) MUST BE FILLED OUT AND SUBMITTED TO THE A.R.B. CLERK WITH A \$50.00 PER PARCEL APPEAL FEE, ON OR BEFORE AUGUST 13th, 2013 at 4:00 P.M. (SEE ATTACHMENT).

*Penalty Applied Sept. 1, 2013 + 211.29*  
*Total Outstanding 1720.53 + Paid Dec. 31, 2013*

**TOWN OF CLARESHOLM**

BOX 1000  
221 - 45 AVE WEST  
CLARESHOLM, AB T0L 0T0  
(403) 625-3381



ROLL NUMBER	11915000
LAST DATE BEFORE PENALTY	2013-Aug-30

2013

**TAXATION NOTICE  
& PROPERTY ASSESSMENT**

ARREARS OR CREDIT	CURRENT TAXES	NET DUE
0.00	1,509.24	1,509.24

AMOUNT DUE PLEASE PAY	1,509.24
AMOUNT PAID	

PLEASE SUBMIT THIS PORTION WHEN MAKING PAYMENT. THANK YOU.

ROYAL CANADIAN LEGION  
BOX 807  
CLARESHOLM, AB, T0L 0T0  
Canada

11915000

## MEMO

**Date:** December 31, 2013  
**From:** Lisa Chilton, Tax Administrator  
**To:** Mayor and Council  
**Re:** Royal Canadian Legion Branch 41 request to forgive municipal portion of taxes for 2013 (Taxroll # 11915.000)

In the past, non-profit organizations have typically asked for forgiveness of the municipal portions of their taxes. This is usually done via letter to council, requesting the forgiveness, before the due date for property taxes. This year the Legion did not request the tax relief until December 30, 2013 (see attached letter and copy of the tax notice in question).

As a result of the Legion not paying any of the taxes until December 31, 2013 and not requesting the forgiveness of the municipal portion, a penalty of 14%, or \$211.29 was placed on the current amount owing, on September 1, 2013. I advised Doreen VanLangen, their Treasurer, on December 31, to pay the entire amount owing for 2013 until a decision to forgive any or all of the municipal portion, and or penalty, was reached so as not to accrue further penalties. Doreen did that on December 31, 2013 and thus there is nothing owing at this time.

Please note the letter does not request the forgiveness of the penalty but the possibility of that consideration was discussed, between Doreen and myself, when the letter was presented and Doreen asked that that also be considered.

Thank you for your consideration of this matter.

## Karine Wilhauk

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**From:** Rob Steel <rasteel@shaw.ca>  
**Sent:** December-18-13 12:48 PM  
**To:** Karine Wilhauk  
**Subject:** Fw: Property Taxes

Hi Karine,

Can you please add this to the January 13th regular meeting agenda for a council decision on the request.

Thanks, Rob

**From:** Dahlin Sabey  
**Sent:** Wednesday, December 18, 2013 9:47 AM  
**To:** mailto:rob.steel@townofclaresholm.com  
**Subject:** Property Taxes

Hi Rob,

Congratulations on your new appointment.

I own a local business in town, Sabey & Co. and also live here in town. I am writing with regards to my property tax account.

On 2013 July 31 I paid my property taxes through BMO Online banking. The option of payee's was either the "Town of Claresholm - Utilities" or "Town of Clares". There wasn't room for me to write in my roll # in the "Town of Claresholm - Utilities" but there was in the "Town of Clares". Consequently, on 2013 July 31 I paid my property taxes to the "Town of Clares".

It turns out that this money did not make it to the Town of Claresholm but to the Town of Clares which is not the property tax account but some other entity. A few days later my property taxes I paid were rejected by the Town of Clares and returned to my account. I found out later that I should have paid the "Town of Claresholm - Utilities" and just shortened by roll # and the town would have gotten my payment.

By the time this was straightened out I paid my property taxes in full by cheque on 2013 August 30 and was charged late payment fees by the town. These amounted to \$377.24 and \$377.16 which are to be paid on or before December 31.

I am prepared to pay these (if need be) so that no further charges are charged against me. But, I am wondering if you would be willing to have these late charges reversed as it was my intention to have the taxes paid on time.

Thank you for your consideration in this matter.

Dahlin Sabey, CGA  
Sabey & Co. Certified General Accountant  
403-625-4427 ph  
403-625-3229 fax  
[dahlin@sabeyandco.ca](mailto:dahlin@sabeyandco.ca)



## Town of Claresholm

## STAFF REPORT

**Date:** January 6, 2014

**Subject:** E-mail from Dahlin Sabey (sent to Mayor Steel) regarding tax penalty.

**From:** Lisa Chilton, Tax Administrator

**To:** Mayor and Council

### Summary of events

The Town of Claresholm processed payment for Mr. Sabey's property taxes for both his business and his residence on September 13, 2013. The envelope with the cheque in it was mailed on September 11, 2013 (see attached copy of envelope) with a note questioning whether the Town's bank may have rejected the payment (see attached copy of note) and asking the Town to accept payment as if it was made August 30, 2013.

After some investigation with BMO it was discovered that, in fact, Mr Sabey had made the payment to some other payee listed with BMO (see attached proof from BMO) on August 29<sup>TH</sup>, 2013 not July 31<sup>st</sup> as was indicated in Mr. Sabey's e-mail to Mayor Steel. As the payment was processed by BMO on the last day before penalties were applied Mr Sabey didn't discover his error until the money was put back into his account after being rejected by the payee he had incorrectly sent it to. The BMO, Claresholm Branch, has indicated the money went back into his account on September 5, 2013.

The Town did not forgive the penalty as the Tax Penalty Bylaw #1563 clearly states in Section 3 – for acceptable Method of Payments:

3.1 (e) "Online Banking with proof being the financial institution's notification from the electronic payment office stating the amount paid and the corresponding tax roll;"

### Conclusion

The Town did not receive the notification of payment in the usual manner from BMO as the payment was not paid to the Town of Claresholm. Although Mr. Sabey's intentions may have been to pay the Town of Claresholm, in fact, he did not. The Town, therefore, did not deviate from the clear direction stated in the Tax Penalty Bylaw #1563 for late payments. Had the Town received the payment notification from BMO stating the date paid to the Town of Claresholm was indeed August 30<sup>th</sup>, 2013, the Town would have complied with the Tax Penalty Bylaw and removed the penalties.

**SABEY & CO.**  
Certified General Accountant  
PO Box 1590  
Claresholm AB T0L 0T0  
Canada



**TOWN OF CLARESHOLM  
PO BOX 1000  
CLARESHOLM AB T0L 0T0**



# TOWN OF CLARESHOLM

BOX 1000  
221 - 45 AVE WEST  
CLARESHOLM, AB T0L 0T0  
(403) 625-3381



ROLL NUMBER
10060000
LAST DATE BEFORE PENALTY
2013-Aug-30

2013

## TAXATION NOTICE & PROPERTY ASSESSMENT

ARREARS OR CREDIT	CURRENT TAXES	NET DUE
0.00	2,694.54	2,694.54

AMOUNT DUE PLEASE PAY
2,694.54
AMOUNT PAID
2,694.54

PLEASE SUBMIT THIS PORTION WHEN MAKING PAYMENT. THANK YOU.

ELISA BETH ANNE SABEY  
BOX 2916  
CLARESHOLM, AB, T0L 0T0  
Canada

⑈ 10060000 ⑈

# TOWN OF CLARESHOLM

BOX 1000  
221 - 45 AVE WEST  
CLARESHOLM, AB T0L 0T0  
(403) 625-3381



ROLL NUMBER
10463000
LAST DATE BEFORE PENALTY
2013-Aug-30

2013

## TAXATION NOTICE & PROPERTY ASSESSMENT

ARREARS OR CREDIT	CURRENT TAXES	NET DUE
0.00	2,694.02	2,694.02

AMOUNT DUE PLEASE PAY
2,694.02
AMOUNT PAID
2,694.02

PLEASE SUBMIT THIS PORTION WHEN MAKING PAYMENT. THANK YOU.

SABEY, DAHLIN JAMES & ELISABETH ANNE  
BOX 2916  
CLARESHOLM, AB, T0L 0T0  
Canada

⑈ 10463000 ⑈

Note received with  
cheque. See envelope  
post marked Sept 11 →

### SABEY & COOK

FINANCIAL CONSULTANTS AND ACCOUNTANTS  
"We earn our keep by helping our clients keep what they earn"

These were pd through Bmo  
online banking on Aug 30  
but came back rejected by  
the Town?

Please process as though pmt  
was made August 30. Thanks.

PO Box 1590 Claresholm AB T0L 0T0  
TEL: 403-625-4427 • FAX: 403-625-3229



# TOWN OF CLARESHOLM

BOX 1000 221 - 45 AVE WEST  
 CLARESHOLM AB T0L 0T0  
 (403) 625-3381

## OFFICIAL RECEIPT

Page 1 of 1
<b>RECEIPT #</b>
20136270
<b>DATE OF ISSUE</b>
2013-09-13
8:30:53AM

SABEY, DAHLIN JAMES & ELISABETH  
 ANNE  
 BOX 2916  
 CLARESHOLM, AB  
 T0L 0T0  
 CANADA

PAID BY:  
 SABEY & CO

ACCOUNT #	DESCRIPTION	PREV BAL	PAYMENT	BALANCE	GST
10463000 TX	314 54 AVE W PRINCIPAL PAYMENT	3,071.18	2,694.02	377.16	
CHEQUE	2,694.02				
		GST REG. # R10812 5667	0.00		
		LEVY	0.00		
		TOTAL AMOUNT RECEIVED	2,694.02		
					Received By
					TW
					Batch #
					16973



# TOWN OF CLARESHOLM

BOX 1000 221 - 45 AVE WEST  
 CLARESHOLM AB T0L 0T0  
 (403) 625-3381

## OFFICIAL RECEIPT

Page 1 of 1
RECEIPT #
20136269
DATE OF ISSUE
2013-09-13
8:29:39AM

SABEY, ELISABETH ANNE  
 BOX 2916  
 CLARESHOLM, AB  
 T0L 0T0  
 CANADA

PAID BY:  
 SABEY & CO

ACCOUNT #	DESCRIPTION	PREV BAL	PAYMENT	BALANCE	GST
10060000 TX	131 50 AVE W PRINCIPAL PAYMENT	3,071.78	2,694.54	377.24	
CHEQUE	2,694.54				

GST REG. # R10812 5667	0.00
LEVY	0.00
TOTAL AMOUNT RECEIVED	2,694.54

Received By
TW
Batch #
16973

ODL D SABE VA4 000 ITH  
0513-1998-803  
29AUG13

BAL FWD

3008

2,694.54CW CLARE PROP TAX

2,694.02CW CLARE PROP TAX

50.00

Provided by BMO with  
Mr. Sabey's permission  
Dec 19, 2013.



(Dm)

**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1563**

**A Bylaw of the Town of Claresholm, in the Province of Alberta, to impose penalties for non-payment of taxes as provided by the *Municipal Government Act R.S.A. 2000 Chapter M-26.***

**WHEREAS** in accordance with the *Municipal Government Act R.S.A. 2000 Chapter M-26*, as amended, the Town imposes taxes annually in respect of property in the Municipality to raise revenue;

**AND WHEREAS** in accordance with Sections 344, 345 and 346 of the *Municipal Government Act* Council may pass a bylaw to impose penalties on non-payment of taxes;

**NOW THEREFORE** the Council of the Town of Claresholm in the Province of Alberta duly assembled enacts as follows:

**SECTION 1 NAME OF BYLAW**

1.1 This Bylaw may be cited as the "Tax Penalty Bylaw."

**SECTION 2 DEFINITIONS**

- 2.1 In this bylaw:
- a) "CAO" means the Chief Administrative Officer of the Town of Claresholm.
  - b) "Council" means the Town Council of the Town of Claresholm.
  - c) "Municipality" means the Town of Claresholm and includes any board, committee, commission, panel, agency or corporation that is created or owned by the Town of Claresholm and all the members or officers of which are appointed or chosen by the Town of Claresholm.
  - d) "Tax Notice" is the notice sent by the Town with all information regarding the tax roll as per Section 334 of the *Municipal Government Act*.

**SECTION 3 METHOD OF PAYMENT**

- 3.1 The following are acceptable forms of payment for taxes:
- a) Tax Installment Payment Plan (TIPPs);
  - b) In person at the Town of Claresholm Administration Office by cash, cheque or Interac by 4:00pm;
  - c) By cheque in the mail slot located at the Town of Claresholm Administration Office by 4:00pm;
  - d) In person at an accepted financial institution with a date stamp as proof of payment if payment is being made on the due date;
  - e) Online Banking with proof being the financial institution's notification from the electronic payment office stating the amount paid and the corresponding tax roll;
  - f) Any other financial institution method with proof being a copy of the bank statement where the payment originated from showing name, payment date and amount; or
  - g) Canada Post with valid proof being the post-mark.
- 3.2 Payments for current taxes must be received by August 31<sup>st</sup> by the end of the business day, or the last business day in August by the end of the business day, in one of the manners listed in Section 3.1, or proof must be provided as indicated to avoid tax penalties being imposed the next day.
- 3.3 Payments on all outstanding balances must be received by December 31<sup>st</sup> or the last business day in December in one of the manners listed in Section 3.1, or proof must be provided as indicated to avoid tax penalties being imposed the next day.

*we did not receive this notification as it was not paid to the Town of Claresholm.*

**SECTION 4 APPLICATION OF PENALTIES**

- 4.1 Penalties will be applied to any tax roll where the current taxes remain unpaid after the date shown on the tax notice as per Schedule "A" (1).
- 4.2 Additional penalties will also be applied to any tax roll with an outstanding balance in any year if the taxes remain unpaid after December 31<sup>st</sup> as per Schedule "A" (2).
- 4.3 Any penalty imposed under the provisions of this bylaw shall be added to and form part of the unpaid taxes.

**SECTION 5**

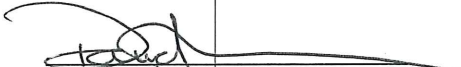
**PASSAGE OF BYLAW**

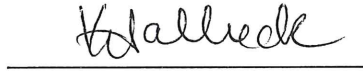
- 5.1 Bylaw #1322 is hereby repealed.
- 5.2 This Bylaw shall come into effect upon passage of 3rd Reading.

**READ** a first time in Council this 9<sup>th</sup> day of **May** 2011 A.D.

**READ** a second time in Council this 24<sup>th</sup> day of **May** 2011 A.D.

**READ** a third time in Council and finally passed this 24<sup>th</sup> day of **May**  
2011 A.D.

  
David Moore, Mayor

  
Kris Holbeck, CAO

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



December 18, 2013

**Re: Request for Funds to Support Free Swim Initiative**

Dear Ms. Holbeck,

On behalf of the Claresholm Healthy Community Coalition, I am writing this letter to request your continued support for the free public swim initiative at the Claresholm Aquatic Centre.

"Today's Canadian children and youth are heavier, fatter, rounder, and weaker than they were a generation ago." (ParticipACTION 2013) We can change this by providing opportunities for them to be physically active in our community.

Currently, in Claresholm, all of our children have the opportunity to play in the pool, without the concern of cost. With your financial support, we have been able to open the Aquatic Centre between 2-4 pm, two Saturdays each month and we would like that to continue.

We request your support of \$2,000.00 to be used in 2014 and the continued use of the Aquatic Centre at the cost of \$150.00/day (\$75.00/hr). We are applying for financial support from local service groups and from a grant source outside of our community. Our hope is to offer free public swims on most Saturdays throughout the year.

From January through November (2013), this program attracted 1234 participants with an average of 51.4 patrons per swim. Our best attendance was on July 13, when 107 individuals came to swim.

ParticiACTION also says, "In addition to the physical health benefits, active play offers cognitive, emotional and social development benefits. It has been shown to improve and foster motor function, creativity, decision-making, problem-solving and social skills, the ability to control emotions and preschooler's speech. And it's lots of fun!"

Thank you for considering our request.

Sincerely,

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

# Staff Report

**To:** Council  
**From:** CAO  
**Date:** January 9, 2014  
**Re:** Free Public Swim Initiative

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The Town of Claresholm has been supporting the Free Public Swim Initiative created by the Claresholm Healthy Community Coalition since 2009. Please see the attached letters from the Claresholm Healthy Community Coalition. Motions made as a result of the Coalition's request are as follows:

October 26, 2009

Moved by Councillor Isaacson to support the public swim initiative by the Claresholm Healthy Community Coalition with a ten hour donation of pool time for a total cost of up to \$1,500.

September 27, 2010

Moved by Councillor Quayle to donate sixteen hours of pool time to the Claresholm Healthy Community Coalition's free swim on Saturdays initiative at the Claresholm Aquatic Centre.

January 28, 2013

Moved by Councillor MacPherson to donate 16 hours of pool rental time at the Claresholm Aquatic Centre to support the Claresholm Healthy Community Coalition's free swim initiative on Saturdays.

In 2011/2012, the swim continued at a reduced amount with funding from the Primary Care Network.

The cost for rental of the pool is \$75 per hour.

*Kris Holbeck, CA CAO Town of Claresholm*



October 19, 2009

To: Mayor Steel and Town Council

From: Magan Braun, Facilitator, Claresholm Healthy Community Coalition

Re: Free public swim initiative

Good Evening,

I received a request from Karine Wilhauk and Kris Holbeck that Town Council would like some further information than what I presented at council September 28 regarding the free public swim initiative.

The Claresholm Healthy Community Coalition has been working hard to secure funding and the pool's support for this initiative. In partnership with our local primary care network (PCN), we would like to offer a free public swim once per week for 18 weeks (as a trial). We have been in contact with Julie Ling at the pool and she is supportive of this initiative, however we know we need Town Council's approval to move forward. We have planned how we can implement this here and pack the pool! They have done similar initiatives in other rural communities and significantly increased the use of the pool and getting more people active. We believe that the cost of the public swim in Claresholm is reasonable; however it is still a barrier to many of our citizens. This will take away that barrier for them to becoming more active. We would like to start this initiative in November/December (pending town approval) and will be responsible for all of the advertising and set up.

We would like Town Council's approval to move forward and to consider a reduced rate. We have approved funds from the Primary Care Network (PCN) for the maximum rate (according to Julie Ling), however if we could partner with the Town and receive a reduced rate, we could offer this program for a longer period of time. After the initial trial time of 18 weeks, we would evaluate the effectiveness and report back to our main funding source, the Primary Care Network, and see if continued funding is available. If continued funding is not available we will just offer it for the initial 18 weeks as a program and try to find other sponsors if we want to continue it. Please consider this partnership.

**Bottom Line:**

- Our coalition has approval of funds from our local primary care network (PCN) to pay for a public swim once per week for 18 weeks (according to Julie Ling max

rate would be \$150 per hour x 2 hours per week x 18 weeks = \$5400). We have \$5400 approved from the PCN

- If town council would consider a reduced rate for the initiative (at whatever rate town council feels is appropriate) then we could offer this initiative for longer than 18 weeks with the \$5400 we have
- If town council would approve a reduced rate we would include the town logo on all of the advertising too
- We have been talking to Julie Ling at the pool to see what restrictions we would have to put on numbers for safety etc. and we would follow any rules that she would have. She has been on board with this initiative, however we need town council's approval to move forward with implementation

If you have any further questions, please do not hesitate to call me at 403-625-8658 or email at [Magan.Braun@albertahealthservices.ca](mailto:Magan.Braun@albertahealthservices.ca).

Thank you,



Magan Braun  
Facilitator, Claresholm Healthy Community Coalition

Karine Wilhauk  
Secretary-Treasurer; Town of Claresholm  
Box 1000  
Claresholm, AB T0L 0T0

September 20, 2010

**Re: Request for Additional Funds to Support Free Swim Initiative**

Dear Ms. Wilhauk,

I am writing this letter on behalf of the Claresholm Healthy Community Coalition. We are requesting funds from Town Council to help support the public swim at the Claresholm Aquatic Centre. The Claresholm Healthy Community Coalition was originally given a donation of 10 hours of pool time, from Town Council, on October 26, 2009. Thanks to the Town's donation and other funding sources the free swim initiative began January 2010, and has been a success. Although numbers have fluctuated, there has been an increase in swimmers by 35% compared to the previous year.

Funding depleted at the end of August and the public swim was unable to continue during the month of September. The Primary Care Network has generously provided some funding allowing the public swim to recommence October 2<sup>nd</sup>; however we would like to secure the public swim for an entire year. As it stands, there is only enough funding to hold the public swim for 21-43 weeks. We are requesting from Town Council a minimum donation of an additional 16 hours of pool time, a total of \$2400. This donation would be equal to 40% of our PCN funding. The longevity of the swim depends on the number of swimmers per hour, however with Town Council's donation the swim would be secured for 29-51 weeks. Securing funds for up to a year would prevent the Coalition from seeking funding again in four months time, prevent losing the swim while funding is being secured, and would provide a dependable community resource for physical activity.

The Claresholm Healthy Community Coalition appreciates the Town Council's consideration in this matter. Thank you for your time and if you have any questions please do not hesitate to contact myself at 403-625-8658 or by email at [Sara.Tryon@albertahealthservices.ca](mailto:Sara.Tryon@albertahealthservices.ca).

Sincerely,



Sara Tryon, MPH  
Community Development Coordinator  
Claresholm Health Unit

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



January 11, 2013

**Re: Request for Funds to Support Free Swim Initiative**

Dear Mr. Holbeck,

On behalf of the Claresholm Healthy Community Coalition, I am writing this letter to request your continued support for the free public swim at the Claresholm Aquatic Centre.

For the past two years, with support from you and from others in our community, we have been able to open the pool between 2-4 pm on Saturdays. Many families, who might otherwise not be able to afford the cost, are appreciating the opportunity for their families to be physically active in a positive social environment. The health and social benefits to our children, families, and community are great.

In 2012, this program attracted 2052 participants with an average of 57 patrons per swim. Our best attendance was on March 24, when 103 individuals came to swim.

We would like to continue to offer this program at the cost of \$150.00/day (\$75.00/hr). We have enough funds to pay for 16 Saturdays in 2013 and are looking for more funds to sustain this program. We would be grateful if you would consider matching 50% of what we have been able to raise so far. Eight additional Saturdays would secure our plans to keep the pool open twice a month in 2013. As we continue to apply for support from local sources and from grant sources outside of our community, we hope to be able to offer free public swims on most Saturdays.

Thank you for considering our request.

Sincerely,

Ruth Mueller, BScN, RN  
Community Development Coordinator  
Claresholm Health Unit  
Box 1391  
5221 – 2 St W  
Claresholm, AB T0L 0T0  
Office (403) 625-8658  
Cell (403) 625-0137  
[ruth.mueller@albertahealthservices.ca](mailto:ruth.mueller@albertahealthservices.ca)

## Claresholm Community Centre Association

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January 3, 2014

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

To Town of Claresholm Administration and Council:

The board of the Claresholm Community Centre Association has spent the last year reviewing our cash flow and setting up capital cost projections as requested by the town to assist council in budget setting. As you are aware the Community Centre operates at a loss each year and without the casino funds we receive more funds would be needed from the Town and MD in order to continue to keep the hall open.

Please accept this letter as a formal request to increase the budget amount of operating funds the Community Centre currently receives from the Town of Claresholm to \$30,000.00 per year. The budget amount has not been increased for several years, and utilities, maintenance and capital costs have increased significantly.

Thank you for considering this request.

Sincerely,



Marni Lane  
Secretary



Foods of Canada (1972) Ltd  
1 Alberta Road, PO Box 788  
Claresholm, AB T0L 0T0  
Phone 403-625-5499 Fax 403-625-5411

January 6, 2014

**Attention: Town Council**  
**Re: Purchase of Land**  
**4 Saskatchewan Cres, Claresholm, AB**  
**Lot 7, Block 3, Plan 8510082**

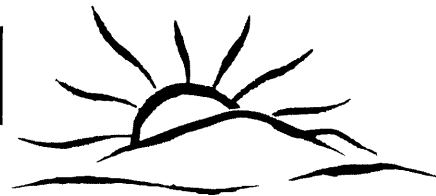
Please accept this as a letter of intent to purchase the land stated above. Attached is our cheque for 10% of the purchase price plus the GST. There are no immediate plans to build on it yet but this could change if the business increases enough for it to be justified. In the meantime, it will be used for staff parking.

Yours Truly,

Joe Dippolito  
El Molino Foods of Canada (1972) Ltd.

**TOWN OF CLARESHOLM  
ADMINISTRATION**

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



Claresholm

# MEMO

**To:** Council

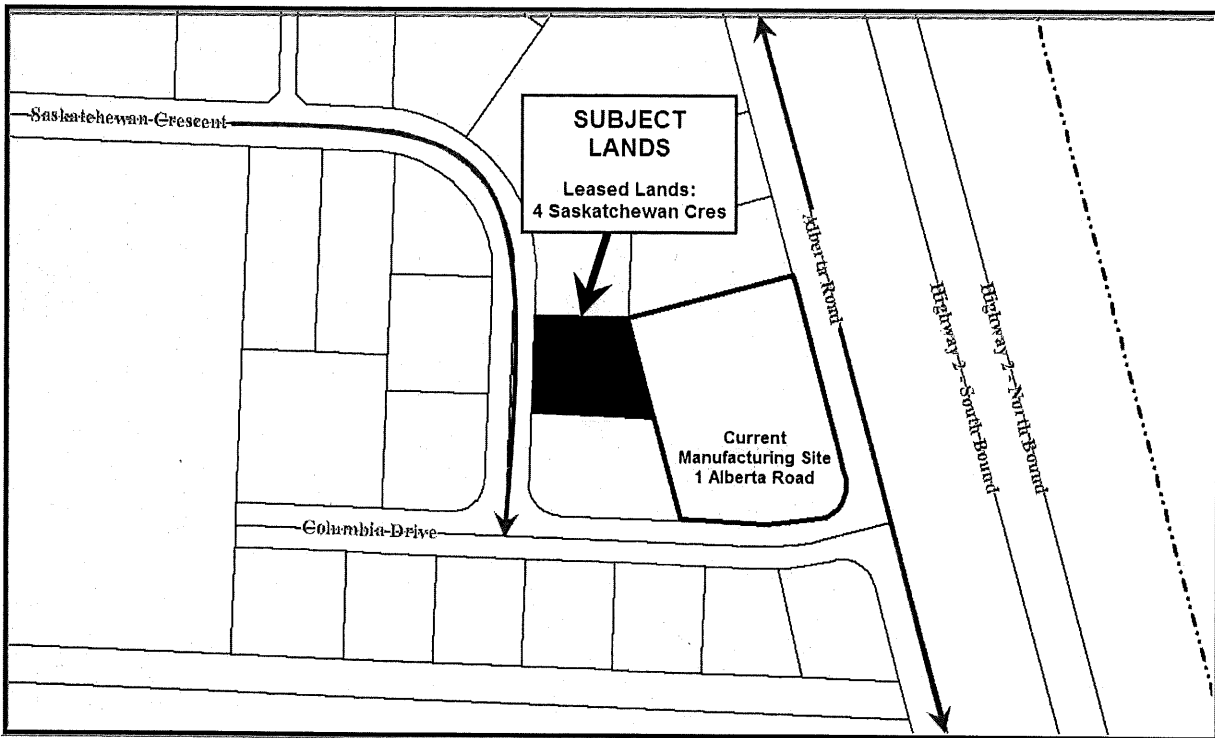
**From:** Administration

**Date:** January 13<sup>th</sup>, 2014

**Re:** El Molino Letter of Intent & Deposit for the Purchase of Land

Urgent     For Review     Please Comment     Please Reply     Please Recycle

## Subject Lands



### **Background**

As per the 2007 lease agreement between the Town of Claresholm and El Molino, the lease period on the above mentioned property was set to expire on December 31<sup>st</sup>, 2013. Section 3 of the agreement indicates that El Molino has the ability to purchase the property at the price set in 2007. On December 2<sup>nd</sup>, 2013 an El Molino representative indicated to staff that the company would like to purchase the parcel of land. Subsequent to a meeting in early January 2014, El Molino has submitted a formal letter of intent with the required 10% deposit.

### **Property Details**

- SUBJECT LANDS:
  - 4 Saskatchewan Cres.
  - Lot 7, Block 3, Plan 8510082
  - 0.55 acres (0.221 hectares)
  - Owner is Town of Claresholm
  - Land Use Designation is (I1) – Industrial
  - Serviced with Municipal Water and Sewer

### **Considerations for Council**

1. Administration has advised El Molino that although the purchase price was set in the 2007 lease agreement, the lands must be purchased in accordance with the normal practise observed in the Town of Claresholm. Outside of the previously set price, the process to purchase land from the municipality should be the consistent.
2. El Molino is currently only allowed to use the property for parking and for the storage of materials that is directly related to the operation of the business (stated in the lease agreement). If they purchase the lands the stipulations set out in the lease agreement would not apply; they will be able to develop the land as they see fit.
3. Traditionally, the Town of Claresholm requires a building commitment or the amalgamation of the subject lands with an adjacent parcel.

***Town of Claresholm Administration***



# Staff Report

**To:** Town Council  
**From:** Administration  
**Date:** January 13, 2014  
**Re:** Safety Codes & Administration & Service Request for Proposal Results

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**Background**

During the contract renewal process in June of 2013, Town Council directed Staff to issue a Request for Proposal (RFP) for professional service regarding the administration and service of the Safety Codes. The request for proposal was solicited for the provision of contracted Building and Safety Services in the following Safety Codes Disciplines:

- 1. Building
- 2. Plumbing
- 3. Electrical
- 4. Gas

The Town of Claresholm is currently accredited for all five disciplines; fire, building, electrical, plumbing, and gas. The purpose of this exercise is to hire a Safety Codes Agency (whether it happens to be the previous agency or a new agency). The table below shows the number of development permits that have been issued over the last six years for which a building permit was required as a condition of approval.

Year	Total # of Development Permits Issued with Building Permit Requirements
2012	52
2011	65
2010	48
2009	55
2008	50
2007	95

**Scoring and Evaluation**

Prior to meeting as a team, each member of the evaluation team scored each proposal using the criteria set out in the RFP document. The evaluation team met to discuss each score and determined the final score for each proposal.

<b>Accredited Agency</b>	<b>Score</b>
Superior Safety Codes Inc.	82.0
Park Enterprises	66.0

Based on the final scores the evaluation team will make a recommendation to the Town of Claresholm Council for the successful respondent. At its option, the evaluation team may invite one or more of the respondents for an interview. In evaluating the Proposals received, the Town of Claresholm will consider all of the listed evaluation criteria, and the municipality will have the sole and unfettered discretion to award up to the maximum number of points for each criterion as listed above. By submitting a Proposal, the Proponent acknowledges and agrees that the Town of Claresholm has, and is hereby entitled to exercise, the sole and unfettered discretion to award the points for the evaluation of the applicable criteria.

**Recommendation**

**Staff recommends that Council approve the hiring of Superior Safety Codes Inc. to perform all Safety Code Services related to the building, electrical, plumbing and gas disciplines.**

*Town of Claresholm Administration*

# Staff Report

**To:** Town Council  
**From:** CAO  
**Date:** January 10, 2014  
**Re:** Council Training and Development

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It has been noticed by members of Council that there are no formal parameters/procedures regarding the process for Council members to request attendance at training or seminars regarding education for elected officials.

Attached is the conference attendance policy for Council and Staff and a copy of the Staff Training and Development policy for information purposes in order to assist in Council discussions.

Currently, there is no formal budget item for Council training/development in the operating budget, only for AUMA conference attendance.

*Kris Holbeck, CA CAO Town of Claresholm*



## Conference Attendance Policy #GA 09-08(a)

**PURPOSE:** To establish a consistent policy regarding Town Council members and designated staff of the Town of Claresholm attending conferences each year.

**POLICY:**

Members of Town Council and designated staff members can attend one conference per year that will be paid for by the Town.

**GENERAL:**

The Town of Claresholm recognizes the importance of Town Council and designated staff attending conferences each year. To show fiscal responsibility while continuing to encourage the pursuit of information, parameters must be placed and enforced on attendance of said conferences. This policy does not cover training/education (one day or half day workshops and seminars).

**PARAMETERS:**

**Town Council**

Members of Town Council are permitted one conference per year, which means they can choose to attend the annual AUMA Convention or another comparable convention per year of which the expenses will be paid for/reimbursed by the Town. If a Council member chooses to attend additional conferences, it will be at their own expense, could be funded by another organization or the Councillor can submit their request to the Administrative Committee to approve the additional conference attendance. If the Committee approves the request, the additional conference will be paid for by the Town.

**Designated staff members**

Designated staff are permitted one professional conference per year of which the expenses will be paid for/reimbursed by the Town. If the designated staff member wishes to attend another conference they can submit their request to the Administrative Committee to approve the additional conference attendance. If the Committee approves the request, the additional conference will be paid for by the Town. Expenses for conferences attended by designated staff will not exceed \$2,000 per year. These expenses are inclusive of mileage, meals, lodging, parking, etc and exclusive of wages.

**NOTE:**

Policy #66 - Staff Education and Training and Policy #70 - Convention Delegates Expenses should be reviewed for details on allowable expenses and other restrictions.

**EFFECTIVE DATE: SEPTEMBER 8, 2008**



## Staff Training & Development Policy #GA 12-11

**PURPOSE:** To establish a consistent policy regarding staff training and development.

**POLICY:** **All training and development to be completed by Town staff must be approved by the department head and/or the Chief Administrative Officer (CAO). All costs associated with the approved course will be covered by the Town subject to Town guidelines.**

**GUIDELINES:**

1. Requests for employee enrolment and/or reimbursement for payment of courses, seminars or conferences must be included in the Town's annual budget.
2. All courses, seminars and conferences must relate directly to improving the employee's current job performance or be related to the employee's future job responsibilities.
3. To reduce costs, staff will, where possible, stay in a room with double occupancy.
4. Hotel/motel costs are not to exceed one hundred and fifty dollars (\$150) per night plus taxes and fees, or two hundred dollars (\$200) for double occupancy. Any overage will be paid by the employee(s).
5. Meal costs will be reimbursed by the Town when they are supported by receipts. Even with receipts, the maximum allowed per day is fifty one dollars (\$51) in total.
6. Meals costs, without receipts to verify them, will be reimbursed but limited to the following amounts: Breakfast \$10, Lunch \$15, Supper \$20.
7. Time spent travelling to/from the course/seminar is considered time worked and is chargeable to the Town.
8. Travel to and from the course venue will be subject to the guidelines under the Town of Claresholm Personal Use of Vehicle Policy.
9. Time spent in the course/seminar is considered time worked and is chargeable to the Town.

**EFFECTIVE DATE: DECEMBER 19, 2011**

## **Council and Employee Remuneration**

The Wage Negotiating Committee (Rob, Lyal, Shelley) met on Friday, January 3 to discuss council and employee remuneration.

Town employees that are members of CUPE Local 3023 will receive a 3% wage increase in 2014. This is according to the collective agreement that was negotiated in 2011. The current collective agreement with CUPE expires at the end of 2014.

The Wage Negotiation Committee also offers the following motions for discussion:

1. Motion to institute a wage increase freeze for non-union employees resulting in a 0% raise for 2014.
2. Motion to freeze town council remuneration rates for four years until January, 2018.

# **INFORMATION ITEMS**



# TOWN OF CLARESHOLM

## Cheque Listing For Account Payable

<u>Cheque #</u>	<u>Cheque Date</u>	<u>CEO</u>	<u>CAO</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>
					<b>Batch #</b>	<b>17191</b>
48160	2013-12-06	EFT	EFT	787518	AIRTECH HEATING & AIR CONDITIONING LTD	639.39
48161	2013-12-06	EFT	EFT	600	ALBERTA ASSOCIATION OF M.D.'S	7,561.95
48162	2013-12-06	EFT	EFT	786195	Benchmark Assessment Consultants Inc.	4,228.09
48163	2013-12-06	EFT	EFT	56100	CIMCO REFRIGERATION	1,275.75
48164	2013-12-06	EFT	EFT	13125	CLARESHOLM CARE CENTRE	15.75
48165	2013-12-06			785935	CLARESHOLM CHAMBER OF COMMERCE	175.00
48166	2013-12-06	EFT	EFT	13400	CLARESHOLM GLASS '88' LTD	174.30
48167	2013-12-06	EFT	EFT	13660	CLARESHOLM LOCAL PRESS	1,344.18
48168	2013-12-06			786950	CLARESHOLM SELF STORAGE	598.50
48169	2013-12-06	EFT	EFT	786141	CLARESHOLM TAXI	146.48
48170	2013-12-06	EFT	EFT	787517	CLEAR WATER CONTROLS INC.	4,347.67
48171	2013-12-06	EFT	EFT	786697	CNH CAPITAL C3115	521.50
48172	2013-12-06	EFT	EFT	787521	CUTLER, JAMIE	145.80
48173	2013-12-06	EFT	EFT	786397	EPCOR	39.37
48174	2013-12-06	EFT	EFT	785952	FIEGUTH, BETTY	248.31
48175	2013-12-06	EFT	EFT	787516	FORD, SHELLEY	168.80
48176	2013-12-06	EFT	EFT	786505	GRAPHCOM PRINTERS LTD.	893.26
48177	2013-12-06	EFT	EFT	56155	LIFESAVING SOCIETY	88.99
48178	2013-12-06	EFT	EFT	56200	LOCAL AUTHORITIES PENSION PLAN	12,396.68
48179	2013-12-06	EFT	EFT	58000	LOOMIS EXPRESS	66.50
48180	2013-12-06	EFT	EFT	786175	MacPherson Leslie & Tyerman LLP	378.00
48181	2013-12-06	EFT	EFT	787520	McALONAN, MIKE	249.20
48182	2013-12-06	EFT	EFT	786610	MINISTER OF FINANCE 1	337.08
48183	2013-12-06	EFT	EFT	65040	MUNICIPAL INFORMATION SYSTEMS	464.69
48184	2013-12-06	EFT	EFT	66100	NATIONAL SECRETARY-TREASURER	1,864.22
48185	2013-12-06	EFT	EFT	786905	ONECONNECT SERVICES INC. T46194	44.50
48186	2013-12-06	EFT	EFT	787519	O'NEILL, LYAL	152.55
48187	2013-12-06	EFT	EFT	75955	PALMER, FRED	125.00
48188	2013-12-06	EFT	EFT	76300	PEDERSEN TRANSPORT LTD.	107.89
48189	2013-12-06	EFT	EFT	786050	PLANET CLEAN (LETHBRIDGE) LTD.	35.70
48190	2013-12-06	EFT	EFT	786453	PRAXAIR CANADA INC.	911.63
48191	2013-12-06	EFT	EFT	786534	PROFESSIONAL GROUP SERVICES LTD.	1,105.65
48192	2013-12-06	EFT	EFT	80000	PUROLATOR COURIER	75.52
48193	2013-12-06	EFT	EFT	786156	Q.E.D. ENTERPRISES LTD.	971.62
48194	2013-12-06	EFT	EFT	786536	R P WATERWORKS INC.	2,483.45
48195	2013-12-06	EFT	EFT	86300	RECEIVER GENERAL FOR CANADA	18,767.15
48196	2013-12-06	EFT	EFT	786759	SIMPLEX GRINNELL	1,510.61
48197	2013-12-06			786111	STEEL, ROB	284.55
48198	2013-12-06	EFT	EFT	900	TELUS	3,468.45
48199	2013-12-06	EFT	EFT	786500	TRINUS TECHNOLOGIES INC.	84.00
48200	2013-12-06	EFT	EFT	786187	Western Canada Welding Products Ltd.	270.69
48201	2013-12-06	EFT	EFT	786784	WESTWIND CHEVROLET	39,375.00
48202	2013-12-06			900000	620213 AB LTD.	1,732.50
48203	2013-12-06	EFT	EFT	900000	Alberta Fire Chiefs Association	150.00
48204	2013-12-06	EFT	EFT	900000	FLETCHER, SHAUNA	33.00
48205	2013-12-06	EFT	EFT	900000	LOEFFLER, CHARLES	109.97
48206	2013-12-06	EFT	EFT	900000	PRAIRIE HOME DESIGN	498.75
48207	2013-12-06	EFT	EFT	900000	RED ARROW	210.00





Claresholm

# TOWN OF CLARESHOLM

## Cheque Listing For Account Payable

<b>Cheque #</b>	<b>Cheque Date</b>	<b>CEO</b>	<b>CAO</b>	<b>Vendor #</b>	<b>Vendor Name</b>	<b>Amount</b>
48208	2013-12-06	EFT	EFT	900000	SMIG'S PLUMBING	93.38
						<hr/>
						110,971.02



# TOWN OF CLARESHOLM

## Cheque Listing For Account Payable

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
					<b>Batch #</b>	<b>17212</b>
48209	2013-12-20	EFT	EFT	787518	AIRTECH HEATING & AIR CONDITIONING LTD	2,809.31
48210	2013-12-20	EFT	EFT	650	ALBERTA BLUE CROSS	6,771.20
48211	2013-12-20	EFT	EFT	1025	ALBERTA ONE CALL LOCATION CORP	12.60
48212	2013-12-20	EFT	EFT	786517	AMSC INSURANCE SERVICES LTD.	3,862.38
48213	2013-12-20			6390	BISHOFF AUTO & AG CENTRE	1,330.61
48214	2013-12-20			786427	BOUNDARY EQUIPMENT (CALGARY) LTD.	2,492.98
48215	2013-12-20			11250	CANADIAN LINEN SUPPLY	582.04
48216	2013-12-20	EFT	EFT	786250	CARLETON, TRISHA	630.36
48217	2013-12-20	EFT	EFT	786578	CENTRAL SHARPENING LTD.	59.85
48218	2013-12-20	EFT	EFT	56100	CIMCO REFRIGERATION	7,755.76
48219	2013-12-20			13125	CLARESHOLM CARE CENTRE	49.50
48220	2013-12-20			13325	CLARESHOLM FIRE DEPARTMENT	590.00
48221	2013-12-20	EFT	EFT	14085	CLARESHOLM NAPA AUTO	1,298.70
48222	2013-12-20	EFT	EFT	786641	CLARESHOLM REGISTRIES	84.00
48223	2013-12-20	EFT	EFT	786141	CLARESHOLM TAXI	911.93
48224	2013-12-20			14150	CLARESHOLM WELDING & FABRICATING LTD	393.75
48225	2013-12-20	EFT	EFT	14205	CLEAN BRITE CHEMICAL SERVICES LTD.	1,061.45
48226	2013-12-20	EFT	EFT	786475	COMPLETE CARPENTRY LTD.	1,500.00
48227	2013-12-20	EFT	EFT	786397	EPCOR	106.20
48228	2013-12-20	EFT	EFT	786202	EXOVA	167.80
48229	2013-12-20	EFT	EFT	786257	FOOTHILLS FORD SALES	489.31
48230	2013-12-20			786146	GODLEY'S JEWELLERY	110.25
48231	2013-12-20	EFT	EFT	49980	HARRY'S TIRE SALES (1984) LTD.	6,112.37
48232	2013-12-20	EFT	EFT	36800	HOME HARDWARE	321.71
48233	2013-12-20	EFT	EFT	850	JOHN DEERE FINANCIAL	2,336.12
48234	2013-12-20	EFT	EFT	786218	JOHN'S HEATING	73.50
48235	2013-12-20			786267	LAWSON PRODUCTS INC.	232.39
48236	2013-12-20			56155	LIFESAVING SOCIETY	14.00
48237	2013-12-20			786659	LIVINGSTONE RANGE SCHOOL DIVISION	415.87
48238	2013-12-20	EFT	EFT	56200	LOCAL AUTHORITIES PENSION PLAN	12,638.77
48239	2013-12-20	EFT	EFT	786766	MCCANCE PLUMBING & HEATING	3,448.49
48240	2013-12-20			786590	MINISTER OF FINANCE	72.24
48241	2013-12-20			786704	MINISTER OF FINANCE (LT)	37.86
48242	2013-12-20			786872	MPE ENGINEERING LTD.	17,405.65
48243	2013-12-20	EFT	EFT	65040	MUNICIPAL INFORMATION SYSTEMS	959.14
48244	2013-12-20	EFT	EFT	786635	ORKIN CANADA CORPORATION	109.20
48245	2013-12-20	EFT	EFT	76300	PEDERSEN TRANSPORT LTD.	1,505.30
48246	2013-12-20			786205	PIPELINE WATER CO-OP LTD.	150.00
48247	2013-12-20	EFT	EFT	786534	PROFESSIONAL GROUP SERVICES LTD.	708.75
48248	2013-12-20	EFT	EFT	786536	R P WATERWORKS INC.	1,403.85
48249	2013-12-20	EFT	EFT	86300	RECEIVER GENERAL FOR CANADA	17,483.20
48250	2013-12-20	EFT	EFT	786759	SIMPLEX GRINNELL	805.46
48251	2013-12-20			13525	SOBEYS CLARESHOLM	420.09
48252	2013-12-20	EFT	EFT	900	TELUS	862.09
48253	2013-12-20	EFT	EFT	786501	TOM HARRIS CELLULAR	52.50
48254	2013-12-20	EFT	EFT	97000	TOWN OF CLARESHOLM	32.82
48255	2013-12-20			786500	TRINUS TECHNOLOGIES INC.	84.00
48256	2013-12-20	EFT	EFT	101400	UNITED FARMERS OF ALBERTA	575.83
48257	2013-12-20	EFT	EFT	23500	W.R. MEADOWS OF WESTERN CANADA	2,580.80



Claresholm

# TOWN OF CLARESHOLM

## Cheque Listing For Account Payable

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
48258	2013-12-20	EFT	EFT	111705	WC CLASS II REGIONAL LANDFILL	8,361.86
48259	2013-12-20			900000	4IMPRINT, INC	583.40
48260	2013-12-20	EFT	EFT	900000	CHINOOK WEBS INC.	37.80
48261	2013-12-20	EFT	EFT	900000	CLARESHOLM HEALTH FOUNDATION	500.00
48262	2013-12-20			900000	DEKRA-LITE	1,414.52
48263	2013-12-20			900000	DELREI	134.00
48264	2013-12-20	EFT	EFT	900000	McLEAN, JACE	315.00
48265	2013-12-20	EFT	EFT	900000	REID, JULIANNA	125.00
48266	2013-12-20	EFT	EFT	900000	RODGERS, PHIL & SHARON	500.00
48267	2013-12-20	EFT	EFT	900000	SEXSMITH SURVEYS HIGH RIVER	1,575.00
						117,458.56

**Batch # 17235**

48268	2013-12-31			786910	ARMAX ELECTRIC (2006) LTD.	2,491.39
48269	2013-12-31			787511	BELL, BARBARA	91.48
48270	2013-12-31	EFT	EFT	13250	CLARESHOLM CHILD CARE SOCIETY	2,183.50
48271	2013-12-31			13660	CLARESHOLM LOCAL PRESS	1,270.25
48272	2013-12-31			786540	DIRECT ENERGY REGULATED SERVICES	62.48
48273	2013-12-31			787513	Everest Construction Management Ltd.	268,523.16
48274	2013-12-31			76356	Excel Telecommunications (Canada) Inc.	10.20
48275	2013-12-31			786202	EXOVA	2,077.67
48276	2013-12-31			786373	FLAGWORKS	2,745.86
48277	2013-12-31			786146	GODLEY'S JEWELLERY	21.00
48278	2013-12-31			786666	HILLS AUTO GLASS LTD	2,782.50
48279	2013-12-31			56200	LOCAL AUTHORITIES PENSION PLAN	12,665.94
48280	2013-12-31			786175	MacPherson Leslie & Tyerman LLP	409.50
48281	2013-12-31			66100	NATIONAL SECRETARY-TREASURER	1,165.89
48282	2013-12-31			86300	RECEIVER GENERAL FOR CANADA	16,303.72
48283	2013-12-31			42321	RFS CANADA	514.92
48284	2013-12-31			786180	RICOH CANADA INC.	267.36
48285	2013-12-31			786468	SHAW CABLE	87.10
48286	2013-12-31			786428	TransAlta Energy Marketing Corp.	49,322.12
48287	2013-12-31			786102	UMBRELLA ENTERPRISES	5,302.50
48288	2013-12-31			787515	WATT & STEWART COMMODITIES INC	630.00
48289	2013-12-31			900000	CLARESHOLM MEDICAL CENTRE	291.75
48290	2013-12-31			900000	Economic Developers Alberta	325.00
48291	2013-12-31			900000	MDC PRODUCTION	15.00
						369,560.29

**Total 597,989.87**

\*\*\* End of Report \*\*\*



# The Navigator

Issue 27 • Printed January 7, 2013

Claresholm, AB

*"Write it on your heart that every day is the best day in the year." — Ralph Waldo Emerson*

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

## WINTER IS HERE!

The school doors will be open at 8:00 a.m. every morning. This ensures that someone is around if there are concerns or issues. **Please do not drop your children off at school before 8:00 a.m.** particularly when it is cold outside. As well, the Foyer is open most evenings due to our variety of sports which take place every night of the week and some weekends. The rest of the school will be locked at 4:15 p.m. so student property in lockers is safe and secure. If you need something from a locker after 4:15 p.m., a custodian is on site or ask a teacher that may be here.

It is imperative that students come to school dressed appropriately for winter weather. As the past week has shown us, cold weather may blow in very unexpectedly. Especially for those students riding on school buses, a hoodie is not a winter jacket! If the bus stops for any unexpected reason, you need to be dressed accordingly! Toque, mitts, scarves, and warm winter jackets are needed!

## GRAD UPDATE

Plans for graduation are well underway. We are thrilled to have booked the Claresholm Lions Club to cook up a delicious meal for us. Now that the theme, Grad 2014, has been chosen, the decorating committee is busy putting ideas together so they can begin purchasing and building. Proofs have come back and are looking spectacular. Be sure to get your order in. Just a reminder that payments for grad photos need to be dropped off by January 16.

Ted Dawson Photographics has provided proofs and order forms to grads before Christmas. Any grad who did not have a picture taken will need to set up an appointment with Ted Dawson in High River. On the day of graduation you may have a picture taken of yourself receiving your certificate. A \$10 fee needs to be paid in advance for you to receive this picture. There will be additional checkmark and fundraising opportunities in the future, so watch the announcements for opportunities to get involved. A prophecy committee and a music committee are being formed in the near future. Watch the announcements. Grad 2014 is on June 27, 2014.

# JANUARY

## EXAM INFO

Exams are right around the corner and we thought we'd update you on the standard procedures. Grade 7, 8 and 9 students have regular classes throughout high school exams. All high school students are asked to return their textbooks to the library on the day of their final exam. Also no electronic devices are permitted to be with students while they write their exams. Students who choose to remain at the school after they have written their exams will need to be in a supervised study space (ie. library or a classroom with a teacher).

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

## INSIDE THIS ISSUE:

- Grad Update
- Exam Information
- Sports Update
- School Council
- Cold Weather Prep
- January 2014 Calendar

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

**ONE WAY**

HAPPY NEW YEAR  
2014

## FROM THE PRINCIPAL: Ian Stewardson



Happy New Year 2014! As the community is aware by now, I will be taking a position with the Alberta Teachers' Association as Executive Staff Officer in the area of Member Services. This is an opportunity to work in a variety of areas such as acting as a liaison for Post-Secondary Institutions, presenting professional development sessions for teachers across the province and supporting teachers with concerns around employment and other issues. Since it has been announced, I have been grateful for the heartfelt responses from the community. You are never sure of the impact that has been made until you receive positive comments from others.

There have been many celebrations for Willow Creek Composite High School over the past year and I have been blessed to work with great people who genuinely care about their work with and for students. The biggest celebration is having the new facility for us to use every day. The atmosphere is positive and it makes for a much better learning environment. I have also enjoyed working with the Arts community of Claresholm as well. It is my hope that the collaboration will continue with the school and the artists as we move forward.

There are many different people that make a principal's job easier. I would like to identify a few of the groups which made this job enjoyable: the Office Staff, the whole school admin team, the maintenance department, the technology department, all of the people at Central Office, and the hard working members of the School Council. Also, the group that was a lot of fun to work with and brought a lot of energy was Student Council. Their sense of humour and willingness to contribute to the betterment of the school was exemplary.

I wish all the best for the school in the new semester and I am sure with the discerning commitment to education which Livingstone Range School Division

has in their leadership, everything will work out the way it has to for students to flourish.

## SPORTS UPDATES

### Basketball:

Sports Society hosted the Alumni Basketball tournament December 28, 2013. Thanks to all who participated and helped make it a success.

High School home game schedule (all games start with JV at 6:00, SV to follow):

- Jan. 9 - Girls vs Picture Butte
- Jan. 15 - Boys vs Immanuel Christian
- Jan. 16 - Boys vs Kate Andrews
- Jan. 31/Feb. 1 - JV Girls Home Tournament

Junior High home games are as follows:

- Jan. 9 @ WMES - B Girls vs FPWalshe7  
A Girls vs St. Mike's
- Jan. 16 @ WMES - B Boys vs TMS  
A Boys vs Kainai
- Jan. 21 - B Girls vs Matthew Halton
- Jan. 23 - B Girls vs FP Walshe8  
A Girls vs Crowsnest
- Jan. 28 - A Girls vs Matthew Halton
- Jan. 30 - B Boys vs JT Foster7  
A Boys vs FP Walshe

Sports Society meets January 16 at 8:00 PM. All are welcome to attend. Thank you to everyone who supported the Sports Society Meat sales fundraiser. Orange and grapefruit sales will begin later this month.

The Cobras will host three tournaments in the upcoming months: JV Girls on January 31-February 1; SV Boys February 7-8; SV Girls February 14-15.

## ITEMS TO NOTE!

### AXE Body Spray

It has been brought to our attention that some of the students and staff at the school have allergies to strong scents and perfumes. We encourage students to use deodorant after Phys. Ed., but we ask that it be a "stick" kind. The spray scents linger for a long time in the hallway.

### Dress for the Weather

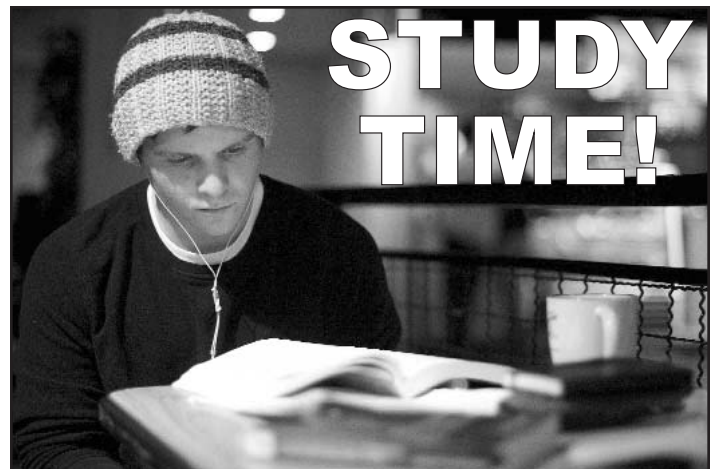
It is important to note that when it is cold, and a bus stops on a highway with an emergency that they will get cold very quickly. Please dress for the weather on the cold days that we have in Claresholm. It is essential for your children's protection.

### Fundscrip Gift Card Orders

Our next gathering of Fundscrip orders will be due on Friday, January 31.

## LIBRARY NEWS

Senior High students: We are quickly approaching the end of the semester. Semester 2 classes begin January 31! All textbooks on loan from the fall term are due for return to the Library before January 24. Textbook pickup for semester 2 is scheduled from January 24 to the 30. Bring your student identification cards for quick processing of materials. Also, anyone interested in purchasing Key Study Guides can order online from Castle Rock Research, or arrange purchase through the office. Finally, please be advised the Library database will not be available January 2 and 3 due to the division-wide database merger.



## STUDY TIPS

Here are a few study tips:

1. Start reviewing your material well before the exam date.
2. Study the broad ideas first and then the details.
3. Use charts, lists, and diagrams to help solidify ideas. Flash cards are the best tried and true system for studying.
4. Take breaks while you are studying.
5. Discuss your study notes and ideas with others.
6. Practice old exams if possible.
7. Eat brain food not junk food. (fish, fruit, vegetables)
8. Get a good night's sleep leading up to the exam.
9. Drink plenty of water.
10. Bring the necessary materials with you to the exam: 2 pen/pencils, ruler, calculator, dictionary, thesaurus, etc.

Diploma test study guides are available at <http://education.alberta.ca/students/exams/guides.aspx>

## SCHOOL COUNCIL

School Council meetings are always held the third Thursday of each month (except in Dec, and July & Aug). If you have any questions, contact Chairperson Ruth Lindquist (403-625-3123). The next meeting of WCCHS school council is at 6:30 pm on Thursday, January 16. All parents are welcome to attend!

## LOOKING FORWARD

Junior & senior high report cards will be distributed on February 3. Students and parents have access to PowerSchool anytime before, during or after final or midterm assessments are completed. A printed report card with comments will be provided on February 3, 2014.

## PROM DATE

WCCHS Prom will be held on May 9, 2014. Stay tuned for more details!

## UPCOMING DATES TO NOTE

High School Exams begin!	January 13
School Council Meeting (6:30 pm)	January 16
Sports Society (8 pm)	January 16
Band Concert (7 pm)	January 17
Pajama Day! Semester 1 Ends	January 22
No School for Students	January 30
No school for Junior High Students	January 31
JV Girls BBall Home Tournament	January 31 - February 1
Report Cards	February 3
Family Day week off	February 17-21

## TRUSTEES

Ward 1 trustees are John McKee and Bradley Toone. Please feel free to speak with them about any concerns you may have.

## ROUGHNECKS GAME

The Claresholm Rockmen & friends will be attending a Calgary Roughnecks game in February! Tickets include pizza & a drink, party bus to and from the game, and game ticket. This is a family oriented event open to all ages. If you want to be part of this group, check out [www.rockmenlacrosse.webs.com](http://www.rockmenlacrosse.webs.com) and reserve your seat before they are gone.

## GIFT CARD FUNDRAISER

Buy GIFT CARDS through WCCHS (in partnership with West Meadow Elementary School) for everyday purchases, to give as gifts for birthdays or the holidays, or for your business needs. Up to 15% of your everyday purchases will be automatically donated back to WCCHS student activities!

Visit [www.fundscrip.com/retailers](http://www.fundscrip.com/retailers) for the list of participating retailers. Contact the office for further details.

**NEXT ORDER IS DUE JANUARY 31**

## WCCHS Alumni?

Register your information at [www.wcchsalumni.com](http://www.wcchsalumni.com)



Willow Creek Composite High School Alumni Association



@wcchsalumni

# COBRA WEAR NOW ON SALE!

Next Order Date:  
**JANUARY 22**

*Samples in the office!*

*Tshirts in stock at the school!*

*Order forms in the office  
for t-shirts, shorts, sweats,  
tear-aways, jackets & more!*



## Reminder

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

## WE DAY TEAM

The WCCHS WE Team has been working towards several events. In Semester 2, keep an eye out for events like "WE Create Change" (supporting education for those who do not have access to a school), "WE Are Silent" (encouraging students to stand up for all people whose voices are not heard - this may be people who are being bullied for a variety of reasons) and "Zinc Saves Lives" (an initiative to make use of the zinc in old batteries). All students are welcome and encouraged to be involved with these events. If you want to be a part of the WCCHS WE Team, contact Mrs. Walker, Mrs. Bryson

or Mrs. Franz, or simply join the event planning that your friends are doing! Check [weday.com](http://weday.com) for more background!

## JR HIGH TRAVEL CLUB

The Jr High Travel Club is excited to thank the Kinsmen Club, the Stavely Royal Purple, and the Stavely Elks for their support! These wonderful clubs donated money to our group so that we could enhance our group safety through matching jackets. Our group of students and parents will be travelling to Montreal, Quebec City, Ottawa and Toronto over Easter break. We will be learning about Canada's history and about the diverse culture our country has as we travel.

## INTERNATIONAL WEEK

In February WCCHS will be holding an International Week, where other cultures will be celebrated. Students should keep an eye out for a wide variety of ways that we will be learning about other countries and their cultures!

## HOW TO REACH US

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

IS YOUR CHILD ABSENT  
FROM SCHOOL?

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



# January 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 New Year's Day	2	3	4
5	6 <i>Welcome Back!</i>	7	8	9 JH Girls BB Games WMES 4:30/5:45 HS Girls BB Games 6:00pm	10	11
12	13 Diploma Exam - English 30-1/2 Part A	14 Diploma Exam - Social 30-1/2 Part A	15 HS Boys BB Games 6:00pm	16 JH Boys BB WMES 4:30/5:45 HS Boys BB Games 6:00pm School Council 6:30 Sports Society 8:00	17	18
19	20 Diploma Exam - English 30-1/2 Part B	21 Diploma Exam - Social 30-1/2 Part B JH 'B' Girls BB Game 5:00	22 Diploma Exam - English 30-1/2 Part A Last Day of Senior High Classes	23 Diploma Exam - Biology 30 Social 10-1, Science 10, Social 20-2/-4, Bio 20 JH Girls BB Game 4:30/5:45	24 Diploma Exam - Math 30-1/2 English 10-1, English 10-2/-4, English 20-2/-4, Social 20-1	25
26	27 Diploma Exam - Physics 30 Math10-3, Math10C Chem 20	28 Diploma Exam - Chem 30 Math 20-2, 20-3 JH 'A' Girls BB Game 5:00	29 Diploma Exam - Science 30	30 No School for All Students JH 'A' Girls BB Game 5:30	31 First Day of Semester 2 (Gr. 10-12) No School for Junior High	

Willow Creek Composite High School • Grades 7-12

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

Ph: (403) 625-4464  
Fax: (403) 625-4283

**Principal**

Mr. Curtis Uyesugi

**Assistant Principal**

Mrs. Dana Burrows

**Office Admin**

Mrs. Bev McLeod



5613 – 8th St. W., Box 130

Claresholm, AB

T0L 0T0

P: 403-625-4464

F: 403-625-4283

Website:

[www.lrsd.ab.ca/school/westmeadow](http://www.lrsd.ab.ca/school/westmeadow)



*A Season of Giving*

**It has been a season of giving at  
West Meadow Elementary School!**

**Thank you to everyone for your generosity during the last week of School before the Holidays.**

- **Parents for providing snacks for classroom parties**
- **Students and staff for the fantastic Christmas concert performances**
- **Special thank you to Kevin McPhail & Brian Sanders for hauling chairs to the school for the concert**
- **The organizing and decorating committees for the concert**
- **The Grade 6 Leadership Group for organizing the Family Dance**
- **The following for making our dance a huge success:**
  - \*Deb Bronson & Amanda Zimmer for running the concession**
  - \*Jeannie White for running the crazy Christmas Photo Booth**
  - \*Desperado Sound (John Dedominicis) for the music**
  - \*The local restaurants for donated door prizes: A&W, Casa Roma, Douros, Just Pizza, Latte'Da, Roy's Place, Shanghai, Subway, Taste of Heaven, Tim Horton's, and Meadow Creek Sausage.**
- **The continued support of our Claresholm community was evident by the awesome turnout at the concert!**

**The Claresholm school community works to develop literate, life-long learners who are:**

- ◆ *Creative and critical thinkers*
- ◆ *Responsible and self-directed*
- ◆ *Ethical and involved citizens*
- ◆ *Able to adapt to change*
- ◆ *Team-oriented*
- ◆ *Effective communicators*

While achieving the provincially defined outcomes.



**West Meadow**  
Elementary School

**Claresholm Schools  
CREATE Success!**





## Grade 5/6 Ski Trips Dates Are Set!

**February 13** – Forms are due back **January 15**

**March 13** – Date for forms to be determined

### FundScrip Gift Cards

Thank you for supporting our latest fundraising project! Gift cards will be available for you to purchase throughout the year for your own shopping or gifts. Look for details on the WMES website in the New Year.

The family dance in December that was organized by our Gr. 6 leadership group was a huge success. The total amount of money raised for the Alberta Children's Hospital was \$613.15.

A special thanks to John Dedominicis for donating part of his DJ fee, Deb Bronson and Amanda Zimmer for donating their time to run the concession booth, the Fundraising Society for donating the items for the concession both, and for Jeanne White for organizing, setting up and running the photo booth, and for her and her husband for paying for the developing costs of the pictures. Last but certainly not least, thank you to all the families that attended and supported our school activity.

The Fundraising Society and the students and staff at WMES would like to extend a heartfelt THANK YOU

to our community for the incredible support during our fundraisers this year.

School Council Meeting  
January 24 at 12:00 noon



Fundraising Society Meeting  
January 22 at 5:00



## Reminder for Parents and Students

Please ensure that toys and electronic devices, including electronic games and music players, are not brought to school. These items are often misplaced or broken while at school.

If any toys or electronic devices are brought to school, students are asked to leave them in their backpack and take them home. If students need to be reminded multiple times, the devices will be given to the office and will need to be picked up by the parents.

### School Fees:

Reminder that school fees are past due, please make payment arrangements with the office or contact the school board directly.



*By the Principal's Pen*

**Happy New Year! I can't believe we are at this point already! It seems like most of us had a restful and rejuvenating break. Teachers and students alike, seem to have a little extra bounce in their step. It is nice to get back to school and to begin dealing with this chocolate addiction I develop every December.**

**We are starting the month with our "Two Schools, One Book" project. After hearing about last year's book, I can hardly wait to participate in this year's excitement. Next week, we will be entertained by the New West Theatre group. They will be performing a few of Robert Munch's books for us.**

**On the mathematics side, Mathletics seems to be off to a good start. I am hearing from a number of students and parents how much fun it is to do math. How many of us ever thought we would hear that?**

**Basketball is getting into full swing and grade 3 students are looking forward to participate. Just a reminder that grade 5 & 6 students practice on Mondays and grade 3 & 4 students go on Tuesdays. Grade 5 & 6 parents: Please be sure to be aware of the ski trip deadlines as well.**

**If you have nothing to do Friday, January 24, please join us at noon for our School Council meeting. We are going to try a lunch meeting to see if more parents are able to make it. I promise we won't make you volunteer for anything and we will also feed you!**

**Happy New Year,**

**Curtis Uyesugi**

# JANUARY *HAPPY NEW YEAR!*



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1  Happy New Year	2	3	4
5	6 <b>Welcome Back</b>  Grade 5 & 6 basketball	7   Grade 3 & 4 basketball	8  Subway Day  Assembly 2:25	9 	10	11
12	13  Grade 5 & 6 basketball	14   Grade 3 & 4 basketball	15	16 	17	18
19	20  Gr. 3 swimming Ms. O'Neil 2:00 – 3:00  Grade 5 & 6 basketball	21   Gr. 3 swimming Ms. O'Neil 2:00 – 3:00  Grade 3 & 4 basketball	22  Gr. 3 swimming Ms. O'Neil 2:00 – 3:00  Fundraising Society Meeting @ 5:00  Subway Day	23 	24  School Council meeting – 12:00 noon	25
26	27  Gr. 3 swimming Mrs. McDowell 2:00 – 3:00  Grade 5 & 6 basketball	28 Assembly  Gr. 3 swimming Mrs. McDowell 2:00 – 3:00  Grade 3 & 4 basketball	29  Gr. 3 swimming Mrs. McDowell 2:00 – 3:00  PJ & Messy Hair day	30  LRSD Staff Development Day  No school for students.	31  WMES Staff Planning Day  No school for students.	



1	Emily C.	7	Katryn L.	15	Maggie F.	23	Mackenzie M
1	Ethan Mc.	9	Cowan Linklater	15	Jaide R.	26	Andrew H
2	Carson D.	10	Keegan F-J	15	Nate W.	27	Jarett P.
4	Madison M	11	Paiton H.	16	Jaylen M.	30	Ella R.
4	Mary-Ann T	13	Keenan M	21	Syler S.		
5	Amy D.	13	Kyle V.	22	Sean B.		
5	Kennedy H.	14	Jacob P.	22	Colin M.		

January 6, 2014

Dear Parent/Guardian:

This week our school will be embarking on our **Two Schools, One Book** project. Every family at West Meadow Elementary School and Stavely Elementary School will receive a copy of the same carefully chosen book and be asked to read it at home from January 8 – February 5.

I am personally asking you to make the time so your family can participate in this special activity. Reading aloud at home is valuable because it better prepares your child to be an effective reader. But it is also a fun, worthwhile family activity. With this program, we aim to build a community of readers at our school. Everyone - students, parents, teachers, and administrative staff - will be participating, and we can all reap the many benefits. Every family will receive their *own* copy of the book at a special school-wide assembly introducing the program and the book. When the book comes home, you will receive a tailored reading schedule so you can keep up at home. Generally you will be asked to read two or three short chapters at night. And PLEASE don't read ahead!

In school, your child will be invited to answer daily trivia questions to encourage and reward attentive, aggressive listening. You will soon find that your child will take pride in knowing and anticipating the details of the story. In class, there may be various activities which discuss or explore the book. You will want to make sure your family keeps up so your child can be included. Throughout the month, everyone will be talking about this year's book!!

**"Two Schools, One Book" is the ultimate literacy program**, in that children at all grade levels will be listening to the same book. Strange or daring as that may seem, it actually makes sound educational sense. Reading professionals recommend reading material out loud that is beyond a child's own reading level. And we also believe that you can and should continue reading chapter books with your older children, even when they are able to read by themselves. We have selected a title that can be followed and understood and enjoyed by younger students, but that will still captivate and stimulate older children. There is more information on the program itself at [www.readtothem.org](http://www.readtothem.org).

Good luck! I hope to talk with both you and your child(ren) sometime this month about the adventures that take place. When a whole school reads a book, there's a lot to talk about! With your help, we can build a Community of Readers at our school!

Please join us for the kick-off **Assembly, January 8th at 2:30pm**. All parents, siblings and Tuesday/Thursday Kindergarten students are encouraged to attend! Stay tuned for weekly email updates and details on how to win some great prizes just by participating!

Special thank you to the local service organizations that sponsor this initiative as well as the teachers, parents and staff that have been working diligently for months to get it organized!

Sincerely,

Curtis Uyesugi  
Principal



# BOARD REPORT

VOL. 12 NO. 3 DECEMBER 2013



**Chinook Arch  
Regional Library  
System**



The Chinook Arch Library Board wishes the best of  
the season to you and yours!



## Organizational Meeting Highlights

After a light supper, Chinook Arch staff provided the incoming Board with a short orientation to Chinook Arch and to Alberta public library legislation, governance, and funding.

The Board then chose its Executive for 2014. Congratulations to the following members who will occupy these Executive Officer positions during the year to come:

- ◆ Howard Paulsen (Stavely): Chair
- ◆ Marie Logan (Vulcan County): Vice-chair
- ◆ Lloyd Kearl (Cardston County): Secretary-Treasurer

The Board also chose its Executive Committee for 2014 (pictured at right).

Outgoing Chair Laura Ross-Giroux (Taber) was thanked for her three years of service as Chinook Arch board chair.



Executive Committee members for 2014 (L to R): Vic Mensch (Ministerial Appointment), DeVar Dahl (Magrath), Lloyd Kearl (Cardston County), Howard Paulsen (Stavely), Laura Ross-Giroux (Taber), Marie Logan (Vulcan County), Gordon Given (Nanton), Doug Logan (Lomond), Ben Elfring (Taber MD, not pictured), Barb Michel (Glenwood, not pictured)

## Alberta-Wide Borrowing: Seamless Access to Alberta's Public Libraries!

The Public Library Services Branch is enhancing Albertans' access to public library materials through its soon-to-launch Alberta-Wide Borrowing (AWB) initiative. Thanks to AWB, library users with a valid public library card will be able to borrow materials from any other participating public library in the province! They will simply visit the ME Card website to register their card with the libraries that they are most likely to use. The program will be a boon to long-distance commuters and those who travel frequently within Alberta. AWB is a response to the Government of Alberta's desire to encourage and facilitate "seamless access" to library resources for Alberta residents.

### Quick Facts 2013:

Population served:	191,479
Library Service Points:	35
Municipalities:	39
School Authority:	1
Board Chair:	Howard Paulsen, Stavely
CEO:	Maggie Macdonald ( <a href="mailto:mmacdonald@chinookarch.ca">mmacdonald@chinookarch.ca</a> )

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.

**CHINOOK ARCH BOARD MEETING, DECEMBER 5 2013****Board Members Present:**

Arrowwood	Janet Cockwill
Cardston County	Lloyd Kearl
Claresholm	Kathy Davies
Coalhurst	Heather Caldwell
Fort Macleod	Trish Hoskin
Lethbridge County	John Willms
Lomond	Doug Logan
Magrath	DeVar Dahl
Milo	Christopher Northcott
Nanton	Gordon Given
Picture Butte	Joe Watson
Pincher Creek M.D.	Fred Schoening
Raymond	Dustin Ralph
Stavely	Howard Paulsen
Town of Taber	Laura Ross-Giroux
Town of Vulcan	Jen Fohrmzway
Vulcan County	Marie Logan
Village of Warner	Ian Glendinning
County of Warner	Philip Jensen
Willow Creek M.D.	Earl Hemmaway
Ministerial Appointment	Vic Mensch

**REGRETS:**

Barnwell	John Neufeld
Barons	Ron Goritza
Town of Cardston	Dennis Barnes
Carmangay	Sandy Struck
Champion	Trevor Wagenvoort
Coutts	Shelley Fleming
Crowsnest Pass	Doreen Glavin
Glenwood	Barb Michel
Milk River	Donald Cody
Town of Pincher Creek	Lorne Jackson
Stirling	Johnathan Bikman
Taber M.D.	Ben Elfring
Vauxhall	Russell Norris
Kainai Board of Education	Linda Weasel Head

**ABSENT:**

Coaldale	Sherrie Duda
Granum	Shirley Murphy
Hill Spring	Jim Rowley
City of Lethbridge	Neil Stubbs
LPL Resource Centre	(Awaiting Appointment)

**MEETING HIGHLIGHTS**

The following policies were discussed and approved at the December 5, 2013 Board Meeting:

- ◆ Gifts in Kind
- ◆ Grievance Procedures
- ◆ Employee Benefits
- ◆ Personnel

**Revised 2014 Budget Approved**

The Board approved the revised 2014 Budget. 2014 is the final year of the three-year budget originally approved by member councils in 2011. Changes since that time have required adjustments to both the revenue and expenses side. Overall, the System's finances are healthy, and a modest budget surplus is projected for 2013.

Chinook Arch staff and the Finance & Personnel Committee will begin working on the proposed 2015—2019 budget in early 2014. Once approved by the Board, the proposed budget will be sent to member councils for approval. In order to pass, the budget must be approved by two thirds of councils, representing two thirds of the population served.

**Chinook Arch Receives Chamber Spirit of Lethbridge Award**

Chinook Arch was recently presented with the Spirit of Lethbridge Award at the annual Lethbridge Chamber of Commerce Business of the Year Awards Breakfast. The award was presented in recognition of the Region's efforts in helping to establish the Kainai Public Library in Stand Off, Alberta. Public Services Librarian Sarah Head accepted the award and thanked the Chamber on behalf of Chinook Arch.

**Contact Us:**

Chinook Arch Regional Library System  
2902 7th Ave. N  
Lethbridge, AB T1H 5C6

[www.chinookarch.ca](http://www.chinookarch.ca) | [arch@chinookarch.ca](mailto:arch@chinookarch.ca)



**PRESENT:**

Mayor George Bohne, Chair	Town of Raymond	Mayor Robin Hansen	Village of Barnwell
Mayor Maggie Kronen	Town of Cardston	Dep. Mayor Ed Weistra	Village of Barons
Mayor Dennis Cassie	Town of Coalhurst	Mayor Tom Butler	Village of Coutts
Mayor Rene Gendre	Town of Fort Macleod	Mayor Jordan Koch	Village of Glenwood
Mayor David Hawco	Town of Milk River	Mayor Don McDowell	Village of Nobleford
Mayor Wendy Jones	Town of Picture Butte	Deputy Mayor Tyler Lindsay	Village of Warner
Mayor Don Anderberg	Town of Pincher Creek	Reeve Fred Lacey	Cardston County
Mayor Margaret Plumtree	Town of Vauxhall	Reeve Lorne Hickey	County of Lethbridge
Mayor Henk de Vlieger	Town of Taber	Reeve Derrick Annable	County of Vulcan
Mayor Thomas Grant	Town of Vulcan	Mayor Chris Spearman	City of Lethbridge
Reeve Brian Hammond	MD of Pincher Creek		
Reeve Brian Brewin	MD of Taber		
Reeve Neil Wilson	MD of Willow Creek	Bev Bellamy	Recording Secretary

**Guests:**

Greg Weadick, MLA	Lethbridge West	Gary Bikman, MLA	Cardston-Taber-Warner
Ian Donovan, MLA	Little Bow	Pat Stier, MLA	Livingstone - Macleod
Bob Jones, Zone Rep	AAMD&C		

**1.0 WELCOME AND INTRODUCTIONS**

Chairman Mayor George Bohne called the meeting to order at 1 pm, welcomed everyone and each person introduced themselves.

**2.0 ADOPTION OF THE MINUTES**

Moved by Mayor David Hawco to adopt the November 1, 2013 minutes. **Carried.**

**3.0 BUSINESS ITEMS**

- There will be more 2014 Parking passes available at the January 3 meeting.
- Next meeting will be January 3, 2014.
- February 7 meeting will start at 1:30 pm instead of 1 pm.

**4.0 REPORTS**

**4.1 MP Reports – no report**

**4.2 MLA Reports**

**Gary Bikman, MLA Cardston-Taber-Warner**

- Had a busy fall session with 19 pieces of legislation, one was a contentious labour legislation.
- Is pleased with changes to Bill 28, these are critical changes.
- There is movement by Alberta Health Services on rural ambulance, it still has a way to go.

**Ian Donovan, MLA Little Bow**

- Bill 28 has been revamped and renamed, the amendments were made because they listened to what was brought forward.
- Will continue to work on rural ambulance issues. Spoke with Rick Fraser, a former paramedic, who is working with Minister Horne on this issue; he has the background on these issues.
- Bill 45 prevents wild cat strikes for workers and has upped the penalty significantly to unions if they hold a wild cat strike. Voted in favour of this as there is a process in place to have a legal

strike, a wildcat strike is not in anyone's best interest. This bill did not specifically address work to rule.

- Bill 46 took away the right to arbitration while the government is presently in the middle of arbitration with the unions. Voted against this as this is not bargaining in good faith when the right to arbitration is removed in the middle of an arbitration.

#### **Pat Stier, MLA Livingstone – Macleod**

- Attended the AAMD&C and AUMA meetings.
- Busy in the house with legislation.
- Has been vocal in the house regarding ambulance issues; good to see that the opposition is able to make a difference.
- Will have another meeting with ambulance people next week and will look into the transfer problems when community ambulances are taken out of their area for non-emergency inter-facility transfers.
- Have concerns with Bill 28 and regional planning. Have already met with AAMD&C and AUMA regarding this and welcomes touching base and exchanging ideas with you in this area.

#### **Greg Weadick, MLA Lethbridge West**

- Completed fall session with legislation passed; amendments were also supported by AAMD&C and AUMA.
- Still work to be done in the capital region; need to come together and work it out.
- Need for workers will continue in Alberta; southern Alberta tends to lose workers from the south to the big operations up north. This will continue to be a challenge over the next few years.
- Appreciated sharing concerns with Mayor Spearman of the City of Lethbridge and Mayor Bohne regarding EMS. Minister Horne will set up a working group for cities with combined service. To have good integrated service there needs to be involvement in dispatch.
- Mayor Spearman and Mayor Bohne gave a brief update on their meeting with Minister Horne. They provided a united front to the Minister regarding ambulance service and presented their concerns regarding the EMS consolidation to Calgary and Edmonton. They requested a meeting with Minister Horne and the M & R that would fit in his schedule and his response sounded like he would be willing to come and meet. If a special M & R meeting needs to be called to enable this, it will be arranged.
- Mayor Spearman noted that the Health Quality Council Report that was used to make this ambulance dispatch consolidation was based on philosophy and not fact. Findings of a report released in 2011 based on existing data showed that response times will be slower, mortality rates will be higher, the quality of service will decline and costs will be higher.
- Mayor Spearman is concerned that Alberta Health Services is not sharing the information they have. The City of Lethbridge has committed to work with AHS regarding the technical side and have provided their information, but AHS has not completed their part. He is concerned with delivery when AHS takes over if the technical components are not in place by AHS. He appreciates the support given by M & R.

#### **4.3 Alberta Southwest Regional Economic Development Alliance Report – Rene Gendre**

- Attended the meeting and gave an update. There was discussion of integration of WiFi and broadband into the area and how it would attract new business in the area. The board will do more research on this and present it at the February meeting.

#### **4.4 SouthGrow – Mayor Maggie Kronen**

- A vacancy was created by the election; new chairman is Greg Robinson from Raymond. Still need more board members – two from towns and one from villages - to complete the ten-member board. The new manager is Pete Lovering.



#### **4.5 AUMA – no report**

#### **4.6 AAMD&C – Bob Jones**

- Convention was held on November 12-15 with over 800 people in attendance. 17 resolutions were brought forward. David Chilton was an excellent speaker.
- Had a meeting with the Premier and Minister that was 45 minutes long; had a tough and upfront discussion regarding Bill 28 on morning of her speech.
- Attended the AUMA convention – they had interesting resolutions and the urban issues are much the same as rural.
- 

#### **4.7 Associate Dean’s Advisory Council – Mayor Tom Butler**

- Attended the fall meeting.
- Looking at changing the acronym from ADAC as it is being confused with the drug program.
- There are 150 seats for the medical program and 50% of the students must be in the rural family medicine program.
- Looking for members from the south zone – contact Vanessa Maclean to have a rep on the board.
- Applicants are being received for the next go around and next interviews will be in February. 2025 applicants will be interviewed and the number reduced to 645. Each interviewer does 27 interviews in one day.
- 15 of the seats must be reserved for applicants from less fortunate circumstances. If there aren’t enough qualified applicants to fill these 15 seats then they are redistributed.

#### **4.8 Oldman Watershed Council – Brian Brewin/Neil Wilson**

- Board orientation meeting was held for new board members.
- Update on the OWC was distributed at the meeting.
- OWC has contracted with Brad Stelfox to use a computer tool called ALCES that uses layers to first establish a land base and then shows the cumulative effects of change through layers as to what a future development might look like. This would be useful for municipalities in planning.

#### **4.9 Southern Alberta Energy from Waste Alliance**

- General meeting was held with a good turnout; board has set their direction.
- 72 municipalities are part of this alliance that represents 250,000 people.

#### **4.10 Canadian Badlands Organization – Mayor George Bohne**

- Handed out information on the upcoming tourism conference/AGM to be held in Lethbridge on March 25 - 27, 2014 at the Lethbridge Coast Hotel. Great opportunity for municipalities to attend.

### **5.0 BUSINESS**

#### **5.1 Community Participation in Mayors & Reeves of Southwest Alberta**

- Discussion regarding several communities who were missed on the original email list for this area. Nanton Mayor Rick Everett has indicated that he would like to be involved. Bev will contact Mayor Everett and also extend an invitation to the MD of Ranchland and the Town of Stavelly.

#### **5.2 Purpose and Goals of the M & R Organization**

- M & R can be a strong voice of advocacy to the provincial government as the needs in southern Alberta are different than the north.

- Can work together on common issues such as budgeting, cuts to programs such as MSI, bridge culverts and water for life as well as on regional projects.
- Each community can prepare an inventory of what they already do together regionally. This could include service agreements, water, social services, medical facilities and inter-municipal buildings.
- Engage the government and use the inventory list to demonstrate how we already collaborate with one another and that as a collective group we are making communities better by working together.
- Dedicate one meeting to political influence. List issues that are important to each community, rank them and have consistent agreement on issues and key points. Share information and give all an opportunity to talk and be a political influence together through M & R. Reinforce and support each other and bring together the different perspectives from each community.
- M & R have a four-year mandate and represent 181,000 people. Use this as an opportunity to talk to the Ministers directly as a group. Get their attention and show them the advantage for them to attend M & R meetings to discuss common issues and problems and to work together with this group of communities in southern Alberta.

### **5.3 Report on Integrated/Emergency Services (covered in earlier MLA discussions)**

### **5.4 South Saskatchewan Regional Plan (SSRP) Update – Reeve Brian Hammond**

- Attended the SSRP sessions and distributed a letter at the meeting expressing concerns regarding municipal issues in the SSRP that we need to be involved with or concerned about.
- There is concern about how informed people are on the implications of this plan, and how these far-reaching, long-term implications will bear directly on the roles of the local governing bodies.
- The deadline for municipalities and stakeholders to provide input is January 15; the SSRP will then go forward to the senior levels of government for approval.
- Mayor Bohne will look into the possibility of setting up a meeting with Dave Bartoski on the morning of the January 3 meeting to have an open discussion and answer questions regarding the SSRP.
- If there are any specific topics you wish to have covered at this meeting, please email them to George Bohne ([bohne@raymond.ca](mailto:bohne@raymond.ca)) or Bev Bellamy ([mayorsandreeves@shaw.ca](mailto:mayorsandreeves@shaw.ca)).

### **5.5 Community Reports – tabled**

### **5.6 Additional Business**

- Mayor David Hawco, Town of Milk River and his community is looking at the possibility of starting composting and was wondering if there are any communities in the M & R association that already do this, and where he can find more information on it.
- Suggestions included contacting Olds College as they ran a huge composting program from their experimental farm.
- Community composting is done in Lethbridge that separates vegetative waste – contact Dave Schaaf at the City of Lethbridge for more information.
- Cardston County does dead animal stock and composting – contact Reeve Fred Lacey.
- Biogas plant in County of Lethbridge recently opened and re-uses animal and vegetative waste.

### **6.0 NEXT MEETING: Friday, January 3 – Culver City Room, Lethbridge City Hall**

Special Session with David Bartoski: 10 am – 12 noon. Lunch will be provided at noon.  
Regular meeting will be start at 1 pm.

### **7.0 ADJOURNMENT: 2:30 pm**



**PRESENT:**

Mayor George Bohne, Chair	Town of Raymond	Mayor Robin Hansen	Village of Barnwell
Mayor Maggie Kronen	Town of Cardston	Dep. Mayor Ed Weistra	Village of Barons
Mayor Kim Craig	Town of Coaldale	Mayor Tom Butler	Village of Coutts
Mayor Dennis Cassie	Town of Coalhurst	Mayor Jordan Koch	Village of Glenwood
Mayor Blair Painter	Mun. of Crowsnest Pass	Mayor Don McDowell	Village of Nobleford
Mayor Rene Gendre	Town of Fort Macleod	Deputy Mayor Tyler Lindsay	Village of Warner
Dep. Mayor Brenda Beck	Town of Magrath		
Mayor Rick Everett	Town of Nanton	Reeve Fred Lacey	Cardston County
Mayor Don Anderberg	Town of Pincher Creek	Reeve Lorne Hickey	Lethbridge County
Mayor Gentry Hall	Town of Stavely	Reeve Derrick Annable	Vulcan County
Mayor Henk De Vlieger	Town of Taber	Reeve Ross Ford	County of Warner
Mayor Margaret Plumtree	Town of Vauxhall	Dep. Reeve Phil Jensen	County of Warner
Mayor Thomas Grant	Town of Vulcan		
		Mayor Chris Spearman	City of Lethbridge
Reeve Brian Hammond	MD of Pincher Creek		
Reeve Brian Brewin	MD of Taber		
Reeve Neil Wilson	MD of Willow Creek	Bev Bellamy	Recording Secretary

**Guests:**

Bridget Pastoor, MLA	Lethbridge East	Jim Hillyer, MP	Lethbridge
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**1.0 WELCOME AND INTRODUCTIONS**

Chairman Mayor George Bohne called the meeting to order at 1 pm, welcomed everyone and introduced the new attendees. Mayor Bohne expressed appreciation on behalf of the M & R to the City of Lethbridge for providing drinks and the meeting room for monthly meetings.

**2.0 ADOPTION OF THE AGENDA and MINUTES**

Moved by Mayor Tom Butler to adopt the agenda. **Carried.**

Moved by Reeve Brian Brewin to adopt the December 6, 2013 minutes with the addition that Tom Butler adopted the December meeting agenda. **Carried.**

**3.0 BUSINESS ITEMS**

- 2014 Parking passes are available to be signed out.
- February 7 meeting start time has been changed to 1:30 pm.

**4.0 REPORTS**

**4.1 MP Reports**

**Jim Hillyer, MP Lethbridge**

- 2013 has been the most productive year since 2006 as 40 bills of legislation were passed last year.
- Focus is on the economy; still on track to expect a surplus in 2015/16 of just under \$4 billion.
- Other countries are looking to Canada for leadership and advice on economic issues. Prime Minister Harper did not attend the Commonwealth Conference in Sri Lanka because of human rights issues and was criticized for his stance; 19 other countries have since followed his example.

- Several projects were given funding in the Lethbridge riding including the Scenic Drive expansion, the new sports facility in west Lethbridge and the expansion of the Prairie Rose Lodge in Milk River.
- MP Hillyer plans to introduce a private member's bill regarding the anti-prostitution law. It will be modelled after the Swedish legislation that focuses on prosecution for buyers and pimps. Experts agree that 95 – 98% of prostitutes are there by force and not by choice.
- If you have any questions or concerns regarding federal policies, you are encouraged to contact MP Hillyer as he is eager to hear your concerns and help find solutions.
- Questions and discussion followed regarding beef labeling, tariff restrictions at the border, regulation of transportation of dangerous goods, European Trade Agreement and infrastructure costs that are offloaded to the provincial government and municipalities.

## **4.2 MLA Reports**

### **Bridget Pastoor, MLA Lethbridge East**

- Received many phone calls at the office regarding the controversial labour laws Bills 45 & 46; lack of pension plans; oil and gas drilling in west Lethbridge and 911 Call Centre.
- Minister Horner is trying to balance the budget, although the flood costs have not been factored in yet.
- MLA Pastoor is a strong supporter of high speed rail and thinks that a Fort McMurray to Edmonton line would be profitable.
- Mayor Butler expressed his appreciation for the funding received from both the federal and provincial governments for the Prairie Rose Lodge expansion.

### **4.3 Alberta Southwest Regional Economic Development Alliance Report – Mayor Rene Gendre**

- Will have a meeting with the specialist to discuss the integration of WiFi and broadband on February 5 and will bring an update on this to the next M & R meeting.

### **4.4 SouthGrow – Mayor Maggie Kronen**

- There are three positions that still need to be filled on the board – two from the towns and one from the villages. Contact Pete Lovering ([info@southgrow.com](mailto:info@southgrow.com)) if you are interested.
- SouthGrow investment attraction plan will be presented in March; communities will receive an email invitation to this.

### **4.5 AUMA – Mayor Kim Craig**

- The AUMA symposium on January 16 & 17 in Edmonton is relevant for new mayors although all are welcome to attend.
- The next AUMA zone presentation on January 31 in Lethbridge will be the Municipal Government Act Education Session. It will provide attendees with a general overview of the MGA with a focus on the portions of the Act that impact municipal governance and decision-making - more details will be sent out next week.

### **4.6 AAMD&C – no report**

### **4.7 Associate Dean's Advisory Council (ADAC) – Mayor Tom Butler**

- 2160 applications were received for the University of Calgary Undergraduate Medical Education program and 644 candidates will be selected for interviews.
- The final interview process is held in February at the U of C Health Science Centre. It will consist of a one-hour session on Friday evening and a Saturday commitment from 8 am – 3 pm to conduct the Multiple Mini Interviews (MMI). Each interviewer will interview 27 applicants.
- Mayor Butler is presently the only rep from M & R; ADAC would like to see more volunteers from M & R. Contact Mayor Butler ([vilcouth@telus.net](mailto:vilcouth@telus.net)) for more information.

#### **4.8 Oldman Watershed Council – Brian Brewin/Blair Painter**

- Newly elected Chair for the OWC board is Shirley Pickering.
- OWC 2014 Photo Calendars were distributed to those in attendance.

#### **4.9 Southern Alberta Energy from Waste Alliance – Mayor Kim Craig**

- 2014 will be a busy year as they prepare a project development plan which will hopefully include the technology requirements and site selection. Target date for facility operation is 2018; although this is dependent on meeting the regulatory hurdles.
- Membership notices will be sent out and the per capita fee remains the same.
- AGM was held at the end of October, 2013 and new bylaws were adopted.
- Organization has become more formalized and letters will be sent to confirm each community's membership.

#### **4.10 Canadian Badlands Organization – Mayor George Bohne**

- Tourism conference/AGM will be held in Lethbridge on March 25 - 27, 2014 at the Lethbridge Coast Hotel. Great opportunity for municipalities to attend and learn about new information to be presented at the AGM.  
For details visit <https://www.canadianbadlands.org/cbl/conference/>

### **5.0 BUSINESS**

#### **5.1 Community Participation in Mayors & Reeves of Southwest Alberta – Mayor George Bohne**

- Discussed what government officials or other guests the M & R would like to invite for a presentation at their monthly meetings. Suggestions for presentations included:
  - Transportation Minister
  - Mayor of Brooks & Councillor who were involved in bringing the resolution to AUMA and AAMD&C regarding the 1% income tax being redistributed.
  - Municipal Affairs Minister or appointed delegate re MGA review
  - Alberta Environment – river flows in this area and how they affect the dams; protocols for managing the flow over dams both locally as well as the entire province.
  - Federal Fisheries – to discuss management of riverbeds as opposed to building weirs; dredging rivers and creating channels.
  - Minister of Health – deal with Emergency Medical Services (EMS) issues.
  - What is being done to combat aquatic invasive species – specifically mussels - in Alberta waterways.
- If you have additional suggestions, please email Mayor Bohne ([bohne@raymond.ca](mailto:bohne@raymond.ca)).
- It was agreed by consensus that Mayor Bohne will contact the Mayor/Councillor of Brooks to see if they would be available for a presentation in February.

#### **5.2 Report on Integrated/Emergency Services - Mayor Chris Spearman**

- Minister Horne (Health Minister) expressed a willingness to come to Lethbridge to meet with Senior Civil Servants and Senior Staff. A request was made in December to meet with Minister Horne on January 10, but there has been no response received to date on this request.
- City of Lethbridge continues to work with Red Deer and Wood Buffalo as they also have integrated services and do not want to move to a central EMS dispatch system.
- Several examples of poor communication with the Calgary dispatch service were shared by members in attendance. If anyone is aware of similar circumstances, Mayor Spearman would be interested to hear about them.
- M & R will continue to keep Mayor Spearman informed of any developments and will support his efforts to retain the integrated service system already in place in Lethbridge.

### 5.3 South Saskatchewan Regional Plan (SSRP) Update

- Based on the morning session presentation of the SSRP, there was discussion on what the next steps will be for the M & R group.

**Motion:** Moved by Mayor Maggie Kronen that a letter is sent by Chairman Bohne on behalf of the Mayors & Reeves of Southwest Alberta to the Minister of Sustainable Resource Development and cc'd to the Land Use Secretariat and the MLA's requesting an extension of the release of the SSRP from January 15, 2014 to June 30, 2014. **Carried.**

It was noted that Mayor Bohne's letter will include the reasoning behind this request as outlined below:

- A large number of officials are newly elected and have not had sufficient time to review this plan to determine what their role will be in implementing it.
- By having this time extension, the elected officials accept responsibility to get the information they are lacking that is needed to implement the plan.
- The government spent three years to develop the first two phases of the SSRP; the third phase was done in a much shorter time frame with municipal elections being held during the process.
- Request government input on what they would recommend for a time extension, how municipalities can obtain the needed information and hear directly from the source of the SSRP.
- Would like to see a presentation on the SSRP, possibly organized through Oldman River Regional Services Commission (ORRSC), where all elected officials could attend.
- Need to see a final draft before we can measure the impact on municipalities.

If any municipalities are hosting SSRP presentations, let others know so that they can attend as well. If you are organizing one and are willing to have others attend, please contact Mayor Bohne ([bohne@raymond.ca](mailto:bohne@raymond.ca)) or Bev Bellamy ([mayorsandreeves@shaw.ca](mailto:mayorsandreeves@shaw.ca)) so that they can send out an invite by email to other municipalities.

The Town of Fort Macleod plans to have a presentation by the SSRP on January 16 and 17. If they are interested in extending an invitation to council and administration, please let Mayor Bohne or Bev know and we will mail out a notice.

Mayor Anderberg sits on the ORRSC board and will relay the M & R concerns to them. ORRSC has prepared two position papers on SSRP which can be accessed online at <http://www.orrsc.com/>

### 5.4 2014 Invoice – Mayor George Bohne

**Motion:** Moved by Mayor Kim Craig that each community participating in the M & R organization will be invoiced \$150 per annum to cover operating costs. **Carried.**

Mayor Bohne will prepare and email the 2014 invoices.

**Motion:** Moved by Deputy Mayor Ed Weistra that effective January 1, 2014, the M & R Recording Secretary's monthly stipend be increased to \$250/month. **Carried.**

### 6.0 NEXT MEETING: Friday, February 7, 1:30 pm – Culver City Room, Lethbridge City Hall

7.0 **ADJOURNMENT:** Moved by Mayor Kim Craig to adjourn the meeting at 2:30 pm.

Please circulate to Mayor/Reeve and Council for information



*OLDMAN RIVER REGIONAL SERVICES COMMISSION*

MINUTES - 3 (2013)

**GENERAL BOARD OF DIRECTORS' MEETING**

**Thursday, September 5, 2013 – 7:00 p.m.**

**ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)**

**BOARD OF DIRECTORS:**

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

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

**STAFF:**

Lenze Kuiper ..... Director  
 Mike Burla ..... Senior Planner  
 Spencer Croil ..... Planner  
 Gavin Scott ..... Planner

Ryan Dyck ..... Assistant Planner  
 Leda Kozak Tittsworth ..... Assistant Planner  
 Steven Ellert ..... GIS Technologist  
 Barb Johnson ..... Executive Secretary

**GUESTS:**

Gary Sandberg ..... Executive Director, Municipal Services Branch - Alberta Municipal Affairs  
 Steve White ..... Executive Director, Assessment Services Branch - Alberta Municipal Affairs

AGENDA:

1. **Approval of Agenda** – September 5, 2013 .....
  2. **Approval of Minutes** – June 6, 2013..... (attachment)
  3. **Business Arising from the Minutes**
    - (a) Clarification of Unrestricted Net Assets .....
  4. **Reports**
    - (a) Executive Committee Report..... (attachment)
    - (b) Finance & Executive Committee – Finance Strategy..... (attachment)
    - (c) GIS Update.....
  5. **Business**
    - (a) ORRSC Bylaws 2013-1 and 2013-2 ..... (attachments)
  6. **Accounts**
    - (a) Summary of Balance Sheet and Income Statement for the  
6-month period: January 1 - June 30, 2013 ..... (attachment)
  7. **STAFF PRESENTATION –** *Mike Burla, Senior Planner*  
*Recent Municipal Government Board Subdivision Appeal*  
*– Fort Macleod Floodplain –*
  8. **Adjournment** – December 5, 2013 .....
- 

CHAIR TERRY MICHAELIS CALLED THE MEETING TO ORDER AT 7:03 P.M.

**1. APPROVAL OF AGENDA**

**Moved by: Don Anderberg**

THAT the Board of Directors approve the agenda of September 5, 2013, as amended:

ADD: 3(a) Clarification of Unrestricted Net Assets

**CARRIED**

**2. APPROVAL OF MINUTES**

**Moved by: Tom Butler**

THAT the Board of Directors approve the minutes of June 6, 2013, as presented.

**CARRIED**

**3. BUSINESS ARISING FROM THE MINUTES**

**(a) Clarification of Unrestricted Net Assets**

- At the last meeting on June 6, 2013 Board Member Greg Robinson (Town of Raymond) requested clarification regarding Unrestricted Net Assets on the 2012 Financial Statements. Definition – Equivalent of retained earnings or accumulated surplus. These are the amounts of cash, receivables, and liquid investments on hand that are not designated for a specific purpose. Unrestricted Net Assets allows us to manage cash flow, support future programs



or new opportunities, invest in and maintain facilities and other capital assets and weather economic downturns. In 2012, Net Assets were \$297,658 and Unrestricted Net Assets were -\$403,374.

#### **4. REPORTS**

##### **(a) Executive Committee Report**

**Moved by: Anne Marie Philipsen**

THAT the Board of Directors receive the Executive Committee Report for the meetings of June 13 and July 25, 2013, as information. **CARRIED**

##### **(b) Finance & Executive Committee – Finance Strategy**

- The 2012 ORRSC Finance Committee (3 Executive, 2 Board) recommendations were implemented in 2013 which brought membership fees in line with current equalized assessment, adjusted fee for service rates and reduced expenses. The 2013 Finance Committee (Chair, 1 Executive, 2 Board, 3 CAOs) discussed four funding scenarios and made recommendations to the Executive Committee, which voted unanimously to approve the following:
  - Total Equalized Assessment with a Split Urban and Rural Mill Rate (the mill rates will be reviewed on a yearly basis and adjusted, if necessary);
  - A \$2,000 “floor” and \$65,000 “ceiling” adjusted annually based on the percentage of overall increase to membership fees (if fees decrease, the “floor” and “ceiling” will decrease to a minimum of \$2,000 and \$65,000 respectively);
  - An enrollment fee for new members be required based on a charge of 25% of their Municipal Membership Fee.
- The re-establishment of operating and capital reserves for slower years is a priority and will be built into future budgets. Details of the strategy to address the issue of stable Commission funding can be found in the Finance Strategy report included in the agenda.

**Moved by: Jane Jensen**

THAT the Board of Directors receive the Finance Strategy, as information **CARRIED**

##### **(c) GIS Update**

- Town of Bassano has joined GIS bringing the total number of participating municipalities to 41. The Orthophoto project for urban municipalities is near completion and should be delivered to municipalities by October. As well, the GIS is moving to a new platform – some municipalities by the end of September and to all by the end of 2013.

#### **5. BUSINESS**

##### **(a) ORRSC Bylaws 2013-1 and 2013-2**

- Two representatives from Alberta Municipal Affairs addressed the Board regarding the requirements to update the ORRSC Bylaws and Regulation.

**Gary Sandberg, Executive Director - Municipal Services Branch:**

- In conducting a review of all regional services commissions province-wide, Municipal Affairs identified some concerns regarding the Commission's documentation with the Ministry, including:
  - Bylaws: Municipal Affairs prefer two bylaws – one for matters the Minister deals with and one for everything else.
  - List of Members: every time a new member is added, a council resolution from the municipality stating they want to join the Commission and a resolution from the ORRSC Board accepting their membership is required (members leaving the Commission require the same two resolutions to remove membership).
  - Services to Non-members: a resolution from the municipality, resolution from the ORRSC Board and a formal request for Ministerial approval is required.
  - Services not approved under the ORRSC Regulation: (e.g. Regional Assessment Review Board) need a request for Ministerial approval.
- Although ORRSC has forwarded some required documentation to Municipal Affairs, several things have fallen through the cracks and the Minister has asked them to work with the Commission to “dot the i’s and cross the t’s” in order to conform to the legislation. He reiterated that Municipal Affairs is very supportive of ORRSC and Regional Services Commissions and they are anxious to resolve these issues as soon as possible.

**Steve White, Assessment Services:**

- Although a regional approach to Regional Assessment Review Board (RARB) services makes sense, it is important that the Commission be appropriately authorized to provide the service, as this deals with taxpayer rights, and there could be problems if decisions are challenged in court. Training for Board Members and Clerks is provided by Municipal Affairs and must be renewed every three years.
  - Every participating member in this service has passed a bylaw authorizing ORRSC to handle RARB appeals, but Ministerial approval for the service has not been formally requested.
- As per Municipal Affairs request, current ORRSC Bylaw No. 2012-1 was separated into two bylaws: ORRSC Bylaw No. 2013-1 contains items the minister deals with, and ORRSC Bylaw No. 2013-2 all remaining items.

**ORRSC Bylaw No. 2013-1:**

**Moved by: Tom Butler**

THAT the Board of Directors approve first reading of ORRSC Bylaw No. 2013-1.

**CARRIED**

**Moved by: Hank Hurkens**

THAT the Board of Directors approve second reading of ORRSC Bylaw No. 2013-1.

**CARRIED**

**Moved by: Anne Marie Philipson**

THAT the Board of Directors consent to third reading of ORRSC Bylaw No. 2013-1 at this meeting.

**CARRIED**

**Moved by: Larry Mitchell**

THAT the Board of Directors approve third reading of ORRSC Bylaw No. 2013-1.

**CARRIED**

**ORRSC Bylaw No. 2013-2:**

**Moved by: Tom Butler**

THAT the Board of Directors approve ORRSC Bylaw No. 2013-2, as amended.

**CARRIED**

**6. ACCOUNTS**

**(a) Summary of Balance Sheet and Income Statement for the 6-month period:  
January 1 to June 30, 2013**

**Moved by: Tom Rose**

THAT the Board of Directors receive the Summary of Balance Sheet and Income Statement for the 6-month period: January 1 to June 30, 2013, as information.

**CARRIED**

**7. STAFF PRESENTATION:**

***Mike Burla, Senior Planner***

*Recent Municipal Government Board Subdivision Appeal  
– Fort Macleod Floodplain –*

- Mike Burla noted that this is a timely subject given the recent flooding in the Province. The appeal involves land in the Town of Fort Macleod lying in the flood fringe which was previously subdivided in 1987 following an appeal to the Alberta Planning Board. The Planning Board approved the subdivision on condition that a caveat be registered against the approximately 32 acre residual parcel that would not allow further subdivision.
- ORRSC received a subdivision application on this residual parcel in 2013. When the application was to go before the Town of Fort Macleod they could not get a quorum, therefore the 60-day window to make a decision was not met. The applicant took this as a non-decision as a refusal and appealed to the Municipal Government Board. The appeal was ironically scheduled in Lethbridge on June 20, 2013 – the day of the flood – and the land in question was under water. The Municipal Government Board denied the appeal.

**8. ADJOURNMENT**

- Chair Terry Michaelis thanked Board members for sitting on the ORRSC and wished them all luck in the upcoming elections.

**Moved by: Dannie Lien**

THAT we adjourn the General Board of Directors' Meeting of the Oldman River Regional Services Commission at 8:40 p.m. until Thursday, December 5, 2013.

**CARRIED**

/bj

CHAIR: \_\_\_\_\_



Claresholm Public Library Board  
ORGANIZATIONAL MEETING  
Monday, November 18, 2013 5:45 p.m.

Present: Lisa Anderson, Cathy Dahl, Michael McAlonan, Arden Dubnewick, Trisha Carleton,  
Markia Thyssen, Earl Hemmaway & Kathy Davies

Excused: Jim Schovanek

1. CALL TO ORDER

Lisa Anderson called the meeting to order at 5:50 p.m.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF SEPT. 16, 2013 REGULAR MEETING MINUTES

m/c - by Trisha that the minutes be approved.

4. ORIENTATION FOR TRUSTEES:

m/c - by Earl that we table this item.

5. ELECTION OF EXECUTIVE:

5.1 Chairman

m/c - by Earl Hemmaway that **Lisa Anderson** be nominated as Chairman.

m/c - by Earl Hemmaway that nominations cease.

5.2 Vice-Chairman

m/c - by Earl Hemmaway that **Cathy Dahl** be nominated as Vice Chairman.

m/c - by Earl Hemmaway that nominations cease.

5.3 Secretary

m/c - by Lisa that **Trisha Carleton** be nominated as Secretary.

m/c - by Earl Hemmaway that nominations cease.

5.4 Treasurer

m/c - by Marika Thyssen that **Arden Dubnewick** be nominated as Treasurer.

m/c - by Earl Hemmaway that nominations cease.

6. SIGNING AUTHORITY

m/c - by Earl Hemmaway that the four (4) Executive Positions and the Library Manager have signing authority and that two signatures be required.

7. WHAT COMMITTEES AND FORMATION OF COMMITTEES:

The Board decided that this topic and the Term of Office for Executive positions and committees requires further discussion.  
m/c - by Mike McAlonan that these topics be tabled.

8. ORDER OF CONDUCTING BUSINESS

8.1 Day and time of regular meetings:

m/c - by Earl Hemmaway that the Library Board hold their regular meetings on the 3<sup>rd</sup> Tue. of each month at 5:45pm.

8.2 Representative to Chinook Arch Regional Library System:

After some discussion - it was decided that Kathy should talk to Maggie about having two people be the representative and whether it has to be an elected official or can staff also be a representative. This needs to be decided so Town Council can appoint a representative at their next meeting - Nov. 25/13.

8.3 Questions - no questions.

9. Old/New Business:

9.1 Board Member Self- Assessment

The Board members who have not completed the Self -assessment in October will have until Dec. 16 to turn it into Kathy for her to tabulate them and then send the final results to the Board for them to read over before the Jan. meeting.

9.2 Claresholm Chronicles:

Trisha and Kathy reported that they have completed 3 interviews - have set a meeting for the first part of Dec. to review them with the committee and the interviewers before they continue. Also at the meeting in Dec. - they will have each of the interviewers pick a few people to interview and hopefully we can get more done starting in Jan. Kathy and Rob attended a lecture on the value of Oral Histories by a Dr. Laurie Mercier at the U of L.

9.3 Archives:

m/c - by Mike that we table this until we hear back from the Museum Board.

9.4 Christmas Volunteer Appreciation Dinner:

The Board decided to hold the Volunteer Appreciation Dinner at the Golf Club House this year. Kathy will check with Don Leonard to see if Tue. Dec. 17<sup>th</sup> is available, and then will send out an email letting everyone know.

9.5 Southern Alberta Library Conference: March 7 & 8 – theme is: “Community Space? think libraries”.

Kathy will email the conference information to all Board Members – if they could check it over and get back to Kathy by Dec. 16 as to whether they would like to attend and which sessions they would prefer. Board members can either register themselves online or Kathy can do it for them.

10. ADJOURNMENT

m/c - by Arden that the meeting be adjourned at 6:55 pm.

Next Meeting: **January 21, 2014 at 5:45pm.**

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Chairman

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Date

---

Secretary

## Karine Wilhauk

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**From:** Kris Holbeck  
**Sent:** December-24-13 3:06 PM  
**To:** Karine Wilhauk  
**Subject:** FW: AlbertaSW dates for 2014

**Importance:** High

---

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

**Sent:** December-24-13 3:03 PM

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

**Cc:** 'Bob Dyrda'

**Subject:** FW: AlbertaSW dates for 2014

**Importance:** High

Dear AlbertaSW CAOs ....

**We have two sessions of Economic Developers Alberta (EDA) training scheduled for February 2014  
Please extend the invitation to your Councils to attend.**

If you can please gather a list of who will attend either day from your Council, I will be back in touch later in January to collect RSVPs.

Lunch, refreshments, course fees and materials covered by AlbertaSW

❖ **Wednesday February 5<sup>th</sup>, 2014 *Business and Investment Attraction***  
**9:30am to 4:30pm, Heritage Inn, Pincher Creek**

❖ **Thursday February 6<sup>th</sup>, 2014 *Economic Development for Elected Officials***  
**9:00am to 4:00pm, Heritage Inn, Pincher Creek**

- EDA has condensed the 2 day “Foundations of Economic Development” course into one day, selecting topics that are most relevant to elected officials.
- AlbertaSW was the “pilot” for this course 3 years ago and it was very well received.
- We can get special rates at the hotel for any Board representatives who wish to stay overnight on Feb 5<sup>th</sup>.

Thank you.

All the best for 2014!

Bev Thornton

[bev@albertasouthwest.com](mailto:bev@albertasouthwest.com)

403-627-3373

**general email**

**From:** Travel Alberta <info=travelalberta.com@cmail2.com> on behalf of Travel Alberta <info@travelalberta.com>  
**Sent:** January-07-14 9:43 AM  
**To:** clares@telusplanet.net  
**Subject:** Connections Newsletter, January 2014

JANUARY 2014

# CONNECTIONS



[view in browser](#)



## Travel Alberta launches new workshop series

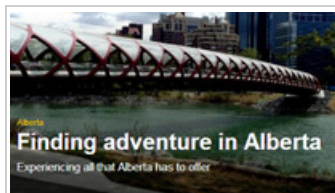
### *Getting To Know Your Best Customer*

This three-part workshop series uses the Explorer Quotient® (EQ) segmentation tool developed by the Canadian Tourism Commission. The series will increase your understanding into who your best customer is, how to build the experiences they want, and how to promote these experiences with targeted messages.

[READ MORE](#)

**REMINDER:** TRAVEL ALBERTA'S NEXT SPEAKER SERIES:  
[Reboot Your Business Webinar](#) - January 29

## NEWS





## New Board members to help grow tourism

Three Albertans have been appointed to the Board of Directors at Travel Alberta to help grow tourism in our province. Welcome to Stewart Wilson of Grande Prairie, Francisco Gomez of Canmore, and Don Oszli of Red Deer. These new members join the board with a wealth of expertise in business, industry and government relations.

[READ MORE](#)

## Travel Alberta's Expedia campaign wins award

Travel Alberta is being recognized by Expedia Media Solutions with the 2013 North America Innovative Campaign of the Year award for its work with the online travel agency. These awards are presented to original and ground-breaking campaigns in recognition of exemplary innovation and success in digital marketing and advertising.

[READ MORE](#)

## DERTOUR Academy 2013 a model of success

Our sincere thanks to all our partners who generously contributed to the hosting of more than 600 top travel agents, key tourism partners and journalists from Germany, Austria and neighbouring countries in December. This event provided an outstanding platform to further grow our German market.

[READ MORE](#)

[For additional news click here](#)

## EVENTS & OPPORTUNITIES

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### Growing Rural Tourism Conference

March 3 - 5, 2014 in Camrose

Join rural Alberta's community leaders and small business owners for this educational and entertaining conference that includes informative keynote speakers, concurrent sessions and opportunities to network with fellow tourism industry representatives and operators. Early bird registration deadline is January 31, 2014.

[READ MORE](#)



### Travel Alberta's Family Day advertorial promotion

Content deadline – January 24

Distributed in the Calgary Herald and the Edmonton Journal February 3. A great way to reach consumers in these major urban areas. This full-page, full-color, feature buy-in opportunity contains content and photos on the top half of the page related to a Family Day theme and six partner ads on the remainder of the page.

[READ MORE](#)



### Canada marketing opportunities

Register now – space is limited

Leverage your marketing dollars in the Canadian market in 2014 with Travel Alberta's buy-in opportunities for Alberta tourism partners. We have designed innovative and highly cost-effective ways to reach various tourism buyer groups through numerous channels. First-come, first-serve registration.

[READ MORE](#)

[For additional events & opportunities click here](#)

## UPDATES

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### Changes to Travel Alberta marketing team

Two Travel Alberta team members have accepted new roles

been named Marketing Director, Asia and Mito Ota has been promoted to Marketing Director, Europe & Australia. Darlene and Mito will lead our strategic marketing direction in these key markets.

[READ MORE](#)



### Alberta tourism operators win Canadian Tourism Awards

Congratulations to Canadian Rocky Mountain Resorts, Tourism Calgary and Anderson Vacations who were honoured with Canadian Tourism Awards. Presented annually by the Tourism Industry Association of Canada (TIAC), these awards recognize success, leadership and innovation in Canada's tourism industry.

[READ MORE](#)



### Canadian Tourism Commission - Tourism Snapshot

Total arrivals into Canada from international markets rose 1.9% in October on strength from core markets and the US, according to the latest Tourism Snapshot from the Canadian Tourism Commission's Research department. Tourism Snapshot examines statistics and travel trends in the CTC's and partners' key global markets.

[READ MORE](#)



### Alberta Tourism Market Monitor

Keep a tab on Alberta's tourism industry with this monthly update showing key indicator data including accommodations, National Parks, historic sites, museums, air passenger enplanements and deplanements, food and beverage employment, restaurant receipts and highway traffic counts. Annual editions and archives are also available.

[READ MORE](#)



Our **non-traditional partnerships** go beyond the usual or expected - retail or entertainment venues, sports teams or products. The key is to choose partners whose customers or audience have the same demographic as ours.

**Jasmine Thompson**  
*Director, Consumer Marketing, USA – Travel Alberta*

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400 1601 - 9 Avenue SE



**CAREER OPPORTUNITIES**



**UPDATE ME ON ATIS**