



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
JANUARY 27, 2014
AGENDA

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

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING MINUTES JANUARY 13, 2014

DELEGATIONS:

1. MD OF WILLOW CREEK – Travis Coleman, Emergency Services Mgr/Fire Chief
RE: Plan for Response Units
2. CLARESHOLM PUBLIC LIBRARY – Kathy Davies
RE: 2014 Proposed Budget

ACTION ITEMS:

1. BYLAW #1593 – Recycling Amendment
RE: 2nd & 3rd Readings
2. CORRES: Alberta Order of Excellence Council
RE: Call for Nominations
3. CORRES: Alberta Transportation
RE: Transportation Strategy for Alberta Community Consultations
4. CORRES: Alberta Utilities Commission
RE: AltaLink Report on the Investigation of the CERC Route
5. CORRES: University of Lethbridge
RE: Small Business Institute Speaker Series
6. CORRES: The Claresholm Tai Chi Group
RE: Arena Mezzanine
7. CORRES: The Bridges at Claresholm Golf Club
RE: Commercial General Liability Insurance
8. CORRES: John Johnson
RE: Application to Library & Museum Boards
9. CORRES: Alberta SouthWest
RE: Economic Development for Elected Officials February 6, 2014
10. CORRES: Alberta SouthWest
RE: Economic Developers Alberta “Business & Investment Attraction”
11. ADOPTION OF INFORMATION ITEMS
12. IN CAMERA: PERSONNEL

INFORMATION ITEMS:

1. Claresholm & District Transportation Society Meeting Minutes – January 10, 2014
2. Rowan House Emergency Shelter – Hope & Healing Gala 2014
3. Oldman River Regional Services Commission Executive Committee Meeting Minutes – Oct 10, 2013
4. 8th Annual Holding the Reins Landowner Summit – February 11, 2014
5. Oldman Watershed Council Newsletter – January 2014

ADJOURNMENT



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

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

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

ABSENT: None

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

MINUTES: **REGULAR MEETING – DECEMBER 17, 2013**

Moved by Councillor Ford that the Regular Meeting Minutes of December 17, 2013 be accepted as presented.

CARRIED

FINANCES:

1. NOVEMBER 2013 BANK STATEMENT

Moved by Councillor MacAlonan to accept the November 2013 bank statement as presented.

CARRIED

2. DECEMBER 2013 BANK STATEMENT

Moved by Councillor O'Neill to accept the December 2013 bank statement as presented.

CARRIED

ACTION ITEMS:

1. BYLAW #1590: Designated Officers

RE: 3rd Reading

Moved by Councillor MacAlonan to give Bylaw #1590, regarding designated officers, 3rd and Final Reading.

CARRIED

2. BYLAW #1591 – Land Use Bylaw Amendment

RE: 1st Reading

Moved by Councillor Ford to give Bylaw #1591, regarding a land use bylaw amendment, 1st Reading.

CARRIED

3. BYLAW #1592 - Borrowing

RE: All Readings

Moved by Councillor Dixon to give Bylaw #1592, a borrowing bylaw, 1st Reading.

CARRIED

Moved by Councillor O'Neill to give Bylaw #1592, a borrowing bylaw, 2nd Reading.

CARRIED

Moved by Councillor Cutler to give unanimous consent to give Bylaw #1592, a borrowing bylaw, 3rd and Final Reading at this meeting.

CARRIED

Moved by Councillor MacAlonan to give Bylaw #1592, a borrowing bylaw, 3rd and Final Reading.

CARRIED

4. BYLAW #1593 – Recycling Amendment

RE: 1st Reading

Moved by Councillor Cutler to give Bylaw #1593, regarding a recycling bylaw amendment, 1st Reading.

CARRIED

5. CORRES: Cassandra Navratil

RE: Arena Mezzanine Rental

Councillor Cutler declared a conflict of interest and left the meeting at 7:17pm.

Moved by Councillor Ford to offer Cassandra Navratil rental of the mezzanine on Tuesdays from 9:00am to 7:00pm at a rate of \$300 per month from January until June 2014.

CARRIED

Councillor Cutler rejoined the meeting at 7:30pm.

**6. CORRES: Linda Cormier
RE: Sidewalk Request 55th Avenue & 4th Street West**

Received for information.

**7. CORRES: Claresholm Curling Club
RE: Commercial General Liability Insurance**

Moved by Councillor Fieguth to pay the Claresholm Curling Club's commercial general liability insurance for the 2014 year only in the amount of \$1,200.

CARRIED

**8. CORRES: Royal Canadian Legion Br.41
RE: Municipal Portion of Property Taxes**

Moved by Councillor O'Neill to reimburse the municipal portion of the 2013 property taxes of the Royal Canadian Legion in the amount of \$1,123.36.

CARRIED

**9. CORRES: Dahlin Sabey
RE: Property Tax Payments**

Moved by Councillor Cutler to deny the request by Dahlin Sabey to waive the penalty applied to his residential tax roll #10463.000 for the 2013 tax year.

CARRIED

Moved by Councillor Cutler to deny the request by Dahlin Sabey to waive the penalty applied to his commercial tax roll #10600.000 for the 2013 tax year.

CARRIED

**10. CORRES: Claresholm Healthy Community Coalition
RE: Request for Funds to Support Free Swim Initiative**

Moved by Councillor Dixon 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.

CARRIED

**11. CORRES: Claresholm Community Centre Association
RE: 2014 Operating Budget Request**

Referred to budget.

**12. CORRES: El Molino Foods of Canada (1972) Ltd.
RE: Purchase of Land**

Moved by Councillor MacAlonan to accept the offer to purchase from El Molino Foods of Canada (1972) Ltd. for Lot 7 Block 3 Plan 8510082 for \$19,250 plus GST based on the terms of the 2007 Lease Agreement.

CARRIED

13. STAFF REPORT: Safety Codes & Administration & Service Request for Proposal Results

Moved by Councillor Fieguth to approve the hiring of Superior Safety Codes Inc. to perform all Safety Code Services related to the building, electrical, plumbing and gas disciplines for the Town of Claresholm.

CARRIED

14. STAFF REPORT: Council Training & Development

Received for information.

15. COUNCIL & EMPLOYEE REMUNERATION

Moved by Councillor Cutler to freeze Town Council remuneration rates for four years until January 2018.

CARRIED

Moved by Councillor Fieguth to institute a wage increase freeze for non-union employees resulting in a 0% increase in 2014.

CARRIED

16. 2014 INTERIM OPERATING BUDGET

Moved by Councillor Dixon to adopt the 2013 operating budget as the 2014 interim operating budget.

CARRIED

17. ADOPTION OF INFORMATION ITEMS

Moved by Councillor O'Neill to accept the information items as presented.

CARRIED

18. IN CAMERA: PERSONNEL

Moved by Councillor Cutler that this meeting go In Camera.

CARRIED

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

CARRIED

ADJOURNMENT: Moved by Councillor Ford that this meeting adjourn at 9:27pm.

CARRIED

Mayor – Rob Steel

Chief Administrative Officer – Kris Holbeck

DRAFT

DELEGATIONS

Municipal District of Willow Creek No. 26

Office of the Administrator

www.mdwillowcreek.com
273129 Secondary Highway 520
Claresholm Industrial Area
Box 550, Claresholm Alberta T0L 0T0

Office: (403) 625-3351
Fax: (403) 625-3886
Shop: (403) 625-3030
Toll Free: 888-337-3351

Town of Claresholm
Box 1000
Claresholm, AB
T0L 0T0

January 10, 2014

Dear Council,

I would like to make a presentation to Council on January 27, 2014 regarding the Municipal District of Willow Creeks' plan for the response units in the Town of Claresholm and area.

If you have any questions or concerns, please contact me at (403) 625-3351 ext. 225 (office) or (403) 625-6092 (cell)

Sincerely,



Travis Coleman
Emergency Services Manager/Fire Chief

TC/slh

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

Cash on Hand, beginning January 1, 2013

① \$13,319.16

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

1.5%
↗

ACTION ITEMS



**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

COMMERCIAL SERVICES	
Commercial / institutional / industrial	\$6.56 / month
RESIDENTIAL SERVICES	
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 **13th** day of **January** 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

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 9th and September 19th 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 19th, 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	
		Expenses													
		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 (1)	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 (2)	433.33	433.33	433.33	433.33	433.33	433.33	433.33	433.33	433.33	433.33	433.33	
		Commodity Revenue	-	-	-	-	-	-	-	-	-	-	-	-	
		Total Expense	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	12,179.26	
Users residential	1688														
Users non residential	169														
Total	1857														
		Total Fixed Income													
		User fees (residential)	22,141.73	-	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	1,108.40	1,108.40
		Commodity Fees													
Usage factor residential	70%														
Usage factor non res	30%														
	100%														
		Total Income before Variable Expenses	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	23,250.12	1,108.40	23,250.12	1,108.40
		NET SURPLUS OR DEFICIT	11,070.86	- 11,070.86											
		Cost per residential utility bi monthly billing	13.12	-	13.12	-	13.12	-	13.12	-	13.12	-	13.12	-	
		Cost per commercial utility monthly billing	6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.56	6.56	

① + ② = 753.59/month
x 12

9043.08 repaid to reserves/yr

x 15 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.

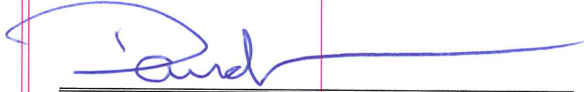
SECTION 4 PASSAGE OF BYLAW

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


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

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

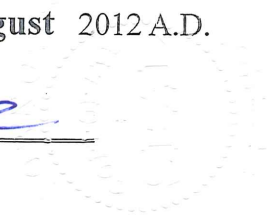
Read a third time in Council and finally passed in Council this **13th** day of **August** 2012 A.D.



David Moore, Mayor



Kris Holbeck, CAO



SCHEDULE "A"

Fees

COMMERCIAL SERVICES	
Commercial / institutional / industrial	\$19.99 / month
RESIDENTIAL SERVICES	
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

COMMERCIAL SERVICES	
Commercial / institutional / industrial	\$5.16 / month
RESIDENTIAL SERVICES	
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 9th day of October 2012 A.D.

Read a second time in Council this 22nd day of October 2012 A.D.

Read a third time in Council and finally passed in Council this 22nd day of October
2012 A.D.


David Moore, Mayor


Kris Holbeck, CAO

Bylaw #1580 – Recyclable Materials Management Bylaw Amendment



THE ALBERTA ORDER OF EXCELLENCE

**Lieutenant Governor of Alberta
and Chancellor of the
Alberta Order of Excellence**
The Honourable Donald S. Ethell

January 6, 2014

Chairman

J. Angus Watt, Edmonton

Council

Brian Felesky, Calgary
Barry Finkelman, Medicine Hat
Mike Frey, Grande Prairie
Audrey Luft, Edmonton
Eric Rajah, Lacombe

Executive Director

Gayle Stannard

*His Worship Rob Steel
Town of Claresholm
PO Box 1000
Claresholm, Alberta T0L 0T0*

Dear Rob Steel,

On behalf of the Alberta Order of Excellence Council, I would like to invite you to nominate a deserving Albertan to become a member of the Alberta Order of Excellence.

The Alberta Order of Excellence is the highest honour that can be bestowed on a citizen of this province. I trust that you might know a special citizen who has made significant contributions to the lives of other Albertans and that deserves to be considered for this honour.

This remarkable Albertan must be a Canadian citizen, live in Alberta and have made a significant contribution provincially, nationally and/or internationally. For more information on the Alberta Order of Excellence and a nomination form, please visit our website at www.lieutenantgovernor.ab.ca/aoe.

It is my hope that you know someone that can be considered for the 2014 Alberta Order of Excellence. The nomination deadline is February 15, 2014.

Yours sincerely,

*J. Angus Watt
Chair, Alberta Order of Excellence Council
(780) 412-6645*

Alberta ■

Karine Wilhauk

From: Kris Holbeck
Sent: January-22-14 10:58 AM
To: Karine Wilhauk
Subject: FW: ****HIGHLY IMPORTANT**** - Transportation Strategy for Alberta Community Consultations
Attachments: Schedule of Community-led Discussions.docx; GOAB-028-14N01E.JPG
Importance: High

Let's put it on the agenda as an information item.

From: Kevin Brandvold [<mailto:kevin.brandvold@gov.ab.ca>]
Sent: January-21-14 6:43 AM
Subject: ****HIGHLY IMPORTANT**** - Transportation Strategy for Alberta Community Consultations
Importance: High

Good morning everyone,

Please mark your calendars and plan to attend a community-led discussion on the Transportation Strategy for Alberta (Strategy) in Fort Macleod & Lethbridge. At this stage of the community consultations, these will be the only two locations for Southwest Alberta.

This long-term, integrated Strategy will guide decisions on future transportation investments, policies and programs in Alberta over the next 50 years.

A variety of consultation efforts including discussions held in 18 communities throughout Alberta, will be used to engage partners and the public to obtain input on the Strategy's proposed goals, and on actions that will turn these goals into reality.

A discussion will be held in Fort Macleod on February 3, from 1:30-4:30 p.m. at the Community Hall (307 – 25 Street, Highway 3 W).

Please share this information, with everyone in your professional & personal networks to give all those interested a chance to attend.

A second discussion will be held in Lethbridge on February 4th, from 6:00pm-9:00pm at the Coast Hotel (526 Mayor Magrath Drive – Foothills Room)

If you have any questions, please let me know. Hope you all have a great day!

Kevin Brandvold
Regional Traffic Safety Consultant
Southwest Region
Under contract to Alberta Office of Traffic Safety
Phone: 403-308-8297

www.saferoads.alberta.ca

Traffic Safety Spotlight for January - ****Intersection Safety****

Up-to-date road information, including traffic delays, is a click or a call away. Call 5-1-1 toll-free, visit

Transportation Strategy for Alberta

Schedule and locations of community-led sessions

Date	Time	Location	Venue	Address
January 28	6:00 - 9:00 pm	St. Paul	Multipurpose room, Town of St. Paul	4802 53 Street
January 29	6:00 - 9:00 pm	Lloydminster	OTS room, Servus Sports Centre	5202 12 Street
January 30	6:00 - 9:00 pm	Fort McMurray	Timberline room, Sawridge Inn	530 Mackenzie Boulevard
February 3	1:30 - 4:30 pm	Fort Macleod	Fort Macleod and District Community Hall	307 25 Street (Highway 3 W)
February 4	6:00 - 9:00 pm	Lethbridge	Foothills room, Coast Hotel	526 Mayor Magrath Drive
February 5	6:00 - 9:00 pm	Medicine Hat	Carriage House room, Exhibition and Stampede	2055 21 Avenue SE
February 6	6:00 - 9:00 pm	Drumheller	Banquet room, Badlands Community Facility	80 Veterans Way
February 7	1:30 - 4:30 pm	Bassano	Upstairs room, Elks Hall	330 2 Avenue, across from AG Foods
February 10	1:30 - 4:30 pm	High Level	Meeting room 3, Executive House Hotel	9815 101 Street
February 11	6:00 - 9:00 pm	Peace River	Peace room, Sawridge Inn	9510 100 Street
February 12	6:00 - 9:00 pm	Grande Prairie	Al Robertson room, Centre 2000	11330 106 Street
February 13	6:00 - 9:00 pm	Hinton	Baraca room, Holiday Inn	393 Gregg Avenue
February 18	6:00 - 9:00 pm	Edmonton	Conference room A/B, World Trade Centre	#600, 9990 Jasper Avenue
February 19	6:00 - 9:00 pm	Calgary	Ballroom, Ramada	708 8 Avenue SW
February 20	6:00 - 9:00 pm	Red Deer	Boardroom, Chamber of Commerce	3017 Gaetz Avenue
February 25	1:30 - 4:30 pm	Cochrane	Mittford room, Days Inn	5 Westside Drive
February 26	1:30 - 4:30 pm	Rocky Mountain House	Clearwater room, Walking Eagle Inn & Lodge	4819 45 Street (Highway 11 E)
February 27	1:30 - 4:30 pm	Slave Lake	Medallion room, Slave Lake Inn	1200 Main Street SE

WE'RE TALKING ABOUT THE FUTURE OF TRANSPORTATION IN ALBERTA – BE PART OF THE CONVERSATION.

The Government of Alberta is developing a long-term transportation strategy. Plan to attend the consultation session in your community. Help keep Alberta on the move.

FORT MACLEOD

Monday, February 3 1:30 – 4:30 p.m.

Fort Macleod & District Community Hall

307 – 25 Street (Highway 3 W)

Find out more about the future of transportation at
transportation.alberta.ca



January 15, 2014

AltaLink Management Ltd.
AltaLink Report on the Investigation of the CERC Route
Application No. 1608861
Proceeding ID No. 2001

To: All interested landowners and residents along the approved route from points A45 – A60 – A67 - A70 and along the CERC route from points A45 to A70

On October 7, 2013, the Alberta Utilities Commission (AUC or the Commission) issued Decision 2013-369,¹ with respect to Application No. 1608861 for the South Foothills Transmission Project, approving the preferred route for the proposed transmission line 1037L/1038L. As part of the decision, the Commission directed AltaLink Management Ltd. (AltaLink) to investigate a route suggested by the Committee for East Route Conservation (CERC) and provide a report on its viability to the Commission by December 31, 2013.

The portion of the approved route in question starts at Point A45 where the approved route travels east to Point A60, away from the existing 911L transmission line, and continues south, to the east of the town of Claresholm, following the alignment of a future highway bypass to Points A67 and A70. The CERC route begins at Point A45 and continues south in an alignment parallel to 911L transmission line and to the west of the town of Claresholm to Point A70. A map showing the alignments of both the approved route and CERC route is attached.

AltaLink submitted its report to the Commission on December 23, 2013.² In the report, AltaLink stated that while both routes are viable from an agricultural and environmental standpoint, it continued to believe that the preferred route will have lower overall impacts. AltaLink stated that while the CERC route is shorter, slightly preferable from an environmental perspective and less expensive, a substantial majority of the individuals consulted favoured the preferred route over the CERC route. Also, the CERC route has greater potential incremental residential impacts. AltaLink concluded that it continued to be of the view that the preferred route provided a unique opportunity to re-align a major transmission line route from an area planned for future residential development to an area planned for commercial and industrial development, which is more compatible with transmission lines.

¹ Decision 2013-369: Alberta Electric System Operator, AltaLink Management Ltd. And ENMAX Power Corporation – Foothills Area Transmission Development, Applications No. 1608620, No. 1608642, No. 1608637, No. 1608643, No. 1608649, No. 1608846, No. 1608861, No. 1608862, Proceeding ID No. 2001, October 7, 2013.

² Exhibit 905, AML CERC Route Report.

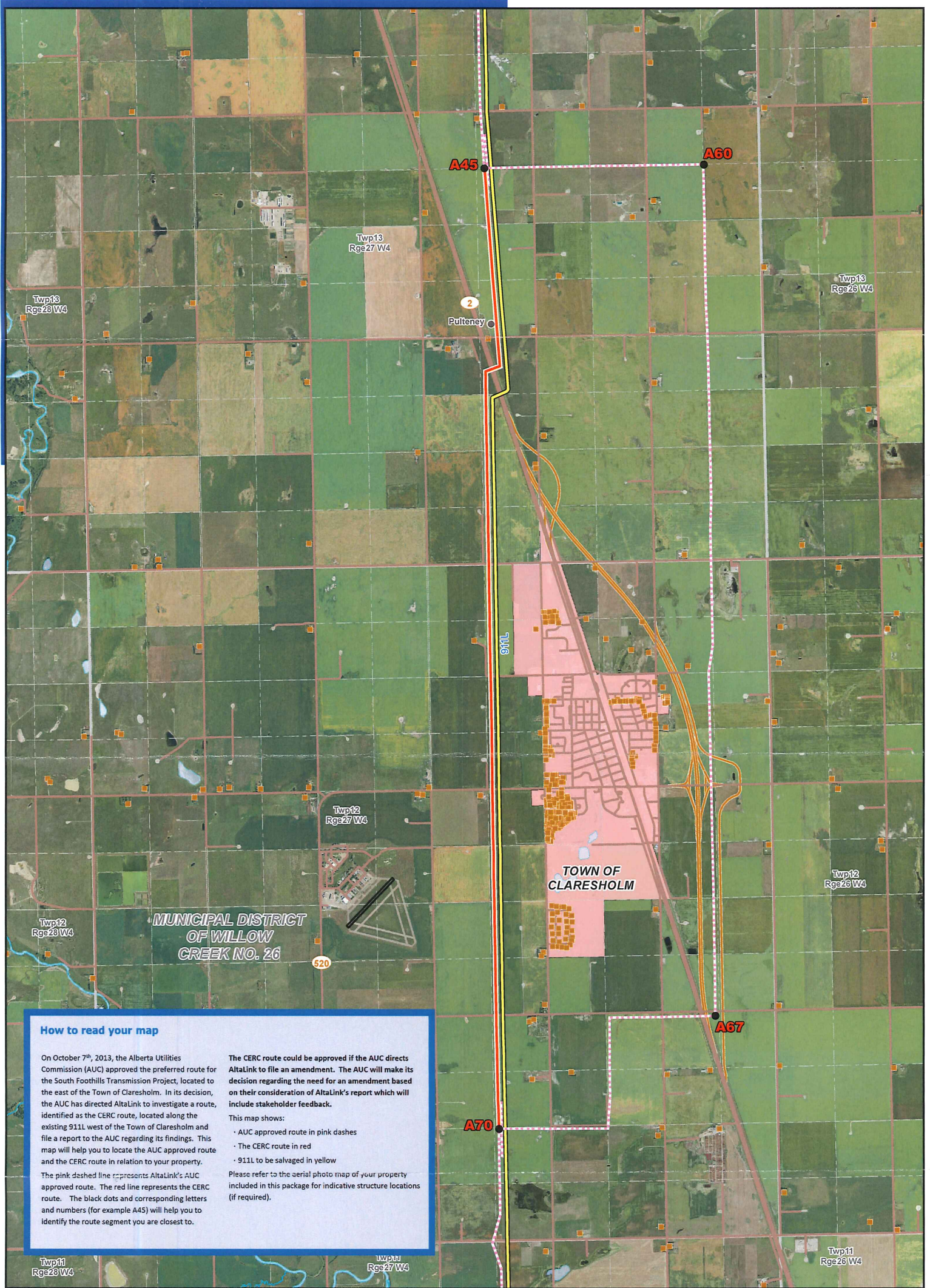
Before making a decision on whether AltaLink will be required to file an amendment or whether the approved route will remain unchanged in the above-mentioned area, the Commission is affording an opportunity to interested persons with residences or interests in land located between Points A45 – A60 – A67 – A70 on the approved route and Points A45 to A70 on the CERC route to comment on AltaLink's report. Please provide any written submissions related to this matter to the Commission by 4 p.m. on Monday, February 10, 2014.

If you have any questions, please contact me by telephone at 403-592-4503 or by email at giuseppa.bentivegna@auc.ab.ca.

Sincerely yours,

Giuseppa Bentivegna
Commission Counsel

Attachment



How to read your map

On October 7th, 2013, the Alberta Utilities Commission (AUC) approved the preferred route for the South Foothills Transmission Project, located to the east of the Town of Claresholm. In its decision, the AUC has directed AltaLink to investigate a route, identified as the CERC route, located along the existing 911L west of the Town of Claresholm and file a report to the AUC regarding its findings. This map will help you to locate the AUC approved route and the CERC route in relation to your property.

The pink dashed line represents AltaLink's AUC approved route. The red line represents the CERC route. The black dots and corresponding letters and numbers (for example A45) will help you to identify the route segment you are closest to.

The CERC route could be approved if the AUC directs AltaLink to file an amendment. The AUC will make its decision regarding the need for an amendment based on their consideration of AltaLink's report which will include stakeholder feedback.

This map shows:

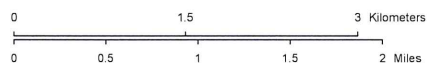
- AUC approved route in pink dashes
- The CERC route in red
- 911L to be salvaged in yellow

Please refer to the aerial photo map of your property included in this package for indicative structure locations (if required).

LEGEND

- Point Designation
- Approved Transmission Line
- CERC Route
- Existing 911L Transmission Line to be Salvaged
- Hamlet or Locality
- Residence
- Claresholm Highway Bypass
- River or Stream
- Road
- Airport
- Urban Area
- Water Body

NO. DRAWN: GM - ST
 FILE NO.: 123510320-649
 REVISION: 00 00 0
 AL FOLDER: SATR_J
DATE: 2013-10-21



Photography dated: 2013 Source: Valtus Imagery Services 40cm Colour Ortho Photography
 Although there is no reason to believe that there are any errors associated with the data used to generate this product or in the product itself, users of these data are advised that errors in the data may be present.

FOCUS PHOTO **FP1**

ALTALINK

AUC Investigation of CERC Route
SOUTH FOOTHILLS TRANSMISSION PROJECT

Karine Wilhauk

From: Craig, Steve <steve.craig@uleth.ca>
Sent: January-24-14 9:32 AM
To: Karine Wilhauk
Subject: ATB Financial U of L Small Business Institute Speaker Series - Claresholm - February 12th 5pm (No Cost)
Attachments: Claresholm poster.pdf

My apologies. There was a mistake in the last email as I mentioned Coaldale rather than Claresholm. This email is correct.

University of Lethbridge
ATB Financial Small Business Institute Speaker Series
Claresholm

Wednesday, February 12, 2014
Claresholm Community Centre - 5940 - 59 Ave. W
5:00 - 6:30 p.m. (30 - 40 min. presentation completed by 6pm)
Refreshments Provided

I would like to inform you of an event the University of Lethbridge is hosting in **Claresholm on February 12th from 5:00-6:30pm at the Claresholm Community Centre (No Cost - Refreshments Provided)** with generous sponsorship from ATB Financial. This is a great opportunity to connect with small business professionals in the Claresholm area, share thoughts and hear from the founders of the U of L Faculty of Management Small Business Institute. The ATB Financial Small Business Institute Speakers Series is a collaboration between the U of L and ATB Financial to present on topical issues related to small business in Southern Alberta. Our initial speakers are the founders of the Small Business Institute Dr. Gordon Hunter and Dan Kazakoff. Both are well respected faculty members who have written books related to small business. I have attached a poster with the details of the event.

If you wish to attend or have any questions regarding the event, please feel free to contact me steve.craig@uleth.ca. Also feel free to pass this on to others who may be interested in attending.

Steve Craig
Director – Student Professional Development/External Relations
Faculty of Management
University Of Lethbridge
4401 University Drive
Lethbridge, AB Canada
T1K 3M4
P: 403 329 5181
F: 403 329 2112
<http://www.uleth.ca/management/>



Small Business - **Big Opportunity**

ATB Financial

Small Business Institute Speaker Series

Providing insight and fresh ideas about issues facing today's small business owners in Southern Alberta.

Claresholm - Wednesday, February 12, 2014

Claresholm Community Centre

5940 - 59 Ave W

5:00 - 6:30 p.m. (refreshments provided)

For more information on the Speaker Series, please visit:

www.uleth.ca/management/sbi/ATBspeakers

register to attend: steve.craig@uleth.ca | 403-329-5181

ATB Financial™

University of
Lethbridge



Faculty of Management
Small Business Institute



January 12, 2014

Greetings to our new Mayor, Rob Steel, & all the Council Members,

We are the Claresholm Tai Chi Group and have been thriving in this beautiful town for 7 years now. We feel very lucky to have a suitable facility to use in the form of the mezzanine of our hockey arena, as it has a laminate floor, mirrors, adjustable heat, and the quiet atmosphere needed for our sport, all for a reasonable cost.

Part of our rental agreement with the town is that we clean up after ourselves and care for the facility. This has included sweeping & washing the floors, cleaning the mirrors, etc. and we have been very happy to help with this maintenance.

This brings up a concern that we have. We find that some Mondays, the floors have mud and small rocks on them, the mirrors have small hand-prints all over, and the heat is still up. Sometimes, masking tape is left on the floor, and over time, it sticks & leaves a residue on the laminate that is almost impossible to remove. The floor is starting to show some damage in the form of chips and scratches and sticky residue, and I know it would be very expensive to replace.

We are asking for your help in informing the other user groups of their responsibilities in maintaining the facility, and showing respect for the rules that you have listed, including the rule of "No street shoes on the laminate floor", and to clean up any mess that they make.

Thank-you for helping us with this problem.

Respectfully yours,
The Claresholm Tai Chi Group

Teacher: Eileen Jones (403-687-3111)

Members:

Rosemary Wishart

Pat Fisher

Barb Meredith

Wendy Monpetit

Jim Jones

Arnold McAulay

Vi Howat

Barb Hinkle

Barbara MacMillan

Staff Report

To: Town Council
From: CAO
Date: January 24, 2014
Re: Arena Mezzanine Rental

The Arena Mezzanine has become a busy place in 2014:

- Eileen Jones, Tai Chi class Monday & Wednesday mornings for 1 hour (since 2008)
- High School Prom Dance rehearsal Monday evenings 7:30 to 9:30 pm (joint use agreement – no charge)
- Cassandra Navratil dance classes Tuesdays 9:30 am to 5:30 pm
- Cindy Gray dance classes Fridays from 1:30 to 5:30 pm
- Also Minor Hockey & Skating Club use the arena mezzanine during tournaments, while preparing for Carnival and holding wind-up parties.

The Facility User's Agreement contains the following:

4. OBLIGATIONS OF THE USER

4.1 The User shall:

- use the Facilities and the Services only for the purpose of the Event;***
- forthwith, on receipt of the Facility Owner's invoice hereunder, pay the full amount thereof;***
- pay, on any amount outstanding to the Facility Owner after thirty (30) days of the date of the invoice the interest on the outstanding amount at the rate of eighteen percent (18%) per annum (calculated and compounded monthly) calculated from and after the date of said invoice;***
- obtain all necessary licences, permits and authorizations reasonably necessary to permit the use of the Facilities for the Event and shall carry out all activities reasonably necessary to maintain such licenses, permits and authorizations in good standing;***
- provide its own supervision relating to the use of the Facilities; (on the diamonds, in the dressing rooms, etc.);***

- (f) **obtain prior written consent from the Facility Owner for any construction or set up required by the User and dismantle such construction or set items forthwith upon request from the Facility Owner at the User's sole expense;**
- (g) **abide by and shall cause its agents, servants, employees and invitees to abide by and comply with all laws, bylaws, rules and regulations of every municipal, provincial, federal or other competent authority or of the Facility Owner which in any manner relate or effect the Facilities or the use thereof;**
- (h) **be responsible for its own set up and take down prior to and after the Event; and**
- (i) **return the Facilities to the Facility Owner upon the completion of the Event in the condition in which it was found prior to this Agreement excepting reasonable wear and tear; and**
- (j) **if the event is cancelled the facility user has to give the facility owner or its representatives in charge of scheduling the facility a minimum of five (5) working days notice of the cancellation unless it is based on bad weather conditions then 24 hours notice is acceptable.**

SCHEDULE "A"

FACILITIES AND SERVICES

The Facility Owner agrees to make available the Facilities and to provide the Services as described on the date at the times, at the price, and in the manner specified:

CUSTODIAL

Mezzanine (Arena) - clean as required and place garbage in receptacles provided and ensure doors locked before leaving. If the facility is to be used for more than one event, the user group's equipment must be stored away. The facility owner or its representatives will give seven (7) days' notice if an event is upcoming.

The increase in facility usage means more challenges will arise for the harmonious use of the facility. Administration recommends that all current users should be (re)acquainted with their user agreements. Arena staff and administration can also develop a cleaning checklist for users to ensure the mezzanine area is cleaned after each use. Administration could consider a cleaning deposit when the users sign their rental agreement with the Town.

Kris Holbeck, CA CAO Town of Claresholm



January 7, 2014

Mayor Steel & Council
Town of Claresholm
Box 1000
Claresholm, AB. T0L 0T0

Re. Request to pay 2014 General Liability Insurance

Dear Mayor Steel and Council

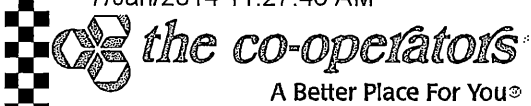
The Bridges at Claresholm Golf Club has received and paid its 2014 general liability insurance policy from the co-operators. The total amount of this policy is \$2,345.00. We would like to make a request to Town Council to reimburse the Golf Club for this amount.

A copy of this policy is included with this letter. Your consideration to this letter is greatly appreciated. Thank You.

Sincerely

Frank Keller
President

Amount eligible is \$1,500 - commercial general liability only. This is the same amount the Town has paid on behalf of the golf club since 2010. KW



Co-operators General Insurance Company (hereinafter called the insurer)

**COMMERCIAL PREMIUM NOTICE/OFFER TO RENEW
VNP CULTURE RECREATION
(AGENT'S COPY)**

RETAIN THIS PORTION FOR YOUR RECORDS

PAGE 01 of 01

YOUR AGENT/SERVICE OFFICE IS:
THE CO-OPERATORS 11159
TELE: 403-625-4205
BOX 1131 133-49 AVE W
CLARESHOLM AB TOL 0T0
MAIL TO

POLICY NUMBER
008657382

RENEWAL PERIOD
From **01 JAN 2014** To **01 JAN 2015**
Day/Month/Year Day/Month/Year

All Times Are Local Times At The Insured's Postal Address

**CLARESHOLM GOLF SOCIETY
PO BOX 2080**

**CLARESHOLM AB
TOL 0T0**

YOUR POLICY EXPIRES ON 01 JAN 2014 12:01 A.M. LOCAL TIME. IF YOUR PAYMENT IS RECEIVED BY 01 JAN 2014 YOUR POLICY WILL BE RENEWED FOR THE PERIOD SPECIFIED.

NAMED INSURED(S)
CLARESHOLM GOLF SOCIETY

RECEIVED NOV 22 2013



COVERAGE SUMMARY	RIDER #	% CO-IN	\$ DEDUCTIBLE	\$ LIMIT	RATE	\$ PREMIUM
LIABILITY - ALL LOCATIONS						
COMMERCIAL GENERAL LIABILITY	D-1					
EXCLUDING ERRORS & OMISSIONS						
BODILY INJURY & PROPERTY DAMAGE	COV A		1000	5,000,000		1500.00
AGGREGATE LIMIT 5,000,000						
PERSONAL INJURY	COV B			5,000,000		INCLUDED
MEDICAL EXPENSES	COV C			10,000		INCLUDED
TENANTS LEGAL LIABILITY	COV D		1000	1,000,000		INCLUDED
ADVERTISING INJURY LIABILITY	D-1(R)			2,000,000		INCLUDED
SPORTS PARTICIPANT EXCLUSION	D-1(U)			INCLUDED		
LIQUOR LIABILITY ENDORSEMENT	D-1(16)			INCLUDED		
NON-OWNED AUTO	D-6			1,000,000		INCLUDED
D & O LIABILITY ENTITY FORM	D-23		1000	1,000,000		845.00
BASIC COV A: \$0 DED						
BASIC COV B: \$1000 DED						
BASIC COV C: \$1000 DED						
D-23(D) CONTINUITY DATE END.						
WRONGFUL DISMISSAL-ENTITY FORM	D-23(A)			INCLUDED		
ENDORSEMENT	Z-99					
BASIC COV A: \$0 DED						
BASIC COV B: \$1000 DED						
BASIC COV C: \$1000 DED						
D-23(D) CONTINUITY DATE END.						
				PREMIUM FOR LIABILITY:		2345.00
MINIMUM RETAINED PREMIUM: \$ 350						\$ 2345.00
TOTAL PREMIUM DUE						\$ 2345.00

IF PAYMENT IS RECEIVED BY THE DATE SPECIFIED ABOVE THIS POLICY IS RENEWED IN THE AMOUNTS STATED ABOVE AND SUBJECT TO THE SAME TERMS AND CONDITIONS AS THE ORIGINAL CONTRACT AND ANY AMENDMENTS THERETO

SIGNATURE OF AUTHORIZED REPRESENTATIVE
[Signature]
SECRETARY

Karine Wilhauk

From: John Johnson <jjbmj73@gmail.com>
Sent: January-13-14 1:39 PM
To: Karine Wilhauk
Subject: Board member application

Karine,

I understand there are openings on the Library board and the Museum board for members. I would like to apply for both, keeping in mind that I am booked the third and last Thursdays of every month. I am also booked on Wednesday nights for the months of April through July.

I can be reached at this email address and 403-625-2420 or cell 403-625-7024.

Thank you for consideration,

John M. Johnson

Karine Wilhauk

From: Kris Holbeck
Sent: January-21-14 4:35 PM
To: Karine Wilhauk
Subject: FW: AlbertaSW Elected Officials Economic Development Training

Importance: High

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

Sent: January-20-14 5:38 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: Barney Reeves; Beryl West; Blair Painter; Dennis Gillespie; Garry Marchuk; Jordan Koch; Jordan Koch2; Lloyd Kearl ; Maryanne Sandberg; Monte Christensen; Rene Gendre; Ron Davis; Shelley Ford; Shirley Murphy; Tammy Rubbelke

Subject: AlbertaSW Elected Officials Economic Development Training

Importance: High

Dear AlbertaSW CAOs

Please ensure this special invitation is extended to your Councillors.

Please RSVP by January 30th, 2014

Councillors may RSVP directly to me, or to CAO, if it is convenient to gather names of those attending and let me know.

Economic Development for Elected Officials

Thursday February 6th, 2014

9:00am to 4:00pm

Heritage Inn, Pincher Creek

- Cost of course fees and materials, lunch and refreshments courtesy of AlbertaSW
- EDA has condensed the 2 day “Foundations of Economic Development” course into one day, selecting topics that are most relevant to elected officials.
- Instructor: Natalie Gibson, Innovsions and Associates
- AlbertaSW was the “pilot” for this course 3 years ago and it was very well received.

Bev Thornton

bev@albertasouthwest.com

403-627-3373

Karine Wilhauk

From: Kris Holbeck
Sent: January-21-14 4:35 PM
To: Karine Wilhauk
Subject: FW: REAL Team EDA training invitation: please RSVP

Importance: High

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

Sent: January-20-14 5:45 PM

To: Barney Reeves; Beryl West; Blair Painter; Dennis Gillespie; Garry Marchuk; Jordan Koch; Jordan Koch2; Kathy Wiebe ; Lloyd Kearl ; Maryanne Sandberg; Monika Schneider; Monte Christensen; Rene Gendre; Ron Davis; Shelley Ford; Shirley Murphy; Tammy Rubbelke

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

Subject: REAL Team EDA training invitation: please RSVP

Importance: High

Dear AlbertaSW Board and CAOs

For your information:

- The following invitation will be sent out to our “Regional Advice and Liaison (REAL) team” network in our communities.
- Any Board representatives, councillors or staff are also welcome to attend.
- This is being held during the day, prior to the Board meeting in the evening.

As the next group of AlbertaSW projects go forward with the theme “SouthWest Invest” we will really value ideas from our communities and our Regional Economic Advice and Liaison (REAL) Team Network.

We invite you to join us for a day of economic development training.

If you have not already done so, **PLEASE click “reply” and let me know by January 30th, 2014 if you plan to attend!**

Economic Developers Alberta (EDA) “Business and Investment Attraction”

9:30am - 4:30pm

Wednesday February 5, 2014

Heritage Inn, Pincher Creek

Lunch, refreshments and workshop materials and course costs provided by AlbertaSW.

Instructor: Natalie Gibson, Innovisions and Associates

Thanks again for your interest and ideas as we go forward.

Best regards.

Bev Thornton, Executive Director
Alberta SouthWest
Regional Economic Development Alliance (REDA)
#221, 782 Main Street
Box 1041
Pincher Creek AB T0K 1W0
Phone: [403-627-3373](tel:403-627-3373)
Toll free: [888-627-3373](tel:888-627-3373)
bev@albertasouthwest.com
www.albertasouthwest.com

INFORMATION ITEMS

CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY
Board of Directors, January 10, 2014

- ATTENDEES:** Neil Ohler – Lay Representative
Howard Paulsen - Lay Representative
Mike McAlonan– Town of Claresholm
Brydon Saunders – Lay Representative
Darren Allen - Wandering Willows
Lyal O’Neill – Office Coordinator
- REGRETS:** Bob Thompson – Claresholm Seniors Center
Vacant – Town of Granum
Earl Hemmaway – M.D. of Willow Creek

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

1.0 APPROVAL OF ADDITIONS TO AGENDA

Moved by Mike McAlonan to accept the agenda. Carried.

2.0 APPROVAL OF MINUTES

Moved by Darren Allen to accept the minutes of the meeting held
November 29, 2013. Carried

3.0 BUSINESS ARISING

1. News media – try to contact Darrel Janz.
2. Expanded Medical Services, we now have 2, possible 3 EMR’s, EMT’s, on our casual list and have notified the area hospitals including High River & Vulcan. We need to consider the approach of marketing or a delegation to these hospitals.

4.0 CORRESPONDENCE

1. Not new

5.0 REPORTS

1. Financial Report – Growth is down a bit to just under 7%, casino funds should come in Feb, Moved by Lyal O’Neill to accept the financial report. Carried.
2. Office Coordinator Report- We need to draft policy on transporting oversize clients/wheelchairs. Moved by Lyal O’Neill to accept the report. Carried.
3. Advertising & Fundraising – Funds raised YTD \$16,675
4. Chairman’s report. Things are going good..stop in for signing meetings...

6.0 NEW BUSINESS

- 1.1 Joint supper, Jan 17, 5pm, Sunshine Café, Stavely
- 1.2 Client services with no wheelchair access -tabled
- 1.3 Amending of Proceeds CIP Grant \$35,000 - tabled

NEXT MEETING is on February 21, 2014, 10:00 at WCCCC

7.0 The meeting was adjourned at 11:30 by Darren Allen

cc. Town of Claresholm

MD

WCCCC Laurie Watt

CGH Tracy Mitchell

Karine Wilhauk

From: Kelly Dinning <kellyd@rowanhouse.ca>
Sent: January-13-14 3:37 PM
To: Kelly Dinning
Subject: Hope & Healing Gala - Rowan House Emergency Shelter
Attachments: HHGalaE-Vite.pdf; 2014 Hope & Healing Gala Sponsorship Package.pdf

Good afternoon,

On behalf of Rowan House Emergency Shelter please find the attached invitation to our annual fundraiser the Hope & Healing Gala.

Please join us on Saturday April 12 at the Lynnwood Ranch in Aldersyde for an evening of fun and entertainment as we raise money for the Shelter and the essential programs and services we provide. Our entertainment this year is the Calgary Fiddlers and the Jake Mathews band.

We have also included our sponsorship package for you to review.

Thank you for your consideration and we hope you will be able to attend and assist us with our fundraising initiatives, to make a difference in the lives of women and children in our community.

Sincerely,

Kelly



Kelly Dinning
Fund Development Officer
Rowan House Emergency Shelter

office: 403.652.3316

cell: 403.826.1676


crisis: 403.652.3311

kellyd@rowanhouse.ca

www.rowanhouse.ca

The 2014 Hope & Healing Gala has been set for Saturday, April 12th – watch for details!

ROWAN HOUSE EMERGENCY SHELTER INVITES YOU TO



Hope Healing gala 2014

Saturday April 12, 2014 @ Lynnwood Ranch, Aldersyde

Cocktails ▪ *Dinner* ▪ *Live & Silent Auction*

Tickets: \$200 each or \$1400 for a table of 8
available online at www.rowanhouse.ca
or by calling 403.652.3316

Chance to WIN a trip for TWO anywhere WestJet flies!

Entertainment by:

Calgary Fiddlers & Jake Mathews Band



HOPE AND HEALING GALA 2014



Serving Foothills Families

You Can Make A Difference

Dear Friend of Rowan House,

Planning has begun for the 2014 Hope & Healing Gala and we are asking for your support.

Domestic violence is everyone's issue. One in four Canadian women will experience family violence at the hands of their partners during their lifetime, making family violence the single greatest social issue facing our community.

Please join us on Saturday, April 12th at the Lynnwood Ranch in Aldersyde for an evening of fun and entertainment as we raise money for the Rowan House Emergency Shelter and the essential programs and services they provide.

Help us make this year's Gala our most successful, and make a difference in the lives of women and children in our community.

In gratitude,

The 2014 Hope & Healing Gala Planning Committee

Sponsorship details enclosed.

Main Sponsorship Levels

Details	Rowan \$10,000	Willow \$5,000	Poplar \$3,000	Aspen \$1,000
Title Sponsor prominence on all promotional materials (if sponsorship made by print deadline of December 16 th , 2013)	•			
Title Sponsor recognition with company logo and website link on Rowan House's website for one year	•			
Logo inclusion on all promotional materials (if sponsorship made by print deadline of December 16 th , 2013)	•	•	•	
Media recognition prior to Gala	•	•		
Recognition in February and April Newsletters (distributed through email and social media to over 1,500 people)	•	•	•	•
Additional recognition through social media pages (over 300 Likes on Facebook and 250 Followers on Twitter)	•	•	•	•
Company banner displayed at Gala (if supplied)	•			
Recognition in Gala program and evening slide show seen by 300+ guests (if sponsorship made by print deadline of March 21 st , 2014)	•	•	•	•
Recognition with company logo in post-Gala thank you ad in local papers, social media and newsletter	•	•		
Recognition in post-Gala thank you ad in local papers, social media and newsletter	•		•	•
Tickets	16	8	4	0
Corporate Receipt	•	•	•	•

To book your sponsorship package please contact Executive Director, Sherrie Botten: director@rowanhouse.ca.

Other Ways To Help

Type of Support	Details
<p>Sponsor a Table Cost: \$1,400</p>	<ul style="list-style-type: none"> -8 tickets to gala -Recognition in February and April Newsletters (distributed through email and social media to over 1,500 people) -Recognition in Gala program and evening slide show seen by 300+ guests(if sponsorship made by print deadline of March 21st, 2014) -Recognition in post-Gala thank you ad in local papers, social media and newsletter -Charitable receipt for cheque or credit card holder (less value of meal and advantages as per CRA)
<p>Purchase Individual Tickets Cost: \$200 each</p>	<ul style="list-style-type: none"> -Charitable receipt for cheque or credit card holder (less value of meal and advantages as per CRA)
<p>Donate an Auction Item</p>	<ul style="list-style-type: none"> -Recognition in Gala program seen by 300+ guests (if donation made by print deadline of March 21st, 2014) -Recognition in the evening slide show seen by 275+ guests -Recognition in post Gala Thank You ad in local papers, social media and newsletter <p>*please note items that the committee deems particularly unique/enticing will be mentioned (along with your company name) in our February and April newsletters and on social media prior to the gala.</p>

More On Rowan House

At Rowan House Emergency Shelter, our mission is to provide crisis intervention, long-term support and education for those affected by family violence in rural communities. In doing so, we work to fulfill our vision: ***that every person is safe and secure, and lives without abuse.***

- Alberta continues to lead the country in domestic assault, homicide-suicide and stalking.
- According to the 2012 Alberta data count: in just **one** day shelters throughout the province helped 1,281 women and 1,481 children. 90 women and 63 children were turned away. 39 of the women helped were pregnant and 35 were threatened by a gun.

We can no longer stand idle while this happens.

It costs Rowan House 1.1 million dollars a year to operate at a now 18-bed capacity. The government funds approximately one-third of our budget meaning we have to raise the remaining \$400,000 through grants and community donations. As we have been consistently full since opening and women and children are still being turned away, our goal is to raise enough money to increase our capacity to the 24 beds we were initially built for.

In our first 11 months in our new facility in High River, from July 30th, 2012 to June 20th, 2013, prior to being evacuated due to the 2013 Floods, Rowan House was home to 153 people (88 women and 65 children). During that same period, 257 people were turned away because we were full (145 women and 112 children). Additionally staff spent 4,004 minutes on 502 crisis calls supporting families in the Foothills.

For more information you can visit www.rowanhouse.ca.

Programs & Services

Rowan House has:

- 7 bedrooms,
- Communal Kitchen,
- Laundry Services,
- Resource Room,
- Counseling Rooms,
- Specialized Child Care
- Multi-Sensory Room
- Inter-Faith Spiritual Care

Rowan House provides:

- 24 hour crisis line,
- Crisis & solution -focused counseling,
- Community referrals & client advocacy,
- Healthy Relationship Groups
- Outreach Support (before & after shelter stay),
- Branches Preventative Education Program & family violence awareness

All programs and services are offered at **no cost** to those needing to access them.

a safe place where healing begins

Contact Us



For more information on the 2014 Hope & Healing Gala, please contact:

Sherrie Botten,
Executive Director

director@rowanhouse.ca

403-652-3316

All other inquiries can be directed to our office:

admin@rowanhouse.ca

403-652-3316

Box 5121
High River, AB T1V 1M3

Charitable Registration #: 899496707 RR0001

Please circulate to Mayor/Reeve and Council for information



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 7 (2013)
EXECUTIVE COMMITTEE MEETING
Thursday, October 10, 2013 at 7:00 p.m.
ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

Terry Michaelis - *Chair*
Gordon Wolstenholme - *Vice-Chair*
Henry Van Hierden
Doug MacPherson (absent)

Anne Marie Philipsen
Don Anderberg
Larry Mitchell (absent)

STAFF:

Lenze Kuiper – *Director*

Barb Johnson – *Executive Secretary*

AGENDA:

1. **Approval of Agenda** – October 10, 2013
2. **Approval of Minutes** – July 25, 2013(attachment)
3. **Business Arising from the Minutes**
4. **New Business**
 - (a) Draft 2014 Budget (handout)
 - (b) Staff Cost of Living Increase
 - (c) New Council Planning Orientations.....
 - (d) GIS Update.....
 - (e) Fee for Service 2013 Update (handout)
5. **Accounts**
 - (a) Office Accounts –
 - (i) July 2013(attachment)
 - (ii) August 2013.....(attachment)
 - (b) Financial Statements –
 - (i) January 1 - July 31, 2013(attachment)
 - (ii) January 1 - August 31, 2013(attachment)
6. **Director’s Report**

7. Executive Report

DIRECTOR'S PERFORMANCE EVALUATION

8. Adjournment

CHAIR TERRY MICHAELIS CALLED THE MEETING TO ORDER AT 7:05 P.M.

1. APPROVAL OF AGENDA

Moved by: Gordon Wolstenholme

THAT the Executive Committee approve the agenda, as amended:

ADD: 4(e) Fee For Service 2013 Update

CARRIED

2. APPROVAL OF MINUTES

Moved by: Anne Marie Philipsen

THAT the Executive Committee approve the minutes of July 25, 2013, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

- None.

4. NEW BUSINESS

(a) Draft 2014 Budget

- The Director tried to be as conservative as possible in preparing the Draft 2014 Budget. Highlights include:

REVENUE:

- Membership Fees – \$873,000 (based on 2013 Total Equalized Assessment)
- GIS Member Fees – added Town of Bassano and a 5% increase (to cover new platform costs and add new features)
- Fee for Service (member) – \$250,000 (Rural Intermunicipal Development Plans Grant)
- Subdivision Approval Fees – \$250,000
- Proceeds from Sale of Capital Asset – \$2,000 (vehicle sale or trade)

EXPENSE:

- Permanent Employees – \$1,300,000 (includes a 3% cost of living allowance)
- Equipment & Furniture Purchases – \$53,000 (for computer upgrades and vehicle purchase)
- Members Mileage – \$5,000 (for Executive Committee meetings)
- Following discussion regarding the importance of building reserves into the budget, the Committee instructed that the Draft 2014 Budget be amended to include two new line items: Transfer to Operating Reserve (\$25,000) and Transfer to Capital Reserve (\$25,000), and that Subdivision Approval Fees be increased to \$300,000. In addition, a reserve policy

should be developed and presented to the Board of Directors at the December 5, 2013 meeting.

Moved by: Anne Marie Philipsen

THAT the Executive Committee approve the Draft 2014 Budget, as amended. **CARRIED**

(b) Staff Cost of Living Increase

- Cost of living increases for Committee members' municipal staffs were discussed and the following motion passed:

Moved by: Gordon Wolstenholme

THAT the Executive Committee approve a 3% cost of living increase for all ORRSC staff effective January 1, 2014. **CARRIED**

(c) New Council Planning Orientations

- ORRSC will be offering a choice of three Council Planning Orientation sessions for Councils, Development Officers and CAOs:
 - Thursday, **January 23, 2014 at 1:30 p.m.**
 - Thursday, **January 23, 2014 at 7:00 p.m.**
 - Wednesday, **January 29, 2014 at 7:00 p.m.**
- All sessions will be held in the **ORRSC Conference Room – 3105 - 16 Avenue North, Lethbridge**. Agenda topics and registration information will be forwarded to municipalities when available.

(d) GIS Update

- 2014 Orthophotos are completed and should be up on GIS by the end of November. A new GIS platform will be introduced mid-October and all municipalities converted over by March 2014. Municipal staff training on the new platform will be conducted in Spring 2014.

(e) Fee For Service 2013 Update

- An updated Fee For Service 2013 list was reviewed. Projects highlighted in green totalling approximately \$175,000 will be invoiced during the next few months upon completion.

5. ACCOUNTS

(a) Office Accounts –

(i) July 2013

5150	Staff Mileage	M. Burla.....	\$ 405.00
5151	Vehicle Gas & Maintenance	Imperial Oil.....	217.71
4140	Approval Fees	Creekworks.....	750.00
5280	Janitorial Services	Madison Ave Business Services.....	425.00
5320	General Office Supplies	Madison Ave Business Services.....	12.79
5310	Telephone	Bell Mobility.....	476.24
5310	Telephone	Telus	352.46

5310	Telephone	Telus	77.87
5320	General Office Supplies	Desjardins	210.30
5380	Printing & Printing Supplies	Desjardins	55.50
5320	General Office Supplies	Desjardins	168.87
5380	Printing & Printing Supplies	Desjardins	34.35
5350	Postage & Petty Cash	Postage by Phone.....	1,500.00
5380	Printing & Printing Supplies	Peak Vocational Services	90.00
5390	Graphic & Drafting Supplies	Continental Imaging Products.....	1,129.02
5390	Graphic & Drafting Supplies	Continental Imaging Products.....	254.48
5430	Aerial Photos & Maps.....	M.D. of Willow Creek	200.00
5440	Land Titles Office	Minister of Finance.....	228.00
5500	Subdivision Notification	Lethbridge Herald	148.20
5531	GIS Grant	Pacific Alliance.....	11,040.00
5570	Equipment Repairs & Maintenance	Pitney Bowes	86.95
5580	Equipment & Furniture Rental	Telus	135.45
5580	Equipment & Furniture Rental	Xerox.....	960.00
5590	Equipment & Furniture Purchases	Lethbridge Document Solutions.....	598.00
5590	Equipment & Furniture Purchases	Martin Chrysler.....	18,025.25
1160	GST Receivable	GST Receivable.....	1,298.54
		TOTAL	<u>\$38,879.98</u>

(ii) August 2013

5480	Recruitment & Relocation	S. Croil	\$ 316.00
5150	Staff Mileage	S. Johnson	76.50
5320	General Office Supplies	S. Johnson	42.96
5530	Coffee & Supplies	S. Johnson	54.95
5150	Staff Mileage	G. Scott	400.80
4140	Approval Fees	Donna Timko.....	25.00
5151	Vehicle Gas & Maintenance	Imperial Oil.....	164.33
5151	Vehicle Gas & Maintenance	Petty Cash (two oil changes).....	77.28
5285	Building Maintenance	Petty Cash (wasp spray/foam).....	21.40
5320	General Office Supplies	Petty Cash (whiteboard/cards)	32.66
5520	Meetings	Petty Cash (juice).....	12.34
5530	Coffee & Supplies	Petty Cash (coffee & filters).....	22.97
5280	Janitorial Services	Madison Ave Business Services.....	475.00
5310	Telephone	Bell Mobility.....	495.80
5310	Telephone	Telus Communications	349.04
5580	Equipment & Furniture Rental	Telus Communications	135.45
5310	Telephone	Telus Communications	64.62
5330	Dues & Subscriptions	The Macleod Gazette	40.00
5330	Dues & Subscriptions	Journal of APA	250.00
5330	Dues & Subscriptions	Taber Times.....	46.00
5380	Printing & Printing Supplies	Peak Vocational Services	90.00
5380	Printing & Printing Supplies	Paramount Printers	79.00
5390	Graphic & Drafting Supplies	Continental Imaging Products.....	633.81
5440	Land Titles Office	Minister of Finance.....	284.00
5500	Subdivision Notification	Sun Media	95.76
5500	Subdivision Notification	Lethbridge Herald	848.64

5500	Subdivision Notification	Lethbridge Herald	137.28
5580	Equipment & Furniture Rental	Xerox Canada	2,389.58
1160	GST Receivable	GST Receivable.....	318.76
		TOTAL	<u>\$7,979.93</u>

Moved by: Don Anderberg

THAT the Executive Committee approve the Office Accounts of July (\$38,879.98) and August (\$7,979.93) 2013, as presented. **CARRIED**

(b) Financial Statements –

- (i) **January 1 - July 31, 2013**
- (ii) **January 1 - August 31, 2013**

Moved by: Anne Marie Philipsen

THAT the Executive Committee approve the following unaudited financial statements:

- January 1 - July 31, 2013
- January 1 - August 31, 2013

CARRIED

6. DIRECTOR’S REPORT

- Two Regional Assessment Review Board hearings have been held to date with five others scheduled for October and November.
- The Draft South Saskatchewan Regional Plan 2014 - 2024 has just been released. ORRSC staff will attend 10 stakeholder workshops within our region and submit comments to the Minister of Municipal Affairs by the December 14 deadline. The Draft Plan is heavily focused on economic development, parks, conservation, water, etc.

Moved by: Anne Marie Philipsen

THAT the Executive Committee accept the verbal Director’s Report, as information. **CARRIED**

7. EXECUTIVE REPORT

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


DIRECTOR’S PERFORMANCE EVALUATION

8. ADJOURNMENT

Moved by: Gordon Wolstenholme

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 8:30 p.m. **CARRIED**

/bj

CHAIR: 

Karine Wilhauk

From: Oldman Watershed Council <bev@oldmanbasin.ccsend.com> on behalf of Oldman Watershed Council <leta@oldmanbasin.org>
Sent: January-16-14 5:30 PM
To: Karine Wilhauk
Subject: You're Invited to the OWC's 8th Annual Holding the Reins 2014



The OWC Rural Team invites you to join them!!!



Register Now!

[Get more information](#)

Cost

(Includes Lunch & Refreshments)

OWC Members \$20

Non-Members \$25 - sign up for free OWC Membership [here](#)

The OWC Rural Team invites you to join them at the **8th Annual Holding the Reins Landowner Summit** on **Tuesday, February 11th, 2014** at the Fort Macleod & District Community Hall.

This year the Rural Team is honored to have Brad Stelfox as Keynote Speaker! Known for his innovative land-use cumulative effects modeling and strategic land-use planning, Brad is the ideal person to be presenting at this year's event themed: *Planning for the Future*.

The afternoon Panel of Speakers will offer an opportunity for great discussion on a variety of topics including the South Saskatchewan Regional Plan (SSRP); OWC's response to the SSRP; OWC's Headwaters Action Plan; Growing Forward 2 -

When

Tuesday February 11,
2014 from 8:30 AM to 3:30
PM MST

[Add to Calendar](#)

Where

**Fort Macleod & District
Community Hall**
307 25th Street (Hwy #3
W)
Fort Macleod



[Driving Directions](#)

Contact

Leta Pezderic
403-381-5801
leta@oldmanbasin.org

the Watershed Component and Aquatic Invasives.

The summit promises to be inspiring and engaging with Digital Stories presented by Norine Ambrose of Cows and Fish, and stewardship and landowner group updates.

[View Agenda](#)

[Map: Fort Macleod & District Community Hall](#)

[Poster](#)

Looking forward to seeing you there!

Sincerely,

Leta Pezderic
OWC Program Coordinator

[Forward email](#)



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Oldman Watershed Council | 100, 5401 - 1st Avenue South | Lethbridge | Alberta | T1K 4V6 | Canada

Karine Wilhauk

From: Oldman Watershed Council <bev@oldmanbasin.ccsend.com> on behalf of Oldman Watershed Council <bev@oldmanbasin.org>
Sent: January-17-14 1:03 PM
To: Karine Wilhauk
Subject: OWC January 2014 E-Newsletter

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Oldman Watershed Council Newsletter

January 2014



Photo by Peter Dunbar - "Hoar-Frosted Limber Pine - Coleman"

[OWC News at a Glance](#)

[Events & Activities in the Basin](#)

[On the Fundraising Front](#)

[Your Input is Needed!](#)

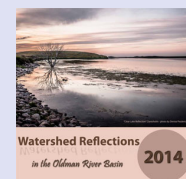
[2014 Conferences & Courses](#)

[Job Postings](#)

[In the News](#)

Last chance to purchase your OWC Calendar!

There are a few calendars left, contact [Bev](#) - if you would like to purchase one. Calendars are \$15 for one; two or more \$10 each. Pay by cash or cheque when you pick it up.



OWC OLDMAN WATERSHED COUNCIL
watershed management - watershed health

8th Annual

Holding the Reins

Landowners Summit for the Oldman Watershed

Planning for the Future

Tuesday, February 11, 2014
8:30am - Registration
9:00am - 3:30pm

Fort Macleod & District Community Hall, Fort Macleod

Cost
(Includes Lunch & Refreshments)
\$20 - OWC Member
\$25 - Non-Member
Payable at the door or online via PayPal

Contact
Leta Pezderic
403-381-5801
leta@oldmanbasin.org

Register at www.oldmanbasin.org

Holding the Reins sponsored in part by:

Alberta Beef Producers, Farm-Credit Canada, kasko, Alberta Farmer, THE WESTERN PRODUCER, POST

Holding the Reins is brought to you by the OWC's Rural Team:

Canada, Agriculture and Agri-Food Canada, Farming Smarter, Nature Conservancy, OWC Members at Large, LETHBRIDGE COUNTY, canola council

[Holding the Reins - click here for More Information and to Register](#)

'Protecting Our Water'

A meeting for all who care about the health of the land and water that flows into the Oldman River.



Art: William Singer III - Kanaa IN



The Piikani Traditional Knowledge Services and the Oldman Watershed Council invite you to share your concerns about water and watershed lands that flow to the Oldman River. Please join us!

Thursday, January 23, 2 pm - 7 pm

Meeting will be held at the Piikani Traditional Knowledge Services Building, Brocket

[Protecting our Water - click here for the agenda and more information.](#)

Events and Activities in the Basin



Environment Lethbridge Launch, Celebration and Inspiration

Thursday, January 30, 3:30 pm - 7 pm
CASA Community Room
230 - 8th Street South, Lethbridge
For more information, [click here.](#)

Deep Roots - the story of Alberta's grassland and our connection to it.

A 60 minute video conference for Grades 4 - 7. Available at no cost to teachers, sponsored by the Alberta Prairie Conservation Forum. Groups must pre-register. For more information, [click here.](#)



On the Fundraising Front

Have you heard?!

With your support and an Alberta Ecotrust Foundation grant, the OWC is hiring a [Communications Coordinator](#)

for 7 months. We couldn't be more excited to have someone on staff dedicated to setting up a communications team for the long-term and sustainable delivery of the



OWC message and information to help people take action to improve the health of the Oldman watershed in their home, yard or ranch. We also couldn't do it without your in-kind and financial support - the more we can show support for the OWC in the community - that is, by participants at events, volunteers and financial donors - the more weight we have when applying for grants like this one - we couldn't do the good work we do without you!

Happy New Year!

We want to thank you again for your support in 2013 - here's what you helped us accomplish:

- Finished the draft [Headwaters Action Plan 2013-2014](#). Implementation starts in 2014.
- Held many successful community events including [Holding the Reins](#), the [Prairie Urban Garden Tour](#), [Watershed Science Tour](#) and a [knapweed pull](#).
- Completed the 2nd year of a 3 year study - [Lethbridge Stormwater Outfalls Monitoring](#) - in partnership with Lethbridge College and Agriculture and Agri-Food Canada.
- Through our [Watershed Legacy Program](#), funded and provided technical assistance for 5 off-stream watering system installations and 2 bioengineering and 2 riparian fencing projects. Funded and participated in 2 weed pulls.
- Updated the [Watershed Science Directory](#).
- Completed the [Crownsnest Groundwater Study](#).



Thanks for pitching in in 2013. Cheers to another great year in 2014!

What are we doing in 2014?

- Hiring a [Communications Coordinator](#)
- Implementing the Headwaters Action Plan
- The Holding the Reins Landowners Summit, February 11
- Assisting more Watershed Legacy Program projects
- Planning and prioritizing for the April 2014 - March 2015 fiscal year

What can you do to continue to support OWC?

- [Get involved](#)
- [Donate](#)

We need your votes in the Shell FuellingChange grant competition:

Protect the Oldman's Rivers, Streams & Creeks

Thanks for your votes so far. The competition is heating up for \$50,000 for the Watershed Legacy Program.

How does it work? [How do I vote?](#)

- simply sign up for an account = 30 votes!
- any Shell gas station receipt = 50 votes!

[Learn more](#) about the Watershed Legacy Program.



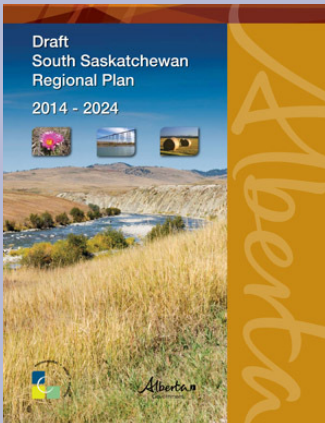
[Make a Donation](#)

Your Input is Needed!

To all women researchers, engineers and technicians in Lethbridge:

The University of Lethbridge's Youth Science Program, Destination Exploration, will be hosting its Fifth Annual Operation Minerva - Lethbridge. To ensure the program's success, assistance from female science, engineering and technology professionals is requested, in the form of 2-3 hours of mentoring/job shadowing on Tuesday, April 29 between 9:00 am and 12:00 pm. Mentors are asked to work with a small group of girls in grades 8-9 to show them what their career is all about and educate them in the various career paths that an education in science can take them on.

If you are interested in volunteering with Operation Minerva please contact Valerie Archibald, Manager, Youth Science Programs, University of Lethbridge (403-382-7161; valerie.archibald@uleth.ca). For more information, [click here](#).



Latest news from the Land Use Secretariat

Albertans now have until February 28, 2014 to provide their feedback on the draft South Saskatchewan Regional Plan

This plan is a comprehensive response to the important challenges we face in southern Alberta and we have heard from Albertans they would like more time to study the draft and provide their feedback. You may provide your feedback through our online workbook, available at www.landuse.alberta.ca

All Albertans have a voice in the development of regional plans and the government is committed to hearing from as many people as possible. It is still our intent to release the South Saskatchewan Regional Plan in the spring of 2014.

2014 Conferences and Courses

Alberta Wetlands: From Classification to Policy Course

February 12-13 - Edmonton

March 5-6 - Calgary

Aquality Environmental Consulting Ltd. is offering a comprehensive Wetlands Course aimed at a variety of stakeholders. This course is divided into 3 modules and spans 3 days. [Click here](#) for more information.

Crown Managers Partnership Forum

"Climate Change Adaptation in the Crown of the Continent Ecosystem"

March 17-19, 2014, Missoula, Montana (University of Missoula)

CWRA Alberta Branch Annual Conference

2013 Alberta Floods: The Rains, Response, Recovery & Resiliency

March 23-25, 2014, Calgary, AB

All conference proceeds after expenses will be donated to a flood relief charity. The determination of the charitable organization to receive the proceeds is underway, with the intent is to find an organization in the community providing continued relief at the time of the conference. We are striving to raise in excess of \$30,000.

Earth Matters Environmental Education Conference

April 24 - 26, 2014, Canmore



A conference to help you develop your community of practice - and explore how the Earth Matters to you. Featuring keynote speakers Ziya Tong, *Daily Planet co-host* and Gordon Stenhouse, *Grizzly bear expert*

Join us this Spring in the Rocky Mountains! We'll provide inspirational speakers, relevant workshops, and help you develop your community of practice as you explore how the Earth Matters to you.

The first 100 registrants pay just \$225 - which includes the meal package!

Register: <http://abcee.org/conference>

Questions? Email conference@abcee.org or phone 403-831-8638

Land Use 2014

May 7 and 8, 2014 in Edmonton

hosted by Alberta Land Institute at the University of Alberta

Registration is now open - for more information [click here](#).

June 24 - 25 2014 - Save the date!

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

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

In the News



Large Crowd Attends Public Session Against Oil Drilling in West Lethbridge

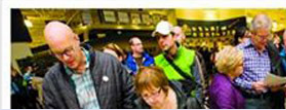
Circulation of a petition door-to-door is the next step in the mounting opposition to an oil drilling and fracking proposal within the city limits - [read more](#)

'Call to action' draws crowd



By Lethbridge Herald on January 14, 2014.

Nick Kuhl
Lethbridge Herald
nkuhl@lethbridgeherald.com
Visiting each and every one of the westside's about 13,500 homes, in order to provide updated information of Goldenkey Oil's proposed fracking operation, is the latest goal for organizers of



[Click here](#) to read article

Alberta WaterPortal launches new website - [click here](#) to view.

Funding Cuts spell end of oilsands peatland research Edmonton Journal, January 16, 2014

The study of how oilsands pollution is affecting the massive peatlands in the northeast will come to an abrupt halt this spring as two scientists found out last week their funding has been cut. [read more](#)

February 2nd is World Wetlands Day

This day marks the date of the adoption of the Convention on Wetlands on February 2nd, 1971, in the Iranian city of Ramsar on the shores of the Caspian Sea. Of note, the List of Wetlands of International Importance includes four sites in Alberta. To learn more about World Wetlands Day and the Ramsar Convention, [click here](#).

Job Postings and Grant Opportunities

The **Alberta Conservation Association's** grant programs annually support a variety of small and large projects that benefit Alberta's wildlife and fish populations, as well as the habitat they depend on. For details on their 2014-15 programs, please visit [this site](#).

OWC Communications Coordinator

This term position is for February - August, 2014; deadline to apply is Monday, January 20, 2014. [Click here](#) for more information.

[Forward this email](#)



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