



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

**Time: 7:00 P.M.
Place: Council Chambers
Town of Claresholm Administration Office
221 – 45 Avenue West**

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES:

1. **REGULAR MEETING MINUTES NOVEMBER 10, 2014**
2. **ORGANIZATIONAL MEETING MINUTES OCTOBER 27, 2014**

FINANCES: OCTOBER 2014 BANK STATEMENT

**DELEGATIONS: CLARESHOLM & DISTRICT TRANSPORTATION SOCIETY
RE: Loan Request**

ACTION ITEMS:

1. **CORRES: Alberta Emergency Management Agency – Disaster Recovery Program
RE: 2014 Application for Disaster Recovery Assistance**
2. **CORRES: Chris Dixon
RE: Southern Alberta Recreation Association Retreat**
3. **REQUEST FOR DECISION / BOARD APPOINTMENT: Physician Retention
and Recruitment Committee Appointment**
4. **REQUEST FOR DECISION: Downtown Parking Lot Signage Modification**
5. **ADOPTION OF INFORMATION ITEMS**
6. **IN CAMERA: LEGAL**

INFORMATION ITEMS:

1. Cheque Listing for Accounts Payable – October 2014
2. Oldman River Regional Services Commission Annual Organizational Meeting Invitation
3. Oldman River Regional Services Commission Board of Directors Meeting Minutes – September 4, 2014
4. Porcupine Hills Classic Cruisers – Thank You!
5. Alberta SouthWest Regional Alliance Meeting Minutes – October 1, 2014
6. Alberta SouthWest Bulletin – November 2014
7. Porcupine Hills Lodge Regular Meeting Minutes – October 6, 2014

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
NOVEMBER 10, 2014

Place: Council Chambers
Town of Claresholm Administration Office
221 – 45 Avenue West

COUNCIL PRESENT: Deputy Mayor Shelley Ford; Councillors: Jamie Cutler, Chris Dixon, Betty Fieguth, Mike McAlonan and Lyal O'Neill.

ABSENT: Mayor Rob Steel.

STAFF PRESENT: Acting Chief Administrative Officer: Jeff Gibeau.

MEDIA PRESENT: Rob Vogt, Editor, Claresholm Local Press

CALL TO ORDER: The meeting was called to order at 7:00pm by Deputy Mayor Shelley Ford.

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

CARRIED

MINUTES: **REGULAR MEETING – OCTOBER 27, 2014**

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

CARRIED

ACTION ITEMS:

1. DELEGATION RESPONSE: Claresholm Collective
RE: Proposal for a Multi-use Social Services Facility

Moved by Councillor McAlonan to write a letter of support towards the Claresholm Collective's proposal for a multi-use social services facility in the Town of Claresholm.

CARRIED

2. CORRES: Town of Fort Macleod
RE: 33rd Annual Santa Claus Parade, Saturday, November 29, 2014

Referred to Administration to inform the Town of Fort Macleod that Councillors Cutler, Dixon, Fieguth, Ford and McAlonan will be attending the luncheon on November 29, 2014.

3. CORRES: Farm Safety Centre
RE: Donation Request to Safety Smarts Program 2014-15 School Year

Moved by Councillor Dixon to support the Alberta Farm Safety Centre's Safety Smarts Program in the amount of \$300 for the 2014-15 school year.

CARRIED

4. CORRES: Southern Alberta Recreation Association
RE: 2015 Southern Alberta Summer Games – Letter of Agreement

Moved by Councillor Cutler to enter into a Letter of Agreement with the Southern Alberta Recreation Association for the 2015 Southern Alberta Summer Games as presented.

CARRIED

5. CORRES: Claresholm Library & Claresholm & District FCSS
RE: Council Participation Request; World Café November 25, 2014

Referred to Administration to inform the Library / FCSS that Councillors Fieguth, McAlonan and O'Neill will be attending the World Café on November 25, 2014.

6. CORRES: Claresholm Skating Club
RE: Skate-a-thon November 21, 2014

Moved by Councillor Fieguth to send Councillor Cutler as a representative of the Town to participate and the Town will donate \$200 towards the 2014 Claresholm Skating Club Skate-a-thon.

CARRIED

7. BOARD APPOINTMENT: Claresholm Food Bank

Moved by Councillor Dixon to appoint Councillors Cutler and Ford to the Claresholm Food Bank.

CARRIED

8. ADOPTION OF INFORMATION ITEMS

Moved by Councillor Dixon that the information items be accepted as presented.

CARRIED

9. IN CAMERA: DEVELOPMENT / LEGAL

Moved by Councillor McAlonan that this meeting go In Camera.

CARRIED

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

CARRIED

ADJOURNMENT: Moved by Councillor Dixon that this meeting adjourn at 8:02pm.

CARRIED

Deputy Mayor – Shelley Ford

Acting CAO – Jeff Gibeau

DRAFT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
ORGANIZATIONAL COUNCIL MEETING MINUTES
OCTOBER 27, 2014

Place: Council Chambers
Town of Claresholm Administration Office
221 – 45 Avenue West

COUNCIL PRESENT: Mayor Rob Steel; Councillors: Jamie Cutler, Chris Dixon, Betty Fieguth, Shelley Ford, Mike McAlonan and Lyal O'Neill.

ABSENT: None.

STAFF PRESENT: Secretary-Treasurer: Karine Wilhauk.

MEDIA PRESENT: Rob Vogt, Editor, Claresholm Local Press

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

1. ADOPTION OF AGENDA

Moved by Councillor McAlonan that the Agenda of the Organizational Meeting of October 27, 2014 be accepted as presented.

CARRIED

2. STANDING BOARD & COMMITTEE APPOINTMENTS 2014

Moved by Councillor Ford that the proposed Standing Board & Committee Appointments 2014 be accepted as presented.

CARRIED

3. MEETING DATES - REGULAR

Moved by Councillor Cutler that the Regular Council Meeting dates be set for the 2nd and 4th Mondays of each month at 7:00 pm.

CARRIED

4. APPOINTMENT OF DEPUTY MAYOR

Moved by Councillor Fieguth that the Deputy Mayor appointments be accepted as presented.

CARRIED

5. ADJOURNMENT

Moved by Councillor Ford that this meeting adjourn at 7:05pm.

CARRIED

Mayor – Rob Steel

Acting CAO – Jeffery Gibeau

**TOWN OF CLARESHOLM
OCTOBER 2014 BANK STATEMENT**

RECONCILED BALANCE SEPTEMBER 30, 2014		\$515,439.31
DEPOSITS TO BANK	DEBITS	CREDITS
RECEIPTS FOR MONTH	\$350,171.84	
REVOLVING LOAN RECEIVED	0.00	
CURRENT ACCOUNT INTEREST	507.27	
GIC REDEEMED	0.00	
INTEREST ON GICS	0.00	
TRANSFERS FROM T-BILLS	0.00	
SUBTOTAL	\$350,679.11	
CHARGES TO ACCOUNT		
ACCOUNTS PAYABLE		\$526,406.25
PAYROLL CHARGES		160,095.52
INTEREST ON REVOLVING LOAN		0.00
REVOLVING LOAN PAID		0.00
LOAN PAYMENTS		0.00
MASTERCARD PAYMENT		3,992.83
TRANSFERS TO T-BILLS / GIC PURCHASE		0.00
NSF CHEQUES		243.96
SERVICE CHARGES		496.05
SCHOOL FOUNDATION PAYMENT		0.00
SUBTOTAL		\$691,234.61
NET BALANCE AT END OF MONTH		\$174,883.81
BANK RECONCILIATION		
BALANCE PER BANK	434,273.14	
PLUS OUTSTANDING DEPOSITS	1,886.20	
LESS OUTSTANDING CHEQUES		-261,275.53
RECONCILED BALANCE OCTOBER 31, 2014		\$174,883.81
OTHER BALANCES:		
EXTERNALLY RESTRICTED T-BILLS	\$884,604.23	
EXTERNALLY RESTRICTED GIC'S (FCSS)	\$0.00	
NON-RESTRICTED GIC'S	\$2,500,000.00	
PARKING RESERVE	\$3,645.06	
WALKING PATHS RESERVE	\$1,980.96	
OFFSITE LEVY RESERVE	\$62,722.17	
SUBDIVISION RESERVE	\$36,269.57	
REVOLVING LOAN BALANCE		\$0.00

SUBMITTED TO TOWN COUNCIL THIS 24th DAY OF NOVEMBER 2014



Submitted: Karine Wilhauk
Secretary Treasurer

DELEGATIONS



November 7, 2014

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

Mayor and Councillors:

The Claresholm and District Transportation Society requesting to attend an upcoming council meeting as a delegation to discuss a loan request. We are unable to attend November 10 as this precedes our regular board meeting, at which time we will discuss attending council on November 24.

Sincerely,

Howard Paulsen,
Chairman
Claresholm and District Transportation Society

Karine Wilhauk

From: cltransp@gmail.com on behalf of Lyal O'Neill <cltransp@telus.net>
Sent: November-18-14 1:30 PM
To: Karine Wilhauk
Subject: Request for Delegation Monday November 24

Administration

The Claresholm & District Transportation Society (non-profit) has been offering transportation alternatives to seniors and those with disabilities for the past 12 years.

Staffed with EMR's we want to become your First Call for non ambulance transfers for medical appointments and procedures.

This is the link to our infovideo (3.05 minutes) which does explain our current level of service.

Karine could you fwd this link on to Councillors with our Delegation's presentation as a refresher to them. I will have hard copy to you, hopefully by the end of today for distribution.

https://www.youtube.com/watch?v=OeZT3_1wPrs

Also, we like to start our presentation with our video if you are able to arrange that, from this link as my format on key is mp4, and the audio does not always load up correctly.

Thank You for your interest!

Lyal O'Neill

CAO, Manager
Transportation Society
[403-625-4455](tel:403-625-4455)

PROPOSAL TO FINANCE VANS

We are requesting a loan of \$38,307 over 2 years to match the remaining portion of a CIP grant which will be used to replace 2 well used vans. This loan to be repaid from future revenues and from casino revenues anticipated in the last quarter of 2016.

Our Board has approved a Borrowing Resolution of up to \$38,307 for the purchase of 2 new vans.

VAN Cost \$45,202 Dodge Grand Caravan SXT Rear Entry Conversion

VAN Cost \$29,732 Dodge Grand Caravan SXT – 7 pass

Total \$74,934

Less \$36,499 CIP Grant remaining

Finance \$38,307

Repayment Interest free

Principal Due December 31, 2016

An overview of our operations is included in your council package accompanied by our promo video.

This year our revenues will come in at \$200,000. We have requested ongoing funding from all of our towns and municipalities at the rate of \$2.70 per capita. This would total \$40,677, of this we receive annual grants of \$16,200.

Of this about \$150,000 is from fares collected from Users

Municipal Grants \$16,200

Letters of Request and presentations to Individuals & service clubs are sent out annually. This fundraising has resulted in \$29,328 for the current fiscal year. Included is a commitment of \$8,000/year from the Lions Club to replace 1 van every 5 years.

Casino 2013 \$30,213

Casino 2016 \$30,000 (anticipated)

With our administration already established in Claresholm, it would seem to benefit all of the communities in the southwest to expand existing resources into an Alberta Southwest Transportation service. This would allow us added support through Grants available to communities forming Partnerships ie; Alberta Community Partnerships Program.

Here in the Claresholm approximately 36% of your population is over age 60 and continues to grow over the next 10 years to a possible 43%. (citydata.2011)

Transporting residents needs to be subsidized to be effective, however costs are partially recouped from the inter facility transfers to Lethbridge & Calgary. We direct bill AHS at cost plus for these transfers at a fraction of the cost of an Ambulance. In addition to being more economical we offer clients a personal and comfortable experience. These transfers help take some pressure off of your local ALS , BLS units leaving them more available to respond to Emergency events!

- In Claresholm we do approximately 25% of the IFT's, 299 trips in the past 12 months, leaving the ALS, BLS units more accessible to reduce response times. (currently 7.42 minutes 50% of the time). Response times which would be significantly increased in Claresholm , High River, & Vulcan, for example if EMS had their calls in Claresholm increased by 1/3**

Transportation - MonthlyActivity Report			MARCH						
TRIP ORIGIN	SUBSIDY	NON-SUB	INTERHOS	ORIGIN			DESTINATI		
CALGARY	0	0	0	0	0	0%	280	28%	
LETHBRIDGE	0	0	0	0	0	0%	297	29%	
HIGH RIVER/OKO	0	0	0	0	0	0%	57	6%	
FORT MACLEOD	0	29	0	29	3%		22	2%	
GRANUM	0	30	0	30	3%		0	0%	
NANTON	0	0	0	0	0%		5	0%	
STAVELY	9	74	0	83	8%		2	0%	
STRATHMORE				0	0%		2	0%	
VULCAN		0	4	4	0%		1	0%	
CLARESHOLM	0	657	209	866	86%		346	34%	
TOTAL	9	790	213	1012			1012		
Transportation - Annual Activity			FISCAL 2014						

Prom Video - The Dream of Judy Paulsen – 3 minutes

Presentation - 3 minutes

Q & A

Attachments:

Brochures(to be delivered)

Fee Schedule

Client Testimonials

WHAT IS THE TRANSPORTATION SOCIETY?

The Claresholm and District Transportation Society was formed in May, 2002. A group of agencies came together to develop a transportation system for seniors and persons with disabilities who need to travel in the community and outside for medical and other important appointments.

WHO CAN USE THE SYSTEM?

- Persons with disabilities who must have transportation with wheelchair access. Children under 12 years must be accompanied by an adult
- Persons over 60 years of age who have no other transportation and are not able to use a taxi
- Persons requiring transportation to medical appointments out of town and are unable to use public transportation such as a bus

WHAT DOES IT COST?

Fee schedule available upon request
We provide a subsidized rate for those on AISH, CPP Disability and Alberta Senior's Benefit.

All prices include a door to door service but does not include any assistance such as care requirements needed by the individual. **If care and/or supervision is required, a companion must accompany the user of the service. A \$10.00 fee is charged for a companion fare.**

HOW DO I BOOK THE SERVICE?

Call 625-4455 to book your transportation between 8:30 a.m. and 1:30 p.m. Please try to book 1 week in advance. A minimum 24 hour booking will be accepted.

HOURS OF SERVICE

Hours of departures from 7:00 a.m. to 7:00 p.m.daily, subject to driver availability.

ARE THERE ANY RESTRICTIONS?

The Claresholm and District Transportation is meant to be utilized by persons who have restricted access to public transportation and/or drivers. It is not meant to replace the taxi, nor are the drivers meant to be caregivers. The drivers reserve the right to cancel a trip due to inclement weather or refuse to transport abusive clients. We have a dedicated group of drivers who wish to provide a safe and timely transport for the convenience of the customer.

The vans can be booked for groups who wish to attend functions out of town. This will be subject to availability as medical transportation will take priority. Group rates are available.

FOR YOUR PROTECTION

- Registered with ALBERTA TRANSPORTATION
- Vans Safety Inspected
- Fully Insured
- Qualified Drivers

**Fee Schedule
Claresholm and District Transportation Society**

Medical Trips		
Destination	Income Qualified+5%	Subsidized+5%
Claresholm/Calgary	\$107	\$133
Claresholm/Lethbridg/Okto	\$80	\$100
Claresholm /High River	\$67	\$80
Claresholm /Fort MacLeod	\$40	\$61
Fort MacLeod/Calgary	NANANANANANANANA	**\$308**
FortMacLeod/Lethbridge	NANANANANANANANA	**\$122**
Granum-Calgary	\$131	\$157
Granum-Lethbridge	\$80	\$100
Nanton/Calgary	NANANANANANANANA	**\$162**
Nanton/Lethbridge	NANANANANANANANA	**\$269**
Stavely-Calgary	\$107	\$133
Stavely-Lethbridge	\$104	\$133
Stavely-Claresholm	\$18	
Granum-Claresholm	\$18	
In Town Trips	\$18	
Claresholm/MH	\$214	\$266
<p>Wait-time: Prices subject to change without notice. Calgary > 5 hours: \$18.00 per hour Lethbridge > 4 hours: \$18.00 per hour In town Wheelchair > 1 hour: \$18.00 per hour</p>		
Non-Medical		
<p>\$1.82/km with \$18.00/hour wait-time from drop off to pick up/per booking</p>		
Inter-hospital		
In town		\$063
Calgary/Blairmore		\$378
Lethbridge/Pincher Creek		\$315
High River		\$189
Black Diamond		\$220
Strathmore		\$378
Vulcan		\$189
Carmangay		\$126
Ponoka/Medicine Hat		\$766
HCA/EMR \$25/HOUR		

Revised April 1, 2014

User Fees:

User fees are based on \$.50 per km per trip minimum \$18 and cover the cost of the driver and fuel.

Inter Facility Transfers:

Inter Facility Transfers are invoiced at cost plus and do help offset subsidies.

Municipal Grants:

The current level of municipal funding is based on \$2.70 per capita and is used to offset administration costs. Your jurisdiction supplying the vans that are needed to service your area.

Introduction of committee - Howard Paulsen - Chairman

List of Directors:

Brian Comstock – Lay Representative

Vacant – Town of Granum

Howard Paulsen - Lay Representative

Bob Thompson – Seniors Center

Brydon Saunders – Lay Representative

Holly Gillespie – Lay Representative

Darren Allen – Wandering Willows

Mike McAlonan– Town of Claresholm

Administration:

Lyal O’Neill – CAO

TESTIMONIALS:

THANK YOU CLAIRESHOLM TRANSPORT SOCIETY

Being a single senior and not having any family near by the service & kindness your society provided outstanding. Any one who is lying in a hospital bed and contemplating on how they are going to get to a medical appointment is experiencing a frightening-daunting task ! You are not only physically injured you are emotional fragile . Having used the services of the transport society some eight times I have allways been the recepitent of prompt -courteous service. The driver has made sure that if required a wheelchair was located. he would then park the van and come back and make sure (push me) that I got to the right dept on time! ,If I was able to walk he would escort me to my destination , then wait patiently and sympathetically for my exam to be completed , and then return me to my hospital bed , later on when it was requied to my front door ,A very deepfelt thank you toall that make thes service possible yours truly **BRYDON SAUNDERS**

June 14/2012

Attention Lylie:

I had the opportunity to use the Claresholm Transportation Society twice while recuperating in the hospital. I was very impressed with the service. The drivers took great care of me. They are very professional. I was confined to a wheelchair and they made sure I was safe and comfortable. My husband was also welcome to come with me to the appointments.

The drivers went beyond what was required. I was sent to a brace clinic after an appointment and the driver took me there without question. This saved me needing to come back in the next day.

This service saves the health care system money and more important the health care professionals are not tied up with transport.

This is a very valuable service to the community and it is very important to keep in viable.

Barb Johnson



October 23, 2014

Town of Claresholm

Subject: Loan Request \$36,688/2 years

In May 2013 we received a CIP GRANT in the amount of \$57,769. In July matching funds came from the Lethbridge Community Foundation of \$15,000 and we were able to replace 1 of our oldest vans with over 300K kms with a 2013 Dodge Grand Caravan rear ramp loading wheelchair accessible van. To this date, although we have strived to attain sustainability, we do not have sufficient funds on hand to match this grant. The Final report was due for this grant July 24, 2014 however, CIP approved an extension of the deadline to January 24, 2015.

We are requesting a loan of \$36,688 over 2 years to match the remaining portion of this grant which will be used to replace 2 well used vans. This loan to be repaid from future revenues and possibly from casino revenues anticipated in the last quarter of 2016.

We have determined our clients will be best served by the addition of 1 more rear ramp loading wheelchair accessible van to add to the fleet and 1 - 7 passenger Grand Caravan to replace a 2005 van with near 300K kms. This will support our current growth of 20% year over year and will help us sustain our ongoing growth rate of 10-20% per year. With this update our oldest rear ramp loading wheelchair accessible van will be 2010. In 2017 our oldest van will be replaced from cash provided by Claresholm Lions Club who have committed to a set aside of \$8,000 per year for 5 years.

I have attached:

Yearend March31, 2014

5 year projections

Sincerely,

Howard Paulsen,
Chairman
Claresholm and District Transportation Society



Here in Claresholm approximately 36% of your population is over 60 and continues to grow over the next 10 years to possible 43%. (citydata.2011)

Transporting residents needs to be subsidized to be effective, however costs are partially recouped from the inter facility transfers to Lethbridge & Calgary. We direct bill AHS at cost plus for these transfers at a fraction of the cost of an Ambulance. In addition to being more economical we offer clients a personal and comfortable experience. These transfers help take some pressure off of your local ALS , BLS units leaving them more available to respond to Emergency events!

Since we hired an EMR on staff in February 2014 the number of Inter Facility Transfers has increased from 213 to 286 per year. (Anticipated to reach 360 by February 2015). These included 4 transfers from Vulcan Health Center, 4 discharges from Calgary hospitals and 1 from High River Health Center.

- **In Claresholm we do approximately 25% of the IFT's, 213 trips in 2013, leaving the ALS, BLS units more accessible to reduce response times. (currently 7.42 minutes 50% of the time). Response times which would be significantly increased in Claresholm , High River, & Vulcan, for example if EMS had their calls in Claresholm increased by 1/3**

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TOTAL	9	790	213	1012		1012		
Transportation - Annual Activity		FISCAL 2014						

**CLARESHOLM & DISTRICT
TRANSPORTATION SOCIETY
P.O. BOX 2076
CLARESHOLM, ALBERTA
T0L0T0**

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2014**


**WARREN F. BALL INC.
P.O. BOX 44
CLARESHOLM, ALBERTA
TOLOTO**

NOTICE TO READER

We have compiled the balance sheet and the statement of income and retained earnings of
Claresholm & District Transportation Society for the year ended March 31, 2014.

The records have not been audited nor reviewed by an independent public accountant and
readers are cautioned that these statements may not be appropriate for their purposes.

WARREN F. BALL INC.



Warren Ball-President

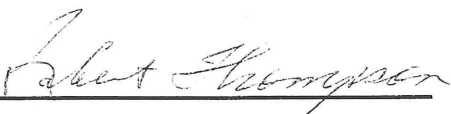
**CLARESHOLM & DISTRICT TRANSPORTATION SOCIETY
BALANCE SHEET
AS AT MARCH 31, 2014
UNAUDITED-SEE NOTICE TO READER**

	2014	2013
ASSETS		
CURRENT		
Cash	40,443	16,172
Accounts Receivable	12,647	28,220
GST Receivable	1,223	94
	54,313	44,486
FIXED (NOTE 1)	53,070	26,271
TOTAL ASSETS	107,383	70,757
LIABILITIES		
CURRENT		
Accounts Payable	14,734	13,250
Deferred Revenue	-	5,000
	14,734	18,250
SOCIETY'S EQUITY		
RETAINED EARNINGS	92,649	52,507
TOTAL LIABILITIES AND EQUITY	107,383	70,757

APPROVED BY THE BOARD:

X 

DIRECTOR

X 

DIRECTOR

**CLARESHOLM & DISTRICT TRANSPORTATION SOCIETY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2014
UNAUDITED-SEE NOTICE TO READER**

NOTE 1 FIXED

The fixed assets are comprised of the following:

	COST	AMORT.	NET
Vehicles	182,022	128,952	53,070

**CLARESHOLM & DISTRICT TRANSPORTATION SOCIETY
STATEMENT OF INCOME AND RETAINED EARNINGS
FOR THE YEAR ENDED MARCH 31, 2014**

UNAUDITED-SEE NOTICE TO READER	2014	2013
REVENUE		
Fares	115,731	115,281
Fund Raising	30,213	-
Donations	30,466	38,194
Grants	57,769	15,675
Dividend/Interest	15	7
Other	1,319	308
	235,513	169,465
EXPENDITURES		
Accounting/Legal	400	440
Advertising/Promotions	1,023	1,092
Amortization	14,001	11,259
Bad Debts	509	542
Bank Charges/Interest	-	7
Office Supplies	2,908	2,130
Rent-Garage	1,080	5,031
Rent-Office	5,802	5,790
Telephone	1,677	1,289
Travel	1,409	350
Vehicle:		
Fuel	21,112	19,654
Insurance	11,990	10,414
Maintenance/Repairs	11,262	9,814
Registration	787	699
Wages	121,411	108,388
	195,371	176,899
NET INCOME (-LOSS) BEFORE OTHER ITEM	40,142 -	7,434
OTHER ITEM		
Gain (-Loss) Disposal of Fixed Assets	-	-
NET INCOME (-LOSS)	40,142 -	7,434
RETAINED EARNINGS BEGINNING OF YEAR	52,507	59,941
RETAINED EARNINGS END OF YEAR	92,649	52,507

OPERATING BUDGET	PROPOSAL %		PROPOSAL %		PROPOSAL %		PROPOSAL	
2014	2015		2016		2017		2018	
REVENUE	150,450	30.0	165,495		10.0	182,045	10.0	200,249
Lottery/Grants	0		0			0		0
Casino						30,000		
Donations	40,000	78.0	35,000		-12.5	38,500	10.0	42,350
Interest Earned								
TOTAL	190,450	13.1	200,495		5.3	250,545	25.0	242,599
EXPENSES								
PAYROLL	127,482	5.0	127,482		0.0	133,856	5.0	140,548
TOTAL	127,482		127,482			133,856		140,548
OFFICE EXPENSES								
Accounting	420	5.0	441		5.0	463	5.0	486
Advertising/Promotior	1,074	5.0	1,128		5.0	1,184	5.0	1,243
Bad debts	534	5.0	561		5.0	589	5.0	619
Office Rental	5,802	0.0	6,092		5.0	6,397	5.0	6,717
Garage Rental	1,200		960			960		960
Office Suplies	3,053	5.0	3,206		5.0	3,366	5.0	3,535
Telephone	1,761	5.0	1,849		5.0	1,941	5.0	2,038
Travel	1,479	5.0	1,553		5.0	1,631	5.0	1,713
TOTAL	14,904		15,350			16,069		16,824
VEHICLE EXPENSE								
Insurance	10,791	-10.0	11,331		5.0	11,897	5.0	12,492
Fuel	21,112	0.0	22,168		5.0	23,276	5.0	24,440
Repairs	11,825	5.0	12,416		5.0	13,037	5.0	13,689
Registration	826	5.0	868		5.0	911	5.0	957
Amortization/replace v:	8,000	0.0	8,000		0.0	8,000	0.0	8,000
TOTAL	52,554		54,782			57,121		59,577
TOTAL EXPENSES	194,940		197,613			207,046		216,950
NET INCOME	-4,490		2,882			43,499		25,649
RETAINED EARNING:	3,613		6,495			49,994		75,643

ACTION ITEMS

November 18, 2014

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

Re: 2014 Application for Disaster Recovery Assistance

Dear Mayor Steel:

We would like to thank you for your application for assistance regarding the flooding in your municipality in June 2014.

Your municipality has been approved to be included in the 2014 Southwestern Alberta Disaster Recovery Program. The program provides assistance for damages caused by overland flooding and groundwater seepage experienced from June 16 to 23, 2014.

Disaster Recovery staff will be in contact with your municipality to assist with the delivery of the program. Please find enclosed a copy of the Disaster Recovery Program Overview and Submission package. Please review the information carefully and if you require any further information in regard to your municipal submission, feel free to contact your Municipal Coordinator Kerry Yeo at 1-587-991-2564. Alternatively, you can reach her at Kerry.Yeo@gov.ab.ca.

Sincerely,



Stacey Gellatly
Director
2014 Southwestern Alberta Disaster Recovery Program
Alberta Emergency Management Agency

cc: **Jeff Gibeau**, A/Chief Administrative Officer, Town of Claresholm
William Seymour, Emergency Management Field Officer, AEMA
Ken Hawrylenko, Emergency Management Field Officer, AEMA

November 20, 2014

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

RE: SOUTHERN ALBERTA RECREATION ASSOCIATION

I would like to respectfully request that Council authorize my attendance at the Southern Alberta Recreation Association's (SARA) Retreat on December 2nd and 3rd, 2014.

Thank you for your consideration.

Yours truly,

Chris Dixon
Councillor
Town of Claresholm
Box 1423
Claresholm, AB T0L 0T0



REQUEST FOR DECISION

Meeting: November 24, 2014
Agenda Item: 3

PHYSICIAN RETENTION AND RECRUITMENT COMMITTEE APPOINTMENT

BACKGROUND:

A Physician Retention and Recruitment Committee (PRR Committee) was set up by multiple regional stakeholders to assist the Claresholm Medical Clinic (and General Hospital) in attracting and retaining medical physicians. The PRR Committee was established to address that shortage of doctors in the local and regional community. The shortage of Doctors could have a long term negative impact on the local community. The good work of this committee lead to a full complement of Doctors, as a result the Town of Claresholm has not appointed a representative to the PRR Committee for the past two years.

DESCRIPTION:

New events have the committee re-opening the retention and recruitment focus, of which is of particular interest to the Town of Claresholm. The committee plans on discussing / reviewing the previous efforts in retention and recruitment, with the intension of developing a new / revised initiative. (Note: The next meeting date is Nov 26th, 2014 at 7pm in the Board room of the Willow Creek Continuing Care Centre.)

RECOMMENDED ACTION:

Administration recommends Council appoint a council member to the Physician Retention and Recruitment Committee.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to appoint _____ to the Physician Retention and Recruitment Committee.

ATTACHMENTS:

- 1.) none

APPLICABLE LEGISLATION:

- 1.) none

PREPARED BY: Jeff Gibeau – Acting CAO

APPROVED BY: Jeff Gibeau – Acting CAO

DATE: November 19th, 2014



REQUEST FOR DECISION

Meeting: November 24, 2014

Agenda Item: 4

DOWNTOWN PARKING LOT SIGNAGE REQUESTS

DESCRIPTION & BACKGROUND:

1. **Long-term/permanent Parking Issues:** The Town of Claresholm Regulatory & Property Services Department has investigated complaints that the downtown parking lot is being used for permanent vehicle storage. The purpose of the downtown parking lot is to facilitate commerce by providing parking for businesses and customers in the downtown core. The intention was never to allow residents or business owners to store vehicles there on a more permanent basis.
2. **Parking for the Disabled:** In addition, the Town has also received questions and concerns in regards to appropriate and available disabled parking within close proximity to both pharmacies (which are located at the south and east sides of the downtown parking lot).

DISCUSSION/OPTIONS:

- 1) **Long-term/permanent Parking Issues:**
 - a) Pursuant to Bylaw 1550 – Traffic Bylaw – by the resolution of Council, the Town is authorized to install or alter a traffic control device (ie. sign) for the purposes of restricting, prohibiting or regulating the parking of vehicles in Claresholm
 - b) Administration recommends erecting signage at all entrances to the Downtown Parking lot that specifies 'No Parking 2:00am to 6:00am; Monday to Friday' versus a second option of specifying a specific length of time that vehicle can be parked in the lot.
 - c) Residential parking in the Downtown lot will be affected if the signage is modified. However, a resident could still park on the street for up to 48 hours under the existing regulations.
- 2) **Parking for the Disabled:** Disabled parking stalls in the Downtown parking lot is currently addressed in two separate locations; the northwest corner and northwest corner of the parking lot. The addition of one disabled parking stall at the southeast corner of the parking lot will increase accessibility to all corners of the downtown core. Administration recommends that only one stall is added; totaling three disabled parking stalls. More than three stalls is not recommended because the balance between normal stalls and disabled stalls will be disrupted.

RECOMMENDED ACTION:

1. The Town of Claresholm Administration recommends that Town Council pass a resolution for the update of parking signage at the Downtown Parking Lot. (see resolution below)
2. The Town of Claresholm Administration recommends that Town Council pass a resolution to add a handicap parking stall in the southeast corner of the Downtown Parking Lot. (see resolution below)

PROPOSED RESOLUTIONS:

1. Moved by Councillor _____ to approve the installation of parking signage for 'No Parking between 2:00am to 6:00am; Monday to Friday' to all downtown parking lot entrances.
2. Moved by Councillor _____ to approve the installation of one additional disabled parking stall in the southeast corner of the downtown parking lot.

ATTACHMENTS:

- 1.) none

APPLICABLE LEGISLATION:

- 1.) Town of Claresholm Bylaw 1550 – Traffic Bylaw

PREPARED BY: Regulatory & Property Services Department

APPROVED BY: Jeff Gibeau – Acting CAO

DATE: November 20th, 2014

INFORMATION ITEMS



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

2014-Nov-19
9:57:42AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
						Batch # 17923
49435	2014-10-03			786707	Alberta SouthWest Regional Alliance Ltd.	2,760.00
49436	2014-10-03	EFT	EFT	786518	ALL-TRA BATTERY	224.81
49437	2014-10-03	EFT	EFT	786195	Benchmark Assessment Consultants Inc.	4,419.81
49438	2014-10-03	EFT	EFT	786427	BOUNDARY EQUIPMENT (CALGARY) LTD.	918.75
49439	2014-10-03	EFT	EFT	786670	CHIX DESIGN	236.25
49440	2014-10-03	EFT	EFT	786465	CLARESHOLM GOLF CLUB	450.00
49441	2014-10-03	EFT	EFT	786950	CLARESHOLM SELF STORAGE	598.50
49442	2014-10-03	EFT	EFT	14150	CLARESHOLM WELDING & FABRICATING LTD	3,150.00
49443	2014-10-03	EFT	EFT	786697	CNH CAPITAL C3115	197.51
49444	2014-10-03	EFT	EFT	786602	DEDOMINICIS, JOHN	31,931.97
49445	2014-10-03	EFT	EFT	785952	FIEGUTH, BETTY	466.18
49446	2014-10-03			787516	FORD, SHELLEY	542.16
49447	2014-10-03	EFT	EFT	56200	LOCAL AUTHORITIES PENSION PLAN	14,005.85
49448	2014-10-03	EFT	EFT	786766	MCCANCE PLUMBING & HEATING	525.34
49450	2014-10-03	EFT	EFT	786635	ORKIN CANADA CORPORATION	116.03
49451	2014-10-03	EFT	EFT	97050	PHARMASAVE	44.67
49452	2014-10-03	EFT	EFT	786205	PIPELINE WATER CO-OP LTD.	150.00
49453	2014-10-03	EFT	EFT	786453	PRAXAIR CANADA INC.	957.21
49454	2014-10-03	EFT	EFT	786156	Q.E.D. ENTERPRISES LTD.	971.62
49455	2014-10-03	EFT	EFT	86300	RECEIVER GENERAL FOR CANADA	21,481.93
49456	2014-10-03	EFT	EFT	787523	SANDERS, DARREN	4,275.00
49457	2014-10-03	EFT	EFT	786759	SIMPLEX GRINNELL	928.20
49458	2014-10-03			786111	STEEL, ROB	44.34
49459	2014-10-03	EFT	EFT	91710	STINTECH ELECTRONICS	438.38
49460	2014-10-03	EFT	EFT	900000	BRZ Partnership Architecture Inc.	12,023.87
49461	2014-10-03	EFT	EFT	900000	WAKELAM, MARNIE	75.00
49462	2014-10-03	EFT	EFT	900000	WESTERN PUMP	1,237.59
						103,170.97
						Batch # 17937
49463	2014-10-10	EFT	EFT	900000	The Legacy Executive Search Partners	7,570.50
						7,570.50



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

2014-Nov-19

9:57:42AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
					Batch #	17953
49464	2014-10-17			13125	AHS-CCMHA	49.50
49465	2014-10-17	EFT	EFT	600	ALBERTA ASSOCIATION OF M.D.'S	14,868.18
49466	2014-10-17	EFT	EFT	650	ALBERTA BLUE CROSS	7,092.44
49467	2014-10-17	EFT	EFT	1025	ALBERTA ONE CALL LOCATION CORP	31.50
49468	2014-10-17	EFT	EFT	786517	AMSC INSURANCE SERVICES LTD.	3,632.83
49469	2014-10-17	EFT	EFT	787524	AtSource Recycling Systems	1,341.32
49470	2014-10-17	EFT	EFT	786189	BIG SKY DODGE CHRYSLER 2008 LTD	1,077.83
49471	2014-10-17	EFT	EFT	6390	BISHOFF AUTO & AG CENTRE	3,621.34
49472	2014-10-17	EFT	EFT	786427	BOUNDARY EQUIPMENT (CALGARY) LTD.	3,475.50
49473	2014-10-17	EFT	EFT	56100	CIMCO REFRIGERATION	3,931.14
49474	2014-10-17	EFT	EFT	13175	CLARESHOLM COMMUNITY CENTRE HALL BOARD	200.00
49475	2014-10-17	EFT	EFT	13525	CLARESHOLM IGA	146.58
49476	2014-10-17	EFT	EFT	13660	CLARESHOLM LOCAL PRESS	1,423.04
49477	2014-10-17	EFT	EFT	786141	CLARESHOLM TAXI	935.55
49478	2014-10-17	EFT	EFT	14150	CLARESHOLM WELDING & FABRICATING LTD	52.50
49479	2014-10-17	EFT	EFT	785951	COMMERCIAL AQUATIC SUPPLIES	187.03
49480	2014-10-17	EFT	EFT	786784	Davis Chev GMC Claresholm	333.24
49481	2014-10-17	EFT	EFT	786397	EPCOR	104.83
49482	2014-10-17	EFT	EFT	786480	GERTO CABINETS & FURNITURE LTD.	315.00
49483	2014-10-17	EFT	EFT	786584	HACH SALES & SERVICE CANADA LTD.	11,769.49
49484	2014-10-17	EFT	EFT	49980	HARRY'S TIRE SALES (1984) LTD.	793.49
49485	2014-10-17	EFT	EFT	787522	HIFAB HOLDINGS LTD.	326.91
49486	2014-10-17	EFT	EFT	36800	HOME HARDWARE	1,206.15
49487	2014-10-17	EFT	EFT	850	JOHN DEERE FINANCIAL	46.88
49488	2014-10-17	EFT	EFT	56155	LIFESAVING SOCIETY	520.00
49489	2014-10-17	EFT	EFT	786659	LIVINGSTONE RANGE SCHOOL DIVISION	404.46
49490	2014-10-17	EFT	EFT	56200	LOCAL AUTHORITIES PENSION PLAN	14,008.39
49491	2014-10-17	EFT	EFT	786766	MCCANCE PLUMBING & HEATING	156.04
49492	2014-10-17	EFT	EFT	786704	MINISTER OF FINANCE (LT)	251.00
49493	2014-10-17	EFT	EFT	786872	MPE ENGINEERING LTD.	2,064.72
49494	2014-10-17	EFT	EFT	65000	MUNICIPAL DISTRICT OF WILLOW	20.00
49495	2014-10-17	EFT	EFT	65040	MUNICIPAL INFORMATION SYSTEMS	959.14
49496	2014-10-17	EFT	EFT	786370	NANTON NEWS	57.62
49497	2014-10-17	EFT	EFT	786905	ONECONNECT SERVICES INC. T46194	42.70
49498	2014-10-17	EFT	EFT	786635	ORKIN CANADA CORPORATION	116.03
49499	2014-10-17	EFT	EFT	97050	PHARMASAVE	57.52
49500	2014-10-17	EFT	EFT	786167	PITNEY BOWES GLOBAL CREDIT SERVICES	1,398.98
49501	2014-10-17	EFT	EFT	786050	PLANET CLEAN (LETHBRIDGE) LTD.	647.82
49502	2014-10-17	EFT	EFT	80000	PUROLATOR COURIER	46.56
49503	2014-10-17	EFT	EFT	86300	RECEIVER GENERAL FOR CANADA	17,594.91
49504	2014-10-17	EFT	EFT	786500	TRINUS TECHNOLOGIES INC.	157.50
49505	2014-10-17	EFT	EFT	101350	UNISOURCE CANADA INC.	1,515.15
49506	2014-10-17	EFT	EFT	101400	UNITED FARMERS OF ALBERTA	469.35
49507	2014-10-17	EFT	EFT	23500	W.R. MEADOWS OF WESTERN CANADA	1,760.22
49508	2014-10-17	EFT	EFT	111705	WC CLASS II REGIONAL LANDFILL	10,788.50
49509	2014-10-17	EFT	EFT	900000	BREWS SUPPLY	7,439.57
49510	2014-10-17			900000	Claresholm Schools Fundraising Society	200.00
49511	2014-10-17	EFT	EFT	900000	SEGUIN, RYERSON	31.50
49512	2014-10-17	EFT	EFT	900000	TNT TOWING, (a division of O.O.P Holdings Ltd.)	567.00



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
						118,236.95
						Batch # 17968
49513	2014-10-27	EFT	EFT	786602	DEDOMINICIS, JOHN	19,351.14
						19,351.14
						Batch # 17978
49514	2014-10-30			787526	Alberta Municipal Services Corporation	26,992.37
49515	2014-10-30			900	TELUS	4,184.76
						31,177.13
						Batch # 17980
49516	2014-10-30			76356	ACN	14.97
49517	2014-10-30			786517	AMSC INSURANCE SERVICES LTD.	195.47
49518	2014-10-30			785928	BIG HILL SERVICES LTD.	410.13
49519	2014-10-30			11250	CANADIAN LINEN SUPPLY	904.63
49520	2014-10-30			12190	CHAMCO INDUSTRIES LTD.	3,083.85
49521	2014-10-30			786095	CHILTON, LISA	138.83
49522	2014-10-30			786845	CHINOOK PIPELINE INC.	188,743.19
49523	2014-10-30	EFT	EFT	13250	CLARESHOLM CHILD CARE SOCIETY	2,183.50
49524	2014-10-30			14085	CLARESHOLM NAPA AUTO	729.80
49525	2014-10-30			786146	GODLEY'S JEWELLERY	75.00
49526	2014-10-30			786041	HAYWARD GORDON ULC	1,264.66
49527	2014-10-30			56200	LOCAL AUTHORITIES PENSION PLAN	13,976.11
49528	2014-10-30			61450	MCNALLY CONTRACTORS LTD.	6,715.65
49529	2014-10-30			787531	MILLER SUPPLY	67.21
49530	2014-10-30			66100	NATIONAL SECRETARY-TREASURER	1,865.26
49531	2014-10-30			76300	PEDERSEN TRANSPORT LTD.	617.77
49532	2014-10-30	EFT	EFT	86300	RECEIVER GENERAL FOR CANADA	15,839.98
49533	2014-10-30			786468	SHAW CABLE	87.10
49534	2014-10-30			111800	WORKERS' COMPENSATION BOARD	5,380.05
49535	2014-10-30			900000	A.C.E. COURIER SERVICES	21.53
49536	2014-10-30			900000	BRYAN, MATTHEW	10.50
49537	2014-10-30			900000	Claresholm History Book Committee	300.00
49538	2014-10-30			900000	ERICKSON, BILL	42.00
49539	2014-10-30			900000	GROL, MIRANDA	23.43
49540	2014-10-30			900000	HART, KERRY	480.90
49541	2014-10-30			900000	JAMIESON, DOROTHY	19.54
49542	2014-10-30			900000	KB Heating & Air Conditioning Ltd.	740.25
49543	2014-10-30			900000	KOEVERT, RUBY	28.35
49544	2014-10-30			900000	SALTIEL-MARSHALL, ALICE	14.00
						243,973.66
Total						523,480.35

*** End of Report ***



Oldman River Regional Services Commission

Annual Organizational Meeting

7:00 p.m.

Thursday – December 4, 2014

immediately followed by

— WINE & CHEESE —

8:00 p.m. (approximately)

[spouse or guest welcome]

ORRSC Conference Room
3105 - 16 Avenue North, Lethbridge
north parking lot and entrance

* RSVP not required *



MINUTES – 3 (2014)
GENERAL BOARD OF DIRECTORS’ MEETING
Thursday, September 4, 2014 – 7:00 p.m.
ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)

BOARD OF DIRECTORS:

Bill Graff (absent) Village of Arrowwood	Brad Koch (absent) Village of Lomond
Jane Jensen (absent)..... Village of Barnwell	Richard Van Ee..... Town of Magrath
Ed WeistraVillage of Barons	David Hawco Town of Milk River
Tom Rose Town of Bassano	Scott Schroeder (absent)Village of Milo
Fred Rattai City of Brooks	Christophe LabruneTown of Nanton
Jim Bester.....Cardston County	Anne Marie Philipsen.....County of Newell
Dave Edmonds Town of Cardston	Pete PelleyVillage of Nobleford
Cecil Sabourin..... Village of Carmangay	Teresa Feist.....Town of Picture Butte
Jamie SmithVillage of Champion	Garry Marchuk (absent)M.D. of Pincher Creek
Betty Fieguth (absent)Town of Claresholm	Lorne Jackson - alternate Town Pincher Creek
Bill MartensTown of Coaldale	Ronald Davis (absent)..... M.D. of Ranchland
Sheldon Watson.....Town of Coalhurst	Greg Robinson.....Town of Raymond
Ken GaltsVillage of Coultts	Barry Johnson Town of Stavely
Garry Hackler (absent) Village of Cowley	Ben Nilsson (absent)..... Village of Stirling
Bill KovachMun. Crowsnest Pass	Ben Elfring M.D. of Taber
Dave Fillpuzzi.....Mun. Crowsnest Pass	Linda English - alternate Town of Vauxhall
Gordon Wolstenholme Town of Fort Macleod	Rod Ruark(absent).....Vulcan County
Darrell EdwardsVillage of Glenwood	Rick Howard Town of Vulcan
John ConnorTown of Granum	Don Heggie.....County of Warner
Monte Christensen (absent)Village of Hill Spring	Jon Hood (absent)..... Village of Warner
Henry Doeve (absent) County of Lethbridge	Henry Van Hierden M.D. Willow Creek

STAFF:

Lenze Kuiper..... Director	Diane Horvath..... Planner
Mike BurlaSenior Planner	Gavin Scott..... Planner
Spencer Croil Planner	Barb Johnson Executive Secretary
Ryan Dyck..... Planner	

AGENDA:

1. **Approval of Agenda** – September 4, 2014
2. **Approval of Minutes** – June 5, 2014 (attachment)
3. **Business Arising from the Minutes**

4. **Staff Presentation – SOUTH SASKATCHEWAN REGIONAL PLAN
“What it Means to Municipalities”**
5. **Reports**
 (a) Executive Committee Report (attachment)
 (b) GIS Update
6. **Business**
 (a) Flood Hazard Mapping & Identification (attachment)
 (b) Vehicle Sale (attachment)
7. **Accounts**
 (a) Summary of Balance Sheet and Statement of Income for the 7-month period:
 January 1 - July 31, 2014..... (attachment)
8. **Adjournment – December 4, 2014.....**
-

Chair GORDON WOLSTENHOLME called the meeting to order at 7:00 p.m.

1. APPROVAL OF AGENDA

Moved by: Anne Marie Philipsen

THAT the Board of Directors approve the agenda of September 4, 2014, as presented. **CARRIED**

2. APPROVAL OF MINUTES

Moved by: Tom Rose

THAT the Board of Directors approve the minutes of June 5, 2014, 2014, as presented. **CARRIED**

3. BUSINESS ARISING FROM THE MINUTES

None.

4. STAFF PRESENTATION –

**SOUTH SASKATCHEWAN REGIONAL PLAN
“What it Means to Municipalities”**

Background

- On July 23, 2014 the Government of Alberta released the South Saskatchewan Regional Plan (SSRP) which will come into effect September 1, 2014. The SSRP has been six years in the making and is the 2nd plan to be adopted (after the Lower Athabasca Regional Plan).

The Alberta Land Stewardship Act (ALSA) supports the Land-Use Framework and the development of the seven Regional Plans.

What is the SSRP?

- Using a cumulative effects management approach, the SSRP sets policy direction for municipalities and other decision makers over the next 10 years to achieve environmental, economic and social outcomes for the region. The four key components to the SSRP include:
 - Introduction
 - Strategic Plan
 - Implementation Plan
 - Regulatory Details Plan

Municipal Obligations

- The SSRP does not change the municipal planning process for municipalities. The MGA still provides the legislative authority for municipality to make land use planning and development decisions within their municipal boundaries.

3 Ways to Ensure Compliance with the SSRP

- Municipal Planning Authorities are required to carry out their functions in accordance with any applicable ALSA regional plan.
- Municipal Council is required to review its plans and bylaws, and make amendments as necessary to comply with the regional plan.
- After the review is complete, the municipality will submit the statutory declaration affirming that it is in compliance with the ALSA regional plan.

How to Meet those Obligations?

- Municipalities should begin to review all components of the SSRP and determine what sections of the plan have implications for their municipal planning and development decisions. This review will ensure that the development authority, subdivision authority, subdivision and development appeal board, municipal planning commission and municipal council will be aware of SSRP requirements that need to be considered in the course of their decision making after September 1, 2014.
- A cursory review indicates the following sections are most relevant:
 - #5 Efficient Use of Land
 - #8 Community Development
- Meeting the obligations of the Plan may result in different opportunities and outcomes for municipalities. In some instances, the requirements of the Plan have already been met from a conceptual perspective.

Binding Nature of the SSRP

- Pursuant to Section 13 of ALSA, the SSRP is a legislative instrument and is considered to be a Regulation. However, the SSRP does provide rules of application and interpretation, including specifying which parts are enforceable as law and which parts are statements of public policy or a direction of Government that is not intended to have binding legal effect.

Relationship between the SSRP and the Provincial Land Use Policies

- The SSRP replaces the Provincial Land Use Policies developed pursuant to section 622 of the MGA. The other five regions, however, will continue to use the Provincial Land Use Policies until their plans are completed.

The Efficient Use of Land Implementation Tools Compendium

- The SSRP includes a section on Efficient Use of Land. To build awareness and understanding of the topic, a companion "Efficient Use of Land Implementation Tools Compendium" as been released.

What if a municipality is found to be not following the SSRP?

- A complaint may be filed with the Land Use Secretariat who may then refer the matter to the designated Minister, a government department and/or local government body. The Minister of Municipal Affairs may take any of a number of actions as set in section 570.01 of the MGA, including:
 - suspending the bylaw-making power of the municipal authority on any matters;
 - making bylaws for the municipality on any matters;
 - withholding money that is payable from the Government of Alberta to the municipality, or
 - exercising other lawful authority.

How will Municipal Affairs support municipalities?

- Municipalities will continue to receive advisory support during the implementation of the regional plan.

How will ORRSC support our municipalities?

- We are currently formulating a strategy to ensure all of our members will be compliant in the allotted timeframe. This is a fee-for-service exercise and will include:
 - a full review of the SSRP;
 - a thorough inventory and review of all your statutory plans and Land Use Bylaw;
 - a template to compare SSRP policy with municipal policy;
 - development of new policy or amendment of current policy to comply with the SSRP;
 - handling Reporting Requirements and submitting Compliance Declarations.

The **South Saskatchewan Regional Plan** and **Efficient Use of Land Implementation Tools Compendium** can be found on the ORRSC website: www.orrsc.com

5. REPORTS

- (a) **Executive Committee Report** (attachment)

Moved by: David Hawco

THAT the Board of Directors receive the Executive Committee Report for the meetings of June 12 and August 14, 2014, as information. **CARRIED**

(b) GIS Update

- All municipalities are now using the new GIS platform and training for municipal staff is continuing. A mobile version of the GIS is also available. A public site is in the testing phase and should be complete by the end of the year.

Moved by: John Connor

THAT the Board of Directors receive the GIS Update, as information.

CARRIED

6. BUSINESS

(a) Flood Hazard Mapping & Identification

- ORRSC, on behalf of its members, has requested from Alberta Municipal Affairs and Alberta Environment & Sustainable Resource Development information regarding:
 - Updated Flood Hazard Identification, and
 - Updated Flood Hazard Mapping
- The Flood Hazard Identification Program assists Alberta communities to prepare for a flood event with a one percent chance of occurring annually (this is also known as a 100-year flood event). Information is collected in a format known as a flood hazard study for a specific location within the province. The study focuses on a single river but may also include information about other smaller tributaries that may also influence a flood event.
- To create a flood hazard study an assessment of the river system's hydrology and topography needs to occur and be modelled with known river data. The outcome of the study is to create a visual representation (a flood hazard map) for anticipated areas that would be impacted by a flood event. These maps only need to be replaced or updated if there has been a change in the hydraulic system.
- While flood hazard studies are meant to be used for long periods of time, studies may be reviewed and possibly revised. A study review may involve the entire study area or simply a small portion of the mapped area. A review can be done for numerous reasons—a major flood event is one reason to review flood hazard information studies. This is because each flood event provides an opportunity to collect new data that will either confirm the current study information or highlight areas for improvement. Should a major flood event occur, the province will collect information on the extent of flooding. This may include a survey of the flooded area from the ground, aerial photography, river flow information and other related data. It may take several months for all the data from a flood event to be collected before an evaluation of an existing study can begin.
- ORRSC is prepared, with individual municipal consent, to formally request a review of that municipality's situation through Alberta Environment and Sustainable Resource Development's Flood Hazard Identification Program; and ORRSC will request Dam Breach Inundation modelling (what would happen if a dam breaks), where available. Interested municipalities should contact their planner as each community will be tackled separately.

Moved by: Rick Howard

THAT the Board of Directors receive the Flood Hazard Mapping & Identification presentation, as information.

CARRIED

(b) Vehicle Sale

- ORRSC currently has two vehicles for sale, each with 140,000 - 150,000 km:
 - 2009 Dodge Caliber SXT (blue, 4-door, automatic, hatchback) - \$7,999
 - 2008 Chrysler Sebring (silver, 4-door, automatic, sedan) - \$8,499
- If anyone is interested, please contact Director Lenze Kuiper at (403) 329-1344 or lenzekuiper@orrsc.com — price is negotiable.

7. ACCOUNTS

**(a) Summary of Balance Sheet and Statement of Income for the 7-month period:
January 1 - July 31, 2014**

Moved by: Linda English

THAT the Board of Directors accept the Summary of Balance Sheet and Statement of Income for the 7-month period: January 1 - July 31, 2014, as information. **CARRIED**

8. ADJOURNMENT

Moved by: Richard Van Ee

THAT we adjourn the General Board of Directors' Meeting of the Oldman River Regional Services Commission at 8:05 p.m. until Thursday, December 4, 2014 at 7:00 p.m. **CARRIED**

/bj

CHAIR: _____

**OLDMAN RIVER REGIONAL SERVICES COMMISSION
MEMBERS and ALTERNATE MEMBERS for 2014/2015**

Municipality	Member (*6 new)	Alternate Member
Arrowwood – Village	Bill Graff	—
Barnwell – Village	Jane Jensen	—
Barons – Village	Ed Weistra	Ron Gorzitza
Bassano – Town	Tom Rose	Ric Beddows
Brooks – City	Fred Rattai	—
Cardston – County	Jim Bester	Roger Houghton
Cardston – Town	Dave Edmonds	Bill Peavoy
Carmangay – Village	Cecil Sabourin	—
Champion – Village	Jamie Smith	Trevor Wagenvoort
Claresholm – Town	Betty Fieguth	—
Coaldale – Town	* Bill Chapman	—
Coalhurst – Town	Sheldon Watson	—
Coutts – Village	Ken Galts	Tom Butler
Cowley - Village	Garry Hackler	Warren Mickels
Crowsnest Pass – Municipality	Bill Kovach Dave Filipuzzi	—
Fort Macleod – Town	Gordon Wolstenholme	Trish Hoskin
Glenwood – Village	Darrell Edwards	—
Granum – Town	John Connor	Gerald Brown
Hill Spring – Village	Monte Christensen	—
Lethbridge – County	Henry Doeve	—
Lomond – Village	Brad Koch	—
Magrath – Town	Richard Van Ee	Brian Oliver
Milk River – Town	David Hawco	Margaret McCanna
Milo – Village	* Refeal Zea	Scott Schroeder
Nanton – Town	Christophe Labrune	Rick Everett
Newell – County	* Gordon Simpson	—
Nobleford – Village	Pete Pelley	Don Vincent
Picture Butte – Town	Teresa Feist	Cathy Moore
Pincher Creek – M.D. No. 9	Garry Marchuk	Fred Schoening
Pincher Creek – Town	Don Anderberg	Lorne Jackson
Ranchland – M.D. No. 66	Ronald Davis	Harry Streeter
Raymond – Town	Greg Robinson	Clark Holt
Stavelly – Town	Barry Johnson	Janice Binmore
Stirling – Village	Ben Nilsson	Michael Maynes
Taber – Municipal District	Ben Elfring	—
Vauxhall – Town	* Margaret Plumtree	Marilyn Forchuk
Vulcan – County	Rod Ruark	Roy Lucas
Vulcan – Town	Rick Howard	Paul Taylor
Warner – County No. 5	* David Cody	Don Heggie
Warner – Village	* Ian Glendinning	Colette Glynn
Willow Creek – M.D. No. 26	Henry Van Hierden	Ian Sundquist

APPOINTMENT OF OFFICERS AND EXECUTIVE COMMITTEE FOR 2014/2015

The following is a list of members who wish to let their names stand for election for the positions of Chair, Vice-Chair and/or members of the Executive Committee. **Nominations can also be made from the floor at the Annual Organizational Meeting on December 4, 2014.**

(Names have been listed according to Part C, Section 5.3 of ORRSC Bylaw No. 2013-2.)

CHAIR:**GORDON WOLSTENHOLME – Town of Fort Macleod**

- Councillor: 2004 - present
- ORRSC Member: 2004 - present
- ORRSC Executive Committee: 2007 - present
- ORRSC Vice-Chair: 2010 - 2013
- ORRSC Chair: 2013 - present
- Town of Fort Macleod Municipal Planning Commission and Land Sales Committee
- M.D. of Willow Creek Subdivision and Development Appeal Board
- Vocation: Retired Teacher

VICE-CHAIR:**HENRY VAN HIERDEN – M.D. of Willow Creek**

- Councillor: 2001 - present
- Reeve: 2008 - 2013
- ORRSC Member: 2007 - present
- ORRSC Executive Committee: 2007 - present
- ORRSC Vice-Chair: 2013 - present
- M.D. of Willow Creek Subdivision and Development Appeal Board: 1997 - 2001
- Municipal Planning Commission: 2001 - 2010
- Family: married to Shannon and have 4 children
- Vocation: Farmer/Rancher

EXECUTIVE COMMITTEE: (elect 5)

BILL CHAPMAN – Town of Coaldale

- Councillor: 2007 - present
- ORRSC Member: 2014 - present
- Chair: Town of Coaldale MPC and Lethbridge Regional Water Services Commission 2013 - 2014
- Board Member: Lethbridge Regional Water Services Commission 2012 - 2013
- Councillor: Town of Three Hills 1989 - 1995
- Rotarian: Rotary Club of Coaldale 2008 - present
- Member: Coaldale Chamber of Commerce 2008 - present
- Player (soccer): Prairie Dogs Football Club 1996 - present
- Vocation: Lethbridge Transit

DAVID HAWCO – Town of Milk River

- Councillor: 2007 - 2010, 2013 - present
- Mayor: 2013 - present
- ORRSC Member: 2013 - present
- Former Fire Chief on a volunteer fire department
- Former Elementary and High School Principal for 15 years
- Vocation: Retired Educator

JIM BESTER – Cardston County

- Councillor (Cardston County): 2013 - present
- Councillor (Municipality of Crowsnest Pass): 1976 - 1985
- ORRSC Member: 2013 - present
- ORRSC Executive Committee: 2013 - present
- Past Chairman of Municipal Planning Committee, Recreation Board and Federal Electoral District Association
- Past consultant to Cardston County for development approvals
- 40 years experience as a professional Engineer dealing with land use and municipal projects
- Vocation: Registered Professional Engineer (Alberta and British Columbia)

DON ANDERBERG – Town of Pincher Creek

- Councillor: 2001 - 2004, 2010 - 2013
- Mayor: 2004 - 2007; 2013 - present
- ORRSC Member: 2010 - present
- ORRSC Executive Committee: 2012 - present
- ORRSC Finance Committee: 2012 and 2013
- Chairman Pincher Creek Emergency Services
- Board Member Municipal Development and Subdivision Authority and Pincher Creek Emergency Management Agency
- Member Pincher Creek Curling and Golf Clubs, Elks of Canada, Royal Canadian Legion
- Life Member Pincher Creek Ducks Unlimited Committee
- Vocation: Self-employed – Oilfield / Industrial Supply Business Owner

HENRY VAN HIERDEN – M.D. of Willow Creek

- Councillor: 2001 - present
- Reeve: 2008 - 2013
- ORRSC Member: 2007 - present
- ORRSC Executive Committee: 2007 - present
- ORRSC Vice-Chair: 2013 - present
- M.D. of Willow Creek Subdivision and Development Appeal Board: 1997 - 2001
- Municipal Planning Commission: 2001 - 2010
- Family: married to Shannon and have 4 children
- Vocation: Farmer/Rancher

GORDON WOLSTENHOLME – Town of Fort Macleod

- Councillor: 2004 - present
- ORRSC Member: 2004 - present
- ORRSC Executive Committee: 2007 - present
- ORRSC Vice-Chair: 2010 - 2013
- ORRSC Chair: 2013 - present
- Town of Fort Macleod Municipal Planning Commission and Land Sales Committee
- M.D. of Willow Creek Subdivision and Development Appeal Board
- Vocation: Retired Teacher

EXECUTIVE COMMITTEE REPORT

Meetings of October 9 and November 13, 2014

October 9:

- **Proposed 2015 Budget** – The Director presented a preliminary budget which was used as a basis for discussion, and requested input on various options. Committee members requested that reserves be built in to the budget as discussed in 2013 by including two new line items — Transfer to Operating Reserve (\$25,000) and Transfer to Capital Reserve (\$25,000). They also asked that staff salary figures be brought to the next meeting for a discussion on salary increases and staffing levels before the final 2015 Budget is prepared.
- **Request for Municipal Accounting/Audit Services** – ORRSC's three-year contract for accounting/audit services from KPMG LLP has ended and the Director asked if he should request tenders for another three-year term. Because we have been pleased with their service and cost, the Committee directed that we obtain a committed price from KPMG to extend their service for at least one more year and then decide whether to go to tender.
- **Fee For Service 2014 Update** – The Director is currently checking with each planner to determine which projects can be invoiced before the end of the year. He will also be meeting with the planners soon to assemble a priority list of South Saskatchewan Regional Plan updates needed and to devise a strategy to complete these updates within five years.

November 13:

- **Accrued Vacation Leave** – Committee members asked why the Accrued Vacation Leave on the Balance Sheet doesn't change from month to month and what is the current total? The Bookkeeper can't change the number on the Balance Sheet as it is updated at year end by the auditors. However, she can calculate the current total by summarizing timesheet figures (e.g. \$133,000 as of September 30, 2014). This is a mix of both overtime and vacation. The Committee passed a resolution that financial figures that are presented to the Executive Committee are actual and true up-to-period figures, and that a policy be made that financial statements show actual period ending dollars.
- **Proposed 2015 Budget** – Revisions discussed at the last Executive Committee meeting have been incorporated into the Proposed 2014 Budget. Highlights include:
 - REVENUE:
 - Membership Fees – \$875,000 (.01 mil increase)
 - GIS Member Fees – \$484,585 (5% increase)
 - Fee for Service (member) – \$300,000 (plans, appeal secretary and development officer services, etc.)
 - Subdivision Approval Fees – \$310,000 (\$10,000 increase)
 - Total Revenue – \$1,984,585
 - EXPENSES:
 - Permanent Employees – \$1,380,000 (includes 2.5% salary adjustment)
 - Temporary Employees – \$40,000 (subdivision technician training and Rural IMDP Project)

- Transfer to Operating Reserve – \$25,000 (new)
- Transfer to Capital Reserve – \$25,000 (new)
- Net Income – \$18,785

The Committee requested that the Budget be amended by reducing Membership Fees by \$50,000 and establishing two new revenue items: Allocation to Operating Reserve (\$25,000) and Allocation to Capital Reserve (\$25,000) to ensure funds are collected for this purpose.

- **Accounting/Audit Services** – The Committee accepted a proposal from KPMG to extend the accounting/audit services contract for an additional three years as quoted:

2014 – \$8,935 + GST

2015 & 2016 – same fee adjusted only for changes to the Consumer Price Index, assuming no significant change to the scope of the Commission's activities

- **Office Lease Request – SouthGrow** – ORRSC has been approached by the manager of SouthGrow regarding the lease of office space for one person. SouthGrow is a non-profit economic development agency that works with some of our member municipalities. The Director was authorized to offer the use of approximately 96 sq. ft. of office space including desk and occasional use of our small boardroom for \$530/month.
- **Staffing** – ORRSC currently has 17 employees (4 Administration, 8 Planning, 5 GIS). A chart showing planners areas of responsibility was viewed as well as salary range comparisons for similar positions in several Alberta municipalities.

ORRSC Budget 2015 - Final					
COMPARATIVE INCOME STATEMENT	Acct No.	Budget 2014	Budget 2015	% Variance	Dollar Variance
REVENUE					
<u>Membership Fees, Fee-for-Service</u>					
Membership Fees	4010	\$873,000.00	\$825,000.00	-5.82%	-\$48,000.00
Allocation to Operating Reserve Fund			\$25,000.00	100.00%	\$25,000.00
Allocation to Capital Reserve Fund			\$25,000.00	100.00%	\$25,000.00
GIS Member Fees	4030	\$466,356.00	\$484,585.00	3.76%	\$18,229.00
Fee for Service(member)	4040	\$250,000.00	\$300,000.00	16.67%	\$50,000.00
Fee for Service(non-member)	4060	\$0.00	\$0.00		\$0.00
Ttl Membership Fees, Fee-for-Service		\$1,589,356.00	\$1,659,585.00	4.23%	\$70,229.00
<u>Approval Fees, Plans & Interest</u>					
Approval Fees	4140	\$300,000.00	\$310,000.00	3.23%	\$10,000.00
Sales of Plans & Publications	4160	\$10,000.00	\$10,000.00	0.00%	\$0.00
GIS Sale of Maps	4165	\$500.00	\$500.00	0.00%	\$0.00
Interest Earned	4180	\$1,000.00	\$1,000.00	0.00%	\$0.00
Proceeds from Sale of Capital Asset	4190	\$2,000.00	\$3,000.00	33.33%	\$1,000.00
Rental Income	4150	\$500.00	\$500.00	0.00%	\$0.00
Other Income	4200	\$0.00	\$0.00		\$0.00
Grant Revenue	4210	\$0.00	\$0.00		\$0.00
Total Approval Fees, Plans & Interest		\$314,000.00	\$325,000.00	3.38%	\$11,000.00
TOTAL REVENUE		\$1,903,356.00	\$1,984,585.00	4.09%	\$81,229.00
EXPENSE					
<u>Staff Salaries</u>					
Permanent Employees	5020	\$1,300,000.00	\$1,380,000.00	5.80%	\$80,000.00
Temporary Employees	5030	\$20,000.00	\$40,000.00	50.00%	\$20,000.00
Total Staff Salaries		\$1,320,000.00	\$1,420,000.00	7.04%	\$100,000.00
<u>Staff Benefits</u>					
Employment Insurance	5070	\$27,000.00	\$25,000.00	-8.00%	-\$2,000.00
Group Life Insurance	5080	\$9,500.00	\$13,500.00	29.63%	\$4,000.00
LAPP	5090	\$125,000.00	\$170,000.00	26.47%	\$45,000.00
CPP	5100	\$48,000.00	\$47,000.00	-2.13%	-\$1,000.00
AMS-Health & Dental	5120	\$27,000.00	\$34,000.00	20.59%	\$7,000.00
Total Staff Benefits		\$236,500.00	\$289,500.00	18.31%	\$53,000.00
<u>Staff Travel & Meetings</u>					
Staff Mileage	5150	\$2,000.00	\$2,000.00	0.00%	\$0.00
Vehicle Gas & Maintenance	5151	\$10,000.00	\$10,000.00	0.00%	\$0.00
Staff Field Expense	5160	\$6,000.00	\$6,000.00	0.00%	\$0.00
Staff Conf & Out of Area	5170	\$5,000.00	\$5,000.00	0.00%	\$0.00
Staff Development	5180	\$4,000.00	\$4,000.00	0.00%	\$0.00
Total Staff Benefits		\$27,000.00	\$27,000.00	0.00%	\$0.00
<u>Members Travel & Meetings</u>					
Members Meeting Fees	5210	\$5,000.00	\$5,000.00	0.00%	\$0.00
Members Mileage	5220	\$5,000.00	\$5,000.00	0.00%	\$0.00
Members Conf & Out of Area	5230	\$3,000.00	\$3,000.00	0.00%	\$0.00
Ttl Members Travel & Meetings		\$13,000.00	\$13,000.00	0.00%	\$0.00
<u>Office</u>					
Mortgage	5260	\$0.00	\$0.00		\$0.00
Renovations	5270	\$0.00	\$5,000.00		\$5,000.00
Utilities	5265	\$20,000.00	\$18,000.00	-11.11%	-\$2,000.00
Janitorial Services	5280	\$6,000.00	\$6,000.00	0.00%	\$0.00
Building Maintenance	5285	\$5,000.00	\$5,000.00	0.00%	\$0.00
Total Office		\$31,000.00	\$34,000.00	8.82%	\$3,000.00
<u>Telephone & Supplies</u>					
Telephone	5310	\$12,000.00	\$12,000.00	0.00%	\$0.00
General Office Supplies	5320	\$2,500.00	\$2,500.00	0.00%	\$0.00
Dues & Subscriptions	5330	\$2,500.00	\$2,500.00	0.00%	\$0.00
Books & Publications	5340	\$700.00	\$1,000.00	30.00%	\$300.00
Postage & Petty Cash	5350	\$7,000.00	\$7,000.00	0.00%	\$0.00
Mortgage Interest	5355	\$0.00	\$0.00		\$0.00
Total Telephone & Supplies		\$24,700.00	\$25,000.00	1.20%	\$300.00
<u>Printing & Printing Supplies</u>					
Printing & Printing Supplies	5380	\$4,500.00	\$4,000.00	-12.50%	-\$500.00
Graphic & Drafting Supplies	5390	\$4,500.00	\$4,000.00	-12.50%	-\$500.00
Total Printing & Drafting Supplies		\$9,000.00	\$8,000.00	-12.50%	-\$1,000.00
<u>Other Operating Expenses</u>					
Other Operating Expenses	5410	\$0.00	\$0.00		\$0.00
Accounting & Audit Fees	5420	\$8,000.00	\$8,000.00	0.00%	\$0.00
Aerial Photos & Maps	5430	\$1,000.00	\$500.00	-100.00%	-\$500.00
Land Titles Office	5440	\$5,000.00	\$5,000.00	0.00%	\$0.00
Legal Fees	5450	\$600.00	\$600.00	0.00%	\$0.00
Public Relations	5460	\$5,000.00	\$4,000.00	-25.00%	-\$1,000.00
Computer Software	5470	\$15,000.00	\$15,000.00	0.00%	\$0.00
Recruitment & Relocation	5480	\$1,000.00	\$1,000.00	0.00%	\$0.00
Consultants	5490	\$1,000.00	\$1,000.00	0.00%	\$0.00
Subdivision Notification	5500	\$5,000.00	\$4,000.00	-25.00%	-\$1,000.00
Insurance	5510	\$10,000.00	\$13,000.00	23.08%	\$3,000.00
Meetings	5520	\$1,500.00	\$1,500.00	0.00%	\$0.00
Coffee & Supplies	5530	\$500.00	\$500.00	0.00%	\$0.00
GIS Grant	5531	\$0.00	\$0.00		\$0.00
Assessment Review Board	5532	\$0.00	\$0.00		\$0.00
Rural IMDP	5536	\$0.00	\$0.00		\$0.00
Other	5540	\$200.00	\$200.00	0.00%	\$0.00
Cost Recovery	5546	\$0.00	\$0.00		\$0.00
Transfer to Operating Reserve Fund			\$25,000.00	100.00%	\$25,000.00
Transfer to Capital Reserve Fund			\$25,000.00	100.00%	\$25,000.00
Total Other Operating Expenses		\$53,800.00	\$104,300.00	48.42%	\$50,500.00
<u>Fixed Assets</u>					
Equipment Repairs & Maintenance	5570	\$10,000.00	\$10,000.00	0.00%	\$0.00
Equipment & Furniture Rental	5580	\$10,000.00	\$10,000.00	0.00%	\$0.00
Equipment & Furniture Purchases	5590	\$53,000.00	\$25,000.00	-112.00%	-\$28,000.00
Amortization Expense	5616	\$0.00	\$0.00		\$0.00
Total Fixed Assets		\$73,000.00	\$45,000.00	-62.22%	-\$28,000.00
TOTAL EXPENSE		\$1,788,000.00	\$1,965,800.00	9.04%	\$177,800.00
NET INCOME		\$115,356.00	\$18,785.00	-514.09%	-\$96,571.00

OLDMAN RIVER REGIONAL SERVICES COMMISSION				
Balance Sheet (10 months) Unaudited				
as of October 31, 2014				
Assets				
Total Operating Fund		\$	718,950.00	
Total Capital Fund		\$	677,619.00	
Total Assets				\$ 1,396,569.00
Liabilities & Equity				
Total Operating Fund		\$	(447,817.00)	
Total Capital Fund		\$	1,939,685.00	
Excess Rev/Exp		\$	(96,299.00)	
Total Liabilities & Equity				\$ 1,395,569.00
OLDMAN RIVER REGIONAL SERVICES COMMISSION				
Income Statement (10 months) Unaudited				
as of October 31, 2014				
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>Variance</u>
TOTAL REVENUE	\$	1,775,409.00	\$ 1,903,356.00	\$ 6.72
Expenditures				
Total Staff Salaries	\$	1,085,032.00	\$ 1,320,000.00	17.80%
Total Staff Benefits	\$	235,990.00	\$ 236,500.00	0.22%
Total Staff Travel & Mtgs	\$	11,918.00	\$ 27,000.00	55.86%
Total Members Travel & Mtgs	\$	16,235.00	\$ 13,000.00	-24.88%
Total Office & Renovations	\$	30,403.00	\$ 31,000.00	1.93%
Total Telephone & Supplies	\$	23,265.00	\$ 24,700.00	5.81%
Total Printing & Duplication	\$	3,988.00	\$ 9,000.00	55.69%
Total Other Operating Exps	\$	187,123.00	\$ 53,800.00	-247.81%
Total Fixed Assets	\$	21,251.00	\$ 73,000.00	70.89%
TOTAL EXPENDITURES	\$	1,615,205.00	\$ 1,788,000.00	9.66%
TOTAL BUDGET EXCESS REV/EXP	\$	160,204.00	\$ 115,356.00	

Porcupine Hills Classic Cruisers



Thank you!

We'd to thank the following sponsors for their generous donations towards our 2014 Show & Shine.

WITH YOUR HELP, WE WERE ABLE TO DONATE THE FOLLOWING:

- \$981.45 plus a cart full of food to the Claresholm Food Bank
- \$2000 to the Claresholm & District Health Foundation
- \$1501 to the 2015 Southern Alberta Summer Games
- \$499 to CAReS

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Porcupine Hills Classic Cruisers thanks all members, volunteers and the public.
Our show was a success! Our sincerest apologies if we have missed any of our sponsors!

Alberta SouthWest Regional Alliance
Minutes of the Board of Directors Meeting
Wednesday October 1, 2014 – Lethbridge College



Board Representatives

Lloyd Kearl, Cardston County
Barney Reeves, ID#4 Waterton
Blair Painter, Crowsnest Pass
Maryanne Sandberg, MD Willow Creek
Trish Hoskin, Fort Macleod
Garry Marchuk, MD Pincher Creek
John Connor, Granum
Shelley Ford, Claresholm
Janice Binmore, Stavely (alternate)
Christophe Labrune, Nanton (alternate)

Resource Representatives

Kathy Wiebe, MD Ranchland
Lenze Kuiper, ORRSC
Bill Halley, RINSA
James Tessier, CF Alberta Southwest
Bev Thornton, AlbertaSW
Bob Dyrda, AlbertaSW

Livingstone Range School Division

Martha Ratcliffe
Clara Yagos

Lethbridge College

Paula Burns, President & CEO
Stuart Cullum, Vice President, Academic & COO
Michel Béchar, Executive Director, PR & Communications
Sandy Vanderburgh, Dean, Centre for Applied Arts & Sciences
Gina Funicelli, Dean, Centre for Applied Research & Innovation
Greg Peterson, Director, Centre for Corporate & Business Development
Marty Thomsen, Dean, Centre for Justice & Human Services
Leah Wack, Manager, Regional Stewardship

We extend a special thank you to the staff of Lethbridge College for arranging the afternoon tour of highlights and for the hospitality and dinner. It is very much appreciated!

1. Welcome and Introductions
Lloyd Kearl called the meeting to order.
2. Approval of Agenda
Moved by Maryanne Sandberg THAT the agenda be approved as presented.
Carried. [2014-10-392]
3. Approval of Minutes
Moved by Trish Hoskin THAT the minutes of September 3, 2014 be approved as amended.
Carried. [2014-10-393]
4. Review of print plan for 2015
Lloyd Kearl and Trish Hoskin agreed to review a summary of print promotion in 2014 and offer comment regarding any issues or ideas for 2015.
5. Rural Alberta Business Center (RABC) update
Bev reported that a meeting has been held with the Advisory Committee and a work plan is in development
6. Broadband Project update
Bob Dyrda reported on the “fiber to the Home” conference in Minneapolis. Bob has detailed notes available upon request.
7. “Bringing Investment Home”
The next event will be held October 28 in Pincher Creek.
8. Alto Awards
AlbertaSW is a finalist for “Tourism Partnership of the Year”
9. Lethbridge College update
Dr Paula Burns, Gina Funicelli and Sandy Vanderburgh presented an overview of a very large project proposal:

Advancing Commercial Food Production through Integrated Fish and Plant Systems to Meet the Needs of Industry and Community.

Bev will draft a letter of support on behalf of AlbertaSW.

10. Communications Coordinator Report Accepted as information.
11. Executive Director Report Accepted as information.
12. Roundtable updates
13. Board Meetings:
November 5 – Stavely
December 3 – Location TBD
14. Adjournment Moved by Garry Marchuk THAT the meeting be adjourned.
Carried. [2014-10-394]

Chair

Approved October 1, 2015

Secretary/Treasurer

Alberta SouthWest Bulletin November 2014

Regional Economic Development Alliance (REDA) Update



AlbertaSW opportunities presented at Tourism Investment Forum

Alberta Culture and Tourism, Business Development and Investment Attraction Branch, hosted a forum designed to match investment opportunities with potential investors.

Newsarticle appeared in the November 6, 2014 *Calgary Herald* Business section.

<http://www.calgaryherald.com/business/Alberta+tourism+forum+showcases+investment+opportunities/10356794/story.html>

The provincial brochure featuring regional opportunities will be posted on our AlbertaSW website and the department will continue to actively promote the region at provincial and international events.

Robot attends Meeting: Broadband Conversations Expand



AlbertaSW representatives met with Cybera, a not-for-profit, technical agency supported by its members and Alberta Innovation and Advanced Education.

Pictured at their offices in Calgary Research Park are Robin Winsor, President and CEO (left), Bev Thornton and Kris Jensen from Waterton appearing in robotic form (the face-on-a-pole, far right!)

The robot technology allowed Kris to wheel himself into the meeting, listen, speak, swivel and roll around the room to participate fully.

AlbertaSW has spent months consulting with experts

in the field to define the issues and opportunities we need to address as a group of communities to fully utilize broadband for economic development and to bring better jobs to the region.

The "Current State" report is completed and will be presented at **information meetings for all AlbertaSW councils and administration during the last week in November**. Please contact Bev or Bob for details.

Chinook Entrepreneur Challenge: Make a Great Business Plan and Win Prizes!

The Chinook Entrepreneur Challenge is a Southern Alberta program for anyone starting or expanding a business. This business planning competition that began in 2005 is now in its 11th successful year. It is a great opportunity for businesses to obtain **free business planning training** and also a chance to win a share of the over \$60,000 in cash and in kind prizes, including **two grand prizes of \$10,000 each**.

The competition is supported by 6 Community Futures offices, the Regional Innovation Network of Southern Alberta (RINSA), the University of Lethbridge, Lethbridge College and Medicine Hat College. AlbertaSW is also a sponsor.

- Online **registration is free** and opens January 1, 2015.
- Eight training sessions will be held Wednesday evenings from 6:30-9:00 p.m. starting **February 4 through March 25**; attendance may be in person at U of L or via online.
- Business plans are due April 23, 2015; final awards presentations will take place in June.

Visit www.chinookchallenge.com or call 403-320-6044 for registration and information.

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PORCUPINE HILLS LODGE REGULAR MEETING Monday, October 6, 2014 7:00 p.m.

Members Present: Janice Binmore (Town of Stavely Representative), Lisa Anderson (CA0), Earl Hemmaway (MD Representative), Audrey Hoffman (MD Member at Large), Lyal O'Neill (Town of Claresholm Representative), Judy Van Amerongen (Town of Claresholm Member at Large/acting secretary), Pam Crone (Town of Stavely Member at Large)

1. **Meeting Called to Order** by Earl Hemmaway at 7:00 p.m.
2. **Additions to Agenda** None
3. **Acceptance:** Acceptance of Agenda as presented. Moved by Janice Binmore. Carried.
4. **Acceptance September Regular Meeting.** Moved acceptance by Audrey Hoffman. Carried.
5. **Financial Report.** August and September comparative statements moved approval by Pam Crone. Carried. Lyall O'Neill and Janice Binmore requested more comparative numbers included next time.
6. **Manager's Report** Maintenance - New Building manager to begin work in November. Rob MacOdrum hired. Victor setting lists and getting Rob on a maintenance schedule.

Roofing - Tom Hood started replacing and fixing rooves (units 1-6 and 7,8, 11, 12)

Garage - Is too full with tables and chairs from remodel. Lisa to look into sale or donation to Victory Church and/or Claresholm Housing Authority.

Homecare Requesting use of tub for outside resident. Questions arose regarding liability. Janice Binmore moved we decline use of tub, citing liability issues regarding transport of patient and use of facility by non-lodge town residents. Motion Carried.

Dean from Provincial Government sent in template to be used for 3 year plan of the Lodge.

Southern zones to be held October 24 from 1-3. Board Strategic planning to be discussed. Earl, and Lisa to attend.

7. **Recreation Report.** Moved acceptance by Lyal O'Neill. Carried.
8. **Maintenance Report.** Moved acceptance by Janice Binmore. Carried.
9. **Supportive Units (Outbacks)** Number 11 supportive unit vacant. There is a man interested but is only 61 years of age. Audrey Hoffman moved we rent unit to the gentleman anyway. All in favour. Carried.
10. **Correspondence** Letter received from T. Church requesting reimbursement of funds provided by High River Flood assistance for food expenses she did not use. Agreement was made with Porcupine Hills Lodge and Foothills Lodge. Moved by Janice Binmore that Ms. Church not be reimbursed by us, that she bring the matter to Foothills. Carried.
11. **In Camera - Personnel** Janice Binmore moved board go In Camera at 8:12 p.m. to discuss personnel issues. Carried. Janice Binmore moved we come out of camera 8:20 p.m.

PORCUPINE HILLS LODGE
REGULAR MEETING
Monday, October 6, 2014 7:00 p.m. ~ Page 2

- 12. Janice Binmore moved Lisa Anderson's (CAO) salary be increased to \$60,000 per year. Carried.
- 11. **Adjournment** Judy Van Amerongen moved meeting adjourn at 8:30 p.m. Carried.

Chairman of the Board Signature
approval of minutes as presented

Chief Administrative Officer Porcupine Hills Lodge
approval of minutes as presented