



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
OCTOBER 27, 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:

REGULAR MEETING MINUTES OCTOBER 14, 2014

DELEGATION:

CLARESHOLM COLLECTIVE

RE: Proposal for a Multi-use Social Services Facility

ACTION ITEMS:

1. **DELEGATION RESPONSE: Kandice Meister**
RE: Municipal Recording Keeping Relating to Property Flooding
2. **CORRES: Municipal District of Willow Creek**
RE: Door Prize Donations for 24th Annual “Legacy of Our Land” Banquet
3. **CORRES: Municipal District of Willow Creek**
RE: Invitation to 24th Annual “Legacy of Our Land” Banquet
4. **CORRES: Roxanne Thompson**
RE: Old Fashioned Christmas – Friday, November 28, 2014
5. **CORRES: Claresholm & District Transportation Society**
RE: Loan Request
6. **REQUEST FOR DECISION: Municipal Information Systems Inc. (Muniware)**
7. **REQUEST FOR DECISION: Claresholm & District Museum Storm Window Proposal**
8. **YEAR-TO-DATE Revenue & Expenditure Report (as at October 21, 2014)**
(Detailed report available at myclaresholm.com/council)
9. **ADOPTION OF INFORMATION ITEMS**
10. **IN CAMERA: DEVELOPMENT / LEGAL**

INFORMATION ITEMS:

1. Municipal Planning Commission Minutes – September 19, 2014
2. Claresholm & District Health Foundation – Thank You
3. Claresholm & District Transportation Society Meeting Minutes – July 18, 2014
4. Claresholm & District Transportation Society Meeting Minutes – September 19, 2014
5. Oldman River Regional Services Commission Executive Committee Meeting Minutes – August 14, 2014
6. Claresholm Arena User’s Meeting Minutes – August 6, 2014

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
OCTOBER 14, 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: Acting Chief Administrative Officer: Jeffery Gibeau; 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.

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

CARRIED

MINUTES: **REGULAR MEETING – SEPTEMBER 22, 2014**

Moved by Councillor Ford that the Regular Meeting Minutes of September 22, 2014 be accepted as presented.

CARRIED

FINANCES: **SEPTEMBER 2014 BANK STATEMENT**

Moved by Councillor McAlonan to accept the September 2014 bank statement as presented.

CARRIED

PUBLIC HEARING: **BYLAW #1599 – Unightly Premises & Snow Removal Bylaw Amendment**

Mayor Steel declared the hearing open at 7:01pm.

Mayor Steel made the first, second and third calls for submissions from the public.

No submissions either verbal or written were noted.

Mayor Steel declared the hearing closed at 7:05pm.

DELEGATIONS:

1. CLARESHOLM FIRE DEPARTMENT: Kelly Starling
RE: Update on the Co-Response Medical Unit Pilot Project

Fire Chief Kelly Starling was present to update Council on the usage and success of the Co-Response Medical Unit Pilot Project which has been ongoing since June 1st, 2014. Since the project started, they have attended to fifteen medical co-response calls and eighteen first response calls when the ambulance has been more than ten minutes from town. Kelly will continue to update Council as the pilot project continues.

2. CLARESHOLM PUBLIC LIBRARY and FAMILY & COMMUNITY SUPPORT SERVICES: Kathy Davies & Barb Bell
RE: Joint Needs Assessment Project

Kathy Davies, Librarian at the Claresholm Public Library and Barb Bell, Director of Claresholm & District FCSS, were present to speak to Council. Both programs are mandated by the provincial government and need to have an updated "Plan of Service", and instead of duplicating, they have decided to work together. They are planning to engage the public in various ways including a survey, coloring contest and a graffiti wall at the high school.

3. KANDICE MEISTER
RE: Municipal Record Keeping Relating to Property Flooding

Kandice Meister spoke to Council regarding her thoughts on how to protect prospective residents against purchasing property without knowing the history of that property. Kandice moved to Claresholm six months ago and was not made aware that the home she purchased had been flooded in the past. She asked about flooding at the time of sale and was told that there had not been any issues. She would like to see records kept so that as much information as possible would be available to prospective home buyers. A history of homes should be completed.

ACTION ITEMS:

**1. BYLAW #1599 – Unsightly Premises & Snow Removal Bylaw Amendment
RE: 2nd & 3rd Readings**

Moved by Councillor Fieguth to give Bylaw #1599, an Unsightly Premises and Snow Removal Bylaw Amendment, 2nd Reading.

CARRIED

Moved by Councillor McAlonan to give Bylaw #1599, an Unsightly Premises and Snow Removal Bylaw Amendment, 3rd and Final Reading.

CARRIED

2. POLICY #GA 10-14: Cell Phone Policy

Moved by Councillor Cutler to adopt Policy #GA 10-14, the Cell Phone Policy, effective October 14, 2014.

CARRIED

3. INFORMATION BRIEF: Multi-Use Community Building & Town Hall Open House

Referred to administration.

4. INFORMATION BRIEF: Damage at Mackin Hall

Referred to administration.

5. ADOPTION OF INFORMATION ITEMS

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

CARRIED

6. IN CAMERA: DEVELOPMENT / LEGAL

Moved by Councillor Dixon that this meeting go In Camera.

CARRIED

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

CARRIED

ADJOURNMENT: Moved by Councillor Dixon that this meeting adjourn at 8:28pm.

CARRIED

Mayor – Rob Steel

Acting Chief Administrative Officer – Jeffery Gibeau

DELEGATIONS



107 - 50 Ave. West
P.O. Box 1297
Claresholm, AB
T0L 0T0

Tel: 403-625-4417
Fax: 403-625-4851
claresholmfcss@shaw.ca
www.claresholmfcss.ca

October 23, 2014

Dear Mayor and Council,

The Claresholm Collective would like to meet with you as a delegation on Monday, October 27th 2014 to introduce our proposal for a multiuse social services facility in Claresholm with FCSS as the anchor.

Thank you,

Barbara Bell

Director, Claresholm & District FCSS

Letterhead

August 12th 2014

To Whom this Does Concern,

Re: ***"The Centre"-Making Connections in Claresholm, proposal.***

I am (or insert your organization's name here) pleased to support this much needed, innovative and collaborative approach for maximizing resources to build and strengthen the lives of all community members in Claresholm and the M.D. of Willow Creek #26.

It is clear that the network of agencies that have come together to creatively increase and better coordinate, diversified and responsive human services are committed to the residents of Claresholm and area.

The Centre is a creative response to restricted funding and increasing unmet needs. Many specialized support services are unavailable in Claresholm. Barriers of transportation, family finances, disruption to work schedules to attend appointments in other locales etc., mean that infants, children, youth and adults often do not have access to services that they require to thrive.

Putting the diverse requirements of community members first, The Centre will provide under one roof, a single point of entry, for a variety of coordinated services, information, support, learning, advocacy and referrals. Services providers will include an array of nonprofit societies who will work with all ages from infants and toddlers to children, youth and adults through to seniors. Since it is a community resources centre, stigma will be reduced and community access increased. With numerous services under one roof, scarce funds can be maximized since rent; utilities and other expenses will be shared and fractionalized.

In a common space, communication between agencies will be facilitated and partnerships fostered - leading to speedy, vibrant and dynamic service provision. The Centre will undoubtedly provide an accessible, familiar and welcoming place in which service providers will encourage, strengthen, stabilize and enrich family life and community connections. The benefits to our community members will be huge.

Thank-you,

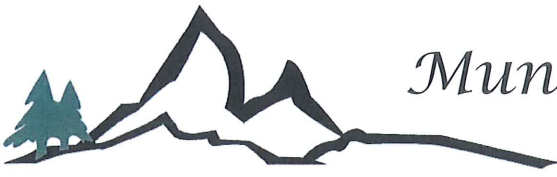
ACTION ITEMS

To whom it may concern

I, Kandice Meister, would like to speak at the next Town Council meeting. Oct 14 2014
I would like to address various issues regarding flooding in Clarendonholm.

Thank-You

Kandice Meister



Municipal District of Willow Creek

www.mdwillowcreek.com
#26, Highway 520 West,
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

October 17, 2014

TOWN OF CLARESHOLM
BOX 1000
CLARESHOLM, AB
T0L 0T0

Hello,

The Municipal District of Willow Creek No. 26 Agriculture Service Board is holding our **"24th Annual Legacy of Our Land Banquet"** on **Friday, November 7, 2014**. This year we are holding the event in Claresholm, Alberta, at the Claresholm Community Centre.

This is the year the M.D. of Willow Creek No. 26 celebrates its "60th Anniversary". This will be incorporated in to the banquet event as well.

The Legacy of Our Land is to show appreciation to our farmers, ranchers, agricultural producers and rate payers for being a vital part of our community.

The MD Agriculture Service Board is seeking "Door Prize Donations" for the above mentioned annual banquet with a value of \$50.00 or more. As in the past, your generosity is very much appreciated. This has been such a huge success. Your company will be recognized for its contribution upon presentation of the "Door Prize" and also written on our event programs for the banquet, plus recognized in the MD local newspapers

The Door Prize donation(s) can be mailed or delivered to:

Municipal District of Willow Creek No.26
c/o Agricultural Service Board
Box 550
#26 Hwy 520 West
Claresholm, Alberta
T0L 0T0

or

Please call Ron MacKay, Agricultural Fieldman Cell# (403) 625-6095 or Cindy Chisholm for pick up arrangements, (403) 625-3351 ext. 235

Thank you,

Ron MacKay
Agricultural Fieldman
MD of Willow Creek No. 26



Municipal District of Willow Creek

www.mdwillowcreek.com
#26, Highway 520 West,
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

October 21, 2014

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

RE: Invitation to be our Guests

Dear Mayor & Councillors,

The Municipal District of Willow Creek No. 26 Agriculture Service Board is holding our **24th Annual “Legacy of Our Land” Banquet** on **Friday, November 7, 2014**. This year the banquet will be in Claresholm, Alberta, at the Claresholm Community Centre.

The banquet is to show appreciation to our farmers, ranchers, agricultural producers and rate payers for being a vital part of our community. This year is the 60th Anniversary of the MD of Willow Creek No. 26. The evening will start out with a cocktail hour, followed by the dinner (catered by the Claresholm Lions Club), guest speakers and Doris Daley Cowboy Poet for the entertainment portion.

The MD of Willow Creek Agriculture Service Board would also like to **invite the Mayor and Councillors of the Town of Claresholm**. Please find enclosed (14) fourteen tickets to the banquet. Please call the MD office to confirm who will be attending.

Please call Ron MacKay, Agricultural Fieldman Cell# (403) 625-6095 or Cindy Chisholm, if you any questions and to confirm who will be attending. (403)625-3351 ext. 235

Thank you,

Ron MacKay
Agricultural Fieldman
MD of Willow Creek No. 26



October 15, 2014

Town of Clareholm
Mayor and Town Council

RE: Old Fashion Christmas

I am writing to let you know that we are planning Old Fashion Christmas kick-off to the Christmas shopping season in Clareholm for Friday, November 28.

We are planning the usual events in the downtown core and most of the kick-off activities will take place in the downtown parking lot.

I have reserved the ATCO Stage for our Mini Christmas concert and would like to park it in the downtown parking lot. I would like the parking lot barricaded for the evening to allow for the usual bonfire and wagon rides as well. The tree lighting will take place around 6 or 6:30 p.m.

As usual I will make arrangements with Mike and the town crew for tree decorating and the set up of barricades, as well as the fire pit.

If you require any further information I would be happy to answer any questions you may have.

Sincerely

Roxanne Thompson



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**

Transportation – Monthly Activity Report			MARCH						
TRIP ORIGIN	SUBSIDY	NON-SUB	INTERHOS	ORIGIN		DESTINATION			
CALGARY	0	0	0	0	0%	280	28%		
LETHBRIDGE	0	0	0	0	0%	297	29%		
HIGH RIVER/OKO	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							

**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.

A handwritten signature in black ink, appearing to read 'Warren Ball', written over the printed name.

Warren Ball-President

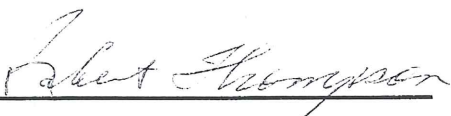
**CLARESHOLM & DISTRICT TRANSPORTATION SOCIETY
BALANCE SHEET
AS AT MARCH 31, 2014
UNAUDITED-SEE NOTICE TO READER**

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



REQUEST FOR DECISION

Meeting: October 27, 2014
Agenda Item: 6

MUNICIPAL INFORMATION SYSTEMS INC. (MUNIWARE)

DESCRIPTION:

Administration is requiring Council's approval to sign the 2015 Software Support Agreement and the updated Software License Agreement with Municipal Information Systems Inc. for the Town of Claresholm's usage of Muniware computer software.

BACKGROUND:

The Town of Claresholm has had a relationship with Municipal Information Systems Inc. since prior to 1989. The current software system, Muniware, has been in use by the Town of Claresholm since 1997 and this system works very well for our purposes. It is specifically a municipality-g geared software program that serves all facets of the Town of Claresholm's day-to-day needs. Included is accounts receivable, accounts payable, business licensing, animal licensing, property taxes and utility billing, among others.

COSTS/ SOURCE OF FUNDING:

1. The 2015 Software Support Agreement includes a support/maintenance fee in the amount of \$931.74 per month under #9. As noted in the cover letter, this is a two-percent (2%) increase over 2014, which was \$913.47 per month.
2. The total cost for software support in 2015 would be \$11,180.80, an increase of \$219.24 over the year.
3. There is no additional cost for the updated Software License Agreement.

RECOMMENDED ACTION:

1. Council pass a resolution to accept the updated Software License Agreement and the 2015 Software Support Agreement with Municipal Information Systems Inc. as presented.

PROPOSED RESOLUTION:

1. Moved by Councillor _____ to accept the updated Software License Agreement and the 2015 Software Support Agreement with Municipal Information Systems Inc. as presented.

Attachments:

1. Cover letter from Municipal Information Systems Inc. (Muniware).
2. Updated Software License Agreement with Municipal Information Systems Inc.
3. 2015 Software Support Agreement with Municipal Information Systems Inc.

Applicable Legislation: Not applicable.

Prepared By: Karine Wilhauk, Secretary-Treasurer

DATE: October 24, 2014



Box 3021, 10013 - 100 Ave
Morinville, Alberta T8R 1R9

ph: 780-939-4000
fax: 780-939-3228

feedback@muniware.com
muniware.com

October 10, 2014

TOWN OF CLARESHOLM
BOX 1000
CLARESHOLM, AB, T0L 0T0

Re: 2015 Software Support Agreement and Software License Agreement

Attention: Kris Holbeck

Please find enclosed with this letter two (2) copies of your 2015 Software Support Agreement, noting that there is a two-percent (2%) increase to the Software Support Agreement for the 2015 year.

In addition to the 2015 Support Agreement, we have updated the format and content of our Software License Agreements and have also enclosed two (2) copies of this document, for your review and signature.

Please retain one signed copy of both the Software Support Agreement and the revised Software License Agreement for your records, and return the other signed copy of each of these documents to our office.

On behalf of myself and my MuniWare colleagues, I would like to thank you for your continued partnership with us, and look forward to assisting you in meeting your future organizational goals.

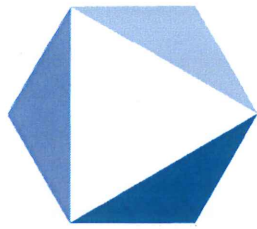
Should you have any questions or concerns regarding these Agreements, please feel free to contact me directly.

Sincere regards,



Brandi Whiting,
CEO, Director of Operations
Municipal Information Systems Inc. (MuniWare)

cc: Gwenn Richard
Administrative Office Manager



MUNIWARE

LOCAL GOVERNMENT FINANCIAL SOFTWARE

MUNICIPAL INFORMATION SYSTEMS INC.

SOFTWARE LICENSE AGREEMENT

This Agreement is made effective as of the _____ day of _____ 20____

BETWEEN:

TOWN OF CLARESHOLM

(Hereinafter referred to as "MUNICIPALITY")

AND

MUNICIPAL INFORMATION SYSTEMS INC.

(Hereinafter referred to as "MUNIWARE")

WHEREAS MUNIWARE has developed Software for use in **TOWN OF CLARESHOLM** and; WHEREAS MUNICIPALITY wishes to obtain a license to use the Software for these purposes; and

NOW THEREFORE, in consideration of the premises and mutual covenants contained herein, the parties agree as follows:

1. DEFINITIONS

"SOFTWARE" shall mean MUNIWARE's computer software in either executable or source code format as provided herein and all such other documentation accompanying such software for the purposes contemplated hereunder. SOFTWARE also means the computer software regardless of the form in which MUNICIPALITY subsequently uses it.

2. LICENCE

MUNIWARE hereby grants to MUNICIPALITY a non-exclusive licence to use the SOFTWARE as long as MUNICIPALITY complies with the terms of this agreement and the Annual Software Support Agreement to be entered into annually by MUNICIPALITY and MUNIWARE. Legal and beneficial title to all intellectual property of any nature related to the SOFTWARE shall remain with MUNIWARE.

3. CONFIDENTIALITY and COPYRIGHT

MUNICIPALITY acknowledges and agrees that MUNIWARE owns all copyright, trade secret, patent and other proprietary rights in and to SOFTWARE, and SOFTWARE is protected by all applicable national and international copyright laws. MUNICIPALITY

shall treat the SOFTWARE as it would treat any other copyrighted material. MUNICIPALITY shall prevent all unauthorized copying of the SOFTWARE.

4. USE

MUNICIPALITY may:

- 4.25. Use the SOFTWARE on all devices owned by MUNICIPALITY.
- 4.26. Make copies of the SOFTWARE for archival and back up purposes only, provided MUNICIPALITY places a label on the outside of the back up media (diskette, compact disc or any other applicable media) showing all trademark and copyright notices that appear on the original SOFTWARE media;
- 4.27. Assign its rights under this agreement to another party but only if the assignee agrees in writing to accept the terms and conditions of this agreement and only with the prior **written** consent of MUNIWARE which consent may be arbitrarily withheld by MUNIWARE. No assignment shall serve to release or relieve MUNICIPALITY from its obligations hereunder. If MUNIWARE consents to an assignment of this agreement, MUNICIPALITY shall either transfer the back up copy of SOFTWARE to the assignee or destroy the backup copy of the SOFTWARE not transferred.

5. RESTRICTIONS

In no way does this SOFTWARE license confer any right upon MUNICIPALITY to license, sublicense, sell, or otherwise authorize the use of SOFTWARE, whether in executable form, source code or any other form, by any third parties. Unless express **written** permission is granted by MUNIWARE, MUNICIPALITY may not:

- 5.49. Copy, distribute, rent, lease, transfer, assign or sublicense all or any portion of the SOFTWARE or the accompanying documentation and SOFTWARE manual, or assign MUNICIPALITY'S rights hereunder except in accordance with article 4.3 of this agreement;
- 5.50. Develop products for sale based on the SOFTWARE;
- 5.51. Use the SOFTWARE to provide services to third parties;
- 5.52. Share, disseminate or circulate either by print or electronic media any part of the SOFTWARE or any of its proprietary features with anyone other than employees of MUNICIPALITY;
- 5.53. Reverse engineer, decompile or disassemble the SOFTWARE; and
- 5.54. Use the SOFTWARE for security or military purposes.

6. COMPLIANCE AUDIT

- 6.25. MUNICIPALITY shall provide information, in formats and intervals specified by MUNIWARE, relating to usage of SOFTWARE for the purposes of verifying compliance with the terms of this agreement by the MUNICIPALITY as specified by MUNIWARE from time to time.
- 6.26. MUNIWARE reserves the right to conduct audits to verify MUNICIPALITY'S compliance with this agreement based on table usage for modules purchased.
- 6.27. MUNIWARE shall have the right to conduct annual and periodic reviews with MUNICIPALITY to ensure that MUNIWARE has an updated list of current authorized employees in order to control/manage access to the SOFTWARE.

7. TERMINATION:

- 7.25. This agreement is effective until terminated. MUNIWARE SHALL HAVE THE RIGHT TO TERMINATE THIS LICENSE AGREEMENT AT ANY TIME IF MUNICIPALITY VIOLATES ANY PROVISIONS OF THIS AGREEMENT OR THE ANNUAL SOFTWARE SUPPORT AGREEMENT IN EFFECT AT THAT TIME. Such termination shall be in addition to and not in lieu of any legal remedies available to MUNIWARE. MUNIWARE reserves the right to terminate this agreement at any time for any reason of misuse or abuse of SOFTWARE by MUNICIPALITY as determined by MUNIWARE in its sole discretion. Notwithstanding the foregoing, either party may terminate this Software License Agreement for any reason upon 30 days prior written notice to the other party.
- 7.26. MUNICIPALITY acknowledges and agrees that the license granted hereunder shall be automatically terminated without liability to MUNIWARE in the event of termination of any Annual Software Support Agreement between MUNIWARE and MUNICIPALITY.
- 7.27. Upon termination of this agreement, MUNICIPALITY shall immediately discontinue use of the SOFTWARE and immediately erase the SOFTWARE from MUNICIPALITY'S computer(s), server(s) and virtual storage device(s) and return the SOFTWARE and accompanying documentation including all back up and archived copies to MUNIWARE. Within 30 days after termination of this Software License Agreement, MUNICIPALITY will furnish to MUNIWARE a certificate signed by an authorized signing officer who certifies that, through its best effort and to the best of its knowledge, the original and all copies, in whole or in part and in any form, of SOFTWARE have been destroyed. The provisions of Sections 3, 5, 6, 7, and 8 hereof shall survive any termination of this agreement.

8. LIABILITY, WARRANTY DISCLAIMER, INDEMNIFICATION:

- 8.25. The SOFTWARE is furnished "AS-IS" and MUNIWARE shall not be liable for any monetary damages whatsoever with respect to MUNICIPALITY's use of the SOFTWARE hereunder, nor shall MUNIWARE be liable for any special indirect, incidental or consequential damages arising out of the licensed rights granted in this agreement, even if MUNIWARE is advised of such damages. The entire risk as to the results and performance of the SOFTWARE is assumed by MUNICIPALITY.
- 8.26. The SOFTWARE is licensed to MUNICIPALITY without any warranties whatsoever whether express, implied or statutory, INCLUDING WITHOUT LIMITATION ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE except as expressly stated herein. No representative of MUNIWARE has been authorized to make any representation, warranty, or promise not contained herein. MUNIWARE warrants that the media on which the SOFTWARE is furnished will be free from defects in materials and workmanship under normal use for a period of 30 days from the date hereof. MUNIWARE'S liability and MUNICIPALITY's exclusive remedy shall be the replacement of the SOFTWARE if the media on which the SOFTWARE is furnished proves to be defective. This warranty is void if the media defect has resulted from accident, abuse, or misapplication. Any replacement of the SOFTWARE will be warranted for the remainder of the original 30 day warranty period.
- 8.27. MUNICIPALITY agrees to indemnify, hold harmless and defend MUNIWARE, its directors, officers, employees, contractors, subcontractors and agents; against any and all claims arising out of the exercise of any rights under this agreement, including, without limiting the generality of the foregoing, against any damages, losses or liabilities whatsoever with respect to death or injury to person or damage to property arising from or out of the possession, use or operation of the SOFTWARE by MUNICIPALITY.

9.0 NOTICES

All notices in connection with this Software License Agreement shall be in writing and may be given by certified, registered, or first class mail or personally delivered at the address set forth on the front page. For the purposes of this Software License Agreement, a notice shall be deemed effective upon personal delivery to the party or if by mail five days after proper deposit in a mail box.

10.0 MANDATORY TRAINING

In order to ensure the integrity and proper use of the SOFTWARE, MUNICIPALITY acknowledges and agrees that the license granted hereunder for the SOFTWARE shall include mandatory training for each module licensed as DETAILED by MuniWare in the accepted quotation and Software Installation & Custom Services Agreement, or for subsequent modules licensed in the future that form part of the SOFTWARE.

11.0 ENTIRE AGREEMENT

This agreement constitutes the entire agreement between the parties pertaining to the subject matter hereof.

12.0 GOVERNING LAW

This Agreement is governed by the laws of the Province of Alberta, Canada. Each of the parties hereto irrevocably attorns to the jurisdiction of the courts of the Province of Alberta.

IN WITNESS WHEREOF the parties have executed this Agreement as of the date first written above.

TOWN OF CLARESHOLM

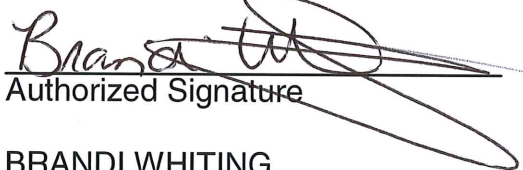
Authorized Signature

Name

Title

Date

MUNICIPAL INFORMATION SYSTEMS INC.



Authorized Signature

BRANDI WHITING

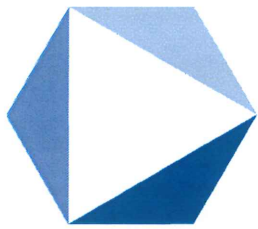
Name

CEO, Director of Operations

Title

October 10, 2014

Date



MUNNWARE

LOCAL GOVERNMENT FINANCIAL SOFTWARE

MUNICIPAL INFORMATION SYSTEMS INC.

2015 SOFTWARE SUPPORT AGREEMENT

This Agreement is made effective as of the _____ day of _____ 20____

BETWEEN:
TOWN OF CLARESHOLM
(Hereinafter referred to as "MUNICIPALITY")
AND
MUNICIPAL INFORMATION SYSTEMS INC.
(Hereinafter referred to as "MUNIWARE")

WHEREAS the parties have entered into a Software License Agreement and a Software Installation Services Agreement.

NOW THEREFORE in consideration of the mutual terms, covenants and conditions contained herein, the parties agree as follows:

TERM

This agreement will commence on the date written above and continue for a term of one year thereafter unless otherwise terminated in accordance with the provisions of this agreement (the "Term").

SOFTWARE SUPPORT SERVICES

MUNIWARE shall provide the following software support services to MUNICIPALITY during the Term:

1. Software maintenance and support between the hours of 7:30 A.M. and 5:30 P.M. Mountain Standard Time Monday through Friday except Statutory Holidays. Maintenance and support will be provided only with respect to versions of the Software that are being supported by MuniWare.
2. Minor releases or minor updates to MUNIWARE Software including the provision of error corrections and/or updates from time to time at no additional charge provided such releases or updates occur during the Term. Minor releases and minor updates are reflected by a change in the second digit of the rev number (right of the decimal),

in most cases. Notwithstanding the foregoing, the decision as to whether a software release or update is of a minor nature shall be made in the sole discretion of MUNIWARE, acting reasonably.

3. Modem/Internet support for MUNIWARE Software.
4. Custom enhancement will be considered and evaluated with the development of additional upgrades and/or additions to the software for MUNICIPALITY'S specific use. MUNIWARE will respond to MUNICIPALITY'S reasonable requests for additional services pertaining to the software, including, data conversion, additional functionality, additional reports, and report-formatting assistance (such services referred to as the "additional services"). MUNIWARE reserves the right to charge additional fees for custom enhancements and the additional services. MUNIWARE will not undertake additional custom enhancements or any additional services without first providing MUNICIPALITY with a cost estimate of the work and receiving a signed work order for the requested services. MUNICIPALITY acknowledges and agrees that MUNIWARE retains exclusive ownership of all customizations and reserves the right to include customizations in future releases of the software.
5. At MUNIWARE'S discretion, MUNIWARE may provide maintenance and support services at the MUNICIPALITY'S office. MUNIWARE reserves the right to charge additional fees for this service and MUNICIPALITY agrees to reimburse MUNIWARE for all related traveling expenses including, without limitation, all costs for board and lodging.

SUPPORT SERVICES NOT INCLUDED

This SOFTWARE SUPPORT AGREEMENT pertains only to software that was licensed by MUNIWARE to the MUNICIPALITY pursuant to the SOFTWARE LICENSE AGREEMENT referenced above. Items **not** covered under this 2015 SOFTWARE SUPPORT AGREEMENT include, but are not limited to the following:

1. Accounting procedures including reconciliation and account balancing.
2. Database manipulations including the retrieval of lost or deleted database items.
3. Correcting errors resulting from improper use of the software.
4. Training of new employees or re-training of existing employees outside of the mandatory training requirements detailed in the SOFTWARE LICENSE AGREEMENT.
5. Any work that requires MUNIWARE personnel to attend the MUNICIPALITY'S office
6. Data file conversions.

7. Emergency Support (support initiated outside of normal MUNIWARE business hours).
8. Custom design / development work or process consultations.
9. Installation of the licensed software on computers that do not meet MUNIWARE'S minimum requirements.
10. Improper installation by MUNICIPALITY or use of the licensed software and related products that deviates from any operating procedures established by MUNIWARE in the applicable documentation.
11. Modification, alteration, addition or attempted modification, of the licensed software undertaken by persons other than MUNIWARE or MUNIWARE'S authorized representatives.
12. Installation, configuration of new hardware or consultations with 3rd parties (i.e. computers, servers, printers, and other non-MUNIWARE software or technology. Further to this, work requiring more technical attention should be scheduled in a timely manner with MUNIWARE staff.)

If any of the above work is requested by the MUNICIPALITY, MUNIWARE will issue a separate billing detailing work performed and billed in ¼ hour segments at the following rates:

Labour (in-house)	\$ 85.00 per hour plus GST
Labour (on-site)	\$ 120.00 per hour plus GST
Travel Time	\$ 50.00 per hour plus GST
Mileage	\$ 0.55 per km plus GST
On / Off Site Training	\$ 750.00 per day plus GST
Emergency Support (outside of normal MuniWare business hours)	\$ 125.00 per hour plus GST
Custom design work or process consultations	\$ 100 per hour plus GST
Third Party Licensing costs incurred by MuniWare to carry out operational concerns, based on the nature of the business as determined by MuniWare	At Cost
Subsistence (lodging, meals, etc.)	At Cost
User Group	\$ 370.00 per person plus GST (est. cost)

RESPONSIBILITIES OF MUNICIPALITY

MUNIWARE'S provision of the SOFTWARE SUPPORT SERVICES set out above shall be subject to compliance with the following during the Term:

1. MUNICIPALITY shall, during normal business hours, provide MUNIWARE with access to MUNICIPALITY premises, personnel and equipment as reasonably required by MUNIWARE. This access must include the ability to dial-in to the equipment on which the software is operating and to obtain the level of access necessary to support the software.
2. MUNICIPALITY shall provide supervision, control and management of the use of the software in accordance with the SOFTWARE LICENSE AGREEMENT.
3. MUNICIPALITY shall implement procedures for the protection of information and implement backup facilities in the event of errors or malfunction of the software.
4. MUNICIPALITY shall document and promptly report all errors or malfunctions of the software to MUNIWARE using MUNIWARE ticketing system. Failure to promptly report errors or malfunctions shall entitle MUNIWARE, in its discretion and acting reasonably, to charge additional fees for MUNIWARE services arising as a result of the delay in such reporting. MUNIWARE shall carry out procedures for the rectification of errors or malfunctions within a reasonable time after notification of such errors or malfunctions have been received from MUNICIPALITY.
5. MUNICIPALITY shall, maintain regular scheduled current backup copies of all programs and data. (i.e. at a minimum, databases should be backed up once a day)
6. MUNICIPALITY agrees not to use or transfer prior versions of the software and shall destroy or archive in the manner directed by MUNIWARE.
7. MUNICIPALITY shall properly train its personnel in the use and application of the software and the equipment on which it is used in accordance with guidelines established by MUNIWARE, including, without limitation, guideline for training of any new staff and retraining of existing staff in the use of the software, noting that mandatory training from MUNIWARE shall be quoted and detailed for all new modules licensed or new personnel employed by the MUNICIPALITY within the current support agreement time frame.
8. MUNICIPALITY acknowledges and agrees that the software is only for use by employees of MUNICIPALITY and MUNICIPALITY shall not allow or permit anyone who is not an employee of MUNICIPALITY to use the software without express written consent of MUNIWARE.

9. MUNICIPALITY agrees to pay a support/maintenance fee in the amount of **\$931.74** per month during the term of this agreement. The support/maintenance fee is due and payable in full within 30 days after the date of being invoiced. Any amounts not paid when due are subject to interest at a rate of 1.0% per month (12% per annum) until paid in full. This agreement will apply to any additional software licensed to MUNICIPALITY by MUNIWARE subsequent to the signing of this agreement and all costs and charges relating to the software support services provided by MUNIWARE hereunder in relation to such additional software shall be invoiced at the monthly rate set out above and prorated and billed to MUNICIPALITY separately at the rates set out herein, such payments due and payable by MUNICIPALITY upon receipt of MUNIWARE'S invoice and subject to late payment interest at the rate set out above. MUNICIPALITY acknowledges and agrees that additional support services must be paid for all additional MUNIWARE software licensed to MUNICIPALITY.

GENERAL

Either party may terminate this agreement by giving 30 days prior written notice of such termination to the other party. Termination of this agreement shall be deemed to be a termination of all SOFTWARE LICENSE AGREEMENTS between MUNICIPALITY and MUNIWARE.

All notices in connection with this agreement shall be in writing and may be given by certified, registered, or first class mail or personally delivered at the address set forth on the front page. For the purposes of this agreement, a notice shall be deemed effective upon personal delivery to the party or if by mail five days after proper deposit in a mail box.

This agreement is governed by the laws of the Province of Alberta, Canada. Each of the parties hereto irrevocably attorns to the jurisdiction of the courts of the Province of Alberta.

This agreement constitutes the entire agreement between the parties pertaining to the subject matter hereof.

Each party acknowledges that they have read this agreement, understand it, and agree to be bound by its terms.

TOWN OF CLARESHOLM

Authorized Signature

Name

Title

Date

MUNICIPAL INFORMATION SYSTEMS INC.



Authorized Signature

BRANDI WHITING

Name

CEO, Director of Operations

Title

October 10, 2014

Date



REQUEST FOR DECISION

Meeting: October 27, 2014
Agenda Item: 7

CLARESHOLM & DISTRICT MUSEUM STORM WINDOW PROPOSAL

BACKGROUND:

The Claresholm & District Museum board is asking the Town of Claresholm to continue to support a 2012 grant for the museum that was awarded from Alberta Historical Resource Foundation (AHRF). At that time the amount of \$2,550.00 was granted for the project with the remaining \$3,425.00 allocated from the Town's budget. Since then the original contractor is no longer able to complete the project, new quotes have been gathered with the most competitive being \$15,225.00. This quote does not include painting or installation. It is important to note, that the storm windows are required to be a close replica of the original windows to assure that grant funds are released.

The 1912 Claresholm Depot, made of sandstone blocks from the original 1893 Calgary train station, is a registered Alberta Provincial Historic Resource. This means that the Town of Claresholm can apply for government funding to help cover maintenance costs of the building, but, strict guidelines must be adhered to as to replicate any upgrades to the building as closely to their original integrity as possible as to maintain the historic look of the building.

DESCRIPTION:

The Claresholm & District Museum wishes to write a new grant application to AHRF asking for addition funding for this project. The Claresholm & District Museum would like the Town of Claresholm support for the grant application in the form of a letter of support as well as matching funds from anywhere between 50%-80% depending on what is awarded from the AHRF (Town portion: \$7,612.00 - \$12,180.00).

DISCUSSION:

The importance of the storm windows is to protect the primary windows of the 1912 historic structure, improve thermal performance, and to give the exterior of the station a more uniform and historically correct appearance. The storm windows of the structure are character-defining.

The Claresholm & District Museum board realizes the importance of this historic resource to draw the over 4,500 visitors that come through the Claresholm Museum and Visitor Information Centre annually, many of which spend money in the community by eating at local restaurants and/or buying fuel at local gas stations. The vast majority of the visitors to the depot building leave with a positive comment on the beauty and quality of this well-preserved structure. It is important that this is maintained as the historic train station is a landmark for the Town.

The Claresholm & District Museum Board is asking for the Town's continued support on the project as the building's storm windows were originally in the care of the Town when half of them went missing after going into storage for the winter. They have since not been found.

COSTS/ SOURCE OF FUNDING (if applicable):

The proposal by the Claresholm & District Museum is for the Town of Claresholm to match funds in the amounts from anywhere between 50%-80% depending on what is awarded from the AHRF grant (Town portion: approx. \$7,612.00 - \$12,180.00). The amount of funding received is dependent on the government budget for the program and the amount of project grants the program receives in a fiscal year.

RECOMMENDED ACTION:

1. Administration recommends the funding request be referred to the 2015 budget and the Town of Claresholm write a letter of support for the grant application in the New Year.

Or

2. Administration recommends the funding request be referred to the 2015 budget and the Town of Claresholm write a letter of support for the grant application now so the application can be submitted.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to refer the proposal to the 2015 budget and write a letter in support of the grant application.

ATTACHMENTS:

- 1.) Museum Board correspondence dated September 4, 2014
- 2.) Government of Alberta approval letter dated November 14, 2012.

PREPARED BY: Miranda Grol, Museum Executive Director

APPROVED BY: Jeff Gibeau – Acting CAO

DATE: October 17, 2014



Claresholm & District Museum

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

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

September 4, 2014

Storm Window Proposal

Objective: Increase in funding from the Town of Claresholm to purchase new Storm Windows for the CPR Depot.

Background:

2012 – The Claresholm & District Museum wrote a successful grant to the Alberta Historical Resource Foundation (AHRF), with the approval of Town Council, to replace 10 storm windows (6 – 34”x79”; 4 – 31” x 36”) on the CPR depot that went missing after they were placed in storage by the Town for the winter.

The original grant was written for \$5985.00 with the work being done by a local citizen. The AHRF awarded the museum \$2,550 for the project with the remaining \$3,425.00 coming from the Town budget.

Since the grant was written, the original contractor is no longer able to do the work. New quotes were received with the most competitive quote coming from Gerto Cabinets & Furniture, Claresholm: \$15,225.00, which does NOT include painting or installation.

The museum wishes to write a new grant to the AHRF asking for more funding to replace the storm windows since we were unable to find a new quote closer to the original 2012 grant amount. The contractor, Gerto Cabinets & Furniture was suggested by the AHRF. It is important to use a reputable contractor, as, if the storm windows are not made closely replicating the original windows, the AHRF has the right to withhold funds.

We are asking the Town of Claresholm to match the funds for our new storm window grant. The matching funds could be anywhere between 50% - 80% of the cost depending on the amount of funding received by the AHRF. Town portion: \$7,612.00 - \$12,180.00.

If the Town wishes to go ahead with a new grant, the AHRF requires to be notified of this by the Town in writing.

November 14, 2012

File: 4204-012 A

Kris Holbeck, CAO
Town of Claresholm
Box 1000
Claresholm, AB T0L 0T0

Dear Ms. Holbeck:

Re: Project Approval: Canadian Pacific Railway Station Building, Claresholm

Please find enclosed a document granting Ministerial Approval for the proposed restoration of ten missing exterior storm windows on the Claresholm CPR Station (Museum). The approval is issued on the condition that the window design and assembly be reviewed with me before the work proceeds.

The Project Approval is not a commitment for financial assistance. It indicates only that the work outlined in the project description will satisfy conservation standards and guidelines if the project is carried out according to the conditions set out in the Project Pre-Certification. (A funding application submitted in August is currently under review by the Alberta Historical Resources Foundation.) If there are any questions about the conservation grant program, please contact me or Carina Naranjilla, the AHRF Grants Program Coordinator, at 780-431-2305.

If you have any questions relating to the Project Approval, please call me at 403-297-4088 (toll-free through 310-0000). Thank you very much.

Best regards,



Fraser Shaw
Heritage Conservation Adviser

Cc: Trisha Carleton, Claresholm Museum

Enclosures.

Project Information

Historic Place: Canadian Pacific Railway Station Building, Claresholm
Location: 5126 Highway 2, Claresholm, Alberta
HRM file reference: 4204-012 A
Legal description: Plan 9212040, Block 10, Lot 2
Owner: Town of Claresholm
Owner address: Box 1000, Claresholm, AB T0L 0T0
Fiscal year: 2012-2013

Proposed Intervention(s)

Primary treatment: Restoration
Summary of interventions: Restoration of ten missing exterior storm windows
Start date: November 2012 Completion date: June 2013

Approval is recommended. Please see attached Project Pre-Certification for detailed descriptions. There is one (1) specific condition associated with this Approval.

Approval

Pursuant to Section 20(9) and (10) of the *Alberta Historical Resources Act*, which states:

Section 20(9) Notwithstanding any other Act, no person shall

- a) destroy, disturb, alter, restore, repair any historic resource or land that has been designated under this section, or
- b) remove an historic object from an historic resource that has been designated under this section,
- c) without written approval of the Minister.

Section 20(10) The Minister, in his absolute discretion, may refuse to grant an approval under subsection (9) or may make the approval subject to such conditions as he considers appropriate.

- I do hereby approve this project proposal as described in the attached Project Pre-Certification.
- I do hereby reject this project proposal for the reasons stated below.

Comments:



Assistant Deputy Minister

13-11-12

Date Issued

Responsible for the administration of Section 20(9) and (10) of the *Alberta Historical Resources Act*

Project Information

Historic Place: Canadian Pacific Railway Station Building, Claresholm
Designation status: Provincial Historic Resource
HRM file reference: 4204-012 A
Report date: November 6, 2012

Documents Reviewed

1. Statement of Significance (appended below).
2. AHRF grant file no. HR-3081-12S.
3. Email correspondence from Fraser Shaw (HRM Branch) to Trisha Carleton (Claresholm Museum) regarding replication of storm windows, dated 10 November 2011.

Description of Intervention(s):

Storm window restoration. The proposed work consists of the reproduction of ten missing exterior storm windows based on existing prototypes. The purpose of the project is to protect the primary windows, improve thermal performance, and to lend the station exterior a more uniform and historically correct appearance.

Evaluation of Proposed Intervention against the Statement of Significance and the Standards and Guidelines for the Conservation of Historic Places in Canada:

Statement of Significance:

The heritage value of the Canadian Pacific Railway (C.P.R.) Station Building in Claresholm lies in its service as the main facilitator of transport to the town and district from 1911 to 1966; its architectural and craftsmanship quality, in particular the use of sandstone as a building material; and its importance as a regional landmark. The fenestration pattern, and the configuration of the windows (and storm windows) are character-defining. Though not included in the Statement of Significance, the paint colours should also be treated as character-defining.

Standards and Guidelines:

Construction of missing storm windows is a rehabilitation treatment subject to Standards 1 through 12 (appended to this report) and the following Standard in particular:

Standard 10 (rehabilitation): Repair rather than replace character-defining elements. Where character-defining elements are too severely deteriorated to repair, and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements. Where there is insufficient physical evidence, make the form, material and detailing of the new elements compatible with the character of the historic place.

Conservation and Technical Considerations:

With the surviving storm windows serving as prototypes, new storm windows should satisfy the following criteria:

- Traditional construction of wood (fir) with mortise-and-tenon joints, glazing, linseed oil glazing putty,
- Design to match the existing storm windows (which may vary by window type) in overall configuration as well as in details such as muntin and sash thicknesses and profiles and provision for venting,
- Windows to be primed and painted to match historic colour scheme, as established on existing original storm windows (cream, in this case),
- Storm windows to be secured using suitable traditional fastening hardware (e.g. butterfly fasteners or similar).

Archaeological Considerations:

- Not applicable: no soil disturbance anticipated
- No HRIA recommended (Section 31, *Historical Resources Act*)
- HRIA recommended (Section 37, *Historical Resources Act*) – issued separately

Approval Recommendation and Specific Conditions:

Approval is recommended for this intervention, subject to the following specific condition:

1. Review the window design and construction with the Heritage Conservation Adviser before the work proceeds.

Figures



1. View from east, with some storm windows in place. 2012-07-05



2. Detailed view showing primary window and original storm window in place, at right. 2012-07-05

General Conditions

1. All work must be carried out to the highest standards of craftsmanship and shall meet all applicable codes and zoning requirements.
2. The work proposed should be completed in the time specified.
3. Upon completion, the project shall be subject to a final inspection by the Historic Places Stewardship Program.
4. All alterations or changes to the project proposal must be brought to the attention of the Heritage Conservation Adviser and have approval in writing prior to commencement.
5. Projects applying for financial assistance shall meet all requirements of the Alberta Historical Resources Foundation's Heritage Preservation Partnership Program.



Heritage Conservation Adviser (Fraser Shaw)

November 6, 2012

Date Issued

Standards for the Conservation of Historic Places in Canada

http://www.pc.gc.ca/docs/pc/guide/nldclpc-sqchpc/sec2/page2b_e.asp

General Standards: Preservation (all projects)

1. Conserve the heritage value of a historic place. Do not remove, replace, or substantially alter its intact or repairable character-defining elements. Do not move a part of a historic place if its current location is a character-defining element.
2. Conserve changes to a historic place which, over time, have become character-defining elements in their own right.
3. Conserve heritage value by adopting an approach calling for minimal intervention.
4. Recognize each historic place as a physical record of its time, place and use. Do not create a false sense of historical development by adding elements from other historic places or other properties or by combining features of the same property that never coexisted.
5. Find a use for a historic place that requires minimal or no change to its character-defining elements.
6. Protect and, if necessary, stabilize a historic place until any subsequent intervention is under-taken. Protect and preserve archaeological resources in place. Where there is potential for disturbance of archaeological resources, take mitigation measures to limit damage and loss of information.
7. Evaluate the existing condition of character-defining elements to determine the appropriate intervention needed. Use the gentlest means possible for any intervention. Respect heritage value when undertaking an intervention.
8. Maintain character-defining elements on an ongoing basis. Repair character-defining elements by reinforcing their materials using recognized conservation methods. Replace in kind any extensively deteriorated or missing parts of character-defining elements, where there are surviving prototypes.
9. Make any intervention needed to preserve character-defining elements physically and visually compatible with the historic place, and identifiable upon close inspection. Document any intervention for future reference.

Additional Standards Relating to Rehabilitation

10. Repair rather than replace character-defining elements. Where character-defining elements are too severely deteriorated to repair, and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements. Where there is insufficient physical evidence, make the form, material and detailing of the new elements compatible with the character of the historic place.
11. Conserve the heritage value and character-defining elements when creating any new additions to a historic place or any related new construction. Make the new work physically and visually compatible with, subordinate to and distinguishable from the historic place.
12. Create any new additions or related new construction so that the essential form and integrity of a historic place will not be impaired if the new work is removed in the future.

Additional Standards Relating to Restoration

13. Repair rather than replace character-defining elements from the restoration period. Where character-defining elements are too severely deteriorated to repair and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements.
14. Replace missing features from the restoration period with new features whose forms, materials and detailing are based on sufficient physical, documentary and/or oral evidence.

Statement of Significance

Description of Historic Place

The Canadian Pacific Railway (C.P.R.) Station Building in Claresholm is a one and one-half storey rectangular, sandstone railway station of the pre-World War One period, located in downtown Claresholm immediately adjacent to Highway 2.

Heritage Value

The heritage value of the Canadian Pacific Railway (C.P.R.) Station Building in Claresholm lies in its service as the main facilitator of transport to the town and district from 1911 to 1966, its architectural and craftsmanship quality, in particular the use of sandstone as a building material, and its importance as a regional landmark.

The station represents C.P.R. activity in southern Alberta since the 1890s. Claresholm became a station stop when the Calgary and Edmonton Railway extended south from Calgary in 1891. The station served the town and a relatively large district in the era of settlement, through the transport of both freight and passengers and by facilitating communication through the use of the telegraph. The volume of rail transport declined in the mid-1950s, and by 1966 the station was no longer required for use by the C.P.R. At that time it remained on its original site and was converted to serve as a community museum.

The building is very significant for its architectural and craftsmanship qualities and the use of sandstone as a station building material. It was constructed from the original 1893 sandstone 9th Avenue C.P.R. Depot in Calgary, which was dismantled and reassembled in Claresholm in 1911-12 (the west wing) and High River (the east wing) - producing the only two remaining sandstone railway stations in Alberta. The station building has retained a very high degree of its original integrity of design, style and method of construction.

It is a significant well-known regional landmark owing to its prominent location adjacent to Highway 2 in central Claresholm.

Source: Alberta Culture and Community Spirit, Historic Resources Management Branch (File: Des. 631)

Character-Defining Elements

The character-defining elements of the Canadian Pacific Railway (C.P.R.) Station Building in Claresholm include:

- form, scale and massing;
- rusticated sandstone masonry blocks and sandstone chimney;
- rectangular footprint of the typical C.P.R. station model of the period (i.e. baggage and express offices located between the freight and passenger rooms; but without the agent's residence);
- hipped roof of cedar shingle and wide unenclosed overhanging eaves that circle the entire structure, supported by decorative brackets. Offset dormers on both the east and west side of the building;

- main entrance situated north of centre on the west side;
- fenestration pattern;
- transoms above the trackside loading doors, which are tongue and groove construction;
- historic polychromatic exterior colour scheme.

Interior elements such as:

- wood paneling, moulding, and wainscoting;
 - box beam ceiling, stippled windows in office areas and wood strip flooring;
 - ceilings, walls and doors exhibiting original finishes, hardware, and light fixtures.
-
- unimpeded view of the building from Highway 2.



TOWN OF CLARESHOLM

(as at October 21)

DEPARTMENT	2013 Actual	2014 Budget	2014 YTD Actual	2014 YTD \$ Variance
Description				
TAXES AND GRANTS IN LIEU				
* TOTAL TAXES AND GRANTS IN LIEU	4,318,077.19	4,282,704.00	4,272,862.68	9,841.32
REVENUE GENERAL MUNICIPAL				
PROPERTY TAX AND A/R PENALTIES	84,532.01	82,000.00	88,181.80	(6,181.80)
FRANCHISE FEES (ATCO & TRANSALTA)	122,232.80	120,000.00	113,333.47	6,666.53
INTEREST ON INVESTMENTS	31,978.78	30,000.00	26,120.08	3,879.92
ADMINISTRATION FEES	2,674.87	2,500.00	8,156.25	(5,656.25)
* TOTAL REVENUE GENERAL MUNICIPAL	241,418.46	234,500.00	235,791.60	(1,291.60)
** GROSS TOTAL MUNICIPAL REVENUE	4,559,495.65	4,517,204.00	4,508,654.28	8,549.72
REQUISITIONS				
HOME FOR AGED-POR. HILLS LODGE	112,070.00	109,349.81	109,349.81	(0.00)
SCHOOL FOUNDATION PROGRAM	1,205,361.46	1,128,337.95	846,253.46	282,084.49
** TOTAL REQUISITIONS	1,317,431.46	1,237,687.76	955,603.27	282,084.49
***P NET REVENUE MUN PURPOSES	3,242,064.19	3,279,516.24	3,553,051.01	(273,534.77)
COUNCIL & OTHER LEGISLATIVE COSTS				
MAYOR AND COUNCIL WAGES AND BENEFITS	63,340.17	88,000.00	64,504.57	23,495.43
DELEGATE CONVENTION EXPENSES	9,381.70	10,000.00	3,804.07	6,195.93
MAYOR AND COUNCIL TRAVEL AND REIMBURSEMENT	1,270.82	1,500.00	1,301.11	198.89
COUNCIL EDUCATION	0.00	7,000.00	0.00	7,000.00
COMMITTEE MEETINGS EXPENSES	1,593.04	1,500.00	1,200.40	299.60
* TOTAL COUNCIL & OTHER LEGISLATIVE COSTS	75,585.73	108,000.00	70,810.15	37,189.85
***P NET COSTS COUNCIL & LEGISLATIVE COSTS	(75,585.73)	(108,000.00)	(70,810.15)	(37,189.85)



TOWN OF CLARESHOLM

(as at October 21)

DEPARTMENT	2013 Actual	2014 Budget	2014 YTD Actual	2014 YTD \$ Variance
Description				
REVENUE GENERAL ADMINISTRATIVE & OTHER				
RENTAL INCOME	33,022.96	31,000.00	24,622.22	6,377.78
GAIN (LOSS) ON DISPOSAL OF ASSETS AND LAND	(1,206.19)	0.00	4,639.29	(4,639.29)
PROV OPERATING GRANTS (MSI/MSP)	32,509.00	70,000.00	39,440.00	30,560.00
MISCELLANEOUS CHARGES	325.00	300.00	150.00	150.00
INTERDEPARTMENTAL ADMINISTRATION CHARGES	81,323.15	81,375.00	81,375.00	0.00
PROVINCIAL AND FEDERAL CAPITAL GRANTS	2,107,996.28	1,110,000.00	788,072.00	321,928.00
** TOTAL REVENUE GENERAL ADMINISTRATIVE & OTHER	2,253,970.20	1,292,675.00	938,298.51	354,376.49
EXPENSES GENERAL ADMINISTRATIVE & OTHER				
WAGES AND BENEFITS	400,638.65	395,000.00	303,066.91	91,933.09
CONTRACTED AND GENERAL SERVICES	369,264.59	92,700.00	50,143.55	42,556.45
SUPPLIES, MATERIAL AND UTILITIES	75,411.71	75,300.00	45,719.02	29,580.98
GRANTS AND LEVY CANCELLATIONS	66,429.39	86,000.00	42,586.43	43,413.57
INTEREST AND BANK CHARGES	3,784.59	1,545.24	1,209.83	335.41
AMORTIZATION EXP - ADMINISTRATION	4,720.39	5,000.00	0.00	5,000.00
* TOTAL EXPENSES GENERAL ADMINISTRATIVE & OTHER	920,249.32	972,495.24	719,689.22	252,806.02
***P NET COSTS GENERAL ADMINISTRATIVE & OTHER	1,333,720.88	320,179.76	218,609.29	101,570.47



TOWN OF CLARESHOLM

(as at October 21)

DEPARTMENT	2013 Actual	2014 Budget	2014 YTD Actual	2014 YTD \$ Variance
Description				
REVENUE FIRE FIGHTING				
* TOTAL REVENUE FIRE FIGHTING	18,943.60	24,000.00	6,400.00	17,600.00
EXPENSES FIRE FIGHTING				
WAGES AND BENEFITS	129,576.00	130,800.00	89,547.74	41,252.26
CONTRACTED AND GENERAL SERVICES	15,294.36	15,300.00	15,305.94	(5.94)
SUPPLIES, MATERIALS AND UTILITIES	25,460.86	40,500.00	18,057.98	22,442.02
AMORTIZATION EXP - FIRE	21,964.43	22,000.00	0.00	22,000.00
* TOTAL EXPENSES FIRE FIGHTING	192,295.65	208,600.00	122,911.66	85,688.34
***P NET COSTS FIRE FIGHTING	(173,352.05)	(184,600.00)	(116,511.66)	(68,088.34)
REVENUE BYLAW ENFORCEMENT				
PROVINCIAL AND MUNICIPAL FINES	103,947.50	29,500.00	51,311.50	(21,811.50)
LICENSES AND FEES	16,192.71	15,250.00	56,827.50	(41,577.50)
* TOTAL REVENUE BYLAW ENFORCE	120,140.21	44,750.00	108,139.00	(63,389.00)
EXPENSES BYLAW ENFORCEMENT				
WAGES AND BENEFITS	41,523.22	74,100.00	52,098.36	22,001.64
CONTRACTED AND GENERAL SERVICES	45,061.36	43,400.00	83,072.61	(39,672.61)
SUPPLIES, MATERIALS AND UTILITIES	9,664.80	16,200.00	6,858.33	9,341.67
AMORTIZATION EXP - BYLAW	9,921.04	10,000.00	0.00	10,000.00
* TOTAL EXPENSES BYLAW ENFORCEMENT	106,170.42	143,700.00	142,029.30	1,670.70
***P NET COSTS BYLAW ENFORCEMENT	13,969.79	(98,950.00)	(33,890.30)	(65,059.70)



TOWN OF CLARESHOLM

(as at October 21)

DEPARTMENT	Description	2013 Actual	2014 Budget	2014 YTD Actual	2014 YTD \$ Variance
REVENUE COMMON EQUIPMENT POOL					
*	TOTAL REV EQUIPMENT POOL	75,589.76	72,000.00	70,300.00	1,700.00
EXPENSES COMMON EQUIPMENT POOL					
	WAGES AND BENEFITS	182,722.65	188,450.00	114,455.88	73,994.12
	CONTRACTED AND GENERAL SERVICES	71,640.66	69,500.00	34,910.08	34,589.92
	SUPPLIES, MATERIALS AND UTILITIES	297,130.63	311,000.00	239,775.24	71,224.76
	AMORTIZATION EXP - EQUIPMENT	10,481.94	10,500.00	0.00	10,500.00
*	TOTAL EXPENSES COMMON EQUIPMENT POOL	561,975.88	579,450.00	389,141.20	190,308.80
***P	NET COSTS COMMON EQUIPMENT POOL	(486,386.12)	(507,450.00)	(318,841.20)	(188,608.80)
REVENUE ROADS & STREETS					
1-32-00-120-00	LOCAL IMPROVEMENT TAXES	61,168.13	61,000.00	60,001.52	998.48
*	TOTAL REVENUE ROADS & STREETS	61,168.13	61,000.00	60,001.52	998.48
EXPENSES STREETS & ROADS					
	WAGES AND BENEFITS	147,960.98	158,950.00	122,511.69	36,438.31
	CONTRACTED AND GENERAL SERVICES	1,008.00	2,000.00	804.00	1,196.00
	SUPPLIES, MATERIALS AND UTILITIES	280,975.37	310,000.00	252,820.29	57,179.71
	AMORTIZATION EXP - STREETS	614,626.18	615,000.00	0.00	615,000.00
*	TOTAL EXPENSES STREETS & ROADS	1,044,570.53	1,085,950.00	376,135.98	709,814.02
***P	NET COSTS STREETS & ROADS	(983,402.40)	(1,024,950.00)	(316,134.46)	(708,815.54)



TOWN OF CLARESHOLM

(as at October 21)

DEPARTMENT	2013 Actual	2014 Budget	2014 YTD Actual	2014 YTD \$ Variance
Description				
REVENUE AIRPORT SERVICES				
* TOTAL REVENUE AIRPORT SERVICES	10,000.00	6,000.00	11,500.00	(5,500.00)
EXPENSES AIRPORT SERVICES				
WAGES AND BENEFITS	1,843.49	3,900.00	2,432.49	1,467.51
CONTRACTED AND GENERAL SERVICES	2,956.91	3,500.00	2,678.50	821.50
SUPPLIES, MATERIALS AND UTILITIES	7,085.68	7,000.00	4,615.89	2,384.11
AMORTIZATION EXP - AIRPORT	4,160.34	4,000.00	0.00	4,000.00
* TOTAL EXPENSES AIRPORT SERVICES	16,046.42	18,400.00	9,726.88	8,673.12
***P NET COSTS AIRPORT SERVICES	(6,046.42)	(12,400.00)	1,773.12	(14,173.12)
REVENUE STORM SEWER & DRAINAGE				
LOCAL IMPROVEMENT TAXES	13,180.20	13,000.00	13,180.20	(180.20)
STORM DRAINAGE - OTHER REVENUE	7,948.00	0.00	0.00	0.00
* TOTAL REVENUE STORM SEWER & DRAINAGE	21,128.20	13,000.00	13,180.20	(180.20)
EXPENSES STORM SEWER & DRAINAGE				
WAGES AND BENEFITS	9,179.46	34,500.00	20,104.02	14,395.98
CONTRACTED AND GENERAL SERVICES	83,866.13	87,000.00	53,583.80	33,416.20
SUPPLIES, MATERIALS AND UTILITIES	1,270.17	1,500.00	1,092.91	407.09
OVERLAND FLOODING EVENT JUNE 2014	0.00	0.00	54,940.00	(54,940.00)
AMORTIZATION EXP - STORM SEWER	40,552.74	40,000.00	0.00	40,000.00
* TOTAL EXPENSES STORM SEWER & DRAINAGE	134,868.50	163,000.00	129,720.73	33,279.27
***P NET COSTS STORM SEWER & DRAINAGE	(113,740.30)	(150,000.00)	(116,540.53)	(33,459.47)



TOWN OF CLARESHOLM

(as at October 21)

DEPARTMENT	2013 Actual	2014 Budget	2014 YTD Actual	2014 YTD \$ Variance
Description				
REVENUE WATER SERVICES				
PENALTIES AND COSTS	8,175.19	7,000.00	7,070.84	(70.84)
SALES AND USER CHARGES	962,435.59	957,500.00	711,325.39	246,174.61
WATER - OTHER REVENUE	17,423.41	18,000.00	9,508.73	8,491.27
* TOTAL REVENUE WATER SERVICES	988,034.19	982,500.00	727,904.96	254,595.04
EXPENSE WATER SERVICE				
WAGES AND BENEFITS	348,475.07	269,100.00	191,460.83	77,639.17
SUPPLIES, MATERIALS AND UTILITIES	455,244.05	432,700.00	311,063.64	121,636.36
WATER DEBENTURES INTEREST	189,875.34	184,900.00	93,101.98	91,798.02
INTERDEPARTMENTAL CHARGES	67,875.00	67,875.00	67,875.00	0.00
AMORTIZATION EXP - WATER	1,600,138.20	1,600,000.00	0.00	1,600,000.00
* TOTAL EXPENSE WATER SERVICE	2,661,607.66	2,554,575.00	663,501.45	1,891,073.55
***P NET COSTS WATER SERVICES	(1,673,573.47)	(1,572,075.00)	64,403.51	(1,636,478.51)
REVENUE SEWER SERVICES				
LOCAL IMPROVEMENT TAXES	4,110.40	4,100.00	4,111.13	(11.13)
SALES AND USER CHARGES	294,638.34	292,000.00	199,671.57	92,328.43
OTHER REVENUE SEWER	6,334.48	0.00	0.00	0.00
* TOTAL REVENUE SEWER SERVICES	305,083.22	296,100.00	203,782.70	92,317.30
EXPENSES SEWER SERVICES				
WAGES AND BENEFITS	63,672.14	87,500.00	50,736.89	36,763.11
CONTRACTED AND GENERAL SERVICES	20,097.50	20,000.00	1,065.33	18,934.67
SUPPLIES, MATERIALS AND UTILITIES	30,645.04	63,100.00	15,378.41	47,721.59
INTERDEPARTMENTAL CHARGES	28,275.00	28,275.00	28,275.00	(0.00)
SEWER DEBENTURE - INTEREST	39,452.01	37,600.00	37,539.40	60.60
AMORTIZATION EXP - SAN SEWER	258,331.95	260,000.00	0.00	260,000.00
* TOTAL EXPENSES SEWER SERVICES	440,473.64	496,475.00	132,995.03	363,479.97
***P NET COSTS SEWER SERVICES	(135,390.42)	(200,375.00)	70,787.67	(271,162.67)



TOWN OF CLARESHOLM

(as at October 21)

DEPARTMENT	2013 Actual	2014 Budget	2014 YTD Actual	2014 YTD \$ Variance
REVENUE GARBAGE COLLECTION				
SALES AND USER CHARGES	407,390.56	406,000.00	290,793.08	115,206.92
* TOTAL REVENUE GARBAGE	407,390.56	406,000.00	290,793.08	115,206.92
EXPENSES GARBAGE COLLECTION				
WAGES AND BENEFITS	133,573.17	139,800.00	106,553.69	33,246.31
CONTRACTED AND GENERAL SERVICES	145,551.18	198,000.00	119,676.61	78,323.39
SUPPLIES, MATERIALS AND UTILITIES	2,531.83	10,000.00	7,429.01	2,570.99
INTERDEPARTMENTAL CHARGES	45,725.00	45,725.00	45,725.00	0.00
AMORTIZATION EXP - GARBAGE	18,178.65	18,000.00	0.00	18,000.00
* TOTAL EXPENSES GARBAGE COLLECTION	345,559.83	411,525.00	279,384.31	132,140.69
***P NET COSTS GARBAGE COLLECTION	61,830.73	(5,525.00)	11,408.77	(16,933.77)
REVENUE RECYCLING				
SALES AND USER CHARGES	117,062.80	145,000.00	102,858.19	42,141.81
RECYCLING - GRANT FUNDING/OTHER REVENUE	11,139.79	5,000.00	6,960.23	(1,960.23)
* TOTAL REVENUE RECYCLING	128,202.59	150,000.00	109,818.42	40,181.58
EXPENSES RECYCLING				
WAGES AND BENEFITS	120,497.19	113,700.00	93,917.97	19,782.03
SUPPLIES, MATERIALS AND UTILITIES	21,544.71	22,250.00	17,516.89	4,733.11
AMORTIZATION EXPENSE - RECYCLING	6,839.70	7,000.00	0.00	7,000.00
* TOTAL EXPENSES RECYCLING	148,881.60	142,950.00	111,434.86	31,515.14
***P NET COSTS RECYCLING	(20,679.01)	7,050.00	(1,616.44)	8,666.44



TOWN OF CLARESHOLM

(as at October 21)

DEPARTMENT	2013 Actual	2014 Budget	2014 YTD Actual	2014 YTD \$ Variance
REVENUE FCSS				
* TOTAL REVENUE FCSS	238,686.59	221,028.00	223,606.26	(2,578.26)
FCSS GENERAL ADMINISTRATIVE EXPENSES				
* TOTAL EXPENSE FCSS GENERAL	95,392.06	105,078.00	83,028.58	22,049.42
* TOTAL FCSS EXPENSES OTHER	143,663.31	115,950.00	94,575.13	21,374.87
** TOTAL FCSS EXPENSES	239,055.37	221,028.00	177,603.71	43,424.29
***P NET FCSS SURPLUS (DEFICIT)	(368.78)	0.00	46,002.55	(46,002.55)
EXPENSES DAYCARE SERVICES				
* TOTAL EXPENSES DAYCARE SERVICES	48,126.00	58,126.00	62,575.50	(4,449.50)
***P NET COSTS DAYCARE SERVICES	(48,126.00)	(58,126.00)	(62,575.50)	4,449.50



TOWN OF CLARESHOLM

(as at October 21)

DEPARTMENT	2013 Actual	2014 Budget	2014 YTD Actual	2014 YTD \$ Variance
REVENUE CEMETERY SERVICES				
SALES AND USER CHARGES	16,210.00	15,000.00	18,675.00	(3,675.00)
MD CONTRIBUTION TO CEMETERY	3,000.00	3,000.00	0.00	3,000.00
* TOTAL REVENUE CEMETERY SERV	19,210.00	18,000.00	18,675.00	(675.00)
EXPENSE CEMETERY SERV				
WAGES AND BENEFITS	28,708.57	36,800.00	19,187.29	17,612.71
SUPPLIES, MATERIALS AND UTILITIES	11.98	1,000.00	140.00	860.00
INTERDEPARTMENTAL CHARGES	2,500.00	2,500.00	2,500.00	(0.00)
AMORTIZATION EXPENSE - CEMETERY	0.00	500.00	0.00	500.00
* TOTAL EXPENSE CEMETERY SERVICES	31,220.55	40,800.00	21,827.29	18,972.71
***P NET COSTS CEMETERY SERVICES	(12,010.55)	(22,800.00)	(3,152.29)	(19,647.71)
REVENUE PHYSICIAN RECRUITMENT				
MUNICIPAL GRANTS	0.00	54,500.00	0.00	54,500.00
* TOTAL REVENUE PHYSICIAN RECRUITMEN	0.00	54,500.00	0.00	54,500.00
EXPENSES PHYSICIAN RECRUITMENT				
* TOTAL EXPENSES PHYSICIAN RECRUITMENT	12,736.17	54,500.00	12,448.61	42,051.39
***P NET COSTS PHYSICIAN RECRUITMENT	(12,736.17)	0.00	(12,448.61)	12,448.61



TOWN OF CLARESHOLM

(as at October 21)

DEPARTMENT	2013 Actual	2014 Budget	2014 YTD Actual	2014 YTD \$ Variance
EXPENSES AG SERVICES				
WAGES AND BENEFITS	4,795.93	3,800.00	2,484.82	1,315.18
SUPPLIES, MATERIALS AND UTILITIES	5,927.86	8,500.00	2,531.21	5,968.79
AMORTIZATION EXP - AG SERVICES	27,332.82	27,000.00	0.00	27,000.00
* TOTAL EXPENSES AG SERVICES	38,056.61	39,300.00	5,016.03	34,283.97
***P NET COSTS AG SERVICES	(38,056.61)	(39,300.00)	(5,016.03)	(34,283.97)
REVENUE PLANNING/DEVELOPMENT				
LICENSES AND PERMITS	46,448.94	58,500.00	39,039.36	19,460.64
PENALTIES AND FINES	125.00	0.00	482.44	(482.44)
OTHER REVENUE - DEVELOPMENT	5,698.12	6,500.00	2,725.00	3,775.00
* TOTAL REVENUE PLANNING/DEVELOPMENT	52,272.06	65,000.00	42,246.80	22,753.20
EXPENSES PLANNING/DEVELOPMENT				
WAGES AND BENEFITS	162,194.30	174,115.00	141,081.70	33,033.30
CONTRACTED AND GENERAL SERVICES	51,022.78	51,500.00	50,769.54	730.46
SUPPLIES, MATERIALS AND UTILITIES	6,330.84	35,800.00	15,416.93	20,383.07
AMORTIZATION EXP - PLANNING	0.00	500.00	0.00	500.00
* TOTAL EXPENSES PLANNING/DEVELOPMENT	219,547.92	261,915.00	207,268.17	54,646.83
***P NET COSTS PLANNING/DEVELOPMENT	(167,275.86)	(196,915.00)	(165,021.37)	(31,893.63)



TOWN OF CLARESHOLM

(as at October 21)

DEPARTMENT	2013 Actual	2014 Budget	2014 YTD Actual	2014 YTD \$ Variance
REVENUE RECREATION				
MD CONTRIBUTION - RECREATION	50,000.00	50,000.00	50,000.00	(0.00)
* TOTAL REVENUE RECREATION	50,000.00	50,000.00	50,000.00	0.00
EXPENSES RECREATION				
CONTRACTED AND GENERAL SERVICES	50,000.00	50,000.00	50,000.00	(0.00)
RECREATION DEBENTURE INTEREST	19,752.71	17,800.00	9,147.58	8,652.42
* TOTAL EXPENSES RECREATION	69,752.71	67,800.00	59,147.58	8,652.42
***P NET COSTS RECREATION	(19,752.71)	(17,800.00)	(9,147.58)	(8,652.42)
REVENUE ARENA				
SALES AND USER CHARGES	69,238.71	64,000.00	38,246.53	25,753.47
* TOTAL REVENUE ARENA	69,238.71	64,000.00	38,246.53	25,753.47
EXPENSES ARENA				
WAGES AND BENEFITS	89,757.55	84,500.00	50,700.51	33,799.49
SUPPLIES, MATERIALS AND UTILITIES	111,056.72	112,000.00	59,450.87	52,549.13
AMORTIZATION EXPENSE - ARENA	35,573.67	36,000.00	0.00	36,000.00
* TOTAL EXPENSES ARENA	236,387.94	232,500.00	110,151.38	122,348.62
***P NET COSTS ARENA	(167,149.23)	(168,500.00)	(71,904.85)	(96,595.15)



TOWN OF CLARESHOLM

(as at October 21)

DEPARTMENT	Description	2013 Actual	2014 Budget	2014 YTD Actual	2014 YTD \$ Variance
REVENUE AQUATIC CENTRE					
	SALES AND USER CHARGES	96,940.37	88,000.00	91,099.38	(3,099.38)
	OTHER REVENUE - AQUATIC CENTRE	6,200.00	0.00	0.00	0.00
*	TOTAL REVENUE AQUATIC CENTRE	103,140.37	88,000.00	91,099.38	(3,099.38)
EXPENSES AQUATIC CENTRE					
	WAGES AND BENEFITS	300,168.27	265,500.00	234,772.57	30,727.43
	SUPPLIES, MATERIALS AND UTILITIES	21,880.33	25,600.00	17,267.48	8,332.52
	SWIM POOL DEBENTURE INTEREST	661.31	0.00	0.00	0.00
	AMORTIZATION EXPENSE - AQUATIC CENTRE	18,055.00	18,000.00	0.00	18,000.00
*	TOTAL EXPENSES AQUATIC CENTRE	340,764.91	309,100.00	252,040.05	57,059.95
***P	NET COSTS AQUATIC CENTRE	(237,624.54)	(221,100.00)	(160,940.67)	(60,159.33)
REVENUE PARKS					
	SALES AND USER CHARGES	38,556.56	38,000.00	55,188.50	(17,188.50)
	OTHER FUNDING - PARKS	36,557.32	0.00	0.00	0.00
*	TOTAL REVENUE PARKS	75,113.88	38,000.00	55,188.50	(17,188.50)
EXPENSES PARKS					
	WAGES AND BENEFITS	88,431.58	86,300.00	63,954.50	22,345.50
	SUPPLIES, MATERIALS AND UTILITIES	27,869.22	33,000.00	18,364.16	14,635.84
	AMORTIZATION EXPENSE - PARKS	151,023.02	151,000.00	0.00	151,000.00
*	TOTAL EXPENSES PARKS	267,323.82	270,300.00	82,318.66	187,981.34
***P	NET COSTS PARKS	(192,209.94)	(232,300.00)	(27,130.16)	(205,169.84)



TOWN OF CLARESHOLM

(as at October 21)

DEPARTMENT	Description	2013 Actual	2014 Budget	2014 YTD Actual	2014 YTD \$ Variance
MUSEUM REVENUE					
	SALES AND USER CHARGES	6,770.26	7,060.00	4,315.83	2,744.17
	GRANT FUNDING - MUSEUM	65,344.84	56,890.00	47,304.50	9,585.50
*	TOTAL MUSEUM REVENUE	72,115.10	63,950.00	51,620.33	12,329.67
EXPENSES MUSEUM					
	WAGES AND BENEFITS	107,404.57	91,610.00	93,528.86	(1,918.86)
	SUPPLIES, MATERIALS AND UTILITIES	41,242.23	41,950.00	17,849.88	24,100.12
	AMORTIZATION EXPENSE - MUSEUM	23,678.63	24,000.00	0.00	24,000.00
*	TOTAL EXPENSES MUSEUM	172,325.43	157,560.00	111,378.74	46,181.26
***P	NET COSTS MUSEUM	(100,210.33)	(93,610.00)	(59,758.41)	(33,851.59)
EXPENSES LIBRARY					
	AMORTIZATION EXP - LIBRARY	25,593.27	26,000.00	0.00	26,000.00
	LIBRARY GRANT	157,540.00	159,900.00	159,900.00	0.00
	CHINOOK ARCH LIBRARY	25,367.13	26,270.00	26,268.42	1.58
*	TOTAL EXPENSES LIBRARY	208,500.40	212,170.00	186,168.42	26,001.58
***P	NET COSTS LIBRARY	(208,500.40)	(212,170.00)	(186,168.42)	(26,001.58)
****P	ANNUAL (SURPLUS) DEFICIT	(220,591.45)	(1,520,200.00)	2,228,427.29	(3,748,627.29)
	ADD BACK: NON-CASH AMORTIZATION		2,874,500.00		
	LESS: CAPITAL GRANT REVENUE		(1,110,000.00)		
	LESS: DEBENTURE PRINCIPAL PAYMENTS		(244,300.00)		
	ADJUSTED ANNUAL (SURPLUS) DEFICIT	(220,591.45)	0.00	2,228,427.29	(3,748,627.29)

INFORMATION ITEMS



MUNICIPAL PLANNING COMMISSION MINUTES

September 19th, 2014

Town of Claresholm – Council Chambers

Attendees: Lyal O'Neill - Council Member (Vice-Chairperson)
Shelley Ford – Council Member
Sharon Duncan - Member-at-Large

Regrets: Rob Steel - Council Member (Chairperson)
Grant Jordan - Member-at-Large

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

8:45 a.m.

Call to Order /Adoption of Agenda

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

CARRIED

Adoption of Minutes

- September 5th, 2014

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

**Seconded by
Councillor Ford**

CARRIED



MUNICIPAL PLANNING COMMISSION MINUTES

September 19th, 2014
Town of Claresholm – Council Chambers

Item 1: Action

DEVELOPMENT PERMIT

File: D2014.103
Applicant: Starling Auction Services Ltd.
Owners: 789580 AB LTD.
Address: 5521 2 Street East
Legal: Lot N/A, Block 2, Plan 7810527
Regarding: Development Permit for Temporary Auction Use
Farm/Industrial Machinery Sales (Permitted Use)

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

**Seconded by
Sharon Duncan**

CARRIED

CONDITION(S):

1. *The temporary use permit is approved for a period commencing on October 3, 2014 and expiring on November 14, 2014.*
2. *Pursuant to the Town of Claresholm Land Use Bylaw No. 1525 [Section 49] temporary use applications shall be subject to the following conditions:*
 - a. *the applicant or developer is liable for any costs involved in the cessation or removal of any development at the expiration of the permitted period;*
 - b. *the Development Authority may require the applicant to submit an irrevocable letter of credit guaranteeing the cessation or removal of the temporary use; and*
 - c. *any other conditions as deemed necessary.*
3. *All materials must be contained within the boundaries of the property and the applicant is required to be fully remove the same from the property upon the expiration of the permitted period.*

NOTE(S):

1. *The applicant must access the subject lands from 2 Street East.*
 2. *The Municipal Planning Commission emphasizes that they will take into consideration, when reviewing any future applications for a similar temporary use permit, whether or not the applicant adhered to the conditions of this temporary use permit.*
-



MUNICIPAL PLANNING COMMISSION MINUTES

September 19th, 2014
Town of Claresholm – Council Chambers

Item 2: Action **HOME OCCUPATION REVIEW**

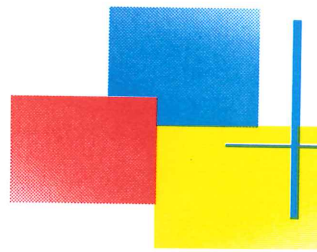
**Motion to Direct Staff
to Initiate a Home
Occupation Review
(as per Schedule 10
section 10)
by Councillor Ford**

**Seconded by
Sharon Duncan**

CARRIED

9:05am **Adjourn**

**Motion to Adjourn By
Councillor Ford
CARRIED**



Claresholm & District
Health Foundation

Thank You

Dear Mayor & Council,

Please accept our
sincere appreciation
for your generous
donation

Thank You for your support
in EVERY SINGLE WAY. Gratefully
yours,
Lain

CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY
Board of Directors, July 18, 2014

ATTENDEES: Howard Paulsen - Lay Representative
Mike McAlonan – Town of Claresholm
Brydon Saunders – Lay Representative
Darren Allen - Wandering Willows
Holly Gillespie – Lay Representative
Bob Thompson – Claresholm Seniors Center
Lyal O’Neill – CAO

REGRETS:
Vacant – Town of Granum
Earl Hemmaway – M.D. of Willow Creek
Brian Comstock – Lay Representative

Howard Paulsen, Chair called the meeting to order at 10:00am.

1.0 APPROVAL OF ADDITIONS TO AGENDA

Moved by Bob Thompson to accept the agenda. Carried.

2.0 APPROVAL OF MINUTES

Moved by Darren Allen to accept the minutes of the meeting held **June 20, 2014**. Carried

3.0 BUSINESS ARISING

1. Expanded Medical Services – Municipal presentations, PC, Stavely went well. The paper article from the reporter was distributed. Stavely asked for number of \$\$\$ should they budget for?? Comment to include the local demographics in the presentation.
2. Canada Day – Granum Parade – Thank you to Brydon, Bob & Elaine, Darren & Shauna
3. Bruce Lindquist \$500 presentation will be made by Brydon

4.0 CORRESPONDENCE

1. Stavely Elks presentation will be Sept 16, 7:45. Holly will attend.
2. AGLC update of casino regulations including an increase in food allowance and accommodations for volunteer workers.

5.0 REPORTS

1. Financial Report – Moved by Lyal O’Neill to accept the financial report. Carried.
2. CAO Report- Moved by Lyal O’Neill to accept the report. Carried.
3. Advertising & Fundraising – Funds raised YTD \$16,500.
4. Chairman’s report. Things are going good..stop in for signing meetings..request other board members to attend some of the presentations if there available.

6.0 NEW BUSINESS

1. Masterpiece Cottonwood – are not able to commit at this time, should they commit in the near future we would then take a proposal to the Town for funding. As our deadline for the CIP match funding was only extended to January we need to make a decision on use of proceeds. suggested motion might read as follows:
Motion by _____ that we apply to amend use of proceeds to purchase 2 vans to replace van 4 and van 5, aging vans within our fleet, so we are able to maintain our same level of service.
suggested motion might read as follows: Motion by _____ that we establish this borrowing resolution to loan up to \$35,000 to provide matching funds for the purchase of these 2 vans.
2. Expanded Medical Services – suggested motion might read as follows:
Motion by _____ that CDTS will offer administration services to our neighboring municipalities at a cost of \$2.70/capita. Each jurisdiction supplying the vans that are needed to service their area. This partnership would allow us added support through Grants available to communities forming Partnerships ie; Alberta Community Partnerships Program. Each municipality making a contribution in this manner will appoint 1 member to our organization thereby becoming a member partner.
- 3.

NEXT MEETING is on October 17, 2014, 10:00 at WCCCC

7.0 The meeting was adjourned at _____ by _____

cc. Town of Claresholm

MD

WCCCC Laurie Watt

CGH Tracy Mitchell

CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY
Board of Directors, September 19, 2014

ATTENDEES: Howard Paulsen - Lay Representative
Mike McAlonan – Town of Claresholm
Brydon Saunders – Lay Representative
Darren Allen - Wandering Willows
Holly Gillespie – Lay Representative
Brian Comstock – Lay Representative
Lyal O’Neill – CAO

REGRETS: Bob Thompson – Claresholm Seniors Center
Shirley Murphy – 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 Holly Gillespie to accept the minutes of the meeting held **July 18, 2014**. Carried

3.0 BUSINESS ARISING

1. Expanded Medical Services – Municipal presentations, we have completed the first round of delegations and have a very good response from Vulcan and Crowsnestpass.
2. Fair Days Parade drivers August 9, 2014, Thank You very much.
3. Bruce Lindquist \$500 stipend attended by Brydon Saunders.
4. Stavely Elks Presentation - September 16, 7:45pm attended by Brydon Saunders.

4.0 CORRESPONDENCE

1. We have 8 tickets available to Lethbridge Community Foundation dinner on October 2, 2014 at 6:30.
2. AAMDC Motion by Brian Comstock to discontinue our membership as we are not using enough of the services available. Carried.

5.0 REPORTS

1. Financial Report – Moved by Lyal O’Neill to accept the financial report. Carried.
2. CAO Report- Moved by Lyal O’Neill to accept the report. Carried.
3. Advertising & Fundraising – Funds raised YTD \$17,928 with \$8,000 forth coming from the Lions Club.
4. Chairman’s report. Things are going good..stop in for signing meetings..request other board members to attend some of the

presentations if there available. Sent a letter to the M.D. of Willow Creek requesting representation to our meetings and if possible a rotation of Councillors to our meetings.

6.0 NEW BUSINESS

1. MasterpieceCottonwood – are not able to commit at this time, should they commit in the near future we would then take a proposal to the Town for funding. As our deadline for the CIP match funding was only extended to January we need to make a decision on use of proceeds. Motion by Holly Gillespie that we apply to amend use of proceeds to purchase 2 vans to replace van 4 and van 5, aging vans within our fleet, so we are able to maintain our same level of service. Carried.
2. Expanded Medical Services – Motion by Mike McAlonan that CDTS will offer administration services to our neighboring municipalities at a cost of \$2.70/capita. Each jurisdiction supplying the vans that are needed to service their area. This partnership would allow us added support through Grants available to communities forming Partnerships ie; Alberta Community Partnerships Program. Each municipality making a contribution in this manner will appoint 1 member to our organization thereby becoming a member partner. Carried.

NEXT MEETING is on October 17, 2014, 10:00 at WCCCC

7.0 The meeting was adjourned at 11:20 by Holly Gillespie.

cc. Town of Claresholm

MD

WCCCC

Laurie Watt

CGH

Tracy Mitchell



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 5 (2014)

EXECUTIVE COMMITTEE MEETING

Thursday, August 14, 2014 at 7:00 p.m.

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

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

Jim Bester
Dave Edmonds
Bill Martens

STAFF:

Lenze Kuiper – *Director*

Gail Kirkman – *Subdivision Technician*

AGENDA:

1. **Approval of Agenda** – August 14, 2014.....
2. **Approval of Minutes** – June 12, 2014.....(attachment)
3. **Business Arising from the Minutes**
 - (a) Cash Clearing Account.....
4. **New Business**
 - (a) 2014 Budget Review(attachment)
 - (b) Flood Mapping – Subdivision Decisions..... (attachment & handout)
 - (c) Fee For Service 2014 Update(attachment)
 - (d) Vehicle Sale.....(attachment)
5. **Accounts**
 - (a) Office Accounts – June 2014(attachment)
 - (b) Financial Statements –
 - (i) January 1 - May 31, 2014.....(attachment)
 - (ii) January 1 - June 30, 2014.....(attachment)
6. **Director’s Report**
7. **Executive Report**
8. **Adjournment**

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 7:00 P.M.

1. APPROVAL OF AGENDA

Moved by: Anne Marie Philipsen

THAT the Executive Committee approve the agenda, as presented.

CARRIED

2. APPROVAL OF MINUTES

Moved by: Dave Edmonds

THAT the Executive Committee approve the minutes of June 12, 2014, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

(a) Cash Clearing Account

- At the last meeting, committee members requested clarification on the Cash Clearing Account. The bookkeeper advised it is the total of cash, cheques and debits that have been received but not yet deposited; therefore, the amount varies from month to month.

4. NEW BUSINESS

(a) 2014 Budget Review

- The Comparative Income Statement was reviewed and discussed. No adjustments to the budget are needed, except for staff benefits which will be adjusted next year.

Moved by: Bill Martens

THAT the Executive Committee accept the 2014 Budget Review, as information.

CARRIED

(b) Flood Mapping – Subdivision Decisions

- Correspondence to Hon. Greg Weadick, Minister of Municipal Affairs, requesting updated floodway mapping as well as his letter of response were reviewed. This will also be discussed at the next ORRSC Board of Directors' meeting on September 4, 2014.

Moved by: Henry Van Hierden

THAT the Executive Committee receive the correspondence regarding flood mapping, as information.

CARRIED

(c) Fee For Service 2014 Update

Moved by: Don Anderberg

THAT the Executive Committee accept the Fee For Service 2014 Update, as information.

CARRIED

(d) Vehicle Sale

- Both the 2009 Dodge Caliber SXT (\$7,999) and 2008 Chrysler Sebring (\$8,499) have been advertised for sale with no success to date.

Moved by: Bill Martens

THAT the Executive Committee receive the vehicle sale update, as information. **CARRIED**

5. ACCOUNTS

(a) Office Accounts – June 2014

5150	Staff Mileage	B. Brunner	\$ 85.00
5520	Meetings	L. Kuiper	99.15
5151	Vehicle Gas & Maintenance	Imperial Oil	345.77
5180	Staff Development	APPI	100.00
5265	Utilities	City of Lethbridge	614.04
5280	Janitorial Services	Madison Ave Business Services	498.75
5285	Building Maintenance	Neudorf Plumbing & Heating	228.52
5310	Telephone	Telus	79.74
5310	Telephone	Bell Mobility	633.65
5310	Telephone	Telus	388.92
5580	Equipment & Furniture Rental	Telus	143.39
5320	General Office Supplies	Desjardin Card Services	53.42
5350	Postage & Petty Cash	Postage by Phone	1,500.00
5380	Printing & Printing Supplies	Desjardin Card Services	151.74
5440	Land Titles Office	Minister of Finance	224.00
5470	Computer Software	Pacific Alliance Technologies	5,250.00
5500	Subdivision Notification	Lethbridge Herald	280.80
5520	Meetings	Lakeview Bakery	612.50
5536	Rural IMDP Grant	Perry A. Stein Consulting	1,247.99
5536	Rural IMDP Grant	Perry A. Stein Consulting	442.00
5570	Equipment Repairs & Maintenance	Pitney Bowes	211.98
5570	Equipment Repairs & Maintenance	Xerox Canada	602.49
5580	Equipment & Furniture Rental	Xerox Canada	838.74
5580	Equipment & Furniture Rental	Pitney Bowes	297.13
5590	Equipment & Furniture Purchases	Reiter Computer Associates	1,042.40
1160	GST Receivable	GST Receivable	730.39
		TOTAL	<u>\$16,702.51</u>

Moved by: Don Anderberg

THAT the Executive Committee approve the Office Accounts of June 2014 (\$16,702.51), as presented. **CARRIED**

(b) Financial Statements –

- (i) January 1 - May 31, 2014**
- (ii) January 1 - June 30, 2014**

Moved by: Bill Martens

THAT the Executive Committee approve the following unaudited Financial Statements, as presented:

January 1 - May 31, 2014

January 1 - June 30, 2014

CARRIED

6. DIRECTOR'S REPORT

- The Director gave a verbal report on his activities since the last Executive Committee meeting.

Moved by: Dave Edmonds

THAT the Executive Committee receive the verbal Director's Report, as information.

CARRIED

7. EXECUTIVE REPORT

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

8. ADJOURNMENT


Moved by: Jim Bester

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 8:15 p.m. until Thursday, September 11, 2014 at 7:00 p.m.

CARRIED

/bj

CHAIR:



Arena User's Meeting
August 6, 2014
7 :00 PM
Council Chambers

Attendance :

Kris Cope	Arena	chip77757@gmail.com	403-625-3446
Amanda Zimmer	Skate Club	zimmerca@telus.net	403-625-1599
Rod Kettles	Minor Hockey	kettles@telus.net	403-625-3378
Chris Dixon	Town / Summer Games	chris.dixon@townofclaresholm.com	403-625-0296

Regrets:

Brad Burns	Minor Hockey	brad.burns@townofclaresholm.com	403-625-1687
Matthew Mitchell	Minor Hockey	matttracymitchell@gmail.com	403-625-9676

Call to Order: 7:11 PM

Cougars : no representative

- Suggested that times will stay the same

Old Timers: no representative

- Suggested that times will stay the same

Red Dogs: no representative

- Suggested that times will stay the same

Figure Skating : Amanda Zimmer

- Still looking for Can-Power Coach will keep all organizations updated on proceedings
- Figure skating and Minor Hockey will collaborate on which direction to go with sound System
- **REGULAR ICE TIMES STARTING SEPTEMBER 26, 2014**
 - o Sundays – 5:00 PM – 7:00 PM
 - o Mondays – 5:30 PM – 6:30 PM
 - o Wednesdays - 4:15 PM – 8:00 PM
 - o Fridays – 3:00 PM – 6:15 PM
- Would like to book monthly PA on ice training sessions, but will need to wait to closer to start date to book these times. Hoping for one Friday per month from 2:00 PM – 3:00 PM depending on coaching availability.
- CANCELLATIONS DATES (ice not needed)
 - o Oct 10, 2014
 - o Dec 24, 26, 29, 31, 2014
 - o Jan 2, 2014
 - o Feb 15, 16, 18, 20, 2015
- Ice is required by Skating Club until March 21, 2015 if possible.
- MEZZANINE – needed on a monthly basis but will confirm at start of the season as per availability
- SPECIAL DATES

- **TEST DAY** - Sunday, February 8, 2015 - 9:00 AM – 7:00 PM
- **CARNIVAL** – Saturday, March 14, 2015 – 10:00 AM – 6:30 PM

Minor Hockey – Rod Kettles

- **Tournament Schedule**
 - Initiation – January 30 -31, 2015
 - Midget – January 16 – 18, 2015
 - PeeWee / Atom / Novice November 28 – 30, 2015
- Will be holding ref clinic not sure what dates as yet

Town – Kris Cope

- Ice will go in Sept 29th
- Some major repairs have been done to the boards
- Advertizing ice times and schedules on the website for better useage and scheduling
- Major concern is still the plant and slab. Normally given a 20 year life span and are now on the 34th year of it's use.
- **Gun Show** – booking is tentative, dates TBD

Southern Alberta Summer Games – Chris Dixon

- Will need use of the arena for July 8 – 11, 2015 for possible Ball Hockey and or Lacrosse
- Minor Hockey suggested that they keep a concession open
- Will discuss postponing or moving the Farmer's Market for July 8, 2015 with Barb Uhl. Will get back to everyone with more info.

Town Report – Chris Dixon

- Moneys set aside for future repairs to rink are somewhere between 80, 000 – 160,000 dollars but are only “ear marked” for this use and not allocated at this time.

NEXT MEETING: TO BE DETERMINED IN SPRING OF 2015 @ COUNCIL CHAMBERS