



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
DECEMBER 14, 2015
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 NOVEMBER 23, 2015

DELEGATIONS: WILLOW CREEK PSYCHOLOGY
RE: Canadian Rural Psychology Project

ACTION ITEMS:

1. CORRES: Wellness Alberta
RE: Invitation to Join
2. CORRES: Claresholm Public Library
RE: Letter of Support for Youth in Action Grant
3. REQUEST FOR DECISION: Policy #CEDC 12-15 – Community Donation Policy
4. REQUEST FOR DECISION: Policy #PROT 12-15 – Snow Removal Route
5. REQUEST FOR DECISION: Health & Safety Policies
6. REQUEST FOR DECISION: Policy #GA 12-15 – Staff Training & Development
7. REQUEST FOR DECISION: 2015 Budget Amendments
8. REQUEST FOR DECISION: 2016 Interim Operating Budget
9. INFORMATION BRIEF: Planning Session Date
10. INFORMATION BRIEF: Business License Bylaw
11. INFORMATION BRIEF: Strategic Plan Update
12. INFORMATION BRIEF: Council Resolution Status
13. ADOPTION OF INFORMATION ITEMS
14. IN CAMERA: Land

INFORMATION ITEMS:

1. Municipal Planning Commission Minutes – November 23, 2015
2. WCCHS Navigator – December 3, 2015
3. Facility & Infrastructure Planning Committee Minutes – April 21, 2015
4. Facility & Infrastructure Planning Committee Minutes – September 15, 2015
5. Willow Creek Regional Waste Management Services Commission Minutes – October 1, 2015
6. Alberta SouthWest Bulletin – December 2015
7. Alberta SouthWest Regional Alliance Board of Directors Meeting Minutes – November 4, 2015
8. Oldman River Regional Services Commission Annual General Board of Directors Meeting – June 4, 2015
9. Porcupine Hills Lodge Meeting Minutes – November 10, 2015
10. Claresholm & District Transportation Society Minutes – November 20, 2015
11. Oldman Watershed Council December 2015 News
12. Mayors & Reeves of Southwest Alberta Minutes – December 4, 2015

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
NOVEMBER 23, 2015

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

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

REGRETS: None

STAFF PRESENT: Chief Administrative Officer: Marian Carlson; Finance Assistant: Karine Wilhauk

MEDIA PRESENT: None

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

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

CARRIED

MINUTES: **REGULAR MEETING – NOVEMBER 9, 2015**

Moved by Councillor Fieguth that the Regular Meeting Minutes of November 9, 2015 be accepted as presented.

CARRIED

ACTION ITEMS:

1. BYLAW #1609 – Economic Development Committee
RE: 2nd & 3rd Readings

Moved by Councillor Ford to give Bylaw #1609 regarding the Economic Development Committee 2nd Reading.

CARRIED

Moved by Councillor Cutler to give Bylaw #1609 regarding the Economic Development Committee 3rd & Final Reading.

CARRIED

2. DELEGATION RESPONSE: Tetra Tech EBA Engineering
RE: North Landfill Study

MOTION #15-109

Moved by Councillor Cutler that:

WHEREAS the Town of Claresholm has established the goal to streamline development processes and procedures in the 2015 – 2018 Strategic Plan [Year 1, Item 1(c)]; and

WHEREAS the Town of Claresholm has established the goal to be proactive in identifying and describing hazard lands with development constraints such as contaminated soils in the Municipal Development Plan [Bylaw 1490, Section 10.3.8]; and

WHEREAS Council recognizes that in order to accomplish these goals it is necessary to bring clarity and certainty to the status of development restrictions relating to the non-operating landfill;

NOW THEREFORE be it resolved that the Town of Claresholm accept the findings and recommendations in the engineering report provided by Tetra Tech EBA ; and

FURTHER BE IT RESOLVED that the Development Authority (Development Officer and Municipal Planning Commission) assemble the required information and submit to Alberta Environment a request to vary the setback distance for a development to a non-operating landfill.

CARRIED

3. DELEGATION RESPONSE: Claresholm Women’s Conference 2016
RE: Greetings & Funding

Councillor Ford declared a conflict of interest and left the meeting at 7:03 p.m.

MOTION #15-110

Moved by Councillor Cutler to deny the funding request from the Claresholm Library and Claresholm & District FCSS for the Claresholm Women’s Conference taking place at Willow Creek Composite High School on March 12, 2016.

CARRIED

Councillor Ford rejoined the meeting at 7:20 p.m.

MOTION #15-111 Moved by Councillor Fieguth to direct administration to develop an updated policy to deal with funding requests from community groups.

CARRIED

**4. CORRES: The Bridges at Claresholm Golf Club
RE: Letter of Support**

MOTION #15-112 Moved by Councillor McAlonan to write a letter of support towards the Bridges at Claresholm Golf Club's grant application to the Community Initiatives Program for a camera surveillance security system and a carpet upgrade for the pro shop and meeting room.

CARRIED

**5. CORRES: Claresholm Society for the Arts
RE: Request for Assistance**

MOTION #15-113 Moved by Councillor Dixon to deny the request from the Claresholm Society for the Arts for financial assistance for their production of "Little Shop of Horrors."

CARRIED

6. REQUEST FOR DECISION: Policy #PROT 11-15 – Snow Removal Route

Referred to administration for more policy development.

7. INFORMATION BRIEF: Capital Paper Recycling

Received for information.

8. INFORMATION BRIEF: CAO Report

Received for information.

9. INFORMATION BRIEF: Council Resolution Status

Received for information.

10. ADOPTION OF INFORMATION ITEMS

Moved by Councillor Ford to adopt information items as presented.

CARRIED

11. IN CAMERA: RCMP; Personnel; Annexation; Board Appointments

Moved by Councillor O'Neill that this meeting go In Camera at 7:44 p.m.

CARRIED

Moved by Councillor Dixon that this meeting come out of In Camera at 9:37 p.m.

CARRIED

ADJOURNMENT: Moved by Councillor Ford that this meeting adjourn at 9:38 p.m.

CARRIED

Mayor – Rob Steel

Chief Administrative Officer – Marian Carlson

DELEGATIONS



#201 – 5401 Temple Dr NE Calgary AB T1Y 3R7
403-454-5388 www.myfamilyfirst.ca

Willow Creek Family Connections
Patricia L Lett, Director
Registered Psychologist
patriciawccfp@gmail.com

December 8, 2015

Mrs. Karine Wilhauk
Finance Assistant/Communication Administrator
karine@townofclaresholm.com

I am writing to request that Willow Creek Family Connections (not for profit), division of Willow Creek Psychology, locations in Claresholm and Calgary, be given a place on the agenda of the Claresholm Town Counsel, Dec 14, 2015.

Willow Creek Family Connections is developing a project that is meant to address the psychological needs of people living in small communities. We are looking to launch the Canadian Rural Psychology Project in Claresholm early in 2016. We intend to submit a proposal that will outline the project to the counsel.

We are looking to develop services and service delivery that will address the barriers to receiving psychological services in rural communities. We are seeking the support of the Claresholm Town Counsel in partnering with Willow Creek Family Connections to provide Psychological Services to citizens in Claresholm.

The initial program will begin with an online needs study that will sent to all community stakeholders to determine the need for psychological services in the community of Claresholm.

Our proposal will outline how parents, families, couples and adults will be referred by community stakeholders and professionals to Willow Creek Family Connections to receive psychological services in their community.

The services are intended to be at no cost to the referred participants due to the donations of qualified staff, Registered Provisional Psychologists, supervision of those staff by Registered Psychologists and administration support by Willow Creek Psychology.

We intend to follow up the project with the collection of project data to determine the worthiness of the project and to seek funding from Bell Canada, Canadian Mental Health Commission and other interested community and corporate groups.

We are seeking support from the Town of Claresholm in obtaining local office and meeting space for the services to be delivered to the citizens of Claresholm early in 2016.

We look forward to your reply.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Patricia L. Lett". The signature is written in a cursive style with a large initial "P".

Patricia L. Lett,

Pract. ID 8533-83208

Registered Psychologist Alberta 2985

ACTION ITEMS

From: Wellness Alberta [<mailto:info@wellnessalberta.ca>]
Sent: December-07-15 1:54 PM
To: Marian Carlson
Subject: Your organization is invited to join Wellness Alberta



Box 4500 Station South, Edmonton, AB T6E 6K2
Ph. 780.485.3013 • info@wellnessalberta.ca

Ms Marian Carlson
CAO
Town of Claresholm
Claresholm, AB

December 7, 2015

Dear Health Stakeholder;

RE: Your organization is invited to join *Wellness Alberta*

Wellness Alberta is a broad coalition of over 100 organizations, institutions and governing bodies that is proposing a meaningful government investment in the prevention of chronic disease and injury in Alberta. Specifically we are proposing the creation of a provincial **wellness foundation** that will support effective, evidence-based strategies to tackle the major risk factors associated with chronic disease. If properly funded and structured, the wellness foundation could transform our quality of life and reduce demands on our strained healthcare system.

A meaningful investment in wellness

The chronic disease epidemic in Alberta is placing an enormous burden on our quality of life, economy and healthcare system. These diseases – including cancer, cardiovascular disease, diabetes, lung disease and mental illness - are largely preventable. Today chronic disease and injury account for 90 percent of healthcare costs while only *one percent* of the total provincial health budget is devoted to the primary prevention of these conditions. The provincial health budget now represents close to 50 percent of the total provincial budget and may soon exceed this threshold unless immediate action is taken.

Through a meaningful investment in prevention and wellness, Albertans will realize improved health outcomes, reduced demands on healthcare, and a better quality of life. This investment should be directed to a provincial **wellness foundation** that will function independently of the healthcare system to maintain financial autonomy, accountability and transparency. Further details about the proposed foundation are included with this communication.

Support for a wellness foundation is growing and the momentum is building. Over 100 organizations representing three million Albertans have already endorsed the creation of this

foundation. We are reaching out to other organizations across Alberta who support the creation of a wellness foundation and will help us achieve this important objective.

Your opportunity to join the *Wellness Alberta* campaign

Town of Claresholm has been identified by *Wellness Alberta* as an essential stakeholder in enhancing the quality of life of Albertans. We ask your organization to review and sign our *statement of support* (enclosed) for a provincial wellness foundation. Please complete the form and return it by fax (780-492-0364) or by email (info@wellnessalberta.ca).

We will ensure that your organization is added to our growing list of supporters. This list is posted on our website and will be shared with government officials to illustrate the broad base of support that exists for a provincial wellness foundation.

If you have questions about *Wellness Alberta* or the proposed wellness foundation, please visit our website at www.wellnessalberta.ca or call our office at 780-485-3013.

Together we can achieve our goal of establishing a healthier Alberta through the creation of a sustainable and effective provincial **wellness foundation**. Thank you for your efforts to improve the health of Albertans and for your consideration of this important request.

Sincerely,



Dr. Louis Hugo Francescutti
Wellness Alberta

P.S. Here is a recent [editorial and endorsement](#) from the Calgary Herald in support of a provincial wellness foundation as proposed by Wellness Alberta. Here is a [short video](#) about the proposed wellness foundation from Wellness Alberta.

**STATEMENT OF SUPPORT
FOR A WELLNESS FOUNDATION
IN ALBERTA**

Wellness Alberta brings together thousands of individuals including business, health and recreational leaders and non-governmental organizations who support a meaningful investment in the prevention of disease and injuries. Through a sustainable investment in a provincial **wellness foundation**, Albertans will benefit from improved health outcomes and reduced demands on health care, which will greatly enrich the quality of life for current and future generations.

We, the undersigned, support the efforts of *Wellness Alberta* and believe the Alberta Government should establish a *Wellness Foundation* in Alberta, which is:

- ✓ **Well-financed** (initial investment of \$50 million annually, increasing over 3 to 5 years to an amount equivalent to at least 1 percent of the health care budget or \$190 million annually),
- ✓ **Sustained and protected by legislation**, and
- ✓ **Functions independent of the acute health care system** to maintain financial autonomy, accountability and transparency.

Organization: _____

Name/Title of authorized representative: _____

Email and Phone: _____

We want to receive campaign updates

*Signature

Date

** Signing this document reflects your endorsement and will be shared on www.wellnessalberta.ca and with public and government stakeholders*

Please sign and return this statement by fax or email to:

Fax: 780-492-0364 or Email: info@wellnessalberta.ca

Overview: Wellness Foundation Policy Recommendations

Wellness Alberta is very concerned about the chronic disease epidemic in Alberta. Chronic disease is the leading cause of death and disability in Alberta and it has a major impact on the physical, mental and economic health of all residents. The good news is that

over 40% of these diseases can be prevented by taking action to reduce risk factors including tobacco and alcohol use, poor nutrition and physical inactivity.

Wellness Alberta Recommends:

- *Establish a Wellness Foundation to transform the health and quality of life of all Albertans.*
- *The Wellness Foundation must be **well-financed, sustainable** and operate **independently** of the health care system.*
- *The Wellness Foundation must **focus on primary prevention** to address major **modifiable risk factors** for chronic disease.*

Protecting mental health by preventing adverse childhood experiences and reducing risk for injury and disability is also crucial to preventing chronic disease. Unfortunately, the Alberta Government is spending more than ever before on acute health care, with the majority (over 90%) spent on treating and managing preventable disease and disability.

Wellness Alberta believes Alberta needs to make new, long-term and sustainable investments in preventing disease and promoting health to reduce the burden on our health care system and improve our quality of life. Alberta needs a Wellness Foundation.

To maximize the impact on the physical, mental and economic health of Albertans, the Wellness Foundation must be **well-financed, sustainable** and **independently** of the health care system. The Foundation will **focus on primary prevention** initiatives to **address six major modifiable risk factors** including physical inactivity, unhealthy eating, tobacco use, alcohol misuse, adverse childhood experiences and injury.

- We recommend that the Foundation be announced in March 2016 and initiate operations in October 2016.
- We propose the Foundation be initially financed through an annual grant of \$50 million, increasing to at least \$190 million annually (representing an amount equivalent to at least 1% of the Alberta Health budget) over a 3 to 5 year period.
- The Foundation funding must be new investments that are in addition to Government's current overall investment in prevention and health promotion and must not be reallocated out of existing health budgets.
- New investments can be derived from the Alberta Government's general revenue fund or by the creation of a "Wellness Levy" funded by modest mark-ups on alcohol, tobacco, or sugar-sweetened beverages.
- Stable, long-term funding dedicated to prevention and health promotion is a good value for money: a one dollar investment can be expected to result in a minimum \$4-5 cost savings in future acute health care expenditures. Some large scale interventions have been shown to produce a return-of-investment of up to 50:1.
- The Foundation will ensure new investments are directed to evidence-based strategies and sustained over the long-term to improve the health of Albertans and reduce the burden of chronic disease and disability on our health care system.
- The Foundation must function independently of the acute health care system to maintain financial autonomy, accountability and transparency.
- The Foundation should be created by an Act of the Legislative Assembly and report directly to the Assembly each year.
- The Foundation should be governed by an independent board comprised of key stakeholders that are selected by an all-party committee of the Legislative Assembly.

For more information about what a *Wellness Foundation* could do to promote and protect the wellness of children, adults, families and communities in Alberta, please see our website www.wellnessalberta.ca.

Claresholm Public Library

Box 548, Claresholm, AB. T0L 0T0
Phone (403) 625-4168 Fax (403) 625-2939
email: help@claresholmlibrary.ca



TO: Council for the
Town of Claresholm
PO Box 1000
Claresholm, AB T0L-0T0

ATTN: Administration

Re: Letter of Support for Youth In Action Grant

Honorable Mayor and Council Members,

As the Programming Coordinator, in representation of the Claresholm Library, I am in the process of further developing our gaming station to engage the youth in our community. My goal is to increase interest in the program, and as such, we would like to purchase some new games to go with our recently donated Xbox 360 console and controllers.

I have been told about a wonderful grant opportunity with the Community Foundation of Lethbridge and Southwestern Alberta titled "Youth In Action", which could possibly award us up to \$2,000 in funding to provide some new & used Xbox games for use in the library. The application must be made in partnership with members of Claresholm under the age of 25, and I have already lined up some interested parties.

The Claresholm Library would like to therefore ask you for a letter of support on this initiative as a key part of our application for this grant award. Should you be willing to provide such a letter, we'd like to request that it be sent to us by **no later than Dec. 30**, preferably via email.

Thank you for consideration given our request, and if there are any questions regarding this matter, please don't hesitate to contact myself or Kathy Davies at the library.

With kindest regards,

Shelley Ford

Programming Coordinator

Claresholm Public Library

PH: 403.625.4168

Email: programs@claresholmlibrary.ca



REQUEST FOR DECISION

Meeting: December 14, 2015
Agenda Item: 3

POLICY #CDEC 12-15: COMMUNITY DONATION POLICY

BACKGROUND/DESCRIPTION:

At the regularly scheduled meeting on November 23, 2015 Council passed the following motion;

MOTION #15-111 Moved by Councillor Fieguth to direct administration to develop an updated policy to deal with funding requests from community groups.

Since the Mayor and Council of the Town of Claresholm desire to establish a policy related to donations from the Town of Claresholm to individuals and groups, the attached draft will assist in the administration of annual donations budget and will provide guidance on the allocation of funds to applicants. The maximum funds available for donations will be determined by Council and included in the budget each financial year. The objectives of the policy are as follows;

- To provide Council with a consistent response to requests for donations or alike;
- To provide clear procedures for staff when responding to requests for donations or alike;
- To establishing funding criteria, and application procedure;
- To match Town of Claresholm Strategic Priorities.

Further to Council direction at the November 23, 2015 meeting, Administration has drafted the attached policy #CDEC 12-15, and application form, in regards to requests for donations from individuals and/or community groups. This policy would rescind the attached previous policy #CDEC 01-02 Assistance to Community Groups.

RECOMMENDED ACTION:

1. Council pass a motion to adopt Policy #CDEC 12-15 effective December 14, 2015 as presented.

ATTACHMENTS:

- 1.) Draft Policy #CDEC 12-15: Community Donation Policy & Application Form
- 2.) Policy # CEDC 01-02: Assistance to Community Groups

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Tara VanDellen, Infrastructure Services Administrative Assistant

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: December 7, 2015



Policy #CEDC 12-15

Community Donation Policy

POLICY STATEMENT:

The Town of Claresholm recognizes the many benefits that various groups, organizations, volunteers, and events within the Municipality provide by promoting and improving upon the cultural, social, and economic well-being of the community. It is for that reason that the Town of Claresholm is committed to treating all requests for contributions in a consistent, fair, and equitable manner subject to local needs, priorities, and Council's approved budget. Council also recognizes that citizens have the right to expect that tax dollars will be expended in a manner that is justifiable, fair and holds groups accessing public funds accountable for their spending.

PURPOSE:

- To establish, the funding criteria and application procedure for requests for financial or in-kind assistance from individuals or community groups and organizations in the Town of Claresholm.
- To provide Council with a consistent response and clear direction to requests for donations from individuals or community groups.
- To secure an open and transparent decision-making process for requests for donations.
- To establish an annual calendar for the processing of all donation requests.
- To provide clear procedures for staff when responding to requests for donations.
- To match the Town of Claresholm Strategic Goals and Priorities.

DEFINITIONS:

"Donation" shall be any direct monetary contribution from the Town of Claresholm requested by the applicant.

"Community Project Funding" shall be a one-time assistance either as seed funding for the start-up of an organization/project, or funds for a short-term undertaking with a start-up and completion date or loan guarantees to assist an organization in acquiring the financial assistance, from financial institutions, needed to support the construction of the project or support for a specific project.

"In-Kind Contributions" shall be based on the provision of municipal property/facilities, materials or resources to an applicant, and do not include the provision of cash funds to, or on behalf of, the applicant. While cash funds are not provided in relation to In-Kind contributions, it is recognized that the contribution will involve either an expense or foregone revenue for the Town of Claresholm.

- Use of facility (rental fee reduced/waived)
- Staff support - expertise for an event (wages reduced/waived)
- Use of Town of Claresholm owned equipment (rental fee reduced/waived)
- Use of Town of Claresholm owned materials (fee reduced/waived)

"Special Event" shall be defined as any one-time or first-time event that is of cultural, social, or recreational significance to the community and which may have participation of more than one organization.

"Community Event" shall be a recurring event that Town Council has determined provides some significant benefit to the broad community, and is open to all members of the public.

GUIDELINES / CONDITIONS:

- Requests for consideration of a donation or alike will be accepted on an ongoing basis, and must be in writing to the CAO on the prescribed form (attached);
- Request for consideration of a donation or alike will be reviewed quarterly (January, April, July, October);

- Council, at its discretion may or may not grant a request for a donation or alike for the event/project. There is no guarantee that a request will be approved;
- The funding may not exceed the approved yearly budget amount unless by resolution of Council;
- Donations made by the Town are not to be regarded as commitment by the Town to continue such donations in the future.

ELIGIBILITY: An individual, group or organization must:

- Be based within the Town of Claresholm;
- Demonstrate the need for the specific request;
- Be an individual or non-profit entity;
- Use or distribute the donation wholly within the Town of Claresholm through the events or activities associated with the donation or alike;
- Not be the recipient of other funds from the Town of Claresholm;
- Not be a Federal or Provincially funded initiative;
- Not be a registered political party, registered constituency association or registered political candidate;
- Not be raising funds on behalf of another group who would not otherwise be eligible;
- Not be an activity that is contrary to the policies of the Town of Claresholm, or an activity which is deemed to be unlawful, or would incite hatred towards any group;
- Applications for assistance to attend conferences, and sponsorships of individuals or groups attending or participating in sporting events are excluded;
- Agree to acknowledge the Town contribution in all publicity relating to the event or activity to which the donation applies.

APPLICATION REVIEW GUIDELINES:

- All requests for donations or alike shall be directed in writing to the CAO through the completion of the Town of Claresholm Application for Donation (attached);
- All requests will be assessed based on the availability of the requested resource, potential financial impact to the Town of Claresholm, contribution to the well-being of members of the community, recognition of a worthwhile program/cause, and overall community impact;
- The applicant shall demonstrate a reasonable effort to raise funds from sources other than the Town of Claresholm;
- In making donations/requests, the Town of Claresholm may impose such conditions and/or restrictions as it deems fit;
- The Town of Claresholm decisions regarding donations/requests are final;
- Applications for In-Kind non-financial assistance will be forwarded to the respective department for review with a report to Council for consideration and approval. Each department will keep a detailed listing of all in-kind services offered in a calendar year and this will form part of the budget process;
- A written response for each application will be provided upon review.

Requests for assistance outside scope of policy: Nothing in this policy prohibits Town Council from considering financial assistance or in-kind support outside the scope of this policy. Council will consider each case on its merit and any assistance provided will be without precedent.

Policy # CEDC 01-02: Assistance to Community Groups is hereby rescinded.

Date Approved by Council:

Resolution #

**Town of Claresholm Application for Donation
(As per Policy #CDEC 12-15)**



Date of Application: _____

Date of Event: _____

1. Applicant Information

Name of Applicant: _____

Address: _____

Contact Person: _____

Phone, Fax, Email: _____

2. Type of Organization: (circle)

ARTS/CULTURE

RECREATION/SPORTS

EVENT

OTHER(specify)

3. Is the Organization registered with Revenue Canada as a Charity? (circle)

YES provide registration date & #

NO

4. Is the Organization incorporated as a non-profit organization? (circle)

YES provide registration date & #

NO

5. Type of Donation: (check and explain)

DONATION - Financial Assistance (explain):

IN-KIND CONTRIBUTION - Fee Waiver (explain):

IN-KIND CONTRIBUTION - Service, Equipment or Material Provision (explain):

COMMUNITY PROJECT FUNDING - (explain):

SPECIAL EVENT - (explain):

COMMUNITY EVENT - (explain):

Other (explain):

Amount (value) Requested: _____

6. Details of how the funds will be expended:

7. Previous Donations

Has your organization received donation from the Town of Claresholm in the past? If so, please explain the amount and use of these donations.

Date	Amount	Use of Funds

8. Organizational Information

What services or activities does your organization provide to the Town of Claresholm residents?
(Please attach a list of membership/executive)

Describe in broad terms the principal objective of your organization or initiative:

How will your organization acknowledge the Town's donation?

TOWN OF CLARESHOLM

POLICY

POLICY # CEDC 01-02

REPLACING POLICY # _____

EFFECTIVE DATE January 14, 2002

SUBJECT Assistance to Community Groups

DEPARTMENT Administration

AUTHORITY Municipal Government Act DATE PASSED January 14, 2002

PURPOSE: **To establish a consistent policy in dealing with community groups who request financial or in kind assistance from the Town.**

POLICY:

1. Upon written request from a community group for financial or in kind assistance Council shall by motion authorize the drafting of an agreement between the group and the Town.
2. The following items shall be included in the agreement:
 - i) Details outlining the total project and work to be completed.
 - ii) Details as to material ordered and the method of purchases.
 - iii) Details as to financial arrangements for grants or other financing.
 - iv) Provisions for cost overruns and financing of the same.
 - v) A current listing of persons who will ultimately be responsible for the project and those who would report to Council.
 - vi) A time schedule of the project.
 - vii) Details as to provisions for cost overruns.
 - viii) A financial statement for the project once the project is completed.



REQUEST FOR DECISION

Meeting: December 14, 2015

Agenda Item: 4

POLICY #PROT 12-15: SNOW REMOVAL ROUTE POLICY

DESCRIPTION:

The **revised** draft policy (see attached) is in regards to snow removal routes within the Town of Claresholm.

BACKGROUND:

Infrastructure Services has revised the attached policy to reflect the routes and concerns addressed. As different operators with different equipment have different duties, multiple areas are started at the same time (see attached map).

Infrastructure Services follows an Operational Snow Removal Plan, but is recommending the addition of the Snow Removal Route Policy. For emergency services reasons, it is important to have this policy for snow route removal. This policy reflects Councils efforts to prioritize emergency services, and routes throughout Town to hospitals. This policy also provides for the streets to be cleared as quickly and efficiently as possible, while providing the best service possible with the available staff, for the citizens and businesses in Claresholm. Emergency facilities and routes are always the priority after a snow fall event.

Preparing a snow policy that can be followed exactly is very difficult. Traffic, parked vehicles, and staffing availability all affect the operation. Working with the highway contractors (Volker Stevin) the snow routes presented were developed to allow emergency personnel at the Fire Department and Hospital to be the first to move throughout Town after a snow fall event. All routes are interconnecting into the highway system.

Once all streets have been opened to traffic, crews will return and remove the snow from streets, as wide as possible. Infrastructure Services Crews cover all 43km`s of Town roadways, and also cleans just over 7km`s of sidewalks. Infrastructure Services try to be flexible, and respond to special requests, as much as possible. Infrastructure Services Operational Snow Removal Plan is reviewed yearly, and changes made as necessary.

RECOMMENDED ACTION:

1. Council pass a motion to adopt Policy #PROT 12-15 effective December 14, 2015 as presented.

ATTACHMENTS:

- 1.) Draft Policy #PROT 12-15: Snow Removal Route Policy
- 2.) Snow Removal Route Map

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Mike Schuweiler, Director of Infrastructure Services

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: December 3, 2015



Policy #PROT 12-15

Snow Removal Route Policy

PURPOSE: To provide guidelines regarding snow removal routes. This policy provides snow routes to allow emergency personnel at the Fire Department and Hospital to move first after a snow fall.

The Town of Claresholm has adopted this policy to ensure that streets are cleared as quickly and efficiently as possible, while providing the best service possible with the available staff, for the citizens and businesses in Claresholm.

POLICY:

Snow Route Priority

Initial Operator:

1. 5th street east to 4th street west on 50th Ave.
2. 4th street west from 59th Ave to 43rd Ave & 55 Ave from 4 St W to 8th St W.
3. 3rd street west from 51st Ave to 43rd Ave.
4. 2nd street west from 43rd Ave to 51st Ave.
5. Downtown core (including downtown parking lot)
6. 2nd Ave. east 43rd Ave to 59th Ave.

Second Operator:

1. All perimeter roads (8th street, acreages, and north industrial area).
2. All remaining interconnecting streets.
3. Town of Claresholm facilities and Town parking lots.

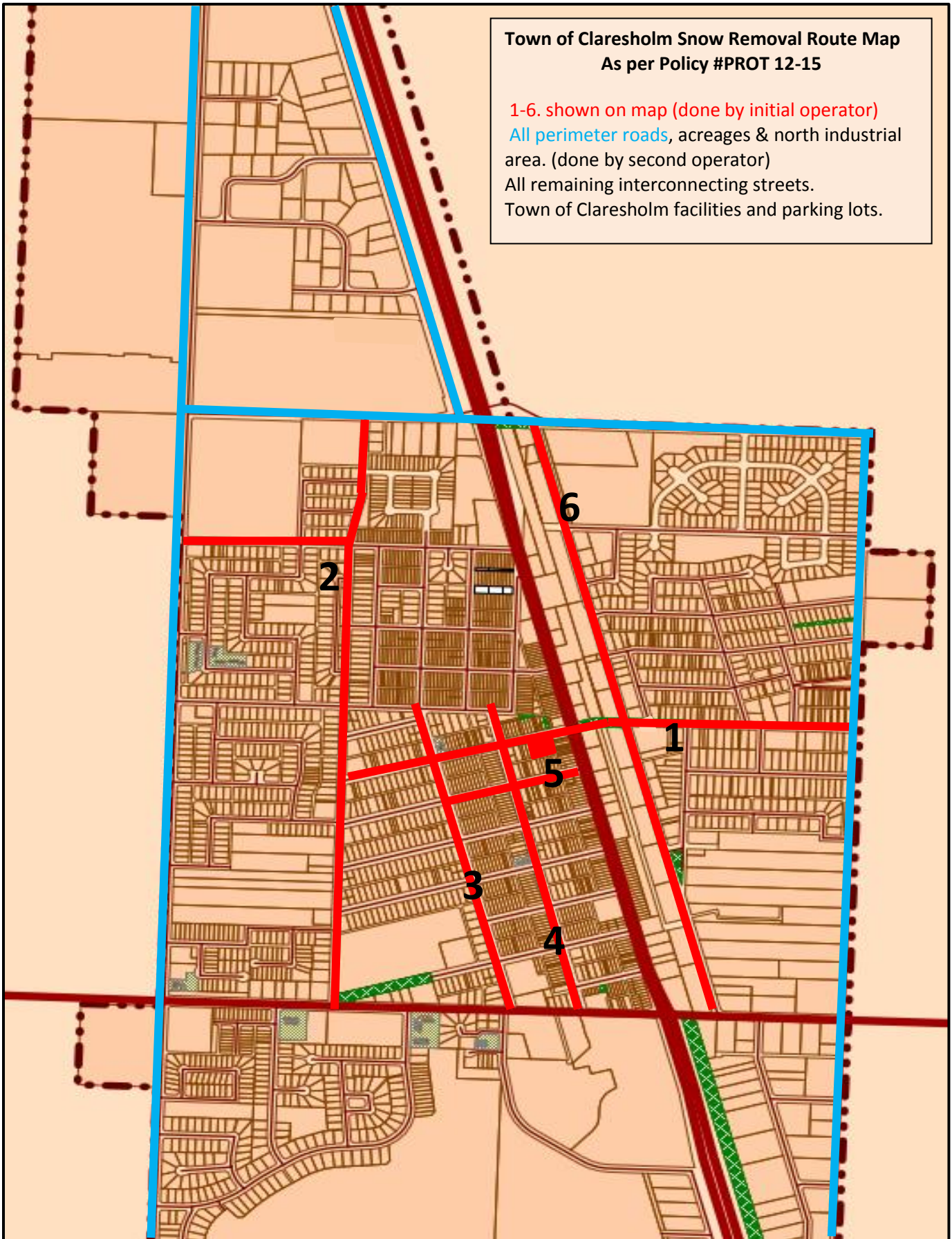
Date Approved by Council:

Resolution #



**Town of Claresholm Snow Removal Route Map
As per Policy #PROT 12-15**

1-6. shown on map (done by initial operator)
All perimeter roads, acreages & north industrial area. (done by second operator)
All remaining interconnecting streets.
Town of Claresholm facilities and parking lots.





REQUEST FOR DECISION

Meeting: December 14, 2015
Agenda Item: 5

HEALTH AND SAFETY POLICIES

DESCRIPTION:

To review and ratify staff and administrations work on the addition of key Health and Safety Policies that compliment and clarify key directives and goals of the existing Health and Safety program.

BACKGROUND:

In the latter half of 2015, the staff and administration started a review process of the Town of Claresholm Health and Safety Program. Working collaboratively to update and clarify its purpose, objectives and directives of our Health and Safety program. This review had three main steps:

1. A Health and Safety Policy Statement;
2. A Health and Safety Program Responsibilities Directive;
3. A Contractor Policy and Handbook outlining the safety responsibilities and requirements of a contractor hired by the Town of Claresholm.

Clarity was required and a clear statement for all Town of Claresholm employees outlining everyone's role and goal for zero accidents and injuries. The three attached documents complement the existing Town of Claresholm Policies and Safe work Procedures.

PROPOSED RESOLUTIONS:

To adopt Policy #GA 12-15(a) – Health and Safety Policy, Policy #GA 12-15(b) – Contractor's Policy, the Town of Claresholm Health and Safety Program Responsibilities Directives and The Town of Claresholm Contractor's Handbook.

RECOMMENDED ACTION:

1. Moved by Councillor _____ to adopt Policy #GA 12-15(a), the Health & Safety Policy, effective December 14, 2015.
2. Moved by Councillor _____ to adopt Policy #GA 12-15(b), the Contractor's Policy, effective December 14, 2015.
3. Moved by Councillor _____ to adopt the Town of Claresholm Health & Safety Program Responsibilities Directives and the Town of Claresholm Contractor's Handbook effective December 14, 2015.

ATTACHMENTS:

1. Policy #GA 12-15(a) – Health and Safety Policy;
2. Policy #GA 12-15(b) – Contractor's Policy;
3. The Town of Claresholm Health and Safety Program Responsibilities Directives; and
4. The Town of Claresholm Contractors Policy and Handbook.

APPLICABLE LEGISLATION:

- 1.) Occupational Health and Safety Act of Alberta, Regulations and Code

PREPARED BY: Jason Hemmaway, Municipal Enforcement Officer

APPROVED BY: Marian Carlson CLGM, CAO

DATE: December 10, 2015



Policy #GA 12-15(a)

Health and Safety Policy

PURPOSE: To commit to a safety program that will ensure that the Town of Claresholm complies with the *Occupational Health and Safety Act, RSA 2000, Chapter O-2*, and relevant provincial legislation. To provide responsibilities for establishing and implementing a safety program, policies and procedures that will strive to reduce workplace hazards, protect lives, promote employee health and reduce accidental loss of all its resources. Our goal is zero accidents and injuries.

POLICY:

The Town of Claresholm Mayor and Council, Management, Supervisors, Employees and Contractors shall, by working cooperatively, promote the following Health and Safety Policy Statement directives:

1. to promote the health, safety and well-being of the community by protecting both people and property;
2. strive to eliminate foreseeable hazards which may result in property damage, accidents, personal injury or illness;
3. recognize that responsibility is shared. All persons engaged or employed to perform duties for the Town are responsible to comply with applicable Legislation set out in the *Alberta Occupational Health and Safety Act*, Regulations and Codes, as well as the Town of Claresholm OH&S Program, Policies and Standard Operating Guidelines, and
4. continually strive to provide a safe and healthy work environment through commitment, communication and co-operation.

Policy #GA 03-13 is hereby rescinded.

EFFECTIVE DATE:



Policy #GA 12-15(b)

Contractor's Policy

POLICY:

Any contractor to bid on or carry out work for the Town of Claresholm will fall under the content of the Town's safety program and will be responsible to carry out this work with every measure taken to complete the work safely.

Contractors must follow the Occupational Health and Safety guidelines, as well as the guidelines the Town of Claresholm has set in the Joint Health & Safety Program and must have a current Town of Claresholm Business License.

Contractor Responsibilities:

1. Contractors are required to be familiar with the Town of Claresholm's Health and Safety Program and comply with all Safe Work Practices, the OH&S Act, Code and Regulations.
2. If a contractor is deemed prime contractor, they shall be responsible to comply with the Alberta OH&S Act and Regulations as well as the Town of Claresholm Safety Policies.
3. Contractors can follow their own Policies and Safe Work Practices if they exceed that of the Town.
4. Contractors shall take every reasonably practicable precaution to protect the safety of their employees, sub-contractors and the public.
5. Contractors shall carry out regular safety meetings.
6. Contractors shall assess and document hazards and the controls needed to reduce the risk for the hazards identified.
7. Personal Protective Equipment will be required to be worn when undertaking work for the Town.
8. Contractors will be required to supply to the Town, a letter to confirm the Town is listed as an additional insured on the Contractors liability insurance policy and that they have a minimum of \$2,000,000.00 of liability insurance per incident.
9. Contractors must supply the Town with a clearance letter from Worker's Compensation Board.
10. The Town will cover those Contractors that cannot get WCB coverage for themselves as long as they can get a Special Clearance Letter from WCB stating that they cannot get coverage, the Town will only use those Contractor's for up to \$10,000.00 per year unless there are special circumstances that are reviewed by the Joint Health & Safety committee and approved by the Chief Administrative Officer.
11. All incidents must be reported immediately to the Town of Claresholm.

EFFECTIVE DATE:



The Town of Claresholm

Health and Safety Program

Responsibilities Directive

ASSIGNMENT OF RESPONSIBILITY FOR HEALTH AND SAFETY

OVERVIEW

The Town of Claresholm has a responsibility to provide and be accountable for maintaining a safe and secure workplace. The Town, through active leadership, will strive to achieve that goal. However, the responsibility for a safe work place is not the responsibility of the Town's alone but is shared by management, supervisors, employees and contractors. All are expected to comply with Occupational Health and Safety Regulations, Workers Compensation and any other Town of Claresholm policy's.

MANAGER RESPONSIBILITIES

- Provide direction to supervisory staff to protect the health and safety of all employees.
- Enforce the Town of Claresholm OH&S Program as well as the OH&S Act, Regulations and Code.
- Participate in the Town of Claresholm OH&S Program.
- Investigate all incidents in conjunction with the OH&S Coordinator.
- Provide well-maintained tools and equipment and any special personal protective equipment that may be required.
- Provide ongoing safety education programs.
- Hold supervisors accountable for their individual safety activities.
- Review and update annually the Standard Operating Procedures.
- Review and document this "Responsibilities" directive yearly with all employees including Supervisors, Workers and Contractors.
- Work with the Supervisors to perform and document monthly safety meetings.

SUPERVISOR RESPONSIBILITIES

- Know and comply with the Town of Claresholm OH&S program, Safety Policy's and Standard Operating Procedures.
- Know and comply with Worker Responsibilities.
- Ensure all employees are competent to perform work in a safe manner.
- Ensure employees and contractors follow appropriate Standard Operating Procedures, the OH&S Act, code and Regulations and safe work practices.
- Conduct regular, informal safe work inspections.
- Perform and document monthly safety meetings.
- Perform and document a yearly fire drill.

WORKER RESPONSIBILITIES

- Be knowledgeable and comply with the following:
 1. Town of Claresholm OH&S Program,
 2. The Town of Claresholm Policies and Standard Operating Procedures as well as the
 3. OH&S Act, Code and Regulations.
 4. Attend monthly safety meetings
 5. Participate in yearly fire drill
- Wear the appropriate personal protective equipment as required by safe work practices.
- Notify supervisor(s) immediately of any unsafe conditions or acts that may pose a danger.
- Report all incidents and injuries to their supervisor(s) as soon as possible.
- Take every reasonable precaution to protect the safety of themselves and their co-workers.

CONTRACTOR RESPONSIBILITIES

- Contractors are required to be familiar with Town of Claresholm OH&S Program, the Contractor's Policy and Handbook, the relevant Town of Claresholm Policies and Standard Operating Guidelines and safety procedures, the OH&S Act, Code and Regulations.
- If a contractor is deemed Prime Contractor, they shall be responsible to comply with the Alberta OH&S Act and Regulations as well as the Town of Claresholm OH&S Program, Policies and Guidelines.
- Contractors can follow their own Policies and Safe Work Practices if they exceed that of the Towns.
- To take every reasonably practicable precaution to protect the safety of their employees and sub-contractors on site.
- To carry out regular safety meetings.
- To assess and document hazards and the controls needed to reduce the risk for these hazards.

"The safety information in this Directive does not take precedence over OH&S Regulations. All Employees should be familiar with the OH&S Act, Regulation and Code."



Claresholm

Contractor Handbook

Municipal Safety Policy Statement

This municipality is committed to the protection from accidental loss of all its resources, including employees and physical assets.

In fulfilling this commitment to protect both people and property, management will provide and maintain a safe and healthful work environment in accordance with industry standards and in compliance with legislative requirements, and will strive to eliminate any foreseeable hazards which may result in property damage, accidents or personal injury/illness.

All employees will be equally responsible for minimizing accidents within our facilities. Safe work practices and procedures will be clearly defined for all employees to follow.

Accidental loss can be controlled through good management in combination with active employee involvement. Safety is the direct responsibility of all managers, supervisors and employees.

All management functions will comply with municipal safety requirements as they relate to planning, operation and maintenance of facilities and equipment. All employees will perform their jobs properly in accordance with established procedures and safe work practices.

I trust that all of you will join me in a personal commitment to make safety a way of life. Our goal is zero accidents and injuries.

The safety information in this policy does not take precedence over the O.H.& S. Regulations. All employees should be familiar with the O.H.& S. Act and Regulations.

All contractors hired by the town shall abide by this policy. If a contractor has their own safety policy which is equal to or exceeds the Town of Claresholm's standards, the Town may approve the Contractor.

Marian Carlson
Chief Administrative Officer

Date

CONTRACTORS AND SUBCONTRACTORS

POLICY

It is the policy of the Town of Claresholm that contractors must supply the Town with a clearance letter from the Workers Compensation Board and must include a letter to confirm that the Town is listed as an additional insured on the contractors liability insurance policy, and must have a current Town of Claresholm business license.

All sub-contractors under the immediate direction or supervision of Town of Claresholm personnel will be expected to comply with the Town of Claresholm's Health and Safety Program, and all applicable Health & Safety legislation.

Independent contractors will be expected to comply with all applicable Occupational Health and Safety legislation and meet or exceed safety standards of the Town of Claresholm.

Contractors working on the Town of Claresholm premises must take all reasonable steps to protect their employees, Town of Claresholm employees, visitors, the general public and the property of Town of Claresholm from any harm during the contract.

Contractors are responsible for:

- ▶ developing and training their employees in safe work procedures and ensuring they are fully aware of the Town of Claresholm's safe work procedures.
- ▶ providing their employees with all necessary protective and safety equipment. They also must ensure that their employees are familiar with the proper use of this equipment.

1. Assignment of Responsibilities

Responsibility can be defined as an individual's obligation to carry out assigned duties. For our Health and Safety Program to achieve its desired results, everyone in the organization should know their responsibilities. While the Health and Safety Policy contains a general reference to responsibilities, management has set out specific responsibilities for themselves and for everyone in the organization.

2. Contractor Responsibilities

Contractors are responsible for:

- ▶ ensuring that their employees are fully aware of the Town of Claresholm's Safe Work Procedures.
- ▶ ensuring their employees and equipment comply with the requirements of the Occupational Health & Safety Act, Regulations, Code as well as industry standards.
- ▶ operating according to the requirements of the Town of Claresholm's Health and Safety Program at a minimum.

- ▶ maintaining a strong commitment towards health and safety in all of their work execution and operations.
- ▶ cooperating fully with the Town of Claresholm's Health and Safety representative in respect to safety and reporting.

3. Work Refusals

As outlined in the OH & S legislation, a worker can refuse to work if they believe that their health and safety is in imminent danger. Imminent danger is a danger that is not normal for the occupation or a danger under which a person in the occupation would not normally carry out their work. When a worker refuses they must notify the job supervisor who will in turn investigate and undertake action to eliminate the danger to the worker if deemed legitimate.

4. Environment

Good housekeeping practices in the work area will help ensure the environment is not contaminated. The Contractor shall have the responsibility to protect the environment by performing the following:

- immediately report all spills/leaks or other such discharge of chemicals/fuels/oils to the site supervisor.
- Dispose of all refuse/garbage from the job site in a proper receptacle for waste.

5. Training

Contractors and their employees must be trained and competent, prior to attending Town work sites, in the work practices being performed. Depending on the type of work required training may include but is not limited to: First Aid w/CPR, WHMIS, TDG, Fire Extinguisher Training, Confined Space Entry, etc.

6. Safety Meetings

Prior to commencing work the Contractor will review the site safety rules, hazards of the job being performed, the Personal Protective Equipment required and the emergency response plan for the worksite. The Town of Claresholm representative involved shall attend and participate in the toolbox meeting for the job as well as review any documentation provided by the Contractor.

7. Incident Reporting

Immediately after an incident or near miss occurs, no matter how trivial in nature, it shall be reported to the site supervisor who will then contact the Town. The Town of Claresholm will investigate all incidents and near misses that occur on any Town worksites. Recommendations made as a result of the investigation will be shared with

workers at the safety or toolbox meeting.

8. Personal Protective Equipment (PPE)

The Contractor shall be responsible to supply and maintain any and all PPE to its' own employees. All PPE used and worn on Town of Claresholm worksites shall meet the CSA standards as outlined in the OH & S legislation. All work performed on Town worksites shall follow the OH & S requirements for the use of Personal Protective Equipment.

The following PPE may be included at Town of Claresholm worksites but is not limited to: Hard hat, eye/face protection, safety footwear, hearing protection, hand protection, safety harness/lanyards and lifelines.

All Contractor employees shall bring the required PPE to the Town of Claresholm worksite prior to beginning work.

The Contractor shall be required to have adequate First Aid supplies (that meet OH & S Code) and Fire Extinguishers on site for Contractors own employees and equipment.

9. Personal Conduct

Intoxicating Beverages and Drugs:

The possession of or being under the influence of alcoholic beverages and / or non-prescription drugs is strictly prohibited on any Town of Claresholm worksite. It is the responsibility of the Contractor to ensure their employees do not report for work on Town worksites while under the influence of any substance, whether prescription or not, that may hinder the employee's ability to perform their job in a safe manner.

10. Tools & Equipment

The Contractor shall be responsible to provide and maintain tools and equipment in accordance with OH & S and manufactures requirements. All tools and equipment must be in good working condition and safety equipment properly functioning.

11. General Safety Rules

Mandatory Requirements

- ▶ Supervisors shall ensure that work is performed only by employees deemed to be qualified to do such work or by employees under the direction of a qualified employee. Employees, who are not qualified, other than those working under the direct supervision of a qualified employee, shall not do the work.
- ▶ Appropriate personal protective equipment shall be worn at all times when such equipment is required on a worksite.

- ▶ All unsafe acts, unsafe conditions, near miss incidents, and accidents shall be reported to the site supervisor. For all near misses and accidents, reports and investigations must be filled out in the proper time frame.
- ▶ All related work shall cease until such unsafe conditions or practices are remedied or controlled.
- ▶ All work shall be performed using Safe Work Practices and Task Procedures in accordance with the supervisor's direction.
- ▶ Good housekeeping is to be maintained in the work area.
- ▶ Only those tools that are in good repair, with all guards and safety devices in place, shall be used.
- ▶ Hand tools shall not be used for any purpose other than that intended.
- ▶ All electrical tools shall be grounded and double-insulated.
- ▶ Compressed gas cylinders are to be secured in an upright position, with valves closed when not in use.
- ▶ Riding on any hook, hoist or other material handling equipment which is used strictly for handling material and not specifically designed to carry riders is prohibited.
- ▶ Welding and burning operations shall be carried out only by authorized personnel with appropriate individual protective equipment.
- ▶ Clothing should be appropriate to duties being performed.
- ▶ Unsafe lifting positions, such as lifting from an uncomfortable position, lifting with back instead of legs and thigh muscles, and over-lifting are not acceptable. If the object is too heavy or awkward to handle, get help or use a mechanical device.
- ▶ Compressed air shall not be used for blowing dust or other substances from clothing being worn by employees.
- ▶ Gas, solvent or Varsol shall not be used as a body cleanser.
- ▶ Rifles, ammunition, and explosives are not permitted in any vehicle, unless it is designated to carry such equipment.
- ▶ Entry into an excavation greater than 1.5 metres in depth is not permitted unless it has been properly shored or sloped and has access ladders.

12. Grounds for Contractor Termination

The following are strictly prohibited at all times on all the Town of Claresholm property and all the Town of Claresholm worksites:

- ▶ Possession or consumption of alcohol or illegal drugs;
- ▶ Arriving for work or remaining at work when ability to perform the job safely is impaired; (includes prescription and non prescription medications)
- ▶ Fighting, sleeping on the job;
- ▶ Theft and vandalism; or
- ▶ Damaging, disabling or interfering with safety, fire fighting or first aid equipment.

13. Conclusion

This Contractor Handbook has been developed to familiarize the Contractor and their employees as to the requirements set out while working for the Town of Claresholm. These requirements are in harmony with the Safety program at the Town and are in place to protect all workers on Town worksites. Strict adherence is expected on the part of the Contractor and by accepting the role of a Contractor or Sub Contractor with the Town of Claresholm you hereby agree to the terms as outlined in this handbook.

Anything stated or implied in this handbook does not supersede the requirements of the Occupational Health and Safety Act of Alberta, its Regulations or the Code.

Contractor Acceptance Agreement

I _____ (the Contractor) acknowledge that I have received an Orientation to the Town of Claresholm's Safety Program and do hereby agree to accept the Contractor Handbook as established. I am aware of my responsibilities under said Safety program and agree to follow the terms and conditions as outlined.

Dated this _____ day of _____, A.D 20__ , at or near the Town of Claresholm, in the Province of Alberta.

Contractor has WCB Clearance letter: Yes No

Contractor has provided letter with Town of Claresholm named on liability insurance

Yes No

Town of Claresholm Representative

Contractor Representative

Contractor's WCB Account Number



REQUEST FOR DECISION

Meeting: December 14, 2015
Agenda Item: 6

POLICY #GA 12-15 – STAFF TRAINING & DEVELOPMENT

DESCRIPTION:

The current Staff Training & Development Policy that was adopted in 2011 requires updating to meet the current needs of the municipality.

BACKGROUND:

As Administration continues to perform an audit of internal processes and procedures, it has come to our attention that the current Staff Training & Development Policy needs to be updated to account for increasing costs as well as changes in requirements for staff.

RECOMMENDED ACTION:

Council pass a motion to adopt Policy #GA 12-15, the Staff Training & Development Policy, effective December 14, 2015.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to adopt Policy #GA 12-15, the Staff Training & Development Policy, effective December 14, 2015.

ATTACHMENTS:

- 1.) Policy #GA 12-15: Staff Training & Development Policy
- 2.) Policy #GA 12-11: Staff Training & Development Policy

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: December 10, 2015



Policy #GA 12-15

Staff Training & Development

Effective Date:

PURPOSE:

The Town of Claresholm believes in the development of our workforce, both to enhance employee engagement and commitment to the Town as an employer and to ensure the continued excellence of our organization. Training and Development is an essential business investment that enables the Town to maintain and extend our employee's knowledge and skills as our business environment evolves. Training and development plans and budgets shall be built into the Town of Claresholm annual budget.

The investment that the Town of Claresholm makes in partnership with employees in their continuing career development allows us to achieve maximum flexibility in meeting our current and future skills requirements. The Town is committed to creating and fostering an environment that facilitates and enhances the skills training and career development of our employees. Employees will be provided with opportunities so that they may maintain and develop their skills, adapt to changing workplace needs and fulfill their employment potential within the Town.

DEFINITION:

For the purposes of this Policy:

Training and Development – May include formal training, work experiences, conferences, job networking or formal courses of study to update and enhance the skills/knowledge necessary to make a continuing contribution to the work of the Town of Claresholm, in current and future roles.

GUIDELINES:

- Hotel/motel costs are not to exceed two hundred dollars (\$200) per night including taxes and fees, unless otherwise authorized by the Chief Administrative Officer (CAO). Any overage will be paid by the employee(s).
- Meal costs will be reimbursed by the Town when they are supported by receipts. The maximum allowed per day is seventy dollars (\$70) in total.
- Expenses not to be reimbursed shall consist of:
 - In room movies
 - Personal phone calls
 - Use of in room mini bar
 - Liquor expenses
 - Expenses incurred by employees spouse or guest
- Meal costs, without receipts, will be reimbursed but limited to the following amounts:
 - Breakfast \$10
 - Lunch \$15
 - Supper \$20
- Time spent travelling to/from the course/seminar is considered time worked and is chargeable to the Town.

- Travel to and from the course venue will be subject to the guidelines under the Town of Claresholm Personal Use of Vehicle Policy.
- Time spent in the course/seminar is considered time worked and is chargeable to the Town.

RESPONSIBILITIES:

Senior Administration:

Create and foster an environment that facilitates and enhances the skills training and career development of employees by:

- Considering employees development initiatives in annually reviewing performance of foreman / department heads.
- Providing resources for employees training and development to ensure that skill levels of administrative employees are strong, broad and well-suited to the pursuit of the Town's objectives.

Department Heads:

Create and foster an environment that facilitates and enhances the skills training and career development of employees by:

- Discussing with employees development needs in relation to the work of the unit.
- Providing opportunities for the discussion of individual goals on at least an annual basis and for the development of a mutually agreed on plan for training and career development.
- Recognizing developmental achievements during the year.
- Based on the operational requirements of the unit, providing job-specific training to enable employees to acquire skills and knowledge necessary to the work of the unit based on identified needs, for example by participating in training seminars, job network meetings and temporary assignments.
- To the extent that operational requirements allow, providing employees with appropriate opportunities to acquire skills or experience which would enhance employees' ability to make a continuing contribution to the work of the Town of Claresholm, for example by participating in training seminars, job network meetings and cross-training.
- Review and approve appropriate requests for training and development. Supervisory approval for time away from the job for purposes of training and career development will be based on the following criteria:
 - Operational requirements of the work unit in relation to duration and timing of the development activity
 - Benefit of the development activity to the work of the Town of Claresholm
 - Benefit of the development activity to the achievement of the employees' career goals within the Town
 - Costs for training fall within operational budget constraints.

Employees:

Take the primary responsibility for managing their careers by:

- Examining current skills and identifying areas for further development.
- Seeking opportunities for ongoing skills enhancement.
- Taking advantage of relevant training.
- Keeping skills and knowledge up to date to meet changing workplace needs.
- Contributing to the department/division's annual planning process.

- Putting full effort into the course and receiving a passing grade on all courses.

Employees must present a copy of their final marks and / or a copy of the certificate received upon completion of the course for their personnel file.

GENERAL PROCEDURE:

For all training and development activities, applicants will be selected on the basis of identified Town and individual needs, assuming candidates meet program standards and requirements. Town of Claresholm employees may either:

1. Be requested to participate in training courses, or
2. Request to participate in training courses.

APPLICATION:

All employees who are applying for, or are requested to participate in, training and development courses will complete the Application for Training (Schedule A) form in consultation with their supervisors. Detailed descriptions of course content and requirements should be attached to the application.

TRAINING REQUIRING LEAVE OF ABSENCE

Any training or development program which requires a leave of absence must be in a field directly related to current responsibilities or as approved in conjunction with career planning / succession planning activities and approved by Town Council.

Policy #GA 12-11: Staff Training & Development Policy, is hereby rescinded.

Date approved by Council:
Resolution #

Application for Training Form

Employee Name(s)

Date of Training

Location

Course Costs

Material Costs

Mileage Costs

Other Costs

G.L. Account

Purpose/Intent of Training

Employee

Supervisor

Management

Date Signed



Staff Training & Development Policy #GA 12-11

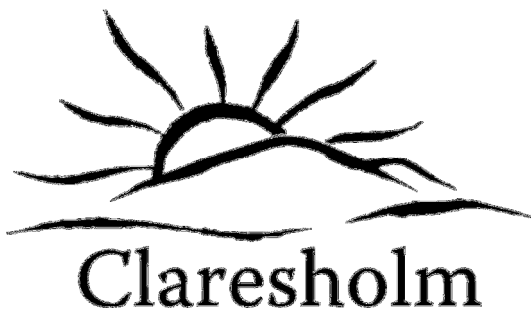
PURPOSE: To establish a consistent policy regarding staff training and development.

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

GUIDELINES:

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

EFFECTIVE DATE: DECEMBER 19, 2011



REQUEST FOR DECISION

Meeting: December 14, 2015
Agenda Item: 7

2015 BUDGET AMENDMENTS

BACKGROUND:

When the data dump occurred from the Muniware system to the excel worksheet, the debenture principal payment accounts did not transfer over. Therefore, the 2015 Budget did not include the principal payments on the debenture debt that the Town of Claresholm carries. The interest portion of the debt payments to Alberta Capital Finance Authority were included in the operational budget, however, the principal payments for the debt were not.

The Town of Claresholm had the following debt payments in 2015.

- Pine Coulee Water Project debenture
 - 15-Jun-2015 \$144,434.13 payment, \$54,057.19 Principal, \$90,376.94 Interest
 - 15-Dec-2015 \$144,434.13 payment, \$55,473.49 Principal, \$88,960.64 Interest
- Sewer upgrades debenture
 - 15-Sep-2015 \$86,301.93 payment, \$51,627.33 Principal, \$34,674.60 Interest
- Golf Course Expansion debenture
 - 15-Jun-2015 \$54,584.62 payment, \$46,490.86 Principal, \$8,093.76 Interest
 - 15-Dec-2015 \$54,584.62 payment, \$47,026.90 Principal, \$7,557.72 Interest

Total principal payments for 2015: \$254,675.77.

In addition to the debenture payments an interdepartmental transfer from FCSS to cover administrative costs was not adjusted for on the revenue side and as a result the interdepartmental transfers do not balance. An interdepartmental revenue was over reported by \$3,515. As a result \$3,515 is added to the deficit.

In total, the 2015 budget is currently at a deficit of \$258,190.77.

The 2015 budget is not accounting for the debenture principal repayments and includes a misallocation of the interdepartmental and transfers must be amended to bring the budget into balance.

RECOMMENDED ACTION:

To amend the budget by adjusting for the deficit with adjustments within the reserve transfers. The 2015 budget included a proposed transfer to reserves of \$153,426. If this transfer is eliminated the budget deficit will be reduced to \$104,764.77.

In addition, there is a debt reduction reserve that has a balance of \$192,453. The remaining debenture principal deficit of \$101,249.77 can then be eliminated by allocating the deficit amount from the reserve.

The \$3,515 revenue overstatement can be adjusted by reducing the revenue account by this amount.

PROPOSED RESOLUTION:

1. Council pass a motion to amend the 2015 budget by reducing the proposed transfer to reserves of \$153,426 to \$0 and to allocate \$101,249.77 from the debt reduction reserve to cover the principal debenture payments in the amount of \$254,675.77 and to reduce the Interdepartment Transfer Revenue account in the amount of \$3,515, to bring the 2015 budget into balance.

ATTACHMENTS:

- 1.) Draft Amended 2015 Budget.

PREPARED BY: Simon Janhunen, CPA, CA – Director of Corporate Services

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: December 11, 2015

DRAFT AMENDED 2015 BUDGET**2,015****Revenue**

Net municipal taxes	3,073,988
User fees and sales of goods	1,972,810
Government transfers for operating	423,163
Investment income	32,000
Penalties and costs of taxes	82,500
Licenses and permits	44,500
Franchise and concession contracts	142,705
Rental	121,700
Other	78,944
Family and community support services	220,699
	<hr/>
	6,193,009

Expenses

Legislative	111,500
Administration	1,143,928
Fire	197,479
Bylaw enforcement	148,232
Common and equipment pool	550,295
Roads, streets, walks and lighting	907,665
Airport	23,019
Storm sewers and drainage	311,620
Water supply and distribution	2,242,310
Wastewater treatment and disposal	624,369
Solid waste management	528,703
Family and community support services	217,214
Day care	69,777
Cemeteries and crematoriums	38,099
Other public health and welfare	30,000
Economic and agricultural development	39,878
Subdivision land and development	164,646
Parks and recreation	867,612
Culture - libraries, museums and halls	341,233
	<hr/>
	8,557,577

Deficiency (Surplus) of revenue over expenses before other**-2,364,568**

Other		
	Government transfers for capital	1,851,125
Surplus (deficiency)		- 513,443
Adjustments for Non-Cash items		
	Amortization expenses	2,674,736
Adjustments for cash items that are not revenues & expenses (but are sources or uses of funds)		
	Capital expenditures	- 2,452,900
	Debt proceeds	
	Debt principal repayment	- 254,676
	Transfer from sundry trust	27,052
	Trust account transfer - Alberta road	106,541
	Transfers from reserves	412,690
	Transfers to reserves	-
Budget balance		0



REQUEST FOR DECISION

Meeting: December 14, 2015
Agenda Item: 8

2016 INTERIM OPERATING BUDGET

DESCRIPTION:

A resolution of Council is required to adopt the 2015 Operating Budget as the 2016 Interim Operating Budget.

BACKGROUND:

Administration and the Audit & Finance Committee have been hard at work on the 2016 Operating Budget, however are not ready to present the budget for adoption by Council. As a result, an interim budget needs to be adopted before January 1, 2016.

RECOMMENDED ACTION:

Council pass a motion to adopt the 2015 operating budget as the 2016 interim operating budget.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to adopt the 2015 operating budget as the 2016 interim operating budget.

ATTACHMENTS:

- 1.) None

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act, RSA 2000, c M-26, Section 242.

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: December 10, 2015



INFORMATION BRIEF

Meeting: December 14, 2015

Agenda Item: 9

PLANNING SESSION DATE

DESCRIPTION:

As part of ongoing management of the Strategic Plan adopted by Council at the June 22, 2015 regular Council meeting, periodic meetings between administration and Council should take place to ensure that the Strategic Plan is up to date at all times.

BACKGROUND:

Administration is requesting that Council set a planning session date in either January or February of 2016 to update the strategic planning process going forward. This process ensures that issues addressed by the Strategic Plan are kept at the forefront of Council's and Administration's consciousness.

OPTIONS:

1. Schedule an evening in January or February during the week.
2. Schedule a Saturday morning / afternoon.

ATTACHMENTS:

- 1.) None

APPLICABLE LEGISLATION:

- 1.) None

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: December 10, 2015



INFORMATION BRIEF

Meeting: December 14, 2015

Agenda Item: 10

BUSINESS LICENCE BYLAW

DESCRIPTION:

The Town of Claresholm Business Licence Bylaw, which provides for the licensing and regulating of business within the Town of Claresholm, dates to 1991. Town staff responsible for issuing business licences report that the Business Licence Bylaw is adequate generally, but that it has some shortcomings related to exemptions (instances where a licence is not required) and to recent developments in business types that were not foreseen when the Bylaw was adopted.

BACKGROUND:

Business Licence applications are reviewed as part of the Development Permit Application process. Often development approval is required before a business licence can be issued. Given that the Council has established the goal to streamline development processes and procedures in the 2015 – 2018 Strategic Plan [Year 1, Item 1(c)], there may be an opportunity to examine how the Business Licence Bylaw does or does not support that goal.

For example, the current Business Licence Bylaw only exempts from requiring a Business Licence wholesalers (providing merchandise to a local retailer), individuals selling farm produce not from a place of business, and publicly funded educational and institutional establishments. This is more restrictive than most surrounding municipalities who also exempt, among other things, garage sales, minors shoveling snow and mowing lawns, vendors at trade and craft shows, and private babysitting.

Further, the current Business Licence Bylaw is silent on other business types that may not have been considered when it was adopted in 1991 and these include, among other things, love boutiques, adult entertainment facilities, smoking-related businesses or lounges, and money-lending/payday loan facilities.

OPTIONS:

1. Continue licensing businesses using the existing Business Licence Bylaw and Fee Schedule.
2. Direct staff to draft an updated Business Licence Bylaw and Fee Schedule and present to Council for three readings.
3. Direct staff to consult with Council, the business community, and the Economic Development Committee and draft an updated Business Licence Bylaw and Fee Schedule and present to Council for three readings.

COSTS/ SOURCE OF FUNDING (if applicable):

It is anticipated that operational budget is sufficient to cover any costs that may result from a review of the Business Licence Bylaw.

ATTACHMENTS:

1.) None

APPLICABLE LEGISLATION:

1.) Town of Claresholm Business Licence Bylaw No. 1300 (Amended to Bylaw No. 1332)

PREPARED BY: Jeff Doherty, Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: December 3, 2015

Strategies

YEAR 1

YEAR 1		Assigned to	Update on Progress
POLICY & PLANNING			
Lift Station & Storm Water Infrastructure			
	Apply for funding for infrastructure and upgrades	Marian/Director of Corporate Services	A number of applications have been submitted in 2015 but were not successful. Still awaiting confirmation as to whether funding will be approved through the Alberta Community Resilience Fund for Phase I of the Stormwater Master Plan.
	Develop plan for infrastructure upgrades: Harvest Square storm water infrastructure	Mike	Plan was investigated for surface drainage and found that it can be done without the need to build a storm lift station. Plan was presented to the last developer. No engineering has been presented to the Town.
	Develop plan for infrastructure upgrades: New Lift Station	Mike	Lift station was designed and built with PW crew installing the discharge piping. The electrical is yet to be completed before the station is online.
	Develop plan for infrastructure upgrades: Frog Creek Drainage system upgrade	Mike	The Town's master drainage plan has been developed and the repairs and upgrades to Frog Creek have been engineered. Project is ready to be tendered,(Phase 1) as soon as funding is approved by the Disaster Recovery Program office.
	Develop plan for infrastructure upgrades: Storm pond on South end of town	Mike	The design and all engineering has been completed and the project is ready for tender, (Phase 1) as soon as funding has been approved. Awaiting funding approval from the Alberta Community Resilience Fund.
	Develop plan for infrastructure upgrades: Upgrade to 8th St. Ditch	Mike	This project is part of phase 1 of the Town master drainage plan's recommendations, project engineered, ready for tender, awaiting funding. Awaiting funding approval from the Alberta Community Resilience Fund.
Relocate Town Office			

Strategies

YEAR 1

YEAR 1		Assigned to	Update on Progress
	Plan & apply for funding for old elementary school building purchase and Town Office relocation	Marian/Director of Corporate Services	Livingstone Range School Division has sent the request to transfer ownership to the Town and are awaiting Ministerial approval. An application was submitted to the Building Canada Small Communities Fund, but was unsuccessful
Development Application Process & Procedure			
	Review and Streamline Development Application Processes and Procedures	Jeff	<p>The Municipal Planning Commission, Development Officer and Planner from ORRSC are preparing amendments to Land Use Bylaw No 1525:</p> <ol style="list-style-type: none"> 1. Correct zoning where the zoning is inconsistent with the use; this removes the non-conforming status that can delay developments and cause concerns for purchasers when Compliance Requests are processed. 2. Implement a permitted use class of home occupation (for no visitor, non-contractor home offices only) that can be approved by staff rather than the Municipal Planning Commission. 3. Clarify definitions of uses in the permitted and discretionary lists to ensure clear understanding for applicants. 4. Develop clear rules with visual material showing where fences and sheds can be located on lots, including corner lots. <p>The Development Authority is preparing an application to Alberta Environment to bring certainty to the non-operating landfill setback dimension so that undeveloped lands can be used as intended.</p>
ECONOMIC & COMMUNITY DEVELOPMENT			
Develop an Economic Development Association			

Strategies

YEAR 1

	Assigned to	Update on Progress
Develop organizational documents (terms of reference, mandate etc.)	Marian	Bylaw to establish an Economic Development Committee was approved by Council November 23, 2015
Develop annual plan of activities.	Marian/EDO	In process of hiring a full-time Economic Development Officer
Creation of Town Brand	Marian/EDO	
Revitalize Downtown & Highway Corridor		
Develop/review policies pertaining to unsightly premises & vacant lands & buildings in retail, commercial & industrial areas.	Jason/EDO	<p>Jason - 1) Vacant bldg. Bylaw is prepared, but may not be necessary if we can create a working relationship with property owners and get them to update their property. 2) Current Unsightly Bylaw is adequate to educate and enforce against unsightly issues. 3) Public Pressure against vacant buildings exists but the financial factor for both the property owner and the municipality is what results in slow progress. 4) Rest Stop Initiative - denied 5) Highway Corridor revitalization hinges on an on-going working relationship with business owners to keep renovating properties and keeping properties presentable. 6) Parking at 7-11 and Tim Hortons/A&W are the two biggest engineering issues moving forward for Claresholm. Creating parking corridors/lots will make the local businesses more accessible. 7) Convincing property owners of vacant lots/bldgs to update the esthetics of the property into a low maintenance green space. What this could mean is tearing an undesirable building down and replacing it with gravel and an ornamental tree. The lot could be developed in the future easily and in the mean time this creates a more desirable core and highway corridor. We have to be realistic that these bldgs and lots may never get developed so this is how we evolve our core.</p>

Strategies

YEAR 1

YEAR 1		Assigned to	Update on Progress
Increase Business Attraction & Retention			
	Partner with the Chamber of Commerce, Alberta SW, Community Futures & EDA (when formed to create awareness & training on business succession & transition planning.	EDO	
Annexation			
	Proceed with process	Marian	Have been working with the 2 remaining property owners to finalize the agreements.
GOVERNANCE & INTERNAL OPERATIONS			
Align & Strengthen HR to Meet Needs			
	Review current organization structure & identify optimal means of operating (current & future needs, as well as succession planning and attrition)	Marian	New organizational structure was approved by Council in May 2015. Adjustment made in November 2015 to include a full-time Economic Development Officer. Ongoing evaluation of the organizational needs.
	Review current HR policies & procedures to update & identify gaps especially in relation to performance evaluation & advancement criteria.	Lisa	
Communications Strategy			
	Develop & Implement a coordinated Communications Strategy that includes communication tools, strategic alignment of key messaging to stakeholders, media relations strategy, public awareness, protocols for Council, Staff communication with stakeholders.	Karine	
Review & Update Administration & Council Policies			

Strategies

YEAR 1	Assigned to	Update on Progress	
	Identify Admin & Council policies, review and update policies, communicate changes as well as new policies as appropriate	Marian	Policies are reviewed and amendments presented on an ongoing basis.
Develop Multi-Year Business Plan & Budget			
	Develop financial policies & procedures	Marian/Director of Corporate Services	Director of Corporate Services hired in September 2015. Policies and procedures will be reviewed once the budget and audit are completed.
	Develop a three year operationsl and five year capital budget cycle	Marian/Director of Corporate Services	
Update Strategic Plan			
	Review & approve strategic plan, align plan with operational & capital budget	Marian/Director of Corporate Services	Planning session to be scheduled for early in the new year to review and update the Strategic Plan
PARTNERSHIPS, COLLABORATIONS, RELATIONSHIPS			
Celebrate Successes with the Community			
	Communicate at least one success per month with the community, recognizing achievements, reporting progress monthly, recognizing volunteers, profiling key members, reporting on key initiatives.	Karine	
Building Government Relations at All Levels			
	Develop relationship with provincial election candidates, share plans & progress with MD, keep Federal & Provincial officials up to date with Claresholm's priorities.	Council	Council met with the Minister of Municipal Affairs, the Minister of Environments staff and RCMP K Division in 2015.
Strengthen Stakeholder Relationships			

Strategies

YEAR 1

	Assigned to	Update on Progress
Discuss plans and priorities with Chamber of Commerce. Identify other joint initiatives where the Town can support the Chamber.	Marian/EDO	
Partner with Alberta SW, Community Futures, EDA (when formed) to create awareness & training.	EDO	
AHS & other service provider relationships- develop dialogue to ensure optimal service & enhancement.	Council	
VIBRANT COMMUNITY, QUALITY OF LIFE		
Food Bank Service		
Work with the Food Bank to improve operations & service to the Community	Council	
Traffic Safety Plan		
Establish an on-going relationship with RCMP. Ensure Bylaw Officer receives Level 2 Peace Officer training.	Marian	Jason - Level 2 attained (June 2015), Good working relationship with RCMP, JFO operations include enforcement and education initiatives
Develop a Traffic Safety Plan	Jason	Traffic Safety Plan complete - under review by Mgmt.
Optimal Model for Fire Services		
Investigate model for fire service provision to residents. Develop plan to implement the optimal model.	Marian/Kelly	Working with the MD of Willow Creek to determine an optimal model for services.



INFORMATION BRIEF

Meeting: December 14, 2015

Agenda Item: 12

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - May 25, 2015				
13	INFO BRIEF: Golf Course Bridge - Direction to proceed with temporary repairs and to identify the project in the infrastructure master list for future discussion.	Mike	Repairs to be completed upon Golf Course season closure. (waiting for DRP approval)	In progress
Regular Scheduled Meeting - November 9, 2015				
4	RFD: Economic Development Officer - Moved by Councillor Fieguth to hire a full-time Economic Development Officer who shall report directly to the Chief Administrative Officer; and that a salary grid be established for the position and the cost be included in the 2016 budget. CARRIED MOTION #15-103	Marian/Lisa	Job posting prepared - Deadline for applications Dec 4/15 First round of interviews took place Dec 9th & 10th	In progress
Regular Scheduled Meeting - November 23, 2015				
1	Bylaw #1609 - Economic Development Committee: Moved by Councillor Ford to give Bylaw #1609 regarding the Economic Development Committee 2nd. Reading. CARRIED Moved by Councillor Cutler to give Bylaw #1609 3rd & Final reading. CARRIED.	Karine	Bylaw prepared & signed.	Complete
2	Delegation Response: Tetra Tech EBA Engineering. Re: North Landfill Study. Moved by Councillor Cutler that the Development Authority assemble the required information and submit to Alberta Environment a request to vary the setback distance for a development to a non-operating landfill. CARRIED. Motion #15-109	Jeff	Communicating with Alberta Environment Approvals Engineer	In progress
3	Delegation Response: Claresholm Women's Conference 2016 Re: Greetings & Funding. Moved by Councillor Cutler to deny the funding request from the Claresholm Library & FCSS for the Claresholm Women's conference taking place at WCCHS on March 12, 2016. CARRIED. Motion #15-110	Tara	letter sent November 25, 2015	Complete
4	Moved by Councillor Fieguth to direct Administration to develop an updated policy to deal with funding requests from community groups. CARRIED. Motion #15-111	Marian	draft on December 14 agenda	Complete

5	Corres: The Bridges at Claesholm Golf Club. Re: Letter of Support. Moved by Councillor McAlonan to write a letter of support towards the Bridges at Claesholm's Golf Club's grant application to the CIP for a camera surveillance security system and a arpet update for the pro shop & meeting room. CARRIED. Motion #15-112	Tara	letter sent November 25, 2015	Complete
6	Corres: Claesholm Society for the Arts. Re: Request for Assistance. Moved by Councillor Dixon to deny the request from the Claesholm Society for the Arts for financial assistanct for their production of "Little Shop of Horrors" CARRIED. Motion #15-113	Tara	letter sent November 25, 2015	Complete
7	RFD - Policy #PROT 11-15 - Snow Removal Route. Referred to administration for more policy development.	Mike	revisions for Dec 14, 2015 Council agenda.	Complete
8	Info Brief - Capital Paper Recycling. Received for information.	Karine	Information placed in Town News.	Complete
9	Advertise Economic Development Committee applications and profile reasons to be on the committee	Karine	Information placed in Town News.	Complete

PREPARED BY: Karine Wilhauk, Secretary-Treasurer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: December 11, 2015

INFORMATION ITEMS



MUNICIPAL PLANNING COMMISSION MINUTES

November 23, 2015

Town of Claresholm – Council Chambers

Attendees: Lyal O’Neill - Council Member (Chairperson)
Shelley Ford - Council Member (Vice-Chairperson)
Jamie Cutler- Council Member
Sharon Duncan - Member-at-Large
Jeff Kerr – Member-at-Large

Staff: Jeff Doherty - Development Officer (Secretary to the Municipal Planning Commission)
Tara VanDellen – Infrastructure Services Administrative Assistant

Media Present: Rob Vogt – Claresholm Local Press

Public Present: Gavin Scott ORRSC, P. Elder, Justin Canuel, Paul Johnson

8:30 am

Organization

Jeff Doherty, Secretary to the Municipal Planning Commission, called for nomination of Chairperson.

**Councillor Ford Nominated
Councillor O’Neill as
Chairperson**

**Seconded by Jeff Kerr
CARRIED**

Councillor O’Neill called for nomination of Vice-Chairperson.

**Jeff Kerr nominated
Councillor Ford as Vice-
Chairperson**

**Seconded by Councillor
Cutler
CARRIED**

8:34 am

Call to Order /Adoption of Agenda

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

Adoption of Minutes

- October 16, 2015

**Motion to adopt the
Meeting Minutes
By Sharon Duncan**

**Seconded by
Jeff Kerr**

CARRIED



MUNICIPAL PLANNING COMMISSION MINUTES

November 23, 2015
Town of Claresholm – Council Chambers

Item 1: Action

DEVELOPMENT PERMIT

File: D2015.102
Applicant: Justin Canuel
Owners: Patricia Canuel
Address: 24 Saddle Mt Road
Legal: Lot 21, Block 4, Plan 7810389
Regarding: Large Accessory Building with height variance

**Motion to table with
requirement to submit a new
site plan by Councillor Cutler.**

Seconded by Councillor Ford

CARRIED

Item 2: Action

DEVELOPMENT PERMIT

File: D2015.098
Applicant: Paul Johnson
Owners: Rod & Joan Dyrholm
Address: 207 45 Ave West
Legal: Lot 9-10, Block 8, Plan 147N
Regarding: Home Occupation – Electrician

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

**Seconded by
Councillor Cutler**

CARRIED

Condition(s):

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

Note(s):

1. As per, Schedule 10, Section 2 of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations shall not involve the display or storage of goods and equipment upon or inside the premises in such a manner that these items are exposed to public view.
 2. As per, Schedule 10, Section 10 of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations must be renewed annually and may be subject to periodic reviews and may be revoked if the Municipal Planning Commission determines that the use has become detrimental to the residential character and amenities of the neighborhood.
 3. Please note that the home occupation development permit will lapse/expire if a business license is not obtained within 1 year
-



MUNICIPAL PLANNING COMMISSION MINUTES

November 23, 2015
Town of Claresholm – Council Chambers

- from the date of approval, or subsequently, if the business license is not purchased annually.
4. As per Bylaw 1550 (Traffic Bylaw), a vehicle, or a vehicle with a trailer attached, with a maximum allowable weight of 4,500kg, shall not be parked on a highway any time after 10:00PM and before 7:00AM, unless it is parked in a location completely adjoining the vehicle owner's residence. This does not apply if the vehicle is a recreation vehicle, a commercial vehicle with the hazard warning lamps alight and in the process of loading or unloading goods, or if it's parked on Provincial Highway #2 (1st Street West).
 5. As per Bylaw 1550 (Traffic Bylaw), a vehicle, or a vehicle with a trailer attached, with a maximum allowable weight exceeding 9,500 kilograms, shall not be parked on a highway.
 6. As per Bylaw 1550 (Traffic Bylaw), a trailer shall not be parked on a highway unless the trailer is attached to a vehicle by which it may be drawn.
 7. As per Bylaw 1550 (Traffic Bylaw), any commercial vehicle, bus, truck or truck tractor:
 - may be parked on private property as long as that vehicle does not block any sidewalk, laneway or alley and doesn't obstruct or hinder the normal flow of traffic (pedestrian or vehicular).
 - shall not be parked on a highway unless it is parked in a location completely adjoining the operator's place of residence.
 - shall not be parked for more than 48 consecutive hours and must be removed to an off-highway location for at least 72 consecutive hours before it may park there again.

Item 3: Action

Implementation of Strategic Plan: 2015-2018

Taken for information

File: RPS00502
Town of Claresholm Strategic Plan Year One Item 1(c)
Discussion of Land Use Bylaw Amendments with Town of Claresholm Planner from Oldman River Regional Services Commission



MUNICIPAL PLANNING COMMISSION MINUTES

November 23, 2015
Town of Claresholm – Council Chambers

Item 4: Action	MD Willow Creek Land Use Bylaw Amendment	Taken for information
	File: RPS00524 Rural General – RG to Rural Commercial - RC Proposed Medical Marijuana Facility Former Garden Soul Greenhouse Property	

11:35 am	Adjourn	Motion to Adjourn By Jeff Kerr
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New, unwrapped toys can be dropped off in the Learning Commons from December 1-14. There is a Giving Tree board set up with the ages and genders of local children who are in need this season. Our goal is to match each child with at least one toy.

JR PROM CANDIDATES

Kaley N.
Keenan M. (Escort)

Courtney S.
Caden B.

Reegan M.
Dyson L.

Chloe L.
Brady B. (Escort)

Cassandra K.
McIvor K. (Escort)

Brynn T. (Escort)
Brandon C.

HOW TO REACH US

Main Phone 403-625-3387
website: www.willowcreekhighschool.ca
email: dietzek@lrsd.ab.ca
News? carmellesteel@gmail.com



Reminder

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



The Navigator

Issue 46 • Printed December 3, 2015

Claresholm, AB

"How did it get so late so soon? Its night before its afternoon. December is here before its June. My goodness how the time has flown. How did it get so late so soon?" ~ Dr. Seuss

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

GRAD 2016

Poinsettia pick up is scheduled for Friday, December 4, between 1:30 - 4:00 p.m. All grads are asked to pickup and distribute the plants they sold. Please watch the WCCHS website for confirmation of the pick up date and time. Thank you to everyone who purchased a poinsettia!

Theme: There will be a grad class meeting to vote on the theme, Tuesday, December 8 at 11:40 a.m. in the Learning Commons. Posters will be hung up early in December so that you can see the themes.

Graduation Date - Saturday, June 25



Jr. Prom Christmas Tea &
Gift of Time Auction
Dec. 3 at 5 pm. \$2 at the door.
Everyone Welcome!

CHRISTMAS BAND CONCERT

The Willow Creek Composite High School / J.T. Foster High School Christmas Band Concert is at 7:00 pm on Wednesday, December 16, 2015 in the J.T.Foster High School gym.

*Grade 7, 8 and 9 band students need to arrive by 6:00pm in order to warm up. For their band uniform they will need: a white collared dress shirt. Bottoms: Black pants or a black skirt (no shorter than knee length). Also, wear dress shoes please and no runners.

ALL Senior band members will be having a rehearsal on December 16 from 3:40 - 5:00 pm or as soon as set up is complete in the JT Foster gym. If you are a senior band member, remember to bring your uniform to rehearsal.

For more information, contact Ms. E Ashcroft.

WE TEAM

On November 20, thirty-three WCCHS students participated in WE Are Silent. These students collected pledges for going silent that day in order to raise money and awareness for basic human rights for all children. The students raised \$836.40! The money will be sent to Free the Children and used for primary education programs in Haiti.

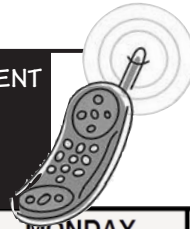
In December, the WE Team, SADD, and Student Council will be working together to support local families this holiday season. We will be holding a bake sale on December 2 and sponsoring a Toy Drive. New, unwrapped toys can be dropped off in the Learning Commons from December 1-14. There is a Giving Tree board set up with the ages and genders of local children who are in need this season. Our goal is to match each child with at least one toy.

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

INSIDE THIS ISSUE:

- Grad 2016 Updates
- Band Concert
- Sports Update
- We Team
- Love of Reading!
- December Calendar

IS YOUR CHILD ABSENT FROM SCHOOL?
Call the school
403-625-3387
to let us know!



December 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3 Prom Christmas Tea & Time Auction 7 pm	4 Poinsettia Pick Up	5
6	7	8	9 FUNDSRIPT ORDERS DUE	10	11	12
13	14	15	16	17	18 Last Day of School Before Christmas	19
20	21	22	23	24	25	26
27	28	29	30	31		

Willow Creek Composite High School • Grades 7-12

“ I'M SO GLAD I DIDN'T BUY A YEARBOOK ”

- said no one ever

2016 YEARBOOKS on sale at the office \$40 Each!

FROM THE PRINCIPAL: Kirby Dietze

A festive greeting to all staff, students, and parents. I hope you are enjoying the winter weather, even though it hasn't really been too wintery. Our school

council members, assisted by some Prom Royalty, have decorated our foyer in festive colours and lights. We've also had some window painting done by some talented Artsy Cobras. Pop in to see the sights - I think you'll be impressed.

I hope that you are receiving my weekly emails with news and information items in it. I've heard from a few of you that this is a good avenue of passing information on to parents about events happening at WCCHS. If you are not receiving the email, please contact our office to ensure your addresses are up to date.

A few weeks ago, in conjunction with Claresholm FCSS, we invited Sgt.(ret) Brian Trainor to WCCHS to speak with students and parents about cyberbullying. His message to students was: "You don't know me, not really, and I don't know you, so we should not use social media and other electronic means to make judgments and put each other down." This was an excellent message for students to hear. He also spoke to parents about being aware of the social media kids are using. Establishing appropriate boundaries around 'screen time' and computer/phone use is a necessary step in keeping our kids safe from the ills of the world. I've found some excellent resources through a site called Common Sense Media. Please take some time to peruse the links there, I have found them very helpful.

<https://www.common Sense Media.org/parent-concerns>

We have successfully practiced three fire drills so far this year, and I am pleased with the results. Students have been on their best behaviour as we've conducted the drills and have helped us exit the building in an orderly and



timely fashion. In order to continue practicing school safety procedures, we will be holding our first Lockdown Practice on December 10. We will do this with the same intent as the fire drills: to practice so we'll know what to do in the event that we must do it 'for real'. There are a

number of scenarios that might prompt us to invoke this protocol, from minor to major incidents that may occur inside or outside the school. Our intent is not to alarm students or cause anyone, staff or students, any anxiety, which is why we are making the date and intent so public. If you have further questions, don't hesitate to contact the school. We thank you for your support in making WCCHS as safe as possible.

Thank you for your support of our Football Cobras this year again. We have had time and talents, materials and money donated to the football program this year, and are grateful for all those who, in a small or large way, contributed to the team's success. The boys have had a fabulous season, despite a loss in the provincial final. My congratulations go to the team.

As we approach the holiday season, I am aware that this can be a season of great joy, and perhaps a season of distress. I believe we must be sensitive and full of grace (the power to forgive others' faults and shortcomings) as we interact with those around us, especially as we lead up to our two week holiday. As always, we look forward to contact with you. Please call the school or drop us an email if you wish to talk about your WCCHS Cobra and how we can help them achieve their best

- Kirby Dietze



SPORTS UPDATES

Thanks to all for their support of the Cobras through the golf, cross-country, volleyball, and football season!

Football:
The Football Cobras won the Zone final November 7 and progressed through quarter and semi-final games on their way to the Provincial Final Nov. 27 in Edmonton. We lost to Ardrossan 30-21, and came home with Provincial Silver!

Basketball:
Junior and Senior High School basketball seasons start this month. Check the school website and message boards for game schedules as there are several home games before the Christmas break! Danhue Lawrence will be putting on a basketball camp for all ages 5-11 and 12-18 on December 18 & 19. Registration forms can be picked up at WCCHS. For more information contact Danhue at readandreactbasketball@gmail.com

WCCHS will host the annual Alumni tournament on December 26. All former WCCHS high school basketball players are invited to come out and play. Email Mr. Lybbert (lybbertt@lrsd.ab.ca) or call the school to register. OR find us on Facebook.

Sports Society:
Sports Society will not have a meeting in December. The next meeting will be Thursday, January 28 at 7:00 PM in the Learning Commons. All are welcome to attend! The agenda and last month's minutes will be posted on the school website.



Oranges & Grapefruits:
WCCHS athletes will once again be selling oranges and grapefruit this year. Order forms should be out later this month or early January. *All Sports Society fundraising proceeds go to help facilitate our school sports and keep player fees to a minimum.*

PLOOX!

Set your watches and mark your calendars ladies and gentlemen! It's time to begin the countdown to the final installment from Claresholm's very own Dave Armstrong! **Adventures with Ploox, Book III, When Ploox was King** is set for release on December 17, 2015. Celebrate with us at the big book launch at West Meadow School in Claresholm on that very date. All are welcome! More details to follow very soon...
Woop-a-coo!



FOR THE LOVE OF READING

Book Series Recommendation (Megan Slot)

The Unwants by Lisa McMann
<http://www.theunwantedseries.com/>
Think Harry Potter meets the Hunger Games! From the author's website - Every year in Quill, thirteen-year-olds are sorted into categories: the strong, intelligent WANTEDs go to university, and the artistic Unwants are sent to their graves. On the day of the Purge, identical twins Alex and Aaron Stowe await their fate. While Aaron is hopeful of becoming a WANTED, Alex knows his chances are slim. He's been caught drawing with a stick in the dirt-and in the stark gray land of Quill, being creative is a death sentence. And that is only the beginning of this must read series!


Writing Tip of the Month (Shaelah Wicks)

Hang onto those ideas that pop into your head because you never know when they will become the perfect fit for a story or book. In other words, write it down somewhere, remember it. It may take years for the idea to develop, but develop it will.

Booktube!
Do you like hearing what others are reading? Like seeing what people get

UPCOMING DATES TO NOTE

December 3Prom Christmas Tea & Time Auction
 December 1-14Toy Drive & Giving Tree
 December 4Poinsettia Pick up & Delivery
 December 17PLOOX 3 Book Launch Party (WMES)
 December 18Last day of classes before Christmas holidays
 December 18 & 19Basketball Camp
 December 26Alumni Basketball Tournament
 January 4Return to School After the Christmas Break

 Merry Christmas to you & your family!
 From WCCHS Staff & LRSD Central Office

when they go to the bookstore? What publishers send them for review? Well check out Booktube on Youtube. Here is one of our book club members favorite channels:
 • Poland Bananas Books
<https://www.youtube.com/user/polandbananasBOOKS>

Favorite Quotes from a Favorite Authors (Shayna O'Brien & Megan Slot)

"I spent my life folded between the pages of books. In the absence of human relationships I formed bonds with paper characters. I lived love and loss through stories threaded in history; I experienced adolescence by association. My world is one interwoven web of words, stringing limb to limb, bone to sinew, thoughts and images all together. I am a being comprised of letters, a character created by sentences, a figment of imagination formed through fiction." - Tahereh Mafi, Shatter Me
"People aren't born good or bad. Maybe they're born with tendencies either way, but it's the way you live your life that matters." Cassandra Clare, City of Glass
"You are the shuckiest shuck faced shuck in the world!"
 ~ James Dashner, The Maze Runner

On the Road to Becoming a Lifelong Reader

Here's a tip for encouraging your teen to read from the International Literacy

Association's Read Write Think! (readwritethink.org)

Watch the movie. Ever hear the expression, "The film was good, but the book was better"? Well, find out! Sometimes a teen will be motivated to read a book because they liked the movie - or because a well-known film is coming out based on a book.

And a final thought on reading: *"If you don't like to read, you haven't found the right book."* - J.K. Rowling
 I've found this to be true over and over again. Sometimes it just takes the right book matched with the right student at the right time. That's when the magic happens! (Mrs. Marshall).

Coming soon--WCCHS Learning Commons Crew!

Students have expressed an interest in volunteering in the Learning Commons and that is just too good an idea to pass up. The LC Crew will come in at lunches and help with circulation duties, shelf books, process new materials, put up displays...update website...create posters for upcoming events just to name a few things. Once the Crew is in place we will create a lunchtime schedule. Sign Up Sheet in the Learning Commons starting December 1, 2015.

Town of Claresholm

Facility & Infrastructure Planning Committee (FIPC)

Meeting Minutes for April 21, 2015

8:30am Council Chambers, Administration Office



Present: Chairperson Rob Steel, Mayor
Mike McAlonan, Councillor
Shelley Ford, Councillor
Chris Dixon, Councillor
Peter Duerholt, Member at Large

Staff: Marian Carlson, CAO
Mike Schuweiler, Public Works Superintendent
Tara VanDellen, RPS assistant

Public Present: none

1. Call to Order

8:36 am; Meeting was called to order by Chairperson Mayor Rob Steel

2. Minutes for Approval

- **February 24, 2015.** Motion to approve by Councillor Ford. Carried

3. New Business

3.1 Discussion: *2015 Capital Budget – Administration presented the Draft 2015 Capital Budget. Funding sources and operating budget/surpluses were also presented. A list of 2015 major projects to be started or completed within the 2015 year were presented, as well as a list of major projects to consider. Some projects will require phases and their initial phases were presented for 2015 and looking forward to 2016/17 for completion, or phase 2. FIPC members discussed priorities, as well as funding sources. List of capital projects for 2015:*

- 49 Ave West – 2nd St. to 3rd St. Asphalt overlay
- Phase 1- Multi-Use Community Complex
- Skyline Storm Water Lift Station
- Harvest Square Sanitary Sewer Lift Station
- Museum Storm Windows
- Museum Furnaces
- Garbage Truck Replacement
- Alberta Road Repairs
- Campground Office
- DRP Frog Creek Drainage Corridor Repairs

Moved by Councillor Dixon to recommend the presented budget to Council. Carried.

Town of Claresholm

Facility & Infrastructure Planning Committee (FIPC)

Meeting Minutes for April 21, 2015

8:30am Council Chambers, Administration Office



Action: Administration will keep FIPC advised as funding sources (grant application) information develops. Administration recommends cost analysis / priority strategies for some projects (sanitation, municipal buildings & equipment)

- 4. Next Meeting;** As needed.
- 5. Adjournment:** 10:50 am; Moved by Councillor McAlonan, Meeting Adjourned.

Town of Claresholm

Facility & Infrastructure Planning Committee (FIPC)

Meeting Minutes for September 15, 2015

8:30am Council Chambers, Administration Office



Present: Chairperson Rob Steel, Mayor
Mike McAlonan, Councillor
Chris Dixon, Councillor (joined the meeting at 9:00am)

Regrets: Shelley Ford, Councillor
Peter Duerholt, Member at Large

Staff: Marian Carlson, CAO
Simon Janhunen, Director of Corporate Services
Mike Schuweiler, Director of Infrastructure Services
Brad Burns, Utility Services Manager
Tara VanDellen, Infrastructure Services Assistant

1. Call to Order

8:30 am; Meeting was called to order by Chairperson Mayor Rob Steel

2. Minutes for Approval

- **April 21, 2014. Quorum not met** (*tabled till next meeting*)

3. Old Business

3.1 Update of 2015 Capital Projects

Discussion: Mike updated FIPC on 2015 capital projects timeline for completion and budget.

4. New Business

4.1 2016-2018 Capital Projects List

Councillor Chis Dixon joined the FIPC meeting.

Discussion: Administration presented 2016-2018 capital projects list for feedback and discussion.

Action: Administration will review and use feedback to streamline the projects and create funding options and re-present when available.

5. Next Meeting; As required to present budget discussions.

6. Adjournment: **10:40** am.

Willow Creek Regional Waste Management Services Commission
Box 2820 Claresholm, Alberta T0L 0T0
Phone: 403-687-2603
Fax: 403-687-2606

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility October 1st, 2015 at 3:00 P.M.

In attendance: Chair Earl Hemmaway, Barry Johnson, Lyal O'Neill, Gord Wolstenholme and Cheryl Guenther.

Absent: Town of Granum Representative

1. Chair Earl Hemmaway called the Meeting to Order at 3:00 P.M.

2. Approval of Agenda

15.100 **Moved by Barry Johnson** to approve the Agenda as presented.
CARRIED 4-0

3. Delegations

No delegations

4. Approval of Minutes

15.101 **Moved by Barry Johnson** to approve the Minutes of the August 27th, 2015 meeting as presented.
CARRIED 4-0

5. Financial Information

a) Approval of Accounts Payable

Cheryl presented the members with the Accounts Payable in the amount of \$24 672.46.

15.102 **Moved by Lyal O'Neil** to approve the Accounts Payable in the amount of \$24 672.46.
CARRIED 4-0

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility October 1st, 2015 at 3:00 P.M.

5. Financial Information cont.

b) Bank Reconciliation August 2015 Checking Account

Cheryl presented the members with the August 2015 Bank Reconciliation report for the Checking Account.

c) Bank Reconciliation August 2015 90 Day Notice Account

Cheryl presented the members with the August 2015 Bank Reconciliation report for the 90 Day Notice Account.

15.103 **Moved by Gord Wolstenholme** to accept the August 2015 Bank Reconciliation reports for the Checking Account and the 90 Day Notice Account as presented.

CARRIED 4-0

d) Investments – For Information

Cheryl reported that the \$100 000.00 investment with Credential Securities has been renewed and further that we have received an electronic funds transfer from Credential Securities for the interest earned on the previous investment. Cheryl also stated that we have had another investment matured, but it was recommended that we wait until after the building construction is completed to reinvest the funds as to not leave the Commission in a cash poor position.

6. New Business

a) Salvage Materials

Cheryl explained to the members that we have items that have been salvaged out of the old building and the basement. We have a furnace and hot water tank as well as the old steel doors, windows, metal steps and catwalk. It was the consensus of the members to compile a list of items at the end of construction and post the items for sale of Kijiji and local buy and sell groups.

b) Landfill Road Maintenance

Cheryl stated that the landfill roads are in need of some maintenance and gravel. She thought there should be funds in the yard maintenance budget to cover the cost of the gravel. Cheryl asked Chair Hemmaway if he could possibly make arrangements with the M.D. to have this work done before winter. Earl said he would make some calls on behalf of the Commission.

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility October 1st, 2015, at 3:00 P.M.

6. New Business cont'd

c) Draft By-Law 3-2015 – For Discussion

Cheryl provided the members with the Administrative By-Law in draft. Cheryl explained that she has gathered information from other waste commissions and is working towards compiling the information to form a new bylaw for the WCRWMS. There were two items dealing with associate membership from the original 1993 bylaw that Cheryl thought to be redundant and unnecessary to include in the proposed bylaw as well as one addition regarding voluntary withdraw of membership. The members were in agreement with Cheryl's recommendations. Once the bylaw is completed, Cheryl will bring it before the Board for 1st reading.

d) Scale Safety Railing

Cheryl explained to the members that we will need to have some safety railing constructed for the south side of the scale to prevent people from falling off the scale between the building and the scale structure. This was something that was not included in the building tender. The members agreed that we need to have railing in that area. Cheryl will get some quotes for this work.

e) Meeting Date

There was discussion regarding the date for the next meeting. As Granum is having a bi-election and may have a different representative, and with the September meeting being pushed into the first week in October, the members agreed to bump the October meeting to the last Thursday to October 29th, 2015 at 3:00 p.m.

7. Old Business

a) Security System and Camera Quotes

Cheryl explained that Wolfpack Security has not returned her calls or emails. As we move forward into the next phase of construction, we must have confirmation that we will have a security system and installers available when we are given notice by the general contractor. Cheryl brought forth quotes from 3 separate companies. One was excessive in their price, while the other two were comparable. One of the two lowest quotes came from a company associated with a large monitoring company, and also supplies security for the Town of Fort Macleod.

15.104 **Moved by Gord Wolstenholme** to rescind Resolution 15.92 by Lyal O'Neill to accept the quotes provided by Wolfpack Security and hire them to do the upgrade and install of the new security system including 4 cameras.

CARRIED 4-0

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility October 1st, 2015, at 3:00 P.M.

7. Old Business cont'd

a) Security System and Camera Quotes cont'd

15.105 **Moved by Barry Johnson** to accept the quote from Guardian Security for the cost of the new security system, cameras, including installation and monthly monitoring fees.

CARRIED 4-0

b) Building Addition-Approval to Release Progress Payment

Cheryl presented the members with the invoice from Nitro Construction and the Certificate of Payment from Hasegawa Consulting. Cheryl explained to the members that she was making the recommendation that they do not approve the release of the progress payment. Cheryl was of the opinion that Nitro has been non-compliant with the contract. Cheryl explained that we have not received any safety documentation to this point, and has asked for it on several occasions. She also stated that she has informed Hasegawa of the situation and has urged them to inform Nitro what her recommendation will be. Hasegawa was aware of the time and date of this meeting and suggested Nitro get the required information before that time. At the time of the meeting, Cheryl had not received any safety documentation. While member Johnson felt that it was the responsibility of Hasegawa to ensure that Nitro is compliant, member O'Neill was of the belief that while he understood it was Hasegawa's responsibility to ensure compliance, this did not release the Commission of the liability should there be an injury.

15.106 **Moved by Lyal O'Neill** that the WCRWMS not release the progress payment, as outlined in the Certificate of Payment, to Nitro Construction until we receive the required safety documentation.

CARRIED Unanimously 4-0

c) Canada 150 Grant-For Information

Cheryl explained that she contacted MP John Barlow's office in regards to the Canada 150 Infrastructure Program. She has received confirmation that there will not be any further announcements regarding this program until after the federal election.

d) AMHSA Southern Alberta Safety Council-For Information

Cheryl informed the members that she was unable to get away to attend the AMHSA Alberta Safety Council meeting in High River, but has received the information as discussed at the session. Cheryl provided the members with some safety statistics from the Town of Olds for the second quarter which indicated high accident numbers possibly due to temporary summer staffing.

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility October 1st, 2015, at 3:00 P.M.

7. Old Business cont'd

e) Post Closure/Closure Report Update-For Information

Cheryl informed the members that our post closure/closure report is nearing completion. Hasegawa is awaiting confirmation from Alberta Environment in order to finalize the document.

8. Correspondence

No correspondence

9. General Landfill Information

a) Leachate Management and Future Cell Development –For Information

Cheryl gave the members a briefing on the status of our wet waste cells as well as the situation with the leachate. Cheryl explained that we can have a final garbage elevation of approximately 15 feet above grade. The past landfill manager never allowed for the garbage to reach the final elevation on the wet waste cells before constructing new cells, leaving us with a large unfinished area. We do now have one cell that is to final elevation, however it is in the middle of the bank of cells. We have a large area on the east side that must be brought to final waste elevation however part of that space was used to contain leachate when the last wet waste cell was constructed. Moving forward, we will concentrate on pumping and containing the leachate in an area that has reached the final waste elevation and will build a dirt berm as required. Cheryl explained that she has asked Hasegawa to come and give us some grades to work with so can get all cells to final garbage elevation before we need to construct a new cell. It was discussed that the reason new cells Cheryl suggested that we will have enough room for wet waste for the next two maybe two and a half years.

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility October 1st, 2015, at 3:00 P.M.

10. In Camera

No In Camera items

11. Adjournment

15.107 **Moved by Gord Wolstenholme** to adjourn the meeting at 4:15P.M.

CARRIED 4-0

Chairman Earl Hemmaway

Manager Cheryl Guenther

Alberta SouthWest Bulletin December 2014

Regional Economic Development Alliance (REDA) Update

New Executive appointed for 2015-2016

At the Organizational Meeting held December 2, 2015, the Board appointed its Executive and signing officers:

- Chair, Lloyd Kearn, Deputy Reeve, Cardston County
- Vice Chair, Dr. Brian "Barney" Reeves, Mayor, Waterton Lakes ID#4
- Secretary-Treasurer, Jordan Koch, Mayor, Village of Glenwood
- Designated signing authority, Garry Marchuk, Councillor, MD of Pincher Creek



SAAEP meets with German business and industry delegation

The Government of Alberta's Ministry of International and Intergovernmental Relations (IIR) Europe branch and the Canadian German Chamber of Industry and Commerce invited the Southern Alberta Alternative Energy Partnership (SAAEP) to meet with 7 German companies that are interested in learning more about renewable energy opportunities in Alberta. Pete Lovering, SouthGrow, and Bev Thornton, AlbertaSW made the presentation to the delegation in Calgary on behalf of the partnership. It was an opportunity to showcase the rich alternative and renewable possibilities in southern Alberta.

Accelerate South 50 a Success

AlbertaSW is a member of the Regional Innovation Network of Southern Alberta (RINSA) and assisted with the third "Accelerate SOUTH50 Conference" in Lethbridge. Local business owners and people interested in starting a business had the chance to network and connect with experts from across the province. Craig Elias, a bestselling author and successful entrepreneur, was the keynote speaker. The event was energizing to participants who were inspired to "go out and make things happen."

Registration is open for the 2016 Economic Developers Alberta (EDA) Conference, April 6-8, 2016

EDA is also offering new membership options in 2016; for full details visit www.edaalberta.ca

New membership options can include more people who have an interest in economic development!

❖ Group Memberships are available for up to 10 members who are employed in economic development in the same for profit and non-profit organization or corporation

❖ Individual Memberships include **Active Professional** category for individuals employed in economic development in Alberta as municipal, provincial or federal employees; or as private practitioners.

General Professional is new for those interested in economic development but not directly employed in the field; this can include elected officials, economic development committee or advisory board members, students, economic development alumni, unemployed economic development professionals/those seeking re-employment in the field; private sector individuals.

The Board extends a "Thank You" to our communities and partner organizations for the commitment, ideas, energy and positive support. Season's Greetings and Best Wishes for 2016!



Alberta SouthWest Box 1041 Pincher Creek AB T0K 1W0

403-627-3373 or 1-888-627-3373

bev@albertasouthwest.com

bob@albertasouthwest.com



Alberta SouthWest Regional Alliance

Minutes of the Board of Directors Meeting

Wednesday November 4, 2015 – Community Centre - Nanton



Board Representatives

Lloyd Kearn, Cardston County
Barney Reeves, Waterton Lakes
Jordan Koch, Glenwood
Brent Feyter, Fort Macleod
Dennis Gillespie, Stavely
Maryanne Sandberg, MD Willow Creek
John Connor, Granum
Beryl West, Nanton
Ron Davis, MD Ranchland
Shelley Ford, Claresholm
Garry Marchuk, MD Pincher Creek
Shar Cartwright, Crowsnest Pass (alternate)

Town of Nanton Councillors

Rick Everett, Mayor
Christophe Labrune, Councillor

Organizational Partners

James Tessier, CF Alberta Southwest
Sacha Anderson, CF Crowsnest Pass
John McKee, Trustee, LRSD

Special Guests

Tom Mansfield, Exec Dir, REDS, AEDT
Rob Price, Axia
David Skabar, Axia
Jason O'Connor, Axia
Graham Fleet, CCI
Craig Dobson, Taylor Warwick Consulting
Michael Waddell, Alberta Culture and Tourism
Cam Spence, Travel Alberta
Marian Carlson, CAO, Claresholm
Kevin Miller, CAO, Nanton
Virginia Wishart, EDM, Fort Macleod
Davina Comstock, Communications/EDO, Nanton
Dave Layton, EDS, Glenwood
Virginia Layton, Glenwood
Max Low, Waterton

Resource Staff

Linda Erickson, EDS, REDS, AEDT
Bill Halley, AI-TF/RINSA
Bev Thornton, Executive Director, AlbertaSW
Bob Dyrda, Project Lead, AlbertaSW

1. Welcome and introductions
2. Approval of Agenda
Moved by Shelley Ford THAT the agenda be approved.
Carried. [2015-11-459]
3. Approval of Minutes
Moved by Shelley Ford THAT the minutes of September 2, 2015 be approved with agenda item #4 corrected.
Carried. [2015-11-460]
4. Approval of Cheque register
Moved by Barney Reeves THAT cheques #1903 - #1919 be approved as presented.
Carried. [2015-11-461]
5. Axia Presentation
David Skabar, Jason O'Connor and Robert Price provided an overview of the Axia partnership initiative to deploy FTTP.
6. International Geotourism Update
Accepted as information
7. Alberta Economic Development and Trade
Tom Mansfield, Executive Director, Regional Economic Development Services, provided an overview of the new department.

8. Population Trends in AlbertaSW A research document for the region raised some questions; Linda Erickson will send a further breakdown of the information.
9. Project Lead Report Next Regional Broadband Committee meeting will be held November 25, 2015 at the Pincher Creek provincial building.
10. Executive Director report Accepted as information.
11. Board and Guests Round Table
12. Board Meetings
December 2, 2015 - Pincher Creek
January 6, 2016 - Claresholm
13. Adjourn Moved by Jordan Koch THAT the meeting be adjourned.
Carried. [2015-11-462]

Approved December 2, 2015

Chair

Secretary/Treasurer



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES – 2 (2015)

ANNUAL GENERAL BOARD OF DIRECTORS’ MEETING

Thursday, June 4, 2015 – 7:00 p.m.

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

BOARD OF DIRECTORS:

Bill Graff (absent)	Village of Arrowwood	Brad Koch (absent)	Village of Lomond
Jane Jensen	Village of Barnwell	Richard Van Ee	Town of Magrath
Ed Weistra	Village of Barons	David Hawco	Town of Milk River
Tom Rose	Town of Bassano	Rafael Zea	Village of Milo
Fred Rattai	City of Brooks	Christophe Labrune	Town of Nanton
Jim Bester	Cardston County	Gordon Simpson	County of Newell
Dave Edmonds	Town of Cardston	Don Vincent - alternate	Village of Nobleford
Cecil Sabourin	Village of Carmangay	Teresa Feist	Town of Picture Butte
Jamie Smith (absent)	Village of Champion	Grant McNab - alternate	M.D. of Pincher Creek
Betty Fieguth (absent)	Town of Claresholm	Don Anderberg	Town Pincher Creek
Bill Chapman	Town of Coaldale	Ronald Davis (absent)	M.D. of Ranchland
Sheldon Watson	Town of Coalhurst	Greg Robinson (absent)	Town of Raymond
Ken Galts	Village of Coutts	Barry Johnson	Town of Stavely
Garry Hackler (absent)	Village of Cowley	Ben Nilsson	Village of Stirling
Bill Kovach	Mun. Crowsnest Pass	Ben Elfring (absent)	M.D. of Taber
Dave Filipuzzi	Mun. Crowsnest Pass	Margaret Plumtree (absent)	Town of Vauxhall
Gordon Wolstenholme	Town of Fort Macleod	Rod Ruark	Vulcan County
Ben Goetz - alternate	Village of Glenwood	Rick Howard	Town of Vulcan
John Connor	Town of Granum	Don Heggie - alternate	County of Warner
Monte Christensen (absent)	Village of Hill Spring	Ian Glendinning	Village of Warner
Henry Doeve (absent)	County of Lethbridge	Henry Van Hierden	M.D. Willow Creek

STAFF:

Lenze Kuiper	Director	Gavin Scott	Planner
Mike Burla	Senior Planner	Cam Klassen	Assistant Planner
Steve Harty	Senior Planner	Leda Kozak Tittsworth	Assistant Planner
Bonnie Brunner	Planner	Kaylee Kinniburgh	CAD/GIS Technologist
Spencer Croil	Planner	Jordan Thomas	GIS Analyst
Ryan Dyck	Planner	Gail Kirkman	Subdivision Technician
Diane Horvath	Planner	Barb Johnson	Executive Secretary

AGENDA:

- 1. Approval of Agenda – June 4, 2015**

- 2. **Approval of Minutes** – March 5, 2015..... (attachment)
 - 3. **Business Arising from the Minutes**.....
 - 4. **Reports**
 - (a) Executive Committee Report..... (handout)
 - (b) GIS Update.....
 - 5. **Business**
 - (a) ORRSC Annual Report and Financial Statements 2014..... (attachment)
 - (b) Finance Committee Presentation.....
 - (b) Fee For Service 2015.....
 - 6. **Accounts**
 - (a) Summary of Balance Sheet and Statement of Income for the 4-month period:
January 1 - April 30, 2015 (attachment)
 - 8. **Adjournment** – September 3, 2015
-

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 6:50 P.M.

1. APPROVAL OF AGENDA

Moved by: John Connor

THAT the Board of Directors approve the agenda of June 4, 2015, as presented. **CARRIED**

2. APPROVAL OF MINUTES

Moved by: Tom Rose

THAT the Board of Directors approves the minutes of March 5, 2015, as presented. **CARRIED**

3. BUSINESS ARISING FROM THE MINUTES

None.

4. REPORTS

(a) Executive Committee Report (attachment)

Moved by: David Hawco

THAT the Board of Directors receive the Executive Committee Report for the meetings of April 9 and May 14, 2015, as information. **CARRIED**

(b) GIS Update

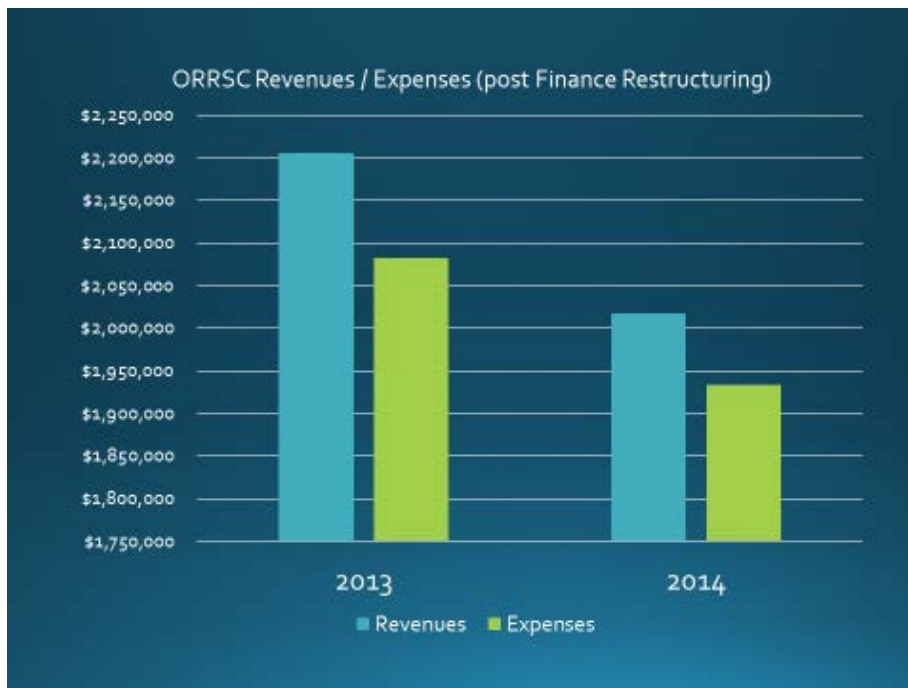
- None.

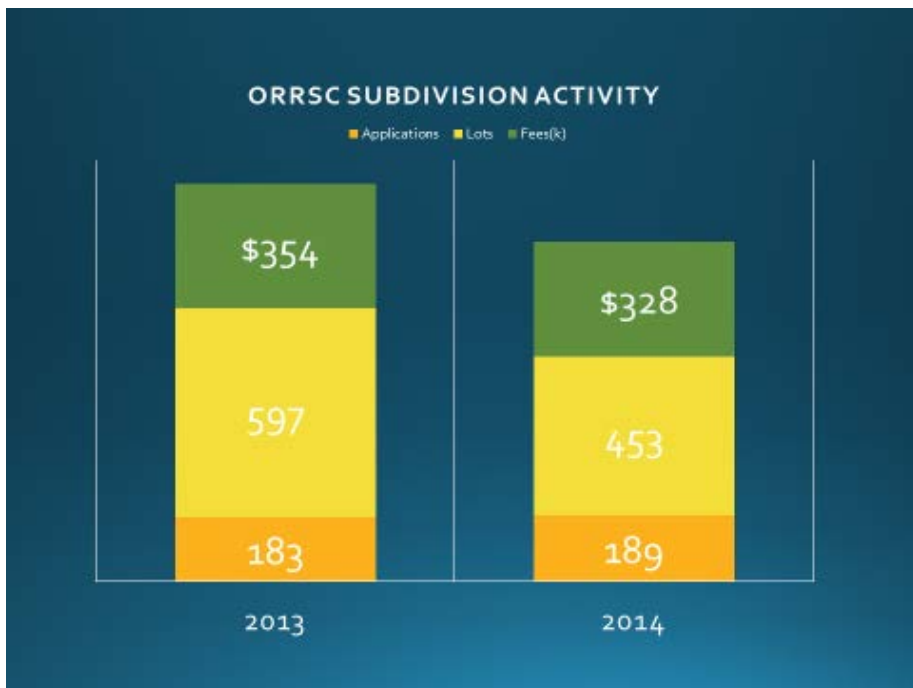
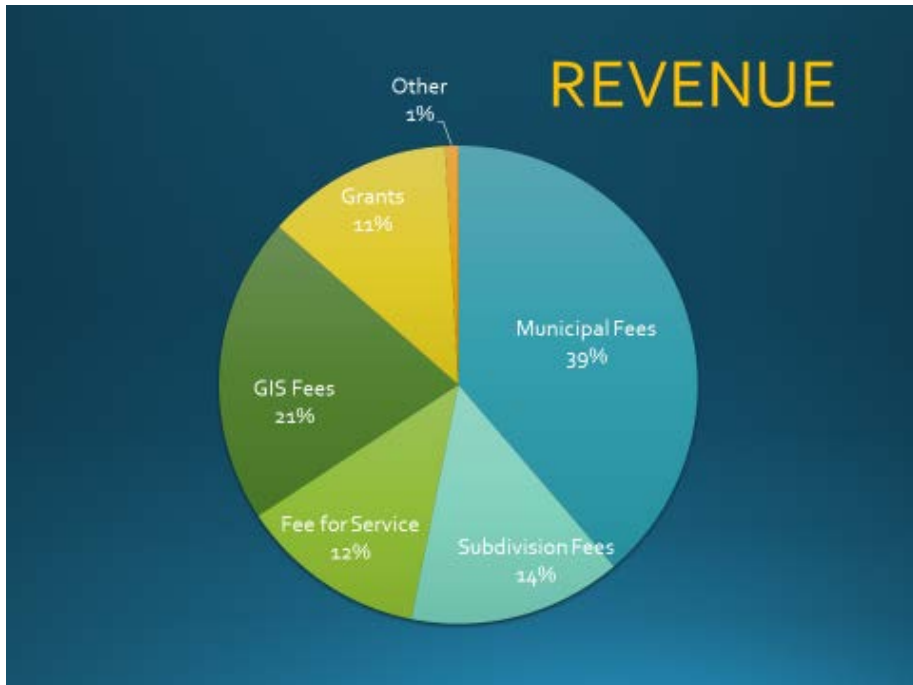
5. BUSINESS

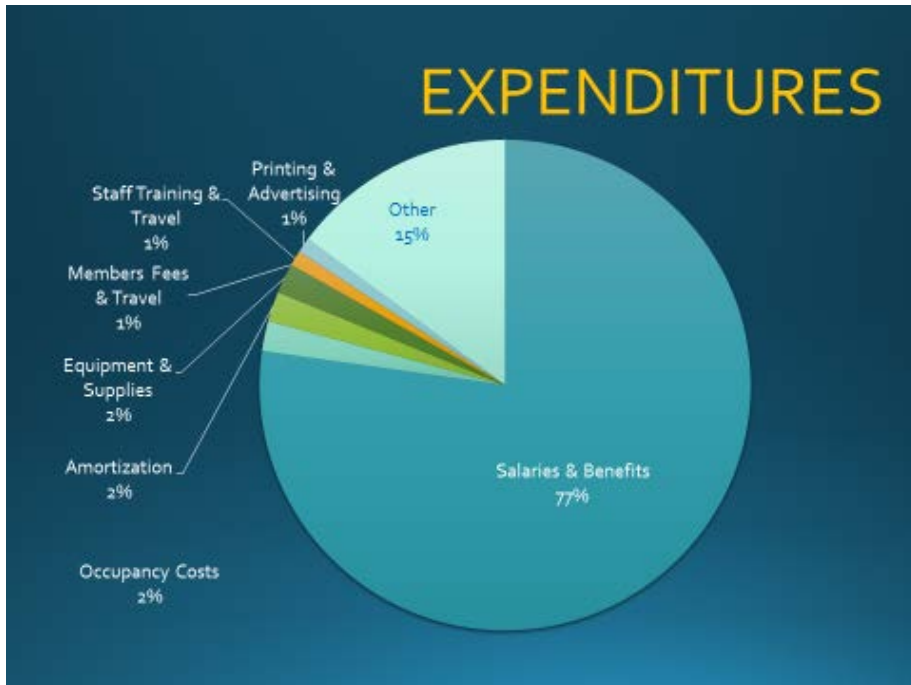
(a) Draft ORRSC Annual Report and Financial Statements 2014

HIGHLIGHTS

	2013	2014
Net Revenues	2,205,607	2,018,450
Membership (Planning & GIS)	1,259,061	1,324,311
Subdivision	353,630	325,955
Net Expenses	2,082,334	1,933,111
Salaries & Benefits	1,581,539	1,561,230
Excess of Revenues over Expenditures	123,458	92,928
Total Operating Fund	798,845	687,711
Capital assets	677,619	651,049
Internally Restricted Net Assets (Reserves)	0	0
Total Equity	798,845	514,044







Cash Flow

	2013	2014
Operations	221,617	(56,809)
Capital Activities	(30,099)	(2,519)
Financing Activities	(159,300)	-
Decrease (increase) in cash & short term investments	32,218	(59,328)
Cash & short term investments, beginning of year	(7,151)	25,067
Cash & short term investments, end of year	25,067	(34,261)

Moved by: Jane Jensen

THAT the Board of Directors approve the ORRSC Annual Report and the Auditors' Financial Statements for the year ending December 31, 2014, as presented. **CARRIED**

(b) Finance Committee Presentation

- Don Anderberg – Mayor of Pincher Creek, ORRSC Executive Committee Member and ORRSC Finance Committee Member in 2012 presented the following:

“At our April Executive meeting a delegation of four member communities approached us with a number of questions and concerns about management and financial concerns. We have supplied you with a copy of their presentation and concerns.

Issues & Concerns Raised

- **Fairness, Equity and Transparency of the Current Funding Model and its Capped Funding**

- We feel the medium sized municipalities have a large funding responsibility/burden
- We feel smaller municipalities and capped municipalities are not funding the services they receive
- We are concerned by the addition of capped and smaller municipalities, which increases our funding burden
- We are open to reviewing financial information that would support the fairness and equity of the current funding model...

- **Organizational Capacity and the Additional Municipalities Joining.**

- We feel there has been an erosion in the timeliness of planning services delivery

- **Governance Model / Structure**

- We feel our Board Representatives are not structurally engaged or informed (Executive Board Structure)
- We feel that Executive Board activity needs to be more transparent and accountable to members
- We feel a need for better communications and more full Board Membership meetings

The delegation and the Executive Committee had an informative and open conversation responding to most of the points that were raised. One concern was the feeling that proper and timely information was not getting from the Executive Committee to the Board members. The other major area of concern is the funding formula.

The Executive Committee is elected by and works for the membership. As was pointed out by the delegation, if we have not or are not properly providing you with the information that you require or desire, then we have to make adjustments to the process. The Executive has made

a commitment to take a more active role in Board meeting reports and provide information in a form that works in everyone's interests. This will take input from you and will be addressed as we move forward.

The previous Board was involved in the financial issues that ORRSC faced and were informed by the Executive and the Finance Committee throughout the process of getting our financial house in order. We had a large turnover of Board and Executive members in the election cycle and I believe we lost a large part of the knowledge surrounding our financial situation.

The questions raised by the delegation are valid. When put into context with the proper background information, most of these issues can be explained and justified.

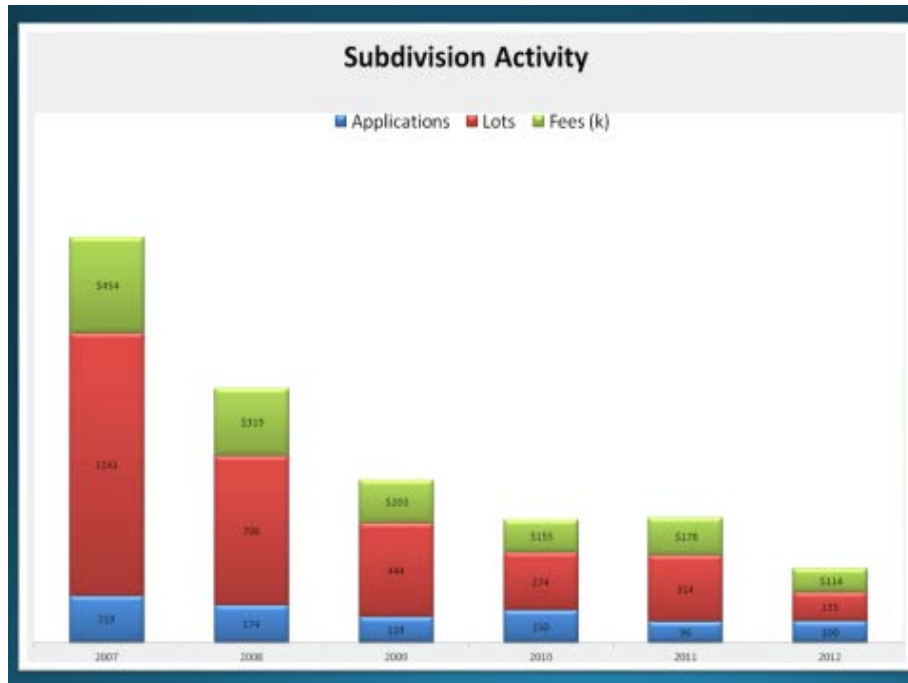
I am the only member of the 2012 Finance Committee remaining in the organization and will give you an overview of the historical background of ORRSC's finances and reasons why the decisions were made in 2012 to make ORRSC finances more stable.

When ORRSC became a Commission in 1995, it was decided that the membership fee would be based on equalized assessment. This is a common practice at the provincial level for sharing costs. The province had provided through cost sharing all communities (large and small) with planning services up to this point and ORRSC made the decision to offer service to as many communities as possible, large or small, regardless of their ability to pay.

Membership Fees

- 1994 – Provincial participation and partial funding ended
- 1995 – ORISA emerges and maintains member fees based on TEA using 1993 data
- 2003 – ORISA changes to ORRSC and maintains member fee structure still based on 1993 TEA (with provisions to increase fees by 5% a year only)
- 2011/2012 ORRSC relying on reserves accumulated through subdivision fees (which subsidize member fees)

Subsequent to the first year where the fees were based on the equalized formula, at various points in time a fee increase would come in the form of a percentage increase. The need never arose for many years to review this practice as fees and subdivision revenue paid the bills. When the subdivision revenue collapsed, ORRSC had built up a large reserve and the decision was to use the cash on hand to pay the bills, even when the organization was running a large deficit budget.



The lines finally crossed in 2011/2012 and there was a major cash flow problem, so serious that a Finance Committee was put in place by the Board to make recommendations to address the funding issues.

Finance Committee

- Chair Terry Michaelis – Mayor Town of Milk River
- Don Anderberg – Councillor Town of Pincher Creek
- Dick Fenton – Councillor Town of Nanton
- Henry Pauls – Councillor Town of Coaldale
- Larry Mitchell – Councillor Crowsnest Pass
- Walter Gripping – Councillor Town of Granum

Advisors

- Scott Barton – CAO Town of Raymond/Stirling
- Cynthia Vizzutti – CAO M.D. of Willow Creek
- Kevin Stephenson – CAO County of Newell

ORRSC Staff

- Lenze Kuiper – Director
- Mike Burla – Senior Planner
- Steve Ellert – GIS Analyst

The Finance Committee looked at a number of different ways to address membership fees. Hourly fee for service and weighted formulas that included equalized assessment, population, parcel count and calls for service. All options were discussed and the Committee recommended to the Executive and the Board to stay with the equalized assessment model, but to use current Equalized Assessment instead of 1993 EA.

Finance Options

- **Full Fee for Service** - equitable but fees would have to be comparable to private practice to make the venture sustainable.
- **Weighted – Equalized Assessment + Population + Parcel Count + Level of Service** – complicated & difficult to manage
- **Total Equalized Assessment** – common method of appropriation used by municipalities in funding services (but base it on current data each year)
- So the funding model remained the same – but utilized current TEA

A number of recommendations came forward to the Executive and the Board.

Each municipality would cover the mileage and per diems for their Board members. The cost was about \$25,000/year. Up to this point it was possible to pay more to a member in mileage and per diems than they were paying in membership fees. The Executive Committee would still be paid per diems and mileage from ORRSC as they represent the organization as a whole.

Fee For Service such as statutory plans, etc. would be payable 1/3 on signature of contract, 1/3 payable at 50% complete and 1.3 on substantive completion. We had over \$700,000 in projects on the books, some carried for up to three years. This decision made the cash flow predictable for more accurate income budgeting.

Fee For Service and subdivision rates were adjusted to a percentage of commercial service providers.

Base rate increased to \$2,000/year. Cap rate set at \$65,000/year. Any percentage increase in budget, e.g. 5% is added to the base and the cap.

The decision to continue with the equalized assessment model was the Finance Committee's best solution to a complex issue. We felt that it was important to follow the original intent of ORRSC to make planning services available to as many communities as possible. We did not want to put anyone out on the street (for lack of a better term). We were keenly aware that some communities under this formula would derive a benefit and others would pay a premium. On the base end with the smaller communities we ran the numbers with equalized assessment and the total overall amount gained was minimal. To reflect the actual value of service from ORRSC and put a number on that would make this service unaffordable for most with the fixed base price.

Floors & Ceilings

- **Floor = \$2000**

- Valuation based on minimum level of service (planning advice, development advice, phone, travel, overhead, etc...). Approx. 15 hours

- **Ceiling = \$65,000**

- Valuation based on overstatement of fees that would be paid by those municipalities with high TEA's. Beyond this price point the benefits of being in a shared service begin to diminish. Approx. 489 hours

The cap was set at \$65,000. Although to many this seems on the low side, several of the cap communities expressed concern at higher fees because they had other options. These included Regional Partnerships or running their own planning departments. The value to ORRSC is realized in the statutory plans and subdivision revenue and even at the cap rate of \$65,000 that is still cash flow we would probably have to look elsewhere for. One other benefit with a larger membership is that we have more capacity in the organization. It gives us more depth of knowledge and the ability to take on larger outside contracts which also supplements our income. A calculation for the County of Newell based on the present equalized assessment formula would be \$727,000/year. Without a cap they would most likely run their own planning department and ORRSC would not get the \$65,000 membership fee but would also lose the revenue of Fee For Service plans and subdivisions.

Reserve Policy

- **Goal**

- \$250,000 Operating
- \$250,000 Capital

- 2015 will see \$50,000 allocated towards this goal.

The recommendation was to take the current equalized assessment of each member community and use that amount to calculate their Fee For Service for the 2013 budget. The budget process reflected the need for stable and predictable funding. This included conservative Fee For Service and subdivision revenue estimates reflecting recent history. Also included in the revised budget direction was the necessity for reserves. The recommendation was \$250,000 in Operating and \$250,000 for Capital. Funding is derived from a dedicated contribution of \$50,000 per year plus budget surpluses until the reserve fund is fully funded. If there is a deficit, that deficit will be added to the following year's budget and collected in that year's membership fee.

Membership fees based on the updated equalized assessment information caused some communities to have a significant increase in fees while many others remained close to the same level and some communities had a reduction. If the equalized assessment formula had been followed, the increases would have been in line with assessment growth and not have increased in one lump sum. We now have a consistent formula for assigning membership fees to each municipality.

What you get...

- Member Services for a reasonable yearly fee
 - \$850,000 divided by 41 Urban & Rural Municipalities
- Fee for Service (statutory plans, LUB) at a substantially - reduced rate
 - \$75 / hr vs. \$150 - \$300 / hr
- Municipal Subdivision Fees at ½ price
- GIS for a reasonable yearly fee
 - \$464,000 divided by 41 municipalities

It can be argued that this formula benefits some while costing others more. It can also be argued and backed up with fact that it would be very difficult, if not impossible, for any one of our members to run their own planning department for what we pay ORRSC. Every municipality by being a member of ORRSC, has a full complement of planning professionals and support staff. We are a phone call away from professional planning advice and we do not get a bill every time we call. We also get discounted Fee For Service and subdivision rates. This added value has to be recognized when assessing fees.

Do the inequities of the funding formula even come close to adding up to all the positive benefits derived from membership in ORRSC? That's for you to decide. As a member of the Finance Committee, we tried to make it as fair and equitable as possible for everyone.

Speaking as a member of the Executive, we are more than willing to take your suggestions and advice around this or any other subject. Every member has a say in the direction of this organization and can be as involved as they wish to be."

- Following the presentation, Mr. Anderberg answered Board members' questions.

(c) Fee For Service 2015

- An updated Fee For Service chart was included in the agenda for members' information.

6. ACCOUNTS

**(a) Summary of Balance Sheet and Statement of Income for the 4-month period:
January 1 - April 30, 2015**

Moved by: Fred Rattai


THAT the Board of Directors receive the Summary of Balance Sheet and Statement of Income for the 4-month period: January 1 - April 30, 2015, as information. **CARRIED**

7. ADJOURNMENT

Moved by: Rick Howard

THAT we adjourn the Annual General Board of Directors' Meeting of the Oldman River Regional Services Commission at 7:30 p.m. until **Thursday, September 3, 2015 at 7:00 p.m.** **CARRIED**

/bj

CHAIR: 



PORCUPINE HILLS LODGE REGULAR MEETING

Tuesday, November 10, 2015 3:00 p.m.

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

-
1. **Meeting Called to Order** by Earl Hemmaway at 3:05 p.m.
 2. **Additions to Agenda** Discussion Snow removal (10a), Elder abuse grant (10b), CAO meeting (10c)
 3. **Acceptance of Agenda.** Pam Crone moved acceptance. Carried.
 4. **Acceptance of October 2015 minutes** - Moved acceptance by Janice Binmore. Carried.
 5. **Financial Report** - Submitted in package. Janice Binmore moved acceptance of Financials as presented. Carried.
 6. **Manager's Report.** Sick Leave Policy - Discussion of change of policy. Three Days sick leave per month for full time employees agreed upon. Lisa to look into Employment Insurance coverage.

Equalized Assessment for 2016 - received MD's assessment. Waiting towns of Claresholm & Stavely

ASAL Inspection February 4, 2016 - Holidays to can be taken in February. Were not allowed before, to prepare for inspection, however, preparations can be made in January and staff may book off Feb.

Canadian Linen - Contracted for main laundry. Working well.

Business Wifi - A WIFI Hotspot will be introduced at Lodge for residents to use at their convenience.
 7. **Recreation Report.** Submitted in package. Audrey Hoffman moved acceptance. Carried.
 8. **Maintenance Report.** Submitted in package. Judy Van Amerongen moved acceptance. Carried.
 9. **Supportive Units (Outbacks)** Lodge if fully occupied. There is a waiting list.
 9. **Correspondence** Letter from Town of Stavely. Included in package.
 10.
 - a. Snow removal discussed. Lyal O'Neill moved Mowers & Blowers to receive contract. Carried.
 - b. Elder Abuse Grant. Lisa discussed FCSS request our books to receive a grant towards Elder Abuse. Janice Binmore moved the Lodge refuse the request. All in favour. Carried.
 - c. Lisa to attend CAO meeting of southern Alberta seniors lodges.
 11. **In Camera.** Janice Binmore moved in Camera session 4:40 p.m.
Audrey Hoffman moved out of In Camera session 4:45 p.m.

PORCUPINE HILLS LODGE
REGULAR MEETING

Tuesday, November 10, 2015 3:00 p.m. ~ Page 2

12. **Adjournment.** Pam Crone moved adjournment 4:50 p.m. All in favour. Carried.

Next regular board meeting December 8, 2015 at 3:00 p.m.

Chairman of the Board Signature

CAO Signature

CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY
Board of Directors, November 20, 2015
Claresholm General Hospital

ATTENDEES: Howard Paulsen - Lay Representative
Brydon Saunders – Lay Representative
Darren Allen - Wandering Willows
Brian Comstock – Lay Representative
Mike McAlonan – Town of Claresholm

REGRETS: Bob Thompson - Claresholm Seniors Center
Jason Schneider – Vulcan County
Holly Gillespie – Lay Representative

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

1.0 APPROVAL OF ADDITIONS TO AGENDA

Moved by Darren Allen to accept the agenda. Carried.

2.0 APPROVAL OF MINUTES

Moved by Brydon Saunders to accept the minutes of the meeting held October 20, 2015. Carried

3.0 BUSINESS ARISING None

4.0 CORRESPONDENCE

1. Councillor John O'Connor appointed as Granum Representative, alternate representative is Leonard Lampman.

5.0 REPORTS

1. Financial Report – Moved by Lyal O'Neill to accept the financial report. Carried. Gas prices are down – helps with expenses.
2. CAO/Resolution Status Report- Resolution/Progress report was presented by Lyal. Moved by Lyal O'Neill to accept the report. Carried. Drivers meetings are positively received, UFA and Telus accounts paid on-line, policy on shift differential pay early next year, October had 98 trips total with Vulcan 6% of business, on track for 1160 trips in 12 months. Will send letter to Hutterite Colonies to offer services.
3. Fundraising – Funds raised \$15,265..
4. Chairman's report. Was presented by Howard. Jason presenting to Vulcan on our behalf; Board to set up appointment for Lyal's evaluation. Mike moved acceptance of report.

CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY

6.0 NEW BUSINESS

- 6.1 Expanded Medical Services – Vulcan-see attached report.
- 6.2 Fort Macleod Santa Parade – Brydon and Mike to drive vans.
- 6.3 Christmas Bonus – Staff appreciation dinner in first quarter of 2016.

7.0 NEXT MEETING is on January 15, 2016 , 10:00 a.m. at CGH.

8.0 The meeting was adjourned at 11:15 a.m. by Mike McAlonan.

Sympathy card was signed and circulated, to be sent to family of Dave Hubka.

cc. Town of Claresholm
MD
WCCC Laurie Watt
CGH Tracy Mitchell

SIGNED:

SIGNED:



Oldman Watershed Council December News

Merry Christmas
and Happy Holidays

from the
Oldman Watershed Council
Board and Staff



OWC Welcomes Newest Staff Member

Welcome to new staff member, Sofie Forsström!



Greetings! I am the new Education Program Manager with the Oldman Watershed Council. As a strong believer in lifelong learning, I am eager to share my passion for education and the environment. I hope to use my experience as an educator to contribute to the projects at OWC by creatively engaging watershed residents and stakeholders, in order to promote environmental literacy and cultivate a strong sense of place. Prior to joining the team at OWC, I worked as a bilingual science educator at the Royal Tyrrell Museum in Drumheller. I have also worked as an interpreter for Alberta Parks, and conducted pasture research, all of which fueled my fascination with southern Alberta.

Having grown up in rural Alberta, the outdoors is a large part of my life. In my spare time, I enjoy hiking, camping, gardening, horseback riding, and travelling.

I spent two years abroad for my graduate studies, working with an international cohort of students and exploring ecosystems as diverse as the Baltic coast of Germany, the Fennoscandinavian arctic, and the semi-arid rangelands of Central Asia.

I hold a Master of Science in Applied Ecology from the University of East Anglia in Norwich, UK,

and a Bachelor of Arts in Environmental Studies from the University of Alberta Augustana Campus in Camrose.

OWC Project Updates

Watershed Legacy Program is Now Accepting Applications!

- Cody Spencer, WLP Manager



As the busy season for landowners winds down, they will be shifting their focus to planning for the year ahead. If you are a landowner or have landowners in your municipality or part of a watershed stewardship group the OWC's Watershed Legacy Program can help with funding

and other resources to help with your next land improvement project. From riparian fencing, off-stream watering sites, weed pulls to nutrient management projects, the WLP covers a wide variety of watershed improvement ventures.



Deadline for application: February 1, 2016

[WLP application Word doc](#) is on our website, [click here](#) for the WLP brochure.

If you have any questions about the application or the program itself, please call or text Cody at 403-360-4572 or email cody@oldmanwatershed.ca. He would love to talk to you about this program and give you an idea of the past projects we've done with landowners.

Drink Up - a summary of the Working Well Workshop

- Larin Guenther, Planning Manager



For some of you, living in the Oldman Watershed also means living on an acreage or a farm. In rural areas, the groundwater in the Oldman Watershed is used for everyday drinking, cooking and household uses. The OWC has often received questions and inquiries on the proper maintenance and protection of your wells, and therefore, on the

safety and quality of your groundwater. With this interest and demand for accurate information, we recently attended a "Working Well Workshop" put on by the Government of Alberta and hosted by the MD of Willow Creek.



After some delicious home-cooked turkey dinner complete with cake, we learned a lot about the steps and guidelines to proper construction, maintenance and decommissioning of private wells along with the importance of regular water testing. This [summary](#) is intended to provide the highlights of that workshop. For complete access and a full description, please refer to www.workingwell.alberta.ca

Thanks!

- Anna Garleff, Communications Specialist

As this year comes to a close, I'd like to take this opportunity thank ALL of our guest bloggers who have been so generous with their time, talent and passion for our watershed. Our guest bloggers submit opinion pieces to us that may not necessarily reflect the position of the OWC, but are published in the hope that they promote great conversation.



The blog can be viewed on our website: www.oldmanwatershed.ca by clicking on the word BLOG at the top of the screen. You can search the blog by using keywords that will bring up article suggestions. Curious about what the top blog stories are from this past year? [Click here.](#)

You can be a guest blogger, too! we welcome ALL voices - you needn't be a scientist or subject matter expert - you just need to share your passion for the watershed. If you'd like to submit an article, please send an email to: questblogger@oldmanwatershed.ca Type your text straight into the email (no .pdfs please - they won't show up). Please attach any photos you'd like to appear in the article. Sending your email will upload it straight to the publishing software, where I'll be able to edit it for typos and formatting before it appears. All our blog articles get relayed straight to all our social media channels.

Thanks also to all the talented photographers who have generously shared their images to build our Photo Library of over 8,000 photos which are free to anyone to use.

Similarly, our Photo Library (over 8,000 photos which are free for anyone to use) is dependent on all the talented photographers who have generously shared their images with us. Our sincere appreciation goes out to everyone who has written in.

Our political science intern, **Mairin Gettman** has successfully completed her communications internship with the OWC/University of Lethbridge. She has done some serious research regarding how the new federal government will change watershed policy. Recently, we released a second article by Mairin which discusses the differences between provincial and federal legislation. Thank you also to Adam Driedzic of the Environmental Law Centre for his help mentoring Mairin. We wish Mairin all the very best for her continued studies in the future.



Engaging Recreationists Project

We said goodbye to our two student interns for the Engaging Recreationists Project - Adam Janzen and Rowan Garleff. Their main responsibility was to build relationships with off highway vehicle users and backcountry campers on public land in the Oldman watershed. Read more [here.](#)



OWC receives boost to Engaging Recreationists Project from Province

Through the Province's Watershed Resiliency and Restoration Grant the OWC will be receiving \$233,000 to be spent over 3 years. The funding will be used to hire 4 Seasonal Outreach Assistants to engage recreational users in Dutch Creek in conversations about watershed health, steering clear of water and avoiding sensitive areas. The project also involves restoring stream banks that have been damaged and is focused on practical solutions that will allow use within the thresholds that the watershed can sustain. The funds will also contribute to monitoring and evaluation so we can be sure our work is effective.



Shannon Frank
Executive Director

This project is important because the health of our resources is declining and it is up to all of us to pitch in and be a part of the solution. Many recreational users have a deep connection to the mountains and go there so that they can reconnect to nature but we also have to respect that these places are sensitive

and have needs too. It is up to us as responsible users to avoid water and areas that are being restored so that future generations can enjoy these places too. This project will engage users so they have the information they need to make the right decisions when they are out on the landscape.

It is important that all users of our headwaters, including industry, know that our everyday actions either harm or help our watershed and it is up to us to be disciplined in how we act.

Thank you to the



OWC in the News

[Alberta Invests in natural flood and drought protection with nearly 3 million in grants](#)

November 13, Canadian Underwriter

[Oldman Watershed Film Project at the Blood Reserve - Page 8](#)

Tsinikssini - October 2015, William Singer III

[Off Road Vehicles: Recreation or Wreckreation? The Challenges of Protecting Fragile Ecosystems](#)

SACPA Presentation by Anna Garleff and Becky Cousins, November 19

[Off-Road damage a social problem, not environmental](#)

The Lethbridge Herald, November 20

Events & Activities in and around the Watershed

Waterton Lakes National Park 25th Annual Christmas Bird Count!

Date Changed to Tuesday, December 15

Enjoy an hour or two of bird watching and counting in your favourite area of the park! Share sightings with fellow enthusiasts and be a part of monitoring bird populations.

- Self-register at the Waterton Firehall on the morning of the 15th or the evening before.
- **If attending or for more information,** email dianne.pachal@pc.gc.ca or phone 403 859-5107. (Should bad weather cancel the 15th, this will enable us to reach you with an alternate date for the official count.)
- To share sightings meet 2 p.m. at Waterton Lakes Lodge or email the data sheets to Pat Lucas, Crowsnest Conservation Society, pat.lucas.alberta@gmail.com.
- If open to having a park photographer with you for part of the bird count, email dianne.pachal@pc.gc.ca.



Everyone Welcome!

Sorry for the short notice of the change and apologies to those who may have been coming on Saturday the 12th and are unable to come on the new date of the 15th.

In the News

Alberta Water Portal launches Alberta Water Nexus

The Alberta Water Nexus Project is a pilot to look at the trade offs for water across agriculture, energy, and land use in the Bow River Basin. Meeting all of the basin's water needs is already challenging as Alberta experiences increasing pressure on water supplies due to population growth, economic development, and climate change. [Read more](#)

Cutthroat trout get habitat protection from federal government **Calgary Herald**

Alberta's threatened population of westslope cutthroat trout is getting additional protection from the federal government. The critical habitat order - registered by Department of Fisheries and Oceans Minister Hunter Tootoo on Nov. 20 and announced in Wednesday's issue of the Canada Gazette - prohibits the destruction of the native trout's habitat. [Read more](#)

Canadian Parks and Wilderness Society Southern Alberta and Northern Alberta chapters commissioned The Praxis Group to survey Albertans about their recreation activity and their behaviour, attitudes and values related to nature and outdoor recreation. [Click here](#) for the key findings of the survey.

Conferences/Training

Project Management Training for Sustainability Professionals - January 2016

This four-day certificate course in project management covers the front-end of the project planning processes, takes participants through a complete project definition and planning cycle, and looks at time integration, dependencies, and risk analysis. [More information.](#)

11th Prairie Conservation and Endangered Species Conference - Feb 16-18, 2016

First Call for Posters & Presentations

Saskatoon Inn, Saskatoon, Saskatchewan

Theme: "Prairie - It's a Happening Place!"

[Registration](#) is now open; early bird rate until January 15.

Restoration Training Workshop will take place immediately preceding the 11th Prairie Conservation and Endangered Species Conference on Tues. February 16 at the Saskatoon Inn in Saskatoon, Saskatchewan. [More information.](#)

Call for Abstracts - BRBC Science Forum

Thursday, February 18, Mount Royal University

[More information](#)

Employment Opportunities

Cows and Fish is looking to fill a [Riparian Specialist position, based in Calgary](#) and a [Range/Riparian Specialist based in Southern Alberta](#). Click on the links for details.

Requests for Proposals and Funding Applications

2016-2017 Call for proposals for the National Wetland Conservation Fund (NWCF) is now open. In its third year, the NWCF supports Canadians in undertaking on-the-ground activities to restore and enhance wetlands in Canada. For more information on the program and to obtain the 2016-2017 application guidelines and form, please visit [Environment Canada - Funding Programs](#).



Mayors & Reeves of Southwest Alberta

MINUTES

FRIDAY, December 4, 2015 - 1:00 PM
Culver City Room, Lethbridge City Hall

PRESENT:

Reeve Lorne Hickey, Chair	Lethbridge County	Mayor Eric Jensen	Village of Barnwell
Mayor Tom Butler, Vice Chair	Village of Coutts	Mayor Ed Weistra	Village of Barons
Mayor Gordon Reynolds	Town of Bow Island	Mayor Tom Butler	Village of Coutts
Mayor Maggie Kronen	Town of Cardston	Mayor Jordon Koch	Village of Glenwood
Mayor Dennis Cassie	Town of Coalhurst	Mayor Carole MacLeod	Village of Longview
Mayor Rene Gendre	Town of Fort Macleod	Mayor Don McDowell	Village of Nobleford
Dep. Mayor Brent Feyter	Town of Fort Macleod	Reeve Fred Lacey	Cardston County
Mayor Leonard Lampman	Town of Granum	Reeve Lorne Hickey	Lethbridge County
Dep. Mayor Brenda Beck	Town of Magrath	Reeve Richard Oster	Cypress County
Mayor David Hawco	Town of Milk River	Dep. Reeve Gordon Simpson	County of Newell
Mayor Wendy Jones	Town of Picture Butte	Reeve Rod Ruark	Vulcan County
Mayor Don Anderberg	Town of Pincher Creek	Dep. Reeve Phil Jensen	Warner County
Mayor George Bohne	Town of Raymond	Reeve Molly Douglass	M&R of SE AB
Mayor Gentry Hall	Town of Stavely	Reeve Larry Spilak	MD of Foothills
Mayor Henk De Vlieger	Town of Taber	Reeve Brian Hammond	MD of Pincher Creek
Mayor Margaret Plumtree	Town of Vauxhall	Dep. Reeve Dwight Tolton	MD of Taber
Mayor Thomas Grant	Town of Vulcan	Dep. Reeve Harry Streeter	MD of Ranchland
Chair Barney Reeves	ID 04 Waterton Lakes NP	Reeve Neil Wilson	MD of Willow Creek
Mayor Chris Spearman	City of Lethbridge	Bev Bellamy	Administrative Assistant

Guests:

Maria Fitzpatrick, MLA	Lethbridge East	Bob Jones, Zone Rep	AAMD&C
Pat Stier, MLA	Livingstone-Macleod	Bill Chapman, Chair	Highway #3 Association
Dr. Richard Starke, MLA	Vermilion - Lloydminster		

1.0 WELCOME AND INTRODUCTIONS

Reeve Lorne Hickey called the meeting to order at 1:00 pm and welcomed new attendees Mayor Carole MacLeod - Village of Longview, Reeve Richard Oster - Cypress County and Reeve Rob Ruark - Vulcan County.

2.0 ADOPTION OF THE AGENDA

Moved by Mayor David Hawco to adopt the agenda with one addition: 8.5 Fibre Optics – Mayor Rene Gendre. **Carried.**

3.0 ADOPTION OF THE OCTOBER 2 MEETING MINUTES

Moved by Deputy Mayor Brent Feyter to adopt the November 6, 2015 minutes. **Carried.**

4.0 BUSINESS ITEMS ARISING FROM MINUTES - none

5.0 PRESENTATION: Dr. Richard Starke, MLA Vermilion-Lloydminster

- Dr. Starke was involved in completing the rural health services review on behalf of the Minister of Health, many attended the community engagement sessions and the final report was submitted in March.
- 56 recommendations were made in this report, some were started in March but the process stopped in May with the election.
- Since then Dr. Starke has met with Minister Sarah Hoffman and reviewed with her the 12 most important and pressing needs in the health review. Minister Hoffman was aware of some of them, but not all. Dr. Starke expressed how important these issues are to Albertans.

He gave an overview of the top five issues he discussed with her.

1. Concern about the over-centralized nature of the AHS and that it has not served rural Alberta well. It is under-utilized and does not provide effective input from their community. With decentralization and what was proposed and the appointment of a new AHS central board with limited rural representation, these concerns continue. The AHS central board must develop mechanisms where small rural communities can have effective input into their communities.
2. Emergency medical services – talked to the previous government and present government about these challenges. The rural ambulances transport patients to urban hospitals and must be able to discharge patients within 60 minutes with no diversions so that they can return to their home base. Situations have arisen where communities have no local ambulance available and are scrambling to find ambulances from neighbouring communities, which exacerbates the problem. Rural ambulances belong to the rural community and should not be used for the city.
3. Primary health care – Limit acute care costs in hospitals by having an effective primary care system with a place to go to where a health practitioner can deliver basic services and save dollars in the long run. All care is delivered through the hospitals by doctors and medical systems have changed. Need to have teams of health care personnel working together in rural communities to provide some of this care.
4. Continuing care needs to have flexibility in design and execution in care to provide multiple levels of care. Continuum needs to happen smoothly, situations can arise overnight that need flexibility.
5. Important to recruit and retain medical professionals. Doctors are important but there are needs that can be met by health care professionals at all levels.

Question was asked about rural, aging hospitals and the challenges to funnel money towards health services in small centres in rural Alberta. Dr. Starke referred to the rural health Review, pages 4 and 5, which list a series of statements with guiding principles to help give an understanding of the fundamentals of rural Alberta. Consideration of population alone is a flawed approach to service planning; the broader community context must be carefully evaluated. Money spent on well-functioning rural hospitals is better than spending more money on a large central hospital.

Question asked as to how rural and urban communities can work together and what the best approach is. Dr. Starke stated that the regional level is best and most effective. Need to encourage going back to the regional concept. Also need to move ahead with empowering local site managers to be able to make decisions about everything that happens in their hospitals, and not need to consult with higher ups about responsibilities such as housekeeping.

Question asked as to how the M & R could support Dr. Starke. It is helpful if MLA's are giving a common voice on the issues to the Ministers. M & R's need to voice their concerns to the MLA's, if this report is valid, tell them that and highlight their specific challenges. Don't need to do any more rural health reviews, now is the time to do the treatment.

6.0 REPORTS

6.1 MP Reports - none

6.2 MLA Reports

Maria Fitzpatrick, MLA – Lethbridge East

- Attended the consultation in Lethbridge yesterday on Bill 6. Did one on one's with Ministers Carlier and Sivurdsen. MLA Fitzpatrick understands the need for legislation but they need to back up on implementation until there is more information on the regulation. Provide any feedback to her in writing on this issue so she can bring it back.
- Question asked about Bill 202 on the local food act and asked for clarity on intent. She will report back to the M & R on this issue.

Pat Stier, MLA – Livingstone-Macleod

- Thanked Dr. Starke for the work completed on the report, that they consulted with the people of Alberta on it and provided a regional concept.
- He brought up the inter-facility transfer units in question period and talked with AAMD&C about health issues.
- Expressed condolences on the loss of MLA Manmeet Bhullar.
- Working with colleagues and incumbents on tourism and culture and how it will affect municipalities.

7.0 Reports

7.1 Alberta Southwest Regional Alliance Report

– Chair Barney Reeves, ID 04 Waterton Lakes

- AB SW Report was circulated via email with the agenda.

7.2 SouthGrow – Mayor Maggie Kronen

- SouthGrow report was circulated via email with the agenda. Planning session will be held January 8.

7.3 AUMA – Mayor Kim Craig – no report

7.4 AAMD&C – Councillor Bob Jones, Zone Rep

- AAMD&C Convention was November 16-19 with 750 people in attendance.
- Held a Meet and Greet with the new MLA's and Ministers.
- A total of 23 resolutions were brought forward, the majority were passed.
- Put together a position for safety for workplaces and read this position at the meeting.

7.5 Associate Dean's Advisory Council - Mayor David Hawco – no report

7.6 Oldman Watershed Council – no report

7.7 Highway #3 Association – Deputy Mayor Bill Chapman

- Thanked the City of Lethbridge for use of meeting room.
- Provided minutes from the Highway #3 meeting to the M & R via email
- Looking for an Administrative Support person and determining terms of reference for this position.
- AGM will be held in February.

8.0 BUSINESS

8.1 Determine top 3 issues for discussion to send to Sarah Hoffman, Minister of Health, for her written response – Reeve Lorne Hickey

- M & R sent a letter of invitation to Minister Hoffman to attend a M & R meeting. She replied that her calendar was not current for the dates we requested, and could we instead send the top three issues to her for her to answer in writing.
- Discussion followed on sending a letter requesting her to review the Starke report and to say that we support the recommendations in it.

Moved by Neil Wilson that Mayor George Bohne write a letter to Minister Sarah Hoffman on behalf of the M & R stating that the M & R support the recommendations outlined in Dr. Starke's report and that the first three recommendations are the top issues for the M & R. **Carried.**

- Dr. Barbara Lacey and Mr. Sean Chilton will present to the M & R meeting on Friday, March 4. Discussion followed on whether both of the regional health boards (Lethbridge and Calgary South) should present at the same time to the M & R Meeting in March.
- It was determined by consensus to ask Calgary South to present at a different time.

8.2 Discussion on Bill 6 – Reeve Larry Spilak

- Discussion on drafting a letter from the M & R to put the brakes on Bill 6 before it becomes legislation as there is concern that there was not effective and thorough consultation done before the bill was moved forward. Concern was also expressed that for the consultations that were held, the venues were too small and could only accommodate 100 people.
- Information shared on the process of passing a bill and when and how regulations are developed.

Moved by Reeve Larry Spilak that Reeve Hickey use the content of Reeve Bob Jones letter shared at the meeting to write a letter to Premier Notley and Ministers Carlier and Sigurdson on behalf of the M & R regarding Bill 6. **Carried.**

8.3 Committee Members to Serve on Regional Issues Committee – Reeve Lorne Hickey

- Mayor Maggie Kronen, Reeve Fred Lacey and Mayor Margaret Plumtree agreed to serve on the Regional Issues Committee.

8.4 2016 Volunteer Parking Passes from City of Lethbridge

Available from Bev following the meeting.

- 8.5 Fibre Optics Resolution – Mayor Rene Gendre**
 - Mayor Gendre provided an overview on the emailed list of questions on fibre optics and asked for input on this for the Digital Futures Symposium in June.
- 8.6 Resignation of Administrative Assistant – Reeve Lorne Hickey**
 Bev Bellamy has submitted her resignation due to a personal family matter; her final meeting will be on January 8. If anyone has a name of someone to fill this position, contact Reeve Hickey.

9.0 Next Meeting Date

Friday, January 8, 1 pm - Culver City Room, Lethbridge City Hall

10.0 ADJOURNMENT: Moved by Mayor Tom Butler to adjourn meeting at 3:10 pm. **Carried.**

Confirmed Presentations for Future Meetings:

February 5, 2016 - Linda Vennard, Commissioner, CRTC

March 4, 2016 - Dr. Barbara Lacey and Mr. Sean Chilton
 - Role and work of the Oldman River Health Advisory Council

April 1, 2016 – Mr. Troy Holinski, President and Mr. Frank Hawkins, Chair
 - Alberta Capital Finance Authority (ACFA)

ACTION ITEMS FROM DECEMBER 4, 2015 MEETING	PERSON RESPONSIBLE
Letter to Minister Sarah Hoffman re top 3 health issues	Mayor George Bohne
Letter to Premier Notley and Ministers Carlier and Sigurdson re Bill 6	Reeve Lorne Hickey
Submit possible names for Admin Assistant position to Reeve Hickey	All Mayors & Reeves

Please send any community information for distribution to M & R to Bev at mayorsandreeves@shaw.ca