



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
OCTOBER 13, 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 SEPTEMBER 14, 2015

DELEGATION: CLARESHOLM KINSMEN CLUB
RE: Free Public Swim

ACTION ITEMS:

1. BYLAW #1608 – Designated Officers
RE: 1st Reading
2. CORRES: Hon. Deron Bilous, Minister of Municipal Affairs
RE: Forthcoming Safety Codes Exemption for Specified PDD Residences
3. CORRES: Town of Fort Macleod
RE: Fort Macleod Subdivision and Development Appeal Board
4. CORRES: Municipal District of Willow Creek
RE: 25th Annual Legacy of Our Land Banquet
5. CORRES: Roxanne Thompson, Claresholm Local Press
RE: Zombie Walk – October 30, 2015
6. REQUEST FOR DECISION: SLGM Leadership Forum
7. REQUEST FOR DECISION: Pension Policy
8. REQUEST FOR DECISION: Benefits Continuance While on Leave Policy
9. REQUEST FOR DECISION: U of A Graduate Student Internship Initiative
10. REPORT ON MEETING: Hon. Deron Bilous, Minister of Municipal Affairs – Councillor Cutler
11. INFORMATION BRIEF: AAMDC Fall Convention 2015
12. INFORMATION BRIEF: 2014 Infrastructure – 53 Avenue East
13. INFORMATION BRIEF: Harvest Square Subdivision Update
14. INFORMATION BRIEF: Disaster Recovery Program Design Report
15. INFORMATION BRIEF: Council Resolution Status
16. ADOPTION OF INFORMATION ITEMS

INFORMATION ITEMS:

1. WCHS Navigator – September 2015
2. WCHS Navigator – October 2015
3. Conflict Resolution Day – Thursday, October 15, 2015
4. Alberta SouthWest Regional Alliance Board Meeting Minutes – September 2, 2015
5. Alberta SouthWest Bulletin – October 2015

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
SEPTEMBER 28, 2015

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

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

REGRETS: Councillor Chris Dixon

STAFF PRESENT: Chief Administrative Officer: Marian Carlson; Director of Corporate Services: Simon Janhunen; Secretary-Treasurer: Karine Wilhauk.

MEDIA PRESENT: Rob Vogt, Claresholm Local Press.

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

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

CARRIED

MINUTES: **REGULAR MEETING – SEPTEMBER 14, 2015**

Moved by Councillor Cutler that the Regular Meeting Minutes of September 14, 2015 be accepted as presented.

CARRIED

ACTION ITEMS:

1. **DELEGATION RESPONSE: Claresholm Farmers Market Society**
RE: Wednesday Farmers Markets

MOTION #15-082 Moved by Councillor Fieguth to charge the Claresholm Farmers Market Society \$55 per day for use of the Arena for their Wednesday Farmers Markets for the 2015 season only.

CARRIED

2. **DELEGATION RESPONSE: Claresholm & District Museum**
RE: Public Event to Celebrate Canada’s 150th Birthday in 2017

Received for information.

3. **CORRES: Chinook Country Tourist Association**
RE: Southwest Service & Tourism Awards – October 7, 2015

Received for information.

4. **CORRES: Claresholm & District Health Foundation**
RE: 9th Annual Gala – October 24, 2015

MOTION #15-083 Moved by Councillor Ford to support the Claresholm & District Health Foundation's 9th Annual Gala to be held October 24, 2015 in the amount of \$500.

CARRIED

5. **CORRES: Claresholm Community Centre Association**
RE: 2015 Commercial General Liability Insurance

MOTION #15-084 Moved by Councillor O’Neill to pay the Claresholm Community Centre’s commercial general liability insurance, for the 2015 year only, in the amount of \$690.15.

CARRIED

6. **REQUEST FOR DECISION: Fortis Alberta Franchise Fee**

MOTION #15-085 Moved by Councillor Fieguth to maintain the franchise fee percentage at 2% for 2016 as per Clause 5(a) of the Electric Distribution System Franchise Agreement with Fortis Alberta Inc. This decision is to emphasize the Town’s commitment to economic development and to attract businesses by keeping franchise fees low.

CARRIED

7. **REQUEST FOR DECISION: Playground / School Zone Signage**

Referred to Administration for more information regarding costs and when the signage that is in place currently was installed.

8. REQUEST FOR DECISION: Tax Penalty Forgiveness Policy

MOTION #15-086 Moved by Councillor Cutler to adopt Policy #TAX 09-15, the Tax Penalty Forgiveness Policy, effective January 1, 2015 to replace Policy #TAX 09-08.

CARRIED

9. REPORT ON MEETING: RCMP “K” DIVISION – Councillors Cutler & McAlonan

Received for information.

10. INFORMATION BRIEF: Playground and School Zones

Received for information.

11. INFORMATION BRIEF: 216 – 53 Avenue East Driveway – Update

MOTION #15-087 Moved by Councillor Cutler to repair the driveways on 53 Avenue East between 2 and 2A Streets that were affected by the road construction in 2014, for those residents who wish the repairs to be completed, to a maximum total cost of \$25,000.

CARRIED

12. INFORMATION BRIEF: CAO Report

Received for information.

13. INFORMATION BRIEF: Council Resolution Status

Received for information.

14. ADOPTION OF INFORMATION ITEMS

Moved by Councillor McAlonan to adopt information items as presented.

CARRIED

15. IN CAMERA: Personnel; Board Appointment; Development

Moved by Councillor Ford that this meeting go In Camera at 7:56 p.m.

CARRIED

Moved by Councillor Ford that this meeting come out of In Camera at 9:46 p.m.

CARRIED

MOTION #15-088 Moved by Councillor McAlonan to appoint Arden Dubnewick to the Claresholm & District Museum Board.

CARRIED

MOTION #15-089 Moved by Councillor Cutler to amend the Development Agreement between the Town of Claresholm and Wilshire Inns Ltd. Schedule “C” Additional Provisions Section IV, Service Road Construction upgrades, from “12.4 meters” to “12.2 meters”, and to amend “The entire frontage of Lot 5, Block 8, Plan 0715848” to “The frontage of Lot 6, Block 8, Plan 1213513”, and to enter into an additional agreement with Wilshire Inns Ltd. regarding the road upgrades for the remaining frontage of Lot 5, Block 8, Plan 0715848.

CARRIED

ADJOURNMENT: Moved by Councillor Fieguth that this meeting adjourn at 9:55 p.m.

CARRIED

Mayor – Rob Steel

Chief Administrative Officer – Marian Carlson

DELEGATIONS

Free swim Program

Mike Cutler

Sent: October 8, 2015 9:03 AM

To: karine@townofclaresholm.com

To Town of Claresholm;

I am writing you to discuss the free swim program on Saturdays at the Claresholm Aquatic Center. The Kinsmen, Kinettes and Chad Besplug have committed to sponsoring the program for a quarter of the year each and we were wondering if the town is still willing and wanting to sponsor the other quarter of a year. We find this program very well attended and a great program for the community. Offering free swim get kids and families out doing physical activity they might not do if there was a cost to it. The Claresholm healthy Coalition has done a great job with this program and they would still be responsible for the funds but we are looking at giving this program some solidarity and ongoing support for the future and would love it if the Town was apart of it. I look forward to meeting with the Council on October 13, 2015 to discuss things in further detail.

YIK;

President of Claresholm Kinsmen

Mike Cutler, LPN

Care Plan Coordinator

It is not the strongest of the species that survive,

nor the most intelligent,

but the one most responsive to change.

- Charles Darwin

This message and any documents attached hereto, is intended only for the addressee and may contain privileged or confidential information. Any unauthorized disclosure is strictly prohibited. If you have received this message in error, please notify us immediately so that we may correct our internal records. Please then delete the original message.

ACTION ITEMS



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1608**

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

WHEREAS Section 210 of the *Municipal Government Act*, RSA 2000, Chapter M-26 permits the Council to establish one or more positions to carry out the powers, duties and functions of a designated officer;

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

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

SECTION 1 TITLE

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

SECTION 2 DEFINITIONS

- 2.1 In this Bylaw, unless the context otherwise requires:
- a) **“Act”** is the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, or any legislation in replacement or substitution thereof.
 - b) **“Bylaw”** is a bylaw of the Town of Claresholm.
 - c) **“Chief Administrative Officer (CAO)”** is the person appointed by Council under Section 205 of the Municipal Government Act and is the administrative head of the municipality.
 - d) **“Committee”** is any board, committee, or commission or other body to which Council may appoint, but excluding Committee of the Whole.
 - e) **“Committee of the Whole”** is Members of Council present at a meeting of Council sitting in committee.
 - f) **“Council”** is the municipal Council of the Town of Claresholm.

SECTION 3 AUTHORIZING OF MUNICIPAL DOCUMENTS

- 3.1 All agreements, cheques and other negotiable instruments and opening and closing of accounts that hold money, shall be signed by any two of the following: Mayor, Deputy Mayor, Councillor, CAO, Director of Corporate Services or Finance Assistant & Communications Administrator.

SECTION 4 DESIGNATION

- 4.1 The following positions are designated officers of the Town:
- a) Chief Administrative Officer;
 - b) Director of Corporate Services;
 - c) Finance Assistant & Communications Administrator;
 - d) Peace Officer;
 - e) Development Officer;
 - f) Director of Infrastructure Services;
 - g) Municipal Assessor.

SECTION 5 CHIEF ADMINISTRATIVE OFFICER (CAO)

- 5.1 The CAO may exercise all of the powers, duties and functions of a designated officer under this or any other enactment or bylaw.

SECTION 6 DIRECTOR OF CORPORATE SERVICES

- 6.1 The Director of Corporate Services is the designated officer for the purposes of the following sections of the Act:
- Section 69 – Consolidating bylaws.
 - Section 213(1)(b) – Signing minutes of Council meetings.
 - Section 213(2)(b) – Signing minutes of Council committee meetings.
 - Section 213(4)(b) – Signing agreements, cheques and other negotiable instruments.
 - Section 270 – Opening and closing all the accounts of the Town that hold money.
 - Section 606(7) – Requirements for proof of advertising.

SECTION 7 FINANCE ASSISTANT & COMMUNICATIONS ADMINISTRATOR

- 7.1 The Finance Assistant & Communications Administrator is the designated officer for the purposes of the following sections of the Act:
- Section 69 – Consolidating bylaws.
 - Section 213(4)(b) – Signing cheques and other negotiable instruments.
 - Section 270 – Opening and closing all the accounts of the Town that hold money.
 - Section 606(7) – Requirements for proof of advertising.

SECTION 8 PEACE OFFICER

- 8.1 The Peace Officer is the designated officer for the purposes of the following sections of the Act:
- Section 542 – Municipal Inspections and Enforcement
 - Section 545 – Order to remedy contraventions
 - Section 546 – Order to remedy dangers and unsightly property

SECTION 9 DEVELOPMENT OFFICER

- 9.1 The Development Officer is the designated officer for purposes of the following sections of the Act:
- Section 542 – Municipal Inspections and Enforcement
 - Section 545 – Order to remedy contraventions
 - Section 624 – Development Authority

SECTION 10 DIRECTOR OF INFRASTRUCTURE SERVICES

- 10.1 The Director of Infrastructure Services is the designated officers for purposes of the following sections of the Act:
- Section 544 – Inspecting Meters

SECTION 11 MUNICIPAL ASSESSOR

- 11.1 The Municipal Assessor is the designated officer for purposes of carrying out the duties and responsibilities of an “assessor” under the Act, and any other relevant statute, regulations or bylaw.
- 11.2 The Municipal Assessor is the designated officer for purposes of the following sections of the Act:
- Section 482(1) & (2) – Admissible evidence at hearings – assessment rolls and assessment notices.
 - Section 525 – Certifying copies of assessment roles and assessment notices.

SECTION 12 PASSAGE OF BYLAW

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

12.2 Bylaw #1590 is hereby rescinded.

Read a first time in Council this _____ day of _____ 2015.

Read a second time in Council this _____ day of _____ 2015.

Read a third time in Council and finally passed in Council this _____ day of _____ 2015.

Rob Steel, Mayor

Marian Carlson, CAO



REQUEST FOR DECISION

Meeting: October 13, 2015

Agenda Item: 1

BYLAW #1608 – DESIGNATED OFFICERS

BACKGROUND / DESCRIPTION:

With the adoption of the new Organizational Structure in May of 2015, an update to the current Designated Officers Bylaw became a priority. Administration has hired Mr. Simon Janhunen as the Director of Corporate Services, and this position needs to be added to the Bylaw as a Designated Officer.

RECOMMENDED ACTION:

Council pass a resolution to give Bylaw #1608, the Designated Officers Bylaw, 1st Reading.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw #1608, the Designated Officers Bylaw, 1st Reading.

ATTACHMENTS:

1. Bylaw #1590, the Designated Officers Bylaw.

APPLICABLE LEGISLATION:

1. Municipal Government Act, RSA 200, Chapter M-26, Section 210(1) – Designated Officers

INFORMATION:

1. Alberta Municipal Affairs Information Bulletin Number 04/13 May 2013 – Designated Officers

PREPARED BY: Karine Wilhauk, Finance Assistant & Communications Administrator

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: October 7, 2015



RS

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

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

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

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

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

SECTION 1 TITLE

1.1 This Bylaw may be cited as the **"DESIGNATED OFFICER BYLAW."**

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2.1 In this Bylaw, unless the context otherwise requires:

- a) **"Act"** is the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, or any legislation in replacement or substitution thereof.
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- d) **"Committee of the Whole"** is Members of Council present at a meeting of Council sitting in committee.
- e) **"Council"** is the municipal Council of the Town of Claresholm.

SECTION 3 AUTHORIZING OF MUNICIPAL DOCUMENTS

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

SECTION 4 DESIGNATION

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

SECTION 5 CHIEF ADMINISTRATIVE OFFICER (CAO)

5.1 The Chief Administrative Officer (CAO) is the designated officer for purposes of the following sections of the Act:

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

- Section 455(1) – Clerk of Assessment Review Board
- Section 461(1) & (2) – Address to which complaint is sent.
- Section 462(1) – Notice of Assessment Review Board hearings.
- Section 469(1) – Notice of decision of Assessment Review Board.
- Section 483 – Decision admissible on appeal.
- Section 612 – Certifying copies of bylaws and records.

SECTION 6 SECRETARY-TREASURER

- 6.1 The Secretary-Treasurer is the designated officer for the purposes of the following sections of the Act:
- Section 69 – Consolidating bylaws.
 - Section 213(1)(b) – Signing minutes of Council meetings.
 - Section 213(2)(b) – Signing minutes of Council committee meetings.
 - Section 213(4)(b) – Signing agreements, cheques and other negotiable instruments.
 - Section 270 – Opening and closing all the accounts of the Town that hold money.
 - Section 606(7) – Requirements for proof of advertising.

SECTION 7 BYLAW ENFORCEMENT OFFICER

- 7.1 The Bylaw Enforcement Officer is the designated officer for the purposes of the following sections of the Act:
- Section 542 – Municipal Inspections and Enforcement

SECTION 8 DEVELOPMENT OFFICER

- 8.1 The Development Officer is the designated officer for purposes of the following sections of the Act:
- Section 542 – Municipal Inspections and Enforcement
 - Section 624(2) – Development Authority

SECTION 9 SUPERINTENDENT / UTILITIES OPERATOR

- 9.1 These positions are the designated officers for purposes of the following sections of the Act:
- Section 544(1) – Inspecting Meters

SECTION 10 MUNICIPAL ASSESSOR

- 10.1 The Municipal Assessor is the designated officer for purposes of carrying out the duties and responsibilities of an “assessor” under the Act, and any other relevant statute, regulations or bylaw.
- 10.2 The Municipal Assessor is the designated officer for purposes of the following sections of the Act:
- Section 482(1) & (2) – Admissible evidence at hearings – assessment rolls and assessment notices.
 - Section 525 – Certifying copies of assessment roles and assessment notices.

SECTION 11 PASSAGE OF BYLAW

- 11.1 This Bylaw shall come into effect upon passage of Third Reading.
- 11.2 Bylaw #1533 is hereby rescinded.

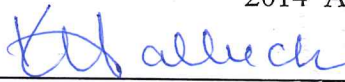
Read a first time in Council this 17th day of **December** 2013 A.D.

Read a second time in Council this 17th day of **December** 2013 A.D.

Read a third time in Council and finally passed in Council this 13th day of **January** 2014 A.D.



Rob Steel, Mayor



Kris Holbeck, CAO



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister

AR81624

Re: Forthcoming Safety Codes Exemption for Specified PDD Residences

To whom it may concern,

I have spoken with my colleagues Irfan Sabir, Minister of Alberta Human Services, and Sarah Hoffman, Minister of Alberta Health, about stakeholder concerns relating to the Persons with Developmental Disabilities (PDD) program. Minister Sabir has extended the deadline for compliance to the *Persons with Developmental Disabilities Safety Standards Regulation, Alta Reg 229/2013* to March 31, 2016. An extensive consultation regarding this PDD Regulation and with a view to explore the appropriate measures for safety of persons with developmental disabilities will be launched shortly. This will mean that the inspection program for the homes under this PDD Regulation would not proceed until after a consultation is completed. Accordingly, I am treating this extension of the regulation as a pause-period for compliance under the *Safety Codes Act* for these homes.

The safety of individuals is a crucial priority. I have also heard the concerns about the potential disruptive impact of the regulation on the wellbeing of individuals in the PDD program if they are implemented without a full understanding of the context in which these individuals live and in which care is provided. The Government of Alberta will work with persons with developmental disabilities, their families, service providers, and municipal governments to find workable ways to ensure safety, while also respecting and supporting individuals in their homes and communities. Following the consultation, we will find an appropriate balance.

In the meantime, I am preparing an exemption under the *Safety Codes Act* for PDD residences, to operate until at least March 31, 2016. The exemption will treat all residences which fall under the PDD Regulation as “residential occupancies” under the Fire and Building Codes, except those accommodations where occupants may be detained as part of their service plan or are totally dependent on staff to exit in the case of a fire. However, where this exemption applies, the PDD accommodations must still be at least as safe as homes for people who are not supported by the PDD program. This pause includes the application of the August 2015 Approved Guideline (Standata) for the upgrading of existing accommodations for individuals under the PDD program.

.../2

Until March 31, 2016, it will be important to continue to build our knowledge of these PDD sites, and further our understanding of them. Individuals, service providers, Safety Code

Officers and municipalities will be encouraged to work together to identify safety needs of the individuals and obstacles to compliance as the consultation proceeds.

In the interim, should any sensitive compliance issues arise, please contact Alberta Municipal Affairs, Alberta Human Services and/or the relevant municipality to ensure the issue is addressed in an appropriate and timely way.

Sincerely,

A handwritten signature in black ink, consisting of a large, stylized 'D' followed by a series of loops and a long horizontal stroke.

Hon. Deron Bilous
Minister of Municipal Affairs

Cc: Irfan Sabir, Minister of Alberta Human Services
Sarah Hoffman, Minister of Alberta Health



TOWN OF FORT MACLEOD

BOX 1420, FORT MACLEOD, ALBERTA, CANADA ✦ TEL: (403)553-4425 FAX (403)553-2426 ✦ WWW.FORTMACLEOD.COM

September 29, 2015

Town of Claresholm
Box 1000
Claresholm, Alberta
T0L 0T0

RECEIVED

OCT 07 2015

RE: Fort Macleod Subdivision and Development Appeal Board

Dear Administration and Council;

The Town of Fort Macleod has recently altered the make-up of its Subdivision and Development Appeal Board (SDAB) in response to difficulties soliciting enough interest from the community to fill vacant public member seats.

Specifically, the Town has amended SDAB Bylaw No. 1557 to allow eligible municipal Council Members from surrounding municipalities to sit on the now intermunicipal board. For the purposes of the bylaw amendment, surrounding municipalities has been defined as:

The Municipal District of Willow Creek No. 26 and any and all urban municipalities encompassed within the geographic bounds of the Municipal District of Willow Creek No. 26

As such, we are approaching all surrounding municipalities to request that one council member from each may sit on the Town's intermunicipal SDAB. In the spirit of ongoing regional collaboration, please consider this request and provide a response in writing at your earliest convenience.

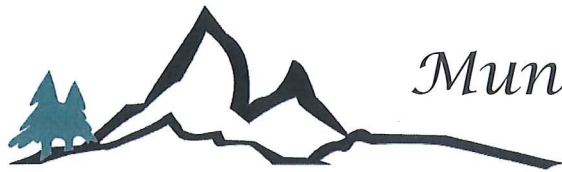
Should your response be to inform the Town that one of your councillors has agreed to sit on the Town's SDAB, kindly include their full name and contact information (home telephone, cell phone, and email address).

Thank you in advance for your consideration on this matter. If you have any question or concerns, please do not hesitate to contact the undersigned at 403-553-4425.

Sincerely,

Jill Henderson
Acting CAO
Town of Fort Macleod

ks/
c



Municipal District of Willow Creek

www.mdwillowcreek.com
#26, Highway 520 West,
Claresholm Industrial Area
Box 550, Claresholm Alberta T0L 0T0

RECEIVED
SEP 29 2015

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

September 25, 2015

TOWN OF CLARESHOLM
BOX 1000
CLARESHOLM, AB
T0L 0T0

Hello,

The Municipal District of Willow Creek No. 26 Agriculture Service Board is holding our **“25th Annual Legacy of Our Land Banquet”** on **Friday, October 30, 2015**. This year we are holding the event at the Stavely Community Centre, in Stavely, Alberta.

This year the M.D. of Willow Creek No. 26 Agricultural Service Board celebrates “25 years” of holding the “Legacy of Our Land” banquet. The banquet is to show appreciation to our farmers, ranchers and agricultural producers for their dedication to agriculture and for being a vital part of our community.

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

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

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

or

Please call Ron MacKay, Agricultural Fieldman Cell# (403) 625-6095, Carla Preachuk, Asst. Agricultural Fieldman Cell# (403) 625-1656 or Cindy Chisholm for pick up arrangements, (403) 625-3351 ext. 235.

Thank you,

Ron MacKay
Agricultural Fieldman
MD of Willow Creek No. 26



October 8, 2015

ATTENTION: TOWN OF CLARESHOLM

**RE: Zombie Walk fundraiser
 Friday, October 30
 5:00 p.m. to 8:00 p.m.
 Amundsen Park (Start & End)
 Fundraiser - Kidsport**

The Claresholm Local Press along with Your Dollar Store for More and FCCS are planning a Zombie Walk as a fundraiser for Kidsport.

We plan to have registration start at 5 p.m. in Amundsen Park continue on along 3rd Street, heading south, head east at 46 Ave (past the town office), head north on 2nd street, then east on 49 Ave, north on Main street, west on 50 Ave back to Amundsen Park.

We require:

- Permission from the town
- Lights and bathrooms in Amundsen Park.
- Barricades to help mark the route and make safe for participants.
- Fire Pit in Amundsen park with logs.

We plan to have registration in Amundsen Park along with music. As well, we will mark the route with glow sticks and have a few people posted along the way to supervise the route. We also plan to have someone at the corner of 49th and highway two to make sure participants stay on the sidewalk. When walkers return to the park we will provide hot chocolate, halloween treats and music. We hope to add additional lighting in the park for everyone's safety.

We would ask for the towns permission and assistance with this event. Please let us know if there are any further requirements from the town.

We think it will be a very fun time for everyone.

Sincerely

Roxanne Thompson
On behalf of the Zombie Walk Committee



REQUEST FOR DECISION

Meeting: October 13, 2015

Agenda Item: 6

SLGM LEADERSHIP FORUM

DESCRIPTION:

The Society of Local Government Managers is hosting a leadership forum on November 27, 2015 at the MD of Willow Creek offices in which Town of Claresholm Council and Staff have been invited to participate.

BACKGROUND:

This leadership forum, "Playing Nice in the Sandbox: Inter-departmental Cooperation" is in-line with what Alberta Municipal Affairs is promoting between municipalities in our province. There is a strong emphasis on collaboration and cooperation in order to achieve mutually beneficial results.

This forum being held at the MD of Willow Creek offers a favorable opportunity for relationships to be enriched and built upon while earning some valuable knowledge. Typically forums such as this are offered for Administration, however Town Council is welcome to attend as well.

COSTS/ SOURCE OF FUNDING (if applicable):

Registration for this forum is \$250 plus GST per attendee. There is budget room under Council Education available for this forum.

ATTACHMENTS:

- 1.) Regional Local Government Leadership Forums – "Playing Nice in the Sandbox: Inter-departmental Cooperation" November 27, 2015

APPLICABLE LEGISLATION:

- 1.) None

PREPARED BY: Karine Wilhauk, Finance Assistant & Communications Administrator

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: October 7, 2015

PLAYING NICE IN THE SANDBOX

INTER-DEPARTMENTAL COOPERATION

Grande Prairie Leduc Claresholm
Nov. 23 Nov. 24 Nov. 27
2015
8:30 a.m. - 4:00 p.m.

Collaboration in local government is a critical leadership attribute as you manage increasing demands amidst limited resources. It is about working together to solve problems and seek opportunities for increased effectiveness. It is a principle-based approach along with appropriate behaviours and techniques to pursue shared expectations and resources. This session introduces concepts and tools through interactive learning activities using 'real life' matters facing participants:

- **Collaborative Imperative** – collaboration context, rationale, benefits (and pitfalls) for local government
- **Collaborative Principles** – behaviours, expectations and success indicators for working together
- **Collaborative Approaches** – techniques and considerations applying collaborative strategies to program and service targets

Participants will leave this Forum ready to make a leadership difference with:

- A template and ideas for a **business case** to initiate a process
- A **checklist** to guide the collaborative process
- **Tactics** to tackle shared services and strategies
- Leadership **skills and behaviours** to facilitate collaboration
- **Tool kit** to lead internal (and external) collaborative processes

HOW TO REGISTER:

\$275 plus GST
prior to OCT. 17, 2015

\$300 plus GST
after Oct. 18

Contact Linda Davies at SLGM 780 796-3836 or linda.davies@shaw.ca for more information.

CLGM | **SLGM**
Certified Local | Society of Local
Government | Government
Manager | Managers of Alberta


LGL Institute

The key resource in the room is the participants – your peers! Dr. Gordon McIntosh has 38 years of executive, consultant and educator roles in local government and has conducted 1,300 sessions involving 120,000 elected and appointed civic leaders throughout Canada and overseas.

Society of Local Government Managers of Alberta
LOCAL GOVERNMENT LEADERSHIP REGIONAL



Change

Navigating for New Horizons

23 November 2015 – Grande Prairie

24 November 2015 – Leduc

27 November 2015 – Claresholm

REGISTRATION FORM

Please complete all information requested on this registration form. Please print clearly.

Name: _____
Last First Middle Initial

Present Address: _____
No. Street City Province Postal Code

Municipality: _____ Position: _____

Phone No.: _____ Facsimile No.: () _____

E Mail Address: _____ **Method of Payment: Please check one of the following**

Cheque Enclosed: _____

Purchase Order no: _____

The Society of Local Government Managers with the help of the Local Government Leadership Institute is pleased to offer to this leadership forum.

Please complete the registration form and return it with payment to the Society's Offices. There is a class limit – first paid registrants, first confirmed.

The cost of this executive program is \$250.00 plus GST prior to November 6, 2015. After November 6, 2015 registration is \$275.00 plus GST. Please note: only paid registrants will be confirmed.

GST Registration No: **866900905RT0001**

I will attend this session	Session Location	Date	Time for Sessions
<input type="checkbox"/> Yes	Grande Prairie – Best Western Hotel	23 November 2014	Registration at 8:00 AM 8:30 A.M. – 4:30 P.M.
<input type="checkbox"/> Yes	Leduc – Best Western Denham Inn	24 November 2014	
<input type="checkbox"/> Yes	Claresholm – MD Willow Creek Offices	27 November 2014	

Please Note: The personal information provided by you is being collected for the sole purposes of registration and confirmation of the one-day training session. The personal information you provide is subject to the Alberta Personal Information Protection Act.

Please return with payment to the:

Society of Local Government Managers of Alberta,
P.O. Box 308, 4629-54 Ave.,
Bruderheim, Alberta T0B 0S0
Attention: Linda M. Davies, CLGM

Fax 780.796.2081 or E mail: linda.davies@shaw.ca



REQUEST FOR DECISION

Meeting: October 13th, 2015
Agenda Item: 7

PENSION POLICY

BACKGROUND / DESCRIPTION:

Alberta Pensions Services Corporation suggests we have a clear pension policy to establish eligibility and pensionable salary. It has been suggested that if a legal decision has to be made it is almost certainly determined by a clear policy. I have developed this policy based on what is currently in effect and has been for several years.

The policy has been reviewed by the CUPE executive (see attached)

COSTS:

N/A

PROPOSED RESOLUTIONS:

Adopt this to clearly state Local Authorities Pension Plan eligibility, probation periods and pensionable salary.

ACTION:

Moved by Councillor _____ to accept Policy #GA 10-15, the Pension Policy, as presented.

ATTACHMENTS:

1. Proposed Policy – Pension Policy - GA # 09-15
2. Letter from CUPE Local 3023 regarding Policies.

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Lisa Chilton

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: October 1, 2015



Policy #GA 10-15

Pension Policy

Effective Date: October 13, 2015

PURPOSE: To establish a policy for Local Authorities Pension Plan (LAPP) participation and to detail eligibility of employees and eligible earnings.

DEFINITIONS

Fulltime permanent - An employee who works a minimum of thirty-five (35) hours per week and a minimum 1820 hours in one (1) calendar year.

Normal working year or pensionable service:

1. 1820 hours in one (1) calendar year for inside workers
2. 1950 hours in one(1) calendar year for the Chief Administrative Officer
3. 2080 hours in one (1) calendar year for outside workers

Continuous Employment – is any employment that has no foreseen end date. Employees that are hired for specific periods under contract are not considered to have permanent employment even if their contracts are extended from year to year without a break in service.

ELIGIBILITY

INCLUDED

1. All fulltime permanent employees are required to participate in the Local Authorities Pension Plan after a one (1) year probation period.
2. Part time employees who work for the Town of Claresholm, for one (1) full year, in one (1) or multiple positions where the weekly scheduled hours combined average thirty (30) hours per week or greater on a continuous basis, are also considered, by legislation, to be mandatory contributors to the Local Authorities Pension Plan.

EXCLUDED

1. Employees that have worked less than one (1) full year of continuous service.
2. Employees who work less than thirty (30) scheduled hours per week, averaged yearly, on a continuous basis.
3. Employees who have attained thirty five (35) years of service with the Local Authorities Pension Plan.
4. Employees who are currently receiving a monthly pension from Local Authorities Pension Plan
5. Married females who chose to opt-out of the Local Authorities Pension Plan prior to July 1, 1978 under the Opted-Out Married Female policy.

PROBATIONARY PERIOD

The Town of Claresholm requires that all employees that are employed in a full time continuous position be held out of the pension plan for a one (1) year probationary period.

The exceptions to the one (1) year probationary period are:

1. If the employee has any prior non-contributory service with the Town of Claresholm, this service must be applied towards the one (1) year probationary period.
2. If the employee has employment with a previous Local Authorities Pension Plan employer with no break in service and participated with that employer.
3. If the employee applies to transfer service into the Local Authorities Pension Plan under a reciprocal transfer agreement.

PENSIONABLE SERVICE

One (1) normal working year is equal to one (1) year service for pension purposes.

LEAVE WITHOUT SALARY

Employees requesting an unpaid leave of absence of more than one (1) month in time will not participate in LAPP during the entire length of the leave. Upon return to employment, the employee may wish to buy back the time of the leave, subject to LAPP guidelines. In such an event, the employer will pay the employer's share of the leave up to one year of service (life allotment with the employer), or as per LAPP guidelines if shorter.

PENSIONABLE SALARY

In addition to *regular* salary or wages the following is pensionable:

Long Service Pay
Acting Pay
Foreman Pay
On Call Allowances
Shift Premiums

CONTRIBUTIONS

All employee contribution rates are determined by the current Alberta pension legislation and are deducted each pay period and remitted, along with the employer portion, to the Alberta Pensions Services Corporation.

IMPORTANT NOTE:

Employer pension policies must comply with pension legislation. In the event that an employer policy or a collective agreement conflicts with current legislation, the legislation will prevail.

RESOLUTION #: MOTION #

EFFECTIVE DATE:

October 1, 2015

To: Town of Claresholm
Administration and Council

Re: Benefits Continuance on Leave Policy
Pension Policy

The Administration for the Town asked the Union to review its two policy proposals dealing with the Pension Policy and the Benefits Continuance on Leave Policy.

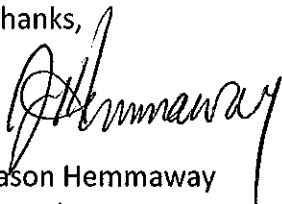
Both proposals were reviewed with the office staff, public works staff and the aquatic staff.

Both policies were viewed as positive additions that created clarity and in the opinion of the employees were acceptable as presented and did not conflict with any articles of the Local 3023 Collective Agreement (effective dates January 1, 2015 to December 31, 2018).

The Local would like to take this opportunity to thank the Administration for involving us in this process.

We continue to look forward to more team building opportunities.

Thanks,

A handwritten signature in black ink, appearing to read "J. Hemmaway", written in a cursive style.

Jason Hemmaway
President

Local 3023
Town of Claresholm Employees



REQUEST FOR DECISION

Meeting: October 13, 2015
Agenda Item: 8

Benefits Continuance While on Leave Policy

BACKGROUND / DESCRIPTION:

Recent events have brought to light that it is necessary to establish who pays benefit premiums in the case of any leave of absence. It is necessary, as a business decision, to establish if benefits are available and who will be paying the premiums for those benefits and for what length of time.

The policy has been reviewed by the CUPE executive (see attached)

COSTS:

Blue Cross Premiums – Family \$275.44 per month or Single \$104.44 per month
A.M.S.C. Premiums (Life, LTD, ADD, Dep Life) – Average - \$118.99 per month
(Note: If an employee is receiving Long Term Disability Benefits the premiums for Long Term Disability, Life, ADD and Dependent Life are waived)

PROPOSED RESOLUTIONS:

Adopt this policy, or some form of this policy, to clearly state the responsibility of the payment of premiums and the time limit on the allowance of premiums.

ACTION:

Moved by Councillor _____ to adopt Policy #GA 10-15(a), the Benefits Continuance While on Leave Policy, as presented.

Or

Moved by Councillor _____ to adopt #GA 10-15(a), the Benefits Continuance While on Leave Policy, as amended.

ATTACHMENTS:

1. Proposed Policy Benefits Continuance While on Leave - GA # 10-15(a)
2. A.M.S.C. Publication regarding waiver of LTD premiums if on LTD benefits.

APPLICABLE LEGISLATION:

1. N/A

PREPARED BY: Lisa Chilton

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: October 1, 2015



Policy #GA 10-15(a) Benefits Continuance While on Leave

Effective Date: October 13, 2015

PURPOSE: This policy outlines what constitutes a leave of absence as it applies to continued coverage of benefits through the Town of Claresholm benefits program. The policy also defines the options for continuing benefit coverage, and the method of payment for premiums, while on an approved leave.

DEFINITIONS:

For the purpose of this policy, an approved leave includes:

- Long Term Disability
- Maternity Leave
- Parental Leave
- Reservist Leave
- Jury Duty Leave
- Compassionate Care Leave
- Town-approved leave for education purposes
- Leave between expiration of sick time and Long Term Disability eligibility
- Union Leave

For a full definition of each leave, please see the Alberta [Employment Standards Code](#).

GUIDELINES:

Employees who have applied, and been approved for, a Leave of Absence without pay under the current Leave of Absence Policy, either under the Town of Claresholm general policies or a policy of the C.U.P.E. Local 3023 contract, have the option of continuing their participation in the Town-provided benefits programs.

Employees on approved leave who have elected to continue with the Town of Claresholm benefits coverage, are responsible for paying the benefit premiums to the Town of Claresholm, for all group benefits where premium charges are applicable, including:

- *Life Insurance
- *Dependent Life Insurance
- *Optional Life Insurance
- *Accidental Death and Dismemberment Insurance
- *Long Term Disability Insurance
- Critical Care Insurance
- Alberta Blue Cross – Extended Health Care Benefits

*Premiums waived by AMSC insurance company if employee is approved for Long Term Disability benefits.

Employees may elect to continue benefit coverage while on an approved, continuous, unpaid leave for a period of fifty-two (52) weeks from the beginning date of their leave. (One hundred and (104) weeks if collecting Long Term Disability benefits) Employees on approved leave must also meet eligibility requirements as defined by the insurance carrier.

If an employee on approved leave elects to continue participating in the Town of Claresholm's benefits plan, the employee is responsible for paying the full premium amount for the benefits for the length of the leave. The employee must provide the town with post-dated cheques payable to Town of Claresholm for the total of premiums owing.

The employee can choose to write bi-weekly cheques to coincide with company paydays or a monthly cheque to cover the premium expenses for the entire month.

The Town of Claresholm will continue to pay the benefit provider their portion of the benefit premiums on the employee's behalf during the period of the employee's leave providing the employee pays the town as directed.

Before going on leave, or as soon as reasonably possible as the situation warrants, the employee must make Human Resources aware of his or her intent to continue participation in the benefits program. Employees who cease work before the official date of their scheduled leaves must make Human Resources aware of the date on which the leave actually began.

Human Resources will notify the employee of the total monthly or bi-weekly amount owed to the organization. It is the employee's responsibility to ensure that cheques are received by the Town of Claresholm before the premium payments are due.

Benefits may be discontinued while the employee is on leave where:

- The employee notifies the Human Resources department in writing of the desire to discontinue benefits;
- The employee fails to provide a payment, either in the form of a cheque or a post-dated cheque for the benefits continuation;
- A cheque is returned for insufficient funds; or
- The employee has been on leave for more than fifty-two (52) weeks.

Any post-dated cheques in the company's possession upon notification of discontinuance will be returned to the employee.

If an employee wishes to continue benefits coverage while on leave, it is the employee's responsibility to ensure that Town of Claresholm is in possession of the post-dated cheques. If cheques are not received for a portion of the leave, benefits will be discontinued for the remainder of the leave and will not resume until the employee has returned to work.

Employee participation in Town of Claresholm's benefit program will begin immediately upon the employee's return to active duties from leave.

Date approved by Council:
Resolution #

Long Term Disability [26,27]

Long Term Disability (LTD) is designed to provide a monthly income benefit in the event an injury or illness continuously prevents an insured employee from performing the substantial duties of their *own occupation* during the elimination period and the following *own occupation* period as outlined in the Benefits Plan Summary and, thereafter, *any occupation*.

Elimination Period

The elimination period is the time during which the insured employee must be totally disabled before commencement of benefits. The elimination period is indicated on the Schedule of Benefits and Rates [10], (e.g. 90 or 120 days). It is important that during the elimination period the insured employee receives ongoing adequate treatment by a qualified physician/specialist.

Premium payments cease and LTD coverage terminates at the beginning of the elimination period prior to the employee's 65th birthday.

Waiver of Premium for LTD

When an employee has been approved for LTD, some benefit premiums are not payable while totally disabled, subject to approval by the Insurance Company.

Benefit	Waiver of Premium
Life, Accidental Death & Dismemberment, Dependent Life Insurance and Optional Life	Waiver of premium applies upon approval of Long Term Disability benefits based on the date of disability
Short Term Disability & Long Term Disability	Disability premium is waived the date Long Term Disability benefits begin*
Extended Health Care and/or Dental Care	Waiver of premium does not apply
Employee Assistance Plan	Waiver of premium does not apply
Critical Illness	Waiver of premium does not apply

*Premiums for Life and disability benefits will continue to be reflected on the invoice until approval of disability has been received from Sun Life.

Total Disability and Totally Disabled

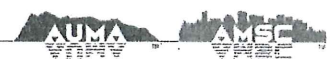
These terms are defined as:

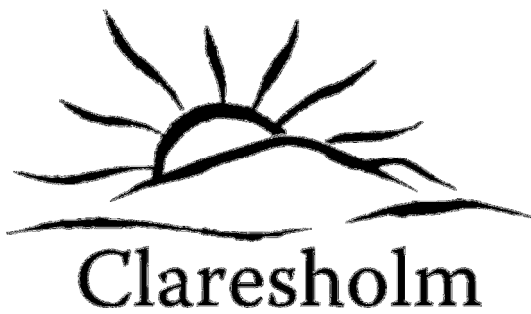
- a) during the elimination period and the 24 month Own Occupation period, the inability of an insured employee, as a result of illness or injury, to perform substantially the essential duties of the insured Employee's regular occupation, and
- b) thereafter, the inability of an insured employee, as a result of illness or injury, to engage in any occupation for which the insured employee is qualified or may reasonably become qualified by reason of training, education or experience.

Proof of Claim

Sun Life must receive the LTD claim forms as soon as reasonably possible. Sun Life must receive proof of a claim no later than 90 days after the end of the elimination period.

Failure to provide proof within that time will not invalidate nor reduce any claim, if it is shown that proof of claim was provided to Sun Life as soon as was reasonably possible, but in no event will the time for filing the proof of claim be extended for more than 90 days plus one year after the end of the elimination period.





REQUEST FOR DECISION

Meeting: October 13, 2015
Agenda Item: 9

U of A Graduate Student Internship Initiative

DESCRIPTION/BACKGROUND:

The University of Alberta, University of Calgary and University of Lethbridge Faculties of Graduate Studies in partnership with the Government of Alberta have created a three year grant to facilitate internship opportunities for Graduate Students.

The internship program offers an opportunity for employers with specific projects in mind, to connect with Masters and PhD students with expertise in that field. The employer can submit their top three priority projects for which they believe an intern(s) could contribute along with the length of time the project is anticipated to require for completion. The Program Coordinator will then help connect the employer to a graduate student intern who would best fulfill the opportunity.

The employer is expected to compensate the intern at a minimum rate of \$25/hour. The University will provide up to \$8000 for each placement and the employer is expected to match that amount.

DISCUSSION/OPTIONS:

In reviewing the disciplines outlined in the graduate programs and the potential student knowledge and research expertise, there are a number of projects outlined in the Strategic Plan that Administration feels the Town of Claresholm could benefit from by utilizing the intern program.

Planning & Development

- Review and update of Planning documents
- Development of enhanced Planning policies and procedures
- Finalizing the Annexation and development of an Area Structure Plan for the annexed area

Policy Development

- HR, Governance, Administrative and Finance policy development
- Facility Enhancement & Recreation Master Plan

Economic Development

- Governance structure development
- Local economic assessment
- Strategy formulation
- IT – Web development and enhancement
- Branding
- Communication strategy
- Housing study

PROPOSED RESOLUTIONS:

WHEREAS the Town of Claresholm has established goals related to Policy, Planning and Economic Development in the 2015 – 2018 Strategic Plan; and

WHEREAS the University of Alberta in partnership with the Province of Alberta has created a three year grant to facilitate internship opportunities for Graduate Students; and

WHEREAS the Town of Claresholm can access student knowledge and research expertise through the internship program;

THEREFORE be it resolved that the Town of Claresholm submit a request to the University of Alberta to place interns for the following disciplines: Planning & Development, Policy Development and Economic Development; and

FURTHER BE IT RESOLVED that each discipline have a maximum of \$8,000 cost to the Town of Claresholm to be included in the 2016 budget.

COSTS/ SOURCE OF FUNDING (if applicable):

\$24,000 to be included in the 2016 budget

ATTACHMENTS:

- 1.) University of Alberta Faculty of Graduate Studies & Research Backgrounder
- 2.) Town of Claresholm Strategic Plan Goals

APPLICABLE LEGISLATION:

- 1.) None

PREPARED BY: Marian Carlson CLGM CAO

APPROVED BY: Marian Carlson CLGM CAO

DATE: October 1, 2015



Faculty of Graduate Studies and Research **Graduate Student Internship Initiative**

Backgrounder

Today, about fifteen percent of graduating PhDs find tenure-track professorial positions in Canada. That means 85 percent of these students have an enormous array of career opportunities ahead of them. Graduate students come to the job market with extensive disciplinary knowledge, plus practical skills such as critical thinking, problem solving and research. However, the rapid growth in the number of graduate students in the past fifteen years has revealed a gap – between the academic preparation and training they receive in their university programs, and the provincial, national, and global economy which they join on graduation.

For this reason, the Faculty of Graduate Studies and Research (FGSR) at the University of Alberta, together with graduate faculties at the University of Lethbridge and the University of Calgary, submitted a proposal to the Government of Alberta for a three year grant to create a set of comprehensive professional development (PD) supports for graduate students. Earlier this year, the Ministry of Innovation and Advanced Education awarded each institution funds to move forward with their respective PD programs.

The University of Alberta Graduate Student Professional Development program focuses on four interrelated, core components: entrepreneurship and mentoring; PD skills development; curricular change; and internship programs.

Graduate Student Internship Initiative - Highlights

- The internship initiative seeks to place 150 students per year, with employers across Alberta. Now under development, the initiative is expected to begin placing students in Fall 2015, and will conclude in early 2018.
- The FGSR will provide up to \$8000 in internship funding for each placement, and employers are expected to match this amount. FGSR recommends students receive at least \$25/hr (before deductions) for the duration of each internship placement.
- Internship placement terms (e.g. length of placement period; number of hours of work/week; job requirements; scope of work performed) will vary depending on the employer, and the student's needs and commitments to fulfilling his/her individual graduate program class and/or research requirements at the University. As such, each placement contract will be negotiated separately.
- In general, students in PhD programs will have more flexibility in their schedules, and some may be available for placements at any time during the year, including during the summer.

- For municipalities outside of the greater Edmonton region, a modest portion of the internship funding may be put toward paying for temporary accommodation for student interns whose primary residence is in or near Edmonton.

Management & Governance

There are two levels of oversight to deliver this program.

Day-to-day, an Internship Coordinator will manage the program out of the University's student careers centre. The Coordinator will build relationships with potential employers from government, private the non-profit sectors. He/she will also negotiate internship placement terms and expected mutual outcomes and reporting mechanisms with these employers, evaluate student interns and their skills and knowledge, and match students to employers. The Internship Coordinator will be in place by the end of October, 2015.

To ensure the internship program meets the needs of both students and employers, the FGSR is assembling an internship working group, consisting of people from the University, government, and the non-profit and business sectors, and who have expertise in HR, and developing internship and co-op programs for students. This working group will initially help to formalize the internship program, and then be an ongoing resource to the internship coordinator, to provide advice and guidance, and connections to their respective sectors.

For More Information

Mary Sturgeon
Assistant Dean (Administration)
Faculty of Graduate Studies and Research
University of Alberta
780 492 7738 or msturgeo@ualberta.ca



Goals

The following are the Town of Claresholm's goals for the next three years:

<p>Policy & Planning for Responsible, Sustainable Growth</p>	<ul style="list-style-type: none">• Focus on Lift Station and Storm Water Infrastructure• Relocate Town Office• Review and Streamline Development Application Processes and Procedures• Develop a Facility Enhancement and Recreation Master Plan
<p>Economic & Community Development to Revitalize Claresholm</p>	<ul style="list-style-type: none">• Develop an Economic Development Association• Revitalize Downtown and Highway Corridor• Develop a Brand for Claresholm• Increase Business Attraction and Retention
<p>Sound, Responsible Governance & Strengthen Internal Operations</p>	<ul style="list-style-type: none">• Align and Strengthen Human Resources To Better Meet Needs• Develop a Coordinated Communications Strategy• Review and Update Administration and Council Policies• Develop Multi-Year Business Plan and Budget
<p>Improve and Expand Partnerships, Collaborations, Relationships</p>	<ul style="list-style-type: none">• Build Government Relations at All Levels• Strengthen Relationships with Stakeholder Organizations such as the Chamber of Commerce• Continue to Enhance Relationships with AHS and Other Service Providers
<p>Livable Community for a Vibrant, Healthy Quality of Life</p>	<ul style="list-style-type: none">• Investigate Opportunities for Various Types of Housing• Improve Food Bank Service to the Community• Develop a Traffic Safety Plan• Identify Optimal Model for Fire Services

Council, in developing these goals, will facilitate and provide leadership for change to achieve the vision for the Town of Claresholm.





INFORMATION BRIEF

Meeting: October 13, 2015
Agenda Item: 11

AAMDC FALL CONVENTION 2015

There has been some interest shown by members of Council regarding attendance at the Alberta Association of Municipal Districts and Counties (AAMDC) Fall Convention taking place in Edmonton from November 16-19, 2015 at the Shaw Conference Centre in Edmonton.

As per the attached Policy #GA 09-08(a) regarding Conference Attendance, Councillors usually only attend one conference per year, but may ask permission to attend another conference.

Budget for conferences in 2015 has been used with most members of Council attending the AUMA (Alberta Urban Municipalities Association) Conference in Calgary in September, however there is budget room available in Council Education should a decision be made to send delegates.

ATTACHMENTS:

- 1.) Policy #GA 09-08(a) – Conference Attendance
- 2.) AAMDC Fall 2015 Convention Program
- 3.) AAMDC Fall 2015 Convention Registration Information

APPLICABLE LEGISLATION:

- 1.) None

PREPARED BY: Karine Wilhauk

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: October 7, 2015



Conference Attendance Policy #GA 09-08(a)

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

POLICY:

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

GENERAL:

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

PARAMETERS:

Town Council

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

Designated staff members

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

NOTE:

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

EFFECTIVE DATE: SEPTEMBER 8, 2008



Partners in Advocacy & Business

Fall 2015 Convention Program

Monday, November 16, 2015

3:00 pm – 6:00 pm	AAMDC Registration & Partners' Program Information Desk <i>Hall D Foyer, Pedway Level, Shaw Conference Centre</i>
8:30 am – 4:30 pm	EOEP Course: <i>Salon 5, Shaw Conference Centre</i>
8:30 am – 4:30 pm	EOEP Course: <i>Salon 3, Shaw Conference Centre</i>
5:00 pm – 6:00 pm	Reeves'/Mayors' Meeting <i>Salon 4, Meeting Level, Shaw Conference Centre</i>

Tuesday, November 17, 2015 – Education Day

7:00 am – 8:15 am	Breakfast <i>Hall D, Pedway Level, Shaw Conference Centre</i>
7:00 am – 3:00 pm	AAMDC Registration/Information Desk <i>Hall D Foyer, Pedway Level, Shaw Conference Centre</i>
8:30 am – 9:30 am	AAMDC Partners' Program Information Desk <i>Lobby, Westin Edmonton</i>
8:30 am – 9:30 am	Opening Ceremonies <i>Hall D, Shaw Conference Centre</i> <ul style="list-style-type: none">▪ Procession and O Canada▪ Invocation▪ Introduction of Past Presidents and Fraternal Delegates▪ Long Service Awards▪ In Memoriam▪ R.W. Hay Award▪ EOEP Certificates
9:30 am – 10:00 am	Minister of Municipal Affairs <ul style="list-style-type: none">▪ Municipal Affairs Update▪ Bright Futures: Meet the Municipal Interns
10:00 am – 10:15 am	Municipal Excellence Awards
10:15 am – 10:35 am	Plenary Address
10:35 am – 11:00 am	Coffee Break sponsored by ATCO Gas & ATCO Electric
11:00 am – 11:20 am	Plenary Address
11:20 am – 11:40 am	Plenary Address
11:40 am – 12:00 pm	Plenary Address
12:00 pm – 1:00 pm	Buffet Lunch

Hall D, Shaw Conference Centre

1:00 pm – 2:45 pm	Breakout Sessions <ul style="list-style-type: none">▪ #1 <i>Salon 4, Meeting Level</i>▪ #2 <i>Salon 8, Meeting Level</i>▪ #3 <i>Salon 12, Meeting Level</i>
2:45 pm – 3:00 pm	Coffee Break
3:00 pm – 4:30 pm	Breakout Sessions <ul style="list-style-type: none">▪ #4 <i>Salon 4, Meeting Level</i>▪ #5 <i>Salon 8, Meeting Level</i>▪ #6 <i>Salon 12, Meeting Level</i>
4:30 pm – 6:00 pm	Alberta Municipal Affairs Open House <i>Foyer, Hall D, Shaw Conference Centre</i>
4:30 pm – 9:00 pm	WSP Canada Hospitality Suite <i>Riverview Room, Shaw Conference Centre</i>
6:00 pm	Brownlee LLP Hospitality Suite <i>Devonian Room, Westin</i>
7:00 pm – 11:00 pm	Finning (Canada) Night <i>Ballroom, Westin</i>

Wednesday, November 18, 2015 – Business Day

7:00 am – 8:30 am	Breakfast sponsored by Brownlee LLP <i>Hall D, Shaw Conference Centre</i>	
7:00 am – 3:00 pm	AAMDC Registration/Information Desk <i>Hall D Foyer, Shaw Conference Centre</i>	<input checked="" type="checkbox"/> = Clik-a-pads required
9:00 am – 10:00 am	AAMDC Partners' Program Information Desk <i>Lobby, Westin Edmonton</i>	
<input checked="" type="checkbox"/> 8:35 am – 8:40 am	Clik-a-pad Testing	
8:40 am – 9:00 am	Annual General Meeting <i>Hall D, Shaw Conference Centre</i> <ul style="list-style-type: none"> ▪ President's Report ▪ Financial Statements ▪ Credentials Committee 	
9:00 am – 9:20 am	Plenary Address	
9:20 am – 9:30 am	Nominations for Vice President	
<input checked="" type="checkbox"/> 9:30 am – 9:35 am	Convention Evaluation Questions	
9:35 am – 9:50 am	Coffee Break sponsored in part by Reynolds Mirth Richards and Farmer LLP	
<input checked="" type="checkbox"/> 9:50 am – 12:00 pm	Taking Care of Business: The Resolutions Session	
12:00 pm - 1:00 pm	Buffet Luncheon sponsored in part by WSP Canada Inc. <i>Hall D, Shaw Conference Centre</i>	
<input checked="" type="checkbox"/> 1:00 pm – 1:20 pm	Candidate Speeches and Election for Vice President	
1:20 pm – 2:30 pm	Keynote Speaker	
<input checked="" type="checkbox"/> 2:30 pm – 2:40 pm	Convention Evaluation Questions	
2:40 pm – 2:55 pm	Coffee Break	
2:55 pm – 3:45 pm	Election for Directors <ul style="list-style-type: none"> ▪ District 2 <i>Salon 4, Meeting Level, Shaw Conference Centre</i> ▪ District 3 <i>Salon 8, Meeting Level, Shaw Conference Centre</i> ▪ District 5 <i>Salon 12, Meeting Level, Shaw Conference Centre</i> 	
6:00 pm	AAMDC Banquet sponsored by Brownlee LLP <i>Hall D, Shaw Conference Centre</i>	

Thursday, November 19, 2015 – Government Day

7:00 am – 8:20 am	Breakfast <i>Hall D, Shaw Conference Centre</i>
7:00 am – 12:00 pm	AAMDC Registration/Information Desk <i>Hall D Foyer, Shaw Conference Centre</i>
8:20 am – 8:30 am	Reconvene AGM (Ratify Elections)
8:30 am – 9:30 am	Provincial Perspectives: Alberta's Opposition Parties
9:30 am – 9:45 am	Coffee Break sponsored by Natural Resources Conservation Board
9:45 am – 11:30 am	Ministerial Forum
11:30 am – 11:45 am	Plenary Address
11:45 am – 11:55 am	Convention Closing <ul style="list-style-type: none"> ▪ Unfinished Business ▪ Convention Evaluation Questions ▪ Grand Door Prize Draw ▪ <i>God Save the Queen</i>
11:55 am – 1:15 pm	MLA Luncheon <i>Hall A, Shaw Conference Centre</i>

= Clik-a-pads required



AAMDC Fall 2015 Convention

REGISTRATION

Pricing and Payment: Pricing is in Canadian dollars. A 5% Goods and Service Tax will be added to your purchase total (GST#106692627RT0001). Pay online by Visa, MasterCard, or Visa Debit. To pay by cheque, select "Invoice Me" on the payment form. The AAMDC will send an invoice after your registration is complete.

Cancellation Policy: Cancellation requests must be received via email to cindy.carstairs@aamdc.com. No refunds will be issued after 4:30pm Friday October 30, 2015.

Banquet tickets: Banquet tickets are not included in the price of delegate registration. Banquet tickets can be purchased through the following ticket purchase page <https://aamdc.inviteright.com/fall2015banquet>. If you are bringing a partner or spouse, please ensure you purchase their banquet ticket on that person's behalf.

Please note that **registration for the Partner's Program is done separately**. For Partner's Program registration, visit <https://aamdc.inviteright.com/2015partners>. Or for more information go to the Events and Programs section of our website at www.aamdc.com.

All fields marked with an asterisk * are required

AMSA Registration

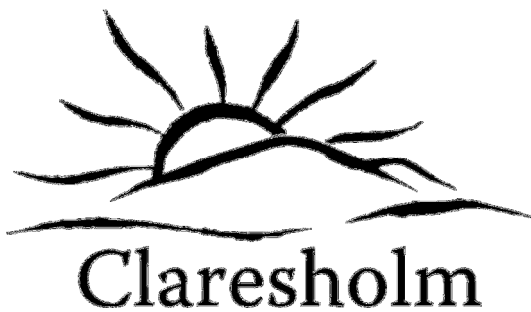
Please **do not** register staff that are attending AMSA
See more info at www.amsapw.ca

Category	Until Oct 9/15 Early-bird	Until Oct 30/15 Regular	Quantity
Member	\$525.00	\$600.00	0 ▼
Guest	\$600.00	\$700.00	0 ▼
Government of Alberta Employee	\$600.00	\$700.00	0 ▼
EOEP Course - Community Development Through Citizen Engagement (Core) Mon Nov 16, 2015 - 8:30am to 4:30pm Indicate the total number of attendees For details, select "Show EOEP Course Details" below	\$340.00	\$340.00	0 ▼
EOEP Course - Effective Planning and Strategy (Core) Mon Nov 16, 2015 - 8:30am to 4:30pm Indicate the total number of attendees For details, select "Show EOEP Course Details" below	\$340.00	\$340.00	0 ▼
Show EOEP Course Details <input type="checkbox"/>			

CONTACT INFORMATION

This information will be used for all official AAMDC correspondence, including confirmation and receipt of payment

* First Name



INFORMATION BRIEF

Meeting: October 13, 2015
Agenda Item: 12

2014 INFRASTRUCTURE – 53 AVENUE EAST

BACKGROUND

Subsequent to the last Council meeting of September 28, 2015, Administration received the attached letter from Cicon Engineering regarding the driveways on 53rd Avenue East.

Cicon Engineering is proposing that only three driveways on 53rd Avenue East need to be addressed, and they are “prepared to pay for the **existing cut backs** on the three driveways.” Note: this would translate into 1/5 of the cost of the repairs to those three driveways being covered by Cicon Engineering.

a portion of the cost of extending the cut backs on these driveways.

At the September 28, 2015 Council meeting, Council passed the following motion:

Moved by Councillor Cutler to repair the driveways on 53 Avenue East between 2 and 2A Streets that were affected by the road construction in 2014, for those residents who wish the repairs to be completed, to a maximum total cost of \$25,000.

UPDATE

Infrastructure Services has contacted the affected residents along 53 Avenue East, (one owner has not been reached as of this reporting time). Three residents are satisfied with the work that has been completed, and have signed waivers to that affect. Four residents would like the extension work done, and Infrastructure Services has contacted the paving contractor to begin work as soon as possible.

ATTACHMENTS:

- 1.) Letter from Cicon Engineering dated September 30, 2015
- 2.) Letter from Cicon Engineering dated September 18, 2015

APPLICABLE LEGISLATION:

- 1.) None

PREPARED BY: Mike Schuweiler, Director of Infrastructure Services

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: October 9, 2015



File: 506134

September 30, 2015

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

Attn: Marian Carlson, CAO

Dear Madame:

RE: 2014 Infrastructure – 53 Avenue East

Further to our letter of September 18, 2015, (copy attached), we did not mean to imply that 7 driveways should be cut further back. We do not feel that driveway for house 216 requires cutting back any further than what presently exists.

The curb and gutter grades are set to drain all driveways and walkways. Therefore the lower properties dictate the elevation of the curb and gutter. If you view the road, where one driveway is steep, the driveway next to or on opposite side of street is just above top of curb or sidewalk. Upon further inspection of the 13 driveways, 2 walks, and one laneway, driveways for addresses 203, 207, and 212 should have been cut back further, (approximately 2.5 meters instead of approximately 0.5m). In retrospect, we should have had quantities and instructions in the contract documents to cut these 3 driveways further back, (about 2.5m instead of 0.5m). For our oversight, we are prepared to pay for the existing cut backs on the three driveways. This would translate to one fifth (0.5m/2.5m) of cost of extending the cut backs on driveways for 203, 207 and 212.

If you have any questions, please do not hesitate to contact our office.

Yours truly,

A handwritten signature in blue ink, appearing to read 'Ivan Chrapko', with a long horizontal flourish extending to the right.

Ivan Chrapko, P.Eng.
CICON ENGINEERING

c.c. Mike Schuweiler, Public Works Superintendent

File: 506134

September 18, 2015

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

Attn: Marian Carlson, CAO & Mike Schuweiler, Town Superintendent

Dear Madame & Sir:

RE: 2014 Infrastructure – 53 Avenue East

Picture below shows house 216 on 53 Avenue East depicting the driveway. Driveways were not cut far back in order to save money. What was cut back was included in the road price. If we were to cut house 216 driveway back we should then cut an additional 6 driveways back which are 203, 207, 208, 211, 212 and 215.

The cost to cut back the driveways and infill with concrete or asphalt 2 meters from back of concrete could range from \$1900 to \$2900 per driveway which would cost a total of \$20,300 for all driveways on the high side of the price range.



If you have any questions, please do not hesitate to contact our office.

Yours truly,

Ivan Chrapko, P.Eng.
CICON ENGINEERING



INFORMATION BRIEF

Meeting: October 13, 2015
Agenda Item: 13

HARVEST SQUARE SUBDIVISION UPDATE

BACKGROUND:

The property known as the Harvest Square Subdivision has changed ownership, and Marian met with the new owners on Thursday, October 1st. The new owners are committed to moving forward with the project and were looking for some information such as the plan of subdivision, etc. They are familiar with their obligations under the existing development agreement as well.

They are currently looking at the housing needs in the community and have some ideas around the development but nothing firm at this time. Administration expects to receive further information regarding their intentions within the month. They anticipate beginning construction in the spring due to the weather related obstacles they would face over the winter.

Administration has provided copies of the Area Structure Plan, the Plan of Subdivision, the preliminary design and engineered drawings as well as the Stormwater Management Plan for the area adopted in October of 2006.

The Town's portion of the work on the new Sanitary Sewer Lift Station is proceeding as expected. We anticipate this project to come in either on or below budget. Construction should be completed by the end of October with commissioning and testing completed the first part of November.

ATTACHMENTS:

- 1.) none

APPLICABLE LEGISLATION:

- 1.) none

PREPARED BY: Marian Carlson, CLGM CAO

APPROVED BY: Marian Carlson, CLGM CAO

DATE: October 7, 2015



INFORMATION BRIEF

Meeting: October 13, 2015
Agenda Item: 14

DISASTER RECOVERY PROGRAM DESIGN REPORT

Associated Engineering has completed the Disaster Recovery Program Design Report for the Frog Creek Drainage System Repairs. This report was submitted to DRP for approval on September 30, 2015, and the Town is waiting for confirmation prior to going forward.

Council should note that at the time of damage, the repairs were estimated to cost approximately \$100,000. The total estimated cost in this report is \$595,800 not including GST.

ATTACHMENTS:

- 1.) Frog Creek Drainage System Repairs Design Report.

APPLICABLE LEGISLATION:

- 1.) None

PREPARED BY: Karine Wilhauk, Secretary-Treasurer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: October 8, 2015

REPORT

Town of Claresholm

Disaster Recovery Program Frog Creek Drainage System Repairs Design Report



September 2015



REPORT

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2 Damages to Existing Infrastructure	3
2.1 General/Property Damage	3
2.2 Frog Creek Drain System	3
3 Proposed Repairs	4
3.1 Summary of Work	4
3.2 Schedule	6
3.3 Cost Estimate	6
Appendix A – Design Drawings	
Appendix B – Cost Estimate	

REPORT

1 Introduction

1.1 GENERAL

The Town of Claresholm (Town) is located in the Municipal District of Willow Creek #26, midway between Calgary and Lethbridge on Highway 2. It is 104 km south of Calgary and 90 km northwest of Lethbridge. Claresholm rests on the fringe of the most spectacular part of Alberta's foothills, providing easy access to an endless number of mountain vistas and recreational opportunities. It is a thriving community of 3,758 people.

In June 2014, the Town was severely impacted by flooding throughout the town. The rainfall event leading to the flooding conditions was roughly characterized as a 1:25 year return frequency event. This event occurred over a five day period which saw an excess of 160mm of rainfall. The rainfall was not particularly intense but the total volume of rain coupled with already saturated soils resulted in significant runoff from areas external to the Town. The combination of flows that overflowed the 8th Street West ditch and drainage within the Town resulted in significant overland flooding throughout the Town. In many areas the flooding was prolonged and resulted in: operational costs, road disruptions, emergency costs, evacuations, public safety concerns, erosion damage, property flooding and damage to residences and commercial properties.

The June 2014 event impacted approximately 115 properties, including residential and commercial lands. It caused erosion and flooding damages as well as closures of roads, facilities and parks. Additional damage was caused to the Frog Creek Drain System that runs through the Town including Centennial Park and The Bridges Golf Course and conveys the majority of the stormwater to the outlet near Willow Creek, approximately 7.5 km south of the Town.

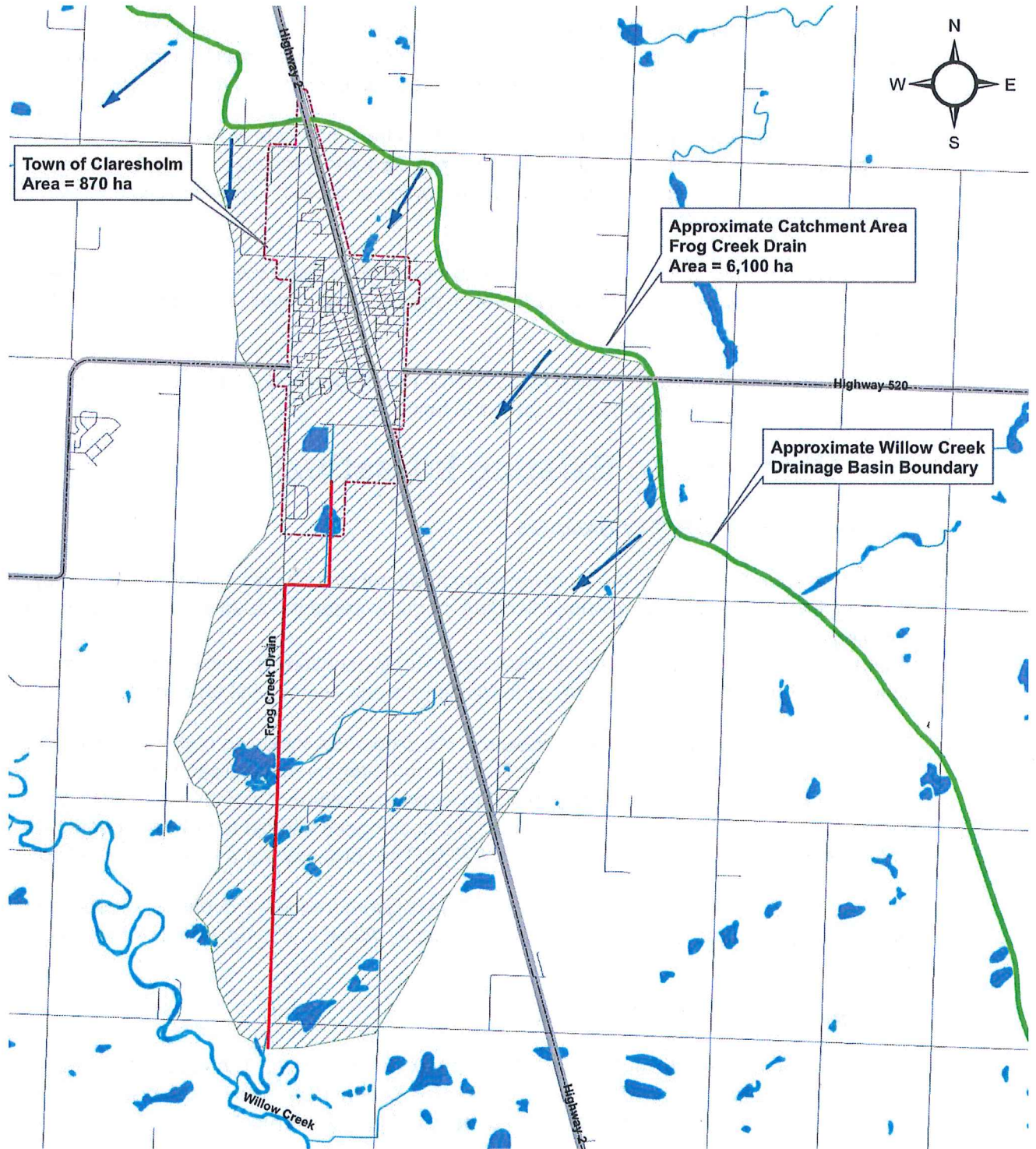
1.2 EXISTING STORMWATER INFRASTRUCTURE

1.2.1 Frog Creek Drain

The Frog Creek Drainage System was constructed in the 1960's to convey stormwater from the Town of Claresholm to the outlet near Willow creek, south of Town. Within the Town of Claresholm, this drain is comprised of a combination of underground piping and open ditches that run in a north-south direction. The open ditch then meanders through The Bridges Golf Club, where it runs through a number of ponds, ultimately discharging to an open ditch that continues south towards Township Road 122, then turns west and runs along the north side of the road, and then crosses south along the east side of Range Road 272 continuing south approximately 7km. It ultimately discharges through a storm outlet into an old oxbow loop and drains overland to the Willow Creek.

The drainage area contributing to the Frog Creek Drainage system is shown in Figure 1-1

Figure 1-1 Frog Creek Drainage Area



1.2.2 Previous Improvements

Even though the majority of the Frog Creek Drain System is located within MD of Willow Creek lands, since its construction, there has been an agreement in place between the Town and the MD that the Town is responsible for the maintenance and operation of the drain system.

In the early 1990's, the north portion of the ditch from the south side of the golf course, extending for approximately 3 kilometers to the south was repaired and upgraded. These upgrades included establishing a design gradeline for this portion of the ditch and installing concrete check structures along TR122 and RR 272.

Also, since that time, some additional materials were placed along the bank in some areas to stabilize the erosion and to add some protection measures to prevent further erosion of the banks.

The drainage system doesn't require much annual maintenance, but does require periodic cleaning and regrading to maintain its form and function.

2 Damages to Existing Infrastructure

2.1 GENERAL/PROPERTY DAMAGE

During the June 2014 event, the stormwater management system was insufficient to convey flows through the town resulting in overland flooding. In many areas the flooding was prolonged and resulted in:

operational costs, road disruptions, emergency costs, evacuations, public safety concerns, erosion damage, property flooding and damage to residences and commercial properties.

The June 2014 event impacted approximately 115 properties, including residential and commercial lands. It caused erosion and flooding damages as well as road closures. The Town of Claresholm incurred approximately \$70,000 in external equipment and labour costs to manage the flood as well as significant internal costs. Total damages caused to private properties is unknown, but is estimated at an average of \$25,000 per property, for a total of \$2,875,000.

The event was roughly characterized as a 1:25 year return frequency event. The response costs and flooding damages are expected to be significantly worse in a 1:100 year return frequency event.

2.2 FROG CREEK DRAIN SYSTEM

Additional damages were caused to the Frog Creek Drain System. These damages consisted primarily of erosion to the bed and sideslopes of the channel, but also included significant erosion around the concrete check structures and at each of the culverts located along the system.

Within The Bridges Golf Course, additional erosion occurred along the open channels in two areas as well as significant erosion at one of the cart path bridges, located between holes 1 and 2. The damage was caused by the existing undersized culverts located approximately 20m downstream of the bridge crossing. The flood conditions caused erosion around the bridge abutments, causing the bridge to settle along the east side of the bridge. The bridge now sits at a slope of approximately 5% measured across its width. Also, at the south end of the Golf Course, the existing 900mm diameter culverts crossing the access road were damaged.

3 Proposed Repairs

3.1 SUMMARY OF WORK

3.1.1 Erosion Repairs within the Golf Course

Repairs will be completed within the golf course to establish a consistent gradeline along the channel and to repair the erosion along the bed and sideslopes of the channel. Any existing water flows will be dammed off so that the restoration work can be completed in the dry channel. Existing rock rip rap along the bank where it can be salvaged will be removed, stockpiled and replaced along the banks following the erosion repairs. The disturbed areas will be reseeded with native grass seed mixtures, applied with a hydromulch product to help stabilize the disturbed areas and to prevent further erosion.

The existing bridge described above will be removed with a crane and set to the side. The existing concrete bridge abutments will be removed and disposed of at the Town's landfill of other appropriate location. The abutments will be replaced with new abutments. These new abutments have been designed with concrete piles extending below the frost line to prevent frost heaving and to stabilize the bridge should future erosion occur around the abutments. Rock rip rap will be placed around the abutments to stabilize the disturbed ground and to prevent further erosion. The existing bridge will be lifted and placed back on top of the new abutments.

The damaged culverts at the south end of the Golf Course will be removed, disposed and replaced with new culverts of the same size and type as existing. New Class 1 Rip Rap will be placed around the tapered ends of the culvert to prevent further erosion.

3.1.2 Erosion Repairs along Frog Creek Drain

Erosion that has occurred along the Frog Creek Drain System will be repaired. In general, most of the material that has eroded has been washed downstream along the channel. Existing topsoil will be stripped from the repair areas and placed in a windrow along the top of bank or stockpiled in a suitable location for reuse. Rather than bear a higher cost of importing material to replace the washed out material, we have planned to cut and reshape the ditch "in place" where existing materials will be cut from the sideslopes and used to fill the erosion along the bed and sideslopes

of the ditch. This will be the most cost effective method of repair as the use of in-site material will be considered common excavation as it will be cut and filled in place with minimal surplus material needing to be hauled away. With this methodology, imported material should not be required for the erosion repairs.

At the concrete check structures, many of them suffered significant erosion within the channel bottom, both upstream and downstream of the concrete structures as well as around the sides of the concrete walls causing significant erosion of the ditch sideslopes. The erosion will be repaired with compacted, surplus clay material that is excavated from the channel bottom and sideslopes as described above. Rock rip rap will be placed along the erosion repair areas within the vicinity of the check structures in order to stabilize the repair area and to prevent further erosion scour at these susceptible locations.

In addition, most of the culverts along the channel at the road or driveway/approach crossings suffered erosion particularly at the upstream ends, but also at the downstream ends in some cases. The erosion scours will be repaired with compacted surplus excavated clay material from the channel reshaping. Rock rip rap will be placed along the erosion repair areas at the culvert ends in order to stabilize the repair area and to prevent further erosion scour at these susceptible locations.

At all repair sections within the Golf Course and along the Frog Creek Drain System, temporary berms will be used to isolate the work areas, to keep the work area dry and to protect the nearby wetlands from contamination from the construction work activities. Once the work is complete in each area, the berms will be removed to restore normal water flow. In addition, temporary protective measures will be placed at the upstream ends of the adjacent wetlands to further protect them from sediment contamination.

Following completion of the erosion repairs, the topsoil will be replaced along the sideslopes and channel bottom and graded to a smooth grade. The topsoil will be prepared for seeding and the disturbed areas will be seeded with a hydromulch product such as Top Spray Eco-Blanket or TerraFlex Flexible Growth medium by PLH Erosion Control, that combines the erosion protection qualities of a rolled out erosion blanket with hydroseeding as a one-time application that will save valuable time and money in achieving a stabilized channel sideslope immediately upon completion.

The drawings prepared for the work along the Frog Creek Drain system and the Bridges Golf Course have been included in **Appendix A**.

3.2 SCHEDULE

The Town of Claresholm is planning to tender the work this fall, with work beginning by mid-October, 2015. The work as planned can likely be completed within a timeframe of approximately 4-6 weeks depending on weather, with completion achieved by the end of November. As such, the funding for this project needs to be confirmed as soon as possible.

3.3 COST ESTIMATE

The total cost of the project has been estimated at \$595,800 (excluding GST). A detailed cost estimate has been included in **Appendix B**.

TOWN OF CLARESOLM
DISASTER RECOVERY
Project # 2015-3459
2-Oct-2015

Item	Description	Quantity	Unit	Engineer's Estimate	
	General Requirements	1	LS	\$ 50,000.00	\$ 50,000.00
A.1	Golf Course Bridge Work				
	Remove and Salvage Ex Bridge	1	LS	\$ 5,000.00	\$ 5,000.00
	Remove and Dispose Ex Bridge Abutments	1	LS	\$ 5,000.00	\$ 5,000.00
	Remove and Dispose Ex 375 CSP	2	ea	\$ 1,500.00	\$ 3,000.00
	Construct New Bridge Abutments	2	ea	\$ 10,000.00	\$ 20,000.00
	Class 1 RipRap on Headslopes around abutments	100	m2	\$ 60.00	\$ 6,000.00
	Re-place Salvaged Bridge on New Abutments	1	LS	\$ 5,000.00	\$ 5,000.00
	Re-grade Ditch at Old Bridge and CSP Removal Locations	1	LS	\$ 2,000.00	\$ 2,000.00
A.2	Earthworks				
	Topsoil Stripping 100 mm Depth	3,500	m3	\$ 6.00	\$ 21,000.00
	Common Excavation and Compaction	2,000	m3	\$ 10.00	\$ 20,000.00
	Topsoil Respreading and Leveling	4,000	m3	\$ 10.00	\$ 40,000.00
	Pitrun Gravel in Bottom of Channel 200 mm Deep	1,200	m3	\$ 65.00	\$ 78,000.00
	Seeding with Native Seed Mixture and Hydromulch Erosion protection (Flexterra or equivalent)	35,000	m2	\$ 3.00	\$ 105,000.00
A.3	Erosion Control Repair				
	Remove and Salvage Rip Rap on GC Channel	300	m2	\$ 12.00	\$ 3,600.00
	Remove and Dispose Ex damaged 900mm CSP	2	ea	\$ 2,500.00	\$ 5,000.00
	Install New 900mm CSP c/w tapered end and Class 1 Rip Rap	20	m2	\$ 600.00	\$ 12,000.00
	Re-grading at Ends of CSP	16	ea	\$ 500.00	\$ 8,000.00
	Repair and Regrading at Check Structures	4	ea	\$ 5,000.00	\$ 20,000.00
	Class 1 RipRap on CSP and Check Structures	525	m2	\$ 60.00	\$ 31,500.00
	Non-woven Filter Fabric	525	m2	\$ 5.00	\$ 2,625.00
	Replace RipRap on GC Channel	300	m2	\$ 25.00	\$ 7,500.00
A.4	Miscellaneous				
	De-watering Low Areas	1	LS	\$ 30,000.00	\$ 30,000.00
	Temporary Berms	1	LS	\$ 20,000.00	\$ 20,000.00
	Remove and Reinstall Ex Fence with new posts	500	lm	\$ 15.00	\$ 7,500.00
	TOTAL PRICE			Total Estimate	\$ 507,725.00
	SUB-TOTAL				\$ 508,000.00
	ENGINEERING				\$ 37,000.00
	CONTINGENCY ALLOWANCE (10% OF SUBTOTAL)**				\$ 50,800.00
	TOTAL ESTIMATED COST: (EXCLUDING G.S.T.)				\$ 595,800.00
	Goods and Service Tax (5%)				\$ 29,790.00
	TOTAL ESTIMATED COST: (INCLUDING G.S.T.)				\$ 625,590.00



INFORMATION BRIEF

Meeting: October 13, 2015

Agenda Item: 15

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - March 9, 2015				
17	<p>RFD- Stormwater Management Plan. Moved by Councillor Ford to accept the Stormwater Management plan by Associated Engineering as presented. Carried. Moved by Councillor Cutler to apply for funding through the Alberta Resilience Program for stormwater related projects. Carried. Motion #15-007.</p>	Marian/Mike	<p>Spoke with Dean at A.E. March 10th and they will move forward with preparing the grant application. A.E. will also prepare the final copies of the report for our records. Deadline for applications was extended to September 30, 2015. Met with Dean and grant Program Coordinator on April 17th and the Coordinator gave us valuable information regarding how to formulate the application. Request for preliminary engineering funding on the agenda for May 25th.</p> <p>Aug 11/15 - Preliminary Engineering for the application is in progress. Will complete application before the September 30th deadline. Application was forwarded to ESRD September 30, 2015. Awaiting decision on funding.</p>	Complete
Regular Scheduled Meeting - March 23, 2015				

13	Proceed with negotiating Airport Leases subject to MD approval for access	Marian	Requested confirmation from the MD regarding access across their land and have yet to receive a response. Sent email to Cindy Aug 13th asking for a response. In Sept received further correspondence from the MD and there are some mapping issues that need clarified. Oct 1/15 MD has responded requesting an alternate location for the storage. Have contacted ERE and they will work with the MD directly.	Complete
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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.	In progress
15	Contact Emercor	Marian	Letter sent and Insurance claim proceeding. Met with Emercor Sept 30/15 and have sent a further email stating that if they wish to proceed with acquiring the HPFSS we suggest they engage the services of an engineer to assist in the details.	In progress

Regular Scheduled Meeting - July 20, 2015				
5	RFD: AUMA Convention - Moved by Councillor Cutler for administration to schedule meetings at the AUMA Convention in Calgary September 23 – 25, 2015 with the Minister of Municipal Affairs and RCMP K Division, as available. CARRIED MOTION #15-063	Marian	Spoke with Municipal Affairs July 21 - they will have the scheduler contact our office. Spoke with Sgt. Wickett and he will schedule a meeting with K Division - Aug 20th received a call from Dalin at the RCMP and he is following up on the request. Minister is unable to meet at AUMA but offered a meeting on October 5th in Edmonton. Still have no confirmation from RCMP. Met with RCMP Sept 23/15	Complete

Regular Scheduled Meeting - August 19, 2015				
2	Delegation Response: Harvey Dippel - Referred to Administration to provide options and costs to assist in the repair of Mr. Dippel's driveway.	Mike	Quote from contractor & engineers letter on Sept 28th agenda	Complete
9	RFD: West Water Plant Power Line / Land - Moved by Councillor Cutler to have the power line and transformer removed from the old west water plant location. CARRIED MOTION #15-071	Brad	Request sent to Fortis Alberta for salvage on Aug 20/15.	In progress
10	RFD: Municipal Reserve Land - Moved by Councillor Fieguth to add the six trees as presented to the Municipal Reserve lands described as Lot 1MR, Block 67, Plan 0413772; to be included within the 2015 parks & recreation budget, and to budget for the sidewalk project within the Infrastructure Services 2-5 year sidewalk budget. CARRIED MOTION #15-072	Mike	Trees have been planted.	Complete

Regular Scheduled Meeting - September 14, 2015				
5	CORRES: Community Futures Alberta Southwest RE: Prairie Canada Futures Game Workshop for Municipal Administration and Council	Marian	Notified Community Futures that we are in the process of setting up our Economic Development program and that this may be part of our process moving forward.	Complete
13	IN CAMERA: Contract - Moved by Councillor Cutler to accept the Fire Chief Service Agreement with the MD of Willow Creek as amended. CARRIED MOTION #15-081	Marian	Agreement signed	Complete

Regular Scheduled Meeting - September 28, 2015				
1	Delegation Response: Claresholm Farmers Market Society - Moved by Councillor Fieguth to charge the Claresholm Farmers Market Society \$55 per day for use of the Arena for their Wednesday Farmers Markets for the 2015 season only. CARRIED MOTION #15-082	Karine	Letter & adjusted invoices sent.	Complete
3	CORRES: Chinook Country Tourist Association - Confirm the attendance of Councillor Fieguth to the Awards Ceremony on October 7, 2015	Karine	Attendance confirmed.	Complete
4	CORRES: Claresholm & District Health Foundation - Moved by Councillor Ford to support the Claresholm & District Health Foundation's 9th Annual Gala to be held October 24, 2015 in the amount of \$500. CARRIED MOTION #15-083	Karine	Letter & cheque sent.	Complete
5	CORRES: Claresholm Community Centre Association - Moved by Councillor O'Neill to pay the Claresholm Community Centre's commercial general liability insurance, for the 2015 year only, in the amount of \$690.15. CARRIED MOTION #15-084	Karine	Letter & cheque sent.	Complete
6	RFD: Fortis Alberta Franchise Fee - Moved by Councillor Fieguth to maintain the franchise fee percentage at 2% for 2016 as per Clause 5(a) of the Electric Distribution System Franchise Agreement with Fortis Alberta Inc. CARRIED MOTION #15-085	Simon	Drafted email response and submitted to Marian to forward to Fortis.	Complete
7	RFD: Playground / School Zone Signage - Referred to Administration for more information regarding costs and when the signage that is in place currently was installed.	Jason	Report to come on October 26, 2015 Council Agenda.	In progress

8	RFD: Tax Penalty Forgiveness Policy - Moved by Councillor Cutler to adopt Policy #TAX 09-15, the Tax Penalty Forgiveness Policy, effective January 1, 2015 to replace Policy #TAX 09-08. CARRIED MOTION #15-086	Lisa	Copies to every department	Complete
11	INFO BRIEF: 216 - 53 Avenue East Driveway Update - Moved by Councillor Cutler to repair the driveways on 53 Avenue East between 2 and 2A Streets that were affected by the road construction in 2014, for those residents who wish the repairs to be completed, to a maximum total cost of \$25,000. CARRIED MOTION #15-087	Mike/Tara	Info Brief on October 13, 2015 Council Agenda.	In progress
15	IN CAMERA: Moved by Councillor McAlonan to appoint Arden Dubnewick to the Claresholm & District Museum Board. CARRIED MOTION #15-088	Karine/Ken	Added to the Museum Board.	Complete
15	IN CAMERA: Moved by Councillor Cutler to amend the Development Agreement between the Town of Claresholm and Wilshire Inns Ltd. Schedule "C" Additional Provisions Section IV, Service Road Construction upgrades, from "12.4 meters" to "12.2 meters", and to amend "The entire frontage of Lot 5, Block 8, Plan 0715848" to "The frontage of Lot 6, Block 8, Plan 1213513", and to enter into an additional agreement with Wilshire Inns Ltd. regarding the road upgrades for the remaining frontage of Lot 5, Block 8, Plan 0715848. CARRIED MOTION #15-089	Marian	Drafts prepared	In progress

PREPARED BY: Karine Wilhauk, Secretary-Treasurer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: October 9, 2015

INFORMATION ITEMS



The Navigator

Issue 43 • Printed September 9, 2015

Claresholm, AB

*Education is not preparation for life;
education is life itself.*

~John Dewey

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

NEW PRINCIPAL

Please join us in welcoming new principal, Kirby Dietze. Mr. Dietze joins our school from Pincher Creek, where he was the Assistant Principal. He began his teaching career in Oyen and soon after moved to Airdrie



where he taught high school English and some Drama. At George MacDougall High School (Airdrie), he coached JV Girls Basketball and co-directed Pirates of Penzance among other things. Mr. Dietze, his wife Leah and their children then moved to England where he taught for three years. They eventually returned to Airdrie, but soon relocated to Pincher Creek where he has spent six years at Matthew Halton High School and three years at Canyon Elementary. Mr. Dietze enjoys working with teenagers and has had many of his most awesome experiences in and around high schools. He enjoys watching and playing sports of all types, but his favorite is basketball. He enjoys hiking, running, and has recently discovered a love for whitewater canoeing. Mr. Dietze and his wife have three children. Jack graduated from F.P. Walshe last June; Mary in Grade 11; and Emma in Grade 10.

Mr. Dietze is looking forward to being at WCCHS and is excited to have fun with staff and students!

MEET THE TEACHERS NIGHT

Welcome back to school! Our first School Council meeting is also an opportunity to meet the staff of our school! The Meet the Teacher night will be held on Thursday, September 17, where we encourage you to join us for snacks and "Meet the Teachers" at 6:30 pm. Following this, we will start the parent council meeting at 7:00 pm. This meeting is also the Annual General Meeting where elections are held for the upcoming year. We meet once a month to hear what is going on in the school and talk about up and coming things happening at WCCHS. No matter the question, you will find some answers at parent council! Please join us even if you just want to listen! Hope to see you there!

ABSENCES

Parents! Please contact the office if your child is absent or going to be absent. We have an answering machine to take messages if you call after hours. If you have questions or are not sure about the student attendance policy, do not hesitate to contact us at the school.

GRAD 2016

Grad 2016 meeting for all students will be held on Wednesday, September 16 at 11:40 am in the Learning Commons (library). There will be a parent meeting in October once the Grad executive has been named.

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

INSIDE THIS ISSUE:

- New Principal
- School Council
- Sports Update
- Terry Fox Walk/Run
- Library News
- September Calendar

Thank you to all of the staff and students of WCCHS for your patience with all the timetable changes. With the resignation of a teacher on Aug. 27, many changes had to occur in a very short period of time. If further timetable changes are required, please make an appointment with Mrs. McNutt.



**FROM THE
PRINCIPAL:
Dave Adams**



Welcome to the learning community of Willow Creek Composite High School and the start of the 2015-2016 school year.

"Life's most urgent and persistent question: What are you doing for others?" (- Dr. Martin Luther King Jr)

It has been an amazing and rewarding experience working for you in the learning communities of WCCHS and Outreach North (ORN). Dr. King's quote precisely captures the magic of working here - it is about being with people (students, staff, parents, community members) who deeply care about others.

The terrific students have clearly demonstrated to us the bright future our planet has with them leading the way.

The talented and dedicated staff diligently work with these students to help them shine. Thank you for your energy, expertise, and talents.

The supportive parents work alongside both the students and staff to enhance the educational experience.

The valued community members add extra value and depth to the learning community.

This positive relationship is rarely found to such abundance as here in our learning communities. Thank you all for your selfless dedication to helping others and transforming our world into a better place. My life has been enriched and blessed by you sharing your gifts with me, and thank you for the valuable lifelong lessons you have taught me.

A warm welcome to Mr. Kirby Dietze who will do an outstanding job at the helm!

Best wishes to you all for continued success, and thank you for your support of our schools.

- Dave Adams

CAREER CENTRE

We have some big changes this year with the addition of an on campus Career Centre. My name is Ms. Bazell and you can find me in room 101. For the past 12 years I have been employed in career and employment counselling. Prior to that I attended Okanagan University College, now known as UBC-O, completing a BA with majors in Psychology and Anthropology. I am happy to offer supports for you and your family. This new centre is an expansion of the services that have previously been available at school, just 'supersized' into a centre. Here are some of the student services you can expect:

Careers: Assessments, Career planning, Labour Market Research, Academic library, Post-secondary presentations, Scholarships and funding options, Application processes and supports.

Employment: Job search strategies, Interviews skills, Resumes and Cover letters, Job postings, Employment standards, and Employability skills.

Services and supports for parents include: Newsletters, Update information on post-secondary information sessions, dates, locations and registration information, and Assistance with guiding and supporting children with their career development.

Stop in and see the set up and find out where to start on your journey. Hours are 8:30 am - 3:30 pm (unless otherwise arranged), Monday, Tuesday, and alternating Fridays. Please feel free to contact me at bazellc@lrsd.ab.ca

Upcoming Events: Discovery Health Days at Foothills Medical Centre: Registration opens on Sept 11 at 8am. We

WCCHS SPORTS FEES 2015-2016

	Jr. High (7-9)	Sr. High (10-12)
Football	-	\$275
Volleyball	\$150	\$300
Basketball	\$200	\$350
Badminton	\$75	\$75
Track	\$75	\$75
Slowpitch	-	\$150
Baseball	-	\$250
X-Country	\$75	\$75
Golf (Zone Host)		\$75
Curling	-	\$75

have 5 spots to fill, if you are interested please come see me! Open registration for additional spots begins on September 28.

CONNECTIONS PROGRAM

Established in 1987, **Connections** is a program for Alberta high school students to help create a better understanding of the multicultural/diverse nature of our schools and our society. It includes a semester-long program consisting of pre-trip online work, a 4-day onsite program and a follow-up post-trip work including a final school-based project. Students can earn 5 CTS credits. The 4-day onsite program takes place 3-4 weeks after the course has begun (and the students have completed the pre-trip online work). Students stay at Kamp Kiwanis, 15 minutes west of Calgary at the junctions of Highways 8 and 22. Facility is fully winterized and includes food service. Facilitators lead the program during the week and there are two onsite program coordinators. Transportation is arranged by the school with students arriving at Kamp Kiwanis on Monday the first day of the program between 4 - 6 p.m. and leaving on Friday, the last day of the program between 2 - 4 p.m. We are scheduled for our 4-day onsite program at Camp Kiwanis on October 12-16. George Tavern, the Connection coordinator, will be at the WCCHS Parent Night on Sept. 17 and we hope to have him down early in September to speak to interested students. Any parents or students who might be

interested should contact Mr. Weeks at the school.

SPORTS UPDATES

Another year of athletics at WCCHS has started with an eventful September!

Volleyball:

Junior and Senior High volleyball teams have started practicing this past week. We would like to welcome Ernie Ling as the Sr. Boys team as their coach this season and Kelly Kunkel who will be coaching our Jr. High "B" Girls' team. Our Jr. High Boys' team needs a coach! Anyone who would like to assist the boys' program please contact the school.

The High School Girls will have tryouts September 8 and 9 then on the weekend, with our Sr. Boys team, they will participate in the F. P. Walshe Blue and White boys' and girls' tournament being held at WCCHS as Walshe continues with their modernization. The following weekend, the Sr. Girls will host our Cobra Classic tournament. League schedules for both Senior and Junior High teams will be available in the near future. Check the school website for practice and game times.

Football:

Football is rolling right along. The Cobras opened the season with a big win over Highwood High on September 4. On September 11 they are on the road again to Chinook High in Lethbridge. The first home game is September 18 vs Ernest Manning from Calgary, then they are on the road again to Olds.

Golf:

WCCHS Cobras golf team will be at Land-O-Lakes Golf and Country Club September 16 for the 1A/2A Zone golf tournament. Coach Malik Salman feels the odds are good for our Cobras to represent the South Zone at provincials in Grande Prairie on September 28 & 29.

Cross Country:

Junior and Senior High athletes will start practicing next week. Coach Dave Adams will get them started and well on their way before he goes "on his way" to the U of L. The Cobras first meet of the season will be the Bullhorn Run, hosted by Kainai High School September 18.

UPCOMING DATES TO NOTE

School Pictures!	September 16
Golf Zones	September 16
School Terry Fox Walk (Special Events Day)	September 17
Meet the Teacher 6:30 pm/School Council Mtg.	September 17
Sports Society 8 pm	September 17
Cobra Football vs. Ernest Manning (7 pm)	September 18
No School for All Students	September 24 & 25
Parent / Teacher Interviews	October 6 & 8

District and Zone meets will be held in early October.

RCMP CHECKS

If your child is new to grades 7-12, and you wish to volunteer in WCCHS, you need to complete an RCMP check and turn it into the office.

TERRY FOX WALK

WCCHS School Terry Fox Walk

will be Thursday, September 17. Our route will be from the football field, north to John Deere and then, south to the Agriplex and then back to WCCHS.



JR HIGH TRAVEL CLUB

Junior High Travel Club will be heading to Ontario & Quebec during Easter break this year (March 25)! The trip is open to all current grade 7-9 students and their parents. There are still some spots left for travelers! Please contact Mrs. Franz (franzm@lrsd.ab.ca) for more info, or go to eftours.ca and type in our trip #1602255BC. We would like to have our group of travelers set by the end of September!

GIFT CARD FUNDRAISER

Buy GIFT CARDS through WCCHS (in partnership with West Meadow Elementary School) for everyday purchases, to give as gifts for birthdays or for your business needs.

Up to 15% of your everyday purchases will be automatically donated back to WCCHS student activities!

Visit www.fundscrip.com/retailers for the list of participating retailers. Contact the office for further details.

**NEXT ORDER IS DUE
SEPTEMBER 30**

COBRA WEAR Imporium Design

109, 49th Street West
Supplier of WCCHS Clothing Items

Back to School Special:
an embroidered hoodie (including the patch), sweat pants (including patch), t shirt (screen printed) and a cap for \$ 75!

See them at their Store Location!

HOW TO REACH US

Main Phone 403-625-3387
website: www.willowcreekhighschool.ca
email: dietzek@lrsd.ab.ca
News to add? dofsteel@shaw.ca

LIBRARY NEWS

We are starting off the school year with a bang! The Learning Commons has new books galore for you to check out, including titles nominated for a young readers choice book awards we will be participating in. Click on 'Programming' then 'Learning Commons' on our school website for more details. We still have free books available for you to help yourself to.

Our Writing and Book Clubs start times will be announced later in the month. And a reminder to please return overdue books so you can continue to sign out more! Looking forward to seeing faces - old and new.
~ Mrs. Marshall


SPORTS SCHEDULES

You can find upcoming game dates on the following websites:

High School Girls Volleyball:
www.westwindsvolleyball.com

Cobra Football:
<http://footballalberta.ab.ca/web/high-school/schedule.php>

COBRA WEAR ON SALE!
yourschoolgear.ca
School t-shirts, shorts, sweats, jackets & more! Order anytime, delivered directly to your mailbox!


 **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.

AUDITIONS for musical theatre production of Little Shop of Horrors will be held on Friday, September 11 and September 12! Speak with Ms. Newman for more information!

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



September 2015

		1	2	3	4	5
			Classes Begin for Grades 7 - 12			
6	7 NO SCHOOL Labour Day Holiday	8	9	10 Boys Volleyball vs Lundbreck	11	12
13	14 Girls Volleyball vs JT Foster	15	16  School Pictures! Girls & Boys Volleyball vs ICHS	17 School Terry Fox Walk Meet the Teacher Night @ 6:30pm, School Council AGM/Mtg 7 pm Sports Society 8 pm	18 Kainai Bullhorn Coulee Classic Run Cobra Football: Home Game 7 pm Sr. Girls Volleyball Home Tournament	19
20 Community Terry Fox Walk 2 pm Firehall	21	22	23	24 NO SCHOOL IPP / Planning Day	25 NO SCHOOL Staff Planning Day	26
27	28	29	30	Notes:		

Willow Creek Composite High School • Grades 7-12

P.O. Box 219 • 628 - 55 Ave W., Claresholm, AB T0L 0T0 • Phone: 403-625-3387 • Fax: 403-625-3289 • www.lrsd.ab.ca/school/willowcreek



The Navigator

Issue 44 • Printed October 2, 2015

Claresholm, AB

“Life starts all over again when it gets crisp in the fall.”

— F. Scott Fitzgerald, *The Great Gatsby*

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

PARENT TEACHER INTERVIEWS

Please join us on Tuesday, October 6 and Thursday, October 8 for our annual Fall Parent/Teacher interviews. Of course, students are always welcome to attend! Appointments are booked through www.schoolappointments.com

1. Click on "Schools Using the System" at the top of the page.
2. Scroll down to the bottom and click on our school link (under *Canada* - Willow Creek Composite High)
3. Follow the directions on the page to set up an account and book your appointment.

(A new profile will be needed for 2015-16 school year.)

This year at P/T Interviews, parent council will be asking for your input on several topics. Each topic will be placed on a table in the common area of the school and we encourage you to leave your comments on a post it note at each table. Please allow yourself some extra time to read these questions and give your thoughts and opinions. An example of one topic is "What advice would you give to a new parent in this school?", or

"Announcements and information are shared every day at the school. How would you like to receive this information?" Parent council is also planning on holding several evening sessions with speakers on topics of interest to parents and will ask for your ideas of what you would like to learn more about.

See you there!

GRAD PARENT MEETING

Congratulations to the 2016 Grad Executive:

Chairperson: Gina P.

Recording Secretary: Anita vR.

Treasurer: Siena H.

Checkmark Secretary: MacKenzie R.

Picture Committee: Leilani S.

Banquet Committee: Josh H.

Fundraising: Dakota D.

Decorating Committee: Taren W.

Grad checkmarks: Each grad must earn 5 checkmarks, valued at \$30 each. Checkmarks may be earned at designated functions or paid for at anytime.

Grad parent meeting is scheduled for October 20 at 7 pm in the Learning Commons.

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

INSIDE THIS ISSUE:

- Parent Teacher Interviews
- Grad 2016 Updates
- Sports Update
- We Day!
- From the Peace Officer
- October Calendar

SIDE NOTES...

Prom sign up sheet in the office on the counter. First meeting October 13 at 11:40 am in Ms. Newman's classroom. Bring your lunch!

Drivers Ed sign up sheet in the office on the counter. Parent meeting October 8 at 6:30 pm in VC suite.



FROM THE PRINCIPAL: Kirby Dietze

Welcome to the learning community of Willow Creek Composite High School and the start of the 2015-2016 school year.



Volleyball, Football, Rodeo, Golf Team, and Cross Country performances and are excited to report soon on how our Boys Cobra Golf team does in the Provincial Tournament in Grande Prairie.

To conclude, I am thankful to all those I have

had the pleasure of meeting in and around the community of Claresholm. My first month in the school has been a busy and rewarding time of making new connections with local RCMP, Town officials, seniors visiting for hairdressing, youth service partners in the community, parents, and students. Your warm welcome and repeated offers of assistance in helping our youth succeed in their endeavours is not surprising, but very appreciated.

Once again we are at the beginning of another month, the second month of school in the 2015-16 year. Thanks so much to staff, students, and parents for facilitating a fairly calm return to school despite some curve balls thrown at us at the last minute.

Mr. Adams' finished his time at WCCHS and slipped out intent on making the transition as seamless as possible. He will be back again to make a formal appearance and say goodbye formally sometime in October.

We've had a few events of note this month:

- We requested students and staff switch parking lots, and buses exit the schools area eastbound, with the intent on clearing up the traffic congestion at the intersection of 8th and 55th. This was done in consultation with LRSD Central Office, the Town of Claresholm and Alberta Transportation officials. Overall it has been a success with much thanks to the cooperation of all parties involved.

- Staff convened a Planning Day on Sept. 24 where we discussed our school's successes and challenges and were able to begin another 3 year planning cycle. This planning will continue throughout October with other meetings and discussions.

- Official Diploma exam and PAT results will be made public by Alberta Education and Livingstone Range School Division on October 8th. We are excited, and look forward with anticipation to discussing those results with School Council and the community at large.

- We are so proud of so many Cobra accomplishments in the month of September. We have seen some fantastic

- Kirby Dietze

SPORTS UPDATES

Golf: Congratulations Cobras! The WCCHS Cobras golf team competed at Land-O-Lakes Golf and Country Club September 16 for the 1A/2A Zone golf tournament. Coach Malik Salman led the Cobras to a Gold Medal finish! The Cobras are representing the South Zone at provincials in Grande Prairie on September 28 & 29.

Volleyball: Junior and Senior High volleyball league play is well underway. The Senior Varsity Girls hosted the Cobra Classic tournament on September 18 & 19. Upcoming tournaments at WCCHS in October: the JV Girls will host their Cobra Classic October 16 & 17; and the Junior High Girls will host their tournament on October 23 & 24. Check the school website for practice and game times.

Football: The Football Cobras will host rival Pincher Creek Mustangs Friday night, October 2. The following week they will host Taber on the Thursday night before Thanksgiving weekend, and then host Olds on October 23 to wrap up regular season play.

Rodeo: Congratulations to Griffin

WCCHS SPORTS FEES 2015-2016

Jr. High (7-9) Sr. High (10-12)

	Jr. High (7-9)	Sr. High (10-12)
Football	-	\$275
Volleyball	\$150	\$300
Basketball	\$200	\$350
Badminton	\$50	\$75
Track	\$50	\$75
Slowpitch	-	\$150
Baseball	-	\$250
X-Country	\$50	\$75
Golf (Zone Host)		\$75
Curling	-	\$75

Smeltzer on winning the bullriding competition at the Cardston HS rodeo recently. Grady Smeltzer won second in the cow riding and second in the team roping (with his partner Quentin Taylor) at Carstairs JH Rodeo.

Cross Country: Junior and Senior High athletes competed in the Bull Horn Run where they had the third overall finish, a gold, two silver, and two bronze medals in the different categories! They competed in the District Meet at Kainai on September 30, and Zones are in Medicine Hat on October 7.

Sports Society: Sports Society will hold their Annual General Meeting Thursday, October 22 at 7:00 PM in the Learning Commons, followed by the regular meeting. All are welcome to attend! The budget for 2015/16 school year will be presented. The agenda and last month's minutes will be posted on the school website. *All Sports Society fundraising proceeds go to help facilitate our school sports and keep player fees to a minimum.*

RCMP CHECKS

If your child is new to grades 7-12, and you wish to volunteer in WCCHS, you need to complete an RCMP check and turn it into the office.

SCHOOL (PARENT) COUNCIL

Thank you to all parents who attended our September Annual General Meeting! Carmelle Steel was elected to the position of Chairperson, Susie Bishoff will continue as Vice-Chair, and Lisa

Anderson will continue as Secretary.

Our school council runs a Town Hall format. This means that if you have a child attending our school and you attend our meetings, you have a vote. We hope to organize some information sessions throughout the school year that would be useful to parents...what would you like to know more about? Please provide your feedback at our displays during Parent/Teacher Interviews and we can get planning! Plan on attending our next meeting on October 15 at 7:00 pm!

JR HIGH TRAVEL CLUB

The Jr High Travel club still has a few spots that need to be filled! Grades 7-9 students (and some parents) will travel to Quebec City, Montreal, Ottawa, Toronto and Niagara Falls over March Break 2016. Cost of trip includes all flights, hotel, breakfasts, dinners, all activities and tours, bus transportation on the ground in Ontario & Quebec, and overnight security. For more info / to register go to www.eftours.ca and type in **Trip ID 1795631AB** Mrs Franz (franzm@lrsd.ab.ca) can also answer questions or concerns in regards to this. Please register ASAP!

STUDENT VOTE

On October 19, the whole country will be voting! Our student body will also be voting for one of the 6 candidates in our riding. Student Vote is a national initiative to inform students about politics in our country, and help students make informed decisions about parties and their policies, in anticipation of when they are 18+ and can have a say on who runs Canada. On Wednesday, September 30, WCCHS hosted a candidates forum, where students and interested public were given opportunity to question candidates on issues relevant to them. Students are **STRONGLY** encouraged to discuss the issues they hear about with people whose opinions matter, as students need to decide which candidate / party to vote for. On Monday, October 19, we will have polling stations set up, and students will be able to vote.

UPCOMING DATES TO NOTE

Cobra Football Home Game	October 2
Parent / Teacher Interviews	October 6 & 8
No School for Students	October 9
Thanksgiving Holiday	October 12
School Council Meeting (7 pm)	October 15
Sports Society Meeting (7 pm)	October 22
We Day (Calgary Saddledome)	October 27
Academic Awards Evening	October 28
Set your clocks back an hour!	November 1
Grade 9 Take Your Kids to Work Day	November 4
Remembrance Day Ceremony	November 10

WE DAY 2015!

The WCCHS WE Team is working hard to set up the WE Scare Hunger food drive. The event will run from October 19-30. Our goal is to collect 300 pounds of food for the local food bank. Check the school announcements in the coming weeks for more details.

The WE Team will also be travelling to Calgary on October 27 to attend WE Day at the Scotiabank Saddledome. The speakers for the event have not yet been announced, but we are ready for an exciting day. WE Day gives us the



opportunity to gather and celebrate our youth who are working together to make a difference in our local and global communities.

YEARBOOKS ARE IN

2015 Yearbooks are in! Most have been handed out to students in WCCHS who purchased one.

Graduates from 2015, or their family members, can pick up yearbooks in the office if they purchased one last year.

FROM THE BYLAW OFFICER

Please note a few pointers for all from the Town of Claresholm Bylaw Officer /Peace Officer Jason Hemmaway:

1. Respect the neighborhood you are a part of.
 - Do not litter on neighbouring lawns or in the alleys.
 - Watch the swearing!
 - Hanging out in the alley will not be permitted if students cannot respect the neighborhood.
 - Be respectful driving.Drive with caution and care - there are small children walking in the area.
2. Smoking for Minors/Not Permitted:
 - Minor possessing tobacco \$115 fine
 - If you fail to pay/appear in court 2X, you will be issued arrest warrant
 - Cigarettes can be seized/destroyed
 - Individual furnishing a minor with cigarettes is \$233 fine (this would go to anyone supplying).
3. Window tint and loud mufflers are illegal. RCMP will be cracking down on this.
4. Please note the change of the parking to staff in the West parking lot and students in the East parking lot.

Enforcement will be a last resort, but tickets will be handed out!

MEDIA LITERACY WEEK

This November 2-6, students, educators, parents and community organizations across the country will join MediaSmarts and the Canadian Teachers' Federation (CTF) in marking Canada's 10th annual Media Literacy Week (#medlitweek).

Each year, hundreds of collaborators and thousands of participants from across Canada and around the world celebrate the week and help raise awareness of the importance of media literacy and digital literacy in the education of children and youth. The official theme of Media Literacy Week 2015 is Respect in a Digital World, encouraging young people to be upstanding digital citizens and act responsibly and ethically in

their online environments by respecting themselves, others and the spaces they're in.

MediaSmarts' website offers a variety of ideas and resources to help you get involved, either by helping to promote the week through your networks or hosting local activities.

SPORTS SCHEDULES

You can find upcoming game dates on the following websites:

High School Volleyball:
www.westwindsvolleyball.com

Cobra Football:
<http://footballalberta.ab.ca/web/high-school/schedule.php>

HOW TO REACH US

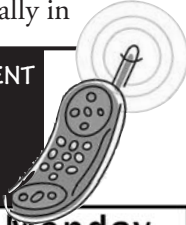
Main Phone 403-625-3387
 website: www.willowcreekhighschool.ca
 email: dietzek@lrsd.ab.ca
 News to add? dofsteel@shaw.ca



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.

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



October 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 Cobra Football: Home Game 7 pm	3
4	5 High School Girls & Boys Volleyball Home Game	6 Parent Teacher Interviews 4:30 - 7:20 pm JH Boys Volleyball	7 Cross Country Zones	8 Parent Teacher Interviews 4:30 - 7:20 pm Football vs Taber	9 NO SCHOOL Interscholar Collaboration Day	10
11	12 NO SCHOOL Thanksgiving Day	13	14	15 School Council Mtg @ 7 pm	16 JV Girls Volleyball Home Tournament	17
18	19 High School Boys Volleyball 6 pm	20	21	22 Sports Society Mtg @ 7 pm	23 Junior High Girls Volleyball Tournament	24
25	26 High School Boys & Girls Volleyball 6 pm	27 We Day Alberta (Saddledome)	28 Academic Awards @WCCHS 7 pm	29 Junior High Boys Volleyball 4 pm	30 Junior High Post Season Volleyball Tournament	31 Halloween

Willow Creek Composite High School • Grades 7-12

P.O. Box 219 • 628 - 55 Ave W., Claresholm, AB T0L 0T0 • Phone: 403-625-3387 • Fax: 403-625-3289 • www.willowcreekhighschool.ca

To All Public Libraries and Municipalities

CONFLICT RESOLUTION DAY – THURSDAY, OCTOBER 15, 2015
“Let's Talk ADR”

Conflict Resolution Day is an international celebration held annually on the third Thursday of October. On this day, the Alberta government and community-based conflict resolution organizations work together to raise public awareness of the many options available to prevent and resolve disputes.

This year, Conflict Resolution Day is **Thursday, October 15, 2015**, and the provincial theme is “Let’s Talk Appropriate Dispute Resolution.” Throughout Alberta, Appropriate Dispute Resolution groups and practitioners will be hosting a variety of activities to mark the day by exploring this theme.

Groups plan their own events or present a workshop prepared by the Alberta Conflict Resolution Day Planning Group. This year's training session is “Calming Upset People,” a one-hour interactive presentation based on the work of Bill Eddy and the High Conflict Institute.

Please join the celebration and promote conflict resolution in your community by prominently displaying the attached poster. For those interested in creating a book list or display for Conflict Resolution Day, a reading list is attached.

To discover events happening in your community this year, visit the Alberta Conflict Resolution Day website at www.conflictresolutionday.ca.

For more information on this annual celebration, visit the Government of Alberta’s Dispute Resolution Network (DRN) website at www.drn.alberta.ca. The DRN website highlights the wide variety of programs offered by the Government of Alberta to resolve conflicts.

Thank you for working with us to promote dispute resolution in your community.

Attachment



Conflict Resolution Reading List

prepared by the Conflict Resolution Day Alberta Planning Group
www.conflictresolutionday.ca

Communication and Conflict Resolution

Tug of War: A Judge's Verdict on Separation, Custody Battles and the Bitter Realities of Family Court (2009) by Harvey Brownstone, Toronto: ECW Press

Consensus Through Conversation: How to Achieve High-commitment Decisions (2006) by Larry Dressler, San Francisco: Berrett-Koehler

Splitting: Protecting Yourself while Divorcing Someone with Borderline or Narcissistic Personality Disorder (2011) by William A. Eddy, Oakland, California: New Harbinger Publications

The Joy of Conflict Resolution: Transforming Victims, Villains, and Heroes in the Workplace and at Home (2004) by Gary Harper, Gabriola Island, BC: New Society Publishers

Consensus-Oriented Decision-Making (2010) by Tim Hartnett (Gabriola, BC: New Society Publishers)

Conflict Mastery: Questions to Guide You (2014) by Cinnie Noble, Toronto: Cinergy Coaching

Non-Violent Communication: A Language of Life (2003) by Marshall B. Rosenberg, Encinitas, California: PuddleDancer Press

The Big Book of Conflict Resolution Games (2010) by Mary Scannell, New York; Toronto: McGraw-Hill

Taking the War out of Words: The Art of Powerful Non-Defensive Communication (1998;2008) by Sharon Strand Ellison, Deadwood, OR: Wyatt-Mackenzie

Conscious Communication (2009) by Miles Sherts, Minneapolis, MN: Langdon Street Press

Difficult Conversations: How to Discuss What Matters Most (1999) by Douglas Stone, Bruce Patton and Sheila Heen, New York: Penguin

Mediation

The Mediator's Handbook (2012) by Jennifer E. Beer, Gabriola, B.C. :New Society Publishers

Conflict Resolution (2001) by Daniel Dana, New York: McGraw-Hill

Children Come First: Mediation, Not Litigation When Marriage Ends (2011) by Howard H. Irving, Toronto: Dundurn Press

Peer Mediation: The Complete Guide to Resolving Conflict in our Schools (2002) by Hetty Van Gorp, Winnipeg: Portage and Main Press

Mediation Skills and Strategies: A practical Guide (2012) by Tony Whatling, London; Philadelphia: Jessica Kingsley Publishers

Negotiation

Getting to Yes: Negotiating Agreement Without Giving In (1991) by Roger Fisher, William Ury and Bruce Patton, New York, N.Y.: Penguin Books

Getting to Resolution: Turning Conflict into Collaboration (2009) by Steward Levine, San Francisco: Berrett-Koehler Publishers

Getting to Yes with Yourself And Other Worthy Opponents (2015) by William Ury, New York, N.Y.: HarperOne

Restorative Practices

Peacemaking Circles & Urban Youth: Bringing Justice Home (2008) by Carolyn Boyes-Watson, St. Paul, Minn.: Living Justice Press

Doing Democracy with Circles: Engaging Communities in Public Planning (2010) by Jennifer Ball, St. Paul, Minn.: Living Justice Press

The Outside Circle: A Graphic Novel (2015) by Patti LaBoucane-Benson, Toronto, ON; House of Anansi Press

The Little Book of Circle Processes: a New/Old Approach to Peacemaking (2005) by Kay Pranis, Intercourse, Pa.: Good Books

Returning to the Teachings: Exploring Aboriginal Justice (2006) by Rupert Ross, Toronto: Penguin

Alberta SouthWest Regional Alliance
Minutes of the Board of Directors Meeting
Wednesday September 2, 2015 – Silk Purse, Cardston



Board Representatives

Lloyd Kearn, Cardston County
Barney Reeves, Waterton Lakes
Jordan Koch, Glenwood
Lorne Jackson, Pincher Creek
Shelley Ford, Claresholm
Trish Hoskin, Fort Macleod
Garry Marchuk, MD Pincher Creek
Dennis Gillespie, Stavely
Bill Peavoy, Cardston
Maryanne Sandberg, MD Willow Creek
Warren Mickels, Cowley
Beryl West, Nanton

Guest Presenters

James Van Leeuwen
Dan Crawford

Town of Cardston Councillors

Maggie Kronen
Dave Edmonds
Richard Bengry

Organizational Partners

James Tessier, CF Alberta Southwest

Resource Staff

Jeff Shaw, CAO. Cardston
Kathy Wiebe, Executive Assistant, MD Ranchland
Bev Thornton, Executive Director, AlbertaSW
Bob Dyrda, Project Lead, AlbertaSW
Bill Halley, RINSA/AI-TF
Leah Wack, Lethbridge College

1. Welcome and introductions
2. Approval of Agenda
Moved by Bill Peavoy THAT the agenda be approved..
Carried. [2015-09-450]
3. Approval of Minutes
.
Moved by Maryanne Sandberg THAT the minutes of September 2, 2015 be approved as presented.
Carried. [2015-09-451]
4. Approval of Cheque register
Moved by Shelley Ford THAT cheques #1845 - #1889 be approved as presented.
Carried. [2015-09-452]
5. RCADE request for letter of support
Moved by Maryanne Samberg THAT Alberta SouthWest sign a letter of support for the proposed Regional Centres for Arts, Design and Entrepreneurship (RCADE) initiative.
Carried. [2015-09-453]
6. SouthWest Connect Wi-Fi: next phase
As rules change regarding security and third party use of existing service providers, AlbertaSW may need to make some modifications to the existing free Wi-Fi network o-operations. Bob will research further and develop recommendations.
7. 13 WAYS Regional Roll-up
A regional overview of consultations held during the 13 WAYS project identified some key themes from across the region. Next steps in the process will be developed in partnership with the EDOs and EDCs and other community stakeholders.

8. Broadband update/Digital Futures
ORRSC will be engaged to provide input toward ideas for communities needing to develop policies and to accommodate and regulate future fibre installations. Broadband Committee will be researching issues to support a presentation to the CRTC. Digital Futures will be held in Olds AB on October 15-16, 2015.
9. REDA Managers and EDA
REDA Managers from across the province continue to be in regular communication through monthly conference calls and in-person meeting supported by the department. AIAE has also provided support for REDAs to have a display booth at the AUMA conference. The REDAs have partnered to develop a 2 page advertisement in the 2016 EDA "Invest in Alberta" magazine.
10. Crown Traverse Schedule
This inaugural trek will be launched at the Crown Roundtable Conference in Missoula MT on September 17, 2015 and end in Banff in mid-October.
11. Executive Director report
Accepted as information.
12. Board and Guests Round Table
13. Board Meetings
October 7 - Waterton Community Centre
November 4 – Nanton
14. Adjourn
Moved by Garry Marchuk THAT the meeting be adjourned.
Carried. [2015-09-454]

Approved October 7, 2015

Chair

Secretary/Treasurer

Alberta SouthWest Bulletin October 2015

Regional Economic Development Alliance (REDA) Update

REDAs promoted at AUMA conference

Thank you to the department of Innovation and Advanced Education, Regional Economic Development Services, for supporting the cost of a booth at the AUMA trade show. It offered an opportunity to talk to elected officials about the services, benefits and resources available through this province-wide network of economic development alliances.

REDA Chairs meet with the Minister

The Honourable Lori Sigurdson, Minister of Innovation and Advanced Education, and Deputy Minister Rod Skura met with the REDA Chairs from across the province. The Minister expressed appreciation for the work that REDAs do across the province. Key messages to the Minister from the REDA Chairs articulated that REDAs are an effective economic development model and have demonstrated the capacity to be a strong communications link between government departments and our communities.

KSPS Crown of the Continent Video

KSPS Public Television in Spokane worked with us to re-edit the Crown of the Continent mini-documentary. This shortened version of the video originally produced in 2007 is more suitable for presentations and tells the story of Waterton-Glacier International Peace Park. The video can be viewed on the home page of the new Crown geotourism website

www.crownofthecontinent.natgeotourism.com

Crown of the Continent Geotourism Council Annual Planning Day

Bev and Bob met with the other executive members of the Geotourism Council from Montana and British Columbia to set the long range strategies, short term priorities and annual work-plan for Sheena Pate, geotourism coordinator.

Our Crown of the Continent project also takes a lead role in the National Geotourism Council (NGC), which currently consists of 9 geotourism destinations representing 18 states and 3 provinces. Those national initiatives are:

- Crown of the Continent
- Greater Yellowstone
- Central Cascades
- Sierra Nevada
- Redwoods Coast
- Four Corners
- Lakes to Locks Passage
- East Tennessee River Valley
- US Gulf Coast

Crown Traverse Completed

The team of 4 have successfully traversed the Crown of the Continent! Beginning in Missoula on September 16 the trek ended in Banff on October 8, 2015, a distance of over 600 miles (965km).

More photos and information on www.crownofthecontinent.natgeotourism.com



UPCOMING EVENTS

❖ **Digital Futures Symposium, Olds AB**

Thursday October 15 - Friday October 16, 2015

❖ **Travel Alberta Industry Conference, Banff AB**

Sunday, October 25 -Tuesday October 27, 2015

❖ **Tourism Entrepreneurial Workshop, Nanton AB**

Tuesday November 4, 2015 – 4: 30pm-6:30pm

Contact bev@albertasouthwest.com or 403-627-3373 for agenda/event details/registration.

❖ **Accelerate South 50 Conference, Lethbridge AB**

Wednesday, November 18, 2015 and Thursday, November 19, 2015

Alberta SouthWest Box 1041 Pincher Creek AB T0K 1W0

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