



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
FEBRUARY 8, 2016
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 JANUARY 25, 2016

DELEGATION: JOHN BARLOW, MP For Macleod (expected time of arrival is 8:15 pm)

ACTION ITEMS:

1. DELEGATION RESPONSE: AXIA – Jason O'Connor
RE: Fibre Optic Internet
2. DELEGATION RESPONSE: ORRSC – Gavin Scott
RE: Land Use Bylaw Amendment
3. CORRES: Alberta SouthWest
RE: Alberta Community Partnership Grant Application
4. CORRES: Municipal District of Willow Creek
RE: Dinner Meeting March 9, 2016
5. CORRES: Claresholm Kraken Swim Club
RE: Letter of Support
6. CORRES: Southern Alberta Energy from Waste Association
RE: 2016 Membership Fee
7. CORRES: Claresholm & District Chamber of Commerce
RE: Chamber's Representative to the Economic Development Committee
8. REQUEST FOR DECISION: Alberta Community Partnership Grant Application
9. REQUEST FOR DECISION: Fair Hiring Policy
10. REQUEST FOR DECISION: Organizational Structure
11. INFORMATION BRIEF: School Transfer Agreement
12. INFORMATION BRIEF: Disaster Recovery Program Application
13. INFORMATION BRIEF: Council Resolution Status
14. ADOPTION OF INFORMATION ITEMS
15. IN CAMERA: Committee Appointment; Land; Legal

INFORMATION ITEMS:

1. WCHS Navigator – February 2016
2. Willow Creek Regional Waste Management Services Commission Minutes – November 26, 2015
3. Alberta SouthWest Bulletin – February 2016
4. Southern Alberta Energy from Waste Association Minutes – November 27, 2015
5. Southern Alberta Energy from Waste Association Minutes – January 22, 2016
6. Southern Alberta Energy from Waste Association – Final Quarter 2015 Report
7. FortisAlberta's Proposed Rates for 2016

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
JANUARY 25, 2016

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

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

REGRETS: Mayor Rob Steel and Councillor Chris Dixon

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

MEDIA PRESENT: Rob Vogt, Claresholm Local Press

CALL TO ORDER: The meeting was called to order at 7:00 p.m. by Deputy Mayor Betty Fieguth.

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

CARRIED

MINUTES: **REGULAR MEETING – JANUARY 11, 2016**

Moved by Councillor Cutler that the Regular Meeting Minutes of January 11, 2016 be accepted as presented.

CARRIED

DELEGATIONS:

1. AXIA – Jason O'Connor
RE: Fibre Optic Internet

Jason O'Connor from Axia was present to speak to Council. Axia is working to provide fibre optic infrastructure to rural Alberta. Nanton and Nobleford just went live with their systems. No funding is expected from the municipality, just the authorization to have fibre optic cable installed in municipal right of ways or laneways. The first step would be to gauge the interest of the community.

2. Oldman River Regional Services Commission – Gavin Scott
RE: Land Use Bylaw Amendment

Gavin Scott from the Oldman River Regional Services Commission (ORRSC) was present to update Council on the Land Use Bylaw Amendment that ORRSC has been working on with the Municipal Planning Commission. Gavin explained the reasons behind the update and the process of adopting this amendment.

ACTION ITEMS:

1. BYLAW #1596 – Land Use Bylaw Amendment
RE: 1st Reading

Moved by Councillor Cutler that WHEREAS the Town of Claresholm Council is amending the Land Use Bylaw to update, enhance and clarify administrative procedures, amend the land use map to represent existing land use or land use recommended by the Municipal Development Plan, augment district and development criteria and standards, and include additional schedules and definitions.

AND WHEREAS THE PURPOSE of proposed Bylaw No. 1596 is to undertake a series of text amendments as identified in the attached "Schedule A" and to undertake a series of Land Use District map amendments as identified in the attached "Schedule B" in order to promote orderly, economical and beneficial development and enhance efficiency and service;

AND WHEREAS the municipality must prepare a corresponding bylaw and provide for its consideration at a public hearing.

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Claresholm in the Province of Alberta duly assembled does hereby enact the following:

To give Bylaw No. 1596 regarding amendments to the Land Use Bylaw #1525, 1st Reading.

CARRIED

**2. BYLAW #1610 – Borrowing Bylaw
RE: 2nd & 3rd Readings**

Moved by Councillor McAlonan to give Bylaw #1610, a borrowing bylaw, 2nd Reading.

CARRIED

Moved by Councillor Cutler to give Bylaw #1610, a borrowing bylaw, 3rd & Final Reading.

CARRIED

**3. DELEGATION RESPONSE: Paul Champion
RE: Stray Cats**

Referred to administration to examine possible solutions.

**4. CORRES: Hon. Danielle Larivee, Minister of Municipal Affairs
RE: Municipal Sustainability Initiative (MSI) Capital**

Received for information.

5. MAYORS' CAUCUS and Breakfast with Provincial Leaders – March 9th & 10th

Received for information. If Mayor Steel is unable to attend, Councillor Cutler will attend as it will be during his term as Deputy Mayor.

**6. CORRES: Alberta Association of Police Governance
RE: Membership & Conference**

Received for information.

**7. CORRES: The Bridges at Claresholm Golf Club
RE: 2016 General Liability Insurance**

MOTION #16-004 Moved by Councillor Cutler to pay the Claresholm Golf Club's commercial general liability insurance, for the 2016 year only, in the amount of \$1,500.

CARRIED

8. REQUEST FOR DECISION: Westside Water Co-op Water License

MOTION #16-005 Moved by Councillor O'Neill to allow the Municipal District of Willow Creek to continue to use the west water pipeline from Willow Creek to Claresholm, for which the Town of Claresholm holds an easement, as a conveyance method for the Pipeline Water Cooperative users, and that the Town will bill the Municipal District of Willow Creek for the water.

CARRIED

9. INFORMATION BRIEF: CAO Report

Received for information.

10. INFORMATION BRIEF: Council Resolution Status

Received for information.

11. ADOPTION OF INFORMATION ITEMS

Moved by Councillor Ford to adopt information items as presented.

CARRIED

12. IN CAMERA: Committee Appointments, Land, Employment, Agreement

Moved by Councillor O'Neill that the meeting go In Camera at 8:22 p.m.

CARRIED

Moved by Councillor McAlonan that this meeting come out of In Camera at 9:53 p.m.

CARRIED

MOTION #16-006 Moved by Councillor Ford to appoint the following representatives to the Economic Development Committee:
Town Council Representatives: Councillors Fieguth, Ford & McAlonan
Agricultural Community Representative: Doug Leeds
Business/Industrial Community Representatives: Ali Shivji, Justin Sweeney & Darla Slovak
Community at Large Representative: Connie Quayle

CARRIED

MOTION #16-007 Moved by Councillor Cutler to rescind Motion #16-003 due to the amendment of the original proposal presented by Re/Max iRealty Innovations for 4 Skyline Crescent.

CARRIED

MOTION #16-008 Moved by Councillor McAlonan to extend the Fire Chief Service Agreement with the MD of Willow Creek for six months, to expire June 30, 2016.

CARRIED

MOTION #16-009 Moved by Councillor O'Neill to revise the Organizational Structure of the Town of Claresholm to include a Recreation Manager position.

Councillor Cutler requested a recorded vote.

FOR: Councillors: Fieguth, Ford, McAlonan and O'Neill.

AGAINST: Councillor Cutler

CARRIED

ADJOURNMENT: Moved by Councillor Cutler that the meeting adjourn at 9:58 p.m.

CARRIED

Deputy Mayor – Betty Fieguth

Chief Administrative Officer – Marian Carlson

DRAFT

ACTION ITEMS



INFORMATION BRIEF

Meeting: February 8, 2016

Agenda Item: 2

LAND USE BYLAW No. 1525 AMENDMENT - BYLAW No. 1596 UPDATE

BACKGROUND / DESCRIPTION:

Timeline:

- June 22, 2015, the Town of Claresholm Strategic Plan was approved by Town Council
- July 24, 2015 Implementation of Year One Item 1(c): "Review and Streamline Development Application Processes and Procedures"; motion was carried by the Municipal Planning Commission (MPC) to direct the Development Officer to use services of ORRSC and other resources to generate options, including Land Use Bylaw Amendments, to address item 1 (c) of the Town of Claresholm Strategic Plan.
- October 16, November 13, and December 4, 2015, MPC met with Oldman River Regional Services Commission (ORRSC) planner, Gavin Scott to discuss amendments.
- January 8, 2016 MPC carried a motion to make recommendation to Council to give three readings to Bylaw No. 1596.
- January 25, 2016 Council passed 1st reading of Bylaw No. 1596.

Currently Administration is working with ORRSC to complete a list of landowners and affected landowners for circulation prior to an open house. A date for the open house is still being coordinated with ORRSC.

ATTACHMENTS:

- 1.) None.

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26.
- 2.) Town of Claresholm Municipal Development Plan, September 2010.

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: February 3, 2016

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

Sent: February-01-16 12:19 PM

Subject: COUNCIL RESOLUTION TO SUPPORT ACP GRANT APPLICATION - ALBERTASW

Importance: High

Dear AlbertaSW CAOs and Board...

- AlbertaSW is applying to the Inter-municipal Collaboration (IC) component of the Alberta Community Partnership (ACP) program.
- This "SouthWest DataNest" proposal has evolved from meetings with our EDOs in the region, and further builds upon the *13 WAYS Community Audits* and *SouthWest Connect*, and *SouthWest Invest*.
- The Town of Pincher Creek is willing to be the applicant, on behalf of the region, which is much appreciated.
- **NOTE:** this requires NO extra dollars from each community; grant request will be matched by AlbertaSW resources.

This has all been pulled together very quickly, as the time line is very tight.

1) Due date is February 5, 2016; our application was sent this morning, February 1, 2016;

2) There will be lots of applications, so not sure if we will be accepted ... HOWEVER, just so we are prepared...

PLEASE take the attached resolution to your councils and, if approved, please send me the signed resolution;

(Have sent in both word and pdf to sign/scan ... or just send me a signed letter confirming council position... whichever is easiest!)

Municipal Affairs will require confirmation of participation from each community by FEBRUARY 29th, 2016

THANK YOU VERY MUCH!

For your information, below is an **excerpt from the Grant Application for the proposed "SouthWest DataNest"**:

PROJECT:

"SouthWest DataNest" ... establishing a place to collect, nurture and share information and ensure all our data "eggs" are put in the right baskets!

PURPOSE:

- Increase municipal capacity to respond to needs and opportunities by creating "SouthWest DataNest", an integrated system and process to research, compile and manage data for the purpose of tracking key indicators, identifying measures and trends that affect community and business growth and enable fact-based decision-making and planning;
- Strengthen inter-municipal relations and build a regional strategy built upon shared resources;

- Enhance collaborative leadership capacity: survey and consult with community leaders, identify governance strengths and challenges, provide training and workshops, create action-plans and ongoing processes to address regional priorities.

ACTIVITIES:

- Conduct environmental scan: determine what data we have, what systems we use, what else is available;
- Assess and define data needs: identify what we need for various purposes and priorities;
- Provide training to CAOs, economic development officers (EDOs), partner agencies and community leaders; training will provide familiarization with database management tools such as Executive Pulse/Alberta Business Counts, Alberta Tourism Information Service (ATIS), Connectica, AlbertaIN, Google Business, Business Link, government websites and so on; familiarization will also create capacity for informed evaluation of priorities and options;
- Evaluate software that is identified to potentially meet collaborative municipal needs;
- Purchase software or licenses at a regional level, as appropriate;
- Enhance functionality of community websites, where needed, to support information-sharing;
- Deploy Community Leadership Survey and establish goals and process for regular and ongoing evaluation;
- Conduct community leadership workshops; guide access to statistics and trends to support research-based decision-making;
- Develop agreements/process for ongoing evaluation and sharing results to support collaborative priorities and planning.

RESULTS:

- Integrated system, coordinated, sustainable process to gather and manage data to support municipal and regional priorities;
- Defined roles and responsibilities for all stakeholders, municipalities, organizations and businesses;
- High level of inter-municipal engagement and shared responsibility to update and maintain data;
- Established standards of data integrity to support decision-making and planning;
- Increased capacity to support community economic development, understand and promote opportunities and assets.

Bev Thornton, Executive Director
Alberta SouthWest
Regional Economic Development Alliance
#221, 782 Main Street
Box 1041
Pincher Creek AB T0K 1W0
403-627-3373
888-627-3373 toll free
bev@albertasouthwest.com
www.albertasouthwest.com

**Alberta Community Partnership Grant
2015-2016
Intermunicipal Collaboration**

COUNCIL RESOLUTION

1. Be it resolved that Council authorizes _____
(Legal Status and Name of the Municipality)

to participate in application for the “Alberta SouthWest DataNest” project, submitted by the

Town of Pincher Creek, under the Intermunicipal Collaboration (IC) component of the Alberta

Community Partnership (ACP); and further

2. That the _____, a Participant, agrees to abide by the terms
(Legal Status and Name of the Municipality)

of the Conditional Grant Agreement, governing the purpose and use of the grant funds.

*Chief Elected Official or
Signing Officer Duly Authorized by
Council*

Date





Municipal District of Willow Creek No. 26

Office of the Reeve

www.mdwillowcreek.com

273129 Secondary Hwy 520

Claresholm Industrial Airport

Box 550, Claresholm Alberta TOL OTO

February 1, 2016

RECEIVED

FEB 03 2016

Office: (403) 625-3351

Fax: (403) 625-3886

Shop: (403) 625-3030

Toll Free: 888-337-3351

Town of Claresholm
Box 1000
Claresholm, Alberta
TOL OTO

Town of Fort Macleod
Box 1420
Fort Macleod, Alberta
TOL OZO

Town of Granum
Box 88
Granum, Alberta
TOL 1A0

Town of Stavely
Box 249
Stavely, Alberta
TOL 1Z0

Town of Nanton
Box 609
Nanton, Alberta
TOL 1R0

As you are aware, the current economic situation in Alberta is one that we have not seen for many decades. The low prices for our resources, coupled with high unemployment and financial uncertainty affects all of us. The M.D. of Willow Creek No. 26 believes the need for the M.D. to work together to protect our sustainability, continue to deliver services to our residents and partner for efficiencies is more important than ever before.

All municipalities are struggling and we know you believe working together helps all of us. The M.D. is very concerned with the possibility of losing part or all of its tax base to a reallocation of linear assessment, based on population. 69% of the M.D. tax roll is electric power and pipeline, or linear assessment. We have seen significant defaults on linear tax payments in 2015, the first in 30 years.

The M.D. wishes to discuss with you, the impact of linear assessment and taxation on the M.D.'s ability to maintain 2200 kilometers of roads, 200 bridge files and thousands of pipes, while continuing to provide emergency services, inspection services, enforcement services and continue to support programs, in the urban centers.

On behalf of the Council of the Municipal District of Willow Creek No. 26, I wish to extend an invitation to the Mayors, Councillors and Chief Administrative Officers to attend a dinner sponsored by the M.D. on March 9, 2016 at 6:00 p.m. at the Claresholm Golf Course. At that dinner we would like to share with you the challenges the M.D. is facing and to clarify our position regarding linear assessment, inter-municipal agreements and shared services.

Please R.S.V.P. to Cynthia Vizzutti, Chief Administrative Officer at cindy@mdwillowcreek.com or call 403-625-3351 extension 224 on or before February 26, 2016. Thank you and I look forward to meeting with you and discussing these important issues.

Yours truly,

Neil Wilson - Reeve



February 1, 2016

Claresholm Town Council;

Please accept this request on behalf of the Claresholm Kraken Swim Club. We are a competitive club that boasted over 70 swimmers in the 2015 season. We hosted two swim meets at the pool, one being our home invitational and one for the Southern Alberta Summer Games. Both of these meets were a huge success and our athletes brought home many personal best times and some even going on to compete at a Regional and Provincial level. That being said, the equipment that we need to use daily throughout our season needs to be upgraded. It was brought to our attention that the Community Foundation out of Lethbridge allows for clubs to apply for grants to help purchase items that otherwise would not be affordable to them. The grant would help in covering the cost of new lane ropes, a lane caddy and possibly at new roller for the ropes when they are not in use. The ropes are used by local groups throughout the Town of Claresholm, MD of Willow Creek and by the Claresholm Aquatic Center for many of the programs that they offer, which is part of the Community Foundation criteria. Another prerequisite is that we prove that we have the support of the Claresholm Community and the Town Council.

As Current President of the Claresholm Kraken Swim Club I would like to request a letter of support to be written on our behalf. The deadline for the grant applications is February 26th, 2016 and so we would need to receive the letter as soon as possible. If you are in agreeance to this request the letter could be emailed to myself at tiffoneil72@gmail.com .

If you have further questions or concerns please contact Tara VanDellen, 403-625-1181 as I will be out of town from the 5th to the 20th of February.

Thank you for considering this request.

Tiffany O'Neil, President of the Claresholm Kraken Swim Club



December 2, 2015

2015 SAEWA MEMBERSHIP FEE

Town of Claresholm

PO Box 1000
Claresholm, AB T0L 0T0

Chief Administrative Officer
Kris Holbeck

As your community is a member of the Southern Alberta Energy from Waste Association, the SAEWA Board has directed the Manager to issue invoices for the 2016 Membership Fees.

The Member Per Capita fee remains at \$0.40

The following indicates the breakout of the 2016 Membership Fee:

Town of Claresholm	3,758	*	\$ 0.40	\$ 1503.20
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Per Capita population is based on 2013 http://www.municipalaffairs.alberta.ca/mc_municipal_profiles.cfm

Please consider this notice your invoice for 2016.

Please make cheque payable to:

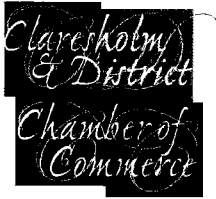
Southern Alberta Energy from Waste Association or SAEWA

If you have any questions please contact me,

Thank you

Sherry Poole
Administrative Manager
SAEWA
sherry@saewa.ca

*The Southern Alberta Energy-from-Waste Association (SAEWA) is a non-profit coalition of 66 municipal entities and waste management jurisdictions in southern Alberta. SAEWA is committed to the research and implementation of energy recovery from non-recyclable waste materials that will reduce long-term reliance on landfills. Established in 2009, SAEWA is seeking to foster sustainable waste management practices that contribute to our society's overall resource efficiency and environmental responsibility. SAEWA is in the planning stages to develop an **Energy-From-Waste Facility** that will handle the conversion of municipal and other sources of solid waste into electricity.*



Claresholm & District

CHAMBER OF COMMERCE

Box 1092, Claresholm, AB T0L 0T0

RECEIVED

FEB 03 2016

January 29, 2016

Marian Carlson
CAO – Town of Claresholm
PO Box 1000
Claresholm, Alberta
T0L 0T0

Dear Ms. Carlson:

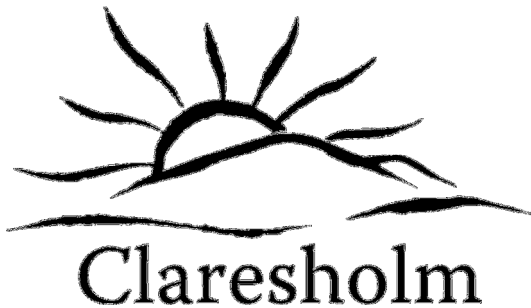
Tony Walker has been appointed as representative from the Claresholm & District Chamber of Commerce, to the Town's Economic Development Committee. He can be reached by email at Tony@cfabsw.com.

Thank you for welcoming our participation on this committee. We look forward to positive results to the economics to our town.

Yours truly,

Lorraine Norgard
Secretary
Claresholm & District Chamber of Commerce
E-mail: ChamberSec@shaw.ca

/ln



REQUEST FOR DECISION

Meeting: February 8, 2016

Agenda Item: 8

ALBERTA COMMUNITY PARTNERSHIP GRANT APPLICATION FROG CREEK DRAINAGE PROJECT

DESCRIPTION:

Administration requires a motion of Council to submit an application to the Alberta Community Partnership Grant(ACP) for the Frog Creek Drainage Project.

BACKGROUND:

Administration has been working diligently to scope out sources of funding for the large-scale Frog Creek Drainage Project. The cost of this project is estimated at \$6,750,048, and includes construction of upgrades to the existing 8th Street drainage ditch and construction of the Frog Creek Stormwater Management Facility. The Town currently has an application in to the Alberta Community Resilience Program which may potentially fund \$5,325,033. We expect to have a response from the Ministers office within the next 2 weeks.

The ACP grant was announced recently, and the deadline for applications was set at February 5, 2016. Due to the short turnaround, the grant office has stipulated that applications can be submitted prior to the deadline, with council resolutions to be submitted no later than February 29, 2016.

This grant is a partnership grant, and the partner municipality in this case would be the MD of Willow Creek. Administration has been in contact with the Administration at the MD of Willow Creek and they are supportive of this project and will present the application to the MD of Willow Creek Council at their next regular council meeting.

RECOMMENDATION:

Council pass a motion to support the application to the Alberta Community Partnership Grant for the Frog Creek Drainage Project.

PROPOSED RESOLUTIONS:

See attached.

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: February 3, 2016

**Alberta Community Partnership Grant
2015-2016
Intermunicipal Collaboration**

COUNCIL RESOLUTION

Be it resolved that Council authorizes the Town of Claresholm to participate in an application
(Legal Status and Name of the Municipality)

for the “Frog Creek Drainage Project” in the amount of \$350,000, to be submitted by the

Town of Claresholm, under the Intermunicipal Collaboration (IC) component of the

Alberta Community Partnership Grant(ACP); and further

That the Town of Claresholm , as the Managing Partner, agrees to enter into and abide by the terms
(Legal Status and Name of the Municipality)

of the Conditional Grant Agreement, governing the purpose and use of the grant funds.

*Chief Elected Official or
Signing Officer Duly Authorized by Council*

Date



Policy #GA 02-16

Fair Hiring

PURPOSE:

The Town of Claresholm (the Town) practices equal opportunity and fair hiring processes when filling positions, and hires only the most qualified individuals to ensure the success of our municipality. The Town will ensure that the recruitment and selection process is conducted in accordance with all applicable legislation and organizational policies/procedures so as to select the best qualified personnel.

The Town has adopted this policy to ensure that all employees and potential candidates are considered for employment opportunities in a fair and consistent manner.

This policy shall:

- 1) Provide guidelines for all personnel requests;
- 2) Detail procedures for all job postings;
- 3) Describe the application process for potential candidates;
- 4) Outline the interview process;
- 5) Discuss employee eligibility for internal transfers;
- 6) Summarize the process for background checks and references;
- 7) Supply procedures for offers of employment;
- 8) Present resolutions for conflict in the hiring process.

DEFINITIONS:

CAO: means the Chief Administrative Officer of the Town.

Department Head: includes the Director of Corporate Services, the Director of Infrastructure and the Utility Services Manager.

POLICY:

Personnel Requests

The Town requires that all requests for new or additional personnel be directed in writing, from the Department Head, to whom the position reports to, to the CAO or his/her designate for approval. Personnel requests shall include the position title, essential job functions, necessary qualifications, reasons for the opening, and the hours/shifts required.

Normally, position requirements will be discussed at budget time, but may be brought forward as the need arises. Positions that will add to the full-time complement must be approved by Council, either through the budget process or by resolution.

Job Postings

All public service jobs with the Town of Claresholm will be advertised publicly, notwithstanding the terms of the collective bargaining agreement between the Town of Claresholm and CUPE Local 3023.

Internal:

- It is understood that all external job postings shall also be internally advertised.
- The Town requires union job postings be in accordance with the current collective agreement. All internal union job postings are for the benefit of existing members of the bargaining unit only.
- Qualified applicants under the employ of the Town shall remain subject to the normal hiring processes, including interviews, etc.

External:

- External job postings for union positions shall be in accordance with the current collective agreement.
- External job postings shall be based on necessity and budget requirements.
- Administration shall be responsible for the placement of all recruitment advertisements.

Application Process

- The Town requires applicants to submit a resume and letters of reference and an application on the consideration of employment.
- The Town will review all properly completed applications and resumes and interview the most qualified candidates.
- Candidates that for any reason do not meet the requirements for employment shall remain classified as applicants and may re-apply for reconsideration if the posting is re-advertised.
- Applications received after the posted deadline date will not be considered.

Interviews

- The CAO will determine which individuals are to participate in the interview process. The interviewers are to review the applications and short-list the candidates selected for interviews.
- Interview questions shall be compiled and reviewed by Administration to ensure their efficacy.
- Upon completion of all scheduled interviews, the results shall be reviewed by the CAO and his/her designate and reference checks of the preferred candidate will be conducted.
- The CAO shall make hiring decisions at his/her discretion.
- Applications and resumes of applicants shall be forwarded to the Human Resources Department to ensure the appropriate retention of information.
- Administration shall notify interviewed applicants not selected for employment regarding the closure of the position.

Internal Transfers

- Employees are encouraged to apply for job openings, and will have their applications considered on the basis of their qualifications and potential for success at the position.

- Internal applicants who are not selected for the position shall be notified by Administration.

References and Background Checks

- The CAO and/or his/her designate shall conduct reference checks to ensure a candidate's qualifications and suitability for the position.
- The Town may require a Criminal Record Check on potential new full-time employees. The potential employee will be required to provide this prior to being hired. If a potential new hire is found to have a criminal record, the record will be forwarded to the CAO for a final decision on whether to hire the applicant.
- As a condition of employment all employees operating Town vehicles or equipment shall hold a valid Driver's License.
- Employees may be required to undergo and pass a medical examination prior to becoming a permanent full-time employee, should the position warrant it.

Offer of Employment

- The Town shall give a conditional offer of employment to applicants that have been selected through the application and interview process.
- Job offers shall be contingent on the applicant's agreement to policies, successful reference and background checks, and any other condition applicable to the position.
- Should the applicant accept an offer of employment from the Town, he/she will be provided with a start date and required location to report for duty. Employee orientation shall be provided, and will include workplace duties, rules and regulations, and other job specific information designed to assist the employee in his/her duties. Authorization forms and policies shall be signed during this period of orientation.
- At the discretion of the CAO, non-union and union employees may be required to sign a confidentiality agreement if the employee will be party to information that necessitates non-disclosure.
- The Department Head will advise all remaining candidates who received an interview of the decision.

Probationary Period

- The probationary period for union positions shall be in accordance with the current collective agreement.
- The probationary period for non-union positions shall be for a period of six (6) accumulative months. If the Department Head or CAO wishes to extend this period he/she shall advise the employee in writing. Such letter shall include the reason for extension.
- A probationary period shall only be served once.

Potential Hiring Conflicts

Family Members:

- The Town may accept applications for employment from, and consider a member of a Councillor's or an employee's immediate family if the candidate has all the requisite qualifications.
- Anytime that a prospective employee is a member of the immediate family of either a Town Councillor or another Town employee, a resolution is required by

Council to hire said prospective employee, whether in the same department or a different department.

- Once an immediate family member has been selected for a temporary position, and through evaluation, the employee meets the hiring requirements in subsequent, consecutive years, the resolution of Council will not be necessary, but the formal hiring practice as per this policy, shall be adhered to.
- An immediate family member shall not be considered for employment if by doing so, it might create a direct managerial/subordinate relationship with the family member or Council, or if his/her employment could create a conflict of interest.
- For the purposes of this policy, immediate family members shall be defined as: wife, husband, mother, father, brother, sister, son, daughter, or any in-laws.

Employee Relationships:

- An employee's tenure of employment shall not be affected if, subsequent to him/her becoming an employee, a member of his/her family is elected to Council.
- Employees that become married or live in the same household may continue their employment with the Town provided that there is neither a direct managerial / subordinate relationship between the employees, or a conflict of interest created as a result of the relationship.
- In the event that either a managerial/subordinate, or conflict of interest issue arises, the Town will work with the employees to accommodate them in a reasonable fashion. Possible resolution may require one of the employees to transfer to another position within the municipality. If this is not possible, one of the employees may be asked to resign.

Former Employees:

- A former employee that left the Town on amicable terms may be eligible for re-employment, and could be asked to complete another probationary period.
- Former employees that left the Town without proper notice, or whose employment was terminated for disciplinary reasons, shall not be eligible for re-employment.

Policy #GA 01-11: Fair Hiring is hereby rescinded.

EFFECTIVE DATE OF POLICY:



Claresholm

Now you're living...

Now you're home

Organizational Structure

Approved



Organizational Review

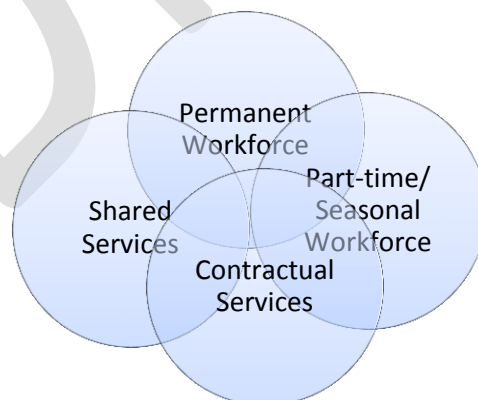
The organizational review was conducted taking into account the following:

- Understanding of the strategic objectives and direction of the organization, through review of the February 15, 2014 Strategic Plan developed with assistance from Positive Culture.
- This was developed further through the Strategic Planning session March 14, 2015 and subsequent discussions with Council;
- Review of the processes in place and determining if they are being applied consistently and effectively;
- Review of the resources in place and determining if they are being deployed effectively and efficiently;
- Establish if the whole is working effectively together to achieve the intended purpose of the organization.

All of these elements are essential in an organizational review to produce meaningful results. Restructuring alone will only disrupt the organization's performance without purpose.

Administrative/Operational Structure

The administrative/operational structure is responsible for implementing the services defined by Councils strategic priorities. The business model is divided into four areas: a permanent workforce, a part-time/seasonal workforce, contractual services and shared services. The Town of Claresholm services are accomplished through a combination of these vital resources.

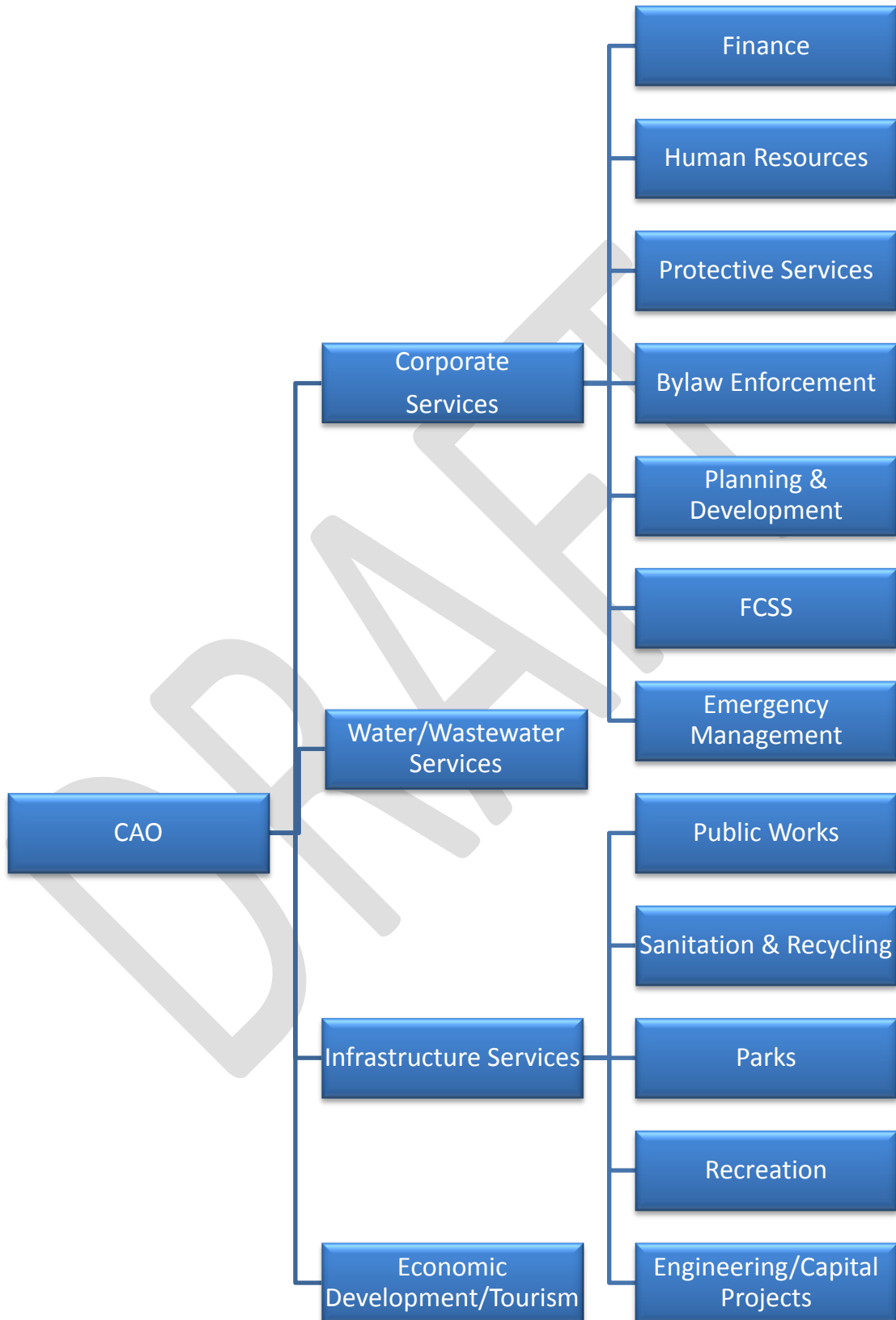




As the administrative/operational head of the municipality, the Chief Administrative Officer (CAO) has the primary responsibility for implementing Council's direction and policy; informing Council on the affairs of the municipality; managing the organization; and performing any other functions that Council or the Municipal Government Act delegates to him/her. The CAO utilizes a management team structure to provide administrative leadership for the organization.

Management Structure

Council and Management are committed to building a focused, responsive, resource-conscious and results-oriented organization that communicates effectively across all departments. Town management is divided into four strategic categories of municipal staff and responsibilities. The CAO is the common thread between these strategic service areas. The intent of this structure is to engage a number of technically skilled individuals enhancing the Town's ability to provide quality programs and services. The strategic service areas are outlined on the following page.

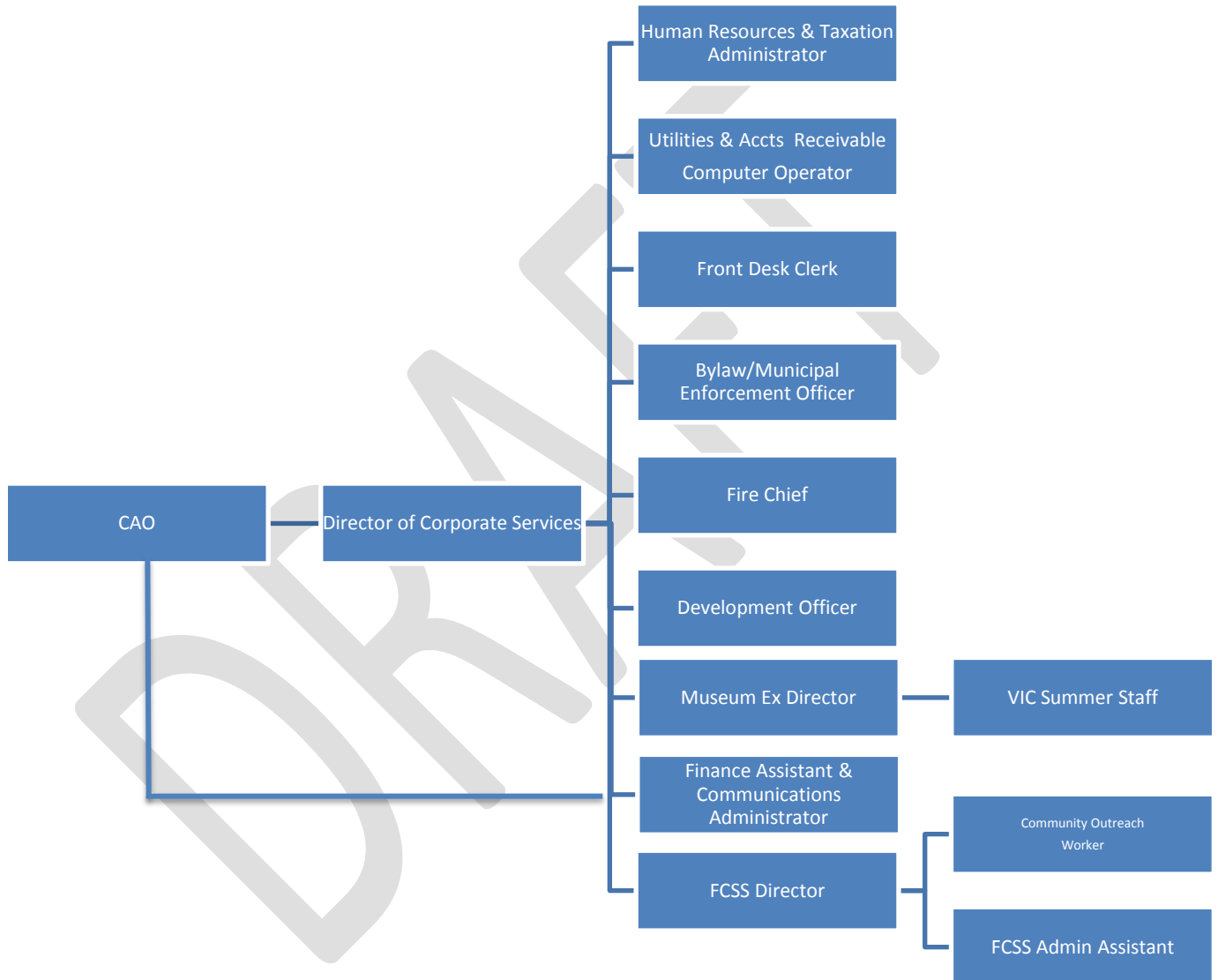




Corporate Services	Water/Wastewater Services	Infrastructure Services	Economic Development/Tourism
<p>Responsibilities include:</p> <ul style="list-style-type: none"> * Financial management * Annual operating & capital budgets * Corporate business plans * Organizational administration * Utility billing & management * Information technology * Communication & social media * Human resource management * Inter-agency & community group liaison * Taxation & assessment * Bylaw Enforcement and/or Community Peace Officer programs * Fire services * Employee Safety program * Police protection services liaison * Program development * Volunteer services * Joint use agreements * Library services * Museum operations * FCSS programming and administration * Development approval & appeal * Subdivision approval & appeal * Municipal Planning * Safety Codes * Pool programming and administration * Emergency Management * Any other matters referred by Council 	<p>Responsibilities include:</p> <ul style="list-style-type: none"> * Water treatment & distribution * Wastewater collection & treatment * Engineering * Capital projects * Facility planning & development * Any other related matters referred by Council 	<p>Responsibilities include:</p> <ul style="list-style-type: none"> * Roadways, boulevards & sidewalks * Project management * Equipment & fleet pool * Infrastructure management * Local improvement projects * Signage * Underground utility services * Parks facility management * Recreation facility management * Campground operations * Solid waste collection * Recycling * Street lighting * Storm water management * Engineering * Capital projects * Facility planning & development * Janitorial services * Airport * Cemetery * Any other related matters referred by Council 	<p>Responsibilities include:</p> <ul style="list-style-type: none"> * Special events & celebrations * Economic Development & Tourism initiatives * Any other related matters referred by Council



CORPORATE SERVICES



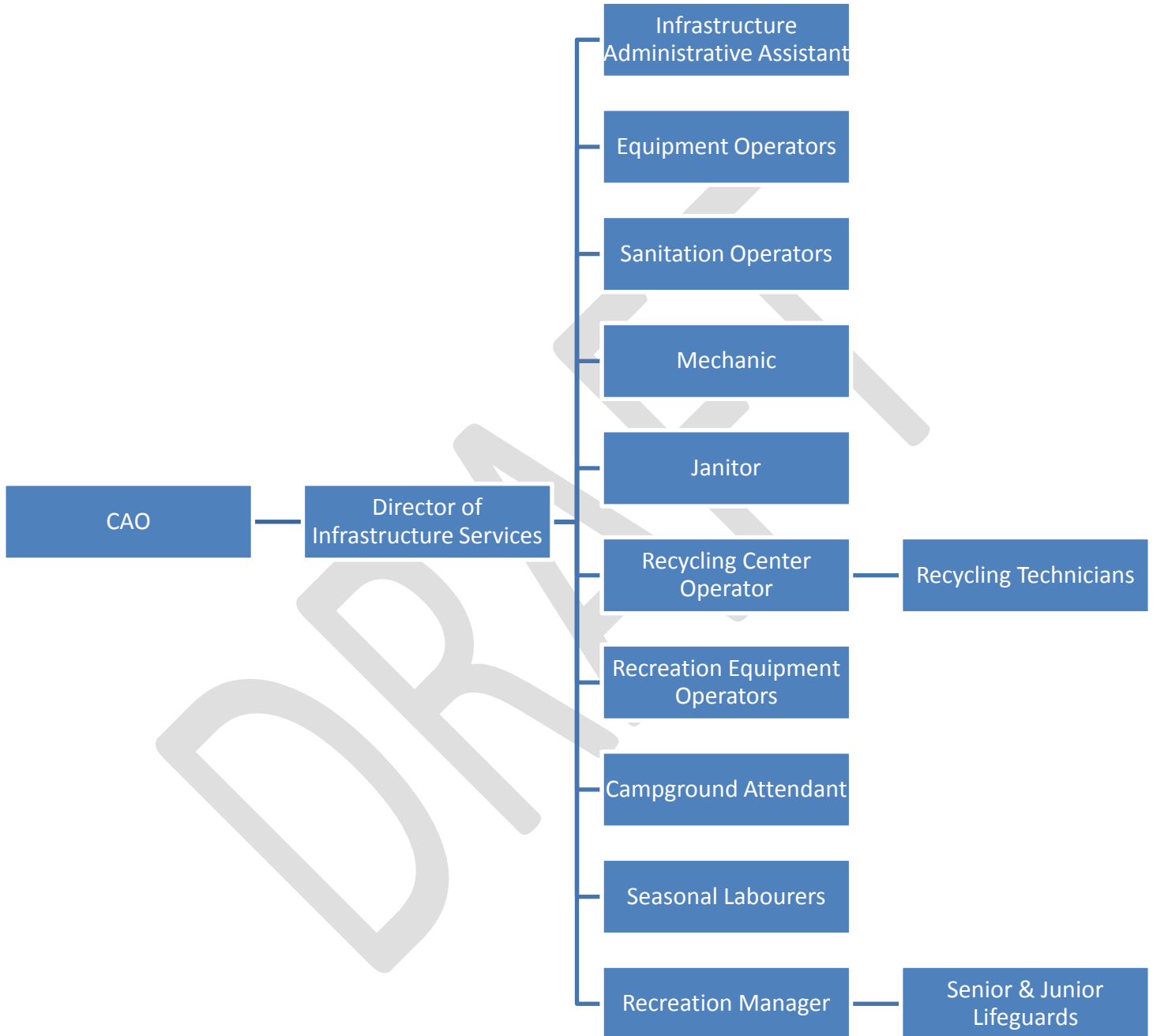


Committee Liaison Assignments

Internal Board or Committee	External Board or Committee
Assessment Review Board	Claresholm Animal Rescue Society
Audit Committee	Claresholm & District Transportation Society
Facility & Infrastructure Planning Committee	Claresholm Child Care Society
Grievance Committee	Claresholm Housing Authority
Wage Negotiating Committee	Claresholm Learn-a-lot Playschool Society
FCSS Board	Claresholm Public Library
Claresholm & District Museum Board	Porcupine Hills Lodge Foundation
Municipal Planning Commission	Oldman River Regional Services Commission
Subdivision & Development Appeal Board	

DRAFT

INFRASTRUCTURE SERVICES





Committee Liaison Assignments

Internal Board or Committee	External Board or Committee
Facility & Infrastructure Planning Committee	Regional Landfill Commission
Recreation Facility Users Committee	Claresholm Golf Club
	Community Hall Board
	LRSD Town Joint Use Agreement
	Swimming Pool Joint Use
	Willow Creek Agricultural Society

DRAFT



WATER/WASTEWATER SERVICES



Committee Liaison Assignments

Internal Board or Committee	External Board or Committee
Facility & Infrastructure Planning Committee	



ECONOMIC DEVELOPMENT



Committee Liaison Assignments

Internal Board or Committee	External Board or Committee
Economic Development Committee	Alberta Southwest
	Claresholm & District Chamber of Commerce



STAFFING REQUIREMENTS

*Not including CAO

DEPARTMENT	FULL TIME	PART TIME	SEASONAL	Totals
CORPORATE SERVICES	10	1	4	15
INFRASTRUCTURE SERVICES	14	18	3	35
WATER/WASTEWATER SERVICES	2			2
ECONOMIC DEVELOPMENT	1			1
2016 TOTAL	27	19	7	53
2015 Totals	27	19	7	53

DRAFT



INFORMATION BRIEF

Meeting: February 8, 2016
Agenda Item: 11

SCHOOL TRANSFER AGREEMENT

DESCRIPTION:

At the Council meeting held May 11, 2015, Council passed a motion to direct Administration to notify the Livingstone Range School Division that the Town of Claresholm was prepared to take possession of the surplus Elementary School located at 5318 2nd Street West.

At that time, the School Division sent a request to the Minister's office requesting permission to dispose of the surplus property. In December of 2015, the School Division received notification of the approval to transfer the ownership to the Town. In January, the Division prepared and provided the transfer agreement to the Town.

The items of note are:

1. The intended transfer date would be February 9, 2016 for the sum of \$1.00.
2. The playground equipment that currently resides on the site has been sold but cannot be removed until the ground thaws. Administration has discussed an "on or before" date of May 31, 2016 for the removal.
3. The Town agrees it is purchasing the property on an "as is" basis.
4. The Town acknowledges that asbestos has been found on the property and the Town agrees to indemnify the School Division from all claims arising from the asbestos and the Town will be responsible for any environmental issues respecting the property. (There has been no environmental tests done on the grounds at this time)

ATTACHMENTS:

- 1.) none

APPLICABLE LEGISLATION:

- 1.) none

PREPARED BY: Marian Carlson, CLGM - CAO

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: February 3, 2016



INFORMATION BRIEF

Meeting: February 8, 2016
Agenda Item: 12

DISASTER RELIEF PROGRAM UPDATE

BACKGROUND:

In correspondence received from the Alberta Emergency Management Agency dated November 18, 2014, the Town of Claresholm application was approved to be included in the 2014 Southwestern AB Rainfall Disaster Relief Program (DRP). Below is a summary of the submission to the program.

DESCRIPTION:

Program: 2014 Southwestern AB Rainfall DRP			
Municipality: Town of Claresholm			
DRP Project #	Project Name	Brief Damage Description	Totals
1	Emergency Operations	EOC Operations (costs occurred during the SOLE & initial minor road repairs)	\$86,440.88 (has been paid)
2	Repairs	Costs for repairs (prepared by Associated Engineering Ltd.)	\$629,055.00

Associated Engineering and Administration have been working with the DRP office in order to process the application, answer any questions, and secure funding in a timely manner. The Town of Claresholm has requested an advance in funding up to 50% of the costs to proceed with the repairs. However, the DRP office is giving an unconfirmed estimate of \$368,000.00 in funding. The Town of Claresholm is working with the DRP office to confirm which parts of the project are not eligible for funding, and what the criteria is for the remaining projects. The DRP office has just recently secured the engineers to review the reports submitted by Associated Engineering. Obviously timing is critical as we approach another year with the drainage corridor left unrepaired.

ATTACHMENTS:

- 1.) none

APPLICABLE LEGISLATION:

- 1.) none

PREPARED BY: Tara VanDellen – Development Officer

APPROVED BY: Marian Carlson – CAO

DATE: February 3, 2016



INFORMATION BRIEF

Meeting: February 8, 2016

Agenda Item: 13

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - May 25, 2015				
13	INFO BRIEF: Golf Course Bridge - Direction to proceed with temporary repairs and to identify the project in the infrastructure master list for future discussion.	Mike	Repairs to be completed upon Golf Course season closure. (waiting for DRP approval)	In progress
Regular Scheduled Meeting - October 26, 2015				
5	CORRES: Meadow Creek Sausage - Moved by Councillor Cutler to prohibit parking on the west side of Alberta Road in front of Meadow Creek Sausage's property located at Lot 6, Block 8, Plan 1213513, and to refer to administration to investigate the development of a traffic management plan for the area. CARRIED MOTION #15-098	Jason	Response letter sent October 28, 2015. Traffic Safety Plan in progress.	In progress
Regular Scheduled Meeting - November 23, 2015				
2	Delegation Response: Tetra Tech EBA Engineering. Re: North Landfill Study. Moved by Councillor Cutler that the Development Authority assemble the required information and submit to Alberta Environment a request to vary the setback distance for a development to a non-operating landfill. CARRIED. Motion #15-109	Tara	Received comments from AHS. Still gathering submission information items	In progress
Regular Scheduled Meeting - December 14, 2015				
9	INFO BRIEF: Planning Session Date - Council direction to submit possible dates for a Saturday morning meeting in January or February 2016.	Marian	Proposed Feb 20, 2016	In progress
10	INFO BRIEF: Business License Bylaw - Council direction for administration to follow option 3.	Tara	Reviewing bylaws from adjacent municipalities.	In progress
Regular Scheduled Meeting - January 11, 2016				
3	CORRES: Danielle Larivee, Minister of Municipal Affairs RE: ACP Grant Program - Referred to administration	Simon	Application sent for Stormwater Management Project	Complete
9	IN CAMERA: Moved by Councillor Ford to accept the real estate listing proposal from Re/Max iRealty Innovations for 4 Skyline Crescent as presented. CARRIED MOTION #16-003	Marian/Tara	Motion rescinded	Complete

Regular Scheduled Meeting - January 25, 2016				
1	BYLAW #1596: Land Use Bylaw Amendment - Moved by Councillor Cutler to give Bylaw No. 1596 regarding amendments to the Land Use Bylaw #1525, 1st Reading. CARRIED	Tara	preparing for open house and public hearing	In progress
2	BYLAW #1610: Borrowing - Moved by Councillor McAlonan to give Bylaw #1610, a borrowing bylaw, 2nd Reading. CARRIED Moved by Councillor Cutler to give Bylaw #1610, a borrowing bylaw, 3rd & Final Reading. CARRIED	Karine/Simon	Bylaw prepared, signed & copy sent to the bank.	Complete
3	Delegation Response: Paul Champion RE: Stray Cats Referred to administration to examine possible solutions.	Jason	Research options and what other municipalities do.	Complete
5	MAYORS' CAUCUS and Breakfast with Provincial Leaders – March 9th & 10th - Possibly the Mayor or Councillor Cutler to attend in his place.	Karine	Registered Councillor Cutler	Complete
7	CORRES: The Bridges at Claresholm Golf Club - Moved by Councillor Cutler to pay the Claresholm Golf Club's commercial general liability insurance, for the 2016 year only, in the amount of \$1,500. CARRIED MOTION #16-004	Karine	Cheque & letter sent	Complete
8	RFD: Westside Water Co-op Water License - Moved by Councillor O'Neill to allow the Municipal District of Willow Creek to continue to use the west water pipeline from Willow Creek to Claresholm, for which the Town of Claresholm holds an easement, as a conveyance method for the Pipeline Water Cooperative users, and that the Town will bill the Municipal District of Willow Creek for the water. CARRIED MOTION #16-005	Tara	Letter sent January 29, 2016.	Complete
12	IN CAMERA: Moved by Councillor Ford to appoint the following representatives to the Economic Development Committee: Town Council Representatives – Councillors Fieguth, Ford & McAlonan; Agricultural Community Representative – Doug Leeds; Business/Industrial Community Representatives: Ali Shivji, Justin Sweeney & Darla Slovak; Community at Large Representative – Connie Quayle CARRIED MOTION #16-006	Dale/Tara	Letters sent January 27, 2016	Complete
12	IN CAMERA: Moved by Councillor Cutler to rescind Motion #16-003 due to the amendment of the original proposal presented by Re/Max iRealty Innovations for 4 Skyline Crescent. CARRIED MOTION #16-007	Marian/Tara	In Camera Info Brief - Feb 8, 2016 meeting.	Complete
12	IN CAMERA: Moved by Councillor McAlonan to extend the Fire Chief Service Agreement with the MD of Willow Creek for six months, to expire June 30, 2016. CARRIED MOTION #16-008	Marian	Jan 27th - Notice sent to MD	In progress
12	IN CAMERA: Moved by Councillor O'Neill to revise the Organizational Structure of the Town of Claresholm to include a Recreation Manager position. CARRIED MOTION #16-009	Marian	New structure prepared to be presented February 8th for approval	Complete

PREPARED BY: Karine Wilhauk, Secretary-Treasurer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: February 4, 2016

INFORMATION ITEMS

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 FEBRUARY 24

Leap Days 2016 – 2032

Year Feb. 29: Day of the Week

2016	Monday
2020	Saturday
2024	Thursday
2028	Tuesday
2032	Sunday

HOW TO REACH US

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



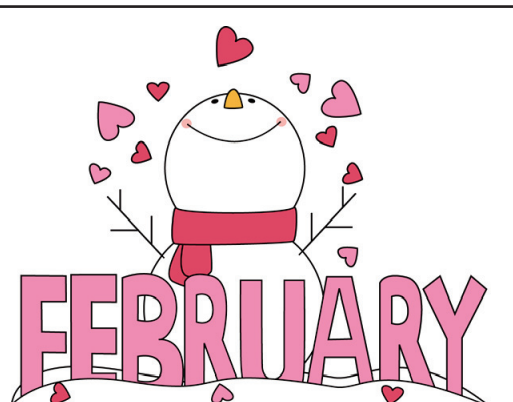
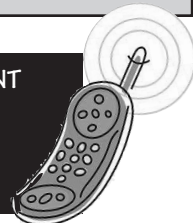
Willow Creek Composite High School

Issue 48 • Printed February 1, 2016

Claresholm, AB

IS YOUR CHILD ABSENT FROM SCHOOL?

Call the school
403-625-3387
 to let us know!



WCCHS WE Team & Student Council will be selling Candygrams on Feb. 2-11. Purchase for your friends for \$0.25 and they will be delivered to 1st block classes on Friday, Feb. 12. Proceeds to KidSport!

"Groundhog found fog. New snows and blue toes. Fine and dandy for Valentine candy. Snow spittin'; if you're not mitten-smitten, you'll be frostbitten! By jing-y feels spring-y."
 ~ Old Farmer's Almanac

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

WE TEAM

The WCCHS WE Team has a Candy Gram fundraiser planned for Valentine's Day. Candy Grams are treats that you purchase for friends and teachers. Each Candy Gram will be addressed to the recipients and delivered to the classrooms on Friday, February 12. Each Candygram costs 25 cents. They will be available for purchase in the foyer during lunch on February 2-11. All proceeds from the Candy Gram sale will go to KidSport.

SKIING - JR & SR HIGH

Junior high ski dates have been set for February 4 and February 23 at Castle Mountain. Grade 7-9 students are going skiing! The bus will leave from WCCHS at 6:45 am. Students please arrive 15 minutes prior. There will be a truck for ski equipment.

Senior high students can sign up for an optional ski trip on Tuesday, February 16 to Lake Louise. Forms and Money MUST be in the office by February 3. Please stop in the office if you need more information.

PROM FASHION SHOW

Mark your calendars and join Prom candidates on March 3, for the Junior Prom Fashion Show at WCCHS. The public is welcome to attend the fashion show at 7 pm. Admission will be charged at the door.

TEACHER/STAFF APPRECIATION WEEK, FEB. 8-12

Teacher / Staff Appreciation Week (TSAW) was initiated by the Canadian Home and School Federation in 1988. The purpose of this week is to encourage parents and the wider community to recognize the personal and professional contributions that our teachers and school staff make to children and their education. Every school has dedicated teachers and staff such as secretaries, teacher assistants, bus drivers and custodians. This is a week when we can let them know they are appreciated and that parents are on the same team! It is only through our combined efforts that our students will be successful!

Staff will receive some surprises throughout the week. Thank you to the parents who have contributed to making this a fun week for our school staff!

2016 EXCELLENCE IN TEACHING AWARDS

Nominations are open for the 2016 Excellence in Teaching Awards.

Parents, students, colleagues, principals, superintendents and all Albertans are encouraged to nominate a teacher or principal who demonstrates excellence in the profession. For more information please check <http://bit.ly/1Q3cgcw>

HAPPY GROUNDHOG DAY!
FEBRUARY 2



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

INSIDE THIS ISSUE:

- We Day Candygrams!
- Staff Appreciation!
- Sports Report
- Learning Commons
- Skiing!
- February 2016 Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Report Cards!	2 Groundhog Day	3 Money Due for Sr. High Skiing	4 Junior High (Gr. 7-9) Ski Day (Castle) 6:45 am departure	5	6
7	8 Sports Society Oranges & Grapefruit Pick up after lunch	9 High School Curling Zone Playdowns in Lethbridge	10	11	12 Valentine Activities Candygram delivery! Wear Red Day	13
14 	15 FAMILY DAY HOLIDAY	16 Senior High Ski Day (Lake Louise)	17	18	19	20
NO SCHOOL FOR STUDENTS THIS WEEK						
21	22	23 Junior High (Gr. 7-9) Ski Day (Castle) 6:45 am departure	24 Fundscrip Orders Due	25 School Council 7pm Sports Society 7pm	26	27
29	29 29 FEB Leap Day	Leap Days are needed to keep our calendar in alignment with the Earth's revolutions around the Sun. It takes the Earth approximately 365.242199 days (a tropical year) to circle once around the Sun. If we didn't add a day on February 29 nearly every 4 years, we would lose almost six hours every year. After only 100 years, our calendar would be off by approximately 24 days in relation to the seasons.				

Willow Creek Composite High School • Grades 7-12

P.O. Box 219 • 626 - 55 AVE W., Claresholm, AB T0L 0T0 • Phone: 403-625-3387 • Fax: 403-625-3289 • www.lrsd.ab.ca/school/willowcreek

FROM THE PRINCIPAL:
Kirby Dietze



THANK YOU TEACHERS AND STAFF

One set of exams is done, Diploma and otherwise, and our school year is half over! Well done to students who were diligent in preparing for those exams. We hope it went well and your success was

proportional to your preparation. And . . . thank you to all the Junior High students who were very respectful during the writing of senior high exams, despite classes continuing for them. Overall, January was a great month at WCCHS.

February will also be great at WCCHS, especially because we have one more day this year than most to enjoy it! Junior High options classes will move to Quarter III choices, and in High School, Semester II will see students settling into new courses, and meeting new teachers. We welcome back Jaye Swanson in the shop to teach CTS Construction and Junior High Woods, and we also welcome Julia Adolf, our new Biology 20 and 30 teacher. We are pleased to add these two teachers to our already excellent staff compliment, and we hope you'll get to know them as well.

Staff have been working on defining how we will move forward with our School Improvement Plan, both in staff meetings and during our January 29 Professional Development Day. We have also been discussing what possibilities Alberta Education's High School Redesign Project might be able to afford our students as we move forward with our School Improvement Plan. Danny Roberts, from Central Office Learning Services will present some information at Regional School Council meeting on February 1. Early in February, staff will discuss the 9 principles underpinning the project at a staff meeting. If you are interested in knowing more, please contact me.

Thank you for your continued support in making Willow Creek Composite a safe and caring place for all our students. My best to all, staff, students, and parents, for a fantastic second semester!

SPORTS UPDATES

Basketball:

Junior & senior high basketball seasons are in full force! WCCHS will host four tournaments from now until the end of February: the JV Girls on January 29 & 30; F.P. Walshe Boys (hosted here due to modernization of Fort Macleod schools) on February 5 & 6; Senior Girls on February 12 & 13; and, Jr. High B Girls post season on February 27. Each week there are several Junior and Senior High games at WCCHS. Check the school website and message boards for game schedules.

Curling:

WCCHS is fielding a full slate of curling teams this season: Boys, Girls, and Mixed teams will all be representing the West Region at Zone Curling in Lethbridge on February 9 & 10 with Provincials to follow on March 3-5 in Ponoka.

Sports Society:

WCCHS athletes have completed taking orders for the orange and grapefruit fundraiser. Thanks to all who participated again this year! Orders can be picked up at WCCHS February 8 after lunch.

On March 3, WCCHS will host the Harlem Crowns basketball entertainment group. Check the school website and other social media as well as the Claresholm Local Press for more information.

Sports Society will meet next on Thursday, February 25 at 7:00 PM in the Learning Commons. All parents are welcome to attend! The agenda and January 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. Your support is appreciated!

LOOKING FORWARD

Junior & senior high report cards will be distributed on February 1. Some report cards have attachments: demographic sheets, fee invoices and network responsible user agreement. It is important to get the demographic sheets so we can update student information in case of our need to contact parents for informational as well as emergent items. All Gr. 10 students must have a Network Responsible Use Agreement to continue using our school computers and the school wifi network. Students and parents have access to PowerSchool anytime before, during or after final or midterm assessments are completed.

LEARNING COMMONS!

We celebrated Family Literacy Day by having students and staff share favorite books. They wrote on our Cobra Reading Wall and the conversations that ensued will carry on throughout the rest of this year. You can check out the recommended reads on our Learning Commons Website under the Family Literacy Day tab.

There are have also been ongoing conversations about our #Read16in16 challenge that has been put out to students

and staff. Another one is picking sixteen books from the ones recommended as part of Family Literacy Day! Some are designing the challenge to include read sixteen non-fiction books in 2016 or read 16 books outside of their usual genre.

Last week in February is Freedom to Read week and the Book and Writing Clubs are going to host an after school Read and Write In on February 26. More details to follow.

Another literacy celebration to watch for is International Read-Aloud Day, Feb. 24. In other news:

- the 3-D printer is back!
- a special book display for Black History Month (<http://www.cic.gc.ca/english/multiculturalism/black/>) is going up for a Grade 8 book study.
- Finally, why not join your kids in the #16in16 Cobra Reading Challenge! The details are on the blog (<http://wcch-slearningcommons.blogspot.ca/>). Have some book recommendations for us, too? Contact Mrs. Marshall and she will be sure to get it out there for you.

PROM CANDIDATES

Kaley Nelson & Keenan Mitchell (E)
Courtney Slaughter & Caden Baptie
Brynn Torrens (E) & Brandon Crane
Reegan McLeod & Dyson Lytwyn
Chloe Lane & Brady Broderson (E)
Cassandra Klaas & McIvor Kennedy (E)

Be sure to watch for upcoming events and support these Grade 11 students in Prom including the Prom Fashion Show on March 3!

TRUSTEES

Ward 1 Trustees are John McKee and Bradley Toone. Please feel free to speak with them about any concerns you may have. Mr. Toone attends our school council meetings and you can always catch up with him there!

CONGRATULATIONS!

We wish Mr. Graham Boyle a wonderful retirement! Mr. Boyle has been teaching at WCCHS for over 35 years and leaves a very successful history of excellent diploma exam results. Students, parents and staff wish him the best!

UPCOMING DATES TO NOTE

- FACES Presentation to Gr 9'sFebruary 2
- Forms/\$ Due for HS Ski Trip!February 3
- Jr High Ski DayFebruary 4
- Fruit Arrives!February 8
- No School for StudentsFebruary 15-19
- Family Day HolidayFebruary 15
- HS Ski Trip to Lake Louise (Optional)February 16
- Day in lieu of parent teacher interviews . . .February 16 & 17
- Teachers' ConventionFebruary 18 & 19
- Jr High Ski DayFebruary 23
- School Council Meeting (6:30 pm)February 25
- Sports Society (8 pm)February 25
- Jr Prom Fashion Show (7 pm)March 3
- Grade 10 Parent Orientation Night (7 pm)March 10
- No School for StudentsMarch 20

FAMILY DAY HOLIDAY

Family Day holiday was first celebrated in 1990. Family Day is celebrated on the third Monday in February each year. Alberta is the only province in Canada to have a statutory holiday in February. The holiday was proclaimed by Lieutenant Governor Helen Hunley, on the advice of her premier, Don Getty. Premier Getty said it was important for all Albertans to take time for their families, and that this holiday would emphasize the importance of family values.

Getty came in for considerable criticism at the time. Many employers felt that an additional statutory holiday was an unnecessary financial burden. In response to the criticism, the holiday of Heritage Day was downgraded to a civic holiday, meaning employers are not required to observe this day. Under Alberta law, the employer may choose to observe Heritage Day as a general holiday, under which rules applying to general holiday pay will be used.

On Feb. 10, students have the opportunity to attend the Health Care Expo. There are only 2 seats left, open to grades 11 to 12. Please speak with Ms. Bazell!

Fine Arts Day @ U of L

WCCHS is going to the University of Lethbridge Fine Arts Day on February 24, 2016. You must pre-register, and permission slips are available at the office. Please return them ASAP as pre-registration begins on February 3. Students can participate in hands-on art, music, new media, digital audio arts, and drama workshops, tour Fine Arts facilities and the U of L campus. Meet professors and students, get advice on admissions and portfolios, and talk to advisors. Join us!



Have a fabulous Family Day!
Spend time with your family and friends and enjoy the outdoors!

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

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility November 26th, 2015 at 3:00 P.M.

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

Absent: Ken Mason

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

Cheryl added items 6e, 7e and 9a.

15.108 **Moved by Gord Wolstenholme** to approve the Agenda as amended.
CARRIED 4-0

3. Delegations

No delegations

4. Approval of Minutes

15.109 **Moved by Lyal O'Neill** to approve the Minutes of the October 1st, 2015 meeting as presented.
CARRIED 4-0

5. Financial Information

- a) Approval of Accounts Payable

Cheryl presented the members with the Accounts Payable.

15.110 **Moved by Barry Johnson** to approve the Accounts Payable as presented.
CARRIED 4-0

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility November 26th, 2015 at 3:00 P.M.

5. Financial Information cont.

b) Bank Statement October 2015

Presented as information to the Board.

c) Bank Reconciliation September & October 2015 Checking Account

Cheryl presented the members with the September & October 2015 Bank Reconciliation report for the Checking Account.

c) Bank Reconciliation September & October 2015 90 Day Notice Account

Cheryl presented the members with the September & October 2015 Bank Reconciliation report for the 90 Day Notice Account.

15.111 **Moved by Gord Wolstenholme** to accept the September & October 2015 Bank Reconciliation reports for the Checking Account and the 90 Day Notice Account as presented.

CARRIED 4-0

6. New Business

a) 2016 Auditor

Cheryl explained that while we accepted YPM's three year proposal, for our audit needs, in 2013, we require to have a Resolution appointing them for 2016.

15.112 **Moved by Barry Johnson** that YPM serve as our auditing firm for the 2016 fiscal year.

CARRIED 4-0

b) 2016 Interim Budget

As the Board will not approve their 2016 budget until after the 2015 audit is complete, Cheryl asked that the Board approve the 2015 budget as the 2016 interim budget.

15.113 **Moved by Gord Wolstenholme** that the WCRWMSC approve the 2015 budget as the interim budget for 2016.

CARRIED 4-0

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility November 26th, 2015 at 3:00 P.M.

6. New Business cont'd

c) 2015 Audit – For Information

Cheryl reported that the date is set for our 2015 audit. YPM staff will be on site on January 15th, 2016 with the hopes that they will present the financial statements at the February Board meeting. This would allow the Commission to approve the 2016 budget by the end of February.

d) Christmas Bonus

Cheryl explained that the Commission in the past has consistently given a Christmas gift of \$100.00 to every employee. Cheryl explained that a gift of money is considered to be taxable income, and must have source deductions taken off. Member Johnson asked about gift cards or gift certificates, and Cheryl explained they would be taxed as well.

15.114 **Moved by Lyal O'Neill** that all hourly employees received a Christmas gift of net \$100.00.

CARRIED 4-0

Chair Hemmaway wanted to discuss further a Christmas bonus for the CAO, separate from the other employees. Member O'Neill suggested that this be discussed during the In Camera session. No one was opposed to discussing this during the In Camera session.

e) Clean Harbors Proposal – Paint Recycling

Cheryl explained that a representative from Clean Harbors visited the site and has put forth a cost proposal for the removal of our paint items. Cheryl gave an overview of what we currently pay, and explained that we could save approximately \$100.00 every time we ship out three bins of paint for recycling.

15.115 **Moved by Gord Wolstenholme** to accept the proposal from Clean Harbors for paint recycling and further that the WCRWMSC switch from our current processor to Clean Harbors.

CARRIED 4-0

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility November 26th, 2015 at 3:00 P.M.

6. New Business cont'd

f) Approval to Transfer Budgeted Funds

Cheryl explained that we will require office furniture for the new office space and further that we did not budget for furniture. Cheryl explained that we have an excess of funds in Account 2436301 CPP & EI and could potentially use this funding for furniture.

15.116 **Moved by Barry Johnson** to transfer \$5000.00 from GL Acct. 2436301 to GL Acct. 2500300 for the purpose of purchasing office furniture.

CARRIED 4-0

7. Old Business

a) Landfill Road Maintenance – Update

Cheryl explained that the M.D. of Willow Creek has brought us 10 loads of road gravel and had a motor grader on site to blade our roads. Cheryl offered thanks to Chair Earl Hemmaway for his and the M.D.'s generosity and assistance.

b) Building Addition-Approval to Release 2nd Progress Payment

Cheryl informed the members that she has had a meeting with the consultant and the contractor regarding deficiencies, lack of project management as well as the completion date as we have experienced some issues. There has been some glaringly obvious deficiencies and lack of project management. Cheryl expressed these concerns with the owners from Nitro Construction. Many of the deficiencies have now been repaired and we are awaiting a new schedule from Nitro as we work toward a completion. Cheryl presented the members with the invoice from Nitro Construction and the Certificate of Payment from Hasegawa Consulting for the second progress payment.

15.117 **Moved by Gord Wolstenholme** that the WCRWMSC release the 2nd progress payment to Nitro Construction in the amount of \$58 140.00 plus GST for a total of \$61 047.00.

CARRIED 4-0

c) Scale Safety Railing

Cheryl presented the members with two quotes for fabrication, painting and installation of safety railing on the south side of the scale.

15.118 **Moved by Barry Johnson** to hire Claresholm Welding as per their quote for the fabrication, painting and installation of safety railing.

CARRIED 4-0

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility November 26th, 2015 at 3:00 P.M.

7. Old Business cont.

d) Bylaw 3-2015 – 1st Reading

15.119 **Moved by Gord Wolstenholme** to tabled 1st Reading of Bylaw 3-2015 until the next scheduled meeting.

CARRIED 4-0

e) ECB Enviro Tour Dates

Cheryl asked for verification regarding the scheduling of a tour of the ECB Enviro facility. The members thought it would be best to push this forward to early spring allowing for their Councils to attend as well. Cheryl will arrange for a tour date sometime in late March early April of 2016.

8. Correspondence

No correspondence

9. General Landfill Information

a) Groundwater Monitoring 2015 – For Information

Cheryl informed the members that we have completed our groundwater monitoring for 2015. Hasegawa had made recommendation to do further work on two of our wells to further appease Alberta Environment regarding our performance standards. Cheryl explained that she refused to permit Hasegawa to do any further work until Alberta Environment has in fact set new performance standards for our location as this has been dragging on since 2012.

10. In Camera

15.120 **Moved by Barry Johnson** to go In Camera at 3:45 p.m.

CARRIED 4-0

15.121 **Moved by Gord Wolstenholme** to come out of In Camera at 4:00 P.M.

CARRIED 4-0

15.122 **Moved by Lyal O'Neill** to refer the Ptarmigan account to a collection agency.

CARRIED 4-0

15.123 **Moved by Gord Wolstenholme** to give the CAO a net \$500.00 Christmas bonus.

CARRIED 4-0

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility November 26th, 2015 at 3:00 P.M.

11. Adjournment

15.124 **Moved by Gord Wolstenholme** to adjourn the meeting at 4:30P.M.
CARRIED 4-0

Chairman Earl Hemmaway

Manager Cheryl Guenther

Alberta SouthWest Bulletin February 2016

Regional Economic Development Alliance (REDA) Update

REMINDER: Let's all help expand AlbertaSW content in Montana Travel Guide!

AlbertaSW, for the 5th year, will be placing an ad in the Vacation Country Travel Guide, a Montana travel magazine (print and on-line) targeting travellers from California to Alaska.

The 2016 issue will mark the 40th anniversary of the publication, and there is opportunity for expanded advertorial content about our southwest region.

Visit www.travelguidebook.com and view the digital version of the magazine; please help us enhance the advertorial content that is in the Alberta section.

- Each community can provide 250-500 words of advertorial and 2 photos.
- Will also accept 250 words and a photo about attractions and events.
- Some content will be edited for inclusion in the print publication.

All content will be available on the website.

Please send your advertorial content to bev@albertasouthwest.com BEFORE FEBRUARY 15, 2016.



Invest in Alberta magazine a success, and plans are moving forward for 2017

Economic Developers Alberta (EDA) and Venture Publications just released the second annual issue of this magazine. Have a look and consider planning for 2017: this may be a good way to promote opportunities in your community. The publication is available in print and on-line at <http://www.edaalberta.ca/Invest-In-Alberta>

Alberta REDAs confirmed as EDA Conference sponsor and session presenters

Alberta REDAs have combined resources to be a Bronze Sponsor at the upcoming conference in April.

The REDA managers will also be making presentation at a breakout session on the topic of broadband and its importance to economic development. We hope this will serve to enhance and broaden the conversation.

CRTC Call for Submissions

The CRTC is asking Canadians to provide their opinions on telecommunications services and what they consider necessary to participate meaningfully in the digital economy today and in the future.

February 8, 2016 deadline: The Broadband Committee of Alberta SouthWest is preparing a detailed document outlining the issues and requirements as we see them from a rural perspective.

February 29, 2016 deadline: Individuals are invited to submit their thoughts through an additional survey.

Please do the 10-minute survey and share link with friends and family: <https://97.ca/ekos/cwx.cgi?EN:01616R>

This is an important opportunity for all of us to have voice in shaping the future of internet for rural Canadians. Contact bob@albertasouthwest.com if you have ideas or questions regarding the document and process.

UPCOMING

2016 Economic Developers Alberta (EDA) Conference, Kananaskis

Wednesday April 6 to Friday April 8, 2016. Registration and information at www.edaalberta.ca

Montana Governor's Conference on Tourism, Kalispell MT

Sunday April 10 to Tuesday April 12, 2016

Crown Roundtable Conference, Fernie BC

Thursday October 13 to Friday October 14, 2016; mark your calendar!

Alberta SouthWest Box 1041 Pincher Creek AB T0K 1W0

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

bev@albertasouthwest.com

bob@albertasouthwest.com



Minutes from Board Meeting held on Friday, November 27, 2015		
Brooks Centennial Arena, Brooks, AB		
Call to Order: 12:20 pm. Chair Craig called the meeting to order		
	Director/Member	Director/Member
Directors Present: 11 Directors Absent: 3 Alternates Present: 1 Non-Voting Present: 1 Non-voting Absent: 2 Quorum: 10 Special Guests: 3	Chair, Kim Craig Town of Coaldale <i>Town of Coaldale</i>	Paul Ryan MD of Bighorn <i>Bow Valley Waste Management Commission*</i>
Minutes: Sherry Poole SAEWA Manager <i>*The listing of the Waste Jurisdiction for each Director only indicates the Jurisdiction the community is a member of, and does not indicate representation of that Jurisdiction.</i>	Ben Armstrong - Absent Wheatland County <i>Drumheller & District Solid Waste *</i>	Val Warnock Town of Trochu <i>Drumheller & District Solid Waste *</i>
	Tom Grant Town of Vulcan <i>Vulcan District Waste Commission</i>	Tom White - absent Lethbridge County <i>Lethbridge County</i>
	Greg Sheppard Special Areas <i>Special Areas/Big Country</i>	Ray Juska Lionel Juss Village of Duchess <i>Newell Regional Solid Waste Management Authority Ltd</i>
	Dennis Cassie - absent Town of Coalhurst <i>Town of Coalhurst</i>	Ben Goetz Town of Glenwood <i>Chief Mt Regional Waste Commission*</i>
	Joe Watson - absent Town of Picture Butte <i>Town of Picture Butte</i>	George Piper Village of Foremost <i>South Forty Waste Services Commission</i>
	Rafael Zea Village of Milo <i>Village of Milo</i>	Michel Jackson Black Diamond <i>Foothills Regional Services Commission*</i>
	Terry Diack - absent Town of Three Hills <i>Town of Three Hills</i>	Steven Procee Town of Olds <i>Town of Olds</i>
	Patricia McKean - absent Mountain View County <i>Mountain View County</i>	
Special Guests (3):	Mary Anne Overwater – Chair, Mountain View Regional Waste Commission Verna McFadden – Councillor, Town of Sundre Bill Marshall – NRSWMA Chair, and Councillor, Village of Rosemary	

<u>Agenda Item #</u>	<u>Motion</u>
<u>Item 1:</u>	1.0 Meeting called to order by Chair Craig @ 12:20 pm. Introductions were provided to guests.
<u>Item 2:</u> Adoption of Agenda 2015-11-27 MTN B2015-11-01	2.0 MOTION BY MEMBER Goetz to accept 2015-11-27 Agenda with an amendment as follows: 5.5 P3 Meeting 7.3 Member Ryan Expense Reimbursement 7.4 2016 Membership Dues 8.6 Briefing Notes Final Quarter CARRIED ALL
<u>Item 3:</u> Adoption of Board Minutes 2015-10-23 MTN B2015-11-02	3.0 MOTION BY MEMBER Warnock to adopt the 2015-10-23 Board Minutes as received. CARRIED ALL
<u>Item 4:</u> For Information MTNB2015-11-03	4.0 MOTION BY MEMBER Piper to receive 2015-11-13 Executive Meeting Minutes for information. CARRIED ALL
<u>Item 5:</u> Business Arising MTN B2015-11-04	5.0 BUSINESS ARISING FROM THE BOARD MINUTES: 5.1 MOTION BY MEMBER Grant in approval of the action log as presented to the Board. CARRIED ALL 5.2 Administration reported that the logo development has been completed and as a result Box Clever will complete the design elements then administration will upload data. 5.3 Administration reported that the FCM application is in the process of being finalized and set to be submitted by end November noting that lead resumes are required to be included with the application and special thank you to Town of Coaldale as they have provided a letter in agreement to be the Lead Municipality for this funding initiative which made sense that they are the lead funding manager for the Detailed Business Plan grant funds held in trust. 5.4 Administration will submit cheque issued to Pathways 2 Sustainability for payment of the presentation fee due in the amount of \$500.00, and administration will submit a reimbursement invoice in the amount of \$500.00 to Mountain View Regional Waste in attention to Mary Anne Overwater along with special thank you for their support which made the stakeholder presentation

<p>MTNB 2015-11-05</p>	<p>possible.</p> <p>5.5 MOTION BY MEMBER Juska to approve HDR coordination of meeting with P3 asap which is essential to preparing P3 application submission, June 2016; as well HDR to coordinate meeting with FCM with approved budget to be in line with P3 Spring 2015 meeting expenses which occurred to the upset of \$3,000.</p> <p style="text-align: right;">CARRIED ALL</p>
<p><u>Item 6:</u> MTN B2015-11-06 In Camera 12:47 pm</p> <p>MTN B2015-11-07 Out of Camera 12:53</p> <p>MTN B2015-11-08</p>	<p>MOTION BY MEMBER Goetz to proceed In-Camera @ 12:47</p> <p style="text-align: right;">CARRIED ALL</p> <p>MOTION BY MEMBER Zea to go Out-of-Camera @ 12:53pm.</p> <p style="text-align: right;">CARRIED ALL</p> <p>MOTION BY MEMBER JACKSON to ratify SAEWA – ARMA (Alberta Recycling Management Authority) Agreement as received.</p> <p style="text-align: right;">CARRIED ALL</p>
<p><u>Item 7.0</u></p> <p>MTN B2015-11-09</p> <p>MTN B2015-11-10</p> <p>MTN B2015-11-11</p>	<p>7.0 NEW BUSINESS</p> <p>7.1 MOTION BY MEMBER Ryan directing administration to coordinate teleconference meeting with HDR and Waste Stream Characterization Steering Committee for 09:00 am, Monday 2015-11-30; as well administration reports that the Waste Stream Characterization Survey was distributed 2015-11-18 to members and non- members notifying all that the deadline date of 2015-12-04 to receive surveys completed.</p> <p style="text-align: right;">CARRIED ALL</p> <p>7.2 MOTION BY MEMBER Ryan to accept and approve Town of Sundre application for 2016 membership received 2015-11-18; directing administration to ensure Sundre receives bylaws in review of New Member non-voting privileges.</p> <p style="text-align: right;">CARRIED ALL</p> <p>7.3 MOTION BY MEMBER Goetz to approve invoice for reimbursement of expenses to Member Ryan in the amount of \$600.41 re: Pathways 2 Sustainability.</p> <p style="text-align: right;">CARRIED ALL</p>
<p><u>Item 8:</u> MTN B2015-11-12 Items Received for Information</p>	<p>8.0 ITEMS FOR INFORMATION</p> <p>8.1 Gazette editorial re: Mountain View Regional Waste</p> <p>8.2 ATB Statement 2015-10-30</p> <p>8.3 Citrix Invoice monthly fee 2015-09 to 2015-10</p>

	<p>8.4 AAMDC Jubilee Insurance Certificate for 20165</p> <p>8.5 AAMDC 2016 Membership Invoice</p> <p>8.6 SAEWA Briefing Notes Final Quarter 2015 received and approved for distribution along with SAEWA 2016 Membership Invoices</p>
<p><u>Item 9:</u> Member Reports</p>	<p>9.0 MEMBER REPORTS</p> <ol style="list-style-type: none"> 1. Chair Craig reports that he was contacted by reporter from Taber Times and provided update 2. Member Juska provided general comment in the tone of the government having agri waste on their mind and mandates to green 3. Mary Anne Overwater spoke towards Mountain View providing continued positive promotion in support of the SAEWA project 4. Member Ryan spoke about the recent approval of Banff in support of SAEWA
<p>Meeting Adjourned: 1:59 pm MTN B2015-11-13</p>	<p>MOTION BY MEMBER</p> <p>In adjournment of meeting at 1:59 pm. Mountain View Regional Waste has offered to host 2015-12-30 meeting at Mountain View County.</p> <p style="text-align: right;">CARRIED ALL</p>

SOUTHERN ALBERTA ENERGY from WASTE ASSOCIATION



Minutes from Board Meeting held on Friday, January 22, 2016		
1408 - Twp Rd. 320, Mountain View County, AB		
Call to Order: 12:09 pm. Chair Craig called the meeting to order		
	Director/Member	Director/Member
Directors Present:10 Directors Absent: 4 Alternates Present: 0 Non-Voting Present: 3 Non-voting Absent: 1 Quorum: 10 Special Guests: 7	Chair, Kim Craig Town of Coaldale <i>Town of Coaldale</i>	Paul Ryan MD of Bighorn Bow Valley Waste Management Commission*
Minutes: Sherry Poole SAEWA Manager *The listing of the Waste Jurisdiction for each Director only indicates the Jurisdiction the community is a member of, and does not indicate representation of that Jurisdiction.	Ben Armstrong Wheatland County <i>Drumheller & District Solid Waste *</i>	Val Warnock Town of Trochu <i>Drumheller & District Solid Waste *</i>
	Tom Grant Town of Vulcan <i>Vulcan District Waste Commission</i>	Tom White Lethbridge County <i>Lethbridge County</i>
	Greg Sheppard Special Areas <i>Special Areas/Big Country</i>	Ray Juska Village of Duchess <i>Newell Regional Solid Waste Management Authority Ltd</i>
	Dennis Cassie Town of Coalhurst <i>Town of Coalhurst</i>	Ben Goetz - absent Town of Glenwood <i>Chief Mt Regional Waste Commission*</i>
	Joe Watson Town of Picture Butte <i>Town of Picture Butte</i>	George Piper - absent Village of Foremost <i>South Forty Waste Services Commission</i>
	Rafael Zea - absent Village of Milo <i>Village of Milo</i>	Michel Jackson - absent Black Diamond <i>Foothills Regional Services Commission*</i>
	Angela Aalbers – Alternate Mountain View County <i>Mountain View County</i>	Steven Procee Town of Olds <i>Town of Olds</i>
	Terry Diack - absent Town of Three Hills <i>Town of Three Hills</i>	Chris Vardas Town of Sundre <i>Town of Sundre</i>
	Mountain View Regional Waste Commission – Board Representatives Mary Anne Overwater – Chair Pat Swilorsky, CAO Verna McFadden; Tim Hagen, Al Gil; and Sheila Schulz Judy Dahl, Mayor, Town of Olds	
Agenda Item #		

	<u>Motion</u>
<u>Item 1:</u>	1.0 Meeting called to order by Chair Craig @ 12:20 pm. Introductions and special mention of thank you to Mary Anne Overwater, Mountain View Regional Waste Commission in host of the meeting.
<u>Item 2:</u> Adoption of Agenda 2016-01-22 MTN B2016-01-01	2.0 MOTION BY MEMBER Armstrong to accept the 2016-01-22 Agenda <p align="right">CARRIED ALL</p>
<u>Item 3:</u> Adoption of Board Minutes 2015-11-27 MTN B2016-01-02	3.0 MOTION BY MEMBER Grant to adopt the 2015-11-27 Board Minutes as received. <p align="right">CARRIED ALL</p>
<u>Item 4:</u> For Information MTN B2016-01-03	4.0 MOTION BY MEMBER Ryan to receive (3) sets of Executive Meeting Minutes for information as follows: 1. 2016-01-08; 2. 2015-12-22; and 3. 2015-12-11 <p align="right">CARRIED ALL</p>
<u>Item 5:</u> Business Arising MTN B2016-01-04 MTN B2016-01-05 ACTION ITEM MTN B2016-01-06	5.0 BUSINESS ARISING FROM THE BOARD MINUTES: 5.1 MOTION BY MEMBER White in approval of the action log updates as presented. <p align="right">CARRIED ALL</p> 5.2 MOTION BY MEMBER Warnock to receive the P3 Canada meeting update as presented by Member Ryan advising that the meeting is coordinated for February 4 th at 2:00 pm, Ottawa. <p align="right">CARRIED ALL</p> 5.3 MOTION BY MEMBER Juska to receive reports from members in completion of (3) winter waste sampling field events facilitated week of January 18 – 21, 2016 as follows: (#1 st report) Member Grant, on behalf of the Vulcan District Waste Commission advised that the event was completed with good results; (#2 nd report) Member Juska also reported as coordinator of the event on behalf of Newell Regional Solid Waste Management Ltd. acknowledging that the exercise was highly successful in result of acquiring the quality of data that was broken down into micro-categories; and (#3 rd report) Member Armstrong (also facilitating as coordinator and field host providing alternate location of Dalum, AB) on behalf of Drumheller & District Solid Waste reported that the event sort was a really good experience that also provided an impressive level of detail. <p align="right">CARRIED ALL</p>

<p>MTN B2016-01-07 ACTION ITEM</p>	<p>5.4 MOTION BY MEMBER White to receive web development updates as reported by administration informing that Box Clever, Principal has addressed the outstanding website design and technical issues which have been holding back the website from completion also noting that a screen share is being coordinated for next week to finalize as administration reports completion of data uploads and page development.</p> <p align="right">CARRIED ALL</p>
<p>MTN B2016-01-08 ACTION ITEM</p>	<p>5.5 MOTION BY MEMBER Armstrong to receive FCM – Siting Feasibility Funding application status update from administration advising that FCM Funding Officer, Jacquie Taylor has confirmed that they will be satisfied to receive a summary of the environmental benefits to be achieved in outcome of the project that fit within the FCM funding model objectives; Member Ryan also noted that is being prepared by HDR to be submitted by Wednesday, January 27th for further consideration by FCM.</p> <p align="right">CARRIED ALL</p>
<p><u>Item 6:</u></p>	<p>6.0 NEW BUSINESS:</p>
<p>ACTION ITEM</p>	<p>6.1 Administration reports that the Audit 2016 is underway, authorizations were provided to KPMG to commence therefore information transfer has begun and it is on track to be completed for 1st reading middle March 2016.</p> <p align="right">FOR INFORMATION</p>
<p>MTN B2016-01-09</p>	<p>6.2 MOTION BY MEMBER Grant to adopt the Budget 2016 as presented.</p> <p align="right">CARRIED ALL</p>
<p>ACTION ITEM</p>	<p>6.3 The AGM 2016 date and planning logistics were discussed determining that the target date will be end May 2016 as there is a threshold of information required to be in place before the official date can be appointed; noting that the potential hosting location will be opened up to the membership for their consideration, as well with further recommendations made in consideration of hosting again in Champion as the comments relayed were that prior AGM was accommodated very well.</p> <p align="right">FOR INFORMATION</p> <p>6.4 HDR – Detailed Business Planning Invoices #253362-B \$51,187.50, #25707-B \$20,475.00; and Waste Stream Characterization Invoices #253363-B \$8,757.00 and #257509-B \$9,486.75 are received for payment in the total sum of \$89,905.75; administration also reported that the invoice expenditures to date are in line with 31% progress completed to date.</p> <p align="right">RECEIVED FOR INFORMATION</p>

<p align="center">ACTION ITEM</p> <p align="center">MTN B 2016-01-10</p>	<p>6.5 Chair Craig reported successfully scheduling a meeting with Shannon Phillips for February 12th in Lethbridge and will be accompanied by Member Ryan. <div style="text-align: right;">RECEIVED FOR INFORMATION</div></p> <p>6.6 Administration provided update to 2016 membership dues payments received to date from Lethbridge County, Newell Regional Solid Waste Management, Village of Cremona, Village of Glenwood, Mountain View County, Town of Picture Butte, and Wheatland County. <div style="text-align: right;">RECEIVED FOR INFORMATION</div></p> <p>6.7 MOTION BY MEMBER Sheppard directing administration to submit the application to Alberta Community Partnership (ACP) Funding Program for 2015 – 2016 intake deadline February 5, 2016; further details were also updated informing that Town of Trochu will provide resolution in agreement of representing as the Funding Manager to the Siting Technology Project funding application submission. <div style="text-align: right;">CARRIED ALL</div></p>
<p align="center"><u>Item 7:</u> For Information</p>	<p>7.0 ITEMS FOR INFORMATION:</p> <p>7.1 Town of Black Diamond email received acknowledging the decision to withdraw from the Memorandum of Understanding. <div style="text-align: right;">RECEIVED FOR INFORMATION</div></p>
<p align="center"><u>Item 8:</u> Member Reports</p>	<p>8.0 MEMBER REPORTS:</p> <ol style="list-style-type: none"> 1. Member Armstrong spoke about the waste field audit completed the day prior, humorously referring to the “dumpster diving” experience as a good opportunity to provide an impressive level of detailed information also paying credit to the field team for providing their assistance in facilitating the detailed waste audit with success. 2. Member Juska also referred to the current climate as a “perfect storm for waste energy” and echoed the result of the waste field audit event for Newell Regional Solid Waste. 3. Sheila Shultz, representing the Town of Didsbury put forward an interest in becoming more informed about the SAEWA initiative so as to formulate informed questions to bring back on point information back for council to determine further interest in obtaining membership. 4. Chair Craig spoke to the genesis of the initiative, recalling the members who have been involved since inception connecting the stayed level of commitment to development of the EfW tied to the vision of creating a better future for their families and generations to come. 5. Angela Aalbers, Alternate for Mountain View County spoke reverently

	<p>commending the SAEWA initiative saying “thank you on behalf of Municipalities that organizationally would not – could not be able to do this on this Municipal collaborative level of success - it is inspiring”!</p> <ol style="list-style-type: none"> 6. Steven Procee, Town of Olds spoke about the increased interest in membership from 1 – 5 within the Mountain View County Municipal region alone and it reflects the understanding of value. 7. Chris Vardas, Town of Sundre echoed previous sentiments commenting further to say “this has been a good – informative meeting”. 8. Judy Dahl, Mayor Town of Olds discussed the interest in attending the meeting to learn more about the SAEWA initiative. 9. Member Sheppard spoke about ongoing challenges Special Areas has had to overcome due to the regulatory overridges in landfill voting. 10. Member Grant spoke in regards to believing in the “group”. (SAEWA) 11. Member White in his summary of the group developments getting “here” spoke about driving the SAEWA initiative forward and commended the level of energy now created from the group which is moving this forward at a satisfactory success rate.
<p>Meeting Adjourned: 2:11 pm MTN B2016-01-13</p>	<p>MOTION BY MEMBER Ryan In adjournment of meeting at 2:11 pm. Town of Coaldale will be host to the February 19th Board Meeting.</p> <p style="text-align: right;">CARRIED ALL</p>



FINAL QUARTER 2015

Report to stakeholders for the period ending December 31, 2015

SAEWA Reports Summary of Final Quarter Results

The Southern Alberta Energy from Waste Association (SAEWA) is a coalition of waste management jurisdictions with an interest in implementing technologies to recover energy from residual waste and reduce long-term reliance on landfill disposal. With membership of 60 municipalities, encompassing 12 waste authorities and waste commissions, SAEWA represents a significant portion of the population of Southern Alberta outside of the 3 large urban municipalities.

Featured Last Quarter and Year-end Highlights – A theme generates around synergy as the project progress scorecard scales up. After recent distribution of the MOU - Memorandum of Understanding for the Waste Stream Characterization the Waste Stream Survey and Study were distributed November 18th, this following the meeting with AI-EES (Alberta Innovates Energy Environment Solutions) held in review of the WSC-Plan and as a result formal acknowledgement of the methodology meeting the AI-EES standard. The momentum just keeps building and the project developments exemplify the strength and tenacity of SAEWA Champions bringing this one home for Southern Alberta!

Milestones to date:

- HDR is in process of coordinating (4) winter field waste audits / sampling events for January 2016; Spring 2016 session to follow
- SAEWA, after extensive work with Eco West and HDR in coordination of FCM Green Fund submitted a finalized application for funding support for next critical steps which include Site Feasibility planning in first quarter of 2016 which is a priority to submitting the P3 Canada application for June 2016
- The Detailed Waste Stream Characterization deadline of December 4, 2015 has produced excellent results as all of the membership have responded within the deadline, and some non-members have also responded with interest in their waste analysis being accounted in the survey. SAEWA is working with HDR to coordinate 4 winter waste characterization field analysis events as a result of identifying priority areas with critical gaps in membership waste information, as well as in areas beneficial to Alberta Recycling Management Association – ARMA.
- Membership continues to grow as SAEWA Board welcomes new membership to Town of Sundre at the November Board Meeting.
- Alberta Recycling Management Association - ARMA and SAEWA identify value in working together on the Waste Stream Characterization; as a result SAEWA and ARMA have formed an agreement to work together on the Waste Stream Study and the scope has been expanded to capture specific waste characteristics and additional sampling

categories beneficial to ARMA data needs. SAEWA is excited about the partnership as it is representative of the quality of collaborative capacity that continues to drive remarkable success and increased capacity for Alberta.

- SAEWA Executive attending the AAMDC Fall 2015 Conference have first opportunity to discuss project in person with NDP representative and receive positive response

- SAEWA New Website design completed by Box Clever and unveiling set for January 1, 2016

- SAEWA 2016 Membership Invoicing submitted along with Final Quarter Briefing Summary

- SAEWA receives 2016 membership representative appointments in advance of preparing to organize AGM 2016

- SAEWA and HDR coordinate the date to meet with P3 in preparing for 2016 application submission

- SAEWA looks forward to meeting with the AEP Minister with a continued focus on establishing even stronger communications with our Provincial Government. SAEWA continues to strive to keep them connected to resilient and collaborative outreach mechanisms and the positive impact from 56 plus municipal partners driving socio-economic win-win outcomes from the Energy from Waste (EfW) project, for a positive spin off to Alberta.

- SAEWA continues to receive requests for membership and the public presentation roster grows as SAEWA informs interested audience groups of the progressive and insightful project developments to date. There is also growing interest in SAEWA sharing the unique challenges experienced along the way in creating an energy-from-waste project that merits this magnitude of collaboration. Most recently SAEWA received requests to present to R-A-I-L (Regional Alberta Innovative Learning Commons) - October 2-3rd University of Augustana, Camrose, AB; in addition to a presentation provided to the Foothill Regional dinner in Turner Valley, September 29th; other stakeholder requests included presentation to the Drumheller District Solid Waste Management Association, on October 15th and Pathways 2 Sustainability, Town of Olds, November 9th.

- Eco-West funding consultants met with SAEWA to complete preliminary FCM application review process; sourcing funding capacity opportunities of this type will be required to seamlessly transition the critical scope of work prior to the P3 Canada, 2016 application submission date

- SAEWA Executive met with Alberta Innovates Energy Environment Solutions as part of their commitment towards maintaining synergistic relationships with the Province to successfully move the project forward

- SAEWA submits expression of interest for website design development project to be completed by November 2015, where Box Clever Edmonton was selected to produce a stakeholder website that represents the breadth and outreach of the project

- SAEWA receives an increase in requests for presentation to municipalities; new membership interest continues to increase and as a result the Town of Olds, County of Mountain View, Town of Three Hills and Village of Cremona approved by the Board as non-voting members in accordance with the New and Returning Membership Policy.

- June 2015 Brownlee distributed Memorandum of Understanding packages to members and the results are very positive

- HDR Engineers commissioned to complete Detailed Business Plan by end 2015

- Alberta Community Partnership Fund awards SAEWA \$350,000 grant to complete Detailed Business Plan

- SAEWA Executive held strategic planning session and delivered Strategy Plan report

- AGM held April 24, 2015 with excellent feedback and attendance
- 2014 audit process completed and 2014 Audited Statements presented & recommended by the Board for presentation at the AGM
- Brownlee LLP Summary Report of Municipal Affairs Review of the Governance Model Draft
- Phase III development planning completed on schedule, scope and budget as approved by the Directors
- Delivery of Southern Alberta stakeholder presentations to MLA's and officials within regional membership
- Stakeholder Membership Invoicing distributed
- Member Representative Annual Reappointments

MANAGEMENT'S DISCUSSION AND ANALYSIS:

September 30, 2015

The Management's Discussion and Analysis should be read in conjunction with the 2014 Audited Financial Statements, and the 2013 Audited Financial Statements viewable at www.saewa.ca

Southern Alberta Energy from Waste Association is an organization registered under the Societies Act of Alberta; structured by an Executive Council (4) and Board of Directors (14) and Governance Committee (4).

Executive Council Members (4): Meetings held via tele-conference on the 2nd Friday Monthly

Chair – Kim Craig, Town of Coaldale
 Vice Chair – Paul Ryan, MD of Bighorn
 Secretary - Val Warnock, Town of Trochu
 Treasurer – Ben Armstrong, Wheatland County

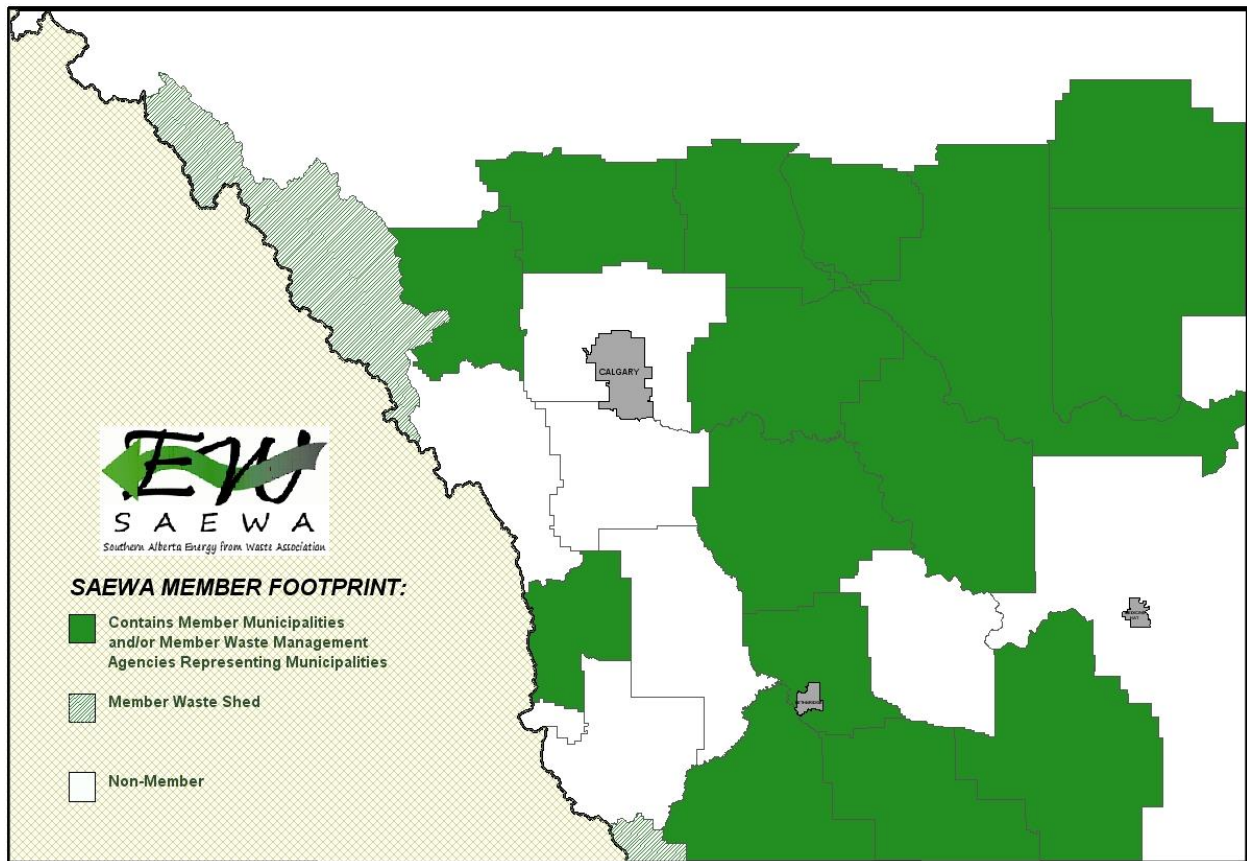
Board of Directors (14 total): Meetings held within Membership Footprint on the 4th Friday Monthly

Director – Ray Juska, Village of Duchess
 Director - Thomas Grant, Town of Vulcan
 Director - Ben Goetz, Village of Glenwood
 Director - Greg Sheppard, Special Areas
 Director - Tom White, Lethbridge County
 Director - Michel Jackson, Town of Black Diamond
 Director - George Piper, Village of Foremost
 Director - Dennis Cassie, Town of Coalhurst
 Director – Joe Watson, Town of Picture Butte
 Director – Rafael Zea, Village of Milo

2015 Board of Directors Meetings:

- January 02, 2015 – Town of Trochu, Trochu, AB
- January 30, 2015 – Wheatland County, Strathmore, AB
- February 20, 2015 – Town of Coaldale, Coaldale, AB
- March 27, 2015 – Brooks Regional Centennial Arena, Brooks, AB
- April 24, 2015 – AGM, Champion, AB
- May 29, 2015 – Lethbridge County, Lethbridge, AB
- June 26, 2015 – Town of Black Diamond, Black Diamond, AB
- July 31, 2015 – Town of Trochu, Trochu, AB
- August 28, 2015 – Town of Vulcan, Vulcan, AB
- September 25, 2015 – Lethbridge County, Lethbridge, AB
- October 23, 2015 – MD of Bighorn, Exshaw, AB
- November 27, 2015 – Brooks Regional Centennial Arena, Brooks, AB
- December 30, 2015 – Mountain View County, Olds, AB

SAEWA MEMBERSHIP & FOOTPRINT MAP –



FORWARD LOOKING INFORMATION:

Summary 2015 Final Quarter – 2016 Go Forward Statements: On completion of a very successful 2015 last quarter, SAEWA prepares for the 2016 1st quarter development undertakings to include unveiling the new website, Audit 2016, spring session waste audits, planning for AGM 2016, site feasibility planning, and completion of the investment ready Detailed Business Development Plan that is scheduled to be fully executable by June 2016; all developments necessary to implement to Phase III – IV critical development undertakings including site identification and technology.

SAEWA prepares to revisit the P3 Canada application intake for June 2016 upon completion of the Detailed Business Plan

SAEWA website design and development project will be completed end 2015 resulting in a website platform that is engaging, efficiently informs stakeholders and fully identifies the breadth of the project developments along the pathway to success.

SAEWA sets strategic planning by outlining (6) strategic goals and (7) key priorities identified as critical path that were captured within the Strategic Plan document. The document has been approved by the Board as an official record which was distributed to our stakeholders along with the Q2 Briefing Notes Summary. This document is viewable at: www.saewa.ca

SAEWA administration continues to pursue additional funding streams to ensure seamless implementation of critical path project developments including facilitation of waste stream characterization analysis study (2015 – 2016), technology identification, and site identification (2016-2017). Additional applications are in queue for 1st and 2nd Quarter – June 2016 funding deadline for submission dates diarized.

Energy is building at a rapid pace as we take an approach towards critical path. This momentum is continually creating momentum in interest of the project and membership resulting in increased requests for presentations to municipalities within and outside the membership footprint. This resulted in a Board directive to implement a “New and Returning Member Policy” which was completed and accepted by the Board as the SAEWA Membership Policy – viewable at: www.saewa.ca .

We will continue to maintain value for our stakeholders, keeping you connected to future developments moving forward.

Stay tuned!

For additional information please contact:

Chair, Kim Craig- Town of Coaldale @ C. 403-315-3468

Vice Chair, Paul Ryan, MD of Bighorn@ C.403-609-7465

Administration: Sherry Poole @ C. 403-563-5759 or contact us at: www.saewa.ca



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January 27, 2016

RE: FortisAlberta's Proposed Rates for 2016

FortisAlberta received approval from the Alberta Utilities Commission (AUC) in December for our 2016 rates, effective January 1st.

The table below illustrates the estimated monthly customer bill impacts for the different rate classes. FortisAlberta is required to flow through charges and refunds related to services provided by the Alberta Electric System Operator (AESO) and include taxes and fees set by municipal councils and the provincial government (A-1 Rider and Franchise Fees). Distribution is only one component of a customer’s electricity bill. In addition, the total bundled bill includes transmission, retail energy charges and riders. The retail energy charges will vary depending on whether you are on the RRO or a Competitive Contract.

Rate Class	Distribution (D) Rates Increase (Decrease) (%)	Transmission (T) Rates Increase (Decrease) (%)	DT Increase (Decrease) with Riders (%)	Total Electricity Bill Impacts (%)
Rate 11 - Residential	-9.0%	6.9%	-0.8%	-0.4%
Rate 21 - FortisAlberta Farm	-3.1%	6.2%	2.5%	1.6%
Rate 26 - FortisAlberta Irrigation	0.8%	11.7%	-12.6%	-9.0%
Rate 31 - Street Lighting (Investment Option)	-10.5%	3.5%	-7.5%	-6.8%
Rate 33 - Street Lighting (No Investment Option) – Rate Closed	-10.5%	3.5%	-2.7%	-2.2%
Rate 38 - Yard Lighting	-10.5%	3.5%	-5.7%	-5.0%
Rate 41 - Small General Service	7.4%	6.2%	10.9%	6.8%
Rate 44/45 - Oil & Gas Service	8.8%	5.8%	12.6%	7.5%
Rate 61 - General Service	20.9%	4.6%	12.5%	4.4%
Rate 63 - Large General Service	86.4%	-3.2%	22.9%	5.8%

In 2016, the distribution rate is recovering deferred distribution costs from 2013-2015 and forecasted costs in 2016 related to infrastructure and customer growth. In addition, FortisAlberta is continuing to invest in excess of \$300 million annually to connect new customers and maintain and upgrade the distribution electric system.

FortisAlberta was also approved to increase Maximum Investment levels (MILs) for 2016 as part of our Capital Investment Contribution Program. FortisAlberta provides these approved rate changes to give our municipal customers the opportunity to update their budgeting for this year.

Sincerely,

Enclosed: Approved Maximum Investment Levels for 2016

APPENDIX “B” – CUSTOMER CONTRIBUTIONS SCHEDULES

**Maximum Investment Levels for Distribution Facilities
When the Investment Term is 15 years or more
Effective January 2016**

Type of Service	Maximum Investment Level
Rate 11 Residential	\$2,328 per service
Rate 11 Residential Development	\$2,328 per service, less FortisAlberta’s costs of metering and final connection
Rate 21 FortisAlberta Farm and Rate 23 Grain Drying	\$5,817 base investment, plus \$833 per kVA of Peak Demand
Rate 26 Irrigation	\$5,817 base investment, plus \$926 per kW of Peak Demand
Rate 38 Yard Lighting	\$827 per fixture
Rate 31 Street Lighting (Investment Option)	\$2,717 per fixture
Rate 41 Small General Service	\$5,817 base investment, plus \$926 per kW of Peak Demand
Rate 45 Oil and Gas Service	\$5,817 base investment , plus \$926 per kW of Peak Demand FortisAlberta invests as required per unmetered to metered service conversion program.
Rate 61 General Service (less than or equal to 2 MW)	\$5,817 base investment , plus \$926 per kW for the first 150 kW, plus \$116 for additional kW of Peak Demand
Rate 63 Large General Service (over 2 MW) (Distribution Connected)	\$105 per kW of Peak Demand, plus \$115 per metre of Customer Extension

Note: Maximum investment levels are reduced if the expected investment term is less than 15 years.