



**TOWN OF CLARESHOLM**  
**PROVINCE OF ALBERTA**  
**REGULAR COUNCIL MEETING MINUTES**  
**APRIL 8, 2024**

**Place: Council Chambers**  
**Town of Claresholm Multi-Use Community Building, 111 – 55 Avenue West**  
**Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAtNL1KA/live>**

**COUNCIL PRESENT:** Mayor Brad Schlossberger, Councillors: Kieth Carlson, Rod Kettles, Kandice Meister, Diana Ross and Craig Zimmer

**ABSENT:** Councillor Mike Cutler

**STAFF PRESENT:** Chief Administrative Officer: Abe Tinney, Finance Assistant: Karine Keys, Director of Corporate Services: Blair Bullock

**MEDIA PRESENT:** None

**NOTICE OF RECORDING:** Mayor Schlossberger provided notice that live streaming and recording of the Council meeting would begin immediately at 7:00 p.m. and that recording would continue until such time as the meeting goes In Camera and/or is adjourned.

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

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

**CARRIED**

**MINUTES:** **REGULAR MEETING – MARCH 25, 2024**

Moved by Councillor Meister that the Regular Meeting Minutes of March 25, 2024 be accepted as presented.

**CARRIED**

**DELEGATION:** **GREGORY HARRIMAN & ASSOCIATES LLP – Erin Gregory, CPA, CA**  
**RE: 2023 Financial Statements**

Erin Gregory, CPA, CA from Gregory Harriman & Associated LLP presented the draft 2023 Financial Statements to Council virtually by Zoom.

**ACTION ITEMS:**

**1. REQUEST FOR DECISION: 2023 Reserve Transfers**

**MOTION #24-047** Moved by Councillor Meister to transfer out of reserve funds for 2023 operational and capital purposes in the amount of \$1,240,531 for the year ended December 31, 2023 as follows:

**Transfers from Operating Reserves**

General - \$5,133  
Policing - \$37,398  
Healthcare Professional Recruitment - \$1,793  
Economic Development - \$2,633  
Office - \$6,800

**Transfers from Capital Reserves**

Recreation - \$5,500  
Fire - \$44,385  
Parks and pathways - \$14,894  
Water and Sewer - \$499,632  
Land & Development - \$70,604  
Garbage and Recycling Equipment - \$551,759

**CARRIED**

**MOTION #24-048** Moved by Councillor Zimmer to transfer 2023 unrestricted surplus funds of \$1,691,787 to Reserves for the year ended December 31, 2023 as follows:

**Transfers to Operating Reserves**

General - \$36,853  
Policing Costs - \$56,060  
Healthcare Professional Recruitment - \$480  
Trust accounts - \$2,356  
Economic Development - \$840  
Office - \$23,834  
Fill dirt - \$11,174  
Cemetery - \$33  
Events - \$4,449

**Transfers to Capital Reserves**

General - \$82,676  
Arena - \$12,979  
Recreation - \$27,547  
Fire - \$69,996  
Parks and pathways - \$16,806

Water and sewer - \$891,916  
Land & Development - \$407,637  
Garbage & recycling equipment - \$17,331  
Acreage assessment - \$1,869  
Tamarack Subdivision - \$1,154  
Playground rehabilitation - \$461  
Enforcement vehicle - \$2,471  
Tax recovery land - \$544  
Cemetery - \$7,321  
Emergency Management - \$15,000

**CARRIED**

**2. REQUEST FOR DECISION: 2023 Audited Financial Statements**

MOTION #24-049 Moved by Councillor Kettles to accept the Audited Financial Statements for the year ended December 31, 2023 as presented.

**CARRIED**

MOTION #24-050 Moved by Councillor Carlson to appoint Gregory Harriman and Associates LLP as the Town of Claresholm Auditor for the 2024 fiscal year.

**CARRIED**

**3. REQUEST FOR DECISION: 2024 Final Budget**

MOTION #24-051 Moved by Councillor Meister to approve the 2024 Operational Budget as presented.

**CARRIED**

MOTION #24-052 Moved by Councillor Ross to approve the 2024 Capital Budget as presented.

**CARRIED**

**4. BYLAW #1783 – Land Use Bylaw Amendment**

**RE: 1<sup>st</sup> Reading**

Moved by Councillor Carlson to give Bylaw #1783, a Land Use Bylaw Amendment, 1<sup>st</sup> Reading.

**CARRIED**

**5. BYLAW #1784 – Special Tax Levy**

**RE: 1<sup>st</sup> Reading**

Moved by Councillor Kettles to give Bylaw #1784, a Special Tax Levy, 1<sup>st</sup> Reading.

**CARRIED**

MOTION #24-053 Moved by Councillor Ross to direct administration to prepare a public participation plan regarding Bylaw #1784 prior to 2<sup>nd</sup> Reading.

**CARRIED**

**6. DELEGATION RESPONSE: National Police Federation**

**RE: 2024 Budget Update**

Received for information.

**7. DELEGATION RESPONSE: Claresholm RCMP Detachment**

**RE: Quarterly Update**

MOTION #24-054 Moved by Councillor Zimmer to recommend the following priorities to the Claresholm RCMP Detachment for the 2024 fiscal year: traffic safety, police/community relations and public visibility, crime reduction and prevention of property crimes, and drug enforcement.

**CARRIED**

**8. CORRES: Hon. Ric McIver, Minister of Municipal Affairs**

**RE: Assessment Model Review**

Received for information.

**9. CORRES: President Tyler Gandam, Alberta Municipalities**

**RE: Political Parties**

MOTION #24-055 Moved by Councillor Meister to support the position of Alberta Municipalities regarding political parties in municipal politics.

**CARRIED**

**10. CORRES: Community Futures Alberta Southwest**

**RE: Board Opening**

Received for information.

**11. CORRES: Claresholm & District Transportation Society**

**RE: Letter of Support – Provincial Assisted Transportation Grant**

MOTION #24-056 Moved by Councillor Ross to direct Administration to write a letter of support towards the Claresholm & District Transportation Society's application to Healthy Aging Alberta's Provincial Assisted Transportation Project Grant for the purpose of expanding their services in the Claresholm area, assisting low-income seniors with a subsidized service to access the services they need.

**CARRIED**

**12. CORRES: 4-H Beef Club  
RE: Sponsorship Request**

MOTION #24-057 Moved by Councillor Carlson to support the Claresholm 4-H Beef Club's annual achievement day at the Claresholm Community Centre on June 25, 2024 with a donation of \$450.

**CARRIED**

**13. CORRES: Lisa Darch  
RE: Skatepark Bleachers**

MOTION #24-058 Moved by Councillor Ross to allow Lisa Darch to sand and refinish the skatepark bleachers once they have been inspected for safety and to have Public Works relocate the bleachers to the new location when appropriate.

**CARRIED**

**14. REQUEST FOR DECISION: Water Shortage Response Plan**

MOTION #24-059 Moved by Councillor Zimmer to direct administration to complete a supplementary pumping strategy for the Pine Coulee Reservoir, at a cost not to exceed \$20,800 plus GST, with a 50% contribution from the M.D. of Willow Creek, and that expenses come from Water and Sewer Utility Operating Reserves.

**CARRIED**

**15. REQUEST FOR DIRECTION: Taxi Tokens**

MOTION #24-060 Moved by Councillor Kettles to refer the Taxi Token Program Policy to the Administrative Services Committee to explore policy update options in consideration of increased taxi costs.

**CARRIED**

**16. FINANCIAL REPORT: Statement of Operations – March 31, 2024**

Moved by Councillor Ross to accept the Consolidated Statement of Operations for the month ended March 31, 2024 as presented.

**CARRIED**

**17. INFORMATION BRIEF: Council Committee Report**

Received for information.

**18. INFORMATION BRIEF: Council Resolution Status**

Received for information.

**19. ADOPTION OF INFORMATION ITEMS**

Moved by Councillor Meister to adopt the information items as presented.

**CARRIED**

**20. IN CAMERA:**

- a. Advice from Officials – FOIP Section 24
- b. Land – FOIP Section 16

Moved by Councillor Ross to go In Camera at 8:10 p.m. for the following items:

- a. Advice from Officials – FOIP Section 24
- b. Land – FOIP Section 16

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor Schlossberger stated that the live stream has ended at 8:11 p.m.

Moved by Councillor Meister to come out of In Camera at 8:34 p.m.

**CARRIED**

**NOTICE OF RECORDING:** Mayor Schlossberger provided notice that live streaming and recording of the Council meeting would begin again at 8:34 p.m.

**ADJOURNMENT:** Moved by Councillor Carlson that the meeting adjourn at 8:34 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor Schlossberger noted that recording ceased at 8:34 p.m.

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Mayor – Brad Schlossberger

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Chief Administrative Officer – Abe Tinney