



**TOWN OF CLARESHOLM**  
**PROVINCE OF ALBERTA**  
**REGULAR COUNCIL MEETING MINUTES**  
**AUGUST 13, 2018**

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

**COUNCIL PRESENT:** Mayor Doug MacPherson; Councillors: Kieth Carlson, Gaven Moore, Brad Schlossberger, Lise Schulze and Craig Zimmer

**ABSENT:** Councillor Donna Courage

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

**MEDIA PRESENT:** Rob Vogt, Claresholm Local Press

**NOTICE OF RECORDING:** Mayor MacPherson 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 Doug MacPherson

**AGENDA:** Moved by Councillor Zimmer for unanimous consent to add the following to the Agenda:

**COUNCIL RESIGNATION**

**21. REQUEST FOR DECISION: By-Election**

**CARRIED**

Moved by Councillor Schulze that the Agenda be accepted as amended.

**CARRIED**

**COUNCIL RESIGNATION**

Mayor Doug MacPherson announced that effective today, August 13, 2018, Councillor Donna Courage has resigned from Town Council.

**MINUTES: REGULAR MEETING – JULY 16, 2018**

Moved by Councillor Zimmer that the Regular Meeting Minutes of July 16, 2018 be accepted as presented.

**CARRIED**

**DELEGATIONS:**

**1. JOHN BARLOW, Member of Parliament for Foothills**  
**RE: Update**

John Barlow was present to speak to Council. He has been travelling around and speaking with constituents and the biggest issue he is hearing about is rural crime. He has heard many comments and suggestions through Town Halls and hopes to submit them to the House of Commons. Carbon tax and legalization of cannabis are also big issues. John wanted to know if Council had any concerns. Some discussion took place regarding mental health funding and infrastructure funding.

**2. CLARESHOLM RCMP DETACHMENT – Sergeant Greg Stannard**  
**RE: Introduction to Council**

Sergeant Greg Stannard from the Claresholm RCMP Detachment is the new Sergeant in Claresholm and came to visit with Council and introduce himself. He spoke about rural crime as well, and is working on splitting out information between rural and urban. Discussion took place about highway traffic and increasing enforcement.

**3. CLARESHOLM & DISTRICT CITIZENS ON PATROL SOCIETY**  
**RE: Information & Request for Financial Support**

Pamela Gilchrist appeared on behalf of Claresholm & District Citizens on Patrol Society. Extended eyes and ears of the local police agencies. They do meet regularly with the RCMP to find out where the hot spots are, and they keep in touch each time they are on patrol. They are asking for financial support to help to pay for fuel for their vehicles as they cover Claresholm, the industrial airport and the Town of Stavely. They would also like to produce some more promotional materials. Stavely has supported them as well as the Claresholm Lions and Agrium. They are actively searching for volunteers.

**ACTION ITEMS:**

**1. BYLAW #1651 – Cannabis Retail Stores**  
**RE: 1<sup>st</sup> Reading**

Moved by Councillor Moore to give Bylaw #1651 regarding a Land Use Bylaw amendment 1<sup>st</sup> Reading.

**CARRIED**

2. **CORRES: Hon. Rachel Notley, Premier of Alberta**  
**RE: Thank you for your support of the Trans Mountain Pipeline Project**

Received for information.

3. **CORRES: Hon. Shaye Anderson, Minister of Municipal Affairs**  
**RE: Ministerial Order No. MSL:047/18**

Received for information.

4. **CORRES: Hon. Shaye Anderson, Minister of Municipal Affairs**  
**RE: Gas Tax Fund (GTF)**

Received for information.

5. **CORRES: Hon. Shaye Anderson, Minister of Municipal Affairs**  
**RE: 2018/19 Fire Services Training Program Grant**

Received for information.

6. **CORRES: Government of Alberta**  
**RE: Update to Stakeholders on the Legalization of Cannabis**

Received for information.

7. **CORRES: Alberta Justice and Solicitor General**  
**RE: Changes to the Peace Officer Program**

Received for information.

8. **CORRES: Fortis Alberta**  
**RE: Save Energy Grant**

Received for information.

9. **CORRES: ATCO Gas Distribution**  
**RE: 2018 Franchise Fee Forecast Update**

Received for information.

10. **CORRES: The Bridges at Claresholm Golf Club**  
**RE: CFEP Grant – Letter of Support**

MOTION #18-117

Moved by Councillor Zimmer to write a letter of support for the Bridges at Claresholm Golf Club's application for a Community Facility Enhancement Program (CFEP) Grant for the purpose of making upgrades to the Clubhouse.

**CARRIED**

11. **REQUEST FOR DECISION: 2018 Sanitary Sewer Replacement**

Brian Kindt, Project Manager for WSP Canada Inc., engineers for the sanitary sewer project, was present to speak to the type of pipe they are proposing for this project. This product will significantly reduce the cost of the project.

MOTION #18-118

Moved by Councillor Schlossberger to award the contract to Elite Site Services for the 2018 Sanitary Sewer Replacement Project for the tender amount of \$1,523,300 plus GST along with the change order to reduce the contract by \$400,000 and approve the over budget costs to a maximum of \$140,000 to be funded out of MSI Capital Grant Funding.

**CARRIED**

12. **REQUEST FOR DECISION: Lease Agreements – Multi-use Community Building**

MOTION #18-119

Moved by Councillor Moore to sign the letter of understanding with Learn-A-Lot Playschool for the purpose of the location change from 221 – 45 Avenue West to 5318 – 2 Street West for the terms of the existing lease agreement upon completion/occupancy of the Multi-Use Community Building.

**CARRIED**

MOTION #18-120

Moved by Schulze to sign the letter of understanding with the Claresholm Child Care Society for the purpose of the location change from 221 – 45 Avenue West to 5318 – 2 Street West for the terms of the existing lease agreement upon completion/occupancy of the Multi-Use Community Building.

**CARRIED**

13. **REQUEST FOR DECISION: Library 2019 CFEP Project Funding Request**

MOTION #18-121

Moved by Councillor Carlson to table discussion on the request from the Claresholm Library Board for a letter of support for their CFEP grant application to the next regular Council meeting on September 10, 2018.

**CARRIED**

**14. REQUEST FOR DECISION: Arena Advertising Policy Update**

MOTION #18-122 Moved by Councillor Schulze to adopt Policy #REC 08-18, the Arena Advertising Policy, effective August 13, 2018.

**CARRIED**

**15. REQUEST FOR DECISION: Property Tax Penalty Appeal – Wicks**

MOTION #18-123 Moved by Councillor Carlson to deny forgiveness of penalties on property taxes as requested on the property located at 5231 – 4<sup>th</sup> Street West.

**CARRIED**

**16. REQUEST FOR DECISION: Property Tax Penalty Appeal – Trans Source Drilling**

MOTION #18-124 Moved by Councillor Carlson to deny forgiveness of penalties on property taxes as requested on the property located at 21 Saskatchewan Crescent.

**CARRIED**

**17. REQUEST FOR DECISION: Lands for Walking Paths**

MOTION #18-125 Moved by Councillor Zimmer to donate \$5,000 to the Willow Creek Agricultural Society in compensation for the removal of approximately 13,050 square feet from their leased lands for the purpose of constructing a new pathway from 59<sup>th</sup> (Division) Avenue to Derochie Drive along 8<sup>th</sup> Street West.

**CARRIED**

**18. REQUEST FOR DECISION: Old Water Treatment Plant Lands**

MOTION #18-126 Moved by Councillor Moore to accept the bid by Jeff Richards for the old water treatment plant property located at 4;28;12;23;NE (16.58 acres) in the amount of \$200,001.00.

**CARRIED**

**19. REQUEST FOR DECISION: Multi-use Community Building Project**

MOTION #18-127 Moved by Councillor Schlossberger to enter into a contract with Mike Mahaffy Consulting for Project Management for the Multi-Use Community Building project on a per diem basis.

**CARRIED**

MOTION #18-128 Moved by Councillor Zimmer to accept the scope change proposal from BRZ Partnership Architecture Inc. for the continuation of the Multi-use Community Building renovation project in the amount of \$287,000.00.

**CARRIED**

**20. REQUEST FOR DECISION: Draft Strategic Plan**

MOTION #18-129 Moved by Councillor Schulze to table discussion on the draft Strategic Plan 2017/2018 to 2021/2022 to the next regular Council meeting of September 10, 2018.

**CARRIED**

**21. REQUEST FOR DECISION: By-Election**

MOTION #18-130 Moved by Councillor Schlossberger to hold a by-election for the position of one (1) Councillor on Monday, October 15, 2018 from 10:00 a.m. to 8:00 p.m. with the polling station being at the Claresholm Community Centre located at 5920 – 8<sup>th</sup> Street West.

**CARRIED**

MOTION #18-131 Moved by Councillor Zimmer to hold the advance vote for the By-Election on Thursday, October 11, 2018 from 2:00 p.m. to 8:00 p.m. at the Claresholm Community Centre located at 5920 – 8<sup>th</sup> Street West.

**CARRIED**

MOTION #18-132 Moved by Councillor Carlson to hold an institutional vote for the By-Election on Monday, October 15, 2018 at the Claresholm General Hospital, Willow Creek Continuing Care Centre, Porcupine Hills Lodge, Cottonwood Village, Heritage Manor and Parkside Manor.

**CARRIED**

MOTION #18-133 Moved by Councillor Zimmer to appoint Karine Wilhauk as Chief Returning Officer and Marian Carlson and Blair Bullock as Deputy Chief Returning Officers for the By-Election.

**CARRIED**

**22. FINANCIAL REPORT: Statement of Operations – July 31, 2018**

Moved by Councillor Schlossberger to accept the Consolidated Statement of Operations for the month ended July 31, 2018 as presented.

**CARRIED**

**23. INFORMATION BRIEF: Enabling Accessibility Fund**

Received for information.

**24. INFORMATION BRIEF: Planning for Growth Project**

Received for information.

**25. INFORMATION BRIEF: CAO Report**

Received for information.

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

Received for information.

**27. ADOPTION OF INFORMATION ITEMS**

Moved by Councillor Schulze to accept the information items as presented.

**CARRIED**

**28. IN CAMERA:**

a. **LEGAL – FOIP Section 27**

b. **LEGAL – FOIP Section 27**

c. **LEGAL – FOIP Section 27**

d. **LAND – FOIP Section 16.1**

e. **PERSONNEL – FOIP Section 17**

f. **ADVICE FROM OFFICIALS – FOIP Section 24.1(b)(i)**

Moved by Councillor Moore to go In Camera at 9:00 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor MacPherson stated that the live stream has ended at 9:00 p.m.

Moved by Councillor Moore to come out of In Camera at 10:20 p.m.

**CARRIED**

**NOTICE OF RECORDING:** Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 10:20 p.m.

c. **LEGAL – FOIP Section 27**

MOTION #18-134 Moved by Councillor Schlossberger to rescind motion #18-104 made June 25, 2018 regarding the demolition of the tax recovery property located at 4712 – 2<sup>nd</sup> Street West and to offer the property for sale at the appraised value.

**CARRIED**

e. **PERSONNEL – FOIP Section 17**

MOTION #18-135 Moved by Councillor Zimmer that as per the Fair Hiring Policy, Council supports the hiring of Payton Watt, who is a relative of a current employee of the Town, for a junior lifeguard position.

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Moore that the meeting adjourn at 10:22 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor MacPherson noted that recording ceased at 10:22 p.m.

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Mayor – Doug MacPherson

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Chief Administrative Officer – Marian Carlson