



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
JULY 15, 2019

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 Schultz and Craig Zimmer

ABSENT: Councillor Mike Cutler

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

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 MacPherson.

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

CARRIED

MINUTES: **REGULAR MEETING – JUNE 24, 2019**

Moved by Councillor Zimmer that the Regular Meeting Minutes of June 24, 2019 be accepted as presented.

CARRIED

ACTION ITEMS:

1. BYLAW #1670 – ATB Operational Borrowing Bylaw
RE: 2nd & 3rd Readings

Moved by Councillor Schulze to give Bylaw #1670, the ATB Operational Borrowing Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Moore to give Bylaw #1670, the ATB Operational Borrowing Bylaw, 3rd & Final Reading.

CARRIED

2. BYLAW #1671 – AMSC Operational Borrowing Bylaw
RE: 2nd & 3rd Readings

Moved by Councillor Carlson to give Bylaw #1671, the AMSC Operational Borrowing Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Schlossberger to give Bylaw #1671, the AMSC Operational Borrowing Bylaw, 3rd & Final Reading.

CARRIED

3. BYLAW #1672 – Designated Officers Bylaw
RE: 2nd & 3rd Readings

Moved by Councillor Schulze to give Bylaw #1672, the Designated Officers Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Zimmer to give Bylaw #1672, the Designated Officers Bylaw, 3rd & Final Reading.

CARRIED

4. BYLAW #1673 – Water & Sewer Utility Bylaw Amendment
RE: 1st Reading

Moved by Councillor Carlson to give Bylaw #1673, the Water & Sewer Utility Bylaw Amendment, 1st Reading.

CARRIED

5. BYLAW #1674 – Borrowing Bylaw
RE: 1st Reading

Moved by Councillor Schlossberger to give Bylaw #1674, a borrowing bylaw, 1st Reading.

CARRIED

6. CORRES: Alberta Municipal Affairs
RE: Ministry of Municipal Affairs' 2018-19 Annual Report

Received for information.

7. **CORRES: Town of Pincher Creek**
RE: Pincher Creek Fair & Rodeo – August 17, 2019

Received for information.

8. **CORRES: Claresholm Fire Department**
RE: Request for Donation – Fire Department Golf Tournament

MOTION #19-104 Moved by Councillor Carlson to support the Claresholm Fire Department's Annual Fundraising Golf Tournament on August 17, 2019 with a donation of \$150 along with some promotional items.

CARRIED

9. **VERBAL BRIEFING: MD of Willow Creek & Alberta Environment Meeting**

Marian Carlson, CAO updated Council on a meeting at the MD Office held recently where Alberta Environment outlined their concerns regarding water levels within Pine Coulee, which has been reducing since 2015.

10. **REQUEST FOR DECISION: Granum Water Contract**

MOTION #19-105 Moved by Councillor Schulze to direct Administration to give notice of updated unit rates for water to the Town of Granum as per the Town of Claresholm Water Supply Agreement dated January 28, 2009 with the Town of Granum and the MD of Willow Creek #26.

CARRIED

11. **REQUEST FOR DECISION: Annexation**

MOTION #19-106 Moved by Councillor Schlossberger to proceed with the intent for annexation for the land located at 4;27;12;23;SE from the MD of Willow Creek No. 26 to the Town of Claresholm.

CARRIED

12. **REQUEST FOR DECISION: Water Servicing Agreement Amendment**

MOTION #19-107 Moved by Councillor Carlson to amend the Master Water Servicing Agreement to extend the Town of Claresholm's commercial water rate to the property located at short legal 4;27;12;23;SE for a period of two years in anticipation of a completed annexation.

CARRIED

13. **REQUEST FOR DECISION: South Saskatchewan Regional Plan Compliance Declaration**

MOTION #19-108 Moved by Councillor Zimmer to submit the Declaration to the Land Use Secretariat in regards to compliance with the South Saskatchewan Regional Plan.

CARRIED

14. **REQUEST FOR DECISION: Policy Manual Review & Update - Council**

MOTION #19-109 Moved by Councillor Moore to adopt the updated Town Policies as follows, effective July 15, 2019:

- 2.0.01 – Regular Council Meetings (Previously COUN 03-08))
- 2.0.05 – Council Representation on Community Boards and Committees (Previously COUN 02-98)
- 2.0.10 – Returning Items to the Agenda (Previously COUN 12-03)
- 2.0.15 – Convention Delegate Expenses (Previously COUN 11-07)
- 2.1.01 – Public Participation (Previously COUN 05-18(a))
- 2.1.05 – Streaming and Recording of Council Meetings (Previously COUN 05-18)
- 2.1.10 – Delegations to Council (Previously COUN 12-07).

CARRIED

MOTION #19-110 Moved by Councillor Schlossberger to repeal Policy 2.0.50 – Chief Administrative Officer (Previously COUN 10-97).

CARRIED

15. **REQUEST FOR DECISION: Policy Manual Review & Update - CPO**

MOTION #19-111 Moved by Councillor Zimmer to adopt the Town Policies as follows, effective July 15, 2019:

- 5.3.20 – Exhibits Handling Policy
- 5.3.30 – CPO Complaint Process Policy
- 5.3.35 – CPO Safety Policy

CARRIED

16. **REQUEST FOR DECISION: Policy Manual Review – Staff Training & Development**

MOTION #19-112 Moved by Councillor Moore to adopt the amended policy 1.1.50 – Staff Training and Development (v1.1), effective July 15, 2019.

CARRIED

17. REQUEST FOR DECISION: Contract Resolution

MOTION #19-113 Moved by Councillor Schlossberger to settle the legal matter with Tenato Strategy Inc. for \$20,000 as per the settlement terms and to be funded from general operational reserves.

CARRIED

18. REQUEST FOR DECISION: 2019 AUMA Convention

Members of Council will let Administration know in the next week if they plan to attend the 2019 AUMA Convention or not.

19. REQUEST FOR DIRECTION: Painting of Center Line on Roads

MOTION #19-114 Moved by Councillor Schulze to approve the painting of traffic lines in the described areas as presented.

CARRIED

20. REQUEST FOR DECISION: Dog Poop Bag Dispensers

MOTION #19-115 Moved by Councillor Schlossberger to install dog poop bag dispensers at the entrance to Kin Trail just off 8th Street West and at the entrance to the Frog Creek Wetlands and to supply bags for the dispensers going forward.

CARRIED

21. REQUEST FOR DIRECTION: AUMA Convention & RCMP 'K' Division

Council indicated that no meeting is being requested at this time.

22. FINANCIAL REPORT: Statement of Operations – June 30, 2019

Moved by Councillor Zimmer to accept the Consolidated Statement of Operations for the month ended June 30, 2019 as presented.

CARRIED

23. INFORMATION BRIEF: MD of Willow Creek Circulation- Application

Received for information.

24. INFORMATION BRIEF: Council Resolution Status

Received for information.

25. ADOPTION OF INFORMATION ITEMS

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

CARRIED

26. IN CAMERA:

a. LAND – FOIP Section 16.1

b. LAND – FOIP Section 16.1

c. Confidential Evaluations – FOIP Section 19.1

Moved by Councillor Zimmer to go In Camera at 7:57 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson stated that the live stream has ended at 7:57 p.m.

Moved by Councillor Moore to come out of In Camera at 8:19 p.m.

CARRIED

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 8:19 p.m.

CARRIED

b. Confidential Evaluations – FOIP Section 19.1

MOTION #19-116 Moved by Councillor Schlossberger to appoint Sheila Karsten to the Claresholm & District FCSS Board.

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 8:20 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 8:20 p.m.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson