



**TOWN OF CLARESHOLM**  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING MINUTES  
MARCH 25, 2019

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

**COUNCIL PRESENT:** Mayor Doug MacPherson; Councillors: Kieth Carlson, Mike Cutler, Gaven Moore, Brad Schlossberger and Lise Schulze.

**ABSENT:** Councillor Craig Zimmer

**STAFF PRESENT:** Director of Corporate Services: Blair Bullock, 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 Doug MacPherson.

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

**CARRIED**

**MINUTES:** **REGULAR MEETING – MARCH 11, 2019**

Moved by Councillor Cutler that the Regular Meeting Minutes of March 11, 2019 be accepted as presented.

**CARRIED**

**OATH OF OFFICE:** **RYAN RASMUSSEN, Peace Officer – by Karen M. Linderman LL.B.**

Ryan Rasmussen took the Oath of Office for Peace Officers from the Public Security Peace Officer Program as prescribed by the Alberta Solicitor General's Office, and administered by Karen M. Linderman LL.B.

**DELEGATION:**

1. **AVAIL LLP – Darren Adamson, CPA, CA**  
**RE: 2018 Financial Statements**

Darren Adamson, CPA, CA from Avail LLP presented the 2018 Audited Financial Statements to Council.

**ACTION ITEMS:**

1. **REQUEST FOR DECISION: 2018 Reserve Transfers**

**MOTION #19-034** Moved by Councillor Cutler to transfer unrestricted funds of \$285,085 to Reserves for the year ended December 31, 2018 as follows:

**Transfers to Operating Reserves**

- Planning and Development – \$10,000
- Economic Development – \$29,000
- General – \$4,103
- Debt reduction – \$2,930
- Trust accounts – \$782
- Office – \$438
- Fill dirt – \$174
- Museum – \$152
- Cemetery – \$11

**Transfers to Capital Reserves**

- Land & Development – \$201,235
- Arena – \$13,990
- General – \$5,346
- Multi-use Community Building – \$3,030
- Fire Truck - \$2,418
- Parks and pathways - \$2,155
- Water and sewer – \$6,116
- Garbage & recycling equipment – \$992
- Acreage assessment - \$620
- Tamarack Subdivision - \$383
- Playground rehabilitation – \$761
- Enforcement vehicle - \$251
- Tax recovery land - \$181
- Museum - \$18

**CARRIED**

**2. REQUEST FOR DECISION: 2018 Audited Financial Statements**

MOTION #19-035 Moved by Councillor Schlossberger to accept the Audited Financial Statements for the year ended December 31, 2018 as presented.

**CARRIED**

**DELEGATION:**

**2. BENCHMARK ASSESSMENTS – Logan Wehlage  
RE: 2018 Assessments**

Logan Wehlage from Benchmark Assessments Inc. was present to speak to Council regarding the 2018 assessment roll.

**ACTION ITEMS:**

**3. BYLAW #1650 – Cemetery  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**

Moved by Councillor Moore to give Bylaw #1650, the Cemetery Bylaw, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Carlson to give Bylaw #1650, the Cemetery Bylaw, 3<sup>rd</sup> & Final Reading.

**CARRIED**

**4. BYLAW #1664 – Intermunicipal Subdivision & Development Appeal Board**

Moved by Councillor Schlossberger to give Bylaw #1664, the Intermunicipal Subdivision & Development Appeal Board Bylaw, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Schulze to give Bylaw #1664, the Intermunicipal Subdivision & Development Appeal Board Bylaw, 3<sup>rd</sup> & Final Reading.

**CARRIED**

**5. CORRES: Alberta Environment & Parks  
RE: New Lead & Manganese MACs in *Guidelines for Canadian Drinking Water Quality***

Received for information.

**6. CORRES: Canadian Fallen Heroes Foundation  
RE: Request for Sponsorship**

MOTION #19-036 Moved by Councillor Moore to support the Canadian Fallen Heroes Foundation's Metal Art Memorials project for the 2019 year in the amount of \$500.

**CARRIED**

**7. CORRES: The Friends of the Claresholm & District Museum  
RE: Letter of Support**

MOTION #19-037 Moved by Councillor Schulze to write a letter of support for The Friends of the Claresholm & District Museum's application for an Alberta Culture Days grant for activities to be held on September 29, 2019 at the Claresholm Community Centre.

**CARRIED**

**8. CORRES: Claresholm Skatepark Association  
RE: Possible Locations for Skatepark**

MOTION #19-038 Moved by Councillor Moore to support the location of Moffat Park for the new Claresholm Skatepark from the options presented by the Claresholm Skatepark Association.

**CARRIED**

**9. REQUEST FOR DECISION: Sponsorship Plaque / Memorial Policy**

Referred to Administration for amendment prior to adoption.

**10. REQUEST FOR DECISION: Name for Stormwater Management Facility**

MOTION #19-039 Moved by Councillor Schulze to adopt "Frog Creek Wetlands" as the name for the Town of Claresholm Stormwater Management Facility.

**CARRIED**

**11. REQUEST FOR DECISION: SouthGrow Membership**

MOTION #19-040 Moved by Councillor Schlossberger to become a member municipality of South Grow Regional Initiative.

**CARRIED**

**12. REQUEST FOR DECISION: Policy Manual Review**

MOTION #19-041 Moved by Councillor Cutler to adopt the updated new Town Policies as follows, effective March 25, 2019:

- Policy 1.0.01 – Hiring Policy (Version 1.1)
- Policy 1.1.01 – Benefits Policy (Version 1.0)
- Policy 1.1.03 – Benefit Continuance While On Leave (Version 1.0)
- Policy 1.1.09 – Retiring Employee’s Life Insurance (Version 1.0)
- Policy 1.1.10 – Pension Policy (Version 1.0)
- Policy 1.1.20 – Town Owned Vehicles (Version 1.0)
- Policy 1.1.22 – Personal Vehicle Usage & Compensation (Version 1.0)
- Policy 1.1.25 – Cell Phone for Business Use (Version 1.0)
- Policy 1.1.30 – Employee Christmas Bonus (Version 1.0)
- Policy 1.1.50 – Staff Training and Development (Version 1.0)
- Policy 1.1.52 – Aquatic Centre Training (Version 1.0)

**CARRIED**

MOTION #19-042 Moved by Councillor Carlson to rescind the following Town policies effective March 25, 2019:

- Policy 1.1.51 – Conference Attendance (Previously GA 09-08(a))
- Policy 1.1.60 – Purchasing Town Property (Previously GA 09-08(a))

**CARRIED**

MOTION #19-043 Moved by Councillor Schlossberger to adopt the updated Policy 5.2.15 – Electronic Community Sign Usage (Version 1.0) and to rescind the related policy, Policy 5.6.21 – Welcome to Claresholm Signs policy (Previously CEDC 02-94) effective March 25, 2019 as presented.

**CARRIED**

**13. REQUEST FOR DECISION: Chinook Intermunicipal SDAB Appointments**

Moved by Councillor Moore to go In Camera as per Section 19.1, FOIP to discuss this issue of Confidential Evaluations at 8:19 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor MacPherson stated that the live stream has ended at 8:19 p.m.

Moved by Councillor Schulze to come out of In Camera at 8:25 p.m.

**CARRIED**

**NOTICE OF RECORDING:** Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 8:25 p.m.

MOTION #19-044 Moved by Councillor Schulze to appoint Darcy Erickson as a member at large, and Councillor Gaven Moore as a Council member to the Chinook Intermunicipal Subdivision and Development Appeal Board.

**CARRIED**

**14. REQUEST FOR DIRECTION: MD of Willow Creek Land Use Bylaw Amendment**

Moved by Councillor Schlossberger to go In Camera as per Section 21, FOIP to discuss this issue of Intergovernmental Relations at 8:30 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor MacPherson stated that the live stream has ended at 8:30 p.m.

Moved by Councillor Cutler to come out of In Camera at 8:55 p.m.

**CARRIED**

**NOTICE OF RECORDING:** Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 8:55 p.m.

MOTION #19-045 Moved by Councillor Schulze to request that Gavin Scott, Planner speak on the Town’s behalf on March 26, 2019 at the public hearing being held by the MD of Willow Creek, to request that the MD defer passage of their proposed land use bylaw changes until the superseding document of the Intermunicipal Development Plan between the MD of Willow Creek and the Town of Claresholm has been adopted.

**CARRIED**

**15. INFORMATION BRIEF: AUMA Resource Communities of Canada Coalition**

Referred to Administration to draft a letter to AUMA outlining the Town’s position.

**16. INFORMATION BRIEF: Rain Barrel Program**

Council directed Administration to consult with local businesses on the proposed Rain Barrel Program.

**17. INFORMATION BRIEF: CAO Report**

Council directed Administration to look into the possibility of installing a new columbarium at the cemetery in 2019.

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

Received for information.

**19. ADOPTION OF INFORMATION ITEMS**

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

**ADJOURNMENT:** Moved by Councillor Carlson that the meeting adjourn at 9:21 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor MacPherson noted that recording ceased at 9:21 p.m.

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Mayor – Doug MacPherson

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Chief Administrative Officer – Marian Carlson