



**Claresholm**

**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING MINUTES  
MAY 13, 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, Lise Schultz and Craig Zimmer

**ABSENT:** None

**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 Cutler that the Agenda be accepted as presented.

**CARRIED**

**MINUTES:** **REGULAR MEETING – APRIL 23, 2019**

Moved by Councillor Zimmer that the Regular Meeting Minutes of April 23, 2019 be accepted as presented.

**CARRIED**

**PUBLIC HEARINGS:**

**1. BYLAW #1665 – Land Use Bylaw Amendment**

Moved by Councillor Carlson to adjourn the regular meeting to hold the Public Hearings at 7:02 p.m.

**CARRIED**

Moved by Councillor Carlson to open the Public Hearings regarding Bylaw #1665 and Bylaw #1666 at 7:02 p.m.

**CARRIED**

Gavin Scott, Planner from the Oldman River Regional Services Commission, spoke regarding the proposed change of some parcels of land being rezoned from Industrial – I1 to Service Industrial – I2.

Mayor MacPherson opened the floor to individuals for comment.

George Toth has owned property in this area for 18 years.

Gavin Scott indicated that Mr. Toth's business is considered to be light manufacturing which fits within the new zoning. Any changes would need to go through the regular channels going forward but does not affect him.

No other requests were received from the public regarding Bylaw #1665.

**2. BYLAW #1666 – Land Use Bylaw Amendment**

Gavin Scott spoke about the reasons for this bylaw, which is to make updates to the Land Use Bylaw. Some clarification and clean-up was required.

Mayor MacPherson opened the floor to individuals for comment.

No requests were received from the public regarding Bylaw #1666.

Moved by Councillor Schulze to close the Public Hearings at 7:07 p.m.

Moved by Councillor Zimmer to reconvene to the regular meeting at 7:08 p.m.

**DELEGATION:**

**CLARESHOLM & DISTRICT TRANSPORTATION SOCIETY**

**RE: Future of the Transportation Society**

Howard Paulson, Chair of the Claresholm & District Transportation Society, was present to speak to Council to discuss the future of the Transportation Society in the community. Brydon Saunders, another member of the board, as well as Shirley Isaacson and Sandy Hillis were present as staff.

Ridership is down and they are finding it difficult to continue operating. They have looked at possible funding but most funding is strictly for capital and they are short of operating costs. They need a steady stream of funding coming in in order to maintain the society. They would like a letter of support to government organizations and need approximately \$10,000 more this year.

**ACTION ITEMS:**

**1. BYLAW #1665 – Land Use Bylaw Amendment  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**

Moved by Councillor Schlossberger to give Bylaw #1665, a land use bylaw amendment, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Zimmer to give Bylaw #1665, a land use bylaw amendment, 3<sup>rd</sup> & Final Reading.

**CARRIED**

**2. BYLAW #1666 – Land Use Bylaw Amendment  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**

Moved by Councillor Carlson to give Bylaw #1666, a land use bylaw amendment, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Cutler to give Bylaw #1666, a land use bylaw amendment, 3<sup>rd</sup> & Final Reading.

**CARRIED**

**3. REQUEST FOR DECISION: 2019 Budget Update – Final**

MOTION #19-061

Moved by Councillor Schulze to approve the updated 2019 operating and capital budget as presented.

**CARRIED**

**4. BYLAW #1668 – 2019 Mill Rate Bylaw  
RE: All Readings**

Moved by Councillor Schlossberger to give Bylaw #1668, the 2019 Mill Rate Bylaw, 1<sup>st</sup> Reading.

**CARRIED**

Moved by Councillor Moore to give Bylaw #1668, the 2019 Mill Rate Bylaw, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Carlson to give unanimous consent to give Bylaw #1668, the 2019 Mill Rate Bylaw, 3<sup>rd</sup> and Final Reading at this meeting.

**CARRIED**

Moved by Councillor Cutler to give Bylaw #1668, the 2019 Mill Rate Bylaw, 3<sup>rd</sup> and Final Reading.

**CARRIED**

**5. DELEGATION RESPONSE: Youth Justice Committee of Alberta Southwest  
RE: Introduction**

MOTION #19-062

Moved by Councillor Schlossberger to support the Youth Justice Committee of Alberta Southwest's project of positive ticketing in Claresholm by using the community peace officer to hand out positive tickets and using the Town Office as a redemption point for tickets to gift certificates.

**CARRIED**

**6. DELEGATION RESPONSE: Claresholm Minor Baseball  
RE: Upgrades to Baseball Facilities**

Council indicated that they would like to create an ad-hoc committee that will work to come up with the best plan for all going forward. Discussion on the subject to be postponed to the next regular meeting.

**7. CORRES: Alberta Urban Municipalities Association  
RE: Summer 2019 Municipal Leaders' Caucus**

All of Council indicated that they would like to attend.

**8. CORRES: Alberta SouthWest Regional Economic Development  
RE: Invitation to AGM – June 5, 2019**

Councillor Schlossberger, Mayor MacPherson and Economic Development Officer Brady Schnell to attend the AGM.

**9. CORRES: Southern Alberta Recreation Association  
RE: 2021 Southern Alberta Summer Games**

Received for information.

**10. CORRES: Claresholm & District Museum  
RE: 50<sup>th</sup> Anniversary Celebration – May 17, 2019**

Mayor MacPherson will bring greetings on behalf of the Town along with any members of Council who can attend.

**11. CORRES: Indoor Walking Group  
RE: Funding for 2018-2019**

MOTION #19-063 Moved by Councillor Schulze to support the Indoor Walking Group with a grant of \$1,000 for the October 2018 to March 2019 season to be applied to the Claresholm Community Centre Invoice #01 dated April 24, 2019 on their behalf.

**CARRIED**

**12. CORRES: Family and Friends of Garry Moyer  
RE: Requesting Space for a Memorial Bench**

MOTION #19-064 Moved by Councillor Zimmer to allow for the installation of a bench in memory of Garry Moyer at Westhills Park with the design to be approved by the Town of Claresholm's development department, and the understanding that the Town is not responsible for the replacement of the bench once it has reached its useful life.

**CARRIED**

**13. REQUEST FOR DECISION: Policy Manual Review & Update - Conduct**

MOTION #19-065 Moved by Councillor Schlossberger to adopt the updated Town Policies as follows, effective May 13, 2019:

- Policy 1.2.01 – Respectful Workplace Policy (Version 1.0)
- Policy 1.2.05 – Conflict of Interest (Version 1.0)
- Policy 1.2.10 – Confidentiality Agreement (Version 1.0)
- Policy 1.2.40 – Whistleblower Policy (Version 1.0)
- Policy 1.2.90 – Progressive Discipline Policy (Version 1.0)

**CARRIED**

**14. REQUEST FOR DECISION: Policy Manual Review & Update – CPO**

MOTION #19-066 Moved by Councillor Carlson to adopt the new Town Policies as follows, effective May 13, 2019:

- Policy 5.3.03 – CPO Code of Conduct Policy (Version 1.0)
- Policy 5.3.25 – CPO Use of Force Policy (Version 1.0)

**CARRIED**

**15. REQUEST FOR DECISION: Policy Manual Review & Update – Recreation Fees**

MOTION #19-067 Moved by Councillor Zimmer to adopt the amended Town Policy 5.7.10 – Recreation Fees Policy (Version 1.0), effective May 13, 2019.

**CARRIED**

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

MOTION #19-068 Moved by Councillor Moore to adopt the Town Policy 5.6.24 – Sponsorship Plaque/Memorial Policy (Version 1.0), effective May 13, 2019.

**CARRIED**

**17. REQUEST FOR DECISION: Organizational Structure**

MOTION #19-069 Moved by Councillor Schulze to adopt the Organizational Structure effective May 13, 2019 as presented.

**CARRIED**

**18. INFORMATION BRIEF: Strategic Plan Report**

Received for information.

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

Received for information.

**20. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**21. IN CAMERA:**

- a. LAND – FOIP Section 16.1
- b. LAND – FOIP Section 16.1
- c. LAND – FOIP Section 16.1
- d. Intergovernmental Relations – FOIP Section 21
- e. LEGAL – FOIP Section 27
- f. LEGAL – FOIP Section 27

Moved by Councillor Cutler to go In Camera at 8:20 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor MacPherson stated that the live stream has ended at 8:20 p.m.

Moved by Councillor Schulze to come out of In Camera at 9:26 p.m.

**CARRIED**

**NOTICE OF RECORDING:** Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 9:26 p.m.

**a. LAND – FOIP Section 16.1**

MOTION #19-070 Moved by Councillor Cutler to list the property located at 232, 234 & 236 50<sup>th</sup> Avenue West at the assessed value of \$164,000 (under the tax recovery guidelines) with conditions.

**CARRIED**

**b. LAND – FOIP Section 16.1**

MOTION #19-071 Moved by Councillor Zimmer to cancel the contract with BRZ Partnership Architecture Inc. for the renovation project of the Multi-use Community Building.

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Carlson that the meeting adjourn at 9:28 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor MacPherson noted that recording ceased at 9:28 p.m.

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Mayor – Doug MacPherson

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Chief Administrative Officer – Marian Carlson

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