



**TOWN OF CLARESHOLM**  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING MINUTES  
NOVEMBER 14, 2022

Place: Council Chambers  
Town of Claresholm Multi-Use Community Building, 111 – 55 Avenue West  
Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajyPVAtNL1KA/live>

**COUNCIL PRESENT:** Mayor Chelsae Petrovic, Councillors: Kieth Carlson, Mike Cutler, Rod Kettles, Kandice Meister, Brad Schlossberger and Craig Zimmer

**ABSENT:** None

**STAFF PRESENT:** Chief Administrative Officer: Abe Tinney, Finance Assistant: Karine Keys

**MEDIA PRESENT:** None

**NOTICE OF RECORDING:** Mayor Petrovic 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 Petrovic.

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

**CARRIED**

**MINUTES:**

**1. ORGANIZATIONAL MEETING – OCTOBER 24, 2022**

Moved by Councillor Meister that the Organizational Meeting Minutes of October 24, 2022 be accepted as presented.

**CARRIED**

**2. REGULAR MEETING – OCTOBER 24, 2022**

Moved by Councillor Zimmer that the Regular Meeting Minutes of October 24, 2022 be accepted as presented.

**CARRIED**

**PUBLIC HEARING: BYLAW #1752 – Land Use Bylaw Amendment**

Mayor Petrovic declared the Public Hearing open regarding Bylaw #1752 at 7:01 p.m.

CAO Abe Tinney presented Bylaw #1752, a Bylaw for the purpose of amending Land Use Bylaw #1525 to redesignate lands for the purpose of a residential development. No formal submissions were received from the public.

Planner Gavin Scott from the Oldman River Regional Services Commission (ORRSC) presented more detailed information regarding the proposed Bylaw.

Mayor Petrovic asked if there were any comments from the public.

One member of the public indicated they were for the project. Another resident asked what is planned for Phase 2 if this project is for Phase 1. At this time, no plans have been developed for Phase 2. Some discussion was held regarding the future development.

No other comments were received from the public regarding Bylaw #1752. No comments from members of Council were noted.

Mayor Petrovic declared the Public Hearing closed at 7:17 p.m.

**DELEGATIONS:**

**1. SOUTHGROW REGIONAL INITIATIVE – Peter Casurella, Executive Director**

Peter Casurella, Executive Director for SouthGrow Regional Initiative, met with Council by Zoom to give an update on economic development in Claresholm and in our region.

**2. RCMP CLARESHOLM DETACHMENT – Cpl. Tom Nairn, Detachment Commander**

**RE: Quarterly Policing Report – July 1 to September 30, 2022**

Cpl. Tom Nairn, Claresholm Detachment Commander was present to speak to Council regarding the Quarterly Policing Report for July 1 to September 30, 2022.

**ACTION ITEMS:**

**1. BYLAW #1751 – Cemetery Bylaw Amendment**  
**RE: 2nd & 3rd Readings**

Moved by Councillor Carlson to amend Bylaw #1751 prior to 2<sup>nd</sup> Reading to add the following to Schedule “A”:

Memorial Tree Program:  
Memorial Tree \$275 + GST  
Memorial Plaque \$150 + GST

**CARRIED**

Moved by Councillor Schlossberger to give Bylaw #1751, a Cemetery Bylaw Amendment, 2nd Reading.

**CARRIED**

Moved by Councillor Meister to give Bylaw #1751, a Cemetery Bylaw Amendment, 3rd and Final Reading.

**CARRIED**

**2. BYLAW #1752 – Land Use Bylaw Amendment  
RE: 2nd & 3rd Readings**

Moved by Councillor Zimmer to give Bylaw #1752, a Land Use Bylaw Amendment, 2nd Reading.

**CARRIED**

Moved by Councillor Schlossberger to give Bylaw #1752, a Land Use Bylaw Amendment, 3rd and Final Reading.

**CARRIED**

**3. BYLAW #1753 – Land Use Bylaw Amendment  
RE: 1st Reading**

Moved by Councillor Cutler to give Bylaw #1753, a Land Use Bylaw Amendment, 1st Reading.

**CARRIED**

Moved by Councillor Kettles to give Bylaw #1753, a Land Use Bylaw Amendment, 2nd Reading.

**CARRIED**

Moved by Councillor Carlson for unanimous consent to give Bylaw #1753, a Land Use Bylaw Amendment, 3rd and Final Reading at the same meeting.

**CARRIED UNANIMOUSLY**

Moved by Councillor Zimmer to give Bylaw #1753, a Land Use Bylaw Amendment, 3rd and Final Reading.

**CARRIED**

**4. CORRES: Hon. Rebecca Schulz, Minister of Municipal Affairs  
RE: Minister Introductory Letter**

Received for information.

**5. CORRES: Town of Fox Creek  
RE: Victim Services Redesign**

Received for information.

**6. CORRES: Town of Fort Macleod  
RE: Arena Use & Reduced Rates**

Received for information.

**7. CORRES: Town of Fort Macleod  
RE: 29th Annual Santa Claus Parade**

Received for information.

**8. CORRES: Oldman Watershed Council  
RE: Thank you for ongoing support**

MOTION #22-144

Moved by Councillor Schlossberger to support the Oldman Watershed Council with a donation of \$1,777 to continue their efforts towards watershed health in our region.

**CARRIED**

**9. CORRES: NWST Charitable Foundation  
RE: Each One Plant One**

MOTION #22-145

Moved by Councillor Zimmer to direct administration to send a letter of interest to the NWST Charitable Foundation regarding their offer to plant trees in our community.

**CARRIED**

**10. CORRES: Brownlee LLP Barristers & Solicitors  
RE: Emerging Trends in Municipal Law**

Councillors Cutler and Schlossberger indicated they plan to attend in Calgary on February 9, 2023.

**11. CORRES: Claresholm Local Press  
RE: Old Fashioned Christmas**

MOTION #22-146

Moved by Councillor Cutler to allow the Claresholm & District Chamber of Commerce to use the downtown parking lot for the Old Fashioned Christmas event on November 25, 2022, to close the downtown parking lot including all access points, and to allow a bonfire in the downtown parking lot (weather permitting).

**CARRIED**

**12. REQUEST FOR DECISION: Protective Services Policy Changes**

MOTION #22-147 Moved by Councillor Cutler to rescind Town of Claresholm Policies #5.3.03 CPO of Conduct, #5.3.16 CPO Incident Capture System (ICS) and #5.3.30 CPO Complaint Process.

**CARRIED**

MOTION #22-148 Moved by Councillor Carlson to amend Town of Claresholm Policies #5.3.04 CPO Notebook Policy and #5.3.20 Exhibits Handling Policy as recommended.

**CARRIED**

**13. FINANCIAL REPORT: Statement of Operations September 30, 2022**

Moved by Councillor Zimmer to accept the Consolidated Statement of Operations for the month ended September 30, 2022 as presented.

**CARRIED**

**14. INFORMATION BRIEF: Council Committee Reports**

Received for information.

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

Received for information.

**16. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**17. IN CAMERA:**

a. Land – FOIP Section 16

b. Advice from Officials – FOIP Section 24

Moved by Councillor Cutler to go In Camera at 8:30 p.m. for the following items:

a. Land – FOIP Section 16

b. Advice from Officials – FOIP Section 24

**CARRIED**

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

Moved by Councillor Meister to come out of In Camera at 8:49 p.m.

**CARRIED**

**NOTICE OF RECORDING:** Mayor Petrovic provided notice that live streaming and recording of the Council meeting would begin again at 8:49 p.m.

a. Land – FOIP Section 16

MOTION #22-149 Moved by Councilor Carlson to enter into the proposed development agreement with Kelly & Tracey Matthews for the lands located at 280 - 59 Ave East (Block 3, Plan 731663) as presented.

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Meister that the meeting adjourn at 8:50 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor Petrovic noted that recording ceased at 8:50 p.m.

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Mayor – Chelsae Petrovic

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Chief Administrative Officer – Abe Tinney