



**TOWN OF CLARESHOLM**  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING MINUTES  
NOVEMBER 27, 2017

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

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

**ABSENT:** None

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

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

**CALL TO ORDER:** The meeting was called to order at 7:00 p.m. by Mayor Doug MacPherson

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

**CARRIED**

**MINUTES:** REGULAR MEETING – NOVEMBER 14, 2017

Moved by Councillor Schlossberger that the Regular Meeting Minutes November 14, 2017 be accepted as presented.

**CARRIED**

**DELEGATION:** CLARESHOLM FOOD BANK

**RE: Concerns about Operations**

Members from the Claresholm Food Bank Board were present to address concerns presented by Betty Fieguth at the last regular meeting of Claresholm Town Council on November 14, 2017. The Board recently did a workshop with Alberta Municipal Affairs that has helped them improve operations. They have a website, Facebook page and email address available to better connect with the public.

**ACTION ITEMS:**

1. BYLAW #1633 – ATB Operational Borrowing Bylaw  
**RE: 1<sup>st</sup> Reading**

Moved by Councillor Courage to give Bylaw #1633, the ATB Financial Operational Borrowing Bylaw, 1<sup>st</sup> Reading.

**CARRIED**

2. BYLAW #1634 – AMSC Operational Borrowing Bylaw  
**RE: 1<sup>st</sup> Reading**

Moved by Councillor Zimmer to give Bylaw #1634, the AMSC Operational Borrowing Bylaw, 1<sup>st</sup> Reading.

**CARRIED**

3. BYLAW #1635 – Economic Development Committee  
**RE: 1<sup>st</sup> Reading**

Moved by Councillor Schlossberger to give Bylaw #1635, regarding the Economic Development Committee, 1<sup>st</sup> Reading.

**CARRIED**

**MOTION #17-129**

Moved by Councillor Schlossberger to make the following amendments to Bylaw #1635 regarding the Economic Development Committee prior to 2nd Reading:

Part 4 (a) The Committee shall consist of ten (10) voting members appointed by Council;

(b) A maximum of three (3) members of the Committee may be from outside the municipal boundaries of the Town of Claresholm.

(c) Appointments shall be for (4) years.

**CARRIED**

4. CORRES: Municipal District of Willow Creek  
**RE: 27<sup>th</sup> Annual Legacy of Our Land Banquet**

**MOTION #17-130**

Moved by Councillor Moore to donate a door prize to the MD of Willow Creek's 27<sup>th</sup> Annual Legacy of Our Land Banquet with a maximum value of \$100.

**CARRIED**

5. CORRES: The Bridges at Claresholm Golf Club  
**RE: Lease Agreement & Management Fee**

MOTION #17-131 Moved by Councillor Zimmer to renew the lease agreement with the Bridges at Claresholm Golf Club for an additional five (5) years effective January 1, 2018, and to refer the request for an increase in the management fees to budget discussions.

**CARRIED**

**6. APPLICATION FOR DONATION: 2A Boys Basketball Provincials Committee**

MOTION #17-132 Moved by Councillor Carlson to support the 2A Boys Basketball Provincials Committee with a donation of \$440 to cover the cost of rental of the Claresholm Community Centre.

**CARRIED**

**7. REQUEST FOR DECISION: Municipal Development Plan Update & Review Extension**

MOTION #17-133 Moved by Councillor Courage to accept the time extension on the contract with the Oldman River Regional Services Commission for the MDP update and review to March 30, 2018.

**CARRIED**

**8. REQUEST FOR DECISION: Charitable Donation Policy**

MOTION #17-134 Moved by Councillor Schlossberger to adopt Policy #GA 11-17 – the Charitable Donation Receipt Policy, effective November 27, 2017.

**CARRIED**

**9. REQUEST FOR DECISION: Recycling Contract – Town of Stavely**

MOTION #17-135 Moved by Councillor Schulze to enter into a contract with the Town of Stavely to include their cardboard at the cost of \$0.50 cents per kg in the Town of Claresholm recycling program from January 1, 2018 to December 31, 2018, with administration to review at the end of the term and adjust the contract as deemed appropriate.

**CARRIED**

**10. REQUEST FOR DECISION: North Commercial Property**

MOTION #17-136 Moved by Councillor Zimmer to request the developer to work with Town of Claresholm staff and the Oldman River Regional Planning Commission to come to consensus on what is the best concept plan for the lands located at Block 7, Plan 7410624. Once completed, the concept plan shall be circulated to the pertinent government agencies and utility companies. The final conceptual design scheme shall be presented to Council for consideration. Following the acceptance of a concept plan, the recommendation by Gavin Scott, planner from ORRSC shall be completed as presented.

**CARRIED**

**11. REQUEST FOR DECISION: Contracted Grant Writer**

MOTION #17-137 Moved by Councillor Courage to apply for the Alberta Community Partnership (ACP) Grant for the purpose of contracting a grant writer to help find applicable grants for the Towns of Claresholm, Nanton and Fort Macleod as well as the not-for-profit groups in the respective communities.

**CARRIED**

**12. REQUEST FOR DECISION: Committee Structure Change**

MOTION #17-138 Moved by Councillor Schulze to remove Councillor Brad Schlossberger from the Porcupine Hills Lodge Board and to appoint Councillor Kieth Carlson.

**CARRIED**

MOTION #17-139 Moved by Councillor Zimmer to remove Councillor Kieth Carlson from the Regional Landfill Commission and to appoint Councillor Brad Schlossberger.

**CARRIED**

**13. REQUEST FOR DIRECTION: Transportation Options**

Referred to Administration to invite the Zipline Group to come to Council as a Delegation regarding transportation options.

**14. INFORMATION BRIEF: CAO Report**

Received for information.

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

Received for information.

**16. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**17. IN CAMERA:**

**a. LAND – Tax Sale Property – FOIP Section 16.1**

**b. CONFIDENTIAL EVALUATIONS – Committee Appointments – FOIP Section 19.1**

Moved by Councillor Zimmer to go In Camera at 8:25 p.m.

**CARRIED**

Moved by Councillor Schlossberger to come out of In Camera at 9:04 p.m.

**CARRIED**

**b. CONFIDENTIAL EVALUATIONS – Committee Appointments – FOIP Section 19.1**

MOTION #17-140 Moved by Councillor Carlson to appoint Susan Holland to the Claresholm Museum Board.

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Schulze that the meeting adjourn at 9:05 p.m.

**CARRIED**

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Mayor – Doug MacPherson

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Chief Administrative Officer – Marian Carlson