



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
SEPTEMBER 9, 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 Schulze for unanimous consent to add the following to the Agenda:

18. REQUEST FOR DECISION: Letter of Support – Claresholm & District Transportation Society

CARRIED UNANIMOUSLY

Moved by Councillor Cutler that the Agenda be accepted as amended.

CARRIED

MINUTES: **REGULAR MEETING – AUGUST 12, 2019**

Moved by Councillor Zimmer that the Regular Meeting Minutes of August 12, 2019 be accepted as presented.

CARRIED

DELEGATION: **MUNICIPAL DISTRICT OF WILLOW CREEK**
RE: Claresholm & District Transportation Society

Present on behalf of the MD of Willow Creek were Reeve Mayanne Sandberg, Deputy Reeve Glen Alm and Councillor Darry Markle, as well as the new CAO Derrick Krizsan. The MD is planning to loan the Claresholm & District Transportation Society \$10,000 and they are asking the Town to fund 50% of this loan. The loan is to help defray the impact of lost revenue and is to be repaid by December 31, 2021.

ACTION ITEMS:

1. BYLAW #1662 – Fire Services Bylaw
RE: 2nd & 3rd Readings

Moved by Councillor Schulze to give Bylaw #1662, the Fire Services Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Schlossberger to give Bylaw #1662, the Fire Services Bylaw, 3rd and Final Reading.

CARRIED

2. BYLAW #1663 – Fire Protection Bylaw
RE: 2nd & 3rd Readings

Moved by Councillor Cutler to give Bylaw #1663, the Fire Protection Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Carlson to give Bylaw #1663, the Fire Protection Bylaw, 3rd & Final Reading.

CARRIED

3. BYLAW #1675 – Records Management & Retention Bylaw
RE: 1st Reading

Moved by Councillor Schulze to give Bylaw #1675, the Records Management & Retention Bylaw, 1st Reading.

CARRIED

4. BYLAW #1677 – COPTER Bylaw Amendment
RE: 1st Reading

Moved by Councillor Carlson to give Bylaw #1677, the COPTER Bylaw Amendment, 1st Reading.

CARRIED

5. **CORRES: Hon. Kaycee Madu, Minister of Municipal Affairs**
RE: MSI Funding & GTF Funding

Received for information

6. **CORRES: Alberta Transportation**
RE: Potential Meeting at Fall AUMA Convention

Received for information.

7. **CORRES: FortisAlberta**
RE: Invitation to Customer Reception at AUMA Convention

Received for information.

8. **CORRES: Claresholm Terry Fox Run**
RE: 39th Annual Terry Fox Run September 15, 2019

Mayor MacPherson will attend on behalf of Council.

9. **CORRES: Cheryl Friesen**
RE: Limit on Number of Dogs per Residence

MOTION #19-126 Moved by Councillor Zimmer to direct Administration to amend Bylaw #1628 to limit the number of dogs per household to three, with the ability for exceptions for kenneling or fostering, and grandfathering of present households with more than three dogs.

CARRIED

10. **CORRES: United Farms Historical Society & Claresholm & District Museum**
RE: Invitation to Opening of Louise McKinney Exhibit

Mayor Doug MacPherson and Councillor Gaven Moore plan to attend.

11. **CORRES: Woodshed Martial Arts**
RE: Invitation to Grand Opening

Mayor Doug MacPherson and Councillor Brad Schlossberger plan to attend.

12. **CORRES: Claresholm Animal Rescue Society (CAREs)**
RE: Raise the Woof Fundraiser

MOTION #19-127 Moved by Councillor Cutler to support the Claresholm Animal Rescue Society's Raise the Woof Fundraiser with a donation of \$600 to go towards the rental of the Claresholm Community Centre.

CARRIED

13. **REQUEST FOR DECISION: ATCO Gas & Pipelines Ltd. Franchise Agreement**

MOTION #19-128 Moved by Councillor Zimmer to maintain the franchise fee percentage at 10% for 2020 as per Clause 4(a) of the Natural Gas Distribution System Franchise Agreement with ATCO Gas and Pipelines Ltd.

CARRIED

14. **REQUEST FOR DECISION: Child Care Society CFEP Project Support**

MOTION #19-129 Moved by Councillor Schulze to provide a letter of support and commitment for municipal funding in the amount of \$23,869.63 for the Claresholm Child Care Society's CFEP Grant Application for the parking lot, subdivision, fencing, and servicing of the new facility.

CARRIED

15. **REQUEST FOR DECISION: Kinsmen CFEP Grant Application – Amundsen Park Playground**

MOTON #19-130 Moved by Councillor Schlossberger to write a letter of support for the Kinsmen Club of Claresholm's application to the Community Facility Enhancement Program for the purpose of constructing a new playground at Amundsen Park & provide the matching funds/in kind donation for the project in the amount of \$79,820.00.

CARRIED

16. **REQUEST FOR DECISION: Lions Club CFEP Grant Application – Amundsen Park**

MOTION #19-131 Moved by Councillor Zimmer to write a letter of support towards the Claresholm Lions Club's application to the Community Facility Enhancement Program for the purpose of constructing a new gazebo and entrance within Amundsen Park and provide the matching funds not to exceed \$22,500.00.

CARRIED

17. REQUEST FOR DECISION: Letter of Support – Willow Creek Ag Society

MOTION #19-132 Moved by Councillor Cutler to write a letter of support towards the Willow Creek Ag Society's application to the Community Facility Enhancement Program Grant for the purpose of the completion of the interior of the new riding facility at the Claresholm Agriplex.

CARRIED

18. REQUEST FOR DECISION: Letter of Support – Claresholm & District Transportation Society

MOTION #19-133 Moved by Councillor Schulze to write a letter of support towards the Claresholm & District Transportation Society's application to the Community Initiatives Program (CIP) Grant for the purpose of enhancing their services.

CARRIED

19. REQUEST FOR DECISION: Policy Manual Review & Updates - Finance

MOTION #19-134 Moved by Councillor Moore to adopt the updated Town Policies as follows, effective September 9, 2019:

- 3.0.01 – Corporate Credit Card Policy (v1.0)
- 3.0.05 – Unbudgeted Expenditure Policy (v1.0)
- 3.0.10 – Grant Funding Policy (v1.0)
- 3.1.05 – Purchasing and Tendering Policy (v1.0)
- 3.1.06 – Continuing Service Contracts Duration Policy (v1.0)
- 3.2.01 – TCA Capitalization and Amortization (v1.0)
- 3.2.05 – Investment Policy (v1.0)
- 3.2.10 – Inventory Policy (v1.0)

CARRIED

20. REQUEST FOR DECISION: Date for Strategic Plan Update

MOTION #19-135 Moved by Councillor Moore to hold the Strategic Planning session on October 18th & 19th, 2019.

CARRIED

21. REQUEST FOR DECISION: Claresholm & District Transportation Society

MOTION #19-136 Moved by Councillor Cutler to increase operational grant funding to the Claresholm & District Transportation Society in 2019 in the amount of \$5,000 to assist with repayment of the loan received for \$10,000 from the MD of Willow Creek, with funding to come from General Operational Reserves and refer the 2020 funding to budget discussions, and request the Transportation Society provide to the Town an annual submission of completed budgets and quarterly budget to actual reporting.

CARRIED

22. INFORMATION BRIEF: Police Costing Model Review

Received for information.

23. INFORMATION BRIEF: Provincial Spending Report

Received for information.

24. INFORMATION BRIEF: Amundsen Park Committee Update

Received for information.

25. INFORMATION BRIEF: Annexation Update

Received for information.

26. INFORMATION BRIEF: Strategic Plan Report

Received for information.

27. INFORMATION BRIEF: Council Resolution Status

Received for information.

28. ADOPTION OF INFORMATION ITEMS

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

CARRIED

29. IN CAMERA:

a. LAND – FOIP Section 16.1

Moved by Councillor Carlson to go In Camera at 8:53 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson stated that the live stream has ended at 8:53 p.m.

Moved by Councillor Schlossberger to come out of In Camera at 9:12 p.m.

CARRIED

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 9:12 p.m.

CARRIED

a. LAND – FOIP Section 16.1

MOTION #19-137 Moved by Councillor Cutler to accept the offer from Joseph Star in the amount of \$18,000.00 plus GST, for the property located at 232, 234 & 236 50th Avenue West with conditions.

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 9:13 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 9:13 p.m.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson

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