



TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
MARCH 27, 2023  
AGENDA

Time: 7:00 P.M.  
Place: Council Chambers

Town of Claresholm Multi-Use Community Building, 111 – 55 Avenue West  
Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAtNL1KA/live>

NOTICE OF RECORDING

CALL TO ORDER

AGENDA:

ADOPTION OF AGENDA

MINUTES:

REGULAR MEETING – MARCH 13, 2023

PUBLIC HEARING:

BYLAW #1758 – Land Use Bylaw Amendment

DELEGATION:

GREGORY HARRIMAN & ASSOCIATES LLP – Erin Gregory, CPA, CA  
RE: 2022 Financial Statements

ACTION ITEMS:

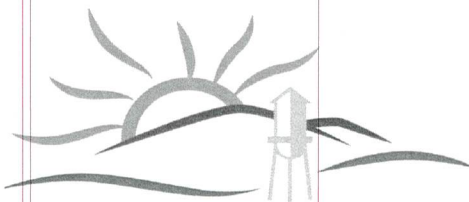
1. REQUEST FOR DECISION: 2022 Reserve Transfers
2. REQUEST FOR DECISION: 2022 Audited Financial Statements
3. BYLAW #1758 – Land Use Bylaw Amendment  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings
4. CORRES: Alberta JSG (Justice & Solicitor General) Engagement  
RE: Upcoming Town Halls
5. CORRES: Joe Ceci, MLA Calgary-Buffalo  
RE: Meeting Opportunity at Spring Municipal Leaders' Caucus
6. CORRES: Workers Compensation Board – Alberta  
RE: Day of Mourning April 28
7. CORRES: WCCHS 2023 Graduating Class  
RE: Spring Festival April 28, 2023
8. CORRES: Nancy Schroeder  
RE: Highway Safety
9. REQUEST FOR DECISION: RCMP Claresholm & Nanton Detachment Hubbing
10. REQUEST FOR DECISION: Claresholm Skatepark Association Beer Garden Event
11. REQUEST FOR DECISION: Recreation Fees Policy Update
12. REQUEST FOR DECISION: Health & Safety Policy Update
13. REQUEST FOR DECISION: Workplace Violence & Harassment Policy
14. REQUEST FOR DECISION: Active Transportation Fund Agreement
15. REQUEST FOR DECISION: Mayor Petrovic's UCP Nomination Livingstone-Macleod
16. INFORMATION BRIEF: Alberta Settlement Integration & Languages Partnership
17. INFORMATION BRIEF: Alberta Municipalities Springs Leaders' Conference
18. INFORMATION BRIEF: CAO Report
19. INFORMATION BRIEF: Council Committee Reports
20. INFORMATION BRIEF: Council Resolution Status
21. ADOPTION OF INFORMATION ITEMS
22. IN CAMERA:
  - a. Land – FOIP Section 16
  - b. Personnel – FOIP Section 17
  - c. Advice from Officials – FOIP Section 24
  - d. Intergovernmental Relations – FOIP Section 21

INFORMATION ITEMS:

1. Municipal Planning Commission Meeting Minutes – February 10, 2023
2. Willow Creek Regional Waste Management Services Commission Meeting Minutes – January 18, 2023
3. Willow Creek Regional Waste Management Services Commission Meeting Minutes – February 15, 2023
4. Claresholm Public Library Board Meeting Minutes – February 21, 2023

ADJOURNMENT

AJ



# Claresholm

## TOWN OF CLARESHOLM PROVINCE OF ALBERTA REGULAR COUNCIL MEETING MINUTES MARCH 27, 2023

Place: Council Chambers

Town of Claresholm Multi-Use Community Building, 111 – 55 Avenue West  
Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAtnL1KA/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:** REGULAR MEETING – MARCH 13, 2023

Moved by Councillor Meister that the Regular Meeting Minutes of March 13, 2023 be accepted as presented.

**CARRIED**

**PUBLIC HEARING:** BYLAW #1758 – Land Use Bylaw Amendment

Mayor Petrovic declared the Public Hearing open regarding Bylaw #1758 at 7:00 p.m.

CAO Abe Tinney presented Bylaw #1758, 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.

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

No comments were received from the public regarding Bylaw #1758. No comments from members of Council were noted.

Mayor Petrovic declared the Public Hearing closed at 7:02 p.m.

**DELEGATION:** GREGORY HARRIMAN & ASSOCIATES LLP – Erin Gregory, CPA, CA  
RE: 2022 Financial Statements

Erin Gregory, CPA, CA from Gregory Harriman & Associated LLP presented the draft 2022 Financial Statements to Council.

**ACTION ITEMS:**

**1. REQUEST FOR DECISION: 2022 Reserve Transfers**

MOTION #23-035

Moved by Councillor Meister to change the name and broaden the use of the funds in the Fire Truck capital reserve to the Fire capital reserve to be used for any capital expenditures related to the Fire Department.

**CARRIED**

MOTION #23-036

Moved by Councillor Schlossberger to change the name and broaden the use of funds in the Physician Recruitment operational reserve to the Healthcare Professional Recruitment operational reserve to be used for expenditures associated with the recruitment of healthcare professionals.

**CARRIED**

MOTION #23-037

Moved by Councillor Zimmer to transfer out of reserve funds for 2022 operational and capital purposes in the amount of \$690,799 for the year ended December 31, 2022 as follows:

**Transfers from Operating Reserves**

- General - \$29,546
- Policing - \$28,030
- Physician Recruitment - \$1,200
- Economic Development - \$33,331
- Office - \$14,000
- Fill dirt - \$20,000

**Transfers from Capital Reserves**

- General - \$1,976
- Water and Sewer - \$420,154
- Land & Development - \$100,165
- Playground Rehabilitation - \$42,397.

**CARRIED**

MOTION #23-038

Moved by Councillor Kettles to transfer 2022 unrestricted surplus funds of \$1,444,114 to Reserves for the year ended December 31, 2022 as follows:

**Transfers to Operating Reserves**

- General - \$23,559
- Policing Costs - \$37,398
- Physician Recruitment - \$263
- Trust accounts - \$1,115
- Economic Development - \$22,450
- Office - \$339
- Fill dirt - \$355
- Cemetery - \$16

**Transfers to Capital Reserves**

- General - \$819
- Arena - \$14,965
- Recreation - \$25,612
- Fire - \$49,152
- Parks and pathways - \$853
- Water and sewer - \$1,050,268
- Land & Development - \$192,959
- Garbage & recycling equipment - \$14,074
- Acreage assessment - \$884
- Tamarack Subdivision - \$546
- Playground rehabilitation - \$218
- Enforcement vehicle - \$2,183
- Tax recovery land - \$257
- Cemetery - \$5,829

**CARRIED**

**2. REQUEST FOR DECISION: 2022 Audited Financial Statements**

MOTION #23-039

Moved by Councillor Schlossberger to accept the Audited Financial Statements for the year ended December 31, 2022 as presented.

**CARRIED**

MOTION #23-040

Moved by Councillor Carlson to appoint Gregory Harriman and Associates LLP as the Town of Claresholm Auditor for the 2023 fiscal year.

**CARRIED**

**3. BYLAW #1758 – Land Use Bylaw Amendment  
RE: 2nd & 3rd Readings**

Moved by Councillor Zimmer to give Bylaw #1758, a Land Use Bylaw Amendment, 2nd Reading.

**CARRIED**

Moved by Councillor Cutler to give Bylaw #1758, a Land Use Bylaw Amendment, 3rd and Final Reading.

**CARRIED**

**4. CORRES: Alberta JSG (Justice & Solicitor General) Engagement  
RE: Upcoming Town Halls**

Received for information.

**5. CORRES: Joe Ceci, MLA Calgary-Buffalo  
RE: Meeting Opportunity at Spring Municipal Leaders' Caucus**

Received for information.

**6. CORRES: Workers' Compensation Board – Alberta  
RE: Day of Mourning April 28**

Referred to Administration to acknowledge the National Day of Mourning on April 28, 2023.

**7. CORRES: WCCHS 2023 Graduating Class  
RE: Spring Festival April 28, 2023**

Received for information.

**8. CORRES: Nancy Schroeder  
RE: Highway Safety**

Received for information.

**9. REQUEST FOR DECISION: RCMP Claresholm & Nanton Detachment Hubbing**

MOTION #23-041

Moved by Councillor Cutler to send a letter to the RCMP regional administrators regarding the proposed hubbing of the Claresholm and Nanton detachments and that the letter should express concern over hubbing and the loss of coverage, slower response times and increasing responsibilities resulting from the hubbing.

**CARRIED**

**10. REQUEST FOR DECISION: Claresholm Skatepark Association Beer Garden Event**

MOTION #23-042 Moved by Councillor Schlossberger to approve the Claresholm Skatepark Association's Beer Gardens from 5-8pm at Amundsen Park on June 20th, 2023, as well as the use of Town tables and chairs to accommodate the event if required, provided they obtain all necessary approvals from the provincial government.

**CARRIED**

**11. REQUEST FOR DECISION: Recreation Fees Policy Update**

MOTION #23-043 Moved by Councillor Schlossberger to adopt the updated Recreation Fees Policy, Policy #5.7.10 Version 2.3 as presented, effective March 27, 2023.

**CARRIED**

**12. REQUEST FOR DECISION: Health & Safety Policy Update**

MOTION #23-044 Moved by Councillor Carlson to adopt the updated Health and Safety Policy, Policy #1.3.01 Version 3.0 as presented, effective March 27, 2023.

**CARRIED**

**13. REQUEST FOR DECISION: Workplace Violence & Harassment Policy**

MOTION #23-045 Moved by Councillor Meister to rescind Town Policy #1.2.01, Respectful Workplace Policy effective March 27, 2023.

**CARRIED**

MOTION #23-046 Moved by Councilor Zimmer to adopt the Workplace Violence and Harassment Policy and Procedures, Policy #1.2.02 Version 2.0 effective March 27, 2023.

**CARRIED**

**14. REQUEST FOR DECISION: Active Transportation Fund Agreement**

MOTION #23-047 Moved by Councillor Cutler that the Town of Claresholm can confirm that it meets all the requirements of Canada-Active Transportation Fund Agreement, and that the CAO can be authorized to execute the agreement on behalf of the Town of Claresholm.

**CARRIED**

**15. REQUEST FOR DECISION: Mayor Petrovic's UCP Nomination Livingstone-Macleod**

MOTION #23-048 Moved by Councillor Cutler to approve a Leave of Absence from Claresholm Town Council for Mayor Petrovic effective March 28, 2023 until May 30, 2023.

**CARRIED**

MOTION #23-049 Moved by Councillor Zimmer to approve the following temporary appointments to external boards and committees as follows effective March 28, 2023 until May 30, 2023:

- Joint Economic Development Initiative – Councillor Cutler
- Oldman River Regional Services Commission – Alternate: Councillor Kettles
- Physician Recruitment & Retention Committee – Alternate: Councillor Zimmer
- Willow Creek Agricultural Society Board – Councillor Carlson.

**CARRIED**

MOTION #23-050 Moved by Councillor Schlossberger to approve the following temporary appointments to internal boards and committees as follows effective March 28, 2023 until May 30, 2023:

- Community Development Committee – Councillor Cutler
- Emergency Management Advisory Committee – Councillor Cutler
- Municipal Planning Commission – Councillor Meister.

**CARRIED**

**16. INFORMATION BRIEF: Alberta Settlement Integration & Languages Partnership (ASIP)**

Received for information.

**17. INFORMATION BRIEF: Alberta Municipalities Spring Leaders' Conference**

Received for information.

**18. INFORMATION BRIEF: CAO Report**

Received for information.

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

Received for information.

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

Received for information.

**21. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**22. IN CAMERA:**

- a. Land – FOIP Section 16
- b. Personnel – FOIP Section 17
- c. Advice from Officials – FOIP Section 24
- d. Intergovernmental Relations – FOIP Section 21

Moved by Councillor Meister to go In Camera at 8:18 p.m. for the following items:

- a. Land – FOIP Section 16
- b. Personnel – FOIP Section 17
- c. Advice from Officials – FOIP Section 24
- d. Intergovernmental Relations – FOIP Section 21

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor Petrovic stated that the live stream has ended at 8:18 p.m.

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

**CARRIED**

**NOTICE OF RECORDING:** Mayor Petrovic provided notice that live streaming and recording of the Council meeting would begin again at 9:04 p.m.

**c. Advice from Officials – FOIP Section 24**

MOTION #23-051

Moved by Councillor Cutler to approve a \$7,000 transfer from the Town’s Land Reserves to support a successful grant application.

**CARRIED**

**d. Intergovernmental Relations – FOIP Section 21**

MOTION #23-052

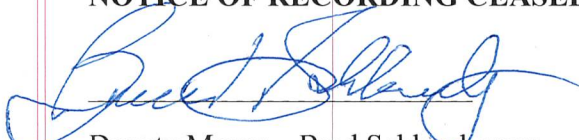
Moved by Councillor Meister to award the contract for the Claresholm Fire Hall Expansion project to Southwest and to fund phase 1 of the project in the amount of \$43,385 from the Fire Capital Reserve.

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Carlson that the meeting adjourn at 9:06 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor Petrovic noted that recording ceased at 9:06 p.m.



Deputy Mayor – Brad Schlossberger



Chief Administrative Officer – Abe Tinney