



**Claresholm**

**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
NOVEMBER 14, 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 – OCTOBER 23, 2023**

**PUBLIC HEARING:**

**BYLAW #1767 – Land Use Bylaw Amendment**

**DELEGATION:**

**CLARESHOLM & DISTRICT MUSEUM BOARD**

**RE: Museum Strategic Plan**

**ACTION ITEMS:**

1. **BYLAW #1767 – Land Use Bylaw Amendment**  
**RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**
2. **BYLAW #1763 – Land Use Bylaw Amendment**  
**RE: 1<sup>st</sup> Reading**
3. **BYLAW #1765 – BMO Operational Borrowing Bylaw**  
**RE: 1<sup>st</sup> Reading**
4. **BYLAW #1766 – AMSC Operational Borrowing Bylaw**  
**RE: 1<sup>st</sup> Reading**
5. **BYLAW #1770 – Water & Sewer Bylaw Amendment**  
**RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**
6. **BYLAW #1772 – Land Use Bylaw Amendment**  
**RE: 1<sup>st</sup> Reading**
7. **BYLAW #1773 – Land Use Bylaw Amendment**  
**RE: 1<sup>st</sup> Reading**
8. **CORRES: Town of Fort Macleod**  
**RE: 40<sup>th</sup> Annual Santa Claus Parade**
9. **CORRES: Oldman River Regional Services Commission**  
**RE: Notice of Change in Subdivision Fees**
10. **REQUEST FOR DECISION: Fire Department Business Plan**
11. **REQUEST FOR DECISION: Chamber of Commerce Business Awards**
12. **FINANCIAL REPORT: Statement of Operations - September 30, 2023**
13. **INFORMATION BRIEF: Urban Wildlife Concerns**
14. **INFORMATION BRIEF: Council Committee Report**
15. **INFORMATION BRIEF: Council Resolution Status**
16. **ADOPTION OF INFORMATION ITEMS**
17. **IN CAMERA**
  - a. **Personnel – FOIP Section 17**

**INFORMATION ITEMS:**

1. **Municipal Planning Commission Minutes – August 25, 2023**
2. **Claresholm & District Museum Board Meeting Minutes – September 20, 2023**
3. **Alberta SouthWest Regional Alliance Board Meeting Minutes – October 4, 2023**
4. **Alberta SouthWest Bulletin – November 2023**
5. **Claresholm & District Transportation Society Meeting Minutes – September 14, 2023**
6. **Age-Friendly E-News – November 8, 2023**
7. **Introduction to Radon for Alberta Municipalities – November 16, 2023**
8. **Thank you for your donation to STARS – October 23, 2023**
9. **Oldman River Regional Services Commission Executive Meeting Minutes – Oct 12, 2023**
10. **Oldman River Regional Services Commission Special Meeting Minutes – Nov 2, 2023**

**ADJOURNMENT**



# Claresholm

## TOWN OF CLARESHOLM PROVINCE OF ALBERTA REGULAR COUNCIL MEETING MINUTES NOVEMBER 14, 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 Brad Schlossberger, Councillors: Mike Cutler, Rod Kettles, Kandice Meister, Diana Ross and Craig Zimmer

**ABSENT:** Councillor Kieth Carlson

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

**MEDIA PRESENT:** None

**NOTICE OF RECORDING:** Mayor Schlossberger 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 Schlossberger

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

**CARRIED**

**MINUTES:** REGULAR MEETING – OCTOBER 23, 2023

Moved by Councillor Meister that the Regular Meeting Minutes of October 23, 2023 be accepted as presented.

**CARRIED**

**PUBLIC HEARING:** BYLAW #1767 – Land Use Bylaw Amendment

Mayor Schlossberger declared the Public Hearing open regarding Bylaw #1767 at 7:01 p.m.

CAO Abe Tinney presented Bylaw #1767, a Bylaw for the purpose of amending Land Use Bylaw #1525 to re-designate a portion of land from “Retail Commercial - C1” to “Multiple Residential - R4”. No formal submissions were received from the public.

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

No comments were received from the public regarding Bylaw #1767. No comments from members of Council were noted.

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

**DELEGATION:** CLARESHOLM & DISTRICT MUSEUM BOARD  
RE: Museum Strategic Plan

Bill Kells, Museum Executive Director and Barry Gibbs, Board Chair were present to give some updated information about the Claresholm & District Museum. All of the current Museum Board members were also in attendance. An update to the Museum’s Strategic Plan was recently undertaken as it had not been updated since 2018. Mr. Gibbs outlined the goals of the Museum, and Mr. Kells presented the Annual Report for 2023.

**ACTION ITEMS:**

1. BYLAW #1767 – Land Use Bylaw Amendment  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings

Moved by Councillor Zimmer to give Bylaw #1767, a Land Use Bylaw Amendment, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Ross to give Bylaw #1767, a Land Use Bylaw Amendment, 3<sup>rd</sup> and Final Reading.

**CARRIED**

2. BYLAW #1763 – Land Use Bylaw Amendment  
RE: 1<sup>st</sup> Reading

Moved by Councillor Meister to give Bylaw #1763, a Land Use Bylaw Amendment, 1<sup>st</sup> Reading.

**CARRIED**

3. BYLAW #1765 – BMO Operational Borrowing Bylaw  
RE: 1<sup>st</sup> Reading

Moved by Councillor Kettles to give Bylaw #1765, the BMO Operational Borrowing Bylaw, 1<sup>st</sup> Reading.

**CARRIED**

**4. BYLAW #1766 – AMSC Operational Borrowing Bylaw  
RE: 1<sup>st</sup> Reading**

Moved by Councillor Zimmer to give Bylaw #1766, the AMSC Operational Borrowing Bylaw, 1<sup>st</sup> Reading.

**CARRIED**

**5. BYLAW #1770 – Water & Sewer Bylaw Amendment  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**

Moved by Councillor Ross to give Bylaw #1770, a Water & Sewer Bylaw Amendment, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Zimmer to give Bylaw #1770, a Water & Sewer Bylaw Amendment, 3<sup>rd</sup> & Final Reading.

**CARRIED**

**6. BYLAW #1772 – Land Use Bylaw Amendment  
RE: 1<sup>st</sup> Reading**

Moved by Councillor Kettles to give Bylaw #1772, a Land Use Bylaw Amendment, 1<sup>st</sup> Reading.

**CARRIED**

**7. BYLAW #1773 – Land Use Bylaw Amendment  
RE: 1<sup>st</sup> Reading**

Moved by Councillor Meister to give Bylaw #1773, a Land Use Bylaw Amendment, 1<sup>st</sup> Reading.

**CARRIED**

**8. CORRES: Town of Fort Macleod  
RE: 40<sup>th</sup> Annual Santa Claus Parade**

Mayor Brad Schlossberger will attend on behalf of the Town of Claresholm on November 25, 2023 and Councillor Zimmer will take the float.

**9. CORRES: Oldman River Regional Services Commission  
RE: Notice of Change in Subdivision Fee**

Received for information.

**10. REQUEST FOR DECISION: Fire Department Business Plan**

Fire Chief Craig White presented the Claresholm Fire Department's 2023 Business Plan to Council.

MOTION #23-154

Moved by Councillor Meister to approve the Claresholm Fire Department's Business Plan 2023 Update as presented.

**CARRIED**

**11. REQUEST FOR DECISION: Chamber of Commerce Business Awards**

MOTION #23-155

Moved by Councillor Ross to support the Claresholm & District Chamber of Commerce's yearly business awards by sponsoring the award for Business of the Year in the amount of \$150.

**CARRIED**

**12. FINANCIAL REPORT: Statement of Operations - September 30, 2023**

Moved by Councillor Zimmer to accept the Consolidated Statement of Operations for the month ended September 30, 2023 as presented.

**CARRIED**

**13. INFORMATION BRIEF: Urban Wildlife Concerns**

Received for information

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

Received for information.

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

Received for information.

**16. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**17. IN CAMERA  
a) Personnel – FOIP Section 17**

Moved by Councillor Zimmer to go In Camera at 7:58 p.m. for the following items:

a. Personnel – FOIP Section 17

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor Schlossberger stated that the live stream has ended at 7:58 p.m.

Moved by Councillor Ross to come out of In Camera at 8:10 p.m.

**CARRIED**

**NOTICE OF RECORDING:** Mayor Schlossberger provided notice that live streaming and recording of the Council meeting would begin again at 8:10 p.m.

**a. Personnel – FOIP Section 21**

MOTION #23-156 Moved by Councillor Meister to appoint Larry Sushelnitski to the Claresholm Museum Board.

**CARRIED**

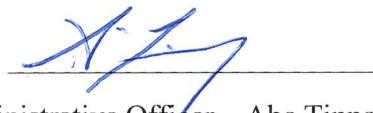
**ADJOURNMENT:** Moved by Councillor Ross that the meeting adjourn at 8:11 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor Schlossberger noted that recording ceased at 8:11 p.m.



Mayor – Brad Schlossberger



Chief Administrative Officer – Abe Tinney