



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
SEPTEMBER 11, 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 – AUGUST 14, 2023**

**DELEGATION:**

**CLARESHOLM RCMP DETACHMENT – Cpl. Thomas Nairn**

**RE: Community Policing Report – April 1<sup>st</sup> to June 30<sup>th</sup>, 2023**

**ACTION ITEMS:**

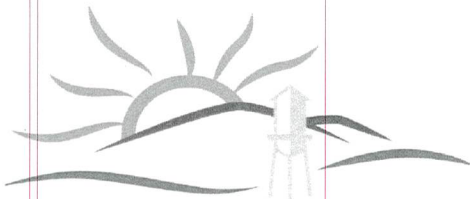
1. **BYLAW #1746 – Road Closure Bylaw**  
**RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**
2. **CORRES: Hon. Tanya Fir, Minister of Arts, Culture & Status of Women**  
**RE: CFEP Grant Application – Amundsen Park**
3. **CORRES: Hon. Ric McIver, Minister of Municipal Affairs**  
**RE: 2024 Fire Services Training Program Grant**
4. **CORRES: Alberta Municipal Affairs**  
**RE: Meeting Request Declined for Convention**
5. **CORRES: Inclusion Foothills**  
**RE: October is Disability Employment Awareness Month**
6. **CORRES: Terry Fox Run Claresholm**  
**RE: Request for Town Representative**
7. **REQUEST FOR DECISION: ATCO Gas Franchise Fee**
8. **REQUEST FOR DECISION: Committee Vacancies**
9. **REQUEST FOR DECISION: 2023 Alberta Municipalities Convention**
10. **FINANCIAL REPORT: Statement of Operations July 31, 2023**
11. **INFORMATION BRIEF: Council Committee Report**
12. **INFORMATION BRIEF: Council Resolution Status**
13. **ADOPTION OF INFORMATION ITEMS**
14. **IN CAMERA**
  - a. **Personnel – FOIP Section 17**
  - b. **Personnel – FOIP Section 17**
  - c. **Advice from Officials – FOIP Section 24**

**INFORMATION ITEMS:**

1. **Municipal Planning Commission Meeting Minutes – July 7, 2023**
2. **Claresholm & District Museum Board Meeting Minutes – June 21, 2023**
3. **Chinook Arch Regional Library System Board Report – August 3, 2023**
4. **Update from the Lieutenant Governor of Alberta – March to August 2023**
5. **Community Development Unit – September 1, 2023**
6. **Age-Friendly E-News – September 6, 2023**
7. **Alberta SouthWest Regional Alliance Board Meeting Minutes – August 2, 2023**
8. **Alberta SouthWest Bulletin – September 2023**

**ADJOURNMENT**

AS 7



# Claresholm

## TOWN OF CLARESHOLM PROVINCE OF ALBERTA REGULAR COUNCIL MEETING MINUTES SEPTEMBER 11, 2023

Place: Council Chambers  
Town of Claresholm Multi-Use Community Building, 111 – 55 Avenue West  
Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAatNL1KA/live>

**COUNCIL PRESENT:** Deputy Mayor Kieth Carlson, Councillors: Mike Cutler, Rod Kettles and Kandice Meister

**ABSENT:** Councillor Craig Zimmer

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

**MEDIA PRESENT:** None

**NOTICE OF RECORDING:** Deputy Mayor Carlson 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 Deputy Mayor Carlson.

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

**CARRIED**

**MINUTES:** REGULAR MEETING – AUGUST 14, 2023

Moved by Councillor Cutler that the Regular Meeting Minutes of August 14, 2023 be accepted as presented.

**CARRIED**

**DELEGATION:** CLARESHOLM RCMP DETACHMENT – Cpl. Thomas Nairn  
RE: Community Policing Report – April 1<sup>st</sup> to June 30<sup>th</sup>, 2023

Cpl. Thomas Nairn was present to deliver the Claresholm RCMP Detachment's quarterly Community Policing Report from April 1<sup>st</sup> to June 30<sup>th</sup>, 2023.

**ACTION ITEMS:**

1. BYLAW #1746 – Road Closure Bylaw  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings

Moved by Councillor Kettles to give Bylaw #1746, a Road Closure Bylaw, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Cutler to give Bylaw #1746, a Road Closure Bylaw, 3<sup>rd</sup> and Final Reading.

**CARRIED**

2. CORRES: Hon. Tanya Fir, Minister of Arts, Culture & Status of Women  
RE: CFEP Grant Application – Amundsen Park

Received for information.

3. CORRES: Hon. Ric McIver, Minister of Municipal Affairs  
RE: 2024 Fire Services Training Program Grant

Received for information.

4. CORRES: Alberta Municipal Affairs  
RE: Meeting Request Declined for Convention

Received for information.

5. CORRES: Inclusion Foothills  
RE: October is Disability Employment Awareness Month

Received for information.

6. CORRES: Terry Fox Run Claresholm  
RE: Request for Town Representative

Received for information.

7. REQUEST FOR DECISION: ATCO Gas Franchise Fee

MOTION #23-133

Moved by Councillor Kettles to approve a rate change in the ATCO Gas Franchise Fee from 10% to 12% for 2024.

**CARRIED**

8. REQUEST FOR DECISION: Committee Vacancies

MOTION #23-134

Moved by Councillor Cutler to appoint Councillor Meister as the Town of Claresholm's representative to the Regional Landfill Commission until September 25, 2023 when a permanent appointee can be chosen.

CARRIED

**9. REQUEST FOR DECISION: 2023 Alberta Municipalities Convention**

MOTION #23-135

Moved by Councillor Meister to approve the out-of-budget expenditure of increasing the costs for convention expenses from \$8,000 to \$14,000 for the 2023 year to facilitate a harmonious transition to a new Council.

CARRIED

**10. FINANCIAL REPORT: Statement of Operations July 31, 2023**

Moved by Councillor Kettles to accept the Consolidated Statement of Operations for the month ended July 31, 2023 as presented.

CARRIED

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

Received for information.

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

Received for information.

**13. ADOPTION OF INFORMATION ITEMS**

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

CARRIED

**14. IN CAMERA:**

- a. Personnel – FOIP Section 17
- b. Personnel – FOIP Section 17
- c. Advice from Officials – FOIP Section 24

Moved by Councillor Meister to go In Camera at 7:29 p.m. for the following items:

- a. Personnel – FOIP Section 17
- b. Personnel – FOIP Section 17
- c. Advice from Officials – FOIP Section 24

CARRIED

**NOTICE OF RECORDING CEASED:** Deputy Mayor Carlson stated that the live stream has ended at 7:29 p.m.

Moved by Councillor Mesiter to come out of In Camera at 8:05 p.m.

CARRIED

**NOTICE OF RECORDING:** Deputy Mayor Carlson provided notice that live streaming and recording of the Council meeting would begin again at 8:05 p.m.

- a. Personnel – FOIP Section 16

MOTION #23-136

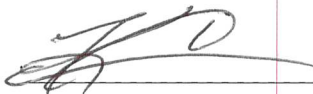
Moved by Councillor Cutler to accept the personnel issue as presented in closed session.

CARRIED

**ADJOURNMENT:** Moved by Councillor Kettles that the meeting adjourn at 8:05 p.m.

CARRIED

**NOTICE OF RECORDING CEASED:** Deputy Mayor Carlson noted that recording ceased at 8:05 p.m.



Deputy Mayor – Kieth Carlson



Chief Administrative Officer – Abe Tinney