



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
APRIL 11, 2022  
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 28, 2022**

**PUBLIC HEARING:**

**BYLAW #1737 – Road Closure Bylaw**

**DELEGATIONS:**

1. **CHINOOK ARCH REGIONAL LIBRARY SYSTEM – Robin Hephner, CEO**  
RE: Presentation to Municipal Members
2. **GREGORY HARRIMAN & ASSOCIATES LLP – Erin Gregory, CPA, CA**  
RE: 2021 Financial Statements

**ACTION ITEMS:**

1. **REQUEST FOR DECISION: 2021 Reserve Transfers**
2. **REQUEST FOR DECISION: 2021 Audited Financial Statements**
3. **PRESS RELEASE: Town of Claresholm receives federal support for re-development of Amundsen Park**
4. **CORRES: Town of Fox Creek**  
RE: Increasing Utility Fees
5. **CORRES: National Police Federation**  
RE: Call to Action
6. **CORRES: Political Studies, Augustana University**  
RE: Project – Local Politics in Alberta
7. **CORRES: Barrier-Free Alberta**  
RE: National AccessAbility Week – May 29 to June 4, 2022
8. **CORRES: Granum & District Canada Day Society**  
RE: 2022 Canada Day Celebration
9. **CORRES: Claresholm Local Press & Your Dollar Store With More**  
RE: Heroes Walk Fundraiser
10. **REQUEST FOR DECISION: Museum Fire Truck**
11. **REQUEST FOR DECISION: Tamarack Lots Price Review**
12. **REQUEST FOR DECISION: Pitch-in Canada Week**
13. **REQUEST FOR DIRECTION: Town Speed Limit**
14. **FINANCIAL REPORT: Statement of Operations February 28, 2022**
15. **INFORMATION BRIEF: Municipal Emergency Program (MEP) Review Report**
16. **INFORMATION BRIEF: Economic Developers of Alberta Awards**
17. **INFORMATION BRIEF: Council Committee Reports**
18. **INFORMATION BRIEF: Council Resolution Status**
19. **ADOPTION OF INFORMATION ITEMS**
20. **IN CAMERA:**
  - a. **Confidential Evaluations – FOIP Section 19**

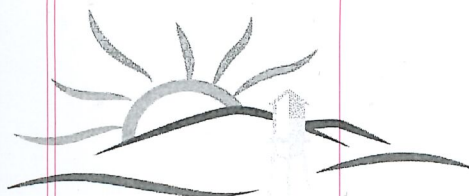
**INFORMATION ITEMS:**

1. Rowan House Safe at Home Updates – April 1, 2022
2. Alberta SouthWest Bulletin – April 2022
3. Alberta SouthWest Regional Alliance Board Meeting Minutes – March 2, 2022
4. Intermunicipal Emergency Services Fire Chiefs Committee Meeting Minutes – October 5, 2021
5. Facility & Infrastructure Planning Committee (FIPC) Meeting Minutes – February 3, 2022
6. Audit & Finance Committee Meeting Minutes – December 8, 2021

**ADJOURNMENT**

A.T.





# Claresholm

## TOWN OF CLARESHOLM PROVINCE OF ALBERTA REGULAR COUNCIL MEETING MINUTES APRIL 11, 2022

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 Meister that the Agenda be accepted as presented.

**CARRIED**

**MINUTES:** REGULAR MEETING – MARCH 28, 2022

Moved by Councillor Zimmer that the Regular Meeting Minutes of March 28, 2022 be accepted as presented.

**CARRIED**

**PUBLIC HEARING:** BYLAW #1737 – Road Closure Bylaw

Mayor Petrovic declared the Public Hearing open regarding Bylaw #1737 at 7:01 p.m.

CAO Abe Tinney presented Bylaw #1737, a Bylaw for the purpose of closing to public travel portions of a public roadway.

The purpose of the bylaw is to close to public travel and creating title to and disposing of the following described highways:

All of lane shown on Plan 6129 JK, containing 0.112 hectares, more or less.

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

No comments were received from the public regarding Bylaw #1737. No comments from members of Council were noted.

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

**DELEGATIONS:**

1. CHINOOK ARCH REGIONAL LIBRARY SYSTEM – Robin Hepher, CEO  
RE: Presentation to Municipal Members

Present on behalf of the Chinook Arch Regional Library System was Robin Hepher, CEO. Robin spoke about the makeup of Chinook Arch and the services they provide to members. He was joined by Jay Sawatzky, Library Manager and Tony Hamlyn, who is the Chair of the Claresholm Public Library Board and also the local Library's appointee to the Chinook Arch Regional Library System.

2. GREGORY HARRIMAN & ASSOCIATES LLP – Erin Gregory, CPA, CA  
RE: 2021 Financial Statements

Scott Banadyga, CPA, CA from Gregory Harriman & Associated LLP presented the draft 2021 Financial Statements to Council.

**ACTION ITEMS:**

1. REQUEST FOR DECISION: 2021 Reserve Transfers

MOTION #22-051

Moved by Councillor Schlossberger to transfer out of reserve funds for 2021 operational and capital purposes in the amount of \$792,716 for the year ended December 31, 2021 as follows:

**Transfers from Operating Reserves**

General - \$46,401  
Debt reduction - \$51,213  
Aquatic - \$10,960  
Policing - \$18,433  
Museum - \$21,300  
Planning & Development - \$9,708

**Transfers from Capital Reserves**

General - \$79,574  
Water and sewer – \$503,447  
Parks & pathways - \$14,350  
Enforcement vehicle - \$36,116  
Museum - \$1,214



**CARRIED**

MOTION #22-052

Moved by Councillor Carlson to transfer 2021 unrestricted surplus funds of \$1,554,501 to Reserves for the year ended December 31, 2021 as follows:

**Transfers to Operating Reserves**

General - \$56,259  
Policing Costs - \$28,030  
Economic Development - \$33,331  
Trust account - \$488  
Office - \$273  
Fill dirt - \$10,335  
Cemetery - \$7

**Transfers to Capital Reserves**

General - \$28,623  
Arena - \$21,182  
Recreation - \$24,822  
Fire - \$20,907  
Parks and pathways - \$434  
Water and sewer - \$1,142,518  
Land & Development - \$165,428  
Garbage & recycling equipment - \$12,206  
Acreage assessment - \$387  
Tamarack Subdivision - \$239  
Playground rehabilitation - \$475  
Enforcement vehicle - \$62  
Tax recovery land - \$113  
Cemetery - \$8,382

**CARRIED**

**2. REQUEST FOR DECISION: 2021 Audited Financial Statements**

MOTION #22-053

Moved by Councillor Zimmer to accept the Audited Financial Statements for the year ended December 31, 2021 as presented.

**CARRIED**

MOTION #22-054

Moved by Councillor Cutler to appoint Gregory Harriman and Associates LLP as the Town of Claresholm Auditor for the 2022 fiscal year.

**CARRIED**

**3. PRESS RELEASE: Town of Claresholm receives federal support for re-development of Amundsen Park**

Received for information.

**4. CORRES: Town of Fox Creek  
RE: Increasing Utility Fees**

Received for information.

**5. CORRES: National Police Federation  
RE: Call to Action**

Received for information.

**6. CORRES: Political Studies, Augustana University  
RE: Project – Local Politics in Alberta**

Received for information.

**7. CORRES: Barrier-Free Alberta  
RE: National AccessAbility Week – May 29 to June 4, 2022**

Received for information.

**8. CORRES: Granum & District Canada Day Society  
RE: 2022 Canada Day Celebration**

Received for information.

**9. CORRES: Claresholm Local Press & Your Dollar Store With More  
RE: Heroes Walk Fundraiser**

MOTION #22-055

Moved by Councillor Meister to allow the Claresholm Local Press and Your Dollar Store With More to hold a "Heroes Walk" in Patterson Park on Saturday, May 14, 2022 with the Claresholm Arena as a bad-weather back-up venue that can be used free-of-charge if needed, and to provide barricades to mark the route.

**CARRIED**


**10. REQUEST FOR DECISION: Museum Fire Truck**

MOTION #22-056

Moved by Councillor Meister to transfer ownership of the 1949 Chevrolet Brickle-Seagrave Pumper to Doug Leeds as per the proposed transfer agreement.

**CARRIED**

- MOTION #22-057 **11. REQUEST FOR DECISION: Tamarack Lots Price Review**  
 Moved by Councillor Carlson to direct Administration to look into the possibility of a sealed-bid auction regarding the Tamarack lots, with the stipulation that the lots must be built on within one year of purchase, and to have this topic discussed at the Community Development Committee level.  
**CARRIED**
- MOTION #22-058 **12. REQUEST FOR DECISION: Pitch-in Canada Week**  
 Moved by Councillor Cutler to approve town staff to coordinate April 22 and April 23, 2022 as Pitch-in Canada Days in the Town of Claresholm where the public is encouraged to "pitch-in".  
**CARRIED**
- MOTION #22-059 **13. REQUEST FOR DIRECTION: Town Speed Limit**  
 Moved by Councillor Meister to direct Administration to discuss the unposted town speed limit within town limits at the Emergency Services Committee level to come back to Council at a future meeting.  
**CARRIED**
- 14. FINANCIAL REPORT: Statement of Operations February 28, 2022**  
 Moved by Councillor Zimmer to accept the Consolidated Statement of Operations for the month ended February 28, 2022 as presented.  
**CARRIED**
- 15. INFORMATION BRIEF: Municipal Emergency Program (MEP) Review Report**  
 Received for information.
- 16. INFORMATION BRIEF: Economic Developers of Alberta Awards**  
 Received for information.
- 17. INFORMATION BRIEF: Council Committee Reports**  
 Received for information.
- 18. INFORMATION BRIEF: Council Resolution Status**  
 Received for information.
- 19. ADOPTION OF INFORMATION ITEMS**  
 Moved by Councillor Carlson to adopt the information items as presented.  
**CARRIED**
- 20. IN CAMERA:**  
**a. Confidential Evaluations – FOIP Section 19**  
 Moved by Councillor Cutler to go In Camera at 8:27 p.m. for the following items:  
 a. Confidential Evaluations – FOIP Section 19  
**CARRIED**
- NOTICE OF RECORDING CEASED:** Mayor Petrovic stated that the live stream has ended at 8:27 p.m.  
 Moved by Councillor Zimmer to come out of In Camera at 8:49 p.m.  
**CARRIED**
- NOTICE OF RECORDING:** Mayor Petrovic provided notice that live streaming and recording of the Council meeting would begin again at 8:49 p.m.  
**a. Confidential Evaluations – FOIP Section 19**
- MOTION #22-060 Moved by Councillor Cutler to appoint Mayor Petrovic and Councillors Carlson, Meister and Schlossberger to the Community Development Committee.  
**CARRIED**
- ADJOURNMENT:** Moved by Councillor Carlson that the meeting adjourn at 8:50 p.m.  
**CARRIED**
- NOTICE OF RECORDING CEASED:** Mayor Petrovic noted that recording ceased at 8:50 p.m.

  
 Mayor – Chelsae Petrovic

  
 Chief Administrative Officer – Abe Tinney