



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
OCTOBER 25, 2021
AGENDA**

Time: 7:00 P.M.

Place: Council Chambers (COVID-19 protocols in place)

Town of Claresholm Multi-Use Community Building, 111 – 55 Avenue West

Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAtNLIKA/live>

NOTICE OF RECORDING

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING – OCTOBER 12, 2021

ACTION ITEMS:

1. BYLAW #1728 – Road Closure Bylaw
RE: 1st Reading
2. BYLAW #1730 – Regional Assessment Review Board Bylaw
RE: 2nd & 3rd Readings
3. BYLAW #1731 – Council Procedural Bylaw
RE: 2nd & 3rd Readings
4. CORRES: Claresholm & District Chamber of Commerce
RE: Old Fashioned Christmas
5. CORRES: OED Enterprises
RE: Back Alley / Road Conditions
6. REQUEST FOR DECISION: Council Tablets
7. REQUEST FOR DECISION: Town Development
8. INFORMATION BRIEF: Letter of Support – Skatepark Association
9. INFORMATION BRIEF: RCMP Virtual Town Hall
10. INFORMATION BRIEF: State of Public Health Care
11. INFORMATION BRIEF: Important Dates
12. INFORMATION BRIEF: Council Resolution Status
13. ADOPTION OF INFORMATION ITEMS
14. IN CAMERA:
 - a. LEGAL – FOIP Section 27
 - b. LAND – FOIP Section 16

INFORMATION ITEMS:

1. Municipal Planning Commission Minutes – September 24, 2021
2. Claresholm & District Museum Board Meeting Minutes – July 21, 2021
3. Claresholm Public Library Board Meeting Minutes – June 15, 2021
4. Claresholm Public Library Board Meeting Minutes – September 21, 2021

ADJOURNMENT



Claresholm

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
OCTOBER 12, 2021**

Place: Council Chambers (COVID-19 protocols in place)
Town of Claresholm Multi-Use Community Building, 111 – 55 Avenue West
Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAtNL1KA/live>

COUNCIL PRESENT: Mayor Doug MacPherson; Councillors: Kieth Carlson, Mike Cutler, Gaven Moore, Brad Schlossberger, Lise Schulze and Craig Zimmer

ABSENT: None

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

MEDIA PRESENT: None

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 that the Agenda be accepted as presented.

CARRIED

MINUTES: **REGULAR MEETING – SEPTEMBER 27, 2021**

Moved by Councillor Zimmer that the Regular Meeting Minutes of September 27, 2021 be accepted as presented.

CARRIED

PUBLIC HEARING: BYLAW #1727 – Land Use Bylaw Amendment

Moved by Councillor Moore to adjourn the regular meeting to hold the Public Hearing at 7:01 p.m.

CARRIED

Moved by Councillor Cutler to open the Public Hearing regarding Bylaw #1727 at 7:01 p.m.

CARRIED

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

Abe Tinney did bring to Council's attention one concern that was brought forward on this bylaw that was dealt with by Administration prior to this meeting.

No other comments were received from the public regarding Bylaw #1727.

Moved by Councillor Schlossberger to close the Public Hearing at 7:02 p.m.

Moved by Councillor Zimmer to reconvene to the regular meeting at 7:02 p.m.

ACTION ITEMS:

**1. BYLAW #1727 – Land Use Bylaw Amendment
RE: 2nd & 3rd Readings**

Moved by Councillor Cutler to give Bylaw #1727, a Land Use Bylaw Amendment, 2nd Reading.

CARRIED

Moved by Councillor Carlson to give Bylaw #1727, a Land Use Bylaw Amendment, 3rd and Final Reading.

CARRIED

2. REQUEST FOR DECISION: Intermunicipal Water Agreement

MOTION #21-170

Moved by Councillor Carlson to approve the amending agreement to the Intermunicipal Water, Wastewater and Testing and Maintenance Agreement with the Municipal District of Willow Creek to amend Schedule "H" and "Schedule "I" as presented.

CARRIED

**3. BYLAW #1729 – Water & Sewer Bylaw Amendment
RE: All Readings**

Moved by Councillor Schlossberger to give Bylaw #1729, a Water & Sewer Bylaw Amendment, 1st Reading.

CARRIED

Moved by Councillor Schulze to give Bylaw #1729, a Water & Sewer Bylaw Amendment, 2nd Reading.

CARRIED

Moved by Councillor Moore for unanimous consent to give Bylaw #1729, a Water & Sewer Bylaw Amendment, 3rd and Final Reading at the same meeting.

CARRIED UNANIMOUSLY

Moved by Councillor Cutler to give Bylaw #1729, a Water & Sewer Bylaw Amendment, 3rd and Final Reading.

CARRIED

4. REQUEST FOR DECISION: ORRSC Regional Assessment Review Services

MOTION #21-171

Moved by Councillor Carlson to approve the Agreement for Regional Assessment Review Services between Oldman River Regional Services Commission and the Town of Claresholm as presented.

CARRIED

**5. BYLAW #1730 – Regional Assessment Review Board Bylaw
RE: 1st Reading**

Moved by Councillor Schulze to give Bylaw #1730, a Regional Assessment Review Board Bylaw, 1st Reading.

CARRIED

**6. BYLAW #1731 – Council Procedural Bylaw
RE: 1st Reading**

Moved by Councillor Schlossberger to give Bylaw #1731, a Council Procedural Bylaw, 1st Reading.

CARRIED

**7. CORRES: Hon. Ric McIver, Minister of Municipal Affairs
RE: Councillor Code of Conduct**

Received for information.

**8. CORRES: Town of Stavely
RE: Shared Economic Development Services**

Received for information.

**9. CORRES: Municipal District of Willow Creek
RE: Shared Economic Development Services**

Received for information.

10. REQUEST FOR DECISION: East-side Off-Leash Dog Park Fencing

MOTION #21-172

Moved by Councillor Cutler to approve the additional \$7,500 to upgrade the type of wire mesh being used for the East Side Off-Leash Dog Park fencing project to be funded from the General Capital Reserve.

CARRIED

11. REQUEST FOR DECISION: Policy Manual Update

MOTION #21-173

Moved by Councillor Carlson to adopt the updated Town Policies as follows, effective October 12, 2021:

- 1.0.40 – Payroll Administration (v1.1)
- 1.1.01 – Employee Benefits (v1.1)
- 1.1.03 – Benefit Continuance While On Leave (v1.1)

CARRIED

12. REQUEST FOR DIRECTION: State of Health Care

Received for information.

13. INFORMATION BRIEF: Town Development

Received for information.

14. INFORMATION BRIEF: Council Resolution Status

Received for information.

15. ADOPTION OF INFORMATION ITEMS

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

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 7:37 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 7:37 p.m.

Mayor – Doug MacPherson

Chief Administrative Officer – Abe Tinney

ACTION ITEMS



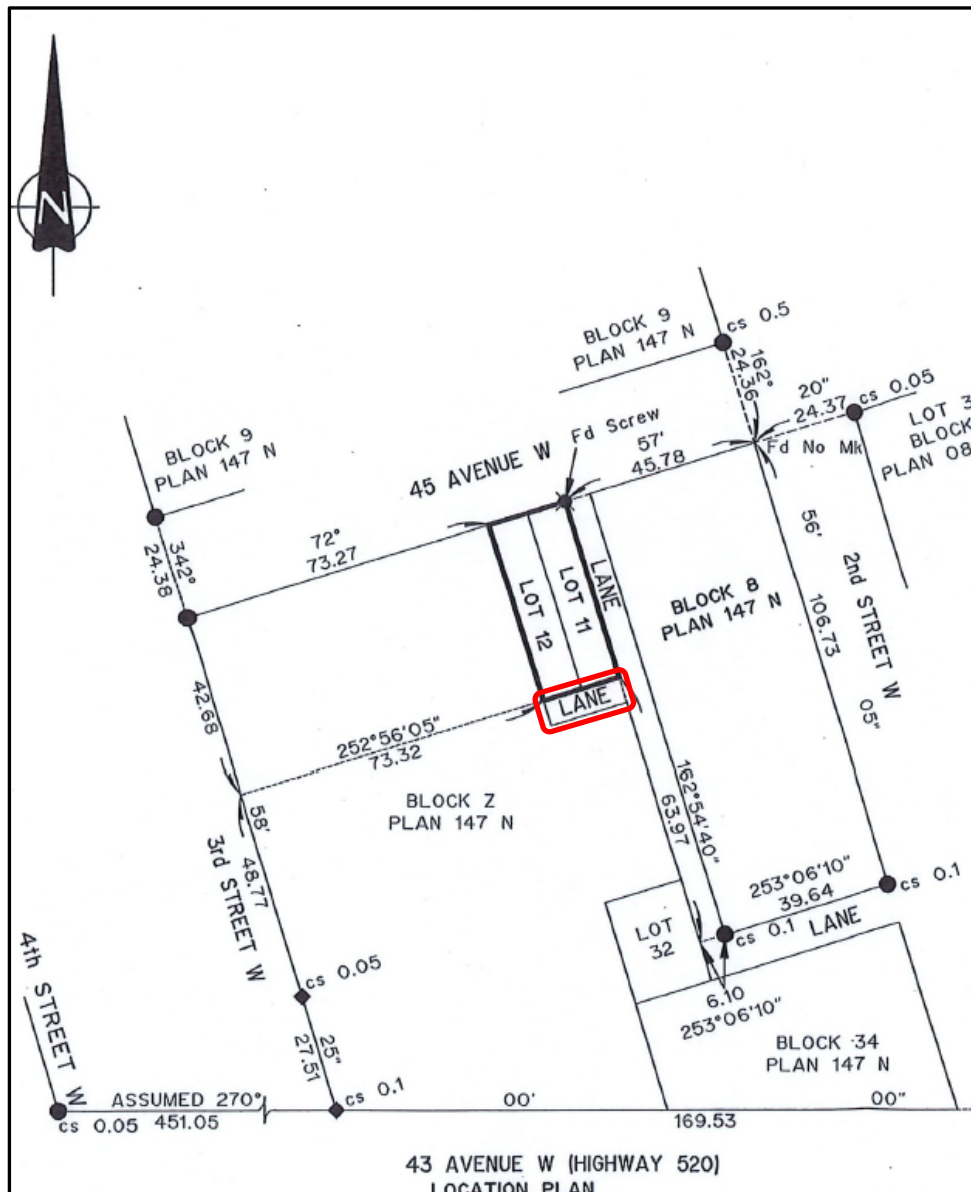
REQUEST FOR DECISION

Meeting: October 25, 2021
Agenda Item: 1

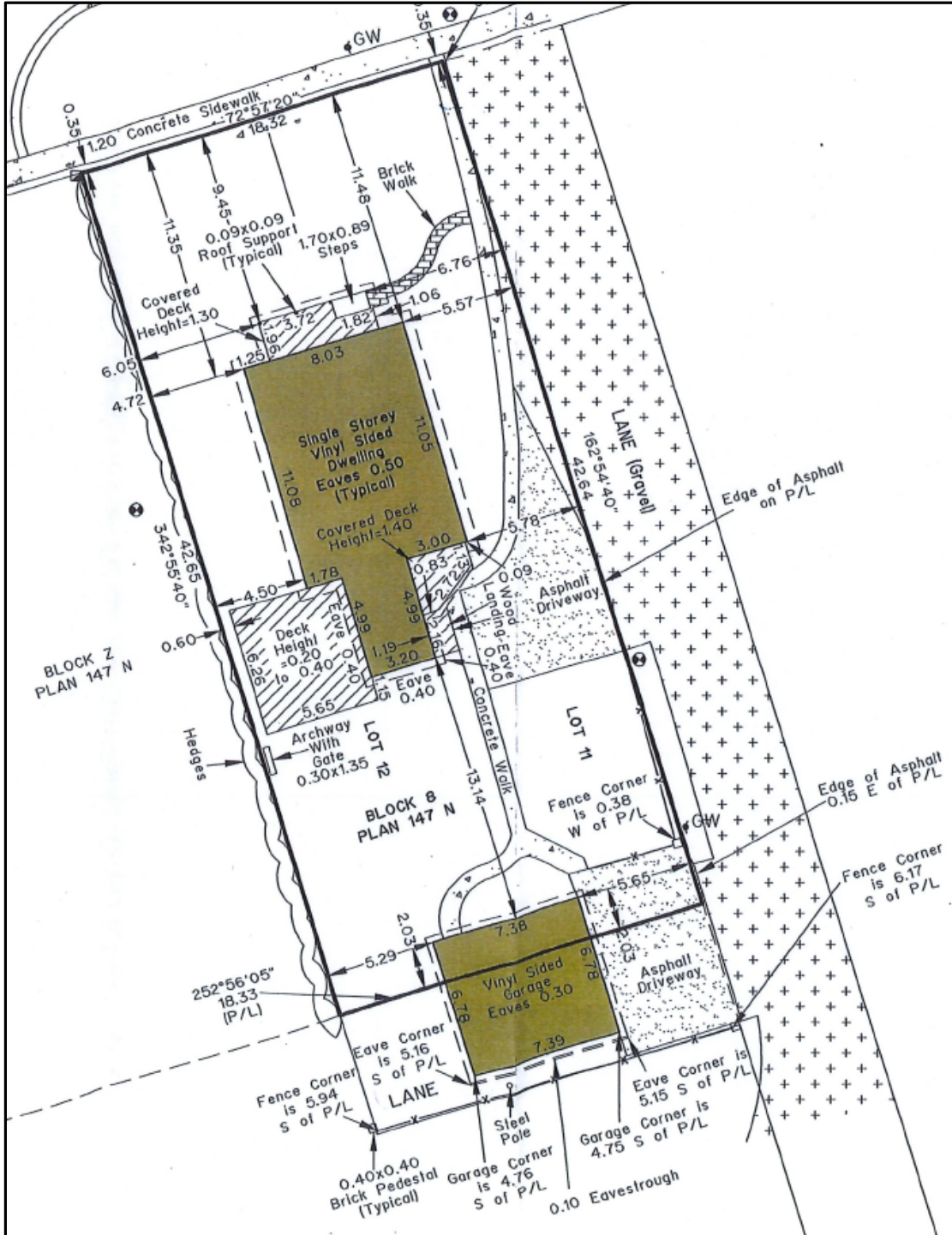
CLOSURE OF ALLEY (GARAGE ENCROACHMENT)

DESCRIPTION/BACKGROUND:

The owners located at 213, 45 Ave West (adjacent to the old Town Office) have requested the removal of a portion of a dead-end alley that currently goes through their garage (shown below). This alley has never been utilized as an alley (dead end) and would be good to clean this up and create a conforming building/property while the owners have agreed to pay the costs associated. This alley requires removal from the Town's road plan, by way of road closure bylaw (see attached draft bylaw).



The cost associated with the closure, surveying and consolidation are to be borne by the property owner. They are aware of the procedure and wish to move ahead.



Section 22 of the Municipal Government Act reads as follows:

“Road closure

- 22(1) No road in a municipality that is subject to the direction, control and management of the municipality may be closed except by bylaw.**
- (2) A bylaw closing a road must be advertised.**
- (3) A bylaw closing a road made by the council of a municipality that is not a city has no effect unless it is approved by the Minister of Transportation before the bylaw receives second reading.**
- (4) Before passing a bylaw closing a road, a person who claims to be affected prejudicially by the bylaw or that person’s agent must be given an opportunity to be heard by the council.”**

Upon the completion of 1st reading, the bylaw will be subject to a public hearing (with the applicable advertising/circulation requirements and after being circulated to the utility companies), and then the Bylaw will be sent to the Alberta Transportation Minister for approval/signature prior to second and third readings.

It can take some time to receive all the comments back from the utility companies and the Minister, however, the new owners would like to start the process (no immediate deadline).



PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw No. 1728, a Road Closure Bylaw, 1st Reading.

ATTACHMENTS:

1. DRAFT Bylaw No. 1728, Road Closure Bylaw.

APPLICABLE LEGISLATION:

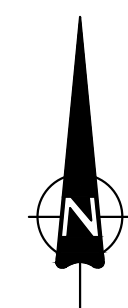
1. Municipal Government Act, Section 22 – Road Closure
2. Municipal Government Act, Section 606 – Requirements for Advertising

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Abe Tinney, CAO

DATE: October 21, 2021

SCHEDULE OF AREAS		
NEW LOT	PARENT PARCEL	AREA
LOT 33, BLOCK 8	LOT 11, BLOCK 8, PLAN 147 N	0.039 ha
LOT 33, BLOCK 8	LOT 12, BLOCK 8, PLAN 147 N	0.039 ha
LOT 33, BLOCK 8	CLOSED LANE	0.011 ha
TOTAL		0.089 ha



SURVEYOR: Michael A. Thompson, ALS
 Prepared in accordance with Section
 88 (1) (b) of the Land Titles Act.
 Dated this 14th day of October, 2021



LAND TITLES

PLAN No.
ENTERED AND REGISTERED
ON _____
INSTRUMENT No. _____
A.D. REGISTRAR

REGISTERED OWNERS:

PHILIP DEAN ZIEGLER

ABBREVIATIONS:

Δ	Central Angle of Curve	Mp	2 metre standard Alberta Survey Marker Post
3TM	3° Transverse Mercator	N,E,S,W	North, East, South, West
A	Arc	NAD	North American Datum
ASCM	Alberta Survey Control Marker	P	Standard Pattern Post
A/R	Access Road	PPP	Precise Point Positioning
Bdy	Boundary	Pit	4 Pits
C of T	Certificate of Title	Pits	4 Road Pits
calc	Calculated point or position	PI	Placed
ckm	Check Measured	P/L	Pipeline
cs	Countersunk	PUL	Public Utility Lot
CSRS	Canadian Spatial Reference System	(R)	Radial Bearing
Fd	Found	R	Radius
GNSS	Global Navigation Satellite System	R/W	Right of Way
ha	Hectares	Re-est	Re-established
I	Statutory Iron Post	Rest	Restored
m	Metre	RGE	Range
M	Mound	SEC	Section
MR	Municipal Reserve	SM	Stone Mound
MER	Meridian	TWP	Township
Mk	Mark	URW	Utility Right of Way

LEGEND:

- RP Georeferenced Point
- Parallel lines are shown thus
 - 90 Degree Angles are shown thus
 - Distances are ground and are expressed in metres and decimals thereof.
 - Lands dealt with by this plan are bounded thus and contain 0.089 ha.

NOTES:

- The georeferenced point is the NW CORNER LOT 12, BLOCK 8, PLAN 147 N, ATS V 4.1
 Coordinate: 5,542,681.12 N, 29,931.87 E.
- The georeferenced coordinate was calculated using Plan 081 3703.
- A combined factor of 0.999752 was used to scale ground distances to the projected plane.
- A field inspection was not carried out and boundaries were not established on the ground.

DESCRIPTIVE PLAN

SHOWING
CONSOLIDATION
OF
LOTS 11 & 12, BLOCK 8, PLAN 147 N
AND
CLOSED LANE
(SE 1/4 SEC 26-12-27-4)

TOWN OF CLARESHOLM
ALBERTA

SCALE 1:500

DRAWN: DRL
 CHECKED: MAT
 OCTOBER 14, 2021



200-410 Stafford Drive S
 Lethbridge AB, T1J 2L2
 Phone (403) 381-1320
 Fax (403) 381-1366

JOB
 H35321
 DRAWING
 H35321L





REQUEST FOR DECISION

Meeting: October 25, 2021
Agenda Item: 2

ORRSC Regional Assessment Review Services

DESCRIPTION/BACKGROUND:

In 2020 the Town signed an agreement with ORRSC for the provision of Regional Assessment Review Board (ORRSC) services, allowing the Town to utilize the regional ARB for its assessment hearing complaints. ORRSC provides the ARB clerk and three board members to hear each complaint. The Town must appoint one public member to the regional board, who may sit on ARB panels to hear complaints throughout the region.

The service costs the Town an annual fee of \$500, plus hearings costs when required -- honorariums for the board members and anywhere from \$100 to \$400 per member per hearing (x3 board members), as well as travel and meals as required.

Prior to the Regional board structure, the town coordinated training for its board members and clerk every three years. The Regional board annual fee of \$500 is good value compared to the expenses associated with training the board and clerk (travel, meals, hotel, etc.) every three years. Additionally, because the clerk is provided by the regional board, the Town is free of the labour costs associate with clerk duties (can be time consuming).

DISCUSSION/OPTIONS:

Council passed an Assessment Review Board Bylaw as a requirement of this service. But, due to changes in the MGA, ORRSC has sent an updated bylaw. The Bylaw is attached for your review. The previous Council approved 1st Reading at the last council meeting and the bylaw is on the agenda for 2nd and 3rd Readings tonight.

PROPOSED RESOLUTIONS:

MOVED by Councillor _____ to give Bylaw # 1730, the Regional Assessment Review Board Bylaw, Second (2nd) Reading.

MOVED by Councillor _____ to give Bylaw # 1730, the Regional Assessment Review Board Bylaw, Third (3rd) Reading.

ATTACHMENTS:

- 1.) Bylaw #1730 Regional Assessment Review Board

APPLICABLE LEGISLATION:

- 1.) MGA (s) Part 11 Assessment Review Boards

PREPARED BY: Abe Tinney, CAO

APPROVED BY: Abe Tinney, CAO

DATE: October 21, 2021



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1730**

A Bylaw of the Town of Claresholm, in the Province of Alberta, to establish a Regional Assessment Review Board.

WHEREAS, section 454 of the *Municipal Government Act*, states that council must by bylaw establish a local assessment review board and a composite assessment review board; and

WHEREAS, section 454.1(1) of the *Municipal Government Act*, states that council must appoint at least 3 persons as members of the local assessment review board; and

WHEREAS, section 454.2(1) of the *Municipal Government Act*, states that council must appoint at least 2 persons as members of the composite assessment review board; and

WHEREAS, section 455(1) of the *Municipal Government Act*, states that two or more councils may agree to jointly establish the local assessment review board or the composite review board, or both, to have jurisdiction in their municipalities; and

WHEREAS, Oldman River Regional Services Commission (Commission) and Municipalities within the region, jointly wish to establish a Regional Assessment Review Board to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by an assessed person or taxpayer of a Regional Member Municipality; and

WHEREAS, Oldman River Regional Services Commission will pay for the costs associated with the establishment and operations of the required Assessment Review Board(s) and will invoice the Municipality their portion of the costs.

NOW THEREFORE, the Council of the “Municipality”, duly assembled, enacts as follows:

1. Title

1.1 The title of this Bylaw shall be the “Regional Assessment Review Board Bylaw”.

2. Definitions

2.1 Except as otherwise provided herein, words in this Bylaw shall have the meanings prescribed in section 453 of the MGA.

2.2 In this bylaw the following terms shall have the meanings shown:

- a. **Alternate** means a person who is available to perform the duties of a member in the event the member is unable to fulfil Board duties.
- b. **Board** means the Regional Assessment Review Board.
- c. **CARB** means the Composite Assessment Review Board established in accordance with the ‘*Matters Relating to Assessment Complaints*’ regulation.
- d. **Clerk** means the person appointed to carry out the duties and functions of the assessment review board as required under section 456 of the *Municipal Government Act*.
- e. **Citizen-at-large** means a person who does not represent a specific organization and is appointed by Council.
- f. **LARB** means the Local Assessment Review Board established in accordance with the ‘*Matters Relating to Assessment Complaints*’ regulation.
- g. **Member** means a member of the Regional Assessment Review Board.
- h. **MGA** means the *Municipal Government Act* of Alberta, RSA 2000, Ch. M-26, as amended and Regulations passed under that Act.
- i. **Regional Member Municipality** means those municipalities who enter into an agreement with the Commission to jointly establish a Regional Assessment Review Board and who enact a bylaw substantially in the form of this bylaw.

3. Appointment of Board Members

3.1 Each Member Municipality may appoint one individual to the Board and may appoint an individual as an alternate to the Board.

3.2 The Board shall consist of a minimum of twenty members, some of whom may be a Citizen-at-large or a Council member.

3.3 In addition, when sitting as the CARB, the Board shall include the provincial member appointed by the Minister.

4. Terms of Appointment

4.1 Unless otherwise stated, all Members are appointed for three-year terms, except in the initial year where up to three are appointed for three-year terms and up to four are appointed for two-year terms.

4.2 If a vacancy on the Board occurs the Member Municipality who made the appointment may appoint a new person to fill the vacancy for the remainder of the term.

4.3 A Member may be re-appointed to the Board at the expiration of his/her term, provided recertification training has occurred prior to the expiration of term.

4.4 A Member may resign from the Board at any time on written notice to the Clerk and to the Member Municipality to that effect.

4.5 The Member Municipality may remove their designated Member at any time.

5. Panels of the Board

5.1 The Board shall sit in panels to hear assessment complaints as the nature of the complaint may permit or require, such panels are to consist of:

- a. three persons selected by the Clerk when the Board is acting as a Local Assessment Review Board;
- b. two persons selected by the Clerk when the Board is acting as a Composite Assessment Review Board; or
- c. a single member selected by the Clerk when the Board is acting as a Single Member Composite Assessment Review Board or a Single Member Individual Local Assessment Review Board.

5.2 The Clerk may select any member to sit on a panel and shall designate the Chairperson for each panel, provided however that:

- a. the provincial member must be the Chairperson of a panel sitting as the Composite Assessment Review Board; and
- b. the provincial member must be the sole member of a panel sitting as a Single Member Composite Assessment Review Board;
- c. where possible, the Clerk shall include on a three-person panel a member who is from the municipality under whose jurisdiction the complaint arises.

6. Chairperson

6.1 The Chairperson of a panel:

- a. will preside over and be responsible for the conduct of meetings;
- b. may limit a submission if it is determined to be repetitious or in any manner inappropriate; and
- c. will vote on matters submitted to the panel unless otherwise disqualified.

7. Jurisdiction of the Board

7.1 The Board shall have jurisdiction to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by taxpayers of a Regional Member Municipality.

8. Clerk(s) of the Board

8.1 The Clerk(s) of the Board shall be a person designated by the Oldman River Regional Services Commission's Chief Administrative Officer.

8.2 The Clerk shall:

- a. assist the Board in fulfilling its mandate; and
- b. prescribe the remuneration and expenses payable to each member of the Assessment Review Board.

9. Meetings

- 9.1 Meetings will be held at such time and place as determined by the Board.
- 9.2 The proceedings and deliberations of the Board must be conducted in public except where the Board deals with information protected from disclosure under the provisions of the Freedom of Information and Protection of Privacy Act.

10. Quorum and Voting

- 10.1 The quorum for panels of the Board shall be as established by the MGA, namely:
 - a. two members of a panel acting as a local assessment review board; and
 - b. one member and the provincial member of a panel acting as a composite assessment review board.
- 10.2 All members must vote on all matters before the Board unless a pecuniary interest or a conflict of interest is declared.
- 10.3 The majority vote of those Members present and voting constitutes the decision of the Board.
- 10.4 Where a member of a panel absents himself or herself from the proceedings due to a conflict of interest or a pecuniary interest, the Clerk shall appoint a replacement member of the panel.

11. Conflict of Interest

- 11.1 Where a member of the Board is of the opinion that he or she has a conflict of interest in respect of a matter before the Board, the member may absent himself or herself from Board proceedings while that matter is being discussed, provided that prior to leaving the meeting, the member:
 - a. declares that he or she has a conflict of interest; and
 - b. describes in general terms the nature of the conflict of interest.
- 11.2 The Clerk shall cause a record to be made in the Minutes of the members' absence and the reasons for it.
- 11.3 For the purposes of this provision, a member has a conflict of interest in a respect of a matter before the Board when he or she is of the opinion that:
 - a. he or she has a personal interest in the matter which would conflict with his or her obligation as a member to fairly consider the issue; or
 - b. substantial doubt as to the ethical integrity of the member would be raised in the minds of a reasonable observer, if that member were to participate in the consideration of that matter.

12. Pecuniary Interest

- 12.1 The pecuniary interest provisions of the MGA apply to all members of the Board while attending meetings of the Board, as though they were Councillors attending meetings of council.
- 12.2 A Board member who fails to declare a pecuniary interest in a matter before the Board, or fails to absent himself or herself from proceedings dealing with such a matter, ceases to be a member of the Board.

13. Commencement of Appeals

- 13.1 An assessed person or a taxpayer may commence an assessment complaint by:

- a. mailing or delivering to the address specified on the assessment or tax notice a complaint in the form set out in the ‘*Matters Relating to Assessment Complaints*’ regulation and within the time specified in the MGA; and
- b. paying the applicable fee.

14. Rules of Order

- 14.1 The Board shall make its own procedural rules, having due regard for the principles of procedural fairness.

15. Adjournments

- 15.1 The Board may in its discretion grant adjournments of a hearing for such purposes as it feels necessary to ensure proper consideration of the issues before it, including:

- a. allowing the Board to obtain a legal opinion or other professional guidance; or
- b. to allow a viewing by the Board of the site in respect of which the appeal is being made.

- 15.2 Where the parties to an appeal consent to an adjournment of the hearing, such adjournment may be granted by the Chairperson after consultation with the Members individually (whether in person, by telephone or by e-mail) without the need to convene a formal meeting. In such a case, the Board is deemed to have convened and the hearing is deemed to have commenced as of the date of such consultation.

16. Notice of Decisions & Record of Hearing

- 16.1 After the hearing of a complaint, the Clerk shall:

- a. under direction of the Chairperson, prepare Minutes of the hearing, the decision or order of the Board and the reasons for the decision in compliance with the MGA; and
- b. arrange for the order or decision of the Board to be signed and distributed in accordance with the requirements under the MGA.

- 16.2 The Clerk will maintain a record of the hearing.

17. Delegation of Authority

- 17.1 In accordance with its authority under MGA section 203(1) to delegate power, Council hereby delegates:

- a. its authority under the MGA to prescribe an appeal fee schedule and the remuneration and expenses payable to each member of the Regional Assessment Review Board and to the Clerk who will follow the Oldman River Regional Services Commission policy.

18. Reimbursement of Costs

- 18.1 The Oldman River Regional Services Commission shall pay for the administrative costs associated with the operation of the Regional Assessment Review Board. Recovery of costs from Regional Member Municipalities will be as set out in the agreements established.

19. Repeal Clause

Upon third reading of Bylaw 1730, Bylaw 1704 is hereby repealed.

Read a First Time this 12th day of October, 2021.

Read a Second Time this day of , 2021.

Read a Third and Final Time this day of , 2021.

Mayor

Chief Administrative Officer



REQUEST FOR DECISION

Meeting: October 25, 2021
Agenda Item: 3

Procedural Bylaw Amendment

DESCRIPTION/BACKGROUND:

At the September 13th Council meeting, Council approved upgrades to our video technology. The upgrades will integrate electronic attendance at council meetings with streaming capabilities. Previously, our technology only supported streaming, but not the ability to attend remotely while streaming the meeting to Youtube. Once this technology is in place, we will be able to have three Councillors physically in attendance (physical distancing in effect) at meetings with the remaining Council zooming in.

The Procedure Bylaw was amended in 2020 to facilitate electronic attendance at council meetings under extenuating circumstances only:

ADD: Revised Section 2.1 (cc) and add new Section 5.1 (kk)

- 2.1 cc) "Quorum" is a majority of those Members elected and serving on Council, including the Mayor, for clarity, this number is currently four. A quorum of Council may be achieved even if a council member or multiple council members attend the meeting through electronic communication as defined by Section 199 of the *Municipal Government Act*.
- kk) "Extenuating circumstances" is a serious situation that is affecting multiple members of Council and the community as a whole on a large scale that is outside Council's general control.

ADD: Revised Section 5.1 (c), (d) and new Section 5.1 (e)

- 5.1 e) Council meetings may be conducted through electronic communications as prescribed within Section 199 of the Act with allowance for public participation, in extenuating circumstances only.

The wording of the current bylaw facilitates remote/electronic attendance only in extenuating circumstances (ex. pandemic). The bylaw does not permit remote attendance once the pandemic is over, or once the provincial restrictions lift --- once there are no extenuating circumstances. Administration would like to amend the bylaw to provide for remote/electronic attendance, regardless of whether there is an "extenuating circumstance...that is affecting multiple members of Council and the community as a whole....".

DISCUSSION/OPTIONS:

Section 199 of the MGA allows council meetings or council committee meetings to be conducted through electronic means. Appropriate notice must be given and the facilities must allow all participants to watch or hear each other. Things to consider:

- What constitutes a valid reason for being unable to attend? Should each councillor be given the discretion to judge validity?
- How many councillors should be allowed to participate electronically in the same meeting (e.g. should a quorum be physically present)? If there is a limit, how are participants chosen?
- How many times should a councillor be permitted to participate electronically?
- What about closed meetings?

If council is in favour of amending the Procedure Bylaw, administration recommends keeping the amendments simple – that amendments be drafted to allow for attendance via electronic communications at council meetings (including public hearings) and special meetings.

Add the following to Council procedures:

Definition

2.1 n) “**Electronic Communications**” means any method of communications that Councillors may use to remotely attend a Town of Claresholm Council Meeting, Special Meeting or Public Hearing which allows for them to hear the meeting, to be heard by all members in attendance, and to communicate their vote on motions proposed at the meeting. Electronic communications include but are not limited to telephone calls, video calls, and other technology that meets the above criteria.

Remove the following from Council procedures:

2.1 kk) “Extenuating circumstances” is a serious situation that is affecting multiple members of Council and the community as a whole on a large scale that is outside Council’s general control.

Amend the following Council procedure:

5.1 e) Council meetings may be conducted through electronic communications as prescribed within Section 199 of the Act with allowance for public participation ~~in extenuating circumstances only~~.

i) Despite the above, Councillors shall attend Council meetings at the meeting location if they are able.

5.5 Special Meetings

Special Meetings may be held in accordance with the provisions of the Act *and attended by electronic communications*.

PROPOSED RESOLUTIONS:

MOVED by Councillor _____ to give Bylaw #1731, Council Procedural Bylaw, 2nd Reading.

MOVED by Councillor _____ to give Bylaw #1731, Council Procedural Bylaw, 3rd Reading.

ATTACHMENTS:

- 1.) Bylaw #1731, Procedural Bylaw

APPLICABLE LEGISLATION:

- 1.) MGA (s) 199
- 2.) MGA (s) Part 5, Part 6 and Part 7

PREPARED BY: Abe Tinney, CAO

APPROVED BY: Abe Tinney, CAO

DATE: October 21, 2021



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1731**

A Bylaw of the **Town of Claresholm to deal with procedure and the transaction of business by the Council of the Town of Claresholm in the Province of Alberta.**

WHEREAS Section 145 of the *Municipal Government Act*, RSA 2000, Chapter M-26 permits the Council to pass bylaws respecting the procedure and conduct of Council;

AND WHEREAS the Council deems it necessary and appropriate to repeal and replace the existing Procedural Bylaw No. 1531;

NOW THEREFORE, THE COUNCIL OF THE TOWN OF CLARESHOLM, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

SECTION 1 TITLE AND PURPOSE OF BYLAW

- 1.1 This Bylaw may be cited as the **“PROCEDURAL BYLAW.”**
- 1.2 The purpose of this bylaw is to establish rules to follow in governing the meetings of the Council of the Town of Claresholm.

SECTION 2 DEFINITIONS

- 2.1 In this Bylaw, unless the context otherwise requires:
 - a) **“Act”** is the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, or any legislation in replacement or substitution thereof.
 - b) **“Acting Mayor”** is the Member selected by Council to preside at any Meeting of Council in the absence or incapacity of both the Mayor and the Deputy Mayor or in the case where the Mayor and/or Deputy Mayor choose to step down.
 - c) **“Administration”** means the Chief Administrative Officer (CAO), and through him/her the Directors, Designated Officers and employees of the Town of Claresholm.
 - d) **“Agenda”** is the list of items and order of business for any meeting of Council or its committees.
 - e) **“Bylaw”** is a bylaw of the Town of Claresholm.
 - f) **“Chair”** is the person who has been given authority to direct the conduct of a meeting, including the appointed head of a committee; the Mayor, or in the absence of the Mayor, the Deputy Mayor, or in the absence of both, the Acting Mayor, or in the absence of all three, any other member chosen to preside over a meeting.
 - g) **“Challenge”** is an appeal of a ruling of the Chair.
 - h) **“Chief Administrative Officer”** means a municipal official appointed by Council to the position of Chief Administrative Officer or, in his/her absence, the person appointed as Acting Chief Administrative Officer;
 - i) **“Committee”** is any board, committee, or commission or other body to which Council may appoint, but excluding Committee of the Whole.
 - j) **“Committee of the Whole”** is Members of Council present at a meeting of Council sitting in committee.
 - k) **“Council”** is the municipal Council of the Town of Claresholm.
 - l) **“Councillor”** is a Member of Council, including the Mayor, duly elected and continuing to hold office.
 - m) **“Deputy Mayor”** is the Councillor, who is appointed by Council at the Organizational Meeting, to act as Mayor in the absence or incapacity of the Mayor.

- n) **“Electronic Communications”** means any method of communications that Councillors may use to remotely attend a Town of Claresholm Council Meeting, Special Council Meeting or Public Hearing, which allows for them to hear the meeting, to be heard by all members in attendance, and to communicate their vote on motions proposed at the meeting. Electronic communications include but are not limited to telephone calls, video calls, and other technology that meets the above criteria.
- o) **“Ex-officio”** means membership by virtue of one's office and/or where appointed by Council; ex-officio members do not form part of the quorum when not present and when present, they may vote unless specifically excluded from voting by resolution or, by bylaw of the Act.
- p) **“General Municipal Election”** is an election held in the Town to elect the Members as described in the Local Authorities Election Act, as amended, or any legislation in replacement or substitution thereof.
- q) **“In Camera”** means when the assembly goes in private to discuss an item.
- r) **“Inaugural Meeting”** is the Organizational Meeting immediately following a General Municipal Election.
- s) **“Mayor”** is the Member duly elected as Mayor and continuing to hold office, and is the Presiding Officer at all meetings of Council.
- t) **“Member”** is the Mayor or a Councillor.
- u) **“Organizational Meeting”** is the meeting held as described in Section 4, including the Inaugural Meeting.
- v) **“Parliamentary Inquiry”** is a request for information from the Chair about a parliamentary procedure that does not require a formal ruling.
- w) **“Peace Officer”** is a duly appointed member of the RCMP, a Community Peace Officer or a Bylaw Enforcement Officer.
- x) **“Point of Order”** is a demand that the Chair enforce the rules of procedure.
- y) **“Point (or Question) of Privilege”** is a request made to the Chair or Council on any matter related to the rights and privileges of Council, individual Councillors or Town Administration which include the:
 - i. organization or existence of Council;
 - ii. comfort of Councillors;
 - iii. conduct of Town officials, employees or members of the public in attendance at the meeting;
 - iv. accuracy of the report of Council proceedings;
 - v. reputation of Councillors or Council; and
 - vi. reputation of Town Administration.
- z) **“Postpone”** is to delay the consideration of any matter, either to a definite time on the agenda or a later position on the agenda.
- aa) **“Previous Question”** is a motion to end debate and vote on the motion under debate.
- bb) **“Public Hearing Meeting”** is a meeting of Council which is convened to hear representations on matters in accordance with Section 230 of the Act, or such matters that Council decides should be the matter of a public hearing.
- cc) **“Put”** is when the Presiding Officer calls for a vote or 'put the question to vote.' The Chair asks “Are you ready for the question?”
- dd) **“Quorum”** is a majority of those Members elected and serving on Council, including the Mayor, for clarity, this number is currently four. A quorum of Council may be achieved even if a council member or multiple council members attend the meeting through electronic communications as defined by Section 199 of the Municipal Government Act.
- ee) **“Recording Secretary”** is the person appointed to this position by the CAO.
- ff) **“Special Resolution”** is a resolution passed by a two-thirds majority of all Councillors or two-thirds of all members of a committee.
- gg) **“Standing Committee”** is a policy committee, consisting wholly of Members appointed by Council, but excluding Committee of the Whole.
- hh) **“Table”** is a motion to delay consideration of any matter indefinitely in order to deal

with more pressing matters.

ii) “**Town**” is the corporation of the Town of Claresholm.

jj) “**Two-Thirds Vote**” is a vote by two-thirds of Members present at the meeting and entitled to vote on the motion.

kk) “**Unfinished Business**” is business which has been raised at the same or a previous meeting and which has not been completely dealt with.

SECTION 3 INTERPRETATION AND APPLICATION

3.1 Rules for Interpretation

The marginal notes and heading in this Bylaw are for reference purposes only.

3.3 Council Proceedings

When any matter relating to proceedings in Council or in the Committees arises, which is not covered by a provision of this Bylaw, the matter shall be decided by reference to *Roberts Rules of Order*.

3.4 Paramount Rules

If the provision in any other Bylaw conflict with the rules in this Bylaw, this Bylaw shall prevail.

SECTION 4 ORGANIZATION OF COUNCIL

4.1 Inaugural Meetings

Council must hold its Inaugural Meeting no later than two (2) weeks after each General Municipal Election at the time and place fixed by the CAO. At this meeting:

a) All members of Council must take the Oath of Office;

b) All members of Council must take the Code of Conduct Oath;

c) the seating of the Councillors may be determined by lot for the term of office of the Council;

d) in case the seat of any Councillor becomes vacant by reason of death, resignation or otherwise, the member elected to fill the place shall occupy the seat in the Council Chamber;

e) rotation schedules for the position of Deputy Mayor shall be determined by alphabetical order of last name, with a four-month term to be served twice over the course of the full Council term;

f) all other matters required for the operation of the Town must be dealt with.

4.2 Organizational Meetings

An Organizational Meeting of Council must be held annually, according to Section 192 of the Act. At this meeting, Council must establish:

a) the regular Council Meeting dates;

b) the appointment of Members to Committees which Council is entitled to make;

c) will deal with any other business described in the notice of the Meeting.

SECTION 5 MEETINGS OF COUNCIL

5.1 Meetings

a) Regular Meetings of Council shall be established at the Inaugural Meeting.

b) Statutory or Non-Statutory Public Hearings may be held on regularly scheduled Council Meeting dates or such other dates as may be determined for operational purposes;

c) The time and date of the regular meeting of Council and the meeting location may be changed by two-thirds (2/3) of all Members of Council.

d) Any scheduled regular meeting of Council may be cancelled by resolution of Council carried by two-thirds (2/3) of all Members of Council.

e) Council meetings may be conducted through electronic communications as prescribed within Section 199 of the Act with allowance for public participation.

i. Despite the above, Councillors shall attend Council meetings at the meeting location if they are able.

5.2 Adjournment

All meetings of Council will be limited to four (4) hours, unless determined by the majority of Council present.

5.3 Quorum & Lack of Quorum

As soon after the hour of meeting as there is a quorum present, the Mayor shall take the chair and the Members shall be called to order.

- a) In case the Mayor or Deputy Mayor is not in attendance within fifteen (15) minutes after the hour appointed, the CAO shall call the meeting to order until an Acting Mayor shall be chosen, who shall preside during the meeting until the arrival of the Mayor or Deputy Mayor.
- b) If a quorum is not present in half an hour after the time appointed for the meeting of Council, or within half an hour of the time appointed for the meeting to reconvene after a recess or other adjournment, the CAO or his/her designate shall call the roll and record the names of the Members present and the Council meeting shall then stand absolutely adjourned until the next regular meeting, unless a special meeting is duly called in the meantime.
- c) Whenever a vote on any matter before Council or a Committee cannot be taken because of loss of a quorum, the quorum resulting from:
 - i. the excusing of a Member or Members of Council voting on a resolution of Council, or
 - ii. the disqualification of a Member or Members from voting,
 then the matter shall be the first business to be proceeded with and disposed of at the next regular meeting of the Committee or Council. If a quorum is lost for any reason other than the aforementioned reasons, the meeting is adjourned.

5.4 Permission to Leave

When a Member wishes to leave the Council Chamber while a meeting of Council is in progress, they shall rise and await the permission of the Mayor before leaving their place.

5.5 Special Meetings

Special Meetings may be held in accordance with the provisions of the Act and attended by electronic communications.

5.6 Order of Business

The order of business at a meeting is the order of the items on the agenda except:

- a) When a previous meeting has been adjourned for lack of quorum and no special meeting has been called to deal with the business of the adjourned meeting, the agenda items from the adjourned meeting must be dealt with before any items on the current agenda; and
- b) When Council alters the order of business for the convenience of the meeting by a two-thirds (2/3) vote; and
- c) When the same subject matter appears in more than one place on an agenda and Council decides, on motion, to deal with all items related to the matter at the same time.

5.7 Agenda Format

The Agenda orders the business for a meeting and will be followed as set out in Schedule "A" of this Bylaw. Schedule "A" of this Bylaw may be amended by resolution of Council.

5.8 Agenda Submission Deadline

All Agenda items must be received in writing by the CAO by 4pm on the Thursday prior to the Council meeting for inclusion to the Agenda for the following meeting. In the case where a General Holiday falls on the Monday that a Council meeting would fall, the Council meeting will be held on the Tuesday and the deadline for agenda submission remains the Thursday prior to the meeting.

5.9 Agenda Distribution

The CAO or his/her designate will provide the Agenda and all reports and supplementary materials (Agenda Package) for distribution to Council by 4:00pm on the Friday of the week preceding the regular Council meeting.

5.10 Adoption of Agenda

Council must vote to adopt the Agenda prior to transacting other business and may:

- a) add new items to the Agenda by a unanimous vote of Council; or
- b) delete any matter from the Agenda by unanimous vote.

5.11 Preparation of Minutes

The CAO or his/her designate must prepare all Council Minutes which will include:

- a) all decisions and other proceedings;
- b) the names of the Councillors present and absent from the Meeting;
- c) any declarations of pecuniary interest made under the Act by any Councillor or any resolutions excusing a Councillor from voting; and
- d) the signatures of the Presiding Officer and the CAO.

- 5.12 Adoption of Minutes
- a) The CAO or his/her designate shall prepare the Minutes of each Council meeting and shall distribute a copy to each Member for the next meeting.
 - b) The Mayor shall present the Minutes to Council with a request for a motion to accept the Minutes.
 - c) The Minutes of a previous meeting shall not be read aloud unless requested by a majority of the Members.
 - d) Any Member may make a motion requesting that the Minutes be amended to correct any inaccuracy or omission.
 - e) Only minor changes may be made to correct errors in grammar, spelling, and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence; but no change shall be allowed which would alter or affect in a material way the actual decision made by Council.
 - f) No Member may introduce any extraneous evidence to support a challenge to the accuracy of the Minutes unless the evidence has been compiled or made under the direction or control of the CAO.
 - g) If a Member wishes to challenge the accuracy of the Minutes of a previous Meeting, the Member must make the challenge known to the CAO before Council has officially confirmed the Minutes.
- 5.13 Presenting a Motion
A Member may make a motion and then the idea is discussed.
- 5.14 Style and Presentation of Motion
- a) A motion should be worded in a concise, unambiguous and complete form appropriate to such a purpose. It cannot employ language that is not allowed in debate.
 - b) A Member making a motion embodying something that had just been said by the Chair or another Member in informal consultation during a Meeting should avoid statements such as “I so move” and have the CAO or his/her designate recite the complete motion that he/she offers.
 - c) A motion should not be offered if its only effect is to propose that the assembly refrain from doing something. The same result can be accomplished by adopting no motion at all.
 - d) A motion to reaffirm a position previously taken by adopting a new motion or resolution is not in order. Such a motion serves no useful purpose because the original motion is still in effect.
- 5.15 Recommendations are not Motions
A Motion must be made on any Agenda item before it is discussed. A recommendation in a report does not constitute a Motion until a Councillor has expressly moved it.
- 5.16 Withdrawal
Once a Motion has been moved and stated by the Chair, it is in the possession of Council, and may not be withdrawn without unanimous consent of all Councillors present at the meeting.
- 5.17 Urgent Business
- a) A Member may move to discuss a matter of urgent public importance without prior notice.
 - b) A Motion to bring a matter before Council as Urgent Business is subject to the following conditions:
 - i. The matter proposed for discussion must relate to a genuine emergency, calling for immediate and urgent consideration;
 - ii. The Motion must not involve discussion of a matter which has been discussed previously in the same meeting;
 - iii. The Motion must not raise a Question of Privilege.
- 5.18 Repeating Motions
A Motion, which has been superseded or withdrawn may be repeated unless it has been ruled out of order because it is improper.
- 5.19 Put by the Chair
All motions must be put by the Chair before a vote is taken.
- 5.20 Types of Motions
- a) **Motion to** (*Lay on the Table or Motion to Table*)

- i. This motion allows the assembly to lay the pending question aside temporarily when something else of immediate urgency has arisen in such a way that there is no set time for taking the matter up again;
- ii. It is considered to be resumed at the will of the majority and in preference to any new questions that may then be competing with it for consideration.

By adopting the motion to *Lay on the Table*, a majority has the power to halt consideration of a question immediately without debate. This must be done prior to the vote on the original motion under discussion. If a motion to table is not dealt with prior to the motion to adjourn, then the motion dies and cannot be brought up at a subsequent meeting.

b) **Motion to (*Take from the Table*)** is required to bring forward, a motion that has been *Laid on the Table* previously. This motion is not in order until some other business has taken place prior to it being made. If the motion is not removed from the table prior to adjournment of the meeting, then the motion is lost. If discussion is to take place at the next meeting, it has to be under a new motion.

- iii. Any Member may move to take a motion from the table, provided no other motion is on the floor.
- iv. A tabled motion is brought back with all of the motions connected with it, exactly as it was when laid on the table.
- v. The motion to *Take from the Table* is not debatable or amendable and requires only a majority vote.
- vi. If a motion to take a motion from the table is defeated, it may only be made again after other business has intervened.
- vii. A motion may be taken from the table at any regular meeting, but not at a special meeting unless prior notice is given.

5.21 Amendments

An amendment proposed to a motion must be relevant to its subject matter and must not propose a direct negative of the motion.

5.22 Amendments to Amendments

Only one amendment to a motion may be before the meeting at any time, but an amendment to the amendment may be before the meeting at the same time. The amendment to the amendment must be voted on before the amendment.

5.23 Debatability of Amendments

Councillors may debate the merits only of the amendment, not the merits of the motion it is applied to.

5.24 Cannot Amend Own Motion

A Member cannot amend his or her own motion.

5.25 Referral Motions

A Member may move to refer any motion to a Committee, Administration or Committee of the Whole for investigation and report, and the motion to refer:

- a) will preclude all further amendments to the motion;
- b) is debatable; and
- c) may be amended only as to the body or membership of the body to which the motion is referred and the instructions on the referral.

5.26 Report from Referral

When a response to a referral is before Council, the motion under consideration will be the motion which was referred, including any amendments made prior to the referral.

5.27 Referrals Refused by the Chair

The Chair may refuse to accept a motion to refer that would have the effect of defeating the motion to which it applies (for example, due to time constraints).

5.28 Limiting or Ending Debate

Any motion to limit or end debate:

- a) cannot be debated;
- b) must be passed by a two-thirds (2/3) vote; and
- c) may only be amended as to the limit to be placed on debate.

- 5.29 Motion for the Previous Question
a) If the Previous Question is moved, the Chair must state that the Previous Question has been moved and immediately take the vote on the motion for the Previous Question.
b) Unless a Motion to Postpone is made, when a Motion for the Previous Question is carried, the motion to which it applies must be put without further debate or amendment.
- 5.30 Motions Disallowed
If a motion is contrary to the rules and privileges of Council, the Chair may refuse to accept it and must cite the rule or authority applicable without other comments.
- 5.31 Privileged Motions
The following motions are privileged motions and may, if the Chair determines that they are of overriding importance, interrupt the debate on another motion:
a) a Point of Privilege;
b) a Motion to excuse a Councillor from voting;
c) a Motion to Recess;
d) a Motion to Adjourn; and
e) a Motion to fix the time to adjourn.
- 5.32 Point of Privilege
A Member may raise a Point of Privilege to remedy any pressing situation at any time. The Chair must immediately decide whether to accept the Point of Privilege. If accepted, it must be dealt with immediately.
- 5.33 Motion on Point of Privilege
If a motion is made resulting from an accepted Point of Privilege, it is not debatable or amendable.
- 5.34 Point of Order
A Point of Order, which requires immediate attention, may interrupt a speaker and is not debatable or amendable. The Chair must rule on a Point of Order and no vote will be taken unless there is a Challenge to the Ruling.
- 5.35 Motion to Challenge
a) Any ruling of the Chair may be challenged.
b) A Motion to Challenge may be made only at the time of the ruling, whether or not another speaker has the floor.
c) A Motion to Challenge is debatable unless it relates to decorum, the priority of business or an un-debatable pending motion.
d) If a motion is made to challenge, the Chair must state the question: "Is the ruling of the Chair upheld?", and may participate in debate on the challenge without leaving the Chair.
e) If the Chair refuses to put the question on a Challenge, the person who would preside if the individual occupying the chair were absent must put the question to Council.
f) Unless there is a two-thirds (2/3) vote against it, the ruling of the Chair will be upheld.
- 5.36 Recess
a) Any Member may move that Council recess for a specific period. After the recess, business will be resumed at the point when it was interrupted. This motion may not be used to interrupt the speaker.
b) A motion to recess may be amended only as to length of time, but neither the motion nor the amendment are debatable.
- 5.37 Adjournment
a) A Motion to Adjourn is not debatable or amendable.
b) Council will take up a motion pending at the time of adjournment as the first item under unfinished business at the next meeting.
- 5.38 Adjournment of Regular Meeting or Public Hearing
A motion to adjourn a Regular Meeting or a Public Hearing requires a majority vote.
- 5.39 Objection of Consideration of a Motion
The purpose of an "Objection to the Consideration of a Motion" is to enable Council to avoid a particular original main motion when it would be undesirable or inappropriate for the motion to come before them, and may be dealt with in the following manner:
a) A Member may move to object to the consideration of the main motion prior to any debate on the motion and the Chair must state the question "Will the motion be considered?"

- b) A motion to object to the consideration of a motion is not debatable or amendable. The motion objected to will be heard unless there is a two-thirds (2/3) vote against hearing it.
- c) If Council passes a motion to object to the consideration of a motion, the motion objected to may be brought before Council only by renewal.

- 5.40 **Dividing Motions into Parts**
A Member may request that a motion be divided if it contains parts which stand as complete propositions. Council must then vote separately on each proposition.
- 5.41 **Motions Previously Considered**
Once Council has dealt with any matter, a motion that would have a similar result may not be made unless Council has agreed to reconsider the motion.
- 5.42 **Reconsidering Motions**
A Member who voted with the prevailing side may move to reconsider a motion only at the same meeting or during any continuation of the meeting at which it was decided.
- 5.43 **Reconsideration not Allowed**
 - a) A motion to reconsider may not be applied to:
 - i. any vote which has caused an irrevocable action; or
 - ii. a motion to reconsider.
 - b) A motion to reconsider is only debatable when the motion being reconsidered is debatable.
- 5.44 **Rescinding and Renewing Motions**
A motion to rescind a motion which has been passed, or to renew a defeated motion, may be offered subsequent to the meeting at which the motion was passed or defeated if the rescinding or renewal motion is:
 - a) brought more than six (6) months after the date of the original motion; or
 - b) brought after a General Municipal Election which has taken place since the date of the original motion.
- 5.45 **Notice of Rescission or Renewal**
Notice of a motion to rescind or renew a motion must be given or dispensed with pursuant to the provision of this Bylaw.
- 5.46 **Rescission not Allowed**
No motion to rescind may be made when:
 - a) a vote has caused an irrevocable action; or
 - b) a decision has been made to rescind or reconsider motion.

SECTION 6 VOTING

- 6.1 **Motion Carried**
A motion will be carried when a majority of Members present at a meeting vote in favour of the motion, unless otherwise specified in this Bylaw.
- 6.2 **Recording of Votes**
Before a vote is taken by Council, a Councillor may request that the vote be recorded. When a vote is recorded, the minutes must show the names of the Councillors present and whether each Councillor voted for or against the proposal or abstained.
- 6.3 **Tie Vote**
A motion is defeated when the vote is tied.
- 6.4 **Failure to Vote**
Each Member present must vote on every motion as outlined in the Act, unless the Act, or any other Provincial or Federal enactment, requires or permits the Member to abstain, in which case the Member must cite the legislative authority for abstaining, and the abstention and reasons must be recorded in the minutes.
- 6.5 **Loss of Quorum**
If a motion cannot be voted on because there would be no quorum due to:
 - a) a Member being excused from voting; or
 - b) any abstention allowed or required by statute;

then the matter will be dealt with as unfinished business and proceeded with at the next regular meeting of Council. If Council is unable to achieve quorum at any meeting on an issue due to the pecuniary interest of a Member or Members, then Council must ask the Minister of Municipal Affairs for an order or direction under the Act.

- 6.6 Voting Procedures
Votes on all motions must be taken as follows:
a) Members must be in the designated Council seat when the motion is put;
b) the Chair must put the motion;
c) the Chair must declare the result of the vote.
- 6.7 No Change to Vote
After the Chair declares the result of a vote, no Council Members may change their vote for any reason.
- 6.8 Silence Once Question is Put
From the time the question is put by the Chair, until the result of the vote is declared, Members must be silent and must not leave their seats.

SECTION 7 RULES GOVERNING DEBATE

- 7.1 Order of Speakers
The Chair will determine the speaking order when two or more Members wish to speak, subject to a challenge.
- 7.2 Addressing the Chair
Members must address the Chair when speaking.
- 7.3 Interruptions
Members, who have been assigned their turn to speak, may only be interrupted by other Members, including the Chair:
a) when a Member is discussing a subject and no motion is on the floor;
b) when a Member has exceeded the five (5) minute time limit to speak;
c) by a Point of Privilege;
d) by a Point of Order;
e) by an objection to the consideration of a motion; or
f) by a Challenge.
- 7.4 Councillor Called to Order
A Member who is called to order must immediately stop talking but must be given an opportunity to Challenge before debate is closed. Council will decide the Challenge without debate.
- 7.5 Prohibited Acts
Members must not:
a) speak disrespectfully of the Sovereign or any of the Royal Family, or of the Governor General or of the Lieutenant Governor, or of any Member of any other governing body in Canada or Council or Administration;
b) use offensive words in Council Chambers, or against Council or any Members or Administration;
c) discuss a vote of Council, unless to move to reconsider, renew or rescind;
d) break the rules of Council or disturb the proceedings; or
e) disobey the decision of the Chair or of the Council or any question of order, practice or interpretation.
- 7.6 Request to Have Motion Considered
A Member may require that the motion being considered be read at any time during debate, but must not interrupt the speaker.
- 7.7 Number of Speeches
Unless otherwise provided in this Bylaw, Members may speak only once on any motion; however the Presiding Officer may give permission to speak again.
- 7.8 Time Limits
Each Member may speak for only five (5) minutes:
a) by asking questions on a motion;
b) in debate on a motion;

- c) by asking questions on an amendment;
 - d) in debate on an amendment; and
 - e) in reply, when the Councillor is the mover of the motion;
- unless Council gives permission, by a two-thirds (2/3) vote, to speak for an additional five (5) minutes.

- 7.9 Opportunity to be Heard
Each Member will be given an opportunity to speak to a motion before it is put to a vote, unless a motion is passed to limit or end debate.

SECTION 8 DUTIES OF THE CHAIR

- 8.1 Chair to Maintain Order
The Chair must preserve order and decorum and decide all questions of procedure.
- 8.2 Citing Reasons for Decisions
When the Chair makes a decision on a question of procedure, he or she must provide a reason for the decision.
- 8.3 Leaving Chair
If the Chair wishes to leave the chair for any reason, he or she must provide a reason for the decision.

SECTION 9 DISCIPLINARY PROCEDURES

- 9.1 Calling Councillors to Order
The Chair may call to order any Member who is out of order.
- 9.2 Naming a Councillor for an Offense
When a Member has been warned about breaches of order but continues to engage in them, the Chairman may name the Councillor by stating his or her name and declaring the offense. The CAO must note the offense in the minutes.
- 9.3 Disturbance or Inappropriate Behaviour by Public
Behaviour of the public, during the proceedings of Council:
- a) no person shall, other than the CAO or his/her designate, record the proceedings;
 - b) no person shall allow a cellular telephone to ring or talk on a cellular telephone while attending a Council meeting;
 - c) no person shall address Council without permission of the Chair;
 - d) all persons to maintain order and quiet;
 - e) no person shall applaud or otherwise interrupt any speech or action of the Members, or any other person addressing Council.
 - f) When granted permission to address Council, shall not use offensive words or speak disrespectfully of Council, any Member, or Administration, the Sovereign or any member of the Royal Family, or of the Governor General or the Lieutenant General or of any member of any other governing body in Canada.
 - g) The Chair may, at any meeting, expel and exclude any person who creates any disturbance or acts improperly. A person who refuses to leave is guilty of an offense and the Chair may order a Peace Officer to remove the person and charge them under this Bylaw.
- 9.4 Member Interference
No Member shall have the power to direct or interfere with the performance or work of any employee of the Town. The employee shall be subject only to their Supervisor. Nothing in the foregoing shall in any way interfere with or restrict the right of a Member of Council to seek formal information from any officer or employee of the Town through the office of the CAO.
The only employee under direct supervision of Council is the CAO.

SECTION 10 PUBLIC & PRIVATE MEETINGS

- 10.1 Public Meetings
Except as provided in the Act, Council and Council Committee Meetings will be held in public and no person may be excluded except for improper conduct.

- 10.2 In Camera Meetings
Councils and Council Committees may close all or part of their meeting to the public if a matter to be discussed is within one of the exceptions to disclosure in Division Two (2) of Part One (1) of the *FOIPP Act*.
When a meeting is closed to the public, no resolution or bylaw may be passed at the meeting, except a resolution to revert to a meeting held in public.

SECTION 11 BOARDS, COMMISSIONS & COMMITTEES

- 11.1 Ex Officio
a) The Mayor shall be an ex officio Member of all Committees to which Council has the right to appoint members pursuant to the Act, and as such shall have all the powers and privileges of any Member of the same, including the right to vote upon all questions to be dealt with by the Committee.
b) Notwithstanding subsection (a) the Mayor may be a member of a board, commission, and subdivision authority or development authority established under Part 17 of the Act only if the Mayor is appointed in his or her personal name.
- 11.2 Membership
The membership of a Board, Commission or Committee shall be as provided for in the enabling legislation or as directed by Council.
- 11.3 Chair
a) Each Committee shall select one of its members to be the Chair unless Council designates:
i. The Chair of a Committee; or
ii. The manner in which the Chair shall be selected.
b) The Chair shall preside at every meeting and shall vote on all questions.
c) Members of Council shall not chair any external boards or committees except in the instance where the board or committee is comprised of only elected officials. Internal boards or committees may be chaired by members of Council.
- 11.4 In Camera
When a Committee established by Council is of the opinion that a meeting is to be held In Camera, the motion which is passed to authorize the In Camera meeting shall include the reason for holding the meeting In Camera, and the meeting may only be held in accordance with Section 197(2), (2.01), (2.1) and (3) of the Act.
- 11.5 Business of Committees
The business of committees shall be conducted in accordance with the Act and within the rules governing the procedures of Council.
- 11.6 Organizational Meeting Appointments
a) At the Organizational Meeting at the beginning of the term of office of the new Council, and annually thereafter, the Mayor shall recommend to the full Council the membership of each Standing Committee and Committee.
b) The Mayor shall request all Members of Council to submit their preference for membership on Standing Committees and shall take these into consideration in arriving at recommendations for Council's ratification. The recommendations of the Mayor shall be put before the full Council for ratification.

SECTION 12 SPECIAL COMMITTEES

- 12.1 Appointment of Special Committees
Subject to the Act, Council may appoint any Special Committees as are necessary or advisable for the orderly and efficient handling of the affairs of the Town and may establish generally or in detail the:
a) duties and responsibilities;
b) composition; and
c) duration of a Committee.

SECTION 13 BYLAWS

- 13.1 Title and Bylaw Number
All proposed bylaws must have a bylaw number assigned by the CAO and a concise title indicating the purpose of the bylaw.
- 13.2 Filing of Bylaws

The CAO shall keep on file, correct copies of all bylaws approved or defeated in Council including all amendments, if any.

- 13.3 First Reading
- a) A bylaw, appearing upon the Council Agenda when listed as ready for first reading, shall be introduced by a Member moving “The Bylaw No. (quoting the Bylaw number) be given first reading.
 - b) Council shall vote on the motion for first reading of a bylaw without amendment or debate.
 - c) After first reading, a Member may ask a question concerning the bylaw.
- 13.4 Amendments
- Any amendments to a bylaw, which are carried prior to the motion for second reading being put, will be considered to have been given first reading and will be incorporated into the proposed bylaw. If amendments to the proposed bylaw have been carried, the Chair must put the question that “Bylaw No. (specifying the bylaw number), as amended, be given second reading”.
- 13.5 Second Reading
- After first reading has been given, any Councillor may move that “Bylaw No. (specifying the proposed bylaw number) be read a second time”.
- 13.6 Three Readings
- Every bylaw shall receive three readings before the Mayor or Deputy Mayor and the CAO signs it. If a bylaw fails to receive unanimous consent for third reading, it shall remain on the agenda to be dealt with at the next regular meeting of Council.
- 13.7 Number of Readings Allowed at a Meeting
- a) A bylaw shall not be given more than two readings at one meeting unless the Act permits three readings in one meeting and unless Members present unanimously agree that the bylaw may be presented to Council for third reading.
 - b) When Council unanimously agrees that a bylaw may be presented for third reading:
 - i. a motion for third reading of the bylaw shall be made;
 - ii. Council shall vote on the motion without amendment or debate.
- 13.8 Signing and Sealing Bylaws
- The Mayor or Deputy Mayor and the CAO must sign and seal every bylaw as soon as reasonably possible after third reading is given.
- 13.9 Amendment and Repeal
- Once a bylaw has been passed, it may only be amended or repealed by another bylaw.
- 13.10 Requirements for Written Communications
- Every written communication intended for Council or a Committee which reaches the CAO must:
- a) be legible and coherent;
 - b) be signed by at least one person who provides a printed name and address;
 - c) not be libelous, impertinent or improper;
 - d) be on paper; and/or
 - e) be sent by email with proper email signature or identification.
- 13.11 Processing of Communications
- If the requirements are met, the CAO must:
- a) Place it on the agenda of the next regular meeting of Council once he/she is assured that there is sufficient information available to allow Council to render a decision.
 - b) If, in the CAO's opinion, the communication requires action, then he/she may refer the item directly to the proper Town employee with instructions for a report to Council at the earliest reasonable opportunity; or
 - c) If, in the Mayor's opinion, the matter contained in the communication is impertinent, improper or libelous, he/she shall advise the originator of the communication that it is not being sent forward and shall advise Council at the first regular meeting after receipt of such communication:
 - i. that it is being withheld; and
 - ii. the name and address of the sender; and
 - iii. the general subject thereof.
 - d) If, however, Council decides by a two-thirds (2/3) vote of members present that a communication withheld from it deserves action, then the matter may be dealt with at that meeting.

- 13.12 **Communication Referred**
Communication received by the Council may be referred to a Committee of Council or to Administration for a report, or may otherwise be dealt with as directed by Council.
- 13.13 **Delegations**
- a) Notwithstanding any provision of this Bylaw, Council shall grant a fair hearing to persons entitled, under provincial legislation, to make verbal submissions to Council.
 - b) A person wishing to make representations directly to Council shall so advise the CAO in writing by 4:00pm on the Thursday prior to the Council meeting date.
 - c) At the place in the Agenda for the hearing of delegations, the Mayor or Deputy Mayor shall call each item in order as it is listed on the agenda.
 - d) Each item shall be introduced by a Member of Administration or the Mayor or Deputy Mayor or a Councillor.
 - e) No person, whether a Member of a statutory or non-statutory delegation, shall address Council upon any matter for more than fifteen (15) minutes, exclusive of the time required to answer the questions put by Council. Delegations that exceed the recommended fifteen (15) minutes may be given a discretionary amount of time by the Chair to adequately make their presentation.
 - f) In questioning delegations, whether statutory or otherwise, Members will ask only those questions which are relevant to the subject of the hearing and will avoid repetition. Delegations speaking to the subject will be restricted to the subject matter only.
 - g) Delegations at regular meetings of Council are to be limited to a maximum of two, or in circumstances approved by the Mayor where it is felt that an item would be urgent, to a maximum of three.

SECTION 14 PUBLIC HEARINGS

- 14.1 **Public Hearings**
When the Municipal Government Act, or any other act, requires Council to hold a public hearing, the public hearing must be held, unless another enactment specifies otherwise:
- a) before second reading of the bylaw, or
 - b) before Council votes on the resolution.
- 14.2 **Procedure for a Public Hearing**
If a person indicates their presence to speak on the proposed bylaw, then the following procedures will apply:
- a) the administration will introduce the topic of the Public Hearing;
 - b) persons will be allowed five (5) minutes to speak; those in favor will speak first, followed by those opposed, followed by those who feel they are affected by the topic of the hearing;
 - c) after a person has spoken, any Member may ask that speaker relevant questions;
 - d) any Member may ask the administration relevant questions after all persons who wish to speak have been heard.
 - e) any Councillor may then move that “the Public Hearing be adjourned”.
- 14.3 **When No Speaker Present**
If a person is unable to attend a hearing, that person may authorize an individual to speak on his or her behalf. The authorization must:
- a) be in writing;
 - b) name the individual authorized to speak;
 - c) indicate the proposed topic to be spoken to; and
 - d) be signed by the person giving the authorization.
- 14.4 **Statement of Authorization**
The authorized speaker must state the name of the person that the speaker represents and must present the written authorization to the CAO or his/her designate.
- 14.5 **Representing More Than One Person**
If an authorized speaker represents more than one person, the speaker will be allowed only five (5) minutes to speak unless Council decides otherwise.

SECTION 15 RECORDING

- 15.1 **Livestream**
It is the practice of the Town to operate in an open and transparent environment, making as much information available to the public as possible, while maintaining the individual privacy of public in attendance. To this end it is the practice of the Town to live stream Council meetings on the Town website and to provide archived video of these meetings on

the website for later viewing.

15.2 Prohibited Use of Recording Devices

The use of cameras, and/or audio or video recording devices by external users during any public meeting of Council is prohibited. Violation of this guideline will result in the offending party being removed from the meeting immediately.

SECTION 16 REPEAL OF PREVIOUS BYLAW

16.1 Bylaw No. 1531, the “Procedural Bylaw” and any amendments thereto, are hereby repealed.

16.2 Bylaw No. 1647, the “Procedural Bylaw” and any amendments thereto, are hereby repealed.

SECTION 17 PASSAGE OF BYLAW

17.1 This Bylaw shall come into effect upon passage of Third Reading.

Read a first time in Council this **12th** day of **October** 2021 A.D.

Read a second time in Council this **25th** day of **October** 2021 A.D.

Read a third time in Council and passed in Council this **25th** day of **October** 2021 A.D.

_ **Mayor**

CAO



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
SCHEDULE "A"
TO BYLAW #1731**

AGENDA FORMAT

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
<DATE>
AGENDA**

**Time: 7:00 P.M.
Place: Council Chambers
Multi-use Community Building
111 - 55th Avenue West
Livestream: Town of Claresholm YouTube Channel**

NOTICE OF RECORDING

CALL TO ORDER

ADOPTION OF AGENDA

Recommendation: that the Agenda for the Regular Meeting of Council of <date> be accepted as presented.

Note: all Agenda item requests must be received in writing the by the Chief Administrative Officer (CAO) by 4:00pm the Thursday prior to the Council meeting for inclusion to the Agenda for the following meeting. In the case where a General Holiday falls on the Monday that a Council meeting would fall, the Council meeting will be held on the Tuesday and the deadline for Agenda submissions remains the Thursday prior to the meeting. Only items of an emergency nature, as approved by a unanimous vote of Council, will be included after that time.

ADOPTION OF MINUTES

Regular Meeting Minutes

Recommendation: that the Regular Meeting Minutes of <date> be accepted as presented.

Other Meeting Minutes

Recommendation: that the <special or other> Meeting Minutes of <date> be accepted as presented.

PUBLIC HEARING

Note: Public Hearings are held on an as needed basis, determined by Bylaws scheduled for final readings.

DELEGATIONS

Note: to include on cover sheet under this Agenda item where action is required.

Note: Delegations will be allowed upon receipt of a request in writing to the Secretary-Treasurer, to a maximum of two at any Council meeting. Based upon need, the Mayor may determine a number of delegations exceeding two.

ACTION ITEMS

**Bylaws
Delegation Responses
Federal Government Correspondence
Provincial Government Correspondence
Other Government Correspondence**

**Local Correspondence
Town Reports and Memos
Other**

INFORMATION ITEMS

Recommendation: to accept the information items as presented.

IN CAMERA

Recommendation: that this Meeting go In Camera.

Notice of Recording Ceased

Recommendation: that this Meeting come out of In Camera.

Notice of Recording Started

ADJOURNMENT

Recommendation: that this meeting adjourn.

Notice of Recording Ceased



Claresholm & District Chamber of Commerce

P.O. Box 1092, Claresholm, AB T0L 0T0

www.claresholmchamber.ca

October 18, 2021

Mayor & Council
Town of Claresholm

RE: Old Fashioned Christmas

I am writing to let you know that the Chamber, EDC and Local Press are working together to plan our annual Old Fashioned Christmas local shopping event as a kick-off to the Christmas season to be held Friday, November 26, 2021.

Activities will be much the same as they have been in the past:

- Late Night Shopping (until 9 p.m.)
- Christmas Carollers around the Christmas tree in the parking lot.
- Official lighting of the Christmas tree by our Mayor, plus I would like to invite our Council to be a part of this as well.
- Horse drawn wagon rides starting from the downtown parking lot
- Santa's Gone Loonie - at the Seniors Drop In Centre, with a Festival of Trees or other event by the Drop In Centre.
- Bonfire in downtown parking lot - attended by Claresholm Fire Dept.
- Museum board and staff; Welcoming Claresholm committee and other community groups have been invited to participate as well.

Of course, we will follow all current COVID-19 Health Guidelines and mandates.

We would like to have permission to close off the centre portion of the parking lot to accommodate the event. I will make arrangements with Mike Schuweiler and the town crew for the set up of barricades, the lights on the tree and the fire pit once I receive your approval.

If you have any questions or concerns - please contact me.

Sincerely,

Amanda Zimmer,
Chamber President
403-625-4474
clpprint@shaw.ca

22th Annual

Old-Fashioned Christmas

**FRIDAY,
November 26
5-9 p.m.**

**Downtown
Claresholm**

**An evening of fun
and festivities**

THIS EVENT IS BROUGHT TO YOU BY:





Q.E.D. ENTERPRISES LTD.

8 Valley Glen Hts. N.W.
Calgary, Alberta,
TOL OTO

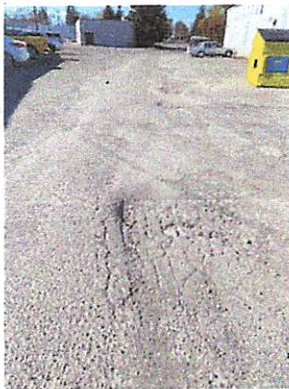
LEASING
Commercial & Residential Properties

Cell: 403 620-2027
Fax: 403 288-7122
Email: Rod@Dyrholm.ca

Mayor & Town Council,

The purpose of this note is to draw your attention to the ongoing condition of the Back Alley/Road behind the following properties:

1. Credit Union,
2. Two small twin stores
3. Q.E.D. Enterprises Ltd Shop
4. North & Co.
5. Carly's Liquor.
6. Curly's Food Truck
7. Home Hardware
8. Frontier Western Wear
9. Blackwood Coffee Co.
10. CANADIAN PIZZA UNLIMITED
11. MOON HOUSE CHINESE CUISINE



This is an area with a lot of traffic and big trucks. I gather Town will be doing some paving in the near future. Please consider this area for upgrading and paving.

Thanks,
Rod Dyrholm



REQUEST FOR DECISION

Meeting: October 25, 2021
 Agenda Item: 6

COUNCIL TABLETS

BACKGROUND / DESCRIPTION:

During the last Council term, Council and Administration has been working hard to reduce costs and reduce waste. One major way in which we have accomplished this is by not printing Council Agenda packages and other Committee or Board agenda packages, eliminating 10's of thousands of pages of printing every year. This has been made possible through Council members having access to a computer or tablet to access and view these documents.

The iPads purchased for the prior Council term are now 4 years old. As per multiple sources the average lifespan of an iPad before it is "Discontinued and Unsupported" is only 4 and half years. That may have extended some with more recent models, however on average battery life begins to noticeably decline after 3 years. Administration therefore recommends new devices are purchased each Council term to avoid dealing with issues of devices having significant issues, or dying in the middle of a meeting.

DISCUSSION:

There are numerous options for personal computing devices from tablets, laptops, or 2 in 1 devices (laptops that have a monitor that flip around and close to be used like a tablet). Within these options there are different brands or operating systems (iPad tablets running iOS, tablets running Android, laptops or 2 in 1s running Chrome (Chromebooks) – or Windows). There is also a wide range of pricing across all the options. In general Councils are not "power users" requiring significant computing power, nor has there historically been any need for high end camera's or other features or peripherals.

So based on availability of support, app availability, and familiarity with the technology, Administration would recommend either an iPad, Android tablet, or a Windows based laptop/notebook. Administration would recommend one of the following options for devices.

iPads - (Based on 64GB WiFi model)					
iPad (9th Gen)	429	iPad Mini (6th Gen)	649	iPad Air (4th Gen)	779
AppleCare	79	AppleCare	79	AppleCare	79
Smart Cover	65	Smart Folio (cover)	79	Smart Folio (cover)	99
per device	573		807		957
7 Devices	4,011		5,649		6,699
Options: (Smart Keyboard would replace Smart Cover - price listed below is the upcost, not the actual cost of the keyboard)					
Apple Pencil (1st Gen)	129	Apple Pencil (2nd Gen)	169	Apple Pencil (2nd Gen)	169
Smart Keyboard/Cover	154			Smart Keyboard Folio (cover)	140
per device	856		976		1,266
7 Devices	5,992		6,832		8,862

Andriod Tablet (32GB)		Windows			
Galaxy Tab A7 10.4"	330	Vostro 3510	829	Latitude 3310 2-in-1	1,243
Protection Plan	90				
Folio Case	50				
		Laptop Bag	50		50
		Mouse	30	Mouse	30
				Pen	95
per device	470		909		1,418
7 Devices	3,290		6,363		9,926

iPads are what have been used for the last 4 years, and Council has seemed to work well with them, and so most of Council is already familiar with them. As use of the iPad is fairly basic, mostly just being used to access email and view agenda packages, Administration believes the basic iPad is more than capable of meeting Council's needs, and has a much larger screen than the iPad Mini which is helpful when viewing agenda packages.

The one major deficiency of the iPad noted during the last Council term was doing remote or virtual meetings on the iPad for the Mayor or Chair of a meeting as the mobile application for Zoom didn't allow the Chair to see all participants in the meeting in a single screen, making it difficult to view voting of members and such. This need should decrease now with the new Council Chambers and the upgrade being done to the AV system. During COVID while all members of Council were attending remotely it required the Chair of the meeting to try and view 7 or 8 participants simultaneously. With at least some members always attending from Council chambers this will reduce the number of separate "participants" (screens) needing to be viewed as all in attendance from Council Chambers will be combined as one.

A 2-in-1 laptop is one that can be folded over and be used similar to a tablet if desired. Administration would suggest that the additional costs for this "convertibility" are excessive and probably won't be utilized often.

It is also not necessary to have all members of Council to have the same device. If the Mayor for example wants a laptop while the rest of Council uses iPads, that is not a problem. Alternatively, Council could have Administration purchase a Laptop to be used/available when needed by any member of Council (float around) in addition to iPads for everyone.

RECOMMENDATION:

Council had included \$6,250 in the 2021 budget for this purpose. This is sufficient budget for the iPad (9th Gen) with optional Smart Cover with Keyboard and Apple Pencil. There is also sufficient budget to do 7 iPads without optional keyboard and pencil plus one Vostro 3510 Council laptop. If an option that fits within the \$6,250 is chosen, no motion is required, just direct Administration what to purchase.

If an option with a total cost greater than \$6,250 is chosen then a motion would be required to approve out of budget costs.

PROPOSED RESOLUTION:

Moved by Councillor _____ to approve additional budget (over and above current \$6,250) not to exceed _____ for portable computer devices for council members to be funded from General Reserves.

APPLICABLE LEGISLATION:

- Municipal Government Act, RSA 2000, Chapter M-26 Section 248
Expenditure of money
 248(1) A municipality may only make an expenditure that is
 (a) included in an operating budget, interim operating budget
 or capital budget or otherwise authorized by the council.

PREPARED BY: Blair Bullock, CPA, CA – Director of Corporate Services

APPROVED BY: Abe Tinney - CAO

DATE: October 21, 2021



REQUEST FOR DECISION

Meeting: October 25, 2021

Agenda Item: 7

Town Development

DESCRIPTION:

Town development was a priority for the last Council (see attached pages from the strategic plan). The new Council will have the opportunity to renew this priority at the strategic planning discussions over the next couple of months.

Council and administration briefly discussed residential development in town at the October 11th council meeting. The last Council wanted this discussion forwarded to the October 25th council meeting. Council was particularly interested in receiving information about a municipally controlled corporation (MCC), and how a development corporation might operate in the town.

Administration would like a motion from the new Council approving an overview of development opportunities in town and best practices for municipal development (including discussion of MCC). This report can inform strategic planning and strategies. Administration would like to bring an initial report to Council at the December 13th council meeting.

PROPOSED RESOLUTION:

Moved by Councillor _____ to direct administration to complete an overview of development opportunities in town, best practices for municipal development, including municipally controlled development corporations, and that the overview be prepared for the December 13, 2021 Council meeting.

ATTACHMENTS:

1. Pages from Strategic Plan 2017-2021.

APPLICABLE LEGISLATION:

1. Municipal Government Act, Section 3 – Municipal Purposes

PREPARED BY: Abe Tinney, CAO

APPROVED BY: Abe Tinney, CAO

DATE: October 22, 2021



Key Task Items

Based on the strategic assessment, Council noted the following items that require action:

- Complete Planning (Operations, Capital, Intermunicipal Development, Intermunicipal Collaboration Framework, and Industrial Plans)
- Plan for the Bypass
- Enhance Community Centre
- Pursue Completion of the Multi-Use Facility
- Complete the Stormwater Infrastructure
- Continue to Focus on Development Processes
- Support the Economic Development Committee
- Develop a strategy to deal with landowners that may be a challenge to development and business attraction/retention.
- Revitalize Downtown and Highway Corridor
- Investigate Opportunities for Various Types of Housing and Develop Residential Land Resulting in Diverse Housing
- Develop Light Industrial (Annex)
- Explore opportunities for regional collaboration.
- Ensure ongoing Public Participation
- Continue to review and update Administration and Council Policies
- Address legislative changes in a timely fashion
- Build relationships with all levels of government and look for opportunities to collaborate
- Strengthen Relationships with Stakeholder Organizations such as the Chamber of Commerce
- Continue to Enhance Relationships with AHS and Other Service Providers
- Enforce traffic Bylaws and Improve traffic enforcement in town
- Continue to improve parks
- Support the Arts Community



Mural by downtown parking lot





Goals

The following are the Town of Claresholm's goals for the next three and a half years:

Policy & Planning for Responsible, Sustainable Growth	<ul style="list-style-type: none">• Complete a Three-Year Operations Plan and Five-Year Capital Plan.• Plan for the Bypass• Enhance Community Centre• Pursue Completion of the Multi-Use Facility• Complete the Intermunicipal Development Plan (IDP)• Complete the Intermunicipal Collaboration Framework (ICF)• Complete the Industrial Study• Continue with improvements to the Stormwater Infrastructure• Continue to Focus on Development Processes
Economic & Community Development to Revitalize Claresholm	<ul style="list-style-type: none">• Support the Economic Development Committee• Strategy for Challenging Land Owners• Revitalize Downtown and Highway Corridor• Develop Residential Land Resulting in Diverse Housing• Develop Light Industrial (Annexed lands)
Sound, Responsible Governance & Strengthen Internal Operations	<ul style="list-style-type: none">• Ensure ongoing Public Participation• Continue to review and update Administration and Council Policies• Address legislative changes in a timely fashion.
Improve and Expand Partnerships, Collaborations, Relationships	<ul style="list-style-type: none">• Build relationships with all levels of government and look for opportunities to collaborate• Strengthen Relationships with Stakeholder Organizations such as the Chamber of Commerce• Continue to Enhance Relationships with AHS and Other Service Providers
Livable Community for a Vibrant, Healthy Quality of Life	<ul style="list-style-type: none">• Investigate Opportunities for Various Types of Housing• Enforcement of Traffic and Policing through Peace Officer Program• Expansion of Pathways• Improvement of Parks• Support the Arts Community

Council, in developing these goals, will facilitate and provide leadership for change to achieve the vision for the Town of Claresholm.



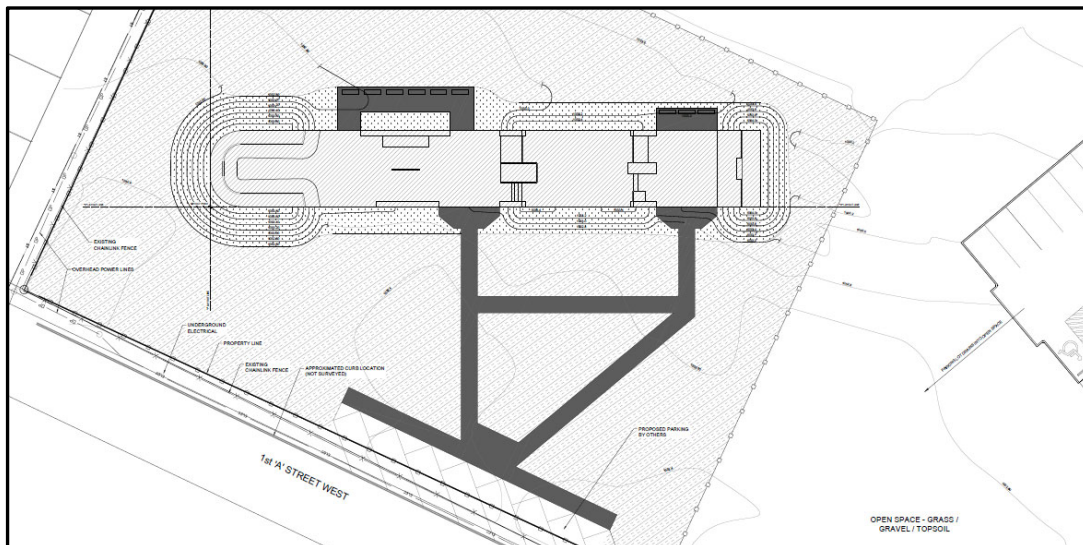
LETTER OF SUPPORT (SKATEPARK GRANT APPLICATION)

BACKGROUND:

The Claresholm Skatepark Association has submitted a grant application in the amount of \$15,000 to assist with funding the new skate park at the new building location of 111, 55 Ave West. The Skatepark Association previously applied in March, and now with their fall application the grant office has requested an updated letter from the Town. The deadline for the grant application was October 15, 2021, so the letter was submitted to the Skatepark Association and we are now reporting this back to Council as an information item, as Council has supported this project in the past. No action is required by Council and we will continue to update as the Skatepark association continues to apply for grants and funding sources.



The Skatepark Association were not asking for any monetary commitment from the Town of Claresholm, only the letter of support at this time. More information in regards to the Community Foundation can be found at the link: <https://cflsa.ca/grants/>



ATTACHMENTS:

- 1) Skatepark Association Letter of support

PREPARED BY: Tara VanDellen, Planner/Development Officer

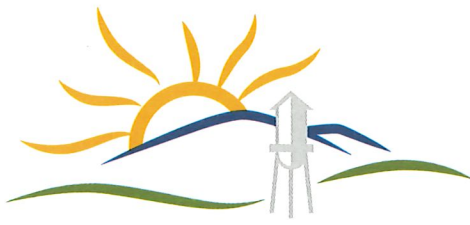
APPROVED BY: Abe Tinney, CAO

DATE: October 21, 2021

From: Lisa Darch
Sent: October 20, 2021 11:40 AM
To: Karine Keys <Karine@claresholm.ca>
Subject: Letter of support - Claresholm Skatepark

Hi Karine,
Caitlin at the Lethbridge Community grant office is requesting an updated letter of support from the town office for our Fall application, the last one we did was in March.
Would you mind putting one together and I'll send it off to her ASAP?

Thank you so much,
Lisa Darch
Claresholm Skatepark Association



Claresholm

Where **Community** Takes Root

October 21, 2021

Community Foundation of Lethbridge & Southwestern Alberta
1202 - 2nd Ave South
Lethbridge, AB T1J 0E3

[sent via the Claresholm Skatepark Association]

RE: MUNICIPAL LETTER OF SUPPORT – Claresholm Skatepark

Please consider this letter of support from the Town of Claresholm regarding the grant application submitted by the Claresholm Skatepark Association for the purpose of a new skatepark within the Town of Claresholm.

The Claresholm Skatepark has plans to construct a new park on municipally owned land that has been allocated for the Skatepark Association's use. This new and visible location will allow many youth and families to utilize the facility and is a much-needed infrastructure project for the Town. The Town of Claresholm as the landowner fully supports this application.

Outdoor spaces have become vital for communities, and the health of residents and visitors. If you have any questions or concerns regarding the above, please contact the undersigned at your convenience.

Regards,

Abe Tinney
Chief Administrative Officer
Town of Claresholm





INFORMATION BRIEF

Meeting: October 22, 2021

Agenda Item: 9

RCMP VIRTUAL TOWN HALL THURSDAY, OCTOBER 28TH AT 3:00pm

DESCRIPTION:

Claresholm & Nanton RCMP Detachments are joining together to hold a virtual Town Hall for residents to ask questions and provide comments on policing in our region. Claresholm's new Sergeant Rob Harms will be facilitating the Town Hall with the assistance of Town of Claresholm staff. They will be using Council Chambers at the Multi-use Community Building and the meeting will be livestreamed to the Town of Claresholm's YouTube Channel. The link to the livestream is available on our homepage at www.claresholm.ca.

Residents can send in their questions or comments to the Town's general mailbox at info@claresholm.ca before the meeting and during the meeting, and we will be sharing the information with the RCMP.

Town of Claresholm staff is happy to assist the RCMP in this way to help strengthen the relationship they have with the Town of Claresholm and our residents.

PREPARED BY: Karine Keys, Finance Assistant

APPROVED BY: Abe Tinney, Chief Administrative Officer

DATE: October 22, 2021



Claresholm

INFORMATION BRIEF

Meeting: October 25, 2021
Agenda Item: 10

State of Health Care System

DESCRIPTION/BACKGROUND:

Members of the previous Council requested a conversation for the new Council regarding doctor and nurse recruitment and retention in Claresholm, and any other concerns regarding the state of health care in Claresholm.

Administration has no other direction or information on this matter, but has brought this item forward for the new Council to discuss.

PREPARED BY: Abe Tinney, CAO

APPROVED BY: Abe Tinney, CAO

DATE: October 22, 2021



INFORMATION BRIEF

Meeting: October 25, 2021

Agenda Item: 11

Important Dates

DESCRIPTION:

The next several weeks will be busy with orientation, strategic planning, and a conference. Administration would like to review the dates with council and solidify attendance for some of these events.

October 29th & 30th (Friday & Saturday)

Town Office

In-house Council Orientation

Friday – Facility tour and Orientation (5:00pm to 8:30pm); Saturday – Facility Tour, Department Presentations, Q and A (9:00am to 1:30pm)

November 15th (Monday) – COUNCIL ORIENTATION

9:00 a.m. to 3:00 p.m. – Community Centre

Brownlee LLP – organized by the MD of Willow Creek

November 17th – 19th (Wednesday to Friday) – AUMA CONVENTION

Edmonton

Alberta Urban Municipalities Association (AUMA) Convention

November 26th & 27th (Friday & Saturday)

Town Office – Friday 5:00 – 8:00 p.m., Saturday 9:00 a.m. – 2:00 p.m.

Strategic Planning

December 2nd & 3rd (Thursday & Friday) – MUNIS 101

Lethbridge, AB

Elected Officials Education Program – Muni 101

Held in conjunction with AUMA

PREPARED BY: Abe Tinney, CAO

APPROVED BY: Abe Tinney, CAO

DATE: October 21, 2021



INFORMATION BRIEF

Meeting: October 25, 2021

Agenda Item: 12

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - May 25, 2021				
14	RFD: EOC Communication System - Moved by Councillor Schulze to approve the out-of-budget expenditure in the amount of \$4,810 for the purchase and installation of an AFRACS radio system for the Emergency Operations Center, with funding to come from general reserves. CARRIED MOTION #21-097	Jason	System has been ordered. Expected soon.	In progress
Regular Scheduled Meeting - September 13, 2021				
7	CORRES: Claresholm Community Centre - Moved by Councillor Schlossberger for administration to work with the Claresholm Community Centre Association on their Accessibility Renovation Project and to come back with a recommendation to Council by the December 13, 2021 regular meeting for how the Town may assist in securing funding. CARRIED MOTION #21-155	Abe, Mike	Mike and Abe met with Community Centre Association Monday Sept. 27th. Project drawings are being forwarded to engineers.	In progress
23a	IN CAMERA: Intergovernmental Relations - Moved by Councillor Cutler that administration investigate shared economic development services with neighboring municipalities and that a report be brought back to Council on the findings and recommendations. CARRIED MOTION #21-163	Brady, Abe	Correspondence communicating this motion has been sent to neighbouring municipalities. We will begin discussions when other municipalities have approval from their councils.	In progress
Regular Scheduled Meeting - October 12, 2021				
1	BYLAW #1727 - Moved by Councillor Cutler to give Bylaw #1727, a Land Use Bylaw Amendment, 2nd Reading. CARRIED Moved by Councillor Carlson to give Bylaw #1727, a Land Use Bylaw Amendment, 3rd and Final Reading. CARRIED	Tara	Bylaw printed & signed, sent to ORRSC & MuniSight for mapping & LUB updates.	Complete
2	RFD: Intermunicipal Water Agreement - Moved by Councillor Carlson to approve the amending agreement to the Intermunicipal Water, Wastewater and Testing and Maintenance Agreement with the Municipal District of Willow Creek to amend Schedule "H" and "Schedule I" as presented. CARRIED MOTION #21-170	Blair	Rates updated in Muniware for next billing	Complete

3	BYLAW #1729 - Moved by Councillor Schlossberger to give Bylaw #1729, a Water & Sewer Bylaw Amendment, 1st Reading. CARRIED Moved by Councillor Schulze to give Bylaw #1729, a Water & Sewer Bylaw Amendment, 2nd Reading. CARRIED Moved by Councillor Moore for unanimous consent to give Bylaw #1729, a Water & Sewer Bylaw Amendment, 3rd and Final Reading at the same meeting. CARRIED UNANIMOUSLY Moved by Councillor Cutler to give Bylaw #1729, a Water & Sewer Bylaw Amendment, 3rd and Final Reading. CARRIED	Blair	Bylaw printed & signed	Complete
4	RFD: ORRSC Regional Assessment Review Services - Moved by Councillor Carlson to approve the Agreement for Regional Assessment Review Services between Oldman River Regional Services Commission and the Town of Claresholm as presented. CARRIED MOTION #21-171	Abe	Agreement has been signed	Complete
5	BYLAW #1730 - Moved by Councillor Schulze to give Bylaw #1730, a Regional Assessment Review Board Bylaw, 1st Reading. CARRIED	Karine	On the Oct 25th Agenda for 2nd & 3rd Readings	Complete
6	BYLAW #1731 - Moved by Councillor Schlossberger to give Bylaw #1731, a Council Procedural Bylaw, 1st Reading. CARRIED	Karine	On the Oct 25th Agenda for 2nd & 3rd Readings	Complete
10	RFD: East-side Off-Leash Dog Park Fencing - Moved by Councillor Cutler to approve the additional \$7,500 to upgrade the type of wire mesh being used for the East Side Off-Leash Dog Park fencing project to be funded from the General Capital Reserve. CARRIED MOTION #21-172	Mike	Contractor has been notified	Complete
11	RFD: Policy Manual Update - Moved by Councillor Carlson to adopt the updated Town Policies as follows, effective October 12, 2021: <ul style="list-style-type: none"> • 1.0.40 – Payroll Administration (v1.1) • 1.1.01 – Employee Benefits (v1.1) • 1.1.03 – Benefit Continuance While On Leave (v1.1) CARRIED MOTION #21-173 	Blair	Policies Updated & Printed and added to Laserfiche and Policy Manuals	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: October 22, 2021

INFORMATION ITEMS



MUNICIPAL PLANNING COMMISSION MINUTES

September 24, 2021

Town of Claresholm – meeting held via Zoom

Attendees: Brad Schlossberger - Council Member (Chairperson)
Doug Priestley - Member-at-Large (arrived at 9:20am)
Doug MacPherson – Mayor
Jeff Kerr – Member-at-Large
Kieth Carlson – Council Member

Staff: Tara VanDellen – Planner/Development Officer
Tracy Stewart – Development Assistant
Brady Schnell – Economic Development Officer

9:05 a.m.	Call to Order /Adoption of Agenda	Motion to adopt the Agenda by Jeff Kerr
		Seconded by Councilor Carlson CARRIED

Adoption of Minutes	Motion to adopt the Meeting Minutes By Councilor Carlson
<ul style="list-style-type: none">• August 20, 2021	Seconded by Mayor MacPherson
	CARRIED

Item 1: ACTION	DEVELOPMENT PERMIT	Motion to approve with amended conditions by Jeff Kerr
	File: D2021.076 Applicant: Kelly Matthews Owner: Kelly & Tracey Matthews Address: 280 59 Avenue E Legal: Ptn Block 3, Plan 731663 Regarding: Change in use – vehicle sales & service (trailer sales) and construction of 40' x 60' shop	Seconded by Mayor MacPherson
	Condition(s):	CARRIED
	<ol style="list-style-type: none">1. The applicant shall obtain all relevant Safety Code Permits and approvals from Superior Safety Codes Inc including septic tank approval. Please call 403-320-0734 for further information.2. The applicant shall ensure that building materials and waste materials on the premises are removed or contained and secured in	



MUNICIPAL PLANNING COMMISSION MINUTES

September 24, 2021

Town of Claresholm – meeting held via Zoom

such a manner that prevents such material from being blown off or scattered from the property.

3. A landscaping/fencing plan is to be submitted to the satisfaction of the Planner/Development Officer.
4. The roadway into the development is to be maintained in a suitable standard as per the Town of Claresholm's Servicing Standards (for gravel roadways), and is considered a private roadway.
5. Pursuant to the Town of Claresholm Land Use Bylaw No. 1525 and Policy PLDE 04-09 Planning and Development Fee Schedule the applicant shall provide either:

An irrevocable letter of credit, or

A deposit,

In the amount of \$1500.00 to the Town of Claresholm as performance security to ensure that the applicant adheres to the conditions of the permit.
6. The applicant shall ensure that underground utilities are marked prior to commencing with development. Please call Alberta One Call at 1-800-242-3447.
7. The applicant shall receive approval prior to construction from Town of Claresholm Council to construct a septic tank to be utilized as per the provisions within Bylaw No. 1659, Water & Sewer Bylaw, until such a time as municipal services become available.
8. The lot is to be graveled and maintained to prevent the tracking of mud or debris onto adjacent roadways and to provide for orderly parking and permit adequate drainage, snow removal and maintenance.
9. Any further change in use (additions, renovations, or intensifications of use) will require a new permit application.
10. This application is for a change in use with shop only, any proposed signs or shipping containers will require a separate application.
11. The applicant must hold a valid Town of Claresholm business license for this new location prior to operating.

Item 2: ACTION

IN CAMERA - DISCUSSION (IF REQUIRED)



MUNICIPAL PLANNING COMMISSION MINUTES

September 24, 2021
Town of Claresholm – meeting held via Zoom

9:25 a.m.

**Motion to adjourn by
Councilor Carlson**

CARRIED

CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

Council Chambers

New Town Office

July 21, 2021

Present: Barry Gibbs, Betty Hoare, Verne Lunan, Earl Taylor, Cynthia Wannamaker, Gaven Moore, and Bill Kells.

Absent: Marg Lane and Joe Toone

1. Call to order by Barry Gibbs at 3:06 PM.
2. Verne Lunan moved for the adoption of agenda as circulated. **CARRIED**
3. No correspondence.
 - Gaven Moore moved for the approval of minutes from June 16, 2021, as presented. **CARRIED**
4. Financial report – report dated July 21, 2021, was reviewed. Betty Hoare moved the financial report be accepted as reported. **CARRIED**
5. Executive Directors Report
 - Canada Day museum opening went well. There was good response to the visitor's booth setup at the Centennial Park. Visitors to the museum has not been strong but seems to be building slowly.
 - Ben Scaman's daughter Cheryl Hayduk visited the museum on July 10, 2021. She brought 13 family members which included several grandchildren and great grandchildren. It was heartwarming to see all the children sitting on the floor, eyes glued to the videos and all the parents intently watching.
 - The drawings for the outside storage building need only a couple of minor adjustments. The cost of the drawings came under the original quote. The difference in the cost should easily cover the cost of engineering one end wall when the time comes.
 - Face book/social media continues to be a positive communication tool for the museum. The most popular posts are the volunteer posts, which see the most engagement.
 - New signs are needed at the museum as the old ones have deteriorated and the growth of the trees has overtaken the signs visibility.

6. Planning Committee Report

- Possible float designs were discussed. The decision was made to use a couple of smaller trailers. Some of the youth in Claresholm will be wearing military uniforms. The Town Shop is available for the building of the float, if needed. --

- The next scheduled meeting will be August 3rd in the Bill Simpson room at the library at 1:30 PM, if booking is available.

7. After a brief board discussion, it was decided to not have an August board meeting. The next meeting will be September 15, 2021.

8. Gaven Moore made a motion for adjournment at 4:52 PM. **CARRIED**



Barry Gibbs

Board Chair

APPROVED

Claresholm Public Library Board

Regular Meeting

June 15 , 2021

Minutes

Present: Tony Hamlyn, Marika Thyssen, Darry Markle, Joanna Ridley, Gaven Moore, Ashley Tebbutt, Kelsey Hipkin, Jay Sawatzky

1. CALL TO ORDER: Tony Hamlyn called the meeting to order at 4:34 p.m.

2: APPROVAL OF AGENDA: Kelsey Hipkin motioned to accept the agenda as presented. Carried.

3: APPROVAL OF MINUTES

3.1 May 18, 2021 REGULAR MEETING MINUTES

Gaven Moore motioned to accept the minutes. Carried.

4: CORRESPONDENCE

4.1 Email from the Town of Claresholm appointing Kelsey Hipkin as a Board Member

4.2: Letter from the Town of Claresholm approving the use of Amundsen Park in July and August for display of the TD Summer Reading Club Story Walk Kit.

5: FINANCIAL

5.1 May Financial Report

– it was decided to add a separate line to the budget for the money received from the M.D. of Willow Creek Library Board instead of including this amount along with the money received from the M.D. of Willow Creek itself.

5.2: 2021 Budget submission to Public Services Library Branch

– the Finance Committee met on June 4th to adjust the numbers for 2021 as the Town of Claresholm is providing \$160,000 in 2021 instead of the original projection of \$190,000.

– Marika Thyssen expressed concerns that \$130,000 for staff wages for the year might not be enough. Jay Sawatzky advised that, with assistance from Kathy Davies, all the numbers for staff wages had been gone over and we felt confident that this amount was sufficient.

Marika Thyssen made a motion to accept the financial reports. Carried.

Claresholm Public Library Board

Regular Meeting

June 15 , 2021

Minutes

6: COMMITTEE REPORTS

6.1 Librarian's report – provided – it was noted there was an error in that Kathy Davies' name was used instead of Kathy Richardson's regarding purchase of kitchen tap– this will be amended. Motion made by Darry Markle to accept reports. Carried.

6.2 Librarians' Committee Meetings Reports – no meeting for June prior to Board meeting

6.3 Chinook Arch Regional Library System Report – no meeting or report at this time.

7: NEW BUSINESS

7.1 Library Board Policy 8.1 – motion made by Ashley Tebbutt to remove Holly Ottewell as Library Emergency contact and add Jay Sawatzky. Carried

8: OLD BUSINESS

8.1 Elect New Secretary – new Board member Kelsey Hipkin put her name forward. Joanna Ridley made a motion to accept her as Board Secretary, all in favour, carried.

9: CLOSED SESSION – Tony Hamlyn made a motion to go into closed session at 4:55, citing 24(1)(b1) Officers/Employees of a public body under FOIP. Carried.

Darry Markle made a motion to come out of closed session at 5:03.

10: ADJOURNMENT – Tony Hamlyn adjourned the meeting at 5:04 pm.

Next Meeting September 21, 2021 at 4:30 p.m.

Claresholm Public Library Board
Regular Meeting Minutes
September 21, 2021

Present: Ashley Tebbutt, Darry Markle, Gaven Moore, Jay Sawatzky, Tony Hamlyn, Joanna Ridley, Kelsey Hipkin / Regrets: Marika Thyssen

CALL TO ORDER

4:33 pm

2: APPROVAL OF AGENDA

Motion to approve: Darry Markle

Carried

3: APPROVAL OF MINUTES

3.1 June 15, 2021 Regular Meeting Minutes

Motion to approve: Kelsey Hipkin

Carried

4: CORRESPONDENCE

4.1 Letter from Jen Anderson, Manager of the Public Library Grants Program

-Read aloud by Ashley, accepted by Board

5: FINANCIAL

5.1 Finance report for June, July and August

- Jay provides report for whole year
- Reached out to ATCO re: fee increase
- Library doing well with donations this year
- Legal fees won't appear until end of month

Motion to accept as presented for June, July, August: Gaven Moore

Carried

6: COMMITTEE REPORTS

6.1 Library Manager's report

- Summer Read more successful than past years
- Storywalk not viable for future
- Self-checkout working well
- Pink tea cancelled due to COVID restrictions
- ELL for children books have arrived
- A good summer for the library overall
- Courier back to three times a week

6.2 Librarians' Committee Meeting Report – June 24

6.3 Chinook Arch Library Board Meeting Report – August 5

Claresholm Public Library Board
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September 21, 2021

6.4 Librarians' Committee Meeting Report – August 12

6.5 Librarians' Committee Meeting – Sept. 13 (Jay still awaiting Sept. 13 minutes, will present at next meeting)

Motion to accept Committee Reports as presented: Joanna Ridley

Carried

7: NEW BUSINESS

7.1 Amend police 8.1 Emergency Plan. Remove Holly Ottewell's name as contact in emergency contact list and add Jay Sawatzky's name.

-Should read "police policy"

Motion: Darry Markle

Carried

7.2 Discuss Policy 6.3 Code of Conduct in the Library and Policy 4.5 Public Access for Computer and Internet Access in reference to patrons watching porn on public computers.

-Wording of 6.3 code of conduct gives the authority to deal with offensive material

7.3 National Day for Truth and Reconciliation – the Town of Claresholm council voted yes to recognizing this day as a Statutory Holiday.

-Gaven will confirm with Town and library will follow suit of what town does

-Motion to have the library close and recognize Sept. 30 as a stat holiday: Gaven Moore

Carried

7.4 PLSB: We encourage libraries to move programs online wherever possible and offer curbside pick-up and delivery if you are not already doing so.

-Going to go with the 1/3 capacity, not moving to curbside

8: OLD BUSINESS

None

9: CLOSED SESSION (if required)

Tony Hamlyn made a motion to go into closed session 5:09 citing 24(1)(b1) Officers/Employees of a public body under FOIP.

Carried

Darry Markle makes motion to end closed session at 5:13

Claresholm Public Library Board
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Carried

10: ADJOURNMENT

Motion to adjourn at 5:13 Ashley Tebbutt

Next Meeting October 19, 2021 at 4:30 pm