



**TOWN OF CLARESHOLM**  
**PROVINCE OF ALBERTA**  
**REGULAR COUNCIL MEETING MINUTES**  
**JANUARY 13, 2025**

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

**COUNCIL PRESENT:** Mayor Brad Schlossberger, Councillors: Kieth Carlson, Mike Cutler, Rod Kettles, Kandice Meister, Diana Ross and Craig Zimmer

**ABSENT:** None

**STAFF PRESENT:** Chief Administrative Officer: Abe Tinney

**MEDIA PRESENT:** Mickey Dumont, Claresholm Local Press

**NOTICE OF RECORDING:** Mayor Schlossberger provided notice that live streaming and recording of the Council meeting would begin immediately at 7:00 p.m. and that recording would continue until such time as the meeting goes In Camera and/or is adjourned.

**CALL TO ORDER:** The meeting was called to order at 7:00 p.m. by Mayor Schlossberger

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

**CARRIED**

**MINUTES:** **REGULAR MEETING – DECEMBER 9, 2024**

Moved by Councillor Zimmer that the Regular Meeting Minutes of December 9, 2024 be accepted as presented.

**CARRIED**

**ACTION ITEMS:**

**1. BYLAW #1796 – Subdivision & Development Authority Bylaw**  
**RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**

Moved by Councillor Meister to give Bylaw #1796, the Subdivision & Development Authority Bylaw, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Ross to give Bylaw #1796, the Subdivision & Development Authority Bylaw, 3<sup>rd</sup> & Final Reading.

**CARRIED**

**2. CORRES: Hon. Tanya Fir, Minister of Arts, Culture & Status of Women**  
**RE: Community Facility Enhancement Program (CFEP) Small Grant**

Received for information.

**3. CORRES: Alberta Seniors, Community & Social Services**  
**RE: Nominations Open for 2024-2025 Minister's Seniors Service Awards**

MOTION #25-001 Moved by Councillor Cutler to direct administration to nominate Claresholm FCSS staff for the 2024-25 Minister's Seniors Service Awards.

**CARRIED**

**4. CORRES: Rowan House Society**  
**RE: 24-year Anniversary – March 27, 2025**

Mayor Schlossberger has confirmed his attendance.

**5. CORRES: Brownlee LLP**  
**RE: Emerging Trends in Municipal Law – February 6, 2025**

Received for information.

**6. CORRES: Alberta Municipalities**  
**RE: Announcement – New CEO Dana Mackie**

Received for information.

**7. CORRES: Municipal District of Willow Creek**  
**RE: Intermunicipal Collaboration Framework Committee Meeting**

Received for information.

**8. REQUEST FOR DECISION: Chinook Arch Regional Library Board**

MOTION #25-002 Moved by Councillor Cutler to approve Mayor Schlossberger as trustee to the Chinook Arch Regional Library Board.

**CARRIED**

**9. REQUEST FOR DECISION: Alberta Municipalities 2025 Spring Caucus**

MOTION #25-003

Moved by Councillor Zimmer to approve Mayor Schlossberger and Councillor Meister to attend the Alberta Municipalities 2025 Spring Caucus March 6-7, 2025 in Edmonton.

**CARRIED**

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

Received for information.

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

Received for information.

**12. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**13. IN CAMERA:**

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

Moved by Councillor Ross to go In Camera at 7:19 p.m. for the following items:

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

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor Schlossberger stated that the live stream has ended at 7:19 p.m.

Moved by Councillor Ross to come out of In Camera at 8:00 p.m.

**CARRIED**

**NOTICE OF RECORDING:** Mayor Schlossberger provided notice that live streaming and recording of the Council meeting would begin again at 8:00 p.m.

- a. Advice from Officials – FOIP Section 24

MOTION #25-004

Moved by Councillor Zimmer to approve Option 2 as presented at a cost of \$24,000 plus GST, to be paid from the Water and Sewer Utility Reserves.

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Meister that the meeting adjourn at 8:02 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor Schlossberger noted that recording ceased at 8:02 p.m.

---

Mayor – Brad Schlossberger

---

Chief Administrative Officer – Abe Tinney