



**TOWN OF CLARESHOLM**  
**PROVINCE OF ALBERTA**  
**REGULAR COUNCIL MEETING MINUTES**  
**APRIL 14, 2025**

**Place: Council Chambers**  
**Town of Claresholm Multi-Use Community Building, 111 – 55 Avenue West**  
**Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAAtNL1KA/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, Finance Assistant: Karine Keys, Director of Corporate Services: Jennifer Place

**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 – MARCH 24, 2025**

Moved by Councillor Meister that the Regular Meeting Minutes of March 24, 2025 be accepted as presented.

**CARRIED**

**DELEGATIONS:**

**1. BENCHMARK ASSESSMENT CONSULTANTS**

**RE: Update on Assessment Changes**

Appearing on behalf of Benchmark Assessment Consultants was Logan Wehlage, the Town's Assessor. Logan provided some general information about assessments and how the values are arrived at. He also spoke about changes year over year in Claresholm.

**2. GREGORY HARRIMAN & ASSOCIATES LLP**

**RE: 2024 Financial Statements**

Erin Gregory, CPA, CA from Gregory Harriman & Associated LLP presented the draft 2024 Financial Statements to Council virtually by Zoom.

**ACTION ITEMS:**

**1. REQUEST FOR DECISION: 2024 Reserve Transfers**

**MOTION #25-049** Moved by Councillor Cutler to transfer out of reserve funds for 2024 operational and capital purposes in the amount of \$1,572,747.91 for the year ended December 31, 2024, as follows:

**Transfers from Operating Reserves**

General - \$3,150  
Healthcare Professional Recruitment - \$2,600  
Economic Development - \$4,582.50  
Office (Admin.) - \$17,810

**Transfers from Capital Reserves**

Arena - \$2,051.97  
Fire - \$223,475  
Water & Sewer - \$689,661.19  
Land & Development - \$607,237.25  
Cemetery - \$22,180.

**MOTION #25-050** Moved by Councillor Zimmer to transfer the 2024 unrestricted surplus funds of \$1,453,211.71 to reserves for the year ended December 31, 2024, as follows:

**Transfers to Operating Reserves**

General - \$61,975  
Fill Dirt (Comm Srvs.) - \$10,000

**Transfers to Capital Reserves**

General - \$139,984.50  
Recreation - \$19,000  
Fire - \$20,000  
Parks & Pathways - \$18,000  
Water & Sewer - \$955,910.80  
Garbage & Recycling - \$128,903.15  
Enforcement Vehicle - \$2,000  
Cemetery - \$36,838.26  
Common Equipment - \$60,600

**CARRIED**

**2. REQUEST FOR DECISION: 2024 Audited Financial Statements**

MOTION #25-051 Moved by Councillor Carlson to accept the Audited Financial Statements for the year ended December 31, 2024 as presented.

**CARRIED**

MOTION #25-052 Moved by Councillor Meister to appoint Gregory Harriman and Associates LLP as the Town of Claresholm Auditor for the 2025 fiscal year.

**CARRIED**

**3. REQUEST FOR DECISION: 2025 Final Budget & Financial Plans**

MOTION #25-053 Moved by Councillor Ross to approve the 2025 Final Operating and Capital Budget as presented.

**CARRIED**

MOTION #25-054 Moved by Councillor Carlson to adopt the 3-Year Financial Plan for 2026 through 2028 as presented.

**CARRIED**

MOTION #25-055 Moved by Councillor Kettles to adopt the 5-Year Capital Plan for 2026 through 2030 as presented.

**CARRIED**

**4. BYLAW #1800 – Traffic & Highways Bylaw  
RE: 1<sup>st</sup> Reading**

Moved by Councillor Cutler to give Bylaw #1800, the Traffic & Highways Bylaw, 1<sup>st</sup> Reading as amended to incorporate a change to playground zones being 24 hours.

**CARRIED**

**5. BYLAW #1801 – Recyclable Materials Management Bylaw  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**

Moved by Councillor Ross to give Bylaw #1801, the Recyclable Materials Management Bylaw, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Carlson to give Bylaw #1801, the Recyclable Materials Management Bylaw, 3<sup>rd</sup> & Final Reading.

**CARRIED**

**6. BYLAW #1804 – Procedural Bylaw  
RE: 1<sup>st</sup> Reading**

Moved by Councillor Kettles to give Bylaw #1804, the Procedural Bylaw, 1st Reading.

**CARRIED**

**7. BYLAW #1805 – Land Use Bylaw Amendment  
RE: 1<sup>st</sup> Reading**

Moved by Councillor Ross to give Bylaw #1805, a Land Use Bylaw Amendment, 1<sup>st</sup> Reading.

**CARRIED**

**8. CORRES: Hon. Ric McIver, Minister of Municipal Affairs  
RE: Elector Assistance Terminals (EATs)**

Received for information.

**9. CORRES: Hon. Ric McIver, Minister of Municipal Affairs  
RE: Provincial Priorities Act and Municipal Sector Update**

Received for information.

**10. CORRES: Hon. Ric McIver, Minister of Municipal Affairs  
RE: Bill 50, the *Municipal Affairs Statutes Amendment Act, 2025***

Received for information.

**11. CORRES: Hon. Joseph Schow, Minister of Tourism and Sport  
RE: Invitation to Bid - 2028 Alberta Winter or 2028 Alberta Summer Games**

Received for information.

**12. CORRES: Alberta Association of Nurses  
RE: National Nurses Week – May 12-18, 2025**

Received for information.

**13. CORRES: Angels Among Us Barrel Racing Event  
RE: Request for Sponsorship**

MOTION #25-056 Moved by Councillor Carlson to support the Angels Among Us Barrel Racing Event June 30<sup>th</sup> and July 1<sup>st</sup>, 2025 with a sponsorship of \$200.

**CARRIED**

**14. CORRES: Famous 5 Foundation  
RE: Famous 5 Statue in Calgary**

MOTION #25-057 Moved by Councillor Meister to forward this request to the Claresholm & District Museum Board to investigate the relocation of the Famous 5 Statue from Calgary to Claresholm.

**CARRIED**

**15. CORRES: Halloween Haunted House**

MOTION #25-058 Moved by Councillor Carlson to support the group of individuals who are proposing to host the Halloween Haunted House at the Claresholm Community Centre in October 2025 with a donation of \$750 to cover the cost of renting the space.

**CARRIED**

**16. REQUEST FOR DECISION: Communications Survey**

MOTION #25-059 Moved by Councillor Zimmer to approve the Council Highlights communication document for the Town of Claresholm and to direct administration to report back to Council with further suggestions based on the communications survey.

**CARRIED**

**17. REQUEST FOR DECISION: Look Ahead Consulting Proposal**

MOTION #25-060 Moved by Councillor Carlson to hire Look Ahead Consulting to implement the Look Ahead Consulting proposal as presented as an out-of-budget expenditure to come from General Operating Reserves.

**CARRIED**

**18. INFORMATION BRIEF: Spring Clean-up**

Received for information.

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

Received for information.

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

Received for information.

**21. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**22. IN CAMERA:**

- a. Advice from Officials – FOIP Section 24
- b. Disclosure Harmful to Personal Privacy – FOIP Section 17
- c. Confidential Evaluations - FOIP Section 19

Moved by Councillor Cutler to go In Camera at 9:06 p.m. for the following items:

- a. Advice from Officials – FOIP Section 24
- b. Disclosure Harmful to Personal Privacy - FOIP Section 17
- c. Confidential Evaluations - FOIP Section 19

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor Schlossberger stated that the live stream has ended at 9:06 p.m.

Moved by Councillor Cutler to come out of In Camera at 10:01 p.m.

**CARRIED**

**NOTICE OF RECORDING:** Mayor Schlossberger provided notice that live streaming and recording of the Council meeting would begin again at 10:01 p.m.

**c. Confidential Evaluations – FOIP Section 24**

Councillor Carlson declared a pecuniary interest and left Council Chambers at 10:01 p.m.

MOTION #25-061 Moved by Councillor Meister to hire Emmitt Carlson as a Collections Assistant at the Claresholm & District Museum.

**CARRIED**

Councillor Carlson rejoined the meeting at 10:02 p.m.

**ADJOURNMENT:** Moved by Councillor Zimmer that the meeting adjourn at 10:02 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor Schlossberger noted that recording ceased at 10:02 p.m.

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Mayor – Brad Schlossberger

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Chief Administrative Officer – Abe Tinney