



**TOWN OF CLARESHOLM**  
**PROVINCE OF ALBERTA**  
**REGULAR COUNCIL MEETING MINUTES**  
**MAY 26, 2025**

**Place: Council Chambers**  
**Town of Claresholm Multi-Use Community Building, 111 – 55 Avenue West**  
**Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAfNL1KA/live>**

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

**ABSENT:** Councillor Craig Zimmer

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

**MEDIA PRESENT:** None

**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 Meister that the Agenda be accepted as presented.

**CARRIED**

**MINUTES:** **REGULAR MEETING – MAY 12, 2025**

Moved by Councillor Ross that the Regular Meeting Minutes of May 12, 2025 be accepted as presented.

**CARRIED**

**ACTION ITEMS:**

**1. BYLAW #1802 – Non-Residential Tax Incentive Bylaw**  
**RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**

Moved by Councillor Kettles to give Bylaw #1802, the Non-Residential Tax Incentive Bylaw, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Carlson to give Bylaw #1802, the Non-Residential Tax Incentive Bylaw, 3<sup>rd</sup> Reading and Final Reading.

**CARRIED**

**2. BYLAW #1803 – Residential Tax Incentive Bylaw**  
**RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**

Moved by Councillor Meister to give Bylaw #1803, the Residential Tax Incentive Bylaw, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Ross to give Bylaw #1803, the Residential Tax Incentive Bylaw, 3<sup>rd</sup> & Final Reading.

**CARRIED**

**3. DELEGATION RESPONSE: Rocky Mountain Drift Club**  
**RE: Fair Days Demonstration**

MOTION #25-072

Moved by Councillor Meister to approve a road closure on Saskatchewan Crescent as presented for the Rocky Mountain Drift Club Demonstration on Saturday, August 9<sup>th</sup>, 2025 from 7:00 p.m. to 9:00 p.m., provided event organizers include the Town as an insured party on their event insurance, and that administration notifies the affected residents and businesses prior to the event.

**CARRIED**

**4. CORRES: Hon. Ric McIver, Minister of Municipal Affairs**  
**RE: 2025 Local Government Fiscal Framework (LGFF)**

Received for information.

**5. CORRES: Alberta Municipalities**  
**RE: Municipal Policing Costs & the Police Funding Model**

Received for information.

**6. CORRES: Royal Canadian Legion – Alberta / NWT Command**  
**RE: Commemorative History Book**

MOTION #25-073

Moved by Councillor Kettles to support the Military Service Recognition Book produced by the Royal Canadian Legion Campaign Office in the amount of \$533.33 plus GST for 2026.

**CARRIED**

**7. CORRES: Claresholm Palliative Care Committee  
RE: Christmas Cruise**

MOTION #25-074 Moved by Councillor Ross to allow the Claresholm & Area Palliative Care Committee to use Centennial Park Campground for a Christmas light display as a fundraiser, to allow them to use the Town's power supply for their display, and to ensure that the roads are clear of snow for their event to be held in December 2025.

**CARRIED**

**8. CORRES: Claresholm Kraken Swim Club  
RE: Request for In-Kind Donation**

MOTION #25-075 Moved by Councillor Carlson to approve the Claresholm Kraken Swim Club request to waive the pool rental fees for the 2025 home meet on June 20<sup>th</sup> and 21<sup>st</sup>, and to approve the use of town barricades and extra recycling and garbage cans for the event.

**CARRIED**

**9. REQUEST FOR DECISION: Peace Officer Program**

MOTION #25-076 Moved by Councillor Ross to adopt Policy #5.3.03 Peace Office Code of Conduct Policy as presented.

**CARRIED**

MOTION #25-077 Moved by Councillor Meister to adopt Policy #5.3.16 CPO Incident Capture System Policy as presented.

**CARRIED**

MOTION #25-078 Moved by Councillor Kettles to adopt Policy #5.3.30 CPO Complaint Process Policy as presented.

**CARRIED**

MOTION #25-079 Moved by Councillor Carlson to adopt Policy #5.3.37 CPO Reporting Policy as presented.

**CARRIED**

MOTION #25-080 Moved by Councillor Meister to adopt Policy #5.3.42 Communications Policy as presented.

**CARRIED**

**10. REQUEST FOR DECISION: Appointment of Assessor**

MOTION #25-081 Moved by Councillor Ross to appoint the Town's current Assessor, Logan Wehlage, an employee of Benchmark Assessments Consultants Inc, as the Assessor for the Town of Claresholm for the 2025 Assessment year.

**CARRIED**

**11. REQUEST FOR DECISION: Coffee with Council**

MOTION #25-082 Moved by Councillor Kettles to continue the Coffee with Council initiative in September 2025 on the first Saturday of the month at 10:00am and the third Tuesday of the month at 7:00pm at the Town Office until October 4, 2025, to be re-visited after the municipal election on Monday, October 20, 2025.

**CARRIED**

**12. REQUEST FOR DECISION: Volunteer Firefighter Tax Credit**

MOTION #25-083 Moved by Councillor Meister to apply a credit to the municipal portion of the 2025 taxes, per Policy #5.1.25 Volunteer Firefighter Tax credit as presented.

**CARRIED**

**13. REQUEST FOR DECISION: Traffic Safety Plan**

MOTION #25-084 Moved by Councillor Ross to adopt the Town of Claresholm Traffic Safety Plan as presented.

**CARRIED**

**14. REQUEST FOR DIRECTION: Recreation Needs Assessment Survey**

Received for information.

**15. FINANCIAL REPORT: Statement of Operations – April 30, 2025**

Director of Corporate Services Jennifer Place presented the statement.

Moved by Councillor Carlson to accept the Consolidated Statement of Operations for the month ended April 30, 2025 as presented.

**CARRIED**

**16. INFORMATION BRIEF: CAO Report**

Received for information.

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

Received for information.

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

Received for information.

**19. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**20. IN CAMERA:**

**a. Advice from Officials – FOIP Section 24**

Moved by Councillor Carlson to go In Camera at 7:56 p.m. for the following items:

**a. Advice from Officials – FOIP Section 24**

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor Schlossberger stated that the live stream has ended at 7:56 p.m.

Moved by Councillor Ross to come out of In Camera at 8:12 p.m.

**CARRIED**

**NOTICE OF RECORDING:** Mayor Schlossberger provided notice that live streaming and recording of the Council meeting would begin again at 8:12 p.m.

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Meister that the meeting adjourn at 8:13 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor Schlossberger noted that recording ceased at 8:13 p.m.

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Mayor – Brad Schlossberger

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Chief Administrative Officer – Abe Tinney