



**TOWN OF CLARESHOLM**  
**PROVINCE OF ALBERTA**  
**REGULAR COUNCIL MEETING MINUTES**  
**JUNE 9, 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 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 Cutler that the Agenda be accepted as presented.

**CARRIED**

**MINUTES:** **REGULAR MEETING – MAY 26, 2025**

Moved by Councillor Meister that the Regular Meeting Minutes of May 26, 2025 be accepted as presented.

**CARRIED**

**DELEGATION:** **RURAL DEVELOPMENT NETWORK (RDN)**  
**RE: Housing & Service Needs Community Report**

Appearing remotely by Zoom was Emma Wallace on behalf of the Rural Development Network. She presented the Housing & Service Needs Community Report for Claresholm, which consists of data collected during February 2025.

**ACTION ITEMS:**

1. **BYLAW #1802 – Mayor & Council Remuneration Bylaw**  
**RE: 1<sup>st</sup> Reading**

Moved by Councillor Ross to give Bylaw #1807, a Mayor & Council Remuneration Bylaw, 1<sup>st</sup> Reading.

**CARRIED**

2. **CORRES: Counselling Alberta**  
**RE: National Depression Screening Day – October 9, 2025**

Received for information.

3. **CORRES: Claresholm & District Fair Days Bench Show**  
**RE: Request for Donation**

MOTION #25-085 Moved by Councillor Ross to donate \$755 to cover the cost of renting the Claresholm Community Centre for the Fair Days Bench Show in August 2025.

**CARRIED**

4. **REQUEST FOR DECISION: Tax Waiver – Royal Canadian Legion**

MOTION #25-086 Moved by Councillor Carlson to cancel the municipal portion of the 2025 property taxes levied on the property located at 414 - 53rd Avenue East, Tax Roll # 11915000, in the amount of \$1,496.33.

**CARRIED**

5. **REQUEST FOR DECISION: Tax Waiver – Claresholm Medical Clinic**

MOTION #25-087 Moved by Councillor Meister to cancel the municipal portion of the 2025 property taxes levied on the property owned by the MD of Willow Creek located at 4215 Fairway Drive, Tax Roll #11573000 in the amount of \$7,689.48. This cancellation is in the spirit of cooperation with our municipal neighbour and to support the Claresholm Medical Clinic and public health in the region.

**CARRIED**

6. **REQUEST FOR DECISION: Tax Waiver – Claresholm Golf Club**

MOTION #25-088 Moved by Councillor Carlson to cancel the municipal portion of the 2025 property taxes levied on the property located at 349 – 39 Avenue West, Tax Roll #1163000 in the amount of \$3,757.24.

**CARRIED**

**7. REQUEST FOR DECISION: Variable Frequency Drive Replacement**

MOTION #25-089 Moved by Councillor Kettles that Administration proceed with the replacement of all 25 Variable Frequency Drives at the Water Treatment Plant in the amount of \$380,400 to be funded from the Water and Sewer Capital Reserve.

**CARRIED**

**8. REQUEST FOR DECISION: Water Meter Replacement & Data Collection Upgrade**

MOTION #25-090 Moved by Councillor Cutler to submit a Request for Proposal with the intention of securing a supplier to provide non-mechanical meters, cellular ERT's, installation, training and collection software for all meters, present and future, for the Town of Claresholm.

**CARRIED**

**9. REQUEST FOR DECISION: Invitation to Minister Schow**

MOTION #25-091 Moved by Councillor Ross to invite the Honourable Joseph Schow, Minister of Jobs, Economy, Trade and Immigration to visit Claresholm to learn more about our current immigration program, and that MLA Chelsae Petrovic be invited to attend as well.

**CARRIED**

**10. REQUEST FOR DIRECTION: Outdoor Watering Schedule**

MOTION #25-092 Moved by Councillor Cutler that administration research an Outdoor Watering Schedule for the Town of Claresholm and report findings to Council at a future meeting.

**CARRIED**

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

Received for information.

**12. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Meister that the meeting adjourn at 7:55 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor Schlossberger noted that recording ceased at 7:55 p.m.

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Mayor – Brad Schlossberger

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Chief Administrative Officer – Abe Tinney