



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
AUGUST 11, 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: 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 – JULY 14, 2025**

Moved by Councillor Ross that the Regular Meeting Minutes of July 14, 2025 be accepted as presented.

CARRIED

ACTION ITEMS:

1. BYLAW #1809 – Land Use Bylaw Amendment
RE: 1st Reading

Moved by Councillor Meister to give Bylaw #1809, a Land Use Bylaw Amendment, 1st Reading.

CARRIED

MOTION #25-114

Moved by Councillor Carlson to direct Administration to investigate traffic patterns as it relates to commercial traffic along 2nd Street East north of 50th Avenue.

CARRIED

2. BYLAW #1810 – Electronic Transmission of Documents
RE: 2nd & 3rd Readings

Moved by Councillor Ross to give Bylaw #1810, the Electronic Transmission of Documents Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Kettles to give Bylaw #1810, the Electronic Transmission of Documents Bylaw, 3rd & Final Reading.

CARRIED

3. BYLAW #1812 – Water & Sewer Utility
RE: 1st Reading

Moved by Councillor Cutler to give Bylaw #1812, the Water & Sewer Utility Bylaw, 1st Reading.

CARRIED

4. DELEGATION RESPONSE: Willow Creek Agricultural Society
RE: Alberta High School Rodeo Finals 2026

MOTION #25-115

Moved by Councillor Carlson to direct Administration to reach out to the Willow Creek Agricultural Society to inform them that Town Council would like the Town of Claresholm to be included in planning for the Alberta High School Rodeo Finals in 2026.

CARRIED

5. CORRES: Trevor Daroux, Commanding Officer Alberta RCMP
RE: Introduction

Received for information.

6. CORRES: Gary Sandberg, Alberta Municipal Affairs
RE: Recall Survey to Municipalities

Received for information.

7. **CORRES: Chelsae Petrovic, MLA Livingstone-Macleod**
RE: Request for Municipal Priorities and Grant Advocacy

Received for information.

8. **CORRES: Alberta Municipalities**
RE: ABMunis Recommendations on Recall of a Municipal Elected Official

Received for information.

9. **CORRES: Municipal District of Willow Creek**
RE: ICF Committee Call for Agenda Items

Received for information.

10. **CORRES: Inclusion Foothills**
RE: 2025 D.E.A.M. All Star Event Invitation – October 8, 2025

Received for information.

11. **CORRES: Wandering Willows Fundraising Society**
RE: Request for Use of Tents & Barricades

MOTION #25-116 Moved by Councillor Zimmer to approve the use of two tents and eight barricades by the Wandering Willows Fundraising Society for their annual Grandparents' Day event on Sunday, August 24, 2025.

CARRIED

12. **REQUEST FOR DECISION: Municipal Internship Program**

MOTION #25-117 Moved by Councillor Cutler to direct Administration to make a host application for the 2026-2027 Municipal Internship Program.

CARRIED

13. **REQUEST FOR DECISION: The Soup Bowl Sponsorship**

Received for information.

14. **REQUEST FOR DECISION: Water Meter Replacement Project**

MOTION #25-118 Moved by Councillor Carlson to award the Water Meter Replacement and Data Collection Upgrade to Neptune Technologies Group at a cost of \$953,211.50 plus GST and that the project be funded by the Water and Sewer Utility Reserve.

CARRIED

MOTION #25-119 Moved by Councillor Ross to approve a 15% contingency for the Water Meter Replacement project in the amount of \$142,981.72 plus GST to be funded by the Water and Sewer Utility Reserves.

CARRIED

15. **REQUEST FOR DIRECTION: MD of Willow Creek Land Use Bylaw**

Received for information.

16. **REQUEST FOR DIRECTION: Landscaping Plan – Skatepark/Office Grounds**

Received for information.

17. **FINANCIAL REPORT: Statement of Operations – July 31, 2025**

Director of Corporate Services Jennifer Place presented the statement.

Moved by Councillor Zimmer to accept the Consolidated Statement of Operations for the month ended July 31, 2025 as presented.

CARRIED

18. **INFORMATION BRIEF: Minister of Municipal Affairs Meeting**

Received for information.

19. **INFORMATION BRIEF: CAO Report**

Received for information.

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

Received for information.

21. **ADOPTION OF INFORMATION ITEMS**

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

CARRIED

22. **IN CAMERA**

a. **Confidential Evaluations – ATIA Section 24**

b. **Local Public Body Confidences – ATIA Section 28**

Moved by Councillor Ross to go In Camera at 8:33 p.m. for the following items:

- a. Confidential Evaluations – ATIA Section 24
- b. Local Public Body Confidences - ATIA Section 28

CARRIED

NOTICE OF RECORDING CEASED: Mayor Schlossberger stated that the live stream has ended at 8:33 p.m.

Moved by Councillor Cutler to come out of In Camera at 9:36 p.m.

CARRIED

NOTICE OF RECORDING: Mayor Schlossberger provided notice that live streaming and recording of the Council meeting would begin again at 9:36 p.m.

CARRIED

- a. Confidential Evaluations – ATIA Section 24

MOTION #25-120 Moved by Councillor Meister to approve the Chief Administrative Officer salary cost-of-living increase of 2.5%.

CARRIED

ADJOURNMENT: Moved by Councillor Ross that the meeting adjourn at 9:37 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor Schlossberger noted that recording ceased at 9:37 p.m.

Mayor – Brad Schlossberger

Chief Administrative Officer – Abe Tinney