



INFORMATION BRIEF

Meeting: August 11, 2025

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - June 9, 2025				
7	RFD: Variable Frequency Drive Replacement - 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 MOTION #25-089	Brad	MPE Engineering is contacting the supplier for project drawings and an updated quote	In progress
Regular Scheduled Meeting - June 23, 2025				
2	Delegation Response: RDN - Moved by Councillor Carlson to approve the Claresholm Housing and Service Needs Community Report and to direct the Claresholm & District FCSS Board to review the report and its findings/opportunities. CARRIED MOTION #25-093	Barb	Report is with the FCSS Board who will be dealing with it going forward.	Complete
Regular Scheduled Meeting - August 11, 2025				
1	BYLAW #1809 - Moved by Councillor Meister to give Bylaw #1809, a Land Use Bylaw Amendment, 1st Reading. CARRIED	Tara	Public hearing notice circulated to be on an upcoming agenda.	Complete
1	BYLAW #1809 - 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 MOTION #25-114	Tara	Information to be provided on an upcoming agenda.	Complete
2	BYLAW #1810 - 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	Jenn	Bylaw printed & signed	Complete
3	BYLAW #1812 - Moved by Councillor Cutler to give Bylaw #1812, the Water & Sewer Utility Bylaw, 1st Reading. CARRIED	Abe	Added to the September agenda	Complete
4	Delegation Response: 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 MOTION #25-115	Denise	Letter sent	Complete
11	CORRES: Wandering Willow Fundraising Society - 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 MOTION #25-116	Jace	Staff delivered the equipment to assist with this event.	Complete

12	RFD: Municipal Internship Program - Moved by Councillor Cutler to direct Administration to make a host application for the 2026-2027 Municipal Internship Program. CARRIED MOTION #25-117	Jenn	Applications are not yet being accepted	In progress
14	RFD: Water Meter Replacement Project - 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 #25-118	Jace	Award letters have been issued and staff are working with the Neptune Technologies on the meter replacement program.	Complete
14	RFD: Water Meter Replacement Project - 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 MOTION #25-119	Jace	The approved contingency has been recorded with the directors of infrastructure and corporate services.	Complete
22a	IN CAMERA: Moved by Councillor Meister to approve the Chief Administrative Officer salary cost-of-living increase of 2.5%. CARRIED MOTION #25-120	Abe	This has been dealt with internally	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: September 5, 2025