



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
SEPTEMBER 8, 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, 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 – AUGUST 11, 2025**

Moved by Councillor Meister that the Regular Meeting Minutes of August 11, 2025 be accepted as presented.

CARRIED

PUBLIC HEARINGS:

1. BYLAW #1808 – Land Use Bylaw Amendment

Mayor Schlossberger declared the Public Hearing open regarding Bylaw #1808 at 7:01 p.m.

Kattie Schlamp, Planner from the Oldman River Regional Services Commission presented Bylaw #1808. The purpose of this Bylaw is to amend Land Use Bylaw #1525 in order to re-zone portions of land from “Agricultural Transitional – A/T” to “Highway Commercial – C2”, “Multiple Residential – R4”, “Single Detached Residential – R1” and “Public – P”

No formal submissions were received from the public.

Mayor Schlossberger asked if there were any comments from the public. No comments were received from the public regarding Bylaw #1808. No comments from members of Council were noted.

Mayor Schlossberger declared the Public Hearing closed at 7:03 p.m.

2. BYLAW #1809 – Land Use Bylaw Amendment

Mayor Schlossberger declared the Public Hearing open regarding Bylaw #1809 at 7:03 p.m.

Kattie Schlamp, Planner from the Oldman River Regional Services Commission presented Bylaw #1809. The purpose of this Bylaw is to amend Land Use Bylaw #1525 in order to re-zone portions of land from “Highway Commercial – C2” to “Single Detached Residential – R1”.

No formal submissions were received from the public.

Mayor Schlossberger asked if there were any comments from the public. One comment from the public was regarding traffic patterns on additional roadways. No comments from members of Council were noted.

Mayor Schlossberger declared the Public Hearing closed at 7:07 p.m.

DELEGATIONS:

1. CLARESHOLM SOCIAL CENTRE
RE: 2024 Yearly Report

Appearing on behalf of the Claresholm Social Centre was Marian Rooney and Charlie Milazzo. They presented the 2024 Financial Statements as well as updates on current activities going on at the Centre. They feel that usage of the facility has gone up and will continue to do so. They thanked the Mayor and Council as well as staff for all the support.

2. WI-FIBRE
RE: Wireless Internet Proposal

Appearing on behalf of Wi-fibre Ken Losey and Stephen Olmstead. They are looking to provide a higher level of internet service in the area. As part of their

expansion, they would like access to the Town's water tower for their wireless hardware. Wi-fibre aims to bring its proven local service philosophy, technical expertise, and commitment to community growth to Claresholm, providing essential infrastructure that supports residents, businesses, and future technological advancement for the area. They are well entrenched in Vulcan County and the Town of Vulcan.

ACTION ITEMS:

**1. BYLAW #1808 – Land Use Bylaw Amendment
RE: 2nd & 3rd Readings**

Moved by Councillor Cutler to give Bylaw #1808, a Land Use Bylaw Amendment, 2nd Reading.

CARRIED

Moved by Councillor Zimmer to give Bylaw #1808, a Land Use Bylaw Amendment, 3rd and Final Reading.

CARRIED

**2. BYLAW #1809 – Land Use Bylaw Amendment
RE: 2nd & 3rd Readings**

Moved by Councillor Kettles to give Bylaw #1809, a Land Use Bylaw Amendment, 2nd Reading.

CARRIED

Moved by Councillor Ross to give Bylaw #1809, a Land Use Bylaw Amendment, 3rd & Final Reading.

CARRIED

MOTION #25-121

Moved by Councillor Meister that the Residential & Commercial subdivision of Lot 6, Block 10, Plan 2511470 to create five (5) 0.06 ha (0.14 ac) residential parcels from a 1.15 ha (2.83 ac) parcel be approved as presented in Draft Resolution 2025-0-100 with the proposed conditions.

CARRIED

**3. BYLAW #1812 – Water & Sewer Utility Bylaw
RE: 2nd & 3rd Readings**

Moved by Councillor Zimmer to give Bylaw #1812, the Water & Sewer Utility Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Cutler to give Bylaw #1812, the Water & Sewer Utility Bylaw, 3rd & Final Reading.

CARRIED

**4. BYLAW #1813 – Family & Community Support Services Board Bylaw
RE: 1st Reading**

Moved by Councillor Carlson to give Bylaw #1813, the Family & Community Support Services Board Bylaw, 1st Reading.

CARRIED

**5. BYLAW #1814 – Claresholm & District Museum Board Bylaw
RE: 1st Reading**

Moved by Councillor Cutler to give Bylaw #1814, the Claresholm & District Museum Board Bylaw, 1st Reading.

CARRIED

**6. BYLAW #1815 – Arena Solar Project Borrowing Bylaw
RE: 1st Reading**

MOTION #25-122

Moved by Councillor Cutler to proceed with debenture borrowing in the amount of \$310,000 to fund the balance of the Arena Solar Project.

CARRIED

Moved by Councillor Meister to give Bylaw #1815, the Arena Solar Project Borrowing Bylaw, 1st Reading.

CARRIED

**7. CORRES: Hon. Dan Williams, Minister of Municipal Affairs
RE: 2025-26 Canada Community Building Fund (CCBF)**

Received for information.

**8. CORRES: Alberta Municipal Affairs
RE: Invitation to meet with Minister Dan Williams**

MOTION #25-123

Moved by Councillor Carlson to request that Town Council meet with Minister of Municipal Affairs Dan Williams at the Alberta Municipalities Convention in Calgary November 12-14, 2025 for the purpose of discussing brownfields, police costing and municipal funding.

CARRIED

**9. CORRES: Claresholm Terry Fox Run
RE: Invitation to Attend**

Councillor Zimmer will attend on behalf of the Town of Claresholm.

10. REQUEST FOR DECISION: Letter of Support – Fire Services Training Grant

MOTION #25-124 Moved by Councillor Zimmer that the Town provide a letter of support to the Municipal District of Willow Creek in their application for the 2026 Fire Services Training Program Grant.

CARRIED

11. REQUEST FOR DECISION: Budget Reallocation – Bylaw Department

MOTION #25-125 Moved by Councillor Ross that Council approve the reallocation of \$25,000 from the 2025 Bylaw Operating Budget, consisting of \$19,000 for the capital purchase of a Peace Officer vehicle with equipment from the Town of Diamond Valley, and \$6,000 for radio and camera reconnection, setup, and decaling; and further that any associated operational startup costs for the Peace Officer Program be funded from the 2025 Bylaw Operating Budget.

CARRIED

12. REQUEST FOR DECISION: 2025 Municipal Election

MOTION #25-126 Moved by Councillor Kettles to hold an Advance Vote for the 2025 Municipal Election in the Lodge Room at the Claresholm Community Centre from 2:00 p.m. to 8:00 p.m. on Thursday, October 9, 2025.

CARRIED

MOTION #25-127 Moved by Councillor Meister that the Voting Station for the 2025 Municipal Election be the Claresholm Community Centre located at 690 – 59th Avenue West with an alternative location in the case of an emergency to be the Claresholm Social Centre located at 5009 – 2nd Street East.

CARRIED

13. REQUEST FOR DECISION: Hiring Policy Amendment

MOTION #25-128 Moved by Councillor Carlson to accept the changes to the Hiring Policy as presented, including the addition of the Seasonal Worker Rehire Clause and with the addition of Appendix “A”, the Seasonal Worker Rehire Confirmation Form, with the policy to be revisited within one year.

CARRIED

14. INFORMATION BRIEF: 2nd Street East Traffic

Received for information.

15. INFORMATION BRIEF: Council Committee Report

Received for information.

16. INFORMATION BRIEF: Council Resolution Status

Received for information.

17. ADOPTION OF INFORMATION ITEMS

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

CARRIED

18. IN CAMERA

a. Confidential Evaluations – ATIA Section 24

Moved by Councillor Carlson to go In Camera at 8:44 p.m. for the following items:

a. Confidential Evaluations – ATIA Section 24

CARRIED

NOTICE OF RECORDING CEASED: Mayor Schlossberger stated that the live stream has ended at 8:44 p.m.

Moved by Councillor Ross to come out of In Camera at 9:20 p.m.

CARRIED

NOTICE OF RECORDING: Mayor Schlossberger provided notice that live streaming and recording of the Council meeting would begin again at 9:20 p.m.

a. Confidential Evaluations – ATIA Section 24

MOTION #25-129 Moved by Councillor Cutler to approve the 2025 CAO Performance Evaluation as presented.

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 9:21 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor Schlossberger noted that recording ceased at 9:21 p.m.

DRAFT