



# INFORMATION BRIEF

Meeting: October 14, 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 - August 11, 2025				
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	Application has been completed and submitted.	Complete
Regular Scheduled Meeting - September 8, 2025				
2	BYLAW #1809 - 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 MOTION #25-121	Tara	Notification sent out, working on conditions with applicant.	In progress
6	BYLAW #1815 - 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 MOTION #25-122	Jenn	Application will be submitted after advertising, end of petition period & 2nd & 3rd Readings.	In progress
Regular Scheduled Meeting - September 22, 2025				
1	BYLAW #1813 - Moved by Councillor Ross to give Bylaw #1813, the Family & Community Support Services Board Bylaw, 2nd Reading. CARRIED Moved by Councillor Carlson to give Bylaw #1813, the Family & Community Support Services Board Bylaw, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
2	BYLAW #1814 - Moved by Councillor Meister to give Bylaw #1814, the Claresholm & District Museum Board Bylaw, 2nd Reading. CARRIED Moved by Councillor Kettles to give Bylaw #1814, the Claresholm & District Museum Board Bylaw, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete

3	BYLAW #1816 - Moved by Councillor Kettles to amend Bylaw #1816 prior to 1st Reading to state that Bylaw #1526 is the Bylaw being amended and Bylaw #1677 is being repealed. CARRIED MOTION #25-130	Jenn	Updated Bylaw received 1st reading.	Complete
3	BYLAW #1816 - Moved by Councillor Cutler to give Bylaw #1816, the Property Taxation Exemption for Community Organizations Bylaw, 1st Reading. CARRIED	Jenn	On the October 14th Agenda for 2nd & 3rd Readings	Complete
4	Delegation Response: Wi-Fibre - Moved by Councillor Kettles to approve the Water Tower Access Agreement with Wi-fibre Inc. as presented. CARRIED MOTION #25-131	Abe	Access agreement has been signed.	Complete
6	CORRES: Canada-Ghana Chamber of Commerce Calgary Chapter - Moved by Councillor Carlson to direct Administration to provide a letter of invitation to the Ghana Agriculture and Agri-Business Summit and Field Trip to visit Claresholm on October 27, 2025. CARRIED MOTION #25-132	Ali	Letter created, signed, and sent.	Complete
7	RFD: ATCO Franchise Fee - Moved by Councillor Ross to approve a rate change in the 2026 ATCO Franchise Fee from 14% to 15%. CARRIED MOTION #25-133	Jenn/Karine	Advertising to commence Oct. 15	In progress
8	RFD: FORTIS Franchise Fee - Moved by Councillor Meister to approve a rate change in the 2026 FORTIS Franchise Fee from 7% to 9%. CARRIED MOTION #25-134	Jenn/Karine	Advertising to commence Oct. 15	In progress
9	RFD: Demolition Incentive Policy - Moved by Councillor Kettles to adopt Policy #5.6.30, the Town of Claresholm Demolition Incentive Policy, effective September 22, 2025. CARRIED MOTION #25-135	Tara	Policy added to Laserfiche and sent out.	Complete
10	RFD: Letter of Support, Claresholm Kraken Swim Club - Moved by Councillor Carlson for administration to write a letter of support for the Claresholm Kraken Swim grant application to the Community Foundation of Lethbridge and Southwestern Alberta for a replacement diving board, diving block covers and new fins. CARRIED MOTION #25-136	Denise		
11	RFD: Sun Country Radio Ad Initiative - Moved by Councillor Cutler to approve the out of budget expenditure of \$4,000 for the Sun Country Ad Campaign to be funded from the Way-Finding Signage Project. CARRIED MOTION #25-137	Megan		
13	Request for Direction: Town Compost Facility - Moved by Councillor Ross to direct Administration to explore Option 1 and Option 3 for the Town of Claresholm's north end compost / storage area, and that MLA Chelsae Petrovic be included in the correspondence. CARRIED MOTION #25-138	Jace/Abe	Meeting Scheduled with MLA on Oct 10. Administration has begun researching options for the Town's yard waste.	In progress
14	Request for Direction: Mackin Hall - Moved by Councillor Meister that the Town advertise the availability of Mackin Hall for \$1 with the Town paying 50% of the moving cost up to \$30,000 and that the building be offered for sale on a first come-first served basis with all offers to be received no later than October 31, 2025. CARRIED MOTION #25-139	Tara/Abe	Advertising begun, agreement drafted.	In progress
22a	IN CAMERA: Moved by Councillor Carlson to begin the road closure bylaw process as recommended with the developer to pay all costs associated with the road closure, subdivision and title transfers. CARRIED MOTION #25-140	Tara	Landowner notified, Process begun	In progress
22b	IN CAMERA: Moved by Councillor Cutler to approve the sale of eight Pine Place Lots for a total of \$480,463 plus GST. CARRIED MOTION #25-141	Tara	Offer signed, deposit retained, paperwork drafted.	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

---

APPROVED BY: Abe Tinney, CAO

DATE: October 10, 2025

---