



**TOWN OF CLARESHOLM**  
**PROVINCE OF ALBERTA**  
**REGULAR COUNCIL MEETING MINUTES**  
**SEPTEMBER 22, 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 and Diana Ross.

**ABSENT:** Councillor Craig Zimmer

**STAFF PRESENT:** Chief Administrative Officer: Abe Tinney; Finance Assistant: Karine Keys; Director of Corporate Services: Jennifer Place; Recreation Manager: Denise Spencer

**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 – SEPTEMBER 8, 2025**

Moved by Councillor Meister that the Regular Meeting Minutes of September 8, 2025 be accepted as presented.

**CARRIED**

**DELEGATION:** **CLARESHOLM RCMP DETACHMENT – Sgt. Pelletier**  
**RE: 2024 Yearly Report**

Sargeant Perry Pelletier from the Claresholm RCMP Detachment was not available to present the Community Policing Report from April 1<sup>st</sup> to June 30<sup>th</sup>, 2025.

**ACTION ITEMS:**

**1. BYLAW #1813 – Family & Community Support Services Board Bylaw**  
**RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**

Moved by Councillor Ross to give Bylaw #1813, the Family & Community Support Services Board Bylaw, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Carlson to give Bylaw #1813, the Family & Community Support Services Board Bylaw, 3<sup>rd</sup> & Final Reading.

**CARRIED**

**2. BYLAW #1814 – Claresholm & District Museum Board Bylaw**  
**RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**

Moved by Councillor Meister to give Bylaw #1814, the Claresholm & District Museum Board Bylaw, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Kettles to give Bylaw #1814, the Claresholm & District Museum Board Bylaw, 3<sup>rd</sup> & Final Reading.

**CARRIED**

**3. BYLAW #1816 – Property Taxation Exemption for Community Organizations**  
**RE: 1<sup>st</sup> Reading**

Director of Corporate Services Jennifer Place presented the bylaw.

**MOTION #29-130**

Moved by Councillor Kettles to amend Bylaw #1816 prior to 1<sup>st</sup> Reading to state that Bylaw #1526 is the Bylaw being amended and Bylaw #1677 is being repealed.

**CARRIED**

Moved by Councillor Cutler to give Bylaw #1816, the Property Taxation Exemption for Community Organizations Bylaw, 1<sup>st</sup> Reading.

**CARRIED**

**4. DELEGATION RESPONSE: Wi-fibre**

**MOTION #25-131**

Moved by Councillor Kettles to approve the Water Tower Access Agreement with Wi-fibre Inc. as presented.

**CARRIED**

**5. CORRES: Alberta Municipalities**  
**RE: Notice of 2025 Annual General Meeting (AGM)**

Received for information.

**6. CORRES: Canada-Ghana Chamber of Commerce Calgary Chapter  
RE: Request for Partnership and Hosting**

MOTION #25-132 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**

**7. REQUEST FOR DECISION: ATCO Franchise Fee**

MOTION #25-133 Moved by Councillor Ross to approve a rate change in the 2026 ATCO Franchise Fee from 14% to 15%.

**CARRIED**

**8. REQUEST FOR DECISION: FORTIS Franchise Fee**

MOTION #25-134 Moved by Councillor Meister to approve a rate change in the 2026 FORTIS Franchise Fee from 7% to 9%.

**CARRIED**

**9. REQUEST FOR DECISION: Demolition Incentive Policy**

MOTION #25-135 Moved by Councillor Kettles to adopt Policy #5.6.30, the Town of Claresholm Demolition Incentive Policy, effective September 22, 2025.

**CARRIED**

**10. REQUEST FOR DECISION: Letter of Support – Claresholm Kraken Swim Club**

MOTION #25-136 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**

**11. REQUEST FOR DECISION: Sun Country Radio Ad Initiative**

MOTION #25-137 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**

**12. REQUEST FOR DIRECTION: Parks & Recreation Plan 2025-35**

Recreation Manager Denise Spencer presented the Draft Parks & Recreation Plan.

**13. REQUEST FOR DIRECTION: Town Compost Facility**

MOTION #25-138 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**

**14. REQUEST FOR DIRECTION: Mackin Hall**

MOTION #25-139 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**

**15. FINANCIAL REPORT: Capital Project Status Update**

Director of Corporate Services presented the Capital Project Status Update. Received for information.

**16. INFORMATION BRIEF: Community Grant Funding 2025**

Received for information.

**17. INFORMATION BRIEF: Gazebo Donation to Bark Park**

Received for information.

**18. INFORMATION BRIEF: CAO Report**

Received for information.

**19. INFORMATION BRIEF: Council Committee Report**

Received for information.

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

Received for information.

**21. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**22. IN CAMERA**

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

Moved by Councillor Cutler to go In Camera at 8:28 p.m. for the following items:

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

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor Schlossberger stated that the live stream has ended at 8:28 p.m.

Moved by Councillor Meister to come out of In Camera at 8:46 p.m.

**CARRIED**

**NOTICE OF RECORDING:** Mayor Schlossberger provided notice that live streaming and recording of the Council meeting would begin again at 8:46 p.m.

- a. Local Public Body Confidences – ATIA Section 28**

MOTION #25-140

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**

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

MOTION #25-141

Moved by Councillor Cutler to approve the sale of eight Pine Place Lots for a total of \$480,463 plus GST.

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Carlson that the meeting adjourn at 8:47 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor Schlossberger noted that recording ceased at 8:47 p.m.

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Mayor – Brad Schlossberger

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Chief Administrative Officer – Abe Tinney