



**TOWN OF CLARESHOLM**  
**PROVINCE OF ALBERTA**  
**REGULAR COUNCIL MEETING MINUTES**  
**OCTOBER 14, 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 – SEPTEMBER 22, 2025**

Moved by Councillor Zimmer that the Regular Meeting Minutes of September 22, 2025 be accepted as presented.

**CARRIED**

**DELEGATIONS:**

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

Sergeant Perry Pelletier from the Claresholm RCMP Detachment presented the Community Policing Report from April 1<sup>st</sup> to June 30<sup>th</sup>, 2025.

**2. CLARESHOLM & DISTRICT MUSEUM BOARD**  
**RE: Update**

Present on behalf of the Claresholm & District Museum were Executive Director Jordyn Wallace and Board Chair Barry Gibbs. They wanted to thank outgoing Council for all the support Council has given to the Museum. They provided an update about their fundraising efforts towards a new Museum building, which have been successful so far. Their efforts have been noticed by the community, and they are excited about the future.

**ACTION ITEMS:**

**1. BYLAW #1815 – Arena Solar Project Borrowing Bylaw**  
**RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**

Moved by Councillor Meister to give Bylaw #1815, the Arena Solar Project Borrowing Bylaw, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Carlson to give Bylaw #1815, the Arena Solar Project Borrowing Bylaw, 3<sup>rd</sup> & Final Reading.

**CARRIED**

**2. BYLAW #1816 – Property Taxation Exemption for Community Organizations**  
**RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**

Moved by Councillor Kettles to give Bylaw #1816, the Property Taxation Exemption for Community Organizations Bylaw, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Ross to give Bylaw #1816, the Property Taxation Exemption for Community Organizations Bylaw, 3<sup>rd</sup> & Final Reading.

**CARRIED**

**3. BYLAW #1817 – Records Management & Retention Bylaw & CPO Program**  
**RE: All Readings**

Moved by Councillor Carlson to give Bylaw #1817, the Records Management & Retention Bylaw, 1<sup>st</sup> Reading.

**CARRIED**

Moved by Councillor Kettles to give Bylaw #1817, the Records Management & Retention Bylaw, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Meister for unanimous consent to give Bylaw #1817, the Records Management & Retention Bylaw, 3<sup>rd</sup> & Final Reading at the same meeting.

**CARRIED UNANIMOUSLY**

Moved by Councillor Ross to give Bylaw #1817, the Records Management & Retention Bylaw, 3<sup>rd</sup> & Final Reading.

**CARRIED**

MOTION #25-142 Moved by Councillor Zimmer to adopt Policy #5.3.25 CPO Use of Force Policy v2, effective October 14, 2025, as presented.

**CARRIED**

MOTION #25-143 Moved by Councillor Carlson to adopt Policy #5.3.04 Notebook Policy v1.2, effective October 14, 2025, as presented.

**CARRIED**

MOTION #25-144 Moved by Councillor Cutler to adopt Policy #5.3.30 CPO Complaint Process Policy v1.2, effective October 14, 2025, as presented.

**CARRIED**

**4. CORRES: Municipal District of Willow Creek  
RE: Invitation to 32<sup>nd</sup> Legacy of Our Land Banquet**

The Town of Claresholm will send a representative to the Legacy of Our Land Banquet on November 7, 2025 in Fort Macleod.

**5. CORRES: 42<sup>nd</sup> Annual Fort Macleod Santa Claus Parade  
RE: Registration Package**

Received for information.

**6. CORRES: Royal Canadian Legion Branch #41  
RE: Presentation of First Poppy – October 31, 2025**

The Town of Claresholm will send a representative to the first poppy presentation on October 31, 2025.

**7. CORRES: Royal Canadian Legion Branch #41  
RE: Remembrance Day Service – November 11, 2025**

The Town of Claresholm will send a representative to the Remembrance Day Service on November 11, 2025 to lay a wreath.

**8. CORRES: Steven Frank Petek  
RE: Formal Request for Review of Water Metering Bylaw and Associated Revenue Practices**

Abe Tinney, CAO reviewed the formal request for review with Council and indicated that he would address questions and concerns and report back to Council and to the resident at an upcoming meeting.

**9. REQUEST FOR DECISION: Letter of Support – Claresholm Skatepark Association**

MOTION #25-145 Moved by Councillor Ross to write a letter of support to the Community Foundation of Lethbridge and Southwestern Alberta for the Claresholm Skatepark Association's application for Phase 2 of the park (pump track) and manage the funds on their behalf.

**CARRIED**

**10. REQUEST FOR DECISION: Tax Exemption Applications under COPTER**

MOTION #25-146 Moved by Councillor Cutler to accept the application and exempt the taxes for The Claresholm Curling Club for 3 years, 2026-2028.

**CARRIED**

MOTION #25-147 Moved by Councillor Kettles to accept the application and exempt the taxes for The Claresholm Golf Club for 3 years, 2026-2028.

**CARRIED**

MOTION #25-148 Moved by Councillor Meister to accept the application and exempt the taxes for the Prairie Winds Clubhouse Society for 3 years, 2026-2028.

**CARRIED**

MOTION #25-149 Moved by Councillor Ross to accept the application and exempt the taxes for Inclusion Foothills Association Space only for 3 years, 2026-2028 (their rented space only).

**CARRIED**

**11. REQUEST FOR DECISION: Councillor Orientation**

MOTION #25-150 Moved by Councillor Zimmer to reschedule the Monday, October 27<sup>th</sup>, 2025 Regular Council Meeting to Monday, November 3<sup>rd</sup>, 2025 at 7:00pm.

**CARRIED**

MOTION #25-151 Moved by Councillor Zimmer to extend the time for Councillor Orientation training under Section 201.1.(1)(b) of the *Municipal Government Act* by 90 days.

**CARRIED**

MOTION #25-152 Moved by Councillor Ross to cancel the Monday, November 10<sup>th</sup>, 2025 Regular Council Meeting.

**CARRIED**

**12. REQUEST FOR DECISION: Grant Application – Travel Alberta Event & Festival**

MOTION #25-153 Moved by Councillor Carlson to apply to the Travel Alberta Event & Festival Program and to provide the matching funds.

**CARRIED**

**13. REQUEST FOR DECISION: Communications & Engagement Strategy**

MOTION #25-154 Moved by Councillor Meister to direct administration to bring the draft Communications and Engagement Strategy forward to the new Council for its consideration and integration with its Strategic Plan.

**CARRIED**

**14. FINANCIAL REPORT: Statement of Operations – August 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 August 31, 2025 as presented.

**CARRIED**

**15. INFORMATION BRIEF: Friday Night Skate Sponsors**

Received for information.

**16. INFORMATION BRIEF: Application to HGTV Hometown Takeover**

Received for information.

**17. INFORMATION BRIEF: Strategic Plan Update**

Received for information.

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

Received for information.

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

Received for information.

**20. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**21. IN CAMERA**

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

Moved by Councillor Cutler to go In Camera at 8:47 p.m. for the following items:

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

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor Schlossberger stated that the live stream has ended at 8:47 p.m.

Moved by Councillor Ross to come out of In Camera at 9:02 p.m.

**CARRIED**

**NOTICE OF RECORDING:** Mayor Schlossberger provided notice that live streaming and recording of the Council meeting would begin again at 9:02 p.m.

**ADJOURNMENT:** Moved by Councillor Cutler that the meeting adjourn at 9:02 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor Schlossberger noted that recording ceased at 9:02 p.m.

---

Mayor – Brad Schlossberger

---

Chief Administrative Officer – Abe Tinney