



INFORMATION BRIEF

Meeting: November 3, 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 - 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 has been submitted, waiting on decision	Complete
Regular Scheduled Meeting - September 22, 2025				
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 complete, ATCO notified	Complete
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 complete, Fortis notified	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	Letter sent	Complete
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	Sun Country has provided two ads for approval to be switched out seasonally	Complete
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
Regular Scheduled Meeting - October 14, 2025				
1	BYLAW #1815 - Moved by Councillor Meister to give Bylaw #1815, the Arena Solar Project Borrowing Bylaw, 2nd Reading. CARRIED Moved by Councillor Carlson to give Bylaw #1815, the Arena Solar Project Borrowing Bylaw, 3rd & Final Reading. CARRIED	Jenn	Bylaw has been signed and filed.	Complete
2	BYLAW #1816 - Moved by Councillor Kettles to give Bylaw #1816, the Property Taxation Exemption for Community Organizations Bylaw, 2nd Reading. CARRIED Moved by Councillor Ross to give Bylaw #1816, the Property Taxation Exemption for Community Organizations Bylaw, 3rd & Final Reading. CARRIED	Jenn	Bylaw has been signed and filed.	Complete
3	BYLAW #1817 - Moved by Councillor Carlson to give Bylaw #1817, the Records Management & Retention Bylaw, 1st Reading. CARRIED Moved by Councillor Kettles to give Bylaw #1817, the Records Management & Retention Bylaw, 2nd Reading. CARRIED Moved by Councillor Meister for unanimous consent to give Bylaw #1817, the Records Management & Retention Bylaw, 3rd & Final Reading at the same meeting. CARRIED UNANIMOUSLY Moved by Councillor Ross to give Bylaw #1817, the Records Management & Retention Bylaw, 3rd & Final Reading. CARRIED	Tara	Printed, signed, updated in laserfiche. Sent with application to Sol Gen.	Complete
3	CPO PROGRAM - Moved by Councillor Zimmer to adopt Policy #5.3.25 CPO Use of Force Policy v2, effective October 14, 2025, as presented. CARRIED MOTION #25-142	Tara	Policy Manual updated.	Complete
3	CPO PROGRAM - Moved by Councillor Carlson to adopt Policy #5.3.04 Notebook Policy v1.2, effective October 14, 2025, as presented. CARRIED MOTION #25-143	Tara	Policy Manual updated.	Complete
3	CPO PROGRAM - Moved by Councillor Cutler to adopt Policy #5.3.30 CPO Complaint Process Policy v1.2, effective October 14, 2025, as presented. CARRIED MOTION #25-144	Tara	Policy Manual updated.	Complete
4	CORRES: MD of Willow Creek - The Town of Claresholm will send a representative to the Legacy of Our Land Banquet on November 7, 2025 in Fort Macleod.	Karine	Mayor Brad Schlossberger will attend, notice sent	Complete
6	CORRES: Royal Canadian Legion - The Town of Claresholm will send a representative to the first poppy presentation on October 31, 2025.	Karine	Mayor-elect Brad Schlossberger will attend, notice sent	Complete
7	CORRES: Royal Canadian Legion - The Town of Claresholm will send a representative to the Remembrance Day Service on November 11, 2025 to lay a wreath.	Karine	Mayor Brad Schlossberger will attend, notice sent	Complete
8	CORRES: Steven Frank Petek - 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.	Abe	Administration is working through the concerns in this correspondence and will report to Council at a future meeting.	Ongoing
9	RFD: Letter of Support - Claresholm Skatepark Association - 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 MOTION #25-145	Denise	Letter sent	Complete

10	RFD: Tax Exemption Applications under COPTER - Moved by Councillor Cutler to accept the application and exempt the taxes for The Claresholm Curling Club for 3 years, 2026-2028. CARRIED MOTION #25-146	Lisa	Letter of acceptance sent	Complete
10	RFD: Tax Exemption Applications under COPTER - Moved by Councillor Kettler to accept the application and exempt the taxes for The Claresholm Golf Club for 3 years, 2026-2028. CARRIED MOTION #25-147	Lisa	Letter of acceptance sent	Complete
10	RFD: Tax Exemption Applications under COPTER - 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 #25-148	Lisa	Letter of acceptance sent	Complete
10	RFD: Tax Exemption Applications under COPTER - 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 MOTION #25-149	Lisa	Letter of acceptance sent to Q.E.D (owner) and notified Inclusion Foothills	Complete
11	RFD: Councillor Orientation - Moved by Councillor Zimmer to reschedule the Monday, October 27th, 2025 Regular Council Meeting to Monday, November 3rd, 2025 at 7:00pm. CARRIED MOTION #25-150	Karine	Changes have been noted on the website	Complete
11	RFD: Councillor Orientation - 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 #25-151	Abe	Orientation requirements will be met over the next 2 months.	Complete
11	RFD: Councillor Orientation - Moved by Councillor Ross to cancel the Monday, November 10th, 2025 Regular Council Meeting. CARRIED MOTION #25-152	Karine	Changes have been noted on the website	Complete
12	RFD: Grant Application - Travel Alberta Event & Festival - Moved by Councillor Carlson to apply to the Travel Alberta Event & Festival Program and to provide the matching funds. CARRIED MOTION #25-153	Megan	Administration did not apply for this grant. More planning and information was required.	Complete
13	RFD: Communications & Engagement Strategy - 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 MOTION #25-154	Abe	This strategy will be discussed with the new council following	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: October 31, 2025