



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
ORGANIZATIONAL COUNCIL MEETING MINUTES
NOVEMBER 3, 2025

Place: Council Chambers
Town of Claresholm Administration Office
111 – 55 Avenue West

COUNCIL PRESENT: Mayor Brad Schlossberger, Councillors: Kieth Carlson, Rod Kettles, David Knox, Kandice Meister, Seth Wagner and Craig Zimmer

STAFF PRESENT: Chief Administrative Officer: Abe Tinney, Finance Assistant: Karine Keys; Director of Corporate Services: Jennifer Place

MEDIA PRESENT: Rob Vogt, Claresholm Local Press

NOTICE OF RECORDING: Chief Administrative Officer (CAO) Abe Tinney 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.

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m. by CAO Abe Tinney.

2. OFFICIAL OATHS

The Official Oath of Office was administered to all members of Council present by Jen Monyo-Maina, Barrister and Solicitor.

3. ADOPTION OF AGENDA

Moved by Councillor Meister that the Agenda of the Organizational Meeting of November 3, 2025 be accepted as presented.

CARRIED

4. RETURNING OFFICER'S REPORT – Karine Keys

Moved by Councillor Kettles that the Returning Officer's Report for the 2025 Municipal Election be accepted as presented.

CARRIED

5. PROPOSED COMMITTEE & ORGANIZATION STRUCTURE

Moved by Councillor Zimmer that the proposed Committee Organization and Structure be accepted as presented.

CARRIED

6. MEETING DATES - REGULAR

Moved by Councillor Carlson that the Regular Council Meeting dates for 2026 be accepted as presented.

CARRIED

7. APPOINTMENT OF DEPUTY MAYOR

Moved by Councillor Knox that the Deputy Mayor appointments be accepted as presented.

CARRIED

8. ANNUAL MOTIONS

a. Designate Municipal Office

Moved by Councillor Wagner to designate 111 - 55 Avenue West in Claresholm, Alberta as the Town's municipal office.

CARRIED

b. Designate Financial Institution

Moved by Councillor Carlson to designate the BMO Bank of Montreal and Servus Credit Union as the Town's banking institutions where municipal funds are to be deposited.

CARRIED

9. ADJOURNMENT

Moved by Councillor Meister that this meeting adjourn at 7:20 pm.

CARRIED

NOTICE OF RECORDING CEASED: Mayor Schlossberger noted that recording ceased at 7:20 p.m.

Mayor – Brad Schlossberger

Chief Administrative Officer – Abe Tinney