



INFORMATION BRIEF

Meeting: December 8, 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	VFDs have been ordered. Administration will update Council when the project is complete.	In progress
Regular Scheduled Meeting - September 8, 2025				
2	BYLAW #1809 - Moved by Councillor Kettles to give Bylaw #1809, a Land Use Bylaw Amendment, 2nd Reading. CARRIED. Moved by Councillor Ross to give Bylaw #1809, a Land Use Bylaw Amendment, 3rd & Final Reading. CARRIED	Tara	Bylaw printed & signed, sent to ORRSC to update mapping.	Complete
Regular Scheduled Meeting - September 22, 2025				
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 has closed. Town is in discussion with a local resident to acquire Mackin Hall.	In progress
Regular Scheduled Meeting - October 14, 2025				
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	The follow-up is on the December 8th council agenda.	Complete
Regular Scheduled Meeting - November 24, 2025				
DEL	Claresholm Food Bank representatives requested that Council waive their rent for one year. The request was made due to increasing operating costs.	Abe	This item is on the December 8 agenda for discussion.	Complete
1	BYLAW #1811 - Moved by Councillor Meister to give Bylaw #1811, the Castle Area Structure Plan Bylaw, 1st Reading. CARRIED	Tara	Advertising for Public Hearing, 2nd and 3rd readings to be on an upcoming Council agenda.	Complete
2	BYLAW #1819 - Moved by Councillor Wagner to give Bylaw #1819, the Bylaw Enforcement Officer's Bylaw, 2nd Reading. CARRIED. Moved by Councillor Carlson to give Bylaw #1819, the Bylaw Enforcement Officer's Bylaw, 3rd & Final Reading. CARRIED	Tara	Bylaw signed and updated on website	Complete

3	BYLAW #1820 - Moved by Councillor Zimmer to give Bylaw #1820, the Unsightly Premises & Property Standards Bylaw, 1st Reading. CARRIED	Tara	To be on an upcoming agenda for 2nd and 3rd readings.	Complete
6	CORRES: Calgary Catholic Immigration Society - Moved by Councillor Meister to write a letter of support for the Calgary Catholic Immigration Society's application to the Rural Immigrant Seniors Integration Project to promote rural immigrant seniors' overall wellbeing and sense of belonging in Claresholm. CARRIED MOTION #25-160	Ali	Deadline for letter missed, corresponded with Roan Santos at WCIS.	Complete
7	CORRES: Heartland Training & Support Hub - Moved by Councillor Carlson to support the Heartland Training & Support Hub's delivery of the Safety Smarts program to children in Alberta Schools in the amount of \$500, and that a request is put forth that they visit Claresholm schools. CARRIED MOTION #25-161	Karine	Payment has been sent & request made to visit Claresholm's schools	Complete
9	CORRES: Oldman Watershed Council - Moved by Councillor Carlson to support the Oldman Watershed Council with a yearly donation to be added to the budget and to donate of \$2,022 currently to continue their efforts towards watershed health in our region. CARRIED MOTION #25-162	Karine	Donation has been sent	Complete
10	CORRES: Jerry Ohlsson - Moved by Councillor Zimmer to direct administration to draft a response to the concerned resident regarding internet services in Claresholm. CARRIED MOTION #25-163	Abe	Response letter signed by the mayor has been sent.	Complete
11	RFD: NRED Grant Application - Moved by Councillor Kettles to provide a letter of support of the Town of Claresholm's application to the Northern and Regional Economic Development (NRED) Grant and approve committing matching funds of 50% toward the project budget up to a maximum of \$25,000 as required by the grant program. CARRIED MOTION #25-164	Tara	Application submitted, letter and confirmation of matching funds included.	Complete
12	RFD: Coffee With Council - Moved by Councillor Zimmer to continue the Coffee with Council initiative on the first Saturday of the month at 10:00 a.m. and the third Tuesday of the month at 7:00 p.m. in Council Chambers at the Town Office starting on December 6th, 2025 and continuing for 2026 with the exception of January 3rd and the months of July and August. CARRIED MOTION #25-165	Karine	Initiative has been advertised and is on the Town's website	Complete
13	RFD: Prescription to Get Active - Moved by Councillor Wagner to approve the Claresholm Aquatic Centre's participation in the Prescription to Get Active Program as presented. CARRIED MOTION #25-166	Denise	Prescription to Get Active program and the Aquatic Centre have been notified	Complete
14	RFD: Water for Life Grant Application - Moved by Councillor Kettles that the Town of Claresholm support the submission of a 2025/26 Water for Life - Existing Regional Water Systems program grant application in support of the Regional Water Treatment Plant Transmission Line Piping Upgrades project and is prepared to manage the grant project and related compliance requirements. CARRIED MOTION #25-167	Brad/Abe	Application submitted November 26th.	Complete
15	RFD: Alberta Community Partnership Grant Application - Moved by Councillor Knox that the Town of Claresholm approve a 2025/26 Alberta Community Partnership grant application in support of the Regional Water Treatment Plant Disinfection By-Product Mitigation Study, and that the Town manage the grant project and related compliance requirements. CARRIED MOTION #25-168	Brad/Abe	Application submitted November 27th.	Complete
16	RFD: Free Swim Initiative 2026 - Moved by Councillor Wagner to sponsor December 19, 2026 & December 26, 2026, Saturday Free Public Swims from 2-4pm. CARRIED MOTION #25-169	Denise	Schedule for 2026 has been updated	Complete
17	RFD: Robert's Rules Seminar - Moved by Councillor Meister to direct administration to schedule a Robert's Rules seminar and that the seminar be open to community groups and boards. CARRIED MOTION #25-170	Abe	The seminar is scheduled for January 10th at 10:00am	Complete

18	RFDirection: Land Acknowledgement - Moved by Councillor Carlson to approve the Land Acknowledgement statement as presented to be placed on the website, and to direct Administration to do further research on the topic. CARRIED MOTION #25-171	Ali/Abe	Administration is doing research	Ongoing
23a	IN CAMERA: Moved by Councillor Knox to reappoint Cynthia Wannamaker to the Claresholm & District Museum Board. CARRIED MOTION #25-172	Karine	Committee listing updated, member notified	Complete
23b	IN CAMERA: Moved by Councillor Meister to reappoint Cynthia Wannamaker as the Town of Claresholm representative to the Calgary Region Airshed Zone (CRAZ). CARRIED MOTION #25-173	Karine	Committee listing updated, member notified	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: December 5, 2025