



**TOWN OF CLARESHOLM**  
**PROVINCE OF ALBERTA**  
**REGULAR COUNCIL MEETING MINUTES**  
**NOVEMBER 24, 2025**

**Place: Council Chambers**  
**Town of Claresholm Multi-Use Community Building, 111 – 55 Avenue West**  
**Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAAtNL1KA/live>**

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

**ABSENT:** None

**STAFF PRESENT:** Chief Administrative Officer: Abe Tinney; Finance Assistant: Karine Keys

**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 Meister that the Agenda be accepted as presented.

**CARRIED**

**MINUTES:**

**1. ORGANIZATIONAL MEETING – NOVEMBER 3, 2025**

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

**CARRIED**

**2. REGULAR MEETING – NOVEMBER 3, 2025**

Moved by Councillor Zimmer that the Regular Meeting Minutes of November 3, 2025 be accepted as presented.

**CARRIED**

**PUBLIC HEARING: BYLAW #1818 – Road Closure Bylaw**

Mayor Schlossberger declared the Public Hearing open regarding Bylaw #1818 at 7:01 p.m.

Kattie Schlamp, Planner from the Oldman River Regional Services Commission presented Bylaw #1818. The purpose of this Bylaw is to close to public travel and create title to and disposing of portions of a public roadway.

No formal submissions were received from the public.

Mayor Schlossberger asked if there were any comments from the public. No comments were received from the public regarding Bylaw #1818. No comments from members of Council were noted.

Mayor Schlossberger declared the Public Hearing closed at 7:03 p.m.

**DELEGATIONS:**

**1. CLARESHOLM FOOD BANK**  
**RE: Update**

Present on behalf of the Claresholm Food Bank was Bernie Fedoroff, Melissa Manshanden and Brittany Ible. They provided an update on their operations and requested that the Town waive their rent for the 2026 year. They are currently experiencing some financial issues, the same as many other food banks. They are undergoing a fundraising campaign targeting local businesses.

**2. CALGARY REGION AIRSHED ZONE (CRAZ) – Jill Bloor**  
**RE: Welcome to New Council**

Present on behalf of the Calgary Region Airshed Zone (CRAZ) was Cynthia Wannamaker, who is the Town's representative and Jill Bloor Executive Director by Zoom to update Council about their operations.

**ACTION ITEMS:**

**1. BYLAW #1811 – Castle Area Structure Plan Bylaw**  
**RE: 1<sup>st</sup> Reading**

Kattie Schlamp, Planner from the Oldman River Regional Services Commission presented Bylaw #1811, which is the Castle Area Structure Plan Bylaw. Andrea Rudiger from McElhanney Ltd., who developed the area structure plan, was present by Zoom to answer questions if needed.

Moved by Councillor Meister to give Bylaw #1811, the Castle Area Structure Plan Bylaw, 1<sup>st</sup> Reading.

**CARRIED**

**2. BYLAW #1819 – Bylaw Enforcement Officer’s Bylaw  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**

Moved by Councillor Wagner to give Bylaw #1819, the Bylaw Enforcement Officer’s Bylaw, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Carlson to give Bylaw #1819, the Bylaw Enforcement Officer’s Bylaw, 3<sup>rd</sup> & Final Reading.

**CARRIED**

**3. BYLAW #1820 – Unsightly Premises & Property Standards Bylaw  
RE: 1<sup>st</sup> Reading**

Moved by Councillor Zimmer to give Bylaw #1820, the Unsightly Premises & Property Standards Bylaw, 1<sup>st</sup> Reading.

**CARRIED**

**4. CORRES: Hon. Dan Williams, Minister of Municipal Affairs  
RE: Congratulations on the Election**

Received for information.

**5. CORRES: Municipal District of Willow Creek Council  
RE: Congratulations**

Received for information.

**6. CORRES: Calgary Catholic Immigration Society  
RE: Request for Letter of Support**

MOTION #25-160

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**

**7. CORRES: Heartland Training & Support Hub  
RE: Supporting Farm Safety Education in Alberta Schools**

MOTION #25-161

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**

**8. CORRES: Alberta Museums Association  
RE: Municipal Support for Museums in Alberta**

Received for information.

**9. CORRES: Oldman Watershed Council  
RE: Annual Report & Request for Donation**

MOTION #25-162

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**

**10. CORRES: Jerry Ohlsson  
RE: Concerns about Internet**

MOTION #25-163

Moved by Councillor Zimmer to direct administration to draft a response to the concerned resident regarding internet services in Claresholm.

**CARRIED**

**11. REQUEST FOR DECISION: NRED Grant Application**

MOTION #25-164

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**

**12. REQUEST FOR DECISION: Coffee with Council**

MOTION #25-165

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**

**13. REQUEST FOR DECISION: Prescription to Get Active**

MOTION #25-166

Moved by Councillor Wagner to approve the Claresholm Aquatic Centre’s participation in the Prescription to Get Active Program as presented.

**CARRIED**

**14. REQUEST FOR DECISION: Water for Life Grant Application**

MOTION #25-167 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**

**15. REQUEST FOR DECISION: Alberta Community Partnership Grant Application**

MOTION #25-168 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**

**16. REQUEST FOR DECISION: Free Swim Initiative 2026**

MOTION #25-169 Moved by Councillor Wagner to sponsor December 19, 2026 & December 26, 2026, Saturday Free Public Swims from 2-4pm.

**CARRIED**

**17. REQUEST FOR DECISION: Robert's Rules Seminar**

MOTION #25-170 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**

**18. REQUEST FOR DIRECTION: Land Acknowledgement**

MOTION #25-171 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**

**19. INFORMATION BRIEF: CAO Report**

Received for information.

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

Received for information.

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

Received for information.

**22. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**23. IN CAMERA**

**a. Advice from Officials – ATIA Section 29**

**b. Advice from Officials – ATIA Section 29**

Moved by Councillor Wagner to go In Camera at 8:52 p.m. for the following items:

a. Advice from Officials – ATIA Section 29

b. Advice from Officials – ATIA Section 29

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor Schlossberger stated that the live stream has ended at 8:52 p.m.

Moved by Councillor Zimmer to come out of In Camera at 9:05 p.m.

**CARRIED**

**NOTICE OF RECORDING:** Mayor Schlossberger provided notice that live streaming and recording of the Council meeting would begin again at 9:05 p.m.

**a. Advice from Officials – ATIA Section 29**

MOTION #25-172 Moved by Councillor Knox to reappoint Cynthia Wannamaker to the Claresholm & District Museum Board.

**CARRIED**

**b. Advice from Officials – ATIA Section 29**

MOTION #25-173 Moved by Councillor Meister to reappoint Cynthia Wannamaker as the Town of Claresholm representative to the Calgary Region Airshed Zone (CRAZ).

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Carlson that the meeting adjourn at 9:06 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor Schlossberger noted that recording ceased at 9:06 p.m.

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Mayor – Brad Schlossberger

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Chief Administrative Officer – Abe Tinney

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