



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
DECEMBER 8, 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, Rod Kettles, David Knox, Kandice Meister, Seth Wagner and Craig Zimmer.

ABSENT: None

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

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 Wagner that the Agenda be accepted as presented.

CARRIED

MINUTES: **REGULAR MEETING – NOVEMBER 24, 2025**

Moved by Councillor Zimmer that the Regular Meeting Minutes of November 24, 2025 be accepted as presented.

CARRIED

DELEGATIONS:

1. **CLARESHOLM RCMP DETACHMENT – Sgt. Pelletier**
RE: Q2 Report

Sergeant Perry Pelletier, Chief of Police from the Claresholm RCMP Detachment presented the Community Policing Report from July 1st to September 30th, 2025.

2. **LOOK AHEAD CONSULTING – Anna Look**

Megan McClung, Engagement Coordinator has been working with Anna Look from Look Ahead Consulting on economic development and provided an update on the Town's activities over the last while. Tuesday Markets, Museum Gift Shop, Stay & Play Tourism Program, and information about the Range Gravel Experience. They are looking for continued support geared towards economic development going forward.

ACTION ITEMS:

1. **BYLAW #1820 – Unsightly Premises & Property Standards Bylaw**
RE: 2nd & 3rd Readings

Moved by Councillor Kettles to give Bylaw #1820, the Unsightly Premises & Property Standards Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Knox to give Bylaw #1820, the Unsightly Premises & Property Standards Bylaw, 3rd & Final Reading.

CARRIED

2. **BYLAW #1821 – BMO Operational Borrowing Bylaw**
RE: All Readings

Moved by Councillor Meister to give Bylaw #1821, the 2026 BMO Operational Borrowing Bylaw regarding a revolving line of credit in the amount of \$450,000, 1st Reading.

CARRIED

Moved by Councillor Carlson to give Bylaw #1821, the 2026 BMO Operational Borrowing Bylaw regarding a revolving line of credit in the amount of \$450,000, 2nd Reading.

CARRIED

Moved by Councillor Zimmer for unanimous consent to give Bylaw #1821, the 2026 BMO Operational Borrowing Bylaw regarding a revolving line of credit in the amount of \$450,000, 3rd & Final Reading at the same meeting.

CARRIED UNANIMOUSLY

Moved by Councillor Kettles to give Bylaw #1821, the 2026 BMO Operational Borrowing Bylaw regarding a revolving line of credit in the amount of \$450,000, 3rd & Final Reading.

CARRIED

3. BYLAW #1822 – AMSC Operational Borrowing Bylaw
RE: All Readings

Moved by Councillor Wagner to give Bylaw #1822, the 2026 AMSC Operational Borrowing Bylaw regarding the Town MasterCard in the amount of \$50,000, 1st Reading.

CARRIED

Moved by Councillor Knox to give Bylaw #1822, the 2026 AMSC Operational Borrowing Bylaw regarding the Town MasterCard in the amount of \$50,000, 2nd Reading.

CARRIED

Moved by Councillor Carlson for unanimous consent to give Bylaw #1822, the 2026 AMSC Operational Borrowing Bylaw regarding the Town MasterCard in the amount of \$50,000, 3rd & Final Reading at the same meeting.

CARRIED UNANIMOUSLY

Moved by Councillor Kettles to give Bylaw #1822, the 2026 AMSC Operational Borrowing Bylaw regarding the Town MasterCard in the amount of \$50,000, 3rd & Final Reading.

CARRIED

4. BYLAW #1823 – ORRSC Regional Assessment Review Board Bylaw
RE: 1st Reading

Moved by Councillor Meister to give Bylaw #1823, the ORRSC Regional Assessment Review Board Bylaw, 1st Reading.

CARRIED

5. DELEGATION RESPONSE: Claresholm Food Bank

MOTION #25-174

Moved by Councillor Wagner to direct Administration to arrange a follow-up meeting with the Claresholm Food Bank to further discuss their request to waive their 2026 rental costs.

CARRIED

6. CORRES: Town of Okotoks
RE: Season's Greetings from Okotoks Town Council

Received for information.

7. CORRES: Municipal District of Willow Creek
RE: Support for Grant

Received for information.

8. CORRES: Livingstone Range School Division
RE: Congratulations on Election

Received for information.

9. CORRES: National Police Federation
RE: Introduction to New Council

Received for information.

10. CORRES: Chinook Sexual Assault Centre
RE: Congratulations on Your Election

Received for information.

11. CORRES: Brownlee LLP
RE: Emerging Trends in Municipal Law – February 5, 2025

Received for information.

12. REQUEST FOR DECISION: Interim Operating and Capital Budget

Director of Corporate Services Jennifer Place presented the Interim Operating and Capital Budget.

MOTION #24-175

Moved by Councillor Kettles to approve the Interim 2026 Operational Budget as presented.

CARRIED

MOTION #24-176

Moved by Councillor Zimmer to approve the 2026 Capital Budget as presented.

CARRIED

13. REQUEST FOR DECISION: Christmas Eve Hours

MOTION #25-177

Moved by Councillor Zimmer to discontinue Town operations at 12 Noon on Wednesday, December 24th, 2025 in the spirit of the season and to allow staff to be with their families and loved ones.

CARRIED

14. REQUEST FOR DECISION: Resident Water Concerns

MOTION #25-178

Moved by Councillor Carlson to approve the attached water and sewer utility report and to direct administration to forward the report to Steven Petek.

CARRIED

15. FINANCIAL REPORT: Statement of Operations – November 30, 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 November 30, 2025 as presented.

CARRIED

16. INFORMATION BRIEF: Council Committee Report

Received for information.

17. INFORMATION BRIEF: Council Resolution Status

Received for information.

18. ADOPTION OF INFORMATION ITEMS

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

CARRIED

ADJOURNMENT: Moved by Councillor Meister that the meeting adjourn at 9:08 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor Schlossberger noted that recording ceased at 9:08 p.m.

Mayor – Brad Schlossberger

Chief Administrative Officer – Abe Tinney