



**TOWN OF CLARESHOLM**  
**PROVINCE OF ALBERTA**  
**REGULAR COUNCIL MEETING MINUTES**  
**JANUARY 12, 2026**

**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 and Seth Wagner.

**ABSENT:** Councillor Craig Zimmer

**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 Kettles that the Agenda be accepted as presented.

**CARRIED**

**MINUTES:** **REGULAR MEETING – DECEMBER 8, 2025**

Moved by Councillor Meister that the Regular Meeting Minutes of December 8, 2025 be accepted as presented.

**CARRIED**

**PUBLIC HEARING: BYLAW #1811 – Castle Area Structure Plan**

Mayor Schlossberger declared the Public Hearing open regarding Bylaw #1811 at 7:01 p.m.

Andrea Butler, Planner presented on behalf of McElhanney, which is the company that was contracted by the landowner to develop an area structure plan. She provided information on how the process has gone so far. Mayor Schlossberger asked if the public had any questions and a few were raised by the public present.

Kattie Schlamp, Planner from the Oldman River Regional Services Commission presented Bylaw #1811. The purpose of this Bylaw is to adopt a comprehensive land use plan for approximately +/- 183 hectares of land legally described as NE 27-12-27 W4M, SE 27-12-27 W4M, and NE 22-12-27 W4M.

The purpose of the area structure plan is to provide a framework for the subsequent orderly subdivision and development of land within a defined area; and to regulate and control development of these said lands, but also to promote these lands as a residential, neighborhood commercial area.

For formal submissions from the public, letters from Alberta Transportation and the Municipal District of Willow Creek were received. A couple amendments were suggested by Kattie as a result of these letters. No other submissions were noted.

Mayor Schlossberger asked if there were any questions from Council. Councillor Kettles asked about the procedure to include any amendments to the Bylaw prior to 3<sup>rd</sup> and Final Reading.

Mayor Schlossberger asked if there were any more comments from the public. One other comment from the public was noted.

Mayor Schlossberger declared the Public Hearing closed at 7:25 p.m.

**DELEGATIONS:**

**1. CLARESHOLM ANIMAL RESCUE SOCIETY (CAREs)**  
**RE: Nuisance Cats & Kittens**

Appearing on behalf of CAREs was Chairperson Lorraine Norgard and Sylvia Geroux. The shelter is seeing a large number of surrendered cats and dogs, and it has been getting worse over the years. They would like to see some improvements made to the Cat Bylaw. CAREs is willing to work with the Town to work towards encouraging more responsible pet ownership.

**2. MARK DYRHOLM**  
**RE: Municipal Land Acknowledgement**

Mark Dyrholm appeared before Council to discuss land acknowledgment. He is concerned about making statements regarding the fact that this is not our land and how that will affect future generations. By stating a land acknowledgment, it could possibly open us up for litigation and Town Council's moral authority to govern.

**ACTION ITEMS:**

- 1. BYLAW #1811 – Castle Area Structure Plan Bylaw  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**

MOTION #26-001 Moved by Councillor Wagner to adopt the amendments to Bylaw #1811 as presented prior to 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Carlson to give Bylaw #1811, the Castle Area Structure Plan Bylaw, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Knox to give Bylaw #1811, the Castle Area Structure Plan Bylaw, 3<sup>rd</sup> & Final Reading.

**CARRIED**
- 2. BYLAW #1818 – Road Closure Bylaw  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**

Moved by Councillor Meister to give Bylaw #1818, a Road Closure Bylaw, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Wagner to give Bylaw #1818, a Road Closure Bylaw, 3<sup>rd</sup> & Final Reading.

**CARRIED**
- 3. BYLAW #1823 – ORRSC Regional Assessment Review Board Bylaw  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**

Moved by Councillor Kettles to give Bylaw #1823, the ORRSC Regional Assessment Review Board Bylaw, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Carlson to give Bylaw #1823, the ORRSC Regional Assessment Review Board Bylaw, 3<sup>rd</sup> & Final Reading.

**CARRIED**
- 4. BYLAW #1824 – Land Use Bylaw Amendment  
RE: 1<sup>st</sup> Reading**

Kattie Schlamp, Planner from the Oldman River Regional Services Commission, provided information on this bylaw, which is to change certain lands from “Single Detached Residential – R1” to “Multiple Residential – R4”.

Moved by Councillor Carlson to give Bylaw #1824, a Land Use Bylaw Amendment, 1<sup>st</sup> Reading.

**CARRIED**
- 5. BYLAW #1825 – Municipal Development Plan Bylaw  
RE: 1<sup>st</sup> Reading**

Kattie Schlamp, Planner from the Oldman River Regional Services Commission, provided information on this bylaw, which updates the Town’s Municipal Development Plan.

Moved by Councillor Wagner to give Bylaw #1825, the Municipal Development Plan Bylaw, 1<sup>st</sup> Reading.

**CARRIED**
- 6. BYLAW #1826 – Fire Hall Renovation Borrowing Bylaw  
RE: 1<sup>st</sup> Reading**

MOTION #26-002 Moved by Councillor Carlson to amend Bylaw #1826 for a 15-year term instead of a 25-year term prior to 1<sup>st</sup> Reading.

**CARRIED**

Moved by Councillor Kettles to give Bylaw #1826, the Fire Hall Renovation Borrowing Bylaw, 1<sup>st</sup> Reading.

**CARRIED**
- 7. BYLAW #1827 – Water & Sewer Utility Bylaw  
RE: 1<sup>st</sup> Reading**

Moved by Councillor Knox to give Bylaw #1827, the Water & Sewer Utility Bylaw, 1<sup>st</sup> Reading.

**CARRIED**
- MOTION #26-003 Moved by Councillor Carlson to direct Administration to look at considerations regarding the watering schedule and bring them back to Council as discussed prior to 2<sup>nd</sup> Reading of Bylaw #1827.

**CARRIED**
- 8. DELEGATION RESPONSE: Claresholm Food Bank**

MOTION #26-004 Moved by Councillor Carlson to lower the rent for the Claresholm Food Bank to \$1.00 for 2026 with it being re-evaluated in October 2026 in a meeting between the Food Bank and Town Council.

**CARRIED**

**9. CORRES: Hon. Ric McIver, Speaker of the Legislative Assembly  
RE: Congratulations**

Received for information.

**10. CORRES: Hon. Dan Williams, Minister of Municipal Affairs  
RE: 2026 Municipal Internship Program for Administrators**

Received for information.

**11. CORRES: Hon. Dan Williams, Minister of Municipal Affairs  
RE: Fire Level of Services 2025 Engagement**

Received for information.

**12. CORRES: Hon. Dan Williams, Minister of Municipal Affairs  
RE: Summer Meeting Follow-up – Infrastructure Deficits**

Received for information.

**13. CORRES: Municipal Affairs Engagement Team  
RE: Invite to Meet with the Minister**

Will be brought back to the Agenda at the next meeting when more information about the Spring Caucus is available.

**14. CORRES: Claresholm Animal Rescue Society (CAREs)  
RE: Request for Letter of Support - CFEP**

MOTION #26-005

Moved by Councillor Meister to write a letter of support towards the Claresholm Animal Rescue Society's application to the Community Facility Enhancement Grant for the purpose of upgrading the floor in the building and to install cupboards to keep down airborne contaminants from the towels and blankets.

**CARRIED**

**15. CORRES: Claresholm & District Chamber of Commerce  
RE: Request for Sponsorship – Annual Business Awards**

MOTION #26-006

Moved by Councillor Carlson to support the Claresholm & District Chamber of Commerce Best of Claresholm Awards with a sponsorship of \$200 for the Community Builder Category, or any other open category.

**CARRIED**

**16. CORRES: Porcupine Hills Classic Cruisers  
RE: Annual Show 'n' Shine – August 9, 2026**

MOTION #26-007

Moved by Councillor Kettles to allow the Porcupine Hills Classic Cruisers to utilize Centennial Park ball diamonds on Sunday, August 9, 2026 for the purpose of their 33<sup>rd</sup> Annual Show 'n' Shine.

**CARRIED**

**17. CORRES: Wear Red Canada Club, University of Calgary  
RE: Wear Red Canada Day – February 13, 2026**

Received for information.

**18. REQUEST FOR DECISION: Diving Board Stand & Fulcrum Replacement**

MOTION #26-008

Moved by Councillor Meister to purchase a new diving board stand and fulcrum for the Claresholm Aquatic Centre at a cost of \$16,720.50 plus GST to be funded by the recreation reserve.

**CARRIED**

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

Received for information.

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

Received for information.

**21. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**22. IN CAMERA**

- a. Confidential Evaluations – ATIA Section 24**
- b. Confidential Evaluations – ATIA Section 24**
- c. Advice from Officials – ATIA Section 29**

Moved by Councillor Carlson to go In Camera at 9:14 p.m. for the following items:

- a. Confidential Evaluations – ATIA Section 24**
- b. Confidential Evaluations – ATIA Section 24**
- c. Advice from Officials – ATIA Section 29**

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor Schlossberger stated that the live stream has ended at 9:14 p.m.

Moved by Councillor Wagner to come out of In Camera at 9:42 p.m.

**CARRIED**

**NOTICE OF RECORDING:** Mayor Schlossberger provided notice that live streaming and recording of the Council meeting would begin again at 9:42 p.m.

**a. Confidential Evaluations – ATIA Section 24**

MOTION #26-009 Moved by Councillor Meister to appoint Kimberley Berreth to the Claresholm & District FCSS Board.

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Carlson that the meeting adjourn at 9:43 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor Schlossberger noted that recording ceased at 9:43 p.m.

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Mayor – Brad Schlossberger

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Chief Administrative Officer – Abe Tinney

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