



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
JANUARY 26, 2026

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 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 Carlson that the Agenda be accepted as presented.

CARRIED

MINUTES: **REGULAR MEETING – JANUARY 12, 2026**

Moved by Councillor Meister that the Regular Meeting Minutes of January 12, 2026 be accepted as presented.

CARRIED

DELEGATIONS:

1. CLARESHOLM & DISTRICT MUSEUM BOARD
RE: 2025 Year End Report

Appearing on behalf of the Claresholm & District Museum Board was Chair Barry Gibbs and Executive Director Jordyn Wallace. They presented the Museum's 2025 Year End Report.

2. ALBERTA SOUTHWEST REGIONAL ALLIANCE
RE: Update

Appearing on behalf of the Alberta SouthWest Regional Alliance was Sean Miles, Director of Investment Development. He provided information about the Alliance, the area that they serve and what they are currently focusing on.

ACTION ITEMS:

1. BYLAW #1827 – Water & Sewer Utility Bylaw
RE: 1st Reading

MOTION #26-010 Moved by Councillor Meister to amend Bylaw #1827, the Water & Sewer Utility Bylaw as presented prior to 2nd Reading.

CARRIED

Moved by Councillor Wagner to give Bylaw #1827, the Water & Sewer Utility Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Carlson to give Bylaw #1827, the Water & Sewer Utility Bylaw, 3rd and Final Reading.

CARRIED

2. DELEGATION RESPONSE: Claresholm Animal Rescue Society

Received for information.

3. DELEGATION RESPONSE: Mark Dyrholm

MOTION #26-011 Moved by Councillor Carlson to adopt the amended Land Acknowledgement wording as presented to be used on the homepage of the Town's website.

CARRIED

MOTION #26-012 Moved by Councillor Knox to update the "Our People, Our Land" portion of the Town's new website to include details of the history of Claresholm prior to incorporation.

CARRIED

4. CORRES: Alberta Municipal Affairs
RE: ABMunis Spring Caucus & Potential Meeting with Minister

MOTION #26-013 Moved by Councillor Meister to request a meeting with the Minister of Municipal Affairs to discuss brown fields, infrastructure funding and funding for FCSS, and for Mayor Schlossberger and Councillors Carlson and Wagner to attend.

CARRIED

**5. CORRES: Alberta Public Safety and Emergency Services
RE: Authorization to Engage Community Peace Officers**

Received for information.

**6. CORRES: Heritage Acres Farm Museum
RE: A Regional Asset in Transition**

Received for information.

7. REQUEST FOR DECISION : Policy #5.3.16 – Incident Capture System

MOTION #26-014 Moved by Councillor Kettles to adopt Policy #5.3.16, the Town of Claresholm's Incident Capture System Policy, effective January 26, 2026.

CARRIED

8. REQUEST FOR DECISION: Council Board Appointments

MOTION #26-015 Moved by Councillor Carlson to appoint Mayor Brad Schlossberger as the Town of Claresholm representative on the Willow Creek Agricultural Society and to appoint Councillor Seth Wagner to the Town of Claresholm Library Board.

CARRIED

9. REQUEST FOR DECISION: Winter Festival 2026

MOTION #26-016 Moved by Councillor Knox to approve the Claresholm and District Chamber of Commerce for the responsible sale and consumption of liquor at the Claresholm Community Centre on Saturday, February 21, 2026 between 2:00 p.m. and 7:00 p.m. on the condition that an application to the Alberta Liquor, Gaming and Cannabis has been approved and is displayed at the event and that the Chamber follows Policy #5.8.15, the Liquor and Town Facilities Policy.

CARRIED

MOTION #26-017 Moved by Councillor Meister to approve a road closure on 8th Street West from 59th Avenue north to Millenium Ball Diamonds from 5.00 p.m. to 7:00 p.m. for the Fireworks display on February 21, 2026.

CARRIED

10. INFORMATION BRIEF: Rural Community Immigration Pilot

Received for information.

11. INFORMATION BRIEF: Hypha Farms Open House

Received for information.

12. INFORMATION BRIEF: CAO Report

Received for information.

13. INFORMATION BRIEF: Council Committee Report

Received for information.

14. INFORMATION BRIEF: Council Resolution Status

Received for information.

15. ADOPTION OF INFORMATION ITEMS

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

CARRIED

16. IN CAMERA

a. Advice from Officials – ATIA Section 29

b. Advice from Officials – ATIA Section 29

Moved by Councillor Kettles to go In Camera at 8:43 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 8:43 p.m.

Moved by Councillor Meister to come out of In Camera at 9:13 p.m.

CARRIED

NOTICE OF RECORDING: Mayor Schlossberger provided notice that live streaming and recording of the Council meeting would begin again at 9:13 p.m.

a. Advice from Officials – ATIA Section 29

MOTION #26-018 Moved by Councillor Knox to approve the job description as discussed in closed session.

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 9:14 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor Schlossberger noted that recording ceased at 9:15 p.m.

Mayor – Brad Schlossberger

Chief Administrative Officer – Abe Tinney

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