



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
ORGANIZATIONAL MEETING
OCTOBER 22, 2018
AGENDA**

**TIME: 7:00 p.m.
PLACE: Council Chambers**

NOTICE OF RECORDING

CALL TO ORDER

1. **ADOPTION OF AGENDA**
2. **OFFICIAL OATH** – Karen M. Linderman, Barrister and Solicitor
3. **CODE OF CONDUCT OATH** – Councillor Mike Cutler
4. **RETURNING OFFICER'S REPORT** – Karine Wilhauk
5. **PROPOSED COMMITTEE ORGANIZATION & STRUCTURE**
6. **MEETING DATES - REGULAR**
7. **APPOINTMENT OF DEPUTY MAYOR**
8. **ADJOURNMENT**



Claresholm

OFFICIAL OATH

I, **Mike Cutler**, swear that I will diligently, faithfully and to the best of my ability, execute according to law, the office of **Councillor** for the Town of Claresholm.

So help me God.

SWORN before me at the **Town of Claresholm** in the Province of **Alberta**,
this **22nd** day of **October 2018** A.D.

Mike Cutler

*A Justice of Peace, Notary Public or
Commissioner of Oaths.*

SCHEDULE “A”

**TOWN OF CLARESHOLM
CODE OF CONDUCT OATH**

I recognize that I have primary responsibility to assure that ethical standards are understood and met so that the public can continue to have full confidence in the integrity of Council. In recognition of my commitment and dedication to the public that has entrusted me, as a member of the Town of Claresholm Council, to provide governance, I _____, promise that I will:

- 1) Abide and adhere to the principles that form the Code of Conduct.
- 2) Govern my conduct in accordance with the requirements and obligations as set out in the *Municipal Government Act* or any other *Act* of the Government of Canada, or the Province of Alberta, as well as the requirements set by any Council policy, bylaw, process or rule of order established by Council.
- 3) Demonstrate the highest standards of personal integrity and honesty in all public activities in order to inspire the public confidence and trust in me and the municipality I represent.
- 4) Devote time, thought and attention to the duties of a Councillor so I may render effective and knowledgeable service.
- 5) Consider all available information in making decisions and, thereafter, abide by and uphold the decision of Council.
- 6) Treat my fellow Councillors, Administration and the public with respect, concern, courtesy and responsiveness.
- 7) Work with my fellow Councillors in a spirit of harmony, compassion and cooperation in spite of differences of opinion; and listen to and respect those opinions which may be different than my own.
- 8) Strive for open and honest communication with my fellow Councillors, Administration and the public.
- 9) Ensure that my comments accurately reflect the official position and will of Council as a whole, even if I personally disagree with Council’s position.
- 10) Remember that, unless otherwise authorized by Council, I have no individual legal authority outside of a meeting of Council and I must conduct my relationships with staff, the public and the media on this basis.
- 11) Not involve myself in matters of Administration, which fall within the jurisdiction of the CAO.
- 12) Not use my position to benefit me or any other individual, organization, or group, apart from the total interest of the community; and avoid placing myself in a position where there may be a real or perceived conflict of interest.
- 13) Not use Town funds, property or information for my personal benefit or gain or for the personal gain or benefit of any other individual, organization, or group.
- 14) Protect the privileged information to which I have access in the course of my official duties; and maintain the confidentiality of information that is not otherwise available to the public.
- 15) Neither neglect my personal obligation to the public and my legal obligation to the Province of Alberta, nor surrender these responsibilities to any other person, organization, or group.
- 16) Commit to disclosing to the appropriate authorities and/or to Council, any behaviour or activity that I become aware of that may qualify as a violation of the law or the Council Code of Conduct bylaw.

Dated at the Town of Claresholm, in the Province of Alberta, this _____ day of _____ 20__.

Signature of Mayor or Council Member

Name of Municipality:	CLARESHOLM
Election Type:	By Election
Election Date:	2018-10-15

(section 97 of the Local Authorities Election Act and section 577 of the Municipal Government Act)

Division/ Ward Number	Position	Female check (X)	Male check (X)	Names of all Candidates as they appear on the ballot for Councillors or list names if acclaimed First Name Last Name		Mailing Address of Candidate (e.g. Box No/Street/RR, City/Town)	Postal Code	Number of Votes Received (A = Acclaimed)	If declared elected check(X)	If Incumbent check(X)
	Councillor		[X]	Mike	Cutler	PO Box 2004, Claresholm	T0L 0T0	456	[X]	[]
	Councillor	[X]		Shelley	Ford	PO Box 1473, Claresholm	T0L 0T0	175	[]	[]
	Councillor		[X]	Daryl B.	Sutter	PO Box 712, Claresholm	T0L 0T0	138	[]	[]

Number of Actual Voters 771

I certify that this is a true statement of the results of the election held on October 15, 2018
Date of Election

Number of Eligible Voters 2,902

K. Wetzel
Signature of Returning Officer

OCT 19 2018
Date

The personal information on this form is being collected to support the determination of provincial population and is authorized under the Determination of Population Regulation, made under the Municipal Government Act. The personal information will be managed in compliance with the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions concerning the collection of this personal information, please contact Capacity Building at 780-427-2225 or by writing to the Director, Capacity Building, 17th Floor, Commerce Place, Edmonton, Alberta T5J 4L4. (Outside of Edmonton call 310-0000 to be connected toll free.)

The returning officer shall forward this to the Deputy Minister of Alberta Municipal Affairs on the 4th day after Election Day.

STANDING BOARD & COMMITTEE APPOINTMENTS 2017-18

(updated October 19, 2018)

External Boards & Committees

Alberta Southwest

One Councillor from Town of Claresholm – Brad Schlossberger
1 Council member from each of the following partner municipalities:
Cardston County; Village of Glenwood; Crowsnest Pass; MD of Pincher Creek; Town of Pincher Creek; Town of Cardston; MD of Willow Creek; Town of Stavely; Town of Granum; Village of Cowley; Town of Fort Macleod; Waterton; Town of Nanton; Village of Hillspring; MD of Ranchlands

Meetings the 1st Wednesday of every month at 6:00 p.m. and location rotates around the region.

Chinook Arch Regional Library System

Appointed by the Claresholm Public Library Board – Kathy Davies

Claresholm & District Chamber of Commerce

Councillor Brad Schlossberger
Twelve (12) members elected at large

Meetings the 3rd Monday of every month at 5:00 p.m. (Executive Meetings) at the Economic Development Office; and 3rd Wednesday of every month at noon (General Board Meetings) locations alternate.

Claresholm & District Transportation Society Board

Councillor Lise Schulze
One (1) member from Town of Granum
One (1) member from Vulcan County
Two (2) Special Interest Groups
- Claresholm Seniors Drop-In Centre
- Wandering Willows Association
Four (4) Community Members
- Claresholm – Stavely – Granum – M.D. Of Willow Creek #26

Meetings the 3rd Friday of every month at 10:00 a.m. at Auxiliary Hospital

Claresholm Animal Rescue Society (CAREs)

Councillor Lise Schulze
Nine (9) members elected at large

Meetings the 3rd Thursday of every month at 7:15 p.m. at the Library

Claresholm Child Care Society Board

Councillor Lise Schulze
Nine (9) members elected at large

Meetings at 6:30 p.m. every month at the Town Office Council Chambers (dates vary) – No meetings in July and August

Claresholm Food Bank

Councillor Gaven Moore

Meetings the 3rd Thursday of every month at 4:00 pm at the Library

Claresholm Golf Club Board

**Mayor Doug MacPherson
Nine (9) members elected at large**

Meetings the 3rd Wednesday of every month at noon at the Golf Course

Claresholm Housing Authority Board

Councillor Mike Cutler

Four (4) members at large (by the Town of Claresholm)

**November 14, 2017 - Shirley Isaacson, Jillian Flanagan, Joan Ritzen
and Ken McKee**

Meetings the 3rd Wednesday of every month at 7:00 p.m. at Parkside
Manor

Community Hall Board

**Councillor Brad Schlossberger
One (1) Councillor from MD of Willow Creek
Seven (7) members elected at large**

Meetings once per month, no set date, at the Community Centre

Claresholm Learn-a-lot Playschool Society Board

Councillor Lise Schulze

Meetings the last Wednesday of every month at 7:00 p.m. at the
Playschool

Claresholm Library Board

**Councillor Gaven Moore
Two (2) members from MD of Willow Creek (Councillor Darry Markle)
Three (3) to six (6) members at large (by the Town of Claresholm)
November 14, 2017 – Tony Hamlyn, Marika Thyssen, Lorraine
Conaty & Casey Arnestad; Sept 24, 2018 – Terry Mahoney; Oct 9,
2018 – Lindsay Watson**

Meetings quarterly on the 3rd Tuesday: November, February, May,
September at 6:30 p.m. at the Library

Joint Economic Development Initiative

**Mayor Doug MacPherson and Councillor Kieth Carlson
MD of Willow Creek: Deputy Reeve Glen Alm and Councillor Darry
Markle**

Meetings are as needed.

Lethbridge College Community Advisory Council

Councillor Lise Schulze

Meetings are a minimum of twice per year, spring & fall, with additional
meetings as needed; location to be determined

Oldman River Regional Services Commission

**Mayor Doug MacPherson
Councillor Brad Schlossberger (alternate)**

Meetings quarterly the 1st Thursday: March, June, September, December
at 7:00 p.m. at the ORRSC office in Lethbridge

Physician Recruitment & Retention Committee

Councillor Mike Cutler

Meetings as necessary

Porcupine Hills Lodge Foundation Board

Councillor Kieth Carlson

One (1) member at large (by the Town of Claresholm)

November 14, 2017 – Cindee Schlossberger

Meetings the 1st Tuesday of every month at 4:00 pm at the Lodge

Regional Landfill Commission

Councillor Brad Schlossberger

One (1) Councillor MD of Willow Creek

One (1) Councillor Town of Fort Macleod

One (1) Councillor Town of Stavely

One (1) Councillor Town of Granum

Meetings the 4th Thursday of every month at 3:00 p.m. at the Landfill

Southern Alberta Summer Games Committee

Councillor Mike Cutler

Meetings as necessary

Swimming Pool Joint Use Representative

Councillor Mike Cutler

Meetings are as needed – usually twice per year

Willow Creek Agricultural Society Board

Councillor Brad Schlossberger

Twelve (12) members elected at large

Meetings the 3rd Wednesday of every month at 6:30 p.m. – Supper meeting at various restaurants

Internal Boards & Committees

Administrative Services Committee

Councillors: Kieth Carlson and Craig Zimmer, Chief Administrative Officer

Meetings are as needed in Council Chambers

Assessment Review Board

One (1) member of Town Council

One (1) member at large – Doug Kemery

Meetings are as needed

Audit & Finance Committee

Full Council

Meetings are as needed in Council Chambers

Economic Development Committee

Councillor Brad Schlossberger

Councillor Kieth Carlson

Ten (8) voting members appointed by Council

One (1) member from the MD of Willow Creek Council

One (1) member nominated by the Chamber of Commerce

One (1) member representing the agricultural community

Four (4) members representing the business/industrial community

One (1) member representing the community at large

November 14, 2017 – Darla Slovak, Doug Leeds, Santanna Thom, Jeffery Robert Nielsen and Paul Zemlak; James Coupland (Sep 2018)

Meetings the 3rd Monday of every month at 7:00 p.m. at Ec Dev Office

Emergency Management Advisory Committee

Mayor Doug MacPherson

Councillor Craig Zimmer

CAO

Meetings are once per year

Emergency Services Committee

Councillor Craig Zimmer

Councillor Kieth Carlson

CAO

Claresholm Fire Chief

One (1) Member from the Claresholm Fire Department

One (1) Claresholm RCMP representative

Peace Officer

Director of Infrastructure

Meetings quarterly on the 1st Wednesday at 4:00 pm in Council Chambers

Facility & Infrastructure Planning Committee

Full Council

One (1) member at large

November 14, 2017 – Doug Priestley

Meetings as needed

Family and Community Support Services Board

Councillor Lise Schulze

Councillor Kieth Carlson

One (1) Councillor MD of Willow Creek – Darry Markle

Three (3) to five (5) members at large

November 14, 2017 – Diana Ross, Delma Austin, Cindee Schlossberger and Lauren Billey; Vanessa McKenzie (Sep 2018)

Meetings the 1st Monday of every month at 7:00 p.m. in Council Chambers

Grievance Committee

Councillor Kieth Carlson

Councillor Craig Zimmer

Councillor Mike Cutler

Meetings are as needed

Multi-Use Community Building Ad-hoc Committee

Mayor Doug MacPherson

Councillor Brad Schlossberger

Councillor Lise Schulze

Meetings are as needed

Municipal Planning Commission

Mayor Doug MacPherson

Councillor Kieth Carlson

Councillor Brad Schlossberger

Two (2) members at large

November 14, 2017 – Jeffery Kerr

October 9, 2018 – Doug Priestley

Meetings are Fridays at 8:00 a.m. once per month as needed in Council Chambers

Museum Board

Councillor Gaven Moore

Four (4) to eight (8) members at large

November 14, 2017 – Don Glimsdale, Betty Hoare, Bert Franssens, Barry Gibbs; Feb 26, 2018 – Carl Hopf; Sept 24, 2018 – Terry Mahoney

Meetings the 3rd Wednesday of every month at 3:00 pm in Council Chambers

Recreation Facility Users Committee (Arena & Ball Diamonds)

Councillor Mike Cutler

Recreation Manager

Director of Infrastructure

Meetings are: Arena – twice yearly Ball Diamonds – once yearly

Subdivision and Development Appeal Board

Councillor Craig Zimmer

Councillor Gaven Moore

Councillor Lise Schulze

Three (3) members at large

November 14, 2017 – Gerry McGuire and Darcy Erickson

Meetings as needed

Wage Negotiating Committee

Mayor Doug MacPherson

Councillor Mike Cutler

Councillor Brad Schlossberger

Councillor Craig Zimmer

Meetings are only required when CUPE agreement is expiring



Claresholm

2019 Council Meeting Dates

Regular meetings of Claresholm Town Council are held the second and fourth Mondays at the Town Office located at 221 – 45th Avenue West beginning at 7:00pm. If the Monday is a holiday, the meeting will be on Tuesday.

January 14 & 28

February 11 & 25

March 11 & 25

April 8 & 23 (Tuesday)

May 13 & 27

June 10 & 24

July 15

August 12

September 9 & 23

October 15 (Tuesday) & 28

November 12 (Tuesday) & 25

December 9



Claresholm

DEPUTY MAYOR SCHEDULE

Councillor Carlson – November 2017 to February 2018

Councillor Courage – March 2018 to June 2018

Councillor Moore – July 2018 to October 2018

Councillor Schlossberger – November 2018 to February 2019

Councillor Schulze – March 2019 to June 2019

Councillor Zimmer – July 2019 to October 2019



Claresholm

DEPUTY MAYOR SCHEDULE

Councillor Carlson – November 2019 to February 2020

Councillor Cutler – March 2020 to June 2020

Councillor Moore – July 2020 to October 2020

Councillor Schlossberger – November 2020 to February 2021

Councillor Schulze – March 2021 to June 2021

Councillor Zimmer – July 2021 to October 2021