



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
ORGANIZATIONAL MEETING  
OCTOBER 28, 2019  
AGENDA**

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

**NOTICE OF RECORDING**

**CALL TO ORDER**

- 1. ADOPTION OF AGENDA**
- 2. PROPOSED COMMITTEE ORGANIZATION & STRUCTURE**
- 3. MEETING DATES - REGULAR**
- 4. APPOINTMENT OF DEPUTY MAYOR**
- 5. ADJOURNMENT**

# STANDING BOARD & COMMITTEE APPOINTMENTS 2019

(updated October 22, 2019)

## 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 1<sup>st</sup> Wednesday of every month at 6:00 p.m. and location rotates around the region.

Contact: Bev Thornton, Executive Director – [bev@albertasouthwest.com](mailto:bev@albertasouthwest.com)  
403-627-3373

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

Contact: Amanda Zimmer

### 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 3<sup>rd</sup> Friday of every month at 10:00 a.m. at Auxiliary Hospital

Contact: Lyal O'Neill, Manager – [cltransp@gmail.com](mailto:cltransp@gmail.com) 403-625-4455

### Claresholm Animal Rescue Society (CAREs)

Councillor Lise Schulze

Nine (9) members elected at large

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

Contact: Lorraine Norgard, President – [lrr123@shaw.ca](mailto:lrr123@shaw.ca) 403-625-5370

### **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

Contact: Kim Gugala, Executive Director – [cccs2@telusplanet.net](mailto:cccs2@telusplanet.net)  
403-625-4543

### **Claresholm Food Bank**

**Councillor Gaven Moore**

Meetings the 3<sup>rd</sup> Thursday of every month at 4:00 pm at the Library

Contact: Shirley Stange, 403-625-2092

### **Claresholm Golf Club Board**

**Mayor Doug MacPherson**

**Nine (9) members elected at large**

Meetings the 3<sup>rd</sup> Wednesday of every month at noon at the Golf Course

Contact: Lyle Broderson, Head Professional – [bridgpro@telus.net](mailto:bridgpro@telus.net)  
403-625-3500

### **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 3<sup>rd</sup> Monday of every month at 7:00 p.m. at Parkside Manor

Contact: Maxine Middleton – [maxine.middleton984@gmail.com](mailto:maxine.middleton984@gmail.com)  
403-625-4133

### **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

Contact: Marni Lane – [MLane@connectfirstcu.com](mailto:MLane@connectfirstcu.com)

### **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

Contact: Carol Van Rootselaar, Teacher – [lotplay@telus.net](mailto:lotplay@telus.net)  
403-625-4551

### **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, Casey Arnestad; Oct 9, 2018 – Lindsay Watson; Jan 28, 2019 – Barry Pratte**

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

Contact: Holly Ottewell, Manager

**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

Contact: Melissa Reed, Regional Operations Assistant 403-320-5318  
[melissa.reed@lethbridgecollege.ca](mailto:melissa.reed@lethbridgecollege.ca)

**Oldman River Regional Services Commission**

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

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

Contact: Barb Johnson, Executive Secretary – [admin@orrsc.com](mailto:admin@orrsc.com)  
403-329-1344

**Physician Recruitment & Retention Committee**

**Councillor Mike Cutler**

Meetings as necessary

Contact: Cindee Schlossberger 403-625-4484

**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 1<sup>st</sup> Tuesday of every month at 4:00 pm at the Lodge

Contact: Lisa Anderson, CAO – [landersonplodge@gmail.com](mailto:landersonplodge@gmail.com)  
403-625-3988

**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 4<sup>th</sup> Thursday of every month at 3:00 p.m. at the Landfill

Contact: Cheryl Friesen, CAO [willowcreekregionallandfill@cciwireless.ca](mailto:willowcreekregionallandfill@cciwireless.ca)  
403-687-2603

**Southern Alberta Summer Games Committee**

**Councillor Mike Cutler**

Meetings as necessary

Contact: Karine Keys, Treasurer – [karine@claresholm.ca](mailto:karine@claresholm.ca)

**SouthGrow Regional Initiative**

**Councillor Brad Schlossberger**

Meetings are held quarterly

**Swimming Pool Joint Use Representative**

**Councillor Mike Cutler**

Meetings are as needed – usually twice per year

**Willow Creek Agricultural Society Board**

**Councillor Mike Cutler**

**Twelve (12) members elected at large**

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

Contact: David Hansma, Manager – [clhmagriplex@telus.net](mailto:clhmagriplex@telus.net)  
403-625-2410

## **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; Alec Harrison (Jan 2019)**

Meetings the 3<sup>rd</sup> 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 1<sup>st</sup> 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 – Delma Austin, Cindee Schlossberger; Vanessa McKenzie (Sep 2018); Jul 15, 2019 – Sheila Karsten**

Meetings the 1<sup>st</sup> 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; Nov 13, 2018 – Verne Lunan and Tom Pollon**

Meetings the 3<sup>rd</sup> Wednesday of every month at 3:00 pm in Council Chambers

**Recreation Facility Users Committee (Arena & Ball Diamonds)**

**Councillor Craig Zimmer**

**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



## **2020 Council Meeting Dates**

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

January 13 & 27

February 10 & 24

March 9 & 23

April 14 (Tuesday) & 27

May 11 & 25

June 8 & 22

July 20

August 17

September 14 & 28

October 13 (Tuesday) & 26

November 9 & 23

December 14





**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**