



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
ORGANIZATIONAL MEETING  
OCTOBER 26, 2015  
AGENDA**

TIME: 7:00 P.M.  
PLACE: Council Chambers

1. ADOPTION OF AGENDA
2. STANDING BOARD & COMMITTEE APPOINTMENTS 2015-16
3. MEETING DATES - REGULAR
4. APPOINTMENT OF DEPUTY MAYOR
5. ADJOURNMENT

**STANDING BOARD & COMMITTEE APPOINTMENTS 2015-16**  
*(Changes are indicated in red & italics)*

**External Boards & Committees**

**Alberta Southwest**

Councillor Shelley Ford

**Claresholm & District Chamber of Commerce**

Councillor Betty Fieguth

**Claresholm & District Transportation Society Board**

Councillor Mike McAlonan

**Claresholm Animal Rescue Society (CAREs)**

Councillor Shelley Ford

**Claresholm Child Care Society Board**

Councillor Jamie Cutler

**Claresholm Golf Club Board**

*Councillor Jamie Cutler*

**Claresholm Housing Authority Board**

Councillor Betty Fieguth, four members at large (Jules Boucher (Butch), Shirley Isaacson, Judy Van Amerongen and Lisa Chilton)

**Community Hall Board**

Councillor Jamie Cutler

**Claresholm Learn-a-lot Playschool Society Board**

Councillor Betty Fieguth

**Claresholm Library Board**

Councillor Mike McAlonan, seven members at large (James Schovaneck, Lisa Anderson, Arden Dubnewick, Marika Thyssen, Diana Ross, John Johnson and Tony Hamlyn)

**LRSD Town Liaison and Joint Use Representative**

Councillor Chris Dixon

**Oldman River Regional Services Commission**

Councillor Betty Fieguth

**Porcupine Hills Lodge Board**

Councillor Lyal O'Neill, one member at large (Judy Van Amerongen)

**Porcupine Hills Lodge Foundation Board**

Councillor Lyal O'Neill

**Regional Landfill Commission**

Councillor Lyal O'Neill

**Southern Alberta Summer Games Committee**

Councillor Chris Dixon

**Swimming Pool Joint Use Representative**

Councillor Chris Dixon

**Willow Creek Agricultural Society Board**

Councillor Chris Dixon

## **Internal Boards & Committees**

### **Assessment Review Board**

Councillor Betty Fieguth (to be trained), two members at large (Doug Kemery and Robert Milton)

### **Audit & Finance Committee**

Mayor Rob Steel, Councillors: Betty Fieguth and Lyal O'Neill

### **Facility & Infrastructure Planning Committee**

Mayor Rob Steel, Councillors: Chris Dixon, Shelley Ford and Mike McAlonan, one member at large (Peter Duerholt)

### **Family and Community Support Services Board**

Councillors: Jamie Cutler and Shelley Ford, four members at large (Lita Richards, Sharon Duncan and Diana Ross)

### **Grievance Committee**

Mayor Rob Steel, Councillors: Chris Dixon and Betty Fieguth

### **Municipal Planning Commission**

Councillors: **Jamie Cutler**, Shelley Ford and Lyal O'Neill (**Chair**), two members at large (Jeffery Kerr and Sharon Duncan)

### **Museum Board**

Councillor Mike McAlonan; six members at large (Sharon Duncan, Donald Glimsdale, John Johnson, Betty Hoare, Jim Lockhart and Arden Dubnewick)

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

Councillor Chris Dixon

### **Subdivision and Development Appeal Board**

**Mayor Rob Steel**; Councillor Mike McAlonan, three members at large (Peter Duerholt, Gerry McGuire and Bryan Ketcheson)

### **Wage Negotiating Committee**

Mayor Rob Steel, Councillors: Shelley Ford, Lyal O'Neill and Betty Fieguth

## AUDIT AND FINANCE COMMITTEE

### PURPOSE

1. This policy is in place to assist Town Council in fulfilling its responsibilities to oversee the Town's systems of financial reporting, internal controls, and corporate governance.

### POLICY STATEMENT:

#### 1. Committee Membership

The Audit and Finance Committee will be the whole of Town Council. The membership and terms of appointment to the Committee shall be the same as that of the elected officials. Decisions of Council on financial reporting, internal controls and corporate governance reached during any regular or special meeting of Council will form the official decisions of the Audit and Finance Committee.

#### 2. Authority

- a) The Audit and Finance Committee has direct authority to decide to receive reports and other items that come before it as information with or without associated recommendations. Receiving reports for information implies that the Committee will satisfy itself that the reports adequately and appropriately reflect the findings of the auditors and that any management responses are acceptable.
- b) The Audit and Finance Committee will select and recommend appointment of the external auditor(s) by Council. The external auditor is ultimately responsible to Town Council through the Audit and Finance Committee.
- c) The Audit and Finance Committee has authority to negotiate modifications to work plans for the external auditor, subject to appropriate budget amendments required by Council, and to evaluate the results of any Town audit engagements or reviews.
- d) The Audit and Finance Committee will normally rely on the work of the Chief Administrative Officer, Director of Corporate Services, and the Town's external auditor to form its conclusions regarding the:
  - Effectiveness and efficiency of Town's operations including internal control systems,
  - Adequacy and appropriateness of the Town's governance policies and practices, and
  - Adequacy and appropriateness of the Town's financial policies and practices.

#### 3. In-Private Meetings

Subject to the provisions of the Municipal Government Act, the Audit and Finance Committee may choose to schedule regular in-private sessions during the regular Committee or Council meetings with the auditor(s) and without senior managers present and vice versa. The purpose of such meetings would be to hear any informal comments the auditor(s) and/or senior managers may wish to make regarding reported audit observations and to speak candidly on emergent issues that aren't appropriately discussed in a public forum.

#### 4. Meetings

The Committee shall meet at least four times per year.

## DUTIES:

### 1. Internal Audit Function

- When deemed necessary, initiate special internal audit projects utilizing independent professionals
- Review the results of internal audits performed and recommendations contained therein

### 2. External Audit Function

- Review the external auditor's audit plan
- Review the annual audited financial statements and recommend acceptance to the Board of Trustees
- Review the External Auditor's assessment of managements risk mitigation strategies and the appropriateness of internal controls
- Review the "Auditor's Management Letter" with the Auditor and assess Management's action plan to address concerns
- At least once a year, meet separately from the administration with the External Auditor to determine the level of cooperation the auditors have received during the audit to allow them to complete their mandate
- Make enquires of the Auditor which members of the Committee believe are necessary to discharge its fiduciary responsibilities
- In accordance with the MGA Part 8, 280(1), make recommendations to appoint an external auditor and review external audit services at least every three years
- Make recommendations regarding the appointment of the Town Banker and review banking services at least every three years
- Review quarterly financial reports and related information

### 3. Annual Budget Function

- Review the Budget Guiding Principles that provide a framework for the preparation of the annual budget and that have been developed in conjunction with senior administration.
- Review the critical budget assumptions prepared by administration.
- Provide a preliminary review of the annual budget focusing on critical budget assumptions according to the Town's mandate
- Review the annual budget as prepared by the administration.
- Review and finalize the annual budget as prepared by administration.
- Recommend the budget be presented to council for approval

### 5. Policy

- Develop policy in relation to audit and financial functions



## 2016 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.

January 11 & 25

February 8 & 22

March 14 & 29 (Tuesday)

April 11 & 25

May 9 & 24 (Tuesday)

June 13 & 27

July (typically one meeting, to be determined)

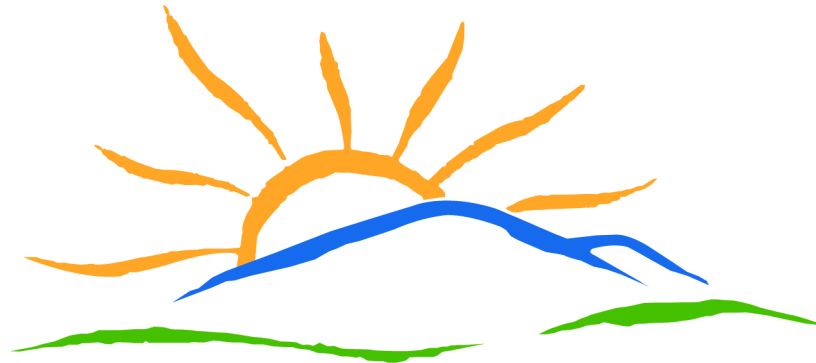
August (typically one meeting, to be determined)

September 12 & 26

October 11 (Tuesday) & 24

November 14 & 28

December (typically one meeting, to be determined)



# Claresholm

## **DEPUTY MAYOR SCHEDULE**

**Councillor Fieguth – November 2013 to February 2014**

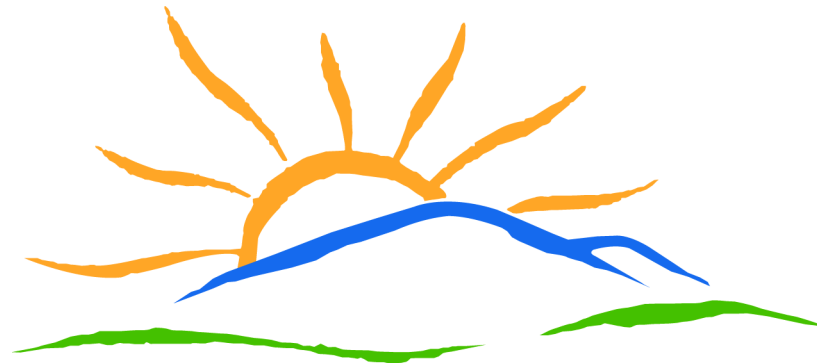
**Councillor Cutler – March 2014 to June 2014**

**Councillor Dixon – July 2014 to October 2014**

**Councillor Ford – November 2014 to February 2015**

**Councillor McAlonan – March 2015 to June 2015**

**Councillor O'Neill – July 2015 to October 2015**



# Claresholm

## **DEPUTY MAYOR SCHEDULE**

**Councillor Fieguth – November 2015 to February 2016**

**Councillor Cutler – March 2016 to June 2016**

**Councillor Dixon – July 2016 to October 2016**

**Councillor Ford – November 2016 to February 2017**

**Councillor McAlonan – March 2017 to June 2017**

**Councillor O’Neill – July 2017 to October 2017**