



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
ORGANIZATIONAL MEETING
OCTOBER 10, 2023
AGENDA**

**TIME: 7:00 p.m.
PLACE: Council Chambers
Multi-use Community Building
111 – 55 Avenue West**

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. ANNUAL MOTIONS**
 - a. Designate Municipal Office**
 - b. Designate Financial Institution**
- 6. ADJOURNMENT**

STANDING BOARD & COMMITTEE APPOINTMENTS 2023

(PROPOSED October 10, 2023) – changes are highlighted

External Boards & Committees

Alberta Southwest

One Councillor from Town of Claresholm –

Mayor Brad Schlossberger, Alternate: Councillor Kieth Carlson

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; 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.

Contact: Bev Thornton, Executive Director – bev@albertasouthwest.com
403-627-3373

Calgary Region Airshed Zone (CRAZ)

Member-at-large – **Cynthia Wannamaker (Aug. 15, 2022)**

Chinook Arch Regional Library System

Appointment term: Three (3) years

Appointed by the Claresholm Public Library Board – **Kelsey Hipkin, Kendall Schille (alternate) (Nov. 22, 2022)**

Chinook Intermunicipal Subdivision and Development Appeal Board

Facilitator: Oldman River Regional Services Commission (ORRSC)

Councillor Rod Kettles

Member-at-Large: **Mike McAlonan (Feb. 28, 2022)**

Appointment term: Three (3) years

Meetings as needed

Claresholm & District Chamber of Commerce

Councillor Diana Ross

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.

Contact: Amanda Zimmer

Claresholm & District Transportation Society Board

Councillor Mike Cutler, **Alternate: Councillor Diana Ross**

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

Contact: cltransp@gmail.com 403-625-4455

Claresholm Animal Rescue Society (CAREs)

Councillor Kandice Meister

Nine (9) members elected at large

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

Contact: Lorraine Norgard, President – lorr123@shaw.ca 403-625-5370

Claresholm Child Care Society Board

Councillor Rod Kettles, Alternate: Councillor Diana Ross

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
403-625-4543

Claresholm Coordinated Community Response to Elder Abuse Coalition

Councillor Mike Cutler

Claresholm Curling Club

Councillor Mike Cutler

Claresholm Food Bank

Councillor Diana Ross

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

Contact: Shirley Stange, 403-625-2092

Wendy Norby, norby@telusplanet.net

Claresholm Golf Club Board

Councillor Rod Kettles, Alternate: Councillor Mike Cutler

Nine (9) members elected at large

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

Contact: Lyle Broderson, Head Professional
proshop@claresholmgolf.com 403-625-3500

Claresholm Housing Authority Board – Members appointed by the Board

Councillor Kandice Meister

Four (4) members at large appointed by the Board (Feb 27, 2023)

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

Contact: Maxine Middleton – maxine.middleton984@gmail.com
403-625-4133

Community Hall Board

Mayor Brad Schlossberger, Alternate: Councillor Kieth Carlson

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

Claresholm Learn-a-lot Playschool Society Board

Councillor Rod Kettles, Alternate: Councillor Diana Ross

Meetings the last Wednesday of every month at 7:00 p.m. at the Playschool
Contact: Breanna Seeman, Teacher – lotplay@telus.net 403-625-4551

Claresholm Library Board – Bylaw #1620

Mayor Brad Schlossberger, Alternate: Councillor Kieth Carlson

Two (2) members from MD of Willow Creek:

MD Councillor: Councillor Earl Hemmaway (Dec 13, 2021)

Member-at-large: Ashley Tebbut (Oct 13, 2020)

Three (3) to six (6) members at large (by the Town of Claresholm)

Appointment term: Three (3) years

May 10, 2021 – Joanna Ridley; May 25, 2021 – Kelsey Hipkin;

November 22, 2021 – Donna Meister; December 13, 2021 – Kendall Schille

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

Contact: Jay Sawatzky, Manager – jsawatzky@claresholmlibrary.ca

Claresholm Seniors Drop-in Centre Board

Councillor Kandice Meister

Intermunicipal Development Plan Committee

Mayor Brad Schlossberger and Councillor Mike Cutler

Alternate: Councillor Kieth Carlson

Two (2) elected representatives from the MD of Willow Creek No. 26

Meetings are as needed.

Intermunicipal Collaboration Framework (ICF) Committee

Councillor Mike Cutler and Councillor Kieth Carlson

Alternate: Councillor Rod Kettles

Two (2) elected representatives of each of the Municipalities together with the CAO's of each municipality in an advisory role.

Municipalities: Town of Claresholm, MD of Willow Creek, Town of Fort Macleod, Town of Nanton, Town of Staveland

Meetings are at least once annually, and on an "as required" basis.

Joint Economic Development Initiative

Councillor Mike Cutler and Councillor Kieth Carlson

Alternate: Mayor Brad Schlossberger

MD of Willow Creek: Deputy Reeve Glen Alm and Councillor Darry Markle

Meetings are as needed.

Lethbridge College Community Advisory Council

Councillor Rod Kettles

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

Oldman River Regional Services Commission

Mayor Brad Schlossberger

Alternate: Councillor Rod Kettles

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

Contact: Barb Johnson, Executive Secretary – admin@orrsc.com
403-329-1344

Physician Recruitment & Retention Committee

Councillor Mike Cutler

Alternate: Councillor Craig Zimmer

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 8, 2021 – Cindee Schlossberger

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

Contact: Lisa Anderson, CAO – landersonplodge@gmail.com
403-625-3988

Regional Assessment Review Board

Facilitator: Oldman River Regional Services Commission (ORRSC)

One (1) member at large – Doug Kemery (May 2020)

Appointment term: Three (3) years

Clerk: Lenze Kuiper

Chair: Doug Kemery

Meetings are as needed

Regional Emergency Preparedness Training Exercise Steering Committee

Councillor Craig Zimmer

Alternate: Councillor Rod Kettles

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 Nanton

Meetings as needed.

Regional Landfill Commission

Mayor Brad Schlossberger

Alternate: Councillor Kieth Carlson

One (1) Councillor MD of Willow Creek

One (1) Councillor Town of Fort Macleod

One (1) Councillor Town of Stavely

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

Contact: Cheryl Friesen, CAO wcrlandfill@gmail.com
403-687-2603

Southern Alberta Summer Games Committee

Councillor Mike Cutler

Meetings as necessary

Contact: Karine Keys, Treasurer – karine@claresholm.ca

SouthGrow Regional Initiative

Councillor Mike Cutler

Alternate: Mayor Brad Schlossberger

Meetings are held quarterly

Contact: Peter Casurella peter.casurella@southgrow.com

Swimming Pool Joint Use Representative

Councillor Mike Cutler

Meetings are as needed – usually twice per year

Welcoming Claresholm Committee

Councillor Kandice Meister

Meetings are monthly

Willow Creek Agricultural Society Board

Councillor Diana Ross

Twelve (12) members elected at large

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

Contact: David Hansma, Manager – clhmagriplex@telus.net
403-625-2410

Internal Boards & Committees

Administrative Services Committee

Councillor Kieth Carlson and Councillor Diana Ross

Meetings are as needed in Council Chambers

Audit & Finance Committee

Full Council

Meetings are as needed in Council Chambers

Community Development Committee (to be revisited March 2024)

Mayor Brad Schlossberger

Councillors: Kieth Carlson, Mike Cutler and Kandice Meister

CAO & other admin staff (advisory only)

Meetings are as needed

Economic Development Committee – Bylaw #1635

Councillor Kieth Carlson

Councillor Mike Cutler

Ex Officio: Mayor Brad Schlossberger

Eight (8) voting members appointed by Council

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

One (1) member nominated by the Chamber of Commerce – Brad Toone (November 8, 2021)

One (1) member representing the agricultural community – Josh Fankhauser - Lamb Farms (November 8, 2021)

Four (4) members representing the business/industrial community

Lauren Hansma - Salon Luna (September 2020)

George Douros - Casa Roma Restaurant (November 8, 2021)

Marc Chartrand - Ridgeline RV & Self Storage (February 27, 2023)

Kristen Hall - The Hive (February 27, 2023)

David Mulholland (February 27, 2023)

Bylaw to be changed to accommodate the additional member

One (1) member representing the community at large – Alec Harrison (January 2019)

Appointment term: Four (4) years – or until successor is appointed

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

Emergency Management Advisory Committee

Councillors Mike Cutler and Craig Zimmer

CAO

Meetings are once per year

Emergency Services Committee

Councillor Craig Zimmer

Councillor Rod Kettles

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 8, 2021 – Doug Priestley

Meetings as needed

Family and Community Support Services Board – Bylaw #1621

Councillor Kandice Meister

Councillor Diana Ross

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

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

Appointment term: Three (3) years

November 8, 2021 – Delma Austin, Cindee Schlossberger, Vanessa McKenzie; July 18, 2022 – Lisa Anderson

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

Municipal Planning Commission

Mayor Brad Schlossberger

Councillor Kieth Carlson

Councillor Kandice Meister

Two (2) members at large

Appointment term: Three (3) years

November 8, 2021 – Jeffery Kerr and Doug Priestley

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

Museum Board – Bylaw #1639

Councillor Kandice Meister

Alternate: Councillor Kieth Carlson

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

Appointment term: Four (4) years

Mar 9, 2020 – Margaret Lane; May 10, 2021 - Joe Toone; May 25, 2021, Earl Taylor and Cynthia Wannamaker; November 8, 2021 - Betty Hoare and Barry Gibbs; September 12, 2022 - Mich Forster

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

Recreation Facility Users Committee (Arena & Ball Diamonds)

Councillor Rod Kettles

Alternate: Councillor Craig Zimmer

Recreation Manager

Director of Infrastructure

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

Wage Negotiating Committee

Councillor Kieth Carlson

Councillor Mike Cutler

Councillor Kandice Meister

Councillor Craig Zimmer

Meetings are only required when CUPE agreement is expiring



Claresholm

2024 Council Meeting Dates

Regular meetings of Claresholm Town Council are held the second and fourth Mondays at the Town Office located at 111 – 55th Avenue West beginning at 7:00pm. If the Monday is a holiday, the meeting will be on Tuesday.

January 8 & 22

February 12 & 26

March 11 & 25

April 8 & 22

May 13 & 27

June 10 & 24

July 15

August 12

September 9 & 23

October 15 (Tuesday) & 28

November 12 (Tuesday) & 25

December 9

Calendar for year 2024 (Canada)



January

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jan 1 • New Year's Day
Jan 6 • Epiphany
Feb 2 • Groundhog Day
Feb 14 • Valentine's Day
Mar 11 • Commonwealth Day
Mar 17 • St. Patrick's Day
Mar 29 • Good Friday
Mar 31 • Easter Sunday
Apr 1 • Easter Monday (NT, NU, QC)

Apr 1 • Easter Monday (Alberta)
Apr 1 • Easter Monday (Yukon)
Apr 6 • Tartan Day
Apr 9 • Vimy Ridge Day
May 12 • Mother's Day
May 20 • Victoria Day (Many regions)
Jun 16 • Father's Day
Jun 21 • National Indigenous Peoples Day
Jul 1 • Canada Day

Aug 5 • Heritage Day (Alberta)
Sep 2 • Labour Day
Sep 30 • National Day for Truth and Reconciliation
Oct 14 • Thanksgiving Day (Many regions)
Oct 14 • Thanksgiving Day (Prince Edward Island)
Oct 31 • Halloween
Nov 11 • Remembrance Day (Many regions)

Nov 11 • Remembrance Day (Many regions)
Dec 11 • Anniversary of the Statute of Westminster
Dec 24 • Christmas Eve
Dec 25 • Christmas Day
Dec 26 • Boxing Day (Many regions)
Dec 26 • Boxing Day (Alberta)
Dec 26 • Boxing Day (Yukon)
Dec 31 • New Year's Eve



Claresholm

DEPUTY MAYOR SCHEDULE

Councillor Zimmer – July 2023 to October 2023

Councillor Carlson – November 2023 to February 2024

Councillor Cutler – March 2024 to June 2024

Councillor Kettles – July 2024 to October 2024

Councillor Meister – November 2024 to February 2025

Councillor Ross – March 2025 to June 2025

Councillor Zimmer – July 2025 to October 2025



REQUEST FOR DECISION

Organizational Meeting: October 10, 2023

Agenda Item: 5

ANNUAL MOTIONS

DESCRIPTION:

Following the MAP (Municipal Accountability Program) Review by Alberta Municipal Affairs in 2019, there are annual motions that should be completed in order to ensure that the Town of Claresholm is in compliance with the Municipal Government Act (MGA). Compliance with municipal statutes and regulations is essential to good governance, as well as the successful operation of our municipality and the viability, safety and well-being of the community.

Municipal Office:

The first motion is to designate the location of the municipal office.

PROPOSED RESOLUTION:

Moved by Councillor _____ to designate 111 – 45 Avenue West, Claresholm, Alberta as the Town's municipal office.

Municipal Accounts:

The second motion is to designate the financial institution where municipal funds are being deposited.

PROPOSED RESOLUTION:

Moved by Councillor _____ to designate BMO as the Town's banking institution.

ATTACHMENTS:

- 1.) N/A

APPLICABLE LEGISLATION:

- 1.) *Municipal Government Act*, RSA 2000, Chapter M-26

PREPARED BY: Karine Keys, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: October 5, 2023
