



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
ORGANIZATIONAL MEETING
OCTOBER 26, 2020
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. ANNUAL MOTIONS**
 - a. Designate Municipal Office**
 - b. Designate Financial Institution**
- 6. ADJOURNMENT**

STANDING BOARD & COMMITTEE APPOINTMENTS 2020

(updated October 13, 2020)

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.

Contact: Bev Thornton, Executive Director

Chinook Arch Regional Library System

Appointed by the Claresholm Public Library Board – Kathy Davies

Chinook Intermunicipal Subdivision and Development Appeal Board

Facilitator: Oldman River Regional Services Commission (ORRSC)

Councillor Gaven Moore

Member-at-Large: **Darcy Erickson**

Meetings as needed

Claresholm & District Chamber of Commerce

Councillor Mike Cutler

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 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

Contact: 403-625-4455

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

Contact: Lorraine Norgard, President

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

Claresholm Food Bank

Councillor Gaven Moore

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

Contact: Shirley Stange

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

Contact: Lyle Broderson, Head Professional

Claresholm Housing Authority Board

Councillor Mike Cutler

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

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

July 20, 2020 – Karen Arnold

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

Contact: Maxine Middleton

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

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

Claresholm Library Board

Councillor Gaven Moore

Two (2) members from MD of Willow Creek (Councillor Darry Markle); Member-at-large: Ashley Oliver (Oct 13, 2020)

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

Contact: Holly Ottewell, Manager

Intermunicipal Collaboration Framework (ICF) Committee

Mayor Doug MacPherson and Councillor Mike Cutler

Alternate: Councillor Lise Schulze

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 Stavely

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

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

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

Contact: Barb Johnson, Executive Secretary

Physician Recruitment & Retention Committee

Councillor Mike Cutler

Meetings as necessary

Contact: Cindee Schlossberger

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

Contact: Lisa Anderson, CAO

Regional Assessment Review Board

Facilitator: Oldman River Regional Services Commission (ORRSC)

One (1) member at large – Doug Kemery

Clerk: Lenze Kuiper

Chair: Doug Kemery

Meetings are as needed

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

Contact: Cheryl Friesen, CAO - 403-687-2603

Southern Alberta Summer Games Committee

Councillor Mike Cutler

Meetings as necessary

Contact: Karine Keys, Treasurer

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

Welcoming Claresholm Committee

Councillor Mike Cutler

Meetings are monthly

Willow Creek Agricultural Society Board

Councillor Mike Cutler

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

Internal Boards & Committees

Administrative Services Committee

Councillors: Kieth Carlson and Craig Zimmer, Chief Administrative Officer

Meetings are as needed in Council Chambers

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 – Doug Leeds, Santanna Thom, Jeffery Robert Nielsen and Paul Zemlak; Alec Harrison (Jan 2019); Lauren Hansma (Sep 2020)

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 – Delma Austin, Cindee Schlossberger; Vanessa McKenzie (Sep 2018); Jul 15, 2019 – Sheila Karsten

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; Nov 13, 2018 – Verne Lunan and Tom Pollon; Jan 27, 2020 – Ryan McKirdy; Mar 9, 2020 – Margaret Lane
Meetings the 3rd 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

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

2021 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 11 & 25

February 8 & 22

March 8 & 22

April 12 & 26

May 10 & 24

June 14 & 28

July 19

August 16

September 13 & 27

October 12 (Tuesday) & 25

November 8 & 22

December 13



Claresholm

DEPUTY MAYOR SCHEDULE

Councillor Carlson – November 2019 to February 2020
Councillor Zimmer – January 27th – February 29th, 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



Claresholm

REQUEST FOR DECISION

Organizational Meeting: October 26, 2020

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 221 – 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: Marian Carlson, CLGM, CAO

DATE: October 22, 2020
