



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
ORGANIZATIONAL MEETING  
OCTOBER 24, 2022  
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 2022

(updated September 12, 2022)

## 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; 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

### 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 – **Tony Hamlyn (Nov. 25, 2019)**

### Chinook Intermunicipal Subdivision and Development Appeal Board

Facilitator: Oldman River Regional Services Commission (ORRSC)

Councillor Rod Kettles

Member-at-Large: **Vacant**

**Appointment term: Three (3) years**

Meetings as needed

### Claresholm & District Chamber of Commerce

Councillor Mike Cutler

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 Mike Cutler

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: [cltransp@gmail.com](mailto:cltransp@gmail.com) 403-625-4455

**Claresholm Animal Rescue Society (CAREs)**

**Councillor Kandice Meister**  
**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 Rod Kettles**  
**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 Coordinated Community Response to Elder Abuse Coalition**

**Councillor Mike Cutler**

**Claresholm Curling Club**

**Councillor Mike Cutler**

**Claresholm Food Bank**

**Councillor Mike Cutler**

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

Contact: Shirley Stange, 403-625-2092  
Wendy Norby, [norby@telusplanet.net](mailto:norby@telusplanet.net)

**Claresholm Golf Club Board**

**Councillor Rod Kettles**  
**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 Kandice Meister**  
**Four (4) members at large (by the Town of Claresholm)**  
**Appointment term: Four (4) years**

**July 20, 2020 – Karen Arnold; June 14, 2021 – Vonda Chatterton**  
**November 8, 2021 – Ken McKee and Elaine Clay**

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 Rod Kettles**

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 – Bylaw #1620**

**Councillor Brad Schlossberger**

**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 8, 2021 – Tony Hamlyn; November 22, 2021 – Donna**

**Meister; December 13, 2021 – Kendall Schille**

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

Contact: Jay Sawatzky, Manager

### **Claresholm Seniors Drop-in Centre Board**

**Councillor Kandice Meister**

### **Intermunicipal Development Plan Committee**

**Mayor Chelsae Petrovic and Councillor Brad Schlossberger**

**Alternate: Councillor Mike Cutler**

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

Meetings are as needed.

### **Intermunicipal Collaboration Framework (ICF) Committee**

**Mayor Chelsae Petrovic and Councillor Mike Cutler**

**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 Stavely**

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

### **Joint Economic Development Initiative**

**Mayor Chelsae Petrovic 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 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](mailto:melissa.reed@lethbridgecollege.ca)

**Oldman River Regional Services Commission**

**Councillor Brad Schlossberger**  
**Alternate: Mayor Chelsae Petrovic**

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**  
**Alternate: Mayor Chelsae Petrovic**

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 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 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**

**Councillor Brad Schlossberger**  
**One (1) Councillor MD of Willow Creek**  
**One (1) Councillor Town of Fort Macleod**  
**One (1) Councillor Town of Stavely**

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

**Welcoming Claresholm Committee**

**Councillor Kandice Meister**

Meetings are monthly

**Willow Creek Agricultural Society Board**

**Mayor Chelsae Petrovic**

**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

### Audit & Finance Committee

Full Council

Meetings are as needed in Council Chambers

### Community Development Committee (to be revisited March 2024)

Mayor Chelsae Petrovic, Councillors: Carlson, Meister & Schlossberger  
CAO & other admin staff (advisory only)

Meetings are as needed

### Economic Development Committee – Bylaw #1635

Councillor Brad Schlossberger

Councillor Kieth Carlson

Alternate: Mayor Chelsae Petrovic

*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 (November 8, 2021)**

Four (4) members representing the business/industrial community

**Lauren Hansma (September 2020)**

**Jeffery Nielsen, Megan McClung, George Douros (November 8, 2021)**

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

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

Meetings the 3<sup>rd</sup> Monday of every month at 7:00 p.m.

### Emergency Management Advisory Committee

Mayor Chelsae Petrovic

Councillor 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 1<sup>st</sup> 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 Kieth Carlson**

**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 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

**Greater Metro Hockey League Exploratory Committee**

**Councillor Rod Kettles**

**Councillor Craig Zimmer**

Meetings are as needed

**Municipal Planning Commission**

**Mayor Chelsae Petrovic**

**Councillor Kieth Carlson**

**Councillor Brad Schlossberger**

**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**

**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; November 22, 2021 – Barry Wood; September 12, 2022 – Mich Forster**

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 Rod Kettles**

**Alternate: Councillor Craig Zimmer**

**Recreation Manager**

**Director of Infrastructure**

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

**Wage Negotiating Committee**

**Mayor Chelsae Petrovic**

**Councillor Mike Cutler**

**Councillor Kandice Meister**

**Councillor Craig Zimmer**

Meetings are only required when CUPE agreement is expiring



# Claresholm

## 2023 Council Meeting Dates

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

January 9 & 23

February 13 & 27

March 13 & 27

April 11 (Tuesday) & 24

May 8 & 23 (Tuesday)

June 12 & 26

July 17

August 14

September 11 & 25

October 10 (Tuesday) & 23

November 14 (Tuesday) & 27

December 11

# Calendar for year 2023 (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				

## 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						

- |  |  |  |   |
|--|--|--|---|
| <p><b>Jan 1</b> • New Year's Day</p> <p><b>Jan 2</b> • 'New Year's Day' day off</p> <p><b>Feb 20</b> • Family Day (Many regions)</p> <p><b>Feb 20</b> • Islander Day (Prince Edward Island)</p> <p><b>Feb 20</b> • Louis Riel Day (Manitoba)</p> <p><b>Feb 20</b> • Nova Scotia Heritage Day (Nova Scotia)</p> <p><b>Feb 24</b> • Yukon Heritage Day (Yukon)</p> <p><b>Apr 7</b> • Good Friday</p> | <p><b>Apr 9</b> • Easter Sunday (Newfoundland and Labrador, Nova Scotia)</p> <p><b>Apr 10</b> • Easter Monday (NT, NU, QC)</p> <p><b>May 22</b> • Victoria Day (Many regions)</p> <p><b>Jul 1</b> • Canada Day</p> <p><b>Aug 7</b> • Civic/Provincial Day (Northwest Territories, Nunavut)</p> <p><b>Aug 7</b> • British Columbia Day (British Columbia)</p> | <p><b>Aug 7</b> • Natal Day (Nova Scotia)</p> <p><b>Aug 7</b> • Saskatchewan Day (Saskatchewan)</p> <p><b>Aug 7</b> • New Brunswick Day (New Brunswick)</p> <p><b>Sep 4</b> • Labour Day</p> <p><b>Sep 30</b> • National Day for Truth and Reconciliation</p> <p><b>Oct 9</b> • Thanksgiving Day (Many regions)</p> <p><b>Oct 9</b> • Thanksgiving Day (Nova Scotia)</p> | <p><b>Nov 11</b> • Remembrance Day (Many regions)</p> <p><b>Dec 25</b> • Christmas Day</p> <p><b>Dec 26</b> • Boxing Day (Many regions)</p> <p><b>Dec 26</b> • Boxing Day (Nova Scotia)</p> |
|--|--|--|---|



# **Claresholm**

## **DEPUTY MAYOR SCHEDULE**

**Councillor Carlson – November 2021 to February 2022**

**Councillor Cutler – March 2022 to June 2022**

**Councillor Kettles – July 2022 to October 2022**

**Councillor Meister – November 2022 to February 2023**

**Councillor Schlossberger – March 2023 to June 2023**

**Councillor Zimmer – July 2023 to October 2023**



# **Claresholm**

## **DEPUTY MAYOR SCHEDULE**

**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 Schlossberger – March 2025 to June 2025**

**Councillor Zimmer – July 2025 to October 2025**



# REQUEST FOR DECISION

Organizational Meeting: October 24, 2022

Agenda Item: 5

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## ANNUAL MOTIONS

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### **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

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APPROVED BY: Abe Tinney, CAO

DATE: October 21, 2022

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