



# REQUEST FOR DECISION

Meeting: September 8, 2025

---

## Bylaw 1814 Claresholm and District Museum Board

---

### DESCRIPTION/BACKGROUND:

The Claresholm & District Museum Board Bylaw was last updated in 2018. As part of a broader review of board and procedural bylaws, Administration has prepared an updated Museum Board Bylaw for Council's consideration. The purpose of this review is to modernize the bylaw, ensure alignment with Town policies, and provide additional clarity in areas such as staffing and meeting procedures.

### DISCUSSION/OPTIONS:

The updated bylaw includes some revisions designed to strengthen governance and reflect current practices.

#### **Key changes include:**

- **Meeting procedures** – a new clause confirms that *Robert's Rules of Order* will guide Board proceedings if issues arise that are not covered in the bylaw.
- **Board Meeting Terms** – addition of the option to attend meetings virtually with notice and Chair approval.
- **Staffing provisions** – clarified that the Museum Executive Director is a Town employee, hired in accordance with Town policies, reporting to the CAO or designate, while also working collaboratively with the Board. This ensures consistency with municipal practices while supporting the Board's role.

These changes are intended to provide greater clarity, ensure consistency with Town policy, and support the effective operation of the Claresholm & District Museum. The updated bylaw reflects best practices for board governance and would replace the existing bylaw if approved.

The Museum Board has been advised of and reviewed the proposed changes.

### PROPOSED RESOLUTIONS:

Moved by Councillor \_\_\_\_\_ that Bylaw 1814 Claresholm and District Museum Board be read a first time.

#### ATTACHMENTS:

- 1.) Draft Bylaw 1814 Claresholm and District Museum Board

#### APPLICABLE LEGISLATION:

- 1.)

PREPARED BY: Jennifer Place, Director of Corporate Services

---

APPROVED BY: Abe Tinney, CAO

DATE: August 19, 2025

---