



REQUEST FOR DECISION

Meeting: September 22, 2025

Bylaw 1814 Claresholm and District Museum Board

DESCRIPTION/BACKGROUND:

At the September 8, 2025, Council meeting, Council passed a motion giving Bylaw 1814 first reading. This bylaw establishes the Museum Board and function through and identified terms of reference for the management of the Claresholm and District Museum.

DISCUSSION/OPTIONS:

As reviewed with the first reading at the September 8th meeting, revisions to the previous bylaw which dated back to 2018 include the following changes:

- **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.

The updated bylaw reflects best practices for board governance and is consistent with Town procedure and policies.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw No. 1814 Claresholm and District Museum Board, 2nd reading.

Moved by Councillor _____ to give Bylaw No. 1814 Claresholm and District Museum Board, 3rd and Final reading.

ATTACHMENTS:

- 1.) Bylaw No. 1814 Claresholm and District Museum Board

APPLICABLE LEGISLATION:

- 1.)

PREPARED BY: Jennifer Place, Director of Corporate Services

APPROVED BY: Abe Tinney, CAO

DATE: September 15, 2025
