



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1814**

A Bylaw of the Town of Claresholm to establish the Claresholm & District Museum Board;

WHEREAS it is deemed proper that a bylaw be drawn to establish a Museum Board and to set up terms of reference for the proper management of the Claresholm and District Museum;

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act the Council of the Town of Claresholm enacts as follows:

Definitions:

In this bylaw:

“**Council**” means the Town of Claresholm Council.

“**Board**” means the Claresholm & District Museum Board.

“**CAO**” means Chief Administrative Officer of the Town of Claresholm.

Museum Board

1. There is hereby established a Board to be known as the Claresholm & District Museum Board.

Board Appointments

2.
 - a) The Board will consist of not fewer than 5 and not more than 9 members appointed by Council.
 - b) Not more than 2 members of Council may be members of the Board.
 - c) Members must be a resident of Claresholm or reside within the Claresholm Recreation Area of the Municipal District of Willow Creek #26.
 - d) Term of appointment will be 4 years.
 - e) A member of the Board is eligible to be reappointed for only 2 additional consecutive terms of office unless at least 2/3 of the whole Council passes a resolution stating that the member may be appointed as a member for more than 3 consecutive terms.

Date of Appointments

3.
 - a) The appointment of the Town Council representative(s) shall be reviewed annually at the Organizational Meeting of Council.
 - b) The appointments of the members of the Board shall be made on the date fixed by Council following the general Municipal Election, or as required

Resignations

4.
 - a) By mutual consent, the Council and the Board may with reason, request the resignation of any of the members, prior to the expiry date of the member’s appointment.
 - b) Any member of the Board may resign at any time upon sending a written notice to the CAO of the Town of Claresholm or the Board Chair.

Board Member Disqualifications

5.
 - a) A person is disqualified from remaining a member of the Board if he/she fails to attend, without being authorized by a resolution of the Board to do so, the meetings of the Board for 3 consecutive regular meetings.
 - b) If a member of the Board is disqualified from remaining a member under subsection (a) he/she is deemed to have resigned his/her seat on the Board.

Chairperson of the Board

6. The Board shall elect a chairperson and any other officers it considers necessary from among its members.

Meetings

7. a) The Board shall meet at least once every 3 months and at any other times it considers necessary.
- b) Members may attend meetings virtually, with 24 hours prior notice and approval of the Board Chair.
- c) A quorum shall consist of more than half (or a majority) of the board members.
- d) When any matter relating to proceedings within the board arises, which is not covered by a provision of this Bylaw, the matter shall be decided by reference to *Roberts' Rules of Order*.

Record of Meetings

8. a) All minutes, resolutions and policies of the Board shall be entered in books to be kept by it for that purpose, and the books shall be signed by the chairperson or acting chairperson.
- b) A copy of all minutes, resolutions and policies shall be given to the CAO of the Town of Claresholm to be filed with the Town records.

Board Functions

9. a) The Board, subject to any enactment that limits its authority, shall set policy for the procurement and management of the museum collection, displays, promotions and the facilities, and shall endeavor to comply with the Standard Practices Handbook for Museums written by the Alberta Museums Association.
- b) The Board in cooperation with the CAO or designate shall engage in long range planning and strategic planning for the Museum operations and programming.
- c) The Board in cooperation with the CAO or designate shall coordinate the operations and activities of the Museum and the Visitors Information Centre, as long as the two functions are housed in the same facility.

Staffing

10. a) The Museum Executive Director shall be hired by a committee consisting of the CAO and/or designate, Human Resources and the Museum Board Chairperson or designate. The hiring process shall be conducted in accordance with the Town of Claresholm's hiring policies and procedures.
- b) The Museum Executive Director is an employee of the Town of Claresholm and reports to the CAO or designate. The Executive Director shall work collaboratively with the Museum Board to support the goals and activities of the Museum and to ensure effective coordination and communication of such.
- c) Additional staff, when required, shall be hired, overseen, and managed by the Museum Executive Director, in consultation with the CAO or designate, and in alignment with the Town's hiring policies and procedures.

Budget

11. a) Annually, the board may submit to the Council a budget of estimated expenditures and revenues for the next year with respect to all matters over which or under the terms of this bylaw, it has jurisdiction.
 - b) Without the approval of Council, neither the Board nor any member thereof shall have the power to pledge the credit of the Town in connection with any matter whatsoever; nor shall the said Board, nor any member thereof, have the power to authorize any expenditure to be charged against the Town Council Representative.
 - c) All charges for services and materials in relation to the operation of the museum shall be in accordance with the Council approved budget. In the event that there is any deviation of the ratified budget desired by the board, application for change from the ratified budget must be made to council before the change is affected.
12. Bylaw #1639 is hereby repealed.
 13. This Bylaw shall come into effect on the date of the third reading.

Read a first time in Council this 8th day of September, 2025 A.D.

Read a second time in Council this day of 2025 A.D.

Read a third time in Council and finally passed in Council this day of 2025 A.D.

Brad Schlossberger, Mayor

Abe Tinney, CAO