



**TOWN OF CLARESHOLM**  
**PROVINCE OF ALBERTA**  
**ORGANIZATIONAL COUNCIL MEETING MINUTES**  
**OCTOBER 28, 2024**

**Place: Council Chambers**  
**Town of Claresholm Administration Office**  
**111 – 55 Avenue West**

**COUNCIL PRESENT:** Mayor Brad Schlossberger, Councillors: Kieth Carlson, Mike Cutler, Rod Kettles, Kandice Meister, Diana Ross and Craig Zimmer

**COUNCIL PRESENT BY ZOOM:** Councillor Mike Cutler

**STAFF PRESENT:** Chief Administrative Officer: Abe Tinney, Finance Assistant: Karine Keys

**NOTICE OF RECORDING:** Mayor Brad Schlossberger provided notice that live streaming and recording of the Council meeting would begin immediately at 7:00 p.m. and that recording would continue until such time as the meeting goes In Camera and/or is adjourned.

**CALL TO ORDER:** The meeting was called to order at 7:00 pm by Mayor Brad Schlossberger.

**1. ADOPTION OF AGENDA**

Moved by Councillor Ross that the Agenda of the Organizational Meeting of October 28, 2024 be accepted as presented.

**CARRIED**

**2. PROPOSED COMMITTEE & ORGANIZATION STRUCTURE**

Moved by Councillor Carlson that the proposed Committee Organization and Structure be accepted as presented.

**CARRIED**

**3. MEETING DATES - REGULAR**

Moved by Councillor Meister that the Regular Council Meeting dates for 2025 be accepted as presented.

**CARRIED**

**4. APPOINTMENT OF DEPUTY MAYOR**

Moved by Councillor Zimmer that the Deputy Mayor appointments be accepted as presented.

**CARRIED**

**5. ANNUAL MOTIONS**

**a. Designate Municipal Office**

Moved by Councillor Ross to designate 111 – 55 Avenue West in Claresholm, Alberta as the Town's municipal office.

**CARRIED**

**b. Designate Financial Institution**

Moved by Councillor Carlson to designate BMO Bank of Montreal as the Town's banking institution.

**CARRIED**

**6. ADJOURNMENT**

Moved by Councillor Kettles that this meeting adjourn at 7:05 pm.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor Schlossberger noted that recording ceased at 7:05 p.m.

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**Mayor – Brad Schlossberger**

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**Chief Administrative Officer – Abe Tinney**