



**2016 Organizational Meeting Agenda
October 25, 2016
9:00 A.M.**

- A. CALL TO ORDER – Chief Administrative Officer (CAO)
- B. ELECTIONS
 - i. ELECTION OF REEVE AND OFFICIAL OATH
 - a. (Reeve will take the Chair)
 - ii. ELECTION OF DEPUTY REEVE AND OFFICIAL OATH
- C. SIGNING AUTHORITY
- D. MEETING DATES
- E. APPOINTMENTS TO BOARDS AND COMMITTEES
 - i. Group A
 - ii. Group B
 - iii. Group C
 - iv. Group D
- F. CLEARWATER BROADBAND FOUNDATION
 - i. Request for Councillor Appointment
- G. APPOINTMENT OF COUNCIL STANDING COMMITTEES
 - i. Agenda and Priorities Committee
 - ii. CAO Performance Evaluation Committee
 - iii. Pest and Weed Control Appeal Board
 - iv. Rocky Mountain House Arena Expansion Committee
 - v. Clearwater Housing Steering Committee
- H. APPOINTMENT OF DIRECTOR – CAAMDC District Two
- I. APPOINTMENT OF FIRE GUARDIANS
- J. APPOINTMENT OF DIRECTOR OF EMERGENCY MANAGEMENT
- K. ADJOURNMENT

Group A - Requires a heavy time commitment and/or fulfills legislative functions.

1. Agricultural Service Board
2. Clearwater County Emergency Advisory Committee
3. Clearwater County Emergency Management Committee
4. Intermunicipal Collaboration Committee
5. Municipal Planning Commission
6. Subdivision Development Appeal Board

Group B – Requires a heavy time commitment with regional significance.

7. Clearwater County Heritage Board
8. Clearwater Regional Fire Rescue Services Board
9. Intermunicipal Development Plan Committee
10. Headwaters Partnership Committee
11. North Saskatchewan River Watershed Alliance
12. Red Deer River Watershed Alliance
13. Rocky Mountain House Airport Commission
14. Rocky Mountain Regional Solid Waste Authority
15. Rocky Senior Housing Council

Group C – Requires a lighter time commitment to participate on industry stakeholder groups to remain aware of industry issues and concerns.

16. CN Railways Community Advisory Panel
17. Forestry Advisory Committees
 - a. West Frazer Timber Advisory Group
 - b. Weyerhaeuser Forestry Advisory Committee
18. Sundre Petroleum Operators Group (SPOG)
19. West Central Stakeholder Group

Group D – Requires a moderate time commitment; facilitates community engagement in planning and decision making.

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| 20. Active, Creative, Engaged (ACE) Community Committee | 35. Physician Recruitment and Retention Committee |
| 21. Ag. Recreation Centre Committee | 36. Recreation Boards <ol style="list-style-type: none">a. Caroline and District Recreation and Agricultural Societyb. David Thompson Recreation Boardc. Nordegg Community Associationd. Rocky & District Recreation, Parks and Culture Board |
| 22. Bighorn Back Country Standing Committee/Clearwater Trails Initiative | 37. Red Deer River Municipal Users Group |
| 23. Canada 150 Voyageur Rendezvous Committee | 38. Rocky Community Learning Council |
| 24. Central Alberta Economic Partnership (CAEP) | 39. Rocky Mountain House Hospital Committee |
| 25. Clearwater Community Police Advisory Committee | 40. Rocky Mtn. House Museum and Visitor Center Boards |
| 26. Clearwater Regional Family and Community Support Services | 41. Rocky Nordegg Trail Steering Committee |
| 27. Common Ground Pow Wow Committee | 42. School Resource Officer (SRO) Committee |
| 28. Community Futures | 43. Southern East Slopes Municipal/Provincial Task Force |
| 29. Development Node Planning Committee | 44. Sundre R.C.M.P. Community Advisory Committee |
| 30. Land Conservation and Reclamation Council | 45. West Country Drug Coalition |
| 31. Library Boards <ol style="list-style-type: none">a. Caroline Municipal Library Boardb. Rocky Mountain House Library Boardc. Parkland Regional Library Board | |
| 32. Mayor/Reeve Meetings | |
| 33. North Saskatchewan River Park Advisory Committee | |
| 34. Parkland Airshed Management Zone | |

B-i. ELECTION OF REEVE AND OFFICIAL OATH (Reeve will then take the chair)

Background: Section 150 (2) of the Municipal Government Act states that the Chief Elected Official of a municipality is to be appointed by Council from among the Councillors' unless the Council passes a bylaw providing that the official is to be elected by a vote of the electors of the municipality. No By-law has been passed.

Recommendation:

That the Council conduct an election for the purpose of electing a Reeve in accordance with the following process:

- a) The CAO will conduct the election for Reeve.
- b) The CAO will call for nominations three times for the position of Reeve. It will not be necessary for seconders for any nominations.
- c) A motion will be required for nominations to cease.
- d) In the event there is more than one nomination, voting will be done by ballot.
- e) The ballots will be counted by the CAO and one other staff.
- f) The CAO will announce the person elected as Reeve but will not disclose the vote count.
- g) In the event of a tie vote the CAO will place the names in a "Hat" and draws one name that shall be declared the winner of the election. Again, the CAO will not disclose there was a tie vote.
- h) The Municipal Government Act Section 185.1 (2) requires Council to pass a resolution to confirm the vote taken by secret ballot.
- i) After the declaration of the Reeve, the Chair will be turned over to the Reeve.
- j) At the conclusion of the meeting a motion will be required to destroy the ballots.

B-ii. ELECTION OF DEPUTY REEVE AND OFFICIAL OATH

Background: The Municipal Government Act, Section 152 (1) states that a council must appoint one or more councillors' as deputy chief elected official so that:

- a) Only one Councillor will hold that office at any one time, and
- b) The office will be filled at all times.

Recommendation:

A similar procedure will be followed as in the previous election except that the newly elected Reeve will call for nominations and the required motions. The CAO and staff member will count ballots and announce the results.

C. SIGNING AUTHORITY

Present Policy: That the Reeve, Deputy Reeve, CAO, Director of Corporate Services or Director of Planning may be the signing authority for the next year.

D. MEETING DATES

Section 193 (1) allows Council to set dates for regular meetings without public notification of each meeting. All Councillors must be at the meeting for setting the day, hour and place.

Present Policy: That regular meetings be held on the 2nd and 4th Tuesdays of each month in the County Office in Rocky Mountain House.

These meetings will be called at the hour of 9 o'clock a.m.

E. APPOINTMENTS TO BOARDS AND COMMITTEES

The various Committee and Board appointments have been placed in groups, primarily dependent upon the workload and responsibility. It is suggested that Council consider these appointments in this order:

Group A – Requires a heavy time commitment and/or fulfills legislative functions

1. Agricultural Service Board (ASB)

- Serves as an advisory body to Council and residents on all matters pertaining to agriculture with monthly meetings held on the 3rd Friday.
- Contact: Director of Agricultural Services and Landcare (Matt Martinson)
- Council/member at large appointments take effect immediately.
- Present appointees are Councillors Greenwood and Duncan.

o Motion – Agricultural Service Board – Two Council Appointments

Member at Large Appointments (Five Members):

- The ASB Act provides for the appointment of members at large and Council appoints five members at large in order to better address agricultural concerns.
- Policy adopted by Council states that members will be appointed for a four year term.
- The Chairman is selected from among the members and the appointment is then ratified by Council.
- Present appointees are:
 - o Rennie Klugist (2012 – expires 2016)
 - o John Follis (2013 – expires 2017)
 - o Jodie Bignell (2014 – expires 2018)
 - o Aaron Terpsma (2015 – expires 2018)
 - o Shannon Fagnan (2015 – expires 2019)
- Members are appointed for a four year term effective November 1.
- One position was advertised.
 - o **Rennie Klugist** (E.v.1ASB) advised that he is interested in serving another term on this board.

o MOTION – Agricultural Service Board – One Member at Large Appointment Four Year Term – November 1, 2016 to October 31, 2020

2. Clearwater County Emergency Advisory Committee

- As per Bylaw 1011/16, Part III – Emergency Advisory Committee
- 12. The committee known as the "Clearwater Regional Emergency Advisory Committee" is established and is hereby appointed as the County's Emergency Advisory Committee.
- 13. The purpose of the Emergency Advisory Committee is to review the Municipal Emergency Plans and related plans and programs on a regular basis and advise Council on the development of the Municipal Emergency Plans and related plans and programs at least once a year.

14. The County's representatives on the Emergency Advisory Committee shall be the Reeve, the Deputy Reeve and one (1) Councillor.
 15. At the first meeting of each calendar year, the Emergency Advisory Committee shall appoint a chairperson and vice-chairperson from among its members.
 16. Meetings of the Emergency Advisory Committee may be called at the request of the chairperson or at the request of any three members of the Emergency Advisory Committee on no less than 24 hours' notice to the members of the Committee and to the public.
 - Contact: Ron Leaf, CAO or Ted Hickey, Director, Community & Protective Services
 - Automatic appointment of the Reeve and Deputy Reeve
 - Council appointment takes effect immediately.
- **Motion – Clearwater Regional Emergency Advisory Committee – Three Council Appointments - Reeve, Deputy Reeve and Councillor**

3. Clearwater County Emergency Management Committee

- As per Bylaw 1011/16, Part V – State of Local Emergency
19. The power to declare or renew a state of local emergency under the Act is hereby delegated to a Council committee known as the Clearwater County Emergency Management Committee comprised of "3" members of Council. The Clearwater County Emergency Management Committee may, by resolution, at any time when it is satisfied that an Emergency exists or may exist within the County, declare a state of local emergency for the County in accordance with the Act. In the event that the less than two (2) Council Committee members are unavailable, any one (1) members of Council Committee are given the same authority to declare a state of local emergency within the County.
 20. When a state of local emergency is declared, the persons making the declaration must:
 - a) ensure that the declaration identifies the nature of the Emergency and the area of the County in which it exists;
 - b) cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected;
 - c) notify the Emergency Management Agency as soon as reasonably practicable; and
 - d) ensure a copy of the declaration is forwarded to the Minister forthwith.
 21. When a state of local emergency is declared, the Clearwater County Emergency Management Committee is authorized to cause the Municipal Emergency Plan or any related plans or programs to be put into operation, if not already in operation, and to exercise the powers given to Council under Section 24 of the Act.
 22. When, in the opinion of the Clearwater County Emergency Management Committee an Emergency no longer exists in the area of Clearwater County in relation to which the declaration of a state of local emergency was made, the Clearwater County Emergency Management Committee shall, by resolution, terminate the declaration.
 23. A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:
 - a) a resolution is passed under Section 23
 - b) a period of seven days has lapsed since it was declared, unless it is renewed by resolution of the Clearwater County Emergency Management Committee;
 - c) the Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or
 - d) the Minister cancels the state of local emergency.
 24. When a declaration of a state of local emergency has been terminated, the person(s) who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the affected area.
 - Contact: Ron Leaf, CAO or Ted Hickey, Director, Community & Protective Services
 - Recommended that appointments are the same as the Emergency Advisory Committee appointments.
 - Council appointments takes effect immediately.
- **Motion – Clearwater County Emergency Management Committee – Three Council Appointments – Reeve, Deputy Reeve and Councillor.**

4. **Intermunicipal Collaboration Committee (ICC)**

- In 2012, Councils of the Town of Rocky Mountain House, Village of Caroline and Clearwater County joined a committee to look at opportunities of regional significance, such as wastewater facilities, and economic development
- meets as required.
- Present appointees are Councillors Alexander and Graham and Councillor Maki as alternate.

- **MOTION – ICC – Two Council Appointments and One Alternate Appointment**

5. **Municipal Planning Commission**

- Purpose is to be an advisory committee for development, rezoning, and acts as the decision making body for subdivisions.
- This Board typically meets once per month (3rd Wednesday) beginning at 9:00 a.m.
- Contact: Development Officers Eleanor Pengelly and Holy Bily
- The By-law states that at least two members must be Councillors.
- Present appointees are Councillors Graham, Laing and Duncan.

- **MOTION – Municipal Planning Commission – Three Council Appointments**

Member at Large Appointments (Two Members):

- Present appointees are:
 - Michelle Swanson (appointed 2015)
 - Kelly Spongberg (appointed 2015).
- Members are appointed for a one year term effective November 1.
- Two positions were advertised.
 - **Cheryl Dezall** (E.v.2MPC) advised that he is interested in serving on this committee.
 - **Kelly Spongberg** (E.v.3MPC) advised that he is interested in serving another term on this committee.
 - **Michelle Swanson** (E.v.4MPC) advised that she is interested in serving another term on this committee.
 - **Derek Knight** (E.v.5MPC) submitted an expression of interest and an incomplete application, via email, in serving on this committee.

- **MOTION – Municipal Planning Commission – Two Member at Large Appointments One Year Term – November 1, 2016 to October 31, 2017.**

6. **Subdivision/Development/ Environmental Review Appeal Board**

- Purpose is to provide an appeal mechanism for developments/subdivisions and environmental clean-up orders.
- This Board typically meets on average five times per year.
- Contact: Director of Planning (Rick Emmons)
- As per Bylaw 529/96 Council is to appoint the Chairman and Vice-Chairman of the Board annually by resolution.
- Present appointees are Councillors Vandermeer, Maki and Councillor Greenwood as Alternate.
- Present Chairman is Councillor Vandermeer and present Vice-Chairman is Councillor Maki.

- **MOTION – Subdivision/Development/Environmental Review Appeal Board – Two Council Appointments and One Alternate**

- **MOTION – Subdivision/Development/Environmental Review Appeal Board – Chairman and Vice-Chairman Appointments**

Member at Large Appointments (Three Members/Two Alternate):

- Present appointees are:
 - Lyndsay Hindbo (appointed 2015)
 - Stan Johnston (appointed 2015)
 - Bob Bryant (appointed Jan 2015)
 - Lorissa Nafziger (appointed as alternate Nov 2015)
- Members are appointed for a one year term effective November 1.
- Five positions were advertised. (3 Members/2 Alternate)
 - **Bob Bryant** (E.v.6SDAB) advised that he is interested in serving another term.
 - **Lyndsay Hindbo** (E.v.7SDAB) advised that she is interested in serving another term.
 - **Stan Johnston** (E.v.8SDAB) advised that he is interested in serving another term.
 - **Pat Butler** (E.v.9SDAB) advised that she is interested in serving on this board.

- **MOTION – Subdivision/Development/Environmental Review Appeal Board – Three Member at Large Appointments and Two Alternate One Year Term – November 1, 2016 to October 31, 2017.**

Secretary to the Board and Alternate Secretary to the Board Appointment:

- Bylaw 996/14 requires appointment by Council of person or persons to serve as Secretary to the Board.
- Present appointees are Rick Emmons, Secretary, and Anne-Marie Bertagnolli as Alternate.
- Recommendation is to appoint Christine Heggart as Secretary to the Board, and Anne-Marie Bertagnolli as Alternate

- **MOTION – Subdivision/Development/Environmental Review Appeal Board – Secretary to the Board Appointment and One Alternate One Year Term – November 1, 2016 to October 31, 2017.**

Group B – Requires a heavy time commitment with regional significance

7. Clearwater County Heritage Board

- This advisory board, formed in 2014 to replace the disbanded Nordegg Historical Society, will advise Council on matters relating to the Brazeau Collieries Mine Site, the Nordegg Heritage Centre Museum and Visitor Information Services, and the Municipal Heritage Program.
- Meetings tentatively scheduled on the 3rd Thursday of the month.
- Contact: Amanda Rodriguez, Clearwater County Heritage Coordinator
- Present appointees are Councillors Greenwood and Laing.

- **MOTION – Clearwater County Heritage Board – Two Council Appointments**

Member at Large Appointment (Two Members):

- Members are appointed for a four year term effective November 1.
- Present appointees are:
 - Alan Marshall (2014 – expires 2016)
 - Deb Nelson (2014 – expires 2016)
 - Michelle Swanson (2014 – expires 2018)

- Marla Zapach (2014 – expires 2018)
- Robin Montgomery (2015 – expires 2019)

- Two positions were advertised.
 - **Bob Bryant** (E.v.10CCHB) advised that he is interested in serving on this committee.
 - **Tim Plante** (E.v.11CCHB) advised that he is interested in serving on this committee.
 - **Deb Nelson** advised that she is interested in serving another term on this committee.
- **MOTION – Clearwater County Heritage Board – Two Member at Large Appointments Four Year Term – November 1, 2016 to October 31, 2020.**

8. Clearwater Regional Fire Rescue Services Board

- Present appointees are Councillors Alexander and Vandermeer, and Councilor Maki as alternate.
- **MOTION – Clearwater Regional Fire Rescue Services Board – Two Council Appointments and One Alternate**

9. Intermunicipal Development Plan Committee

- The purpose of this Committee is to review the Intermunicipal Plan established with the Town of Rocky Mountain House for a three mile fringe area.
- This Plan was adopted in 2007 and is to be reviewed every five years.
- Present appointees are Councillors Alexander, Maki and Duncan.
- **MOTION – Inter-Municipal Plan Committee – Three Council Appointments**

10. Headwaters Partnership Committee

- This is a steering committee, supported by the North Saskatchewan River Watershed Alliance, which oversees the technical committee's work on the state of headwaters.
- Present appointee is Councilor Duncan.
- **MOTION – Headwaters Partnership Committee – One Council Appointment**

11. North Saskatchewan River Watershed Alliance

- In February 2006, the County appointed a member of Council to sit on the North Saskatchewan River Watershed Alliance which meets monthly.
- Present appointee is Councilor Alexander.
- **MOTION – North Saskatchewan River Watershed Alliance – One Council Appointment**

12. Red Deer River Watershed Alliance

- In April 2005, the County appointed a member of Council to attend Red Deer River Watershed Alliance monthly meetings.
- Contact: Jeff Hanger, Executive Director, 340-7379
- Present appointee is Councilor Maki.
- **MOTION – Red Deer River Watershed Alliance – One Council Appointment**

13. Rocky Mountain House Airport Commission

- This Board is a joint venture between the Town and County and meetings are held as necessary.
- Contact: Town of RMH (845-2866)
- Present appointees are Councillor Vandermeer and Alexander.

- **MOTION –Airport Commission – Two Council Appointments**

14. Rocky Mountain Regional Solid Waste Authority

- This Board is a joint venture between the Town of Rocky Mountain House, the Village of Caroline and the County and meetings are held monthly (2nd Thursday in the evening).
- Contact: Curran Chronik (845-4127)
- Present appointees are Councillors Alexander, Graham and Maki.

- **MOTION – Waste Authority – Three Council Appointments**

15. Rocky Senior Housing Council

- Purpose is to provide policy guidelines for senior housing in the area.
- The Board meets once per month (3rd Wednesday evening).
- Contact: Kathy Snyder (845-3588).
- Present appointees are Councillors Graham and Greenwood.

- **MOTION – Rocky Senior Housing Council – Two Council Appointments**

Member at Large Appointment (One Member):

- Present appointee is:
 - Phyllis McNutt (appointed in 2015).
- Member is appointed for a one year term effective November 1.
- One position was advertised.
 - **Phyllis McNutt** (E.v.12RSHC) advised that she is interested in serving another term.
 - **Pat Butler** (E.v.13RSHC) advised that she is interested in serving on this committee.
 - **Derek Knight** (E.v.14RSHC) submitted an expression of interest, via email, in serving on this committee.

- **MOTION – Rocky Senior Housing Council – One Member at Large Appointment One Year Term – November 1, 2016 to October 31, 2017.**

Group C – Requires a lighter time commitment to participate on industry stakeholder groups to remain aware of industry issues and concerns

16. CN Railways Community Advisory Panel

- The panel consists of one representative from CN Railways and representatives (elected official and/or administration) from municipalities in central Alberta.
- Meets semi-annually
- Contact: Lacombe County
- Present appointee is Councillor Duncan.

- **MOTION – CN Railways Community Advisory Panel – One Council Appointment**

17. Forestry Advisory Committees

a) West Frazer Timber Advisory Committee

- The purpose of this Committee is to advise West Frazer on the forest management plans - meets as required.
- Contact: Tom Daniels (403-638-6211)
- Present appointee is Councillor Graham and Councillor Vandermeer as Alternate.

- **MOTION – West Frazer Timber – One Council Appointment and One Alternate Appointment**

b) Weyerhaeuser Forestry Advisory Committee

- The purpose of this Committee is to meet Forestry Act regulations and provide input on forest management operations.
- Meets as required.
- Present appointee is Councillor Duncan and Councillor Alexander as Alternate.

- **MOTION – Weyerhaeuser – One Council Appointment and One Alternate Appointment**

18. Sundre Petroleum Operators Group (SPOG) – SPOG Community Affairs Committee

- This Committee was formed by industry operating in Caroline/Sundre area to improve industry-community relations.
- Meets bimonthly.
- Present appointee is VACANT (Council motioned at the 2013, 2014 and 2015 Organizational Meetings that the position remain vacant)

- **MOTION – Sundre Petroleum Operators Group Community Affairs Committee – One Council Appointment**

Sundre Petroleum Operators Group (SPOG) Board of Directors

- Present appointee is Councillor Graham.

- **MOTION – Sundre Petroleum Operators Group Board of Directors – One Council Appointment**

19. West Central Stakeholders Group

- This Committee was formed by industry/public to improve industry/community relations regarding oil and gas issues.
- Meets 1st Tuesday of the month except July/August.
- Contact: Rick Anderson (403-847-8086)
- Present appointee is Councillor Vandermeer.

- **MOTION – West Central Stakeholders Group – One Council Appointment**

Group D – Requires a moderate time commitment; facilitates community engagement in planning and decision making

20. Active, Creative, Engaged (ACE) Community Committee

- This committee is no longer active. Andrea Vassallo, Manager, Family and Community Support Services confirmed that programs have been completed and the committee is dissolved.

- **MOTION – That Council Removes the Active, Creative Engaged Community Committee from its Committee List**

**21. Ag. Recreation Centre Committee
(formerly Ag. Fieldhouse Committee)**

- Present appointees are Councillors Alexander and Duncan and Councillor Maki as an alternate.

- **MOTION – Ag. Recreation Committee – Two Council Appointments and One Alternate**

22. Bighorn Backcountry Standing Committee

- In 2003, Alberta Sustainable Resource Development (ESRD) developed standing committee, in accordance with the Bighorn Backcountry Access Plan, to assist with on-going planning and managing of access in the Bighorn Backcountry - meets two to four times per year.
- Contact: Alberta Environment and Parks (845-8347)
- This appointment also includes participation in the Clearwater Forest Recreational Trail Initiative (CTI).
- Present appointees are Councillor Duncan and Councillor Greenwood as Alternate.

- **MOTION – Bighorn Backcountry Standing Committee – One Council Appointment and One Alternate Appointment**

23. Canada 150 Voyageur Rendezvous Committee

- This committee was formed by the Confluence Heritage Society, Town, County and other community groups to plan, organize and coordinate festivities/events at the Rocky Mountain House National Historic Site and other locations in the area to celebrate Canada's 150 anniversary of Confederation.
- Councillor Duncan assumed a position on the committee through his involvement with the Common Ground Pow Wow Committee.

- **MOTION – Canada 150 Voyageur Rendezvous Committee – One Council Appointment**

24. Central Alberta Economic Partnership

- Regional economic development alliance made up of 42 members and 14 associate members.
- Primary goal is to cultivate, advocate and market the collective voice of the region.
- Appointment includes position on the Howse Pass sub-committee
- Meets approximately once every two months.
- Present appointee is Councillor Vandermeer and Councillor Alexander as Alternate.

- **MOTION – Central Alberta Economic Partnership - One Council Appointment and One Alternate Appointment**

Member At Large Appointment (One Member):

- Present appointee is:
 - Kelli Stone (expires October 31, 2016)
- Member is appointed for a one year effective November 1.
- One position advertised.
 - **Derek Knight** (E.v.15CAEP) advised that he is interested in serving on this board.

- **MOTION – Central Alberta Economic Partnership – One Member at Large Appointment – One Year Term November 1, 2016 to October 31, 2017**

25. Clearwater Community Police Advisory Committee (CCPAC) (formerly Rocky R.C.M.P. Community Advisory Committee)

- This Committee develops goals/identifies problems that exist in the community – meets 2nd Wednesday of the month except July/August.
- Contact: Case Korver (403-729-2185)
- Present appointee is Councillor Greenwood.

- **MOTION – Clearwater Community Police Advisory Committee – One Council Appointment**

26. Clearwater Regional Family and Community Support Services Board

- This Board is a joint Board between the County, Village of Caroline and Town of Rocky Mountain House - meets 2nd Wednesday of each month.
- Contact: Andrea Vassallo, Manager (845-3720).
- Present appointees are Councillors Duncan and Laing.

- **MOTION – Clearwater Regional Family and Community Support Services Board – Two Council Appointments**

Member at Large Appointments (One Member):

- Present appointee is:
 - Mona Crocker (expires October 31, 2016)
- One position was advertised.
- Member is appointed for a three year term effective November 1.
 - **Phyllis McNutt** (E.v.16FCSS) advised that she is interested in serving on this board.
 - **Rebecca Latour** (E.v.17FCSS) advised that she is interested in serving another term on this board.
 - **Tim Plante** (E.v.18FCSS) advised that he is interested in serving on this board.

- **MOTION – Clearwater Regional Family and Community Support Services Board–One Member at Large appointment Three Year Term – November 1, 2016 – October 31, 2019**

27. Common Group Pow Wow Committee

- Present appointee is Councillor Duncan and Councillor Vandermeer as Alternate.

- **MOTION – Common Ground Pow Wow Committee – One Council Appointment and One Alternate Appointment**

28. Community Futures – Central Alberta

- This non-profit organization supports small business and rural economic diversification. It provides small business services, programs and business management tools for people wanting to start, expand, franchise or sell a business.
- Meets as required.
- Present appointee to the Board of Directors is Councillor Maki.

MOTION – Community Futures – One Council Appointment

29. Development Node Planning Committee

- This Committee has the responsibility of developing more detailed plans to direct development in the nodes. The nodes were established along Highway No. 11 to accommodate tourism development near Nordegg - meets on an irregular basis.
- The Committee is comprised of members of government, Director of Planning (Rick Emmons) and one Council representative.
- Present appointee is Councillor Duncan.

- **MOTION - Development Node Planning Committee – One Council Appointment**

30. Land Conservation and Reclamation Council

- Purpose is to inspect well sites, pipelines, etc. in terms of reclamation.
- This involves one to five days per year, depending on the amount of reclamation work that is being done in the area.
- Present appointee is Director of Agricultural Services and Landcare (Matt Martinson).

- **MOTION – Land Conservation and Reclamation - One Member at Large Appointment**

31. Library Boards

a) Caroline Municipal Library Board

- This Board meets the first Monday of November, February, April, June, and October at 7:00 p.m. at the Library.
- Contact: Amanda Archibald (722-4060)
- Present appointee is Councillor Graham.

- **MOTION – Caroline Library – One Council Appointment**

Member at Large Appointment (One Member):

- Present appointee is:
 - Sheryl Holmstrom (expires October 31, 2016).
- Member is appointed for a three year term effective November 1.
- One position was advertised.
 - **Sheryl Holmstrom** (E.v.19CMLB) advised that she is interested in serving another term on this board.
 - **Diane Ross** (E.v.20CMLB) advised that she is interested in serving on this board.

- **MOTION – Caroline Municipal Library Board – One Member at Large Appointment Three Year Term – November 1, 2016 to October 31, 2019.**

b) Rocky Mountain House Municipal Library Board

- This Board meets once per month (3rd Wednesday evening) at the Public Library.
- Contact: Cathie McDonald (845-2042).
- Present appointee is Councillor Greenwood.

- **MOTION – Rocky Mountain House Municipal Library Board - One Council Appointment**

Member at Large Appointments (Three Members):

- Present appointees are:
 - Mona Crocker (expires December 31, 2016)
 - Bonnie Leaf (expires December 31, 2017)

- Mike Day (expires December 31, 2018)
- Members are appointed for a three year term effective January 1.
- One position was advertised.
 - **Cheryl Dezall** (E.v.21RMLB) advised that she is interested in serving on this board.
 - **Cindy Winchell** (E.v.22RMLB) advised that she is interested in serving on this board.

- **MOTION – Rocky Mountain House Municipal Library – One Member at Large Appointment Three Year Term – January 1, 2017 – December 31, 2019.**

c) Parkland Regional Library Board

- Purpose is to provide representation from the County to the central region on library issues.
- Contact: Ronald Sheppard (403-782-3850)
- Present appointee is Councillor Greenwood, Councillor Laing as Alternate.

- **MOTION – Parkland Regional Library Board - One Council Appointment, One Alternate Appointment**

32. Mayor/Reeve Meetings

- The Central Alberta Mayors/Reeves meet a couple of times per year to facilitate dialogue between urban and rural neighbors in an effort to better understand current issues.
- Present appointees are the Reeve (Alexander) and Deputy Reeve (Graham).

- **MOTION – Mayor/Reeve Meetings - Appointment**

33. North Saskatchewan River Park Advisory Committee

- In March, 2002 a Steering Committee was formed for the North Saskatchewan River Park (NSRP) to undertake the planning and development of NSRP.
- Present appointees are Councillors Alexander and Duncan.

- **MOTION – North Saskatchewan River Park Advisory Committee – Two Council Appointments**

34. Parkland Airshed Management Zone Association (PAMZ)

- This non-profit group is responsible to identify air quality concerns within the zone and to implement management strategies to address those concerns.
- Present appointee is Councillor Laing.

- **MOTION – Parkland Airshed Management Zone – One Council Appointment**

35. Physician Recruitment and Retention Committee

- In May, 2007, the County appointed two Council members and two Members at Large - meets on a monthly basis (except in summer).
- Purpose is to provide policy governance for attracting and retaining physicians to the area.
- Present appointees are Councillors Alexander and Greenwood.

- **MOTION - Physician Recruitment and Retention Committee – Two Council Appointments**

Member at Large Appointments (Two Members):

- Present Appointees:
 - Rose Wymenga (appointed 2015)
 - Dan Burger (appointed 2015)
- Members are appointed for a one year term effective November 1.
- Two positions were advertised.
 - **Rose Wymenga** (E.v.23PRRC) advised that she is interested in serving another term on this committee.
 - **Dan Burger** (E.v.24PRRC) advised that he is interested in serving another term on this committee.
 - **Renee Glasier** (E.v.25PRRC) advised that she is interested in serving on this committee.
 - **Derek Knight** (E.v.26PRRC)
- **MOTION - Physician Recruitment and Retention Committee -Two Member at Large Appointments One Year Term November 1, 2016 to October 31, 2017**

36. Recreation Boards

a) Caroline and District Recreation and Agricultural Society

- Facilitates the operation of the Kurt Browning Arena Complex in Caroline, as well as acts as the review body for recreation grant funding to groups in the Caroline area.
- Meets 2nd Tuesday of the month except August.
- Contact: Debbie Northcott (722-3022)
- Present appointee is Councillor Vandermeer and Councillor Graham as Alternate.

- **MOTION – Caroline and District Recreation and Agricultural Society – One Council Appointment and One Alternate Appointment**

b) David Thompson Recreation Board

- This Board meets once per month (1st Thursday at 7:30 p.m.) at the David Thompson High School.
- Contact: Cassie Whitecotton (403-352-4335)
- Present appointee is Councillor Greenwood and Councillor Maki as Alternate.

- **MOTION – David Thompson Recreation – One Council Appointment and One Alternate**

c) Nordegg Community Association

- This Board meets monthly at the Nordegg Community Hall.
- Contact: Rich Hull (403-721-2347)
- Present appointee is Councillor Laing.

- **MOTION – Nordegg Community Association – One Council Appointment**

d) Rocky Mountain House and District Recreation, Parks and Culture Board

- This Board meets once per month (1st Wednesday at 7:30 p.m.) in the Town Recreation Office.
 - Present appointee is Councillor Duncan and Councillor Laing as Alternate.
 - **MOTION – Rocky and District Recreation, Parks and Culture Board – One Council Appointment and One Alternate**
- 37. Red Deer River Municipal Users Group**
- This group is an association of rural and urban municipalities within the Red Deer River Basin and communities who receive water from the Red Deer River
 - . Present appointee is Councillor Maki.
 - **MOTION – Red Deer River Municipal Users Group – One Council Appointment**
- 38. Rocky Community Learning Council (RCLC) Board of Directors**
- RCLC's mission is to promote and provide affordable, accessible and quality life-long learning opportunities for adult learners.
 - Meets 2nd Tuesday of the month
 - Contact: Wende Olson (403-845-3276)
 - Present appointee is Councillor Greenwood.
 - **MOTION – Rocky Community Learning Council Board of Directors – One Council Appointment**
- 39. Rocky Mountain House Hospital Committee**
- Appointees are usually the same as the Physician Recruitment and Retention Committee.
 - Present appointees are Councillor Alexander and Greenwood.
 - **MOTION – Hospital Committee – Two Council Appointments**
- 40. Rocky Mountain House Museum and Visitor Center Boards**
- These Boards coordinate activities within the Center between the Museum Board, Chamber of Commerce, and Visitor Center Board - meets two to three times per year.
 - Contact: Melissa Duhamel (403- 845-2332)
 - Present appointees are Councillors Maki and Laing.
 - **MOTION - Rocky Museum and Visiting Center Boards – Two Council Appointments**
- 41. Rocky – Nordegg Trail Steering Committee**
- The committee's mandate is to coordinate with the Provincial Government's regional land use plans for recreation in the West Country.
 - Although currently inactive, it is anticipated the committee will begin work once the Provincial Government releases a final land use plan for this region.
 - Present appointee is VACANT (Council motioned at the 2015 Organizational Meetings that the position remain vacant)
 - **MOTION – Rocky-Nordegg Trail Steering Committee – One Council Appointment and One Alternate Appointment**

42. School Resource Officer Committee

- Meets once or twice per year.
- Present appointees are Councillor Greenwood and Councillor Duncan as Alternate.

- **MOTION – School Resource Officer Committee – One Council Appointment and One Alternate Appointment**

43. Southern East Slopes Municipal/Provincial Task Force

- Task Force was formed to allow eastern slope municipalities input into the preservation and protection of the Green Area along the Eastern Slopes which are within their municipal boundaries - meets on an irregular basis.
- Present appointees are Councillors Alexander and Duncan.

- **MOTION – Southern East Slopes Municipal/Provincial Task Force – Two Council Appointments**

44. Sundre R.C.M.P. Community Advisory Committee

- This Committee develops goals and identifies problems that exist in the community and take on the responsibility of resolving local problems - meets on an irregular basis.
- Contact: Sgt. Jim Lank (638-3675)
- Present appointee is Councillor Graham.

- **MOTION – Sundre R.C.M.P. Community Advisory Committee – One Council Appointment**

45. West Country Drug Coalition

- In May, 2006, the County appointed a member of Council to sit on the West Country Drug Coalition.
- The Coalition, registered with Alberta Health Services, pulls people with different disciplines together to share ideas and resources to solve alcohol and other drug problems.
- At the 2015 Organization Meeting Council motioned the appointment vacant for the 2015 – 2016.
- Contact: Chris Chabot 403-845-0966
- Present appointee is VACANT.

- **MOTION – West Country Drug Coalition – One Council Appointment**

F. CLEARWATER BROADBAND FOUNDATION

i. Request for Councillor Appointment

- Clearwater Broadband Foundation asks that Council considers the appointment of a councillor as a representative on its Board of Directors.
- Letter attached (F.i.CBF)

G. APPOINTMENT OF COUNCIL STANDING COMMITTEES

i. Agenda and Priorities Committee

- The purpose of the Agenda & Priorities Committee is to coordinate the long-range, high-level strategic activities of Clearwater County Council. The Agenda & Priorities Committee also reviews major policy decisions as required.
- Meets 3rd Monday January, April, June and September
- Present appointees are all of Council.

- **MOTION – Agenda and Priorities Committee – All of Council Appointment**
- **MOTION – Agenda and Priorities Committee Meeting Dates –January 16, April 18, June 19 and September 18, 2017**

**ii. CAO Performance Evaluation Committee
(formerly CAO Appraisal Committee)**

- The purpose of this Committee is to provide the chief administrative officer with an annual written performance evaluation of the results the chief administrative officer has achieved with respect to fulfilling the chief administrative officer’s responsibilities under the MGA Section 207.
- Present appointees are all of Council.

- **MOTION – CAO Performance Evaluation Committee – All of Council Appointments**

iii. Pest and Weed Control Appeal Board

- The purpose of this Committee is to provide an appeal mechanism as per the provisions of the Agricultural Pests Act and the Weed Control Act.
- Present appointees are Councillors Alexander, Maki, Graham, Vandermeer and Laing. (5 Councillors not on the ASB).

- **MOTION – Pest and Weed Control Appeal Board – Five Council Appointments**

iv. Rocky Mountain House Arena Expansion Committee

- This committee was established by the Town of Rocky Mountain House to oversee the Town’s arena expansion project.
- The Director of Recreation and Community Services, Town of Rocky Mountain House, confirmed that the committee is dissolved as the project is complete.
- Present appointees are Councillors Duncan and Laing.

- **MOTION – That Council removes the RMH Arena Expansion Committee from its Committee list**

v. Clearwater Housing Steering Committee

- Established in 2014 by the Mountain Rose Women’s Shelter Association (MRWSA), with five years of federal grant funding, to address housing issues in the community.
- The purpose of this Committee is to strategically identify, address, and raise awareness of housing needs in the area.
- As reported by Councillor Laing at Council’s June 14, 2016 regular meeting, the committee’s name was changed to the Clearwater Housing Foundation.
- Cindy Easton confirmed Clearwater Housing Foundation is in the process of restructuring, with the intention of applying for society status, and does not require councillor appointments at this time.
- Contact: Cindy Easton, Executive Director, MRWSA

- **MOTION – That Council removes the Clearwater Housing Steering Committee from its Committee list**

H. APPOINTMENT OF DIRECTOR – CENTRAL ALBERTA ASSOCIATION OF MUNICIPAL DISTRICTS AND COUNTIES

- The CAAMDC consists of the central zone members of the AAMDC who meet twice yearly to review resolutions that are to be presented at the AAMDC conventions.
- The Director attends the two central zone meetings as well as the Director's meetings.
- Contact: Ron Leaf.
- Present appointees are the Reeve and any member of Council as Alternate.

- **MOTION – CAAMDC Director – One Council Appointment and One Alternate Appointment**

I. APPOINTMENT OF FIRE GUARDIANS

- In accordance with the Municipal Government Act and the Alberta Fire Code "Fire Guardian" means a person named, appointed or deemed a Fire Guardian. Essentially the Reeve, each councilor and the chief administrative officer are by virtue of their offices fire guardians in and for the municipal district. RSA 2000 cF-19 s4;2003 c20 s6.
- Each year before March 1 the council of a municipal district shall appoint, for a term not exceeding one year, a sufficient number of fire guardians to enforce the Forest and Prairie Protections Act within the boundaries. "Fire Guardian" means a person named or appointed as Fire Guardian Pursuant to the Sec. 4 Forest and Prairie Protection Act (supra).
- Historically, Council appoints the Fire Chief and Deputy Chiefs as Fire Guardian(s) to enforce the provisions of the Forest and Prairie Protection Act (supra) within the boundaries of the County.

- **MOTION – Council Appointment of 2017 Fire Guardians – Cammie Laird, Fire Chief; Paul Prevost and Ivan Dijkstra, Deputy Chiefs**

J. APPOINTMENT OF REGIONAL DIRECTOR OF EMERGENCY MANAGEMENT

- **MOTION – Council Appointment of Ted Hickey as Regional Director of Emergency Management**

K. ADJOURNMENT



WWW.CLEARWATER-BROADBAND.ORG

P.O. Box 1930, Rocky Mountain House, AB T4T 1B4

October 14, 2016

Clearwater County
Rocky Mountain House, AB

RE: Request for Appointment to the Clearwater Broadband Foundation Board of Directors

Please consider this letter as a formal request to your Council to appoint one of its members as a representative on the Board of Directors of the Clearwater Broadband Foundation. We are currently anticipating society status after having recently submitted documentation for incorporation under the Societies Act. Our proposed bylaws provide for a member on our board from each of Clearwater County, the Town of Rocky Mountain House, the Village of Caroline and the local First Nations. The CBF Board of Directors will likely meet on a monthly basis or as needed.

The Clearwater Broadband Foundation believes that improving internet connectivity through an advanced fibre-optic-based infrastructure will enhance many community goals and visions as identified by your council and the Stronger Together Agreement. We intend to cooperate and collaborate with all levels of government as well as residents and businesses in the community.

Together advancing towards the knowledge-based economy,

John Reid
Interim Chair
Clearwater Broadband Foundation

Clearwater Broadband Foundation contacts:

Website under development: www.clearwater-broadband.org

John Reid: johnreid@solarharvest.ca 403-358-2137 (cell/text)

Michelle Swanson: Swanson_99@hotmail.com 403-846-4410 (home), 403-844-3222 (cell/text)

Bob Haagsma: haagsma@shaw.ca 403-845-5974 (work), 403-844-5359 (cell/text)