



**2012 Organizational Meeting Agenda
October 23, 2012
9:00 A.M.**

- A. CALL TO ORDER – Chief Administrative Officer (CAO)
- B.
 - i. ELECTION OF REEVE AND OFFICIAL OATH
(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. FIRE CHIEFS
- G. APPOINTMENT OF COUNCIL STANDING COMMITTEES
 - i. Agenda and Priorities Committee
 - ii. CAO Appraisal Committee
 - iii. Pest and Weed Control Appeal Board
- H. APPOINTMENT OF DIRECTOR – CAAMDC
- I. MEMBER AT LARGE-WRITTEN APPLICATIONS ATTACHED
- J. ADJOURNMENT

Group A - This group has a heavy work commitment and a high profile.

1. Agricultural Service Board
2. Municipal Planning Commission
3. Rocky Mountain Regional Solid Waste Authority
4. Development/Subdivision/Environmental Review Appeal Board
5. Red Deer River Watershed Alliance
6. North Saskatchewan River Watershed Alliance

Group B - Heavy work commitment and less of a direct link to County.

7. Rocky Senior Housing Council
8. Rocky Mountain House Airport Commission
9. Nordegg Historical Society
10. Common Ground Pow Wow Committee

Group C - Short term and less workload.

11. Forestry Advisory Committees
 - a. West Frazer Timber Advisory Group
 - b. Weyerhaeuser Forestry Advisory Committee
12. Joint General Municipal Plan Committee

Group D - Less direct involvement with the County.

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| 13. Library Boards <ol style="list-style-type: none">a. Caroline Municipal Library Boardb. Rocky Mountain House Library Boardc. Parkland Regional Library Board | 23. Clearwater Regional Emergency Management Committee |
| 14. Recreation Boards <ol style="list-style-type: none">a. Caroline and District Recreation and Agricultural Societyb. David Thompsonc. Nordegg Community Associationd. Rocky and District Recreation, Parks, and Culture Board | 24. Mayor/Reeve Meetings |
| 15. Land Conservation and Reclamation Council | 25. North Saskatchewan River Park |
| 16. Clearwater Regional Family and Community Support Services | 26. West Central Alberta Stakeholder Group |
| 17. Rocky R.C.M.P. Community Advisory Committee | 27. Southern East Slopes Municipal/Provincial Task Force |
| 18. Sundre R.C.M.P. Community Advisory Committee | 28. Bighorn Back Country Standing Committee |
| 19. Rocky Mtn. House Museum and Visiting Center Board | 29. Collaborative Governance Initiative (CGI) Committee |
| 20. Central Alberta Economic Partnership (CAEP) | 30. Interbasin Water Coordinating Committee |
| 21. Sundre Petroleum Operators Group (SPOG) | 31. West Country Coalition |
| 22. Development Node Planning Committee | 32. Physician Recruitment and Retention Committee |
| | 33. Ag. Fieldhouse Committee |
| | 34. School Resource Officer (SRO) Committee |
| | 35. Red Deer River Municipal Users Group |
| | 36. Rocky Nordegg Trail Steering Committee |
| | 37. Community Futures |
| | 38. Parkland Airshed Management Zone |
| | 39. Community Police Officer Committee |
| | 40. Welcoming Committee |
| | 44. Hospital Committee |
| | 45. ACE Diverse Communities Committee |

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 seconds 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) Immediately after the announcement of the election results a motion will be required to destroy the ballots. As well, the Municipal Government Act requires Council to pass a resolution to confirm the secret ballot.
- i) After the declaration of the Reeve, the Chair will be turned over to the Reeve.

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 and West Country 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

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 (Matt Martinson)
- Council/member at large appointments take effect immediately.
- Present appointees are Councillors Wymenga 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:
- Rennie Klugist (2010 – expires 2012)
- John Follis (2009 – expires 2013)
- Ken Pattison (2010 – expires 2014)
- Jodie Bignell (2010 – expires 2014)
- Norman Rose (2011 – expires 2015)

- One position was advertised.
 - o Rennie Klugist (I-1) applied to serve on this committee.

 - o **MOTION – Agricultural Service Board – One Member at Large Appointment Four Year Term – November 1, 2012 – October 31, 2016**

2. **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 (2nd Thursday) beginning at 9:00 a.m.
- Contact: Planning and Development Manager (Keith McCrae)
- The By-law states that at least two members must be Councillors.
- Present appointees are Councillors Graham, Bryant and Vandermeer.

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

Member at Large Appointments (Two Members):

- Present appointees are Art Terpsma (appointed 2011) and Wayne Delbeke (appointed 2011).
- Two positions were advertised.
 - o Michelle Swanson (I-2) advised that she is interested in serving on this board.
 - o Douglas McLaughlin (I-3) advised that he is interested in serving on this board.
 - o Art Terpsma (I-4) advised that he is interested in serving another term.
 - o Wayne Delbeke (I-16) advised that he would be interested in serving another term.

 - o **MOTION – Municipal Planning Commission – Two Member at Large Appointments**

3. 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 Korver.

o MOTION – Waste Authority – Three Council Appointments

4. Development/Subdivision/Environmental Review Appeal Board

- Purpose is to provide an appeal mechanism for developments/subdivisions and environmental clean-up orders.
- This Board typically meets six times per year when required.
- 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 Alexander, Wymenga and Duncan (alternate).

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

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

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

- o Present appointees are:
 - o Syd Loepky (appointed 2011).
 - o Stan Johnston (appointed 2011).
- o The alternate Member is Dennis Oelhaupl (appointed 2011).
- o Three positions were advertised. (2 Members/1 Alternate)
 - o [Syd Loepky](#) (I-5) advised that he would be interested in serving another term.
 - o [Dennis Oelhaupl](#) (I-6) advised that he would be interested in serving another term.
 - o [Douglas McLauchlin](#) (I-7) advised that he would be interested in serving on this board.
 - o [Stan Johnston](#) (I-14) advised that he would be interested in serving another term.

o MOTION - Development/Subdivision/Environmental Review Appeal Board – Two Member at Large Appointments and One Alternate

5. Red Deer River Watershed Alliance

- In April 2005, the County appointed a member of Council to sit on the Red Deer River Watershed Alliance which meets monthly.
- Contact: Gerard Aldridge, Manager, 340-7379
- Present appointee is Councillor Bryant.

○ MOTION – Red Deer River Watershed Alliance – One Council Appointment

6. 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 Councillor Alexander.

○ MOTION – North Saskatchewan River Watershed Alliance – One Council Appointment

Group B

7. Rocky Senior Housing Council

- Purpose is to provide policy guidelines for senior housing in the area.
- The Board meets once per month (3rd Wednesday at 2:00 p.m. at Westview Lodge)
- Contact: Cathy Snyder (845-3588).
- Present appointees are Councillors Graham and Bryant.

○ MOTION – Rocky Senior Housing Council – Two Council Appointments

Member at Large Appointment (One Member):

- Present appointee is Phyllis McNutt (appointed in 2011).
- One position was advertised.
 - Phyllis McNutt (I-8) advised that she is interested in serving another term.
 - Dennis Oelhaupl (I-6) advised that he would be interested in sitting on this committee.

○ MOTION – Rocky Senior Housing Council – One Member at Large Appointment

8. Rocky Mtn. House Airport Commission

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

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

9. Nordegg Historical Society

- This Society is responsible for directing the operations, planning and development of the Nordegg Minesite - meets on an irregular basis. Contact: Director of West Country (Rick Emmons)
- Present appointees are Councillors Bryant and Korver.

- **MOTION – Nordegg Historical Society – Two Council Appointments**

10. Common Group Pow Wow Committee

- Present appointee is Councillor Duncan.

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

Group C

11. 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 four times per year.
- Contact: Tom Daniels (403-638-6211)
- Present appointee is Councillor Graham and Vandermeer is Alternate.

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

b) Weyerhaeuser Forestry Advisory Committee

- The purpose of this Committee is to provide input on forest management operations - meets on an irregular basis.
- Contact: Fulton Sylm (780-621-5532)
- Present appointee is Councillor Bryant and Korver is Alternate.

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

12. **Joint General Municipal Plan Committee**

- The purpose of this Committee is to review the Joint General Municipal Plan established with the Town of Rocky Mountain House for a three mile fringe area.
 - This Plan was adopted in 1991 and is to be reviewed every three years.
 - Present appointees are Councillors Alexander, Bryant and Duncan.
- **MOTION – Joint General Municipal Plan Committee – Three Council Appointments**

Group D

13. **Library Boards**

a) **Caroline Municipal Library Board**

- This Board meets the second Monday of the month at 10:00 a.m. at the Library.
- Contact: Rita Collins (722-4060)
- Present appointee is Councillor Graham.

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

b) **Rocky Mountain House Library Board**

- This Board meets once per month (3rd Wednesday at 7:00 p.m.) at the Public Library.
- Contact: Cathie McDonald (845-2042).
- Present appointee is Councillor Bryant.

- **MOTION – Rocky Library Board - One Council Appointment**

Member at Large Appointments (Three Members):

- Members are appointed for a three year term effective January 1.
- Marianne Cole (expires December 31, 2014)
- Mona Crocker (resigned from board)
- Linda Tomlinson (expires December 31, 2013)
- One position was advertised.
 - Dennis Oelhaupl (I-6) advised that he is interesting in serving on this board.
 - Mike Day (I-9) advised that he is interesting in serving on this board.
 - Doreen Croft (I-10) advised that he is interesting in serving on this board.

MOTION – Rocky Library – One Member at Large Appointment Three Year Term – January 1, 2011 – December 31, 2014

- 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 Bryant.
 - o **MOTION – Parkland Library - One Member at Large Appointment**

14. Recreation Boards

- a) **Caroline and District Recreation and Agricultural Society**
 - Purpose is to create and operate recreational programs, services and facilities for the Village and a designated area of the County (typically anything south of Township 37) - meets monthly.
 - Contact: Debbie Northcott (722-3022)
 - Present appointee is Councillor Graham and Vandermeer is Alternate.
 - o **MOTION – Caroline and District Recreation and Agricultural Society – One Council Appointment and One Alternate Appointment**

Member at Large Appointments (One Member):

- Members are appointed for a three year term effective January 1.
 - Dennis Benz (term expires December 31, 2014)
- b) **David Thompson – motion required on Council Appointment**
 - This Board meets once per month (1st Thursday at 7:30 p.m.) at the David Thompson High School.
 - Contact: Doug Bolin, Secretary (729-3554)
 - Present appointee is Councillor Korver and Alexander is Alternate.
 - o **MOTION – David Thompson Recreation – One Council Appointment and One Alternate**
 - c) **Nordegg Community Association – motion required for Council appointment**
 - This Board meets once per month (2nd Wednesday at 7:30 p.m.) at the Nordegg Community Hall.
 - Present appointee is Councillor Bryant.
 - o **MOTION – Nordegg Community Association – One Council Appointment**

d) Rocky Mountain House and District Recreation, Parks and Culture Board – motion required on Council/Members appointments

- This Board meets once per month (1st Wednesday at 7:30 p.m.) in the Town Office.
- Contact: Lee Chambers (845-3720)
- Present appointee is Councillor Duncan and Bryant is alternate.

o MOTION – Rocky Recreation Board – One Council Appointment and One Alternate

Member at Large Appointments (One Member):

- Members are appointed for a one year term effective January 1.
- Phyllis Loewen's term expires December 31, 2012
- One position was advertised.
 - o Shannon Matchett (I-11) advised that she is interesting in serving another term on this board.

o MOTION – Rocky Mountain House and District Recreation, parks and Culture Board – One Member at Large Appointment One Year Term – January 1, 2012 – December 31, 2012

15. Land Conservation and Reclamation Council – motion required on member appointment.

- 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.
- Contact: Terrina Perley, Alberta Environment, Red Deer (340-7052)
- Present appointee is Director of Agricultural Services (Matt Martinson).

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

16. Clearwater Regional Family and Community Support Services Board – motion required on Council/Members appointments

- This Board is a joint Board between the County, Village of Caroline and Town of Rocky Mountain House - meets once per month (2nd Wednesday at Noon).
- Contact: Tracy King, Manager (845-3720).
- Present appointees are Councillors Duncan and Wymenga.

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

Member at Large Appointments (One Member):

- Members are appointed for a one year term effective November 1.
- The positions is currently vacant
- One position was advertised.
 - o Patricia Butler (I-15) advised that she is interesting in serving on this board.
 - o Michelle Swanson (I-2) advised verbally that she is interesting in serving on this board.
- o **MOTION – Rocky Mountain House and District Recreation, parks and Culture Board – One Member at Large Appointment One Year Term – November 1, 2012 – October 31, 2013**

17. Rocky R.C.M.P. Community Advisory Committee

- This Committee develops goals/identifies problems that exist in the community – meets monthly.
- Contact: Staff Sgt. Bill Laidlaw (845-2881)
- Present appointee is Councillor Korver.
- o **MOTION – Rocky R.C.M.P. Advisory Committee – One Council Appointment**

18. 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: Staff Sgt. Percy Leipnitz (638-3675)
- Present appointee is Councillor Graham.
- o **MOTION – Sundre R.C.M.P. Advisory Committee – One Council Appointment**

19. Rocky Mountain House Museum and Visiting Center Board

- This Board coordinates activities within the Center between the Museum Board, Chamber of Commerce and Visiting Center - meets two to three times per year.
- Contact: Chamber of Commerce Manager, Cindy Taschuk (845-5450)
- Present appointees are Councillors Alexander and Wymenga.
- o **MOTION - Rocky Museum and Visiting Center Board – Two Council Appointments**

20. Central Alberta Economic Partnership

- Regional committee comprised of central Alberta municipalities to promote/administer economic development activities in the region - meets approximately once per month.
- Present appointee is Councillor Vandermeer and Alexander is Alternate.

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

Member At Large Appointment (One):

- Alice Murray was appointed as the Member at Large on behalf of the County in 2005 – yearly appointment.
- Michelle Swanson (I-2) advised that she is interested in serving on this board.
- **MOTION – Central Alberta Economic Partnership – One Member at Large Appointment**

21. Sundre Petroleum Operators Group – One Council Appointment

- This Committee was formed by industry operating in Caroline/Sundre area to improve industry-community relations – meets on an irregular basis.
- Present appointee is Councillor Vandermeer.
- Councillor Graham currently is appointee to Sundre Petroleum Operators Group (SPOG) Board of Directors.

- **MOTION – Sundre Petroleum Operators Group – One Council Appointment**

- **MOTION – SPOG Board of Directors – One Council Appointment**

22. 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 West Country (Rick Emmons) and one Council representative.
- Present appointee is Councillor Bryant.

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

23. Clearwater Regional Emergency Management Committee (CREMA)

- This Committee is comprised of representatives from the Town of Rocky Mountain House, Village of Caroline and County. The Committee has the responsibility of advising the three Councils on the development and maintenance of the emergency response plan and programs for the region - meets on an irregular basis.
- The Committee is comprised of elected officials from the Town (2), County (2) and Village (1).
- Contact: Ron Leaf, Director (845-4444)
- Present appointees are Councillors Vandermeer, Alexander and Wymenga is Alternate.

- **MOTION – Clearwater Regional Emergency Management Committee – Two Council Appointments and One Alternate Appointment**

24. 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 is the Reeve and Deputy Reeve.

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

25. North Saskatchewan River Park

- 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 Wymenga.

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

26. West Central Alberta Stakeholders

- This Committee was formed by industry/public to improve industry/community relations regarding oil and gas issues - meets monthly in the afternoon.
- Present appointee is Councillor Vandermeer.

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

- 27. Southern East Slopes Municipal/Provincial Task Force**
- Task Force was struck 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 Wymenga.
 - **MOTION – Southern East Slopes Municipal/Provincial Task Force – Two Council Appointments**
- 28. 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: ERSD (845-8347)
 - Present appointees are Councillor Duncan and Wymenga is Alternate.
 - **MOTION – Bighorn Backcountry Standing Committee – One Council Appointment and One Alternate Appointment**
- 29. Collaborative Governance Initiative (CGI) Committee**
- 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 appointee is Councillors Alexander and Graham.
 - **MOTION – CGI Committee – Two Council Appointments**
- 30. Interbasin Water Coordinating Committee**
- In December, 2006, the County appointed a member of Council to sit on the Interbasin Water Coordinating Committee.
 - Contact: Bev Anderson, Manager, 340-7379
 - Present appointee is Councillor Graham
 - **MOTION – Interbasin Water Coordinating Committee – One Council Appointment**

31. West Country Coalition

- In May, 2006, the County appointed a member of Council to sit on the West Country Drug Coalition to liaison between the Citizen Committee and Council.
- Contact: Town of Rocky Mountain House (845-2866)
- Present appointee is Councillor Bryant.

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

32. 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).
- Present appointees are Councillors Alexander and Bryant.

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

Member at Large Appointments (Two Members):

- Present Appointees: Rose Wymenga and Jane Charlotte.
- Two positions were advertised.
 - o Rose Wymenga (I-12) advised that she is interested in serving another term on this committee.
 - o Dan Burger (I-13) advised that he is interested in serving on this board.

- o **MOTION - Physician Recruitment and Retention Committee -Two Member at Large Appointments**

33. Ag. Fieldhouse Committee

- Present appointees are Councillor Wymenga, Alexander and Duncan.

- o **MOTION – Ag. Fieldhouse Committee – Three Council Appointments**

34. School Resource Officer Committee

- Meets once or twice per year.
- Present appointees are Councillors Duncan and Alexander is Alternate.

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

35. **Red Deer River Municipal Users Group**
- Present appointee is Councillor Graham.
 - **MOTION – Red Deer River Municipal Users Group – One Council Appointment**
36. **Rocky – Nordegg Trail Steering Committee**
- Present appointee is Councillor Bryant and Wymenga is Alternate.
 - **MOTION – Rocky-Nordegg Trail Steering Committee – One Council Appointment and One Alternate Appointment**
37. **Community Futures**
- Meets once per month.
 - Present appointee is Councillor Wymenga.
 - **MOTION – Community Futures – One Council Appointment**
38. **Parkland Airshed Management Zone**
- Present appointee is Councillor Bryant.
 - **MOTION – Parkland Airshed Management Zone – One Council Appointment**
39. **Community Peace Officer Committee**
- This Committee is to conduct an evaluation of the effectiveness and appropriateness of service levels of the Clearwater County Community Peace Officer Program This committee includes:
 - Senior CPR - Terri Miller
 - Clearwater County CAO – Ron Leaf
 - Clearwater County Council Members (Two)
 - Community Advisory Positions as required
 - Meets on an irregular basis, as required.
 - Contact: Ron Leaf
 - Present appointees are Councillor Graham and Bryant.
 - **MOTION – Community Peace Officer Committee – Two Council Appointments**
40. **Welcoming Committee**
- Present appointee is Councillor Korver.
 - **MOTION – Welcoming Committee – One Council Appointment**

41. Hospital Committee

- Present appointees are Councillor Alexander and Bryant.

- o **MOTION – Hospital Committee – One Council Appointment**

42. ACE Committee

- Present appointee is Councillor Duncan

- o **MOTION – ACE Committee – One Council Appointment**

F. FIRE CHIEFS – No Motion Required

- Under the Forest and Prairie Protection Act, all Councillors and the Municipal Secretary are appointed Fire Guardians.

Regional Headquarters

Regional Fire Chief – Cammie Laird

Regional Deputy – Patrick Oslund

Regional Deputy – Paul Prevost

G. **APPOINTMENT OF COUNCIL STANDING COMMITTEES**

1. **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.
- Present appointees are all of Council.

- o **MOTION – Agenda and Priorities Committee – All of Council Appointment**

2. **CAO Appraisal Committee (2) – Motion Required**

- The purpose of this Committee is to act as a liaison between Council and the Municipal Manager when conducting Manager's performance reviews.
- Present appointees as the Reeve and Deputy Reeve.

- o **MOTION – CAO Appraisal Committee – Two Council Appointments**

3. **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, Korver, Graham, Vandermeer and Bryant. (5 Councillors not on the ASB)

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

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 (Alexander) and Deputy Reeve (Graham), Alternate.

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

RR#3
Rocky Mountain House
Alberta, T4T 2A3

September 28th 2012

Clearwater County
Box 550
Rocky Mountain House
T4T 1A4



Dear Sir or Madam,

I would like to ask to be reappointed to the Agricultural Service Board. In 2010 I took over from Case Korver who was appointed in 2008. Therefore the four year term will expire this year and as such as I would like to apply to be reappointed for a full four year term.

Sincerely

A handwritten signature in blue ink, appearing to be "Rennie Klugkist". The signature is fluid and cursive, with a long horizontal stroke at the end.

Rennie Klugkist

October 10, 2012

Members of Council:

Integrity, opportunity, responsibility, cooperation, appreciation

These key words above describe my approach and attitude as you consider me as an applicant for the Central Alberta Economic Partnership board, and/or the Municipal Planning Commission Board.

It is my intention to foster long term creative planning ideas while ensuring the short term business and community needs. Additionally, in working together with the Board(s), I will ensure my appointment will reflect quality, excellence and values which represent our County and its residents.

Thank you for your consideration.

Respectfully,

Michelle Swanson
Clearwater County Resident

Box 2364
Rocky Mtn House, AB
T4T 1B7
403-846-4410

Oct 9 2012¹³

Douglas M^cLauchlin
RR 1 Alhambra AB
TOMOCO 403 729 3110
NW 16 38 5 W5



To whom it may concern:
I am applying for the position on the
municipal planning Commission. I
was on Wheatland county planning
commission for about 10 yrs.

Douglas M^cLauchlin
Douglas M^cLauchlin



September 27, 2012

Art Terpsma
R.R. 1, Box 6, Site 14
Rocky Mountain House, AB T4T 2A1

Dear Art:

Thank you for serving as a representative on the Municipal Planning Commission this past year for the County. As you may be aware, appointments are made on an annual basis at the Organizational Meeting, scheduled for October 23, 2012.

It is Council's policy to advertise for all positions coming up for renewal. An advertisement will be placed in the local newspapers the first part of October. Please apply if you wish to continue serving on this Board or desire to be appointed to another committee.

If you have any questions or concerns, please contact the County Office at (403)845-4444. Thank you again for your assistance over the past term.

Sincerely,
Clearwater County


Ron Leaf
Municipal Manager

Please accept this as my application
to serve as a representative on the
Municipal Planning Commission,
Thank you, Art Terpsma

Christine Heggart

From: Tracy Haight on behalf of Administrator
Sent: Wednesday, October 10, 2012 7:52 AM
To: Ron Leaf; Christine Heggart
Subject: FW: Appeal Board

From: Betty Loeppky [\[mailto:syd.betty@shaw.ca\]](mailto:syd.betty@shaw.ca)
Sent: October-01-12 12:16 PM
To: Administrator
Subject: Appeal Board

Hello Ron Leaf;

Received your note about the 'Appeal Board'; I would like to continue to serve next year

Regards, Syd Loeppky

Christine Heggart

From: Dennis Oelhaupl <denniso@xplornet.com>
Sent: Thursday, October 11, 2012 6:48 AM
To: Christine Heggart
Subject: County Board Representatives

Good morning Christine;

I am replying to the positions:

1. Development/Subdivision/Environmental Review Appeal Board
2. RMH Municipal Library
3. Rocky Senior Housing Council

I have enjoyed the Appeal Board and would like to get involved further!

Thank you
Dennis "O" Oelhaupl

Oct, 9, 2012

17



Douglas McLaughlin
RR1 - Alhambra AB
Tom - 020 - (403) - 729 - 3110
NW - 16, 38, 5, W 5

To whom it may concern:

I am applying for the position on the
Development/Subdivision/Environmental
Review Appeal board. I was on the appeal
Board for the Wheatland County for about
5 years.

Douglas McLaughlin
Douglas McLaughlin

September 26, 2012

Clearwater County
4340 – 47 Ave.
Box 550
Rocky Mountain House, Alberta
T4T 1B4

Attention: Christine Heggart
cheggart@clearwatercounty.ca

RE: Rocky Senior Housing Council Board Representative

Dear Christine:

As the current Board Representative on the Rocky Senior Housing Council I wish to apply for another one year term.

My credentials include the following:

- Experience with Board Governance during my 32 years employment with Rocky Credit union.
- 11 Year Board Member for Mountain Rose Women's Shelter Association where I served as Secretary, Vice-President and President.
- Member at Large for Visitors Information Board.
- Two Years' experience as Board member of Rocky Senior Housing Council

Yours truly:

Phyllis McNutt
Site 18 Box 52 R R 2
Rocky Mountain House, Ab
T4T2A2

403-845-6423
pkmcnutt@cciwireless.ca

Mike Day
Box 18, Site 1 RR 3
Rocky Mtn. House, Ab.
T4T2A3

Clearwater County
Box 550
Rocky Mtn. House, Ab.

To Whom It May Concern:

I am applying yet again to sit on the Rocky Public Library Board as a representative of Clearwater County. I have lived on the same piece of property in the County for over thirty years. Throughout that time our whole family has made extensive use of the Library and see it as a vital community resource.

In terms of past civic involvements I represented the County on the swimming pool redevelopment committee and sat on the Steering Committee of the Town's initiative to develop a sustainability policy to guide future development. For the past several years I have volunteered to ship and receive the films the Library shows at its Showcase Cinema events.

I am currently retired and am just finishing the construction of a new home on our property. In my work career I obtained a Masters degree in Social Work and worked in the field for forty years including jobs as the Director of Day Care for the City of Edmonton, instructor at Grant McEwan College and a number of positions with the Provincial Dept. Of Child and Family Services the last 16 years as a Child and Youth Advocate.

A full resume and references are available on request.

I look forward to hearing from you.

Mike Day

October 12, 2012

Clearwater County
Box 550
Rocky Mountain House, AB
T4T 1B4

Attention: Christine Heggart

Re: Rocky Mountain House Municipal Library Board Representative.

I am very interested in the County Board Member position for the Rocky Municipal Library. I am sure that my past experiences and my avid use of your library will be an asset in your advertised position.

From 2004 to 2010 I served on the Innisfail Library Board where I was actively involved in the planning and design of their new library, which had their grand opening early this spring. During this time, I was part of the team that visited the new Rocky Library to gather information for our project.

I have held several positions on the Innisfail Library Board, including Chairman, Vice Chairman and being a member of the finance committee, personnel-policy committee and fundraising.

In the early 2000's, before moving to Innisfail, I was supervisor of the IT division at SNC Lavelin (Calgary) where I created and maintained the company Help desk. When I left SNC and joined the Innisfail Library, I used this experience to help maintain the library computers.

I moved to Clearwater County 3 years ago when I remarried. I look forward to meeting you to discuss my experiences and how they will enhance the operation of the Rocky Mountain House Municipal Library. Included are 2 references from Innisfail to support this application.

Doreen Croft

(Prairie Creek Road, Range Road 8-1)
RR 2
Rocky Mountain House, T4T 2A2

403-845-4549

(faxed to 403-845-7330)

Doreen Croft, Rocky Mountain House

**References to support application for county representative
on the Rocky Mountain House Municipal Library Board**

**William K. Wright
3725 50a Avenue Crescent
Innisfail, AB T4G 1H9
403-227-3862**

**Colleen Hayden
5344 36a Street
Innisfail, AB T4G 1E6
403-227-4941**

Shannon Matchett
RR 4 Site 146 Box 7
Rocky Mountain House, AB
T4T 2A4
Tel: (403) 845-4916
smatchett@rdcrd.ab.ca

September 27, 2012

Clearwater County
Box 550
Rocky Mountain House, Alberta
Canada T4T 1B4
Tel: (403) 845-4444

To Whom It May Concern:

My name is Shannon Matchett and I am interested in renewing my position with the Rocky and District Recreation, Parks and Culture Board. I would be honored if the Clearwater County would allow me to take part in this endeavor.

My experiences in recreational programs, services and facilities for the Town and the County are extensive. Our family has lived in the Clearwater County for more than twenty years and we have participated in many recreational programs as well used a lot of the facilities. Some of the services and facilities we have used include swimming, skating, the arena for dirt users (Gymkhana), curling, the walking path, the North Saskatchewan River Park (Rodeo Grounds); and activities organized through the recreation board. Participating in these activities makes me feel that I have the knowledge and experience that would help benefit this great community. As a resident of Clearwater County I would like the opportunity to become part of this board to help support these programs, services, and facilities so that they continue to be part of our community.

I have admired how the Clearwater County has supported our community. I would be extremely grateful if you would give me the opportunity to become part of this committee to help our County reach their goals.

I would appreciate it if you would call me for any further information. I can be reached at home after work, (403) 845-9313 or during the day, (403) 845-5313. Thank you for your time and consideration.

Sincerely,

Shannon Matchett

RR4 Site 146 Box 7
Rocky Mountain House, AB
T4T 2A4

403-845-9313
smatchett@rdcrd.ab.ca

Shannon Matchett

Objective

To become part of the Clearwater County Rocky and District Recreation, Parks and Culture Board

Experience

2009 – Present Clearwater County Rocky, AB

Rocky and District Recreation, Parks and Culture Board

- Monthly Meetings for Organizing and Planning
- North Saskatchewan River Park Rep

2005 – Present St. Dominic Catholic High School Rocky, AB

Administrative Assistant

- Accounting
- Scheduling and Timetables
- Student Data Entry and Student Record Organization
- Design team for New School

1997 – 2005 St. Matthew Catholic School Rocky, AB

Administrative Assistant

- Scheduling and Timetables
- Student Data Entry and Student Record Organization
- Reports and Statistics
-

Education

1990 Red Deer College Red Deer, AB

- Medical and Office Assistant Program
- Teacher Assistant Diploma

Interests

Equestrian Events (including hosting An Alberta High School Rodeo in Rocky Mountain House), curling, swimming, walking, Rodeo Mom, and spending time with my family

Date: October 3, 2012

Rose Wymenga verbally indicated her interest in applying for the Physician Recruitment and Retention Committee.



Clearwater County
Box 550
4340 – 47 Ave
Rocky Mountain House, AB
T4T 1A4

October 4, 2012

Re: Application for Physician Recruitment Committee

Dear Ms. Heggart,

Over the past two years, the Caroline and District Chamber of Commerce has played a fundamental role in the set up and management of the Caroline Community Medical Clinic. This has included fund raising, operations management and administration including financial accounting. Recently the Board of Directors has indicated that it wishes to apply for a position on the Physician Recruitment and Retention Committee. The Chamber could bring a practical, business background to the committee, as well as its experience with the Caroline Medical Clinic.

Thank you in advance for considering our application,

Sincerely,

Dan Burger
President

Stan Johnston
Gen. Del.
James R. Bridge
Alta, T0M 1C0
P.H. 403-722-2290

Oct. 3, 2012

Clearwater County
P.O. Box 550
Rocky Mountain House
Alta, T4T 1A4

Attn: Ron Leaf


Re: Development Subdivison Environmental Review Appeal
Board.

Please accept this application for appointment to the above
mentioned Board.

I was a Board member last year (2012) and I am again making
application.

If you have any questions you may reach me at 403-722-2290

Yours truly,


Stan Johnston



PATRICIA BUTLER

RR 1 * Rocky Mountain House, AB * T4T 2A1 *Phone/Fax: 403-729-2455 * E-mail:
patb@explornet.com

October 16, 2012

Clearwater County
Box 550
Rocky Mountain House AB, T4T 1A4
Fax: 403-845-7330
Emmail: cheggart@clearwatercounty.ca

Attention: Christine Heggart

Dear Ms Heggart:

RE: County Board Representative

I would like to apply to be a member of the **Clearwater Regional Family and Community Support Services (FCSS)** as advertised in the October 3, 2012 edition of *The Western Star*. I feel that my many and varied experiences would help me to make wise and meaningful decisions pertaining to policy and guideline development on matters relating to Family and Community Services within Clearwater County. More now than ever before, family and community support services play a major role in our community.

I am attaching a copy of my current resume for your perusal. I am also including references and contact information. I would thoroughly enjoy serving on this board. I find such experiences very educational, and rewarding.

Yours truly,

Pat Butler
Enclosures

PAT BUTLER

R.R. # 1 * Rocky Mountain House, Alberta T4T 2A1 (PHONE & FAX) (403) 729 - 2455
E-Mail patb@xplornet.com

SUMMARY OF SKILLS, QUALIFICATIONS, AND EXPERIENCE

- *Office Career Training Program
- * Bachelor of Education Degree - Major in Biology, Minors in Chemistry and French
- * Permanent Professional Teaching Certificate
- * Computer skills using Microsoft Office, Corel Draw, WordPerfect, Simply Accounting, AccPac, Access, Adobe Creative Suite
- * Strong mathematical and language arts aptitude
- * Extensive knowledge gained through a lifetime of agricultural experience
- * Possess a broad knowledge regarding beef cattle, horses, and miniature donkeys
- * Mary Kay sales training and proven sales experience
- * Experienced Research Assistant
- * Active in global beef cattle marketing
- * Advertising experience including ad design and copy writing
- * Skilled in offering briefs and presentations to government as well as the public at large
- * Possess a high degree of integrity, personable nature, and excellent work ethic

EDUCATION AND TRAINING COURSES

- 2008 **CENTRE FOR DISTANCE EDUCATION**, Sydney, Nova Scotia
 - Digital Publishing – presently enrolled
- 2006 **RED DEER COLLEGE**, Red Deer, Alberta
 - Adobe InDesign and Acrobat, Multimedia Web Developer Certificate Program
- 1996 **NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY via PEMBINA EDUCATION CONSORTIUM**, Rocky Mountain House, Alberta
 - Office Career Training Program
- 1980 **WESTERN BREEDERS SERVICE**, Balzac, Alberta
 - Artificial Insemination Course
- 1967 - 1969 **UNIVERSITY OF CALGARY**, Calgary, Alberta
 - **Bachelor of Education**
 - Major: Biology Minors: **French** and Chemistry
 - Graduate Course in Zoology under **Dr. R.B. Church**, world renowned Geneticist, Researcher, and Livestock Breeder
- 1965 - 1967 **UNIVERSITY OF ALBERTA**, Edmonton, Alberta
 - Faculty of Education Major: French Minor: Biology

....Page 2 **PAT BUTLER**

PROFESSIONAL HISTORY - to 1982

Vast knowledge and experience gained over many years and through varied positions which include:

- Associate Member of Development / Sub-division / Environmental Appeal Board, Clearwater County (appointed 2007)
- Member of Development /Sub-division / Environmental Appeal Board, Clearwater County (reappointed 2006)
- Substitute teacher, Wild Rose Public Schools
- Seaborn Seeds Inc. - computer instructor
- Doran Stewart Oilfield Services (1990) Ltd. - receptionist / clerical / file clerk
- Member of the Advisory Council to the Minister of Career Development and Employment
- Lay Member of the Ponoka Mental Health Review Panel (Just completed 24 years)
- Alberta Agriculture, Beef and Sheep Support Program - Field Auditor; Office Assistant for rejected client applications -D.N. Milligan, supervisor

* A detailed list of positions is attached

VOLUNTEER EXPERIENCE

- Member of Purebred Livestock Stakeholders Group
- Shareholder, Edmonton Northlands
- Editor, *Canadian Donkey & Mule News*
- Canadian and Alberta Angus and Shorthorn Associations
- Volunteer ESL Tutor, Rocky Adult Literacy Program
- Volunteer Canvasser, Canadian Cancer Society
- Associate Director, Alberta Cattle Breeders Association
- Calgary Stampede volunteer
- Parent Advisor, Gilby 4-H Beef Club Heifer Project
- Coordinator of the Horse and Beef Cattle Shows of the Hanna and District Agricultural Society

SPECIAL INTERESTS

- Ray Hunt Horsemanship Clinics
- Dr. Roger Hunsley Beef Cattle Breeders Schools
- Equine Driving Clinics

Pat Butler**Professional History**

- Publisher, Miniature Donkey Breeders International Directory
- Member Clearwater County Development / Sub-division / Environmental Appeal Board
- Rocky Auto Electric and Diesel Repair Ltd. - part-time bookkeeper
- Seaborn Seeds Inc. - computer consultant
- Doran Stewart Oilfield Services (1990) Ltd. - receptionist / clerk / clerical
- Partner, manager, and bookkeeper of purebred beef operation
- Substitute Teacher - Wild Rose and Wolfe Creek School Divisions
- Independent Mary Kay Cosmetics sales consultant
- Member of the Advisory Council to the Minister of Career Development and Employment
- Lay Member of the Ponoka Mental Health Review Panel (Just completed 24 years of service)
- Alberta Agriculture, Beef and Sheep Support Program - Field Auditor; Office Assistant for rejected client applications -D.N. Milligan, supervisor. Personal recognition from Dr. Bruce Jeffries, Deputy Minister
- Alberta Agriculture, Research Assistant to R.A. Wroe, Range Management Specialist
- Rangeland School Division, High School Science Teacher, George Patzer, Principal
- Sullivan Lake School Division, High School English Teacher, George Patzer, Principal
- Willow Creek School Division, High School Biology Teacher, Brian Warwick, Principal

Volunteer Experience

- Bar U National Historic Site volunteer
- Purebred Livestock Stakeholders group - arranged meeting with three provincial cabinet ministers present in March 2002 regarding herd health issues and the impact of the Agricultural Operations Practices Act
- Third generation shareholder, Northlands Park
- Editor, CDMA magazine, *Canadian Donkey & Mule News*
- Canadian and Alberta Angus and Shorthorn Associations
 - i) Member of the Dorothy Banks Scholarship planning committee
 - ii) Member Sweepstakes 2000 Winter Classic show committee
- Volunteer ESL Tutor, Rocky Adult Literacy Program
- Volunteer Canvasser, Canadian Cancer Society
- Associate Director representing Shorthorns, Alberta Cattle Breeders Association
- Tour and consult international livestock breeders resulting in several export sales. This involved travel itinerary planning, travel arrangements, and documentation coordination for livestock export
- Director, Alberta Shorthorn Association

Alberta Shorthorn Association Committee Appointments:

- i) Key Sale Committee - costing and auction sale planning
 - ii) Preparation of package and coordination of Corporate Sponsorship for 1994 Canadian National Shorthorn Show at the Calgary Stampede
 - iii) Key Sale Committee - costing and auction sale planning
 - iv) Advertising
 - v) International Trade and Grants Committee
- Parent Advisor, Gilby 4-H Beef Club Heifer Project
 - West Central Alberta Angus Breeders group to prepare and host the 1986 Central Alberta Angus Tour and Red Angus Field Day
 - Various presentations to Government including a brief regarding the drought of 1984, presented to Dr. Ben McLeod, Deputy Minister of Agriculture, and Ron Weisenburger
 - Hosted the first UFA sponsored "Hands On" Grooming Clinic for Juniors
 - Coordinator of the Horse and Beef Cattle Shows of the Hanna and District Agricultural Society for 6 years
 - Hosted 3 Ray Hunt Horsemanship Clinics including colt starting, horsemanship, and cutting
 - Assistant Leader Youngstown 4-H Riders Club

Pat Butler

References

Don Milligan B.Sc. M.Sc. P Ag
retired former senior manager with AARD (Alberta Agriculture and Rural Development)
Presently consultant
7 Dunn Close
Red Deer AB
T4R 2M6
403-347-4638
403-860-0384
E mail don.milligan@shaw.ca

Craig W. Paterson B.A. B.SC. LL.B. MA
Paterson & Company
Vice Chair, Central Alberta Mental Health Review Panel
5016 51st Ave Ponoka AB
T4J 1S1
Phone 403-783-5521
Fax 403-783-2012
E mail dpeters60@hotmail.com

Date: October 18, 2012

Wayne Delbeke verbally indicated his interest in applying for the Municipal Planning Commission (MPC).