



**2013 Organizational Meeting Agenda
October 23, 2013
9:00 A.M.**

- A. CALL TO ORDER – Chief Administrative Officer (CAO)
- B. OFFICIAL OATH OF COUNCILLORS
- C.
 - i. ELECTION OF REEVE AND OFFICIAL OATH
(Reeve will take the Chair)
 - ii. ELECTION OF DEPUTY REEVE AND OFFICIAL OATH
- D. SIGNING AUTHORITY
- E. MEETING DATES
- F. APPOINTMENTS TO BOARDS AND COMMITTEES
 - i. Group A
 - ii. Group B
 - iii. Group C
 - iv. Group D
 - v. Members- At-Large Application Letters
- G. APPOINTMENT OF COUNCIL STANDING COMMITTEES
 - i. Agenda and Priorities Committee
 - ii. CAO Appraisal Committee
 - iii. Pest and Weed Control Appeal Board
 - iv. Clearwater Regional Fire Rescue Services Board
 - v. Caroline Complex Development Committee
 - vi. Community Peace Officer Service Level Review Committee
 - vii. Rocky Mountain House Arena Expansion Concept Committee
- H. APPOINTMENT OF DIRECTOR – CAAMDC
- I. 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
11. Inter-Municipal Coordination Committee (ICC) (*Collaborative Governance Initiative (CGI) Committee*)

Group C - Short term and less workload.

12. Forestry Advisory Committees
 - a. West Frazer Timber Advisory Group
 - b. Weyerhaeuser Forestry Advisory Committee
13. Inter-municipal Development Plan Committee

Group D - Less direct involvement with the County.

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| <ol style="list-style-type: none">14. Library Boards<ol style="list-style-type: none">a. Caroline Municipal Library Boardb. Rocky Mountain House Library Boardc. Parkland Regional Library Board15. 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 Board16. Land Conservation and Reclamation Council17. Clearwater Regional Family and Community Support Services18. Rocky R.C.M.P. Community Advisory Committee19. Sundre R.C.M.P. Community Advisory Committee20. Rocky Mtn. House Museum and Visiting Center Board21. Central Alberta Economic Partnership (CAEP)22. Sundre Petroleum Operators Group (SPOG)23. Development Node Planning Committee | <ol style="list-style-type: none">24. Clearwater Regional Emergency Management Committee25. Mayor/Reeve Meetings26. North Saskatchewan River Park27. West Central Alberta Stakeholder Group28. Southern East Slopes Municipal/Provincial Task Force29. Bighorn Back Country Standing Committee30. Interbasin Water Coordinating Committee31. West Country Coalition32. Physician Recruitment and Retention Committee33. Ag. Fieldhouse Committee34. School Resource Officer (SRO) Committee35. Red Deer River Municipal Users Group36. Rocky Nordegg Trail Steering Committee37. Community Futures38. Parkland Airshed Management Zone39. Rocky Mountain House Hospital Committee40. Active, Creative, Engaged (ACE) Community Committee |
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B. OFFICIAL OATH OF COUNCILLORS

Background: Section 156 of the Municipal Government Act states that a Councillor may not carry out any power, duty or function until that person has taken the official oath prescribed by the *Oaths of Office Act*.

C-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.

C-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.

D. 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.

E. 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.

F. 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 and Landcare (Matt Martinson)
- Council/member at large appointments take effect immediately.
- Present appointees are Councillors Wymenga and Duncan.

- **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:
 - John Follis (2009 – expires 2013)
 - Ken Pattison (2010 – expires 2014)
 - Jodie Bignell (2010 – expires 2014)
 - Norman Rose (2011 – expires 2015)
 - Rennie Klugist (2012 – expires 2016)
- Members are appointed for a four year term effective November 1.
- One position was advertised.
 - [John Follis](#) (F.v.-1) advised that he is interested in serving another term on this board.
 - [Aaron Terpsma](#) (F.v.-2) advised that he is interested in serving on this board.
 - [Vance Graham](#) (F.v.-3) advised that he is interested in serving on this board.
- **MOTION – Agricultural Service Board – One Member at Large Appointment Four Year Term – November 1, 2013 to October 31, 2017**

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.

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

Member at Large Appointments (Two Members):

- Present appointees are:
 - Michelle Swanson (appointed 2012)
 - Wayne Delbeke (appointed 2012).
- Members are appointed for a one year term effective November 1.
- Two positions were advertised.
 - Michelle Swanson (F.v.-4) advised that she is interested in serving another term.
 - Wayne Delbeke (F.v.-5) advised that he is interested in serving another term.
 - Andrew (Drew) McDonald (F.v.-6) advised that he is interested in serving on this committee.
 - John Rimmer (F.v.-7) advised that he is interested in serving on this committee.
 - Dennis Oelhaupl (F.V.-8) advised that he is interested in serving on this committee.

- **MOTION – Municipal Planning Commission – Two Member at Large Appointments One Year Term – November 1, 2013 to October 31, 2014.**

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.

- **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 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 Alexander, Wymenga and Councillor Duncan as Alternate.

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

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

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

- Present appointees are:
 - Syd Loepky (appointed 2012).
 - Douglas McLauchlin (appointed 2012).
 - Dennis Oelhaupl (appointed 2012) Alternate Member.
- Stan Johnston (appointed 2013) Alternate Member.
- Members are appointed for a one year term effective November 1.
- Three positions were advertised. (2 Members/1 Alternate)
 - Stan Johnston (F.v.-9) advised that he is interested in serving another term.
 - Dennis Oelhaupl (F.v.-8) advised that he is interested in serving another term.
 - Andrew McDonald (F.v.-6) advised that he is interested in serving on this board.
 - John Rimmer (F.v.-7) advised that he is interested in serving on this board.
 - Syd Loepky has verbally advised that he is interested in serving another term.

- **MOTION - Development/Subdivision/Environmental Review Appeal Board – Two Member at Large Appointments and One Alternate One Year Term – November 1, 2013 to October 31, 2014.**

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 (2rd Wednesday evening).
- 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 2012).

- Member is appointed for a one year term effective November 1.
- One position was advertised.
 - o Phyllis McNutt (F.v.-10) advised that she is interested in serving another term.
 - o Patricia Butler (F.v.-11) advised that she is interested in serving on this committee.
 - o Dennis Oelhaupl (F.v.-8) advised that he is interested in serving on this committee.

- o **MOTION – Rocky Senior Housing Council – One Member at Large Appointment One Year Term – November 1, 2013 to October 31, 2014.**

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.

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

9. Nordegg Historical Society

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

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

10. Common Group Pow Wow Committee

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

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

11. Inter-Municipal Coordination Committee (ICC)/ 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 appointees are Councillors Alexander and Graham.

- o **MOTION – ICC Committee – Two Council Appointments**

Group C

12. 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 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 provide input on forest management operations - meets on an irregular basis.
- Contact: Fulton Sylm (780-621-5532)
- Present appointee is Councillor Bryant and Councillor Korver as Alternate.

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

13. Inter-Municipal Development Plan Committee

- The purpose of this Committee is to review the Inter-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 – Inter-Municipal Plan Committee – Three Council Appointments**

Group D

14. 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: Rita Collins (722-4060)
- Present appointee is Councillor Graham.

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

Member at Large Appointment (One Member):

- Present appointee is:
 - Danita Michalsky (expires October 31, 2013).
- Member is appointed for a three year term effective November 1.
- One position was advertised.
 - Sheryl Holmstrom (F.v.-12) 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, 2013 to October 31, 2016.**

b) Rocky Mountain House Municipal Library Board

- This Board meets once per month (4rd Wednesday evening) at the Public Library.
- Contact: Cathie McDonald (845-2042).
- Present appointee is Councillor Bryant.

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

Member at Large Appointments (Three Members):

- Present appointees are:
 - o Linda Tomlinson (expires December 31, 2013)
 - o Marianne Cole (expires December 31, 2014)
 - o Mike Day (expires December 31, 2015)
- Members are appointed for a three year term effective January 1.
- One position was advertised.
 - o [Mona Crocker](#) (F.v.-13) advised that she is interested in serving on this board.
 - o [Dennis Oelhaupl](#) (F.v.-8) advised that he is interested in serving on this board.
- o **MOTION – Rocky Mountain House Municipal Library – One Member at Large Appointment Three Year Term – January 1, 2014 – December 31, 2017.**

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 Council Appointment**

15. 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 once per month.
- Contact: Debbie Northcott (722-3022)
- Present appointee is Councillor Vandermeer and Councillor Graham as Alternate.

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

Member at Large Appointment (One Member):

- Present appointee was:
 - o Dennis Benz (resigned July 4, 2013).
- Member is appointed for a two year term effective November 1.
- One position was advertised.
 - o [Amy Ophus](#) (F.v.-14) advised that she is interested in serving on this board.
 - o [John Rimmer](#) (F.v.-7) advised that he is interested in serving on this board.

- o **MOTION – Caroline and District Recreation and Agricultural Society – One Member at Large Appointment Two Year Term – November 1, 2013 – October 31, 2015**

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 Councillor Alexander as Alternate.

- **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.

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

d) Rocky Mountain House and District Recreation, Parks and Culture Board – motion required on Council 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 Councillor Bryant as Alternate.

- **MOTION – Rocky Recreation Board – One Council Appointment and One Alternate**

16. 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 and Landcare (Matt Martinson).

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

17. 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 at Noon on the 2nd Wednesday of each month excluding July and August.
- Contact: Tracy King, Manager (845-3720).
- Present appointees are Councillors Duncan and Wymenga.

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

Member at Large Appointments (One Member):

- Present appointee is:
 - Michelle Swanson (expires October 31, 2013)
- One position was advertised.
- Member is appointed for a three year term effective November 1.
 - [Mona Crocker](#) (F.v.-15) advised that she is interested in serving on this board.
 - [Michelle Swanson](#) (F.v.-4) advised that she is interested in serving another term on this board.
 - [Dennis Oelhaupl](#) (F.v.-8) 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, 2013 – October 31, 2016**

18. 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.

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

19. 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.

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

20. 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 Executive Director, Cindy Taschuk (845-5450)
- Present appointees are Councillors Korver and Wymenga.

- **MOTION - Rocky Museum and Visiting Center Board – Two Council Appointments**

21. 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.
- 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:
 - Michelle Swanson (expires October 31, 2013)
- Member is appointed for a one year effective November 1.
- One position advertised.
 - Michelle Swanson (F.v.-4) advised that she is interested in serving another term on this board.
 - Dennis Oelhaupl (F.v.-8) 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, 2013 to October 31, 2014**

22. Sundre Petroleum Operators Group (SPOG) – One Council Appointment – To Be Reviewed

- This Committee was formed by industry operating in Caroline/Sundre area to improve industry-community relations – meets on an irregular basis.
- Present appointee is vacant (Council motioned at the 2012 Organizational Meeting to review at the 2013 Organization Meeting).

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

Sundre Petroleum Operators Group – One Council Appointment

- Present appointee is Councillor Graham.

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

23. 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 Bryant.

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

24. 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 Councillor Korver as Alternate.

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

25. 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**

- 26. 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 Wymenga.
 - **MOTION – North Saskatchewan River Park Advisory Committee – Two Council Appointments**
- 27. 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**
- 28. 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 Wymenga.
 - **MOTION – Southern East Slopes Municipal/Provincial Task Force – Two Council Appointments**
- 29. 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 Korver and Councillor Wymenga as Alternate.
 - **MOTION – Bighorn Backcountry Standing Committee – One Council Appointment and One Alternate Appointment**
- 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 Korver.
 - **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).
- Purpose is to provide policy governance for attracting and retaining physicians to the area.
- Present appointees are Councillors Alexander and Bryant.

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

Member at Large Appointments (Two Members):

- Present Appointees:
 - Rose Wymenga (appointed 2012)
 - Dan Burger (appointed 2012)
- Members are appointed for a one year term effective November 1.
- Two positions were advertised.
 - [Rose Wymenga](#) (F.v.-16) advised that she is interested in serving another term on this committee.
 - [Dan Burger](#) (F.v.-17) advised that he is interested in serving another term on this committee.

- **MOTION - Physician Recruitment and Retention Committee -Two Member at Large Appointments One Year Term November 1, 2013 to October 31, 2014**

33. **Ag. Fieldhouse Committee**

- Present appointees are Councillor Wymenga, Alexander and Duncan.

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

34. **School Resource Officer Committee**

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

- **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 Councillor Wymenga as 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. Rocky Mountain House Hospital Committee

- Present appointees are Councillor Alexander and Bryant.

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

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

- Present appointee is Councillor Duncan.

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

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.

- Present appointees are all of Council.

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

ii. 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 are the Reeve (Alexander) and Deputy Reeve (Graham).

- **MOTION – CAO Appraisal Committee – Two 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, Korver, Graham, Vandermeer and Bryant. (5 Councillors not on the ASB).

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

iv. Clearwater Regional Fire Rescue Services Board

- Present appointees are Councillors Alexander, Wymenga, and Vandermeer.

- **MOTION – Clearwater Regional Fire Rescue Services Board – Three Council Appointments**

- v. **Caroline Complex Development Committee**
 - Present appointee are Councillor Vandermeer and Councillor Graham as Alternate.
 - **MOTION – Caroline Development Committee – One Council Appointment and One Alternate Appointment**

- vi. **Community Peace Officer Service Level Review Committee**
 - Present appointees are Councillors Vandermeer, Korver and Alexander.
 - **MOTION – Community Peace Officer Service Level Review Committee – Three Council Appointments**

- vii. **Rocky Mountain House Arena Expansion Concept Committee**
 - Present appointees are Councillors Duncan and Bryant.
 - **MOTION – Rocky Mountain House Arena Expansion Concept Committee – Two 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) as Alternate.
 - **MOTION – CAAMDC Director – One Council Appointment and One Alternate Appointment**

Tracy Haight

From: John Follis <follis@telusplanet.net>
Sent: September-15-13 7:43 AM
To: Tracy Haight
Subject: Attn: Ron Leaf, re: Ag Service Board

Hi Ron

I have really enjoyed my time on the Ag Service Board and would be pleased to remain on the board.

Thank-you
John Follis

Tracy Haight

From: Aaron Terpsma <aterpsma@hotmail.com>
Sent: October-16-13 9:56 PM
To: Tracy Haight
Subject: Agricultural Service Board Member Application

Hello Tracy,

My name is Aaron Terpsma, and I am very interested in serving on the Agricultural Service Board. I am 32 years old, and operate a beef cattle farm just east of Rocky Mountain House. My wife and I have completed an Environmental Farm Plan, and participated in Growing Forward.

Last year, I was invited to participate in the provincial meeting of the Ag Service Boards, in Edmonton. I attended the conference and found it to be very informative, and a good learning experience. I have been farming my whole life, and am interested in becoming more involved in matters pertaining to agriculture in Clearwater County. The opportunity to participate on the Ag Service Board was brought to my attention after hours, and I hope I am not too late to apply.

Thank you for considering my application, and please feel free to contact me by email or phone if you have any further questions. My cell number is 403-845-9381.

Aaron Terpsma

Tracy Haight

From: Vance Graham <lodgepole.ranch@gmail.com>
Sent: October-16-13 2:47 PM
To: Tracy Haight
Subject: Application for ASB member

Hi Tracy,

I would like to put my name forward for the member of the agriculture service board.

Vance Graham

Fourth generation farmer/rancher from the Strachan area.

Spent a bit of time in Calgary and received a Bsc.

Ended up back at the family farm, Lodgepole Ranch and adjacent family business Strachan Forest Products.

Currently the manager of both businesses.

I am also a member of Sundre Forest Products public involvement round table, (SPIRT) representing grazing allotment holders and smaller timber users.

Director on the Rocky Mountain Forest Range Grazing Association, (RMFGA).

Manager/Director of the Rocky Forest Products Association.

Thank you.

contact info;

Vance Graham

RR#2

Rocky Mountain House, AB

T4T 2A2

ph: 403-845-6760

cell: 403-844-0649

email: lodgepole.ranch@gmail.com

October 1, 2013

Members of Clearwater County Council:

It is my desire to be considered as a representative for the following boards:

- Central Alberta Economic Partnership (CAEP)
- Municipal Planning Commission (MPC)
- Clearwater Regional Family and Community Support Services (FCSS)

Fostering long term planning and ensuring short term business and community needs are recognized will be my approach and attitude working with the boards. I will ensure my appointment will reflect the values and goals of our County and its residents.

Thank you for your consideration.

Respectfully,



Michelle Swanson
Clearwater County Resident

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

From: CorporateServices
Sent: October-08-13 8:17 AM
To: Ron Leaf
Subject: FW: Municipal Planning Commission Position

F.v. 5 (DELBEKE)

From: First Last [mailto:wayne.delbeke@xplornet.ca] **On Behalf Of** Wayne Delbeke
Sent: October-08-13 12:21 AM
To: Administrator
Subject: Municipal Planning Commission Position

Attention: Ron Leaf, Chief Administrative Officer

I debated whether to apply last year and again this year for a position on the Municipal Planning Commission. After due consideration, I have elected to apply for one more term on the Municipal Planning Commission, with full recognition that it is probably about time for a change so if I am unsuccessful in this application, I will understand. However, I have enjoyed participation on the MPC and would like to spend one more year participating in the activities of the MPC.

Thank you for your consideration.

Yours truly,

A handwritten signature in black ink, appearing to read "Wayne Delbeke". The signature is stylized with a large, looped initial "W" and a long, sweeping underline that extends across the name.

Wayne Delbeke
403 845 4688

Tracy Haight

From: Drew McDonald <dajmcd@gmail.com>
Sent: October-17-13 2:25 PM
To: Tracy Haight
Subject: County Board Representative Application

Clearwater County,

I am Andrew (Drew) McDonald. I am applying to be a representative on either the Municipal Planning Commission or the Development/Subdivision/Environment Review Board.

I have lived in the Rocky Mountain House area since October, 1991. I have live in my present location near Cow Lake since 2001. I am employed by Husky Energy. I have a Bachelors of Education Degree and have Second Class Power Engineering Certification.

I moved to the Clearwater County Area because I was very fond of the area. I very much enjoy living in the area. I am applying to be on one of these boards because I want to contribute to the County.

Thank-you for your consideration,
Andrew (Drew) McDonald

Tracy Haight

From: John Rimmer <jerimmer@gmail.com>
Sent: October-05-13 8:10 AM
To: Tracy Haight
Subject: positions on 'boards'.

I would be interested in serving on a couple boards for the county.

Municipal Planning Commission
Caroline and District Recreation and Agricultural Society
Development/Subdivision/Environmental Review Appeal Board

I am a long time resident, and own a small farm just outside of Caroline.
I was the contract manager of the Kurt Browning Arena in the mid 80's.
I have owned and operated several junior oil companies and presently own and operate Concerto Resources Ltd.
I am an avid fisherman and have a keen interest in the preservation of our pristine west country, and a reasonable understanding of responsible resource development.
If you need further information concerning my background and interests related to the county please don't hesitate to call.
Thank you. I look forward to volunteering.

--
John Rimmer
Box 904
Caroline, Alberta
T0M 0M0
(403) 829-6020

GOOD MORNINGS
TRACY
THANK YOU.
[Signature]



NEEDED...COMMITTEE/BOARD REPS

Clearwater County invites applications from interested residents for the following boards:

Agricultural Service Board (ASB) – 1 Member

This Board serves as an advisory body to Council and resident on all matters pertaining to agriculture. It meets on the third Friday of each month during the day. This appointment is for a four year period, starting November 1, 2013.

Caroline and District Recreation and Agricultural Society – 1 Member

This Board 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. This Board generally meets once per month. This appointment is for a two year period, starting November 1, 2013.

Caroline Municipal Library Board – 1 Member

This Board meets the first Tuesday of the month at 7:00 p.m. at the Library. This position is for a three year term, beginning January 1, 2014.

Central Alberta Economic Partnership (CAEP) – 1 Member

CAEP is a regional economic development alliance made up of 42 members and 14 associate members. CAEP's primary goal is to cultivate, advocate and market the collective voice of the region. This Board generally meets once every two months. This appointment is for a one year term, starting November 1, 2013.

Dmo

Clear Water Landcare Board – 3 Members (to be selected by ASB)

A sub-committee of the Agricultural Services Board, Clear Water Landcare (CWL) provides leadership, support and awareness of grassroots land and water stewardship. The CWL board meets about five times per year. The appointment is for a three year term, starting in November 2013 and CWL requires one member from the farm community, one member from rural lifestyle (acreage) community and one member from non-government sector (agricultural and/ or conservation organization).

Clearwater Regional Family and Community Support Services (FCSS) – 1 Member

This position will provide assistance in developing policies and guidelines on matters relating to Family and Community Services. The member must be a resident of Clearwater County. The FCSS board meets ten times a year at noon on the second Wednesday of each month, excluding July and August. This appointment is for a term ending October 31, 2016.

Dmo

Development/Subdivision/Environmental Review Appeal Board – 2 Members and 1 Alternate Member

The purpose of this Board is to provide an appeal mechanism for development and subdivision applications. This Board meets when required (on an average of five times per year). This appointment is for a one year period, starting November 1, 2013.

Dmo

Municipal Planning Commission – 2 Members

This Board reviews and makes decisions concerning development and subdivision applications, and makes recommendations on rezoning. MPC generally meets on the second Thursday of each month during the day. This appointment is for a one year period, starting November 1, 2013.

Dmo



NMD
 NMD
 NMD

Physician Recruitment and Retention Committee – 2 Members

The purpose is to provide policy governance for attracting and retaining physicians to the area. This appointment is for a one year period, starting in November 2013.

Rocky Mountain House Municipal Library Board – 1 Member

This Board acts as an advisory board to the Town and County Councils regarding Rocky Mountain House Library issues. It meets on the fourth Wednesday evening of each month. This is a three year term appointment, effective January 1, 2014.

Rocky Senior Housing Council – 1 Member

The purpose is to provide policy governance for senior housing in the area. It meets on the second Wednesday evening of each month. This appointment is for a one year period, starting in November 2013.

All applications will be received for the above positions from County residents at the County Office until **October 16, 2013 at 4:30 p.m.** Applications should be mailed to Clearwater County, Box 550, Rocky Mountain House, Alberta T4T 1B4, Attention: Tracy Haight; faxed to 403-845-7330 or emailed to thaight@clearwatercounty.ca

Should you have any questions regarding the duties for any of the above appointments, please phone 403-845-4444.

Ron Leaf, Municipal Manager

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



Oct. 10, 2013

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

Attn: Tracy Haight

Re: Development Subdivision Environmental Review Appeal
Board.

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

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

Yours truly,

A handwritten signature in blue ink that reads "Stan Johnston". The signature is written in a cursive style with a long horizontal stroke at the end.

Stan Johnston

October 2,2013

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

Attention: Tracy Haight
thaight@clearwatercounty.ca

RE: Rocky Senior Housing Council Board Representative

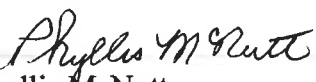
Dear Tracy:

As the current Board Representative on the Rocky Senior Housing Council I wish to apply for the one year period, starting in November 2013.

My Board Member experience is as follows:

- Experience with Governing Boards during my employment with Rocky Credit Union.
- Board Member for the Mountain Rose Women's Shelter Association for 11 years during which time I have served as Secretary, Vice President and President.
- Newly appointed as Board Member for Rocky Community Learning Council
- Three years' experience as a member of Rocky Senior Housing Council.

Yours truly,


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

403-845-6423
pkmcnutt@cciwireless.ca



PATRICIA BUTLER

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

October 16, 2013

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

Attention: Tracy Haight

Dear Ms Haight:

RE: County Board Representative for the Rocky Senior Housing Council

I would like to apply to be a member of the **Rocky Senior Housing Council** as advertised in the October 2, 2013 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 **Senior Housing** within Clearwater County. More now than ever before, senior housing plays a major role in our community. As the Baby Boomers age, housing for these citizens in the area becomes a critical concern. For many years the Rocky area has been known to provide outstanding housing services for seniors. I would like to become part of this council.

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 – Diploma – Honors
- 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
- 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
- Substitute teacher, Wild Rose Public Schools
- 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
- 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

- 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 Committee
 - 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

Sheryl A. Holmstrom
Box 839
Caroline, AB T0M 0M0

October 12, 2013

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

RE: Caroline Municipal Library Board – Application for Member

Dear Tracy:

I would like to introduce myself and express my interest in becoming a Member of the Caroline Library Board.

My husband and I live 20 kilometres west of Caroline. We moved here permanently 3 ½ years ago (transitioning into semi-retirement) and for 20 years prior to that we came out to our property most weekends and vacation time. We decided 19 years ago that we would move here permanently one day and made an effort to contribute to the community and make this our home as much as we could, while still working full-time in Calgary.

I have worked in retail management and corporate accounting for the past 35-plus years. And I have done volunteer work in Calgary, off and on, starting when I was in university and ending when we moved to Caroline. In the mid-1990's I joined the Caroline Royal Purple and have done as much work with them as I could. I've also helped at some of the Caroline Elks events such as Charity Casinos, Wild Game Suppers and the winter Poker Rallies.

For the past 6 ½ months I have worked part-time as the Administrator at Caroline & District Volunteer Ambulance doing basic bookkeeping. I have resigned and will be finished next week. The organization is well-run and the people are great, and I will help as a volunteer whenever the opportunity comes up.

I have always been an avid reader and am interested in contributing to the future success of the Caroline Library. The people who have worked so hard in all capacities over the years, to bring the Library to its current state, deserve many kudos. I believe that I can bring skills and a team-oriented attitude to the table while, at the same time, learning from others involved with the Library.

Thank you for your time. If you have any questions you can contact me at 722-3191 (landline) or at 895-5055 (cell), or via email: holmsheer@hotmail.com.

Sincerely,

Sheryl A. Holmstrom

MONA CROCKER

Box 841
Rocky Mountain House, AB T4T 1A6

403.845.5422
monacrocker@gmail.com

October 1, 2013

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

Dear Tracy,

Re: County Board Representative – Rocky Mountain House Municipal Library Board

As I was reading the Clearwater County Highlights quarterly publication (Sept. 2013), I noticed the ad calling for positions on community boards. Please accept this letter and resume as my application for the above position as a Municipal Library Board Representative.

My experience on the Rocky Mountain House Municipal Library Board spans from 2009-2012 when I had to resign as Board Chair due to employment with Cenovus Energy in Northern Alberta. I have since resigned my position with Cenovus and want to continue my community involvement by again becoming a Library Board member for Clearwater County.

While sitting on the Board, I participated in creating one Plan of Service and was on the Finance, Advocacy and Personnel Committees. As past Board Member and Chair, I helped create a staff pay grid, update the Library policies, navigate the name change, and contribute to winning the Minister's Award for Excellence in Libraries (2012). I am an avid supporter & advocate for our local library.

I would be honoured to become involved as a Library Board Representative. I am committed to attending all the meetings and am available throughout the year for meetings. Please feel free to contact me with any questions at 403.845.5422 or e-mail at monacrocker@gmail.com.

Sincerely,

Mona Crocker

MONA CROCKER

Box 841
Rocky Mountain House, AB T4T 1A6

403.845.5422
monacrocker@gmail.com

INSTRUCTOR

Instructor, NAIT Office Career Training (Contract)

September 2005 – March 2012

Rocky Mountain House, AB

- MS Windows XP; MS Word 2000, 2003, 2007; MS Access 2000, 2003, 2007; Introduction to Microcomputers; Business Communications; and Introduction to the Oilpatch
- Developed and implemented new curriculum programming for Business Communications and Introduction to the Oilpatch in consultation with NAIT Project Coordinator
- Evaluated and assessed student development; discussed individual student progress
- Secured student work experience placements with local agencies and businesses

OFFICE ADMINISTRATION

Administrative Assistant (Contract Position)

May 2012 – September 2013

Cenovus FCCL Ltd., Christina Lake SAGD Facility

- Prepare costing reports, input purchase orders
- Set up meetings, prepare agendas, record & circulate minutes, contribute ideas, maintain Action Logs
- Develop processes & procedures for the Maintenance Services Project Team
- Assist Coordinator with time & task management, identify areas of improvement
- Participate & contribute as an active member of Cenovus' Operations Excellence program

Office Administration (Contract Position)

March 2011 – May 2011

Rocky Learning Council

- Maintain Adult Learning Course database
- Record student completions, receive course payments
- Greet public, answer questions on available courses
- Support learners & instructors with photocopying, scheduling

Weed Extension Coordinator

May 2006 – September 2006

Clearwater County, Rocky Mountain House, AB

- Travel extensively throughout Clearwater County to meet assist landowners to discuss weed control plans
- Apply Alberta's Weed Control Act as per Clearwater County Ag Services
- Design weed media materials & assist with Agriculture event advertising
- Create and maintain weed and address databases for Ag Services

Office Reception / Administration

May 2005 – September 2005

Clearwater County, Rocky Mountain House, AB

- Answer telephone requests & transfer calls
- Greet people & direct them to the appropriate areas
- Receive and maintain cash & cheque transactions
- Record, type, organize, mail out minutes for Agricultural Service Board

EMERGENCY COMMUNICATIONS

Wildfire Dispatcher / Radio Operator (Seasonal)

May 2007 – September 2008

Sustainable Resource Development, Rocky Mountain House, AB

May 1989 – December 1997

- Dispatch appropriate firefighting teams and aircraft to forest fires
- Transmit, receive, monitor and log all Forestry radio communications
- Enter accurate weather and fire data into Alberta SRD FIRES database
- Operate fireline radios on wildfire export teams

RCMP Telecommunications Operator

February 1998 – November 1999

Operational Communications Centre, Red Deer, AB

- Control, operate and monitor RCMP radio communications
- Respond to all public requests for law enforcement services
- Dispatch RCMP to emergency and non-emergency complaints
- Process documents and CPIC messages

ADDITIONAL INFORMATION

- RCMP Telecomms Operator Training Course: February 1998
- Radio Telephone Operator's Certificate, Industry Canada (Issued 1982/05/28)
- Clean Class 5 Alberta Driver's License

- First Aid / CPR
- H2S Alive

Expires May 2015

Expires May 2015

COMMUNITY

- Board Chair, Rocky Mountain House Public Library; 2011-2012
- Board Member, Clearwater Regional Family and Community Support Services; 2011
- Board Member, Rocky Mountain House Public Library, 2009

EDUCATION

- Certificate of Adult and Continuing Education (CACE)
University of Alberta, Edmonton, Alberta
- Bachelor of Arts, English
Carleton University, Ottawa, Ontario

**References, Criminal Record Check, Driver's Abstract
will be available upon request**

Please accept this letter as my application to be appointed as a member at large to represent the county in the Caroline and District Recreation and Agricultural Society

I have been the President of the Caroline Skating Club for the past four years. On October 8, 2013 I will be resigning as President in order to move my attention to a broader focus in the community. I think holding a seat as a representative in the Caroline Ag Society is that focus. I will be in regular attendance at any meeting related to the appointment on the board.

Caroline and Clearwater County have been my home for 25 years and I have strong roots within the community. I have attached my resume as well as a list of references if you require those items in making your decision. You may also contact Debbie Northcott at the Caroline Complex (403-722-3022) in regards to whether or not I will be the right person for the appointment into the Caroline Ag Society.

I look forward to hearing from you. You can reach me at the above phone number or by email.

Sincerely,

Amy Ophus

Amy Ophus
General Delivery
James River Bridge AB T0M 1C0
Phone: (403)638-1889
Email: amyhelean@gmail.com

Objective

An Administrative position that allows me to utilize my office management training, customer service skills, and offers long term employment with opportunity to gain experience in the accounting area of a business.

Education

- | | |
|--|------------|
| Office Administration Diploma Online, Keyano College | On going |
| <ul style="list-style-type: none">• Microsoft Word Expert | |
| Administrative Professional Certificate, Bow Valley College | April 2013 |
| <ul style="list-style-type: none">• Business Communications, Financial Procedures, Document Processing, Excel, PowerPoint, Access, Interpersonal And Organizational Skills, Office Services and Communication, Introduction to Petroleum• Recipient of the Bonnie Lyn Eckroth Memorial Scholarship in April, 2012 | |
| Caroline School | June 1998 |
| <ul style="list-style-type: none">• High School Diploma | |

Employment Background

- | | |
|--|-------------------------------|
| Office Administrator at Lentz Chiropractic (Olds, Alberta) | Since August 2012 |
| <ul style="list-style-type: none">• Maintained filing system and patient records• Handled invoicing and payments to and from patients and third party insurance companies.• Provided information to patients and the community• Answered phone and scheduled patients using Health Quest Software• Balanced payment records and handled monthly reconciliation and receivables• Trained new office personnel• Used and maintained all office equipment | |
| President of Caroline Skating Club (Caroline, Alberta) | Since October 2008 |
| <ul style="list-style-type: none">• Developed a plan that fulfills the Mission of the club• Chaired and developed agendas for executive and general meetings• Maintained licenses as required by Alberta Liquor and Gaming and Skate Canada• Organised fundraising activities such as Carnivals, bottle drives, Casinos, and Raffle draws• Strengthened the club's relationship with Skate Canada, club parents, coaches, testing officials and community organizations• Set budget for upcoming years and designed a plan to stay within parameters of budget• Currently in fourth year of elected position | |
| Senior Grader at WestFraser LVL (Strachan, Alberta) | January 1999
December 2001 |
| <ul style="list-style-type: none">• Operated and maintained Dry Veneer line• Trained new employees• Managed a crew of five employees in the absence of supervisor• Designated crew First Aid attendant and Emergency Response team member• Maintained quality control of finished product• Achieved productivity targets• Participated in leadership training seminars | |

Skills

- Proficient in Word, Excel, Access, PowerPoint and Outlook
- Current typing speed is 50 wpm

Amy Ophus

General Delivery
James River Bridge AB T0M 1C0
Phone: (403)638-5319
Email: amyhelean@gmail.com

References

1. Christa Trimble

Site 3 Box 24 RR 3 Stn Main
Rocky Mountain House AB T4T 2A3
Home: 403-722-2219
Cell: 403-846-5531

Title: Skating Coach
(Caroline Skating Club)

2. Donna Luft

5431 54th Street
Rocky Mountain House AB T4T 1H1
Home: 403-844-8531
Cell: 403-846-1849

Title: Former Shift Supervisor
(West Fraser LVL)

3. Doris Houghton

Box 421
Caroline AB T0M 1C0
Home: 403-722-2627
Cell: 403-846-9898

Title: Former Member of
Caroline Ag Society

4. Lorissa Nafziger

Box 1191
Caroline AB T0M 1C0
Cell: 403-396-2471

Title: Owner of Jomad Industries
and Community Volunteer
(Minor Hockey, Minor Ball and
Caroline Ag Society)

MONA CROCKER

Box 841
Rocky Mountain House, AB T4T 1A6

403.845.5422
monacrocker@gmail.com

October 2, 2013

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

Dear Tracy,

Re: County Board Representative – Clearwater Regional Family and Community Support Services (FCSS)

As I was reading the Clearwater County Highlights quarterly publication (Sept. 2013), I noticed the ad calling for positions on community boards. Please accept this letter and resume as my application for the above position as an FCSS Board Member.

My experience on the FCSS Board spans from 2011-2012 when I had to resign as Board Chair due to employment with Cenovus Energy in Northern Alberta. I have since resigned my position with Cenovus and want to continue my community involvement by again becoming an FCSS Board Member for Clearwater County.

While sitting on the Board, I participated in all meetings, workshops and volunteer appreciation events. I supported many of the FCSS initiatives and community grant applications. As a past Board Member, I was impressed by the efforts of Students Against Drunk Driving (SADD), the Rocky Volunteer Centre, and the Wild Rose School Division's Aboriginal Resource Centre.

I would be honoured to become involved as an FCSS Board Representative. I am committed to attending all the meetings and am available throughout the year for meetings. Please feel free to contact me with any questions at 403.845.5422 or e-mail at monacrocker@gmail.com.

Sincerely,

Mona Crocker

MONA CROCKER

Box 841
Rocky Mountain House, AB T4T 1A6

403.845.5422
monacrocker@gmail.com

INSTRUCTOR

Instructor, NAIT Office Career Training (Contract)

September 2005 – March 2012

Rocky Mountain House, AB

- MS Windows XP; MS Word 2000, 2003, 2007; MS Access 2000, 2003, 2007; Introduction to Microcomputers; Business Communications; and Introduction to the Oilpatch
- Developed and implemented new curriculum programming for Business Communications and Introduction to the Oilpatch in consultation with NAIT Project Coordinator
- Evaluated and assessed student development; discussed individual student progress
- Secured student work experience placements with local agencies and businesses

OFFICE ADMINISTRATION

Administrative Assistant (Contract Position)

May 2012 – September 2013

Cenovus FCCL Ltd., Christina Lake SAGD Facility

- Prepare costing reports, input purchase orders
- Set up meetings, prepare agendas, record & circulate minutes, contribute ideas, maintain Action Logs
- Develop processes & procedures for the Maintenance Services Project Team
- Assist Coordinator with time & task management, identify areas of improvement
- Participate & contribute as an active member of Cenovus' Operations Excellence program

Office Administration (Contract Position)

March 2011 – May 2011

Rocky Learning Council

- Maintain Adult Learning Course database
- Record student completions, receive course payments
- Greet public, answer questions on available courses
- Support learners & instructors with photocopying, scheduling

Weed Extension Coordinator

May 2006 – September 2006

Clearwater County, Rocky Mountain House, AB

- Travel extensively throughout Clearwater County to meet assist landowners to discuss weed control plans
- Apply Alberta's Weed Control Act as per Clearwater County Ag Services
- Design weed media materials & assist with Agriculture event advertising
- Create and maintain weed and address databases for Ag Services

Office Reception / Administration

May 2005 – September 2005

Clearwater County, Rocky Mountain House, AB

- Answer telephone requests & transfer calls
- Greet people & direct them to the appropriate areas
- Receive and maintain cash & cheque transactions
- Record, type, organize, mail out minutes for Agricultural Service Board

EMERGENCY COMMUNICATIONS

Wildfire Dispatcher / Radio Operator (Seasonal)

May 2007 – September 2008

Sustainable Resource Development, Rocky Mountain House, AB

May 1989 – December 1997

- Dispatch appropriate firefighting teams and aircraft to forest fires
- Transmit, receive, monitor and log all Forestry radio communications
- Enter accurate weather and fire data into Alberta SRD FIRES database
- Operate fireline radios on wildfire export teams

RCMP Telecommunications Operator

February 1998 – November 1999

Operational Communications Centre, Red Deer, AB

- Control, operate and monitor RCMP radio communications
- Respond to all public requests for law enforcement services
- Dispatch RCMP to emergency and non-emergency complaints
- Process documents and CPIC messages

ADDITIONAL INFORMATION

- RCMP Telecomms Operator Training Course: February 1998
- Radio Telephone Operator's Certificate, Industry Canada (Issued 1982/05/28)
- Clean Class 5 Alberta Driver's License
- First Aid / CPR Expires May 2015
- H2S Alive Expires May 2015

COMMUNITY

- Board Chair, Rocky Mountain House Public Library; 2011-2012
- Board Member, Clearwater Regional Family and Community Support Services; 2011
- Board Member, Rocky Mountain House Public Library, 2009

EDUCATION

- Certificate of Adult and Continuing Education (CACE)
University of Alberta, Edmonton, Alberta
- Bachelor of Arts, English
Carleton University, Ottawa, Ontario

**References, Criminal Record Check, Driver's Abstract
will be available upon request**

Tracy Haight

From: Dick Wymenga <drwymenga@hotmail.com>
Sent: October-15-13 5:25 PM
To: Tracy Haight
Subject: Physician recruitment and retention committee

I wish to put my name forward for this committee as Clearwater County's member at large.
Rose Wymenga

Sent from my iPad



Caroline & District
Chamber of Commerce

October 15, 2013

Clearwater County
Box 550
4340 – 47 Ave
Rocky Mountain House, AB
T4T 1A4
thaight@clearwatercounty.ca

Re: Application for Physician Recruitment Committee

Dear Ms. Haight,

Over the past three 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. The Board of Directors has indicated that it wishes to re-apply for a continued 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