

**CLEARWATER COUNTY COUNCIL AGENDA**  
**December 12, 2017**  
**9:00 am**  
Council Chambers  
4340 – 47 Avenue, Rocky Mountain House, AB

**PUBLIC PRESENTATION:**

**10:30 am Gwen MacGregor, Mountain Rose Women’s Shelter Association (MRWSA)**

**10:45 am Jennifer McDougall, Project Manager, Clearwater Broadband Foundation**

**A. CALL TO ORDER**

**B. AGENDA ADOPTION**

**C. CONFIRMATION OF MINUTES**

1. November 28, 2017 Regular Meeting Minutes

**D. PUBLIC WORKS**

1. North Nordegg Subdivision Resident Dust Suppression Request

**E. MUNICIPAL**

1. Revised Meeting Procedures Bylaw 1033/17
2. Revised Code of Conduct Bylaw 1034/17
3. *TABLED ITEM* Council’s Additional Municipal Governance Training
4. Invitation – MP Eglinski for Community Crime Awareness Meeting
5. *TABLED ITEM 227/17* Commenting and/or Recommending Amendments on the Draft Clearwater-North Rocky Major Area Structure Plan

**F. PUBLIC PRESENTATION**

1. 10:30 am – MRWSA Rural Point-In-Time Final Report on Homelessness
2. 10:45 am – Clearwater Broadband Foundation

**G. CORPORATE SERVICES**

1. Clearwater Broadband Foundation’s Funding Request
2. 2018 Council Compensation

**H. COMMUNITY & PROTECTIVE SERVICES**

1. Request from Chedderville All Hallows Church & Cemetery Society

**I. IN CAMERA**

1. Clearwater Broadband Foundation; *FOIP* s.16 Disclosure Harmful to Third Party Interest
2. Legal – Judicial Review Application; *FOIP* s27(1) Privileged Information
3. Labour – Interim CAO Contract; *FOIP* s.17(1) Disclosusre Harmful to Personal Privacy

**J. INFORMATION**

1. CAO's Report
2. Public Works Director's Report
3. Councillor's Verbal Report
4. Notes from the David Thompson Country Regional Tourism Working Group – November 27, 2017
5. Councillor Remuneration

**K. ADJOURNMENT**

***TABLED ITEMS***

<b><u>Date</u></b>	<b><u>Item, Reason and Status</u></b>
06/13/17	<b>213/17 identification of a three-year budget line for funding charitable/non-profit organizations' operational costs pending review of Charitable Donations and Solicitations policy amendments.</b>
06/13/17	<b>227/17 commenting and/or recommending amendments on the revised preliminary draft Clearwater – North Rocky Major Area Structure Plan pending Councillors individual review.</b>
11/28/17	<b>464/17 Live Video Feed in Council Chambers pending more information and additional quotes on alternative live video feed systems</b>
11/28/17	<b>471/17 Municipal Governance Training pending further information</b>



## AGENDA ITEM

<b>PROJECT: North Nordegg Subdivision Resident Dust Suppression Request</b>		
<b>PRESENTATION DATE: December 12, 2017</b>		
<b>DEPARTMENT:</b> Public Works	<b>WRITTEN BY:</b> Kate Reglin	<b>REVIEWED BY:</b> Kurt Magnus Rick Emmons, Interim CAO
<b>BUDGET IMPLICATION:</b> <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
<b>STRATEGIC PLAN THEME:</b> Well Governed and Leading Organization	<b>PRIORITY AREA:</b> 2.2 Provide service levels that balance the community needs with organizational capacity	<b>STRATEGIES:</b> 2.2.1 Undertake reviews to determine types and levels of service and assets provided by Council, aligned with community need, to evaluate service quality
<b>ATTACHMENT(S): Resident Request for Service Letter and Signatures; Nordegg North Subdivision Map</b>		
<b>RECOMMENDATION: Council takes into consideration supplying SB90 Dust Suppression to the North Nordegg Subdivision roadways of Pine Martin Drive and Shunda Creek Road, and, adjust the 2018 budget accordingly.</b>		

### BACKGROUND:

Administration received a letter, on December 7<sup>th</sup>, 2017, from residents, within the Nordegg North Subdivision, regarding their concerns about the roadway maintenance on Shunda Creek Road and the east end of Pine Martin Drive.

Currently, the County places MG 30 dust suppression on these two roads. The east end of Pine Martin Drive is 800 meters long. Shunda Creek Road is approximately 2.2 kilometers in length.

The residents are requesting that Clearwater County place SB90 dust suppression on these two roadways. The remaining sub-division, to which the letter is referring to, was recently applied (summer of 2017) with SB90 as part of the cost share program between the County and residents within the area.



To Whom it May Concern

The roads into the North Nordegg Subdivision off Highway 11, Shunda Creek Road and the east end of Pine Martin Drive which is approximately half a kilometer, are the roads in question. The tree sap used on these roads turns to a soupy mess when it rains,

It is very concerning for hikers, bikers and people walking on the roads and people accessing the hostel and for the many residents having to access their properties using these roads. The mud picks up on the running boards, coats your mud flaps and under carriage of your vehicles and then drips off in your yard or garage.

Many residents walk into town for mail and to go to the services in Nordegg and it also is the school bus route.

This is a request that the roads be coated with the same dust control as the rest of the sub-division.

Thank you from the concerned residents of Nordegg.

## Request for Service

### Issue:

The entrance roads into the North Nordegg Subdivision are rural gravel roads maintained by Clearwater County. These roads are often full of potholes, and become rutted, soft and greasy after rainfalls or snow melt. There are often people walking and biking on these roads, and these conditions can pose a safety hazard.

### Request:

The residents listed below would like to see the entrances into the North Nordegg Subdivision receive an overlay of asphalt or manufactured oil product like that used in the dust control program to reduce the sloppy, greasy, rutted entrance roads into the subdivision.

Name	Address	Signature	Phone Number
WAYNE CARPENTER	12 WILLOW Way	Wayne Carpenter	403-844-1965
SHARON CARPENTER	12 WILLOW Way	Sharon Carpenter	403846-3005
Nancy Vermette	912 Wolverine Way	N Vermette	403-721-2032
Travis & Rhonda Carpenter	19 Willow Way	TC	403-596-8219
Rob Orom	1248 Tamarack Trail	Robert Orom	4033912569
TED ENSOR	116 Tamarack Trail	T ENSOR	867983-1778
Kevin Irwin	20 Willow way	Kevin Irwin	7804496272
Tracy Irwin	20 Willow Way	Tracy Irwin	"
CHERI ADOLPH	Box 7	Cheri Adolph	403-721-2208
Alan Bennie	Box 3	Alan Bennie	4033321941
Cathy Bennie	Box 3	Cathy Bennie	4034774686
Florie Huckle	Box 91	Florie Huckle	780-405-9681
Hollen Seldrake	801 Juniper Trail	Hollen Seldrake	403-863-9744
Jane Drummond	436 Pine Martin	Jane Drummond	587 679 1295
Dennis Vermett	Box 5 Nordegg	Dennis Vermett	403-721-2032
Cheryl Hobbs	Box 80	✓	780-531-2598

Request for Service

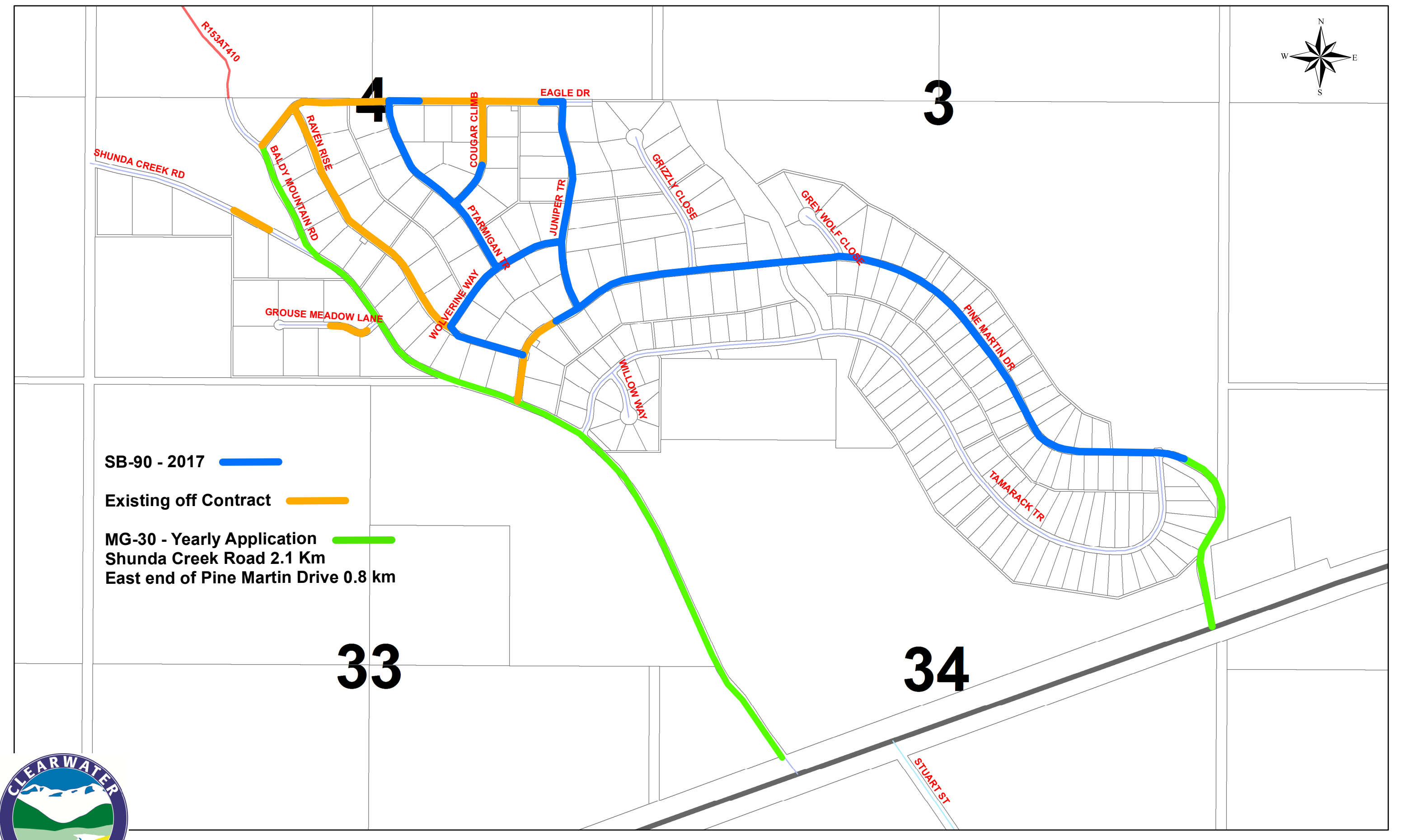
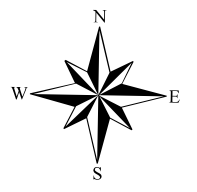
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Request:

The residents listed below would like to see the entrances into the North Nordegg Subdivision receive an overlay of asphalt or manufactured oil product like that used in the dust control program to reduce the sloppy, greasy, rutted entrance roads into the subdivision.

Name	Address	Signature	Phone Number
Paul Kristoff	Box 32 NORDEGG AB	Paul Kristoff	587-444-0034.
Rolf Adolph	Box 7 Nordegg	Rolf Adolph	403 846-7632
Cristie Tarr	Box 1 Nordegg	Cristie Tarr	250 617 3717
Kathy Feys	Box 78 NORDEGG	Kathy Feys	403-721-2022
Sharon Cuzner	Box <del>57</del> NORDEGG	Sharon Cuzner	403-846-3005
Tom Davison	Box 84 Nordegg AB	Tom Davison	403-660-8115
Jennifer Davidson	Box 84 621 Ptarmigan Trail Nordegg	Jennifer Davidson	403 512 4209
Tom Jordan	607 PTARMIGAN TRAIL, NORDEGG, AB	Tom Jordan	780-742-9297
Jason Ariano	305 Shuck Creek Road, Box 37, Nordegg, AB	Jason Ariano	(403) 506-4682
Roger Neumy	BOX 3.3 NORDEGG A. B.	Roger Neumy	403 844 7820



SB-90 - 2017 

Existing off Contract 

MG-30 - Yearly Application   
 Shunda Creek Road 2.1 Km  
 East end of Pine Martin Drive 0.8 km





## AGENDA ITEM

<b>PROJECT:</b> Revised Meeting Procedures Bylaw 1033/17		
<b>PRESENTATION DATE:</b> December 12, 2017		
<b>DEPARTMENT:</b> MUNICIPAL	<b>WRITTEN BY:</b> Christine Heggart	<b>REVIEWED BY:</b> Rick Emmons, Interim CAO
<b>BUDGET IMPLICATION:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input checked="" type="checkbox"/> MGA, Procedures Bylaw 954/12		
<b>STRATEGIC PLAN THEME:</b> Well Governed and Leading Organization	<b>PRIORITY AREA:</b> Compliance with statutory and regulatory obligations	<b>STRATEGIES:</b>
<b>ATTACHMENT(S):</b> <i>Meetings Procedures Bylaw 1033/17</i>		
<b>RECOMMENDATION:</b> 1. That Council provide first, second, permission for third and third readings of the new <i>Meetings Procedures Bylaw 1033/17</i> .		

### BACKGROUND:

At their November 28, 2017 meeting, Council reviewed and directed amendments be made to the *Meetings Procedures Bylaw*, as part of their governance review process in alignment with the *Modernized Municipal Government Act (MGA)*.

Attached for Council's consideration for first, second and third readings is a draft of the new *Meetings Procedures Bylaw 1033/17*.



**BYLAW NO. 1033/17**

BEING A BYLAW OF CLEARWATER COUNTY, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE ORDERLY PROCEEDINGS OF COUNCIL MEETINGS AND THE TRANSACTING OF BUSINESS BY THE COUNCIL OF CLEARWATER COUNTY.

AND WHEREAS Section 145(b) of the *Municipal Government Act* allows a Council to pass a bylaw in relation to the procedure and conduct of Council, and other bodies established by Council, the conduct of Councillors and the conduct of members of other bodies established by Council;

NOW THEREFORE upon compliance with the relevant requirements of the *Municipal Government Act*, the Council of the Clearwater County, Province of Alberta, duly assembled, enacts as follows:

**1. TITLE**

- 1.1 This bylaw may be cited as "The Meeting Procedures Bylaw".

**2. DEFINITIONS**

In this Bylaw:

- 2.1 "Act" means the *Municipal Government Act*, R.S.A .2000, Chapter M-26.
- 2.2 "Administrative Inquiry" is a request by a Councillor to the Chief Administrative Officer for the future provision of information.
- 2.3 "Agenda" is the order of business of a meeting and the associated reports, bylaws or other documents.
- 2.4 "Chief Administrative Officer" means the Chief Administrative Officer of Clearwater County or designate.
- 2.5 "Chair" means the Reeve, Deputy Reeve or other person authorized to preside over a meeting.
- 2.6 "Council" means the municipal Council of Clearwater County.
- 2.7 "Councillor" means a member of Council who is duly elected and continues to hold office and includes the Reeve.
- 2.8 "Council Committee" means any committee, board or other body established by Council by bylaw under the Act.
- 2.9 "Deputy Reeve" means the Councillor appointed by Council to act as the Reeve when the Reeve is unable to perform the duties of the Reeve, or if the office of Reeve is vacant.
- 2.10 "General Election" means an election held in Clearwater County to elect the members of Council as described in the *Local Authorities Election Act*.
- 2.11 "FOIP" means *Freedom of Information and Protection of Privacy Act*.
- 2.12 "In-Camera" means a meeting or portion of a meeting of Council without the presence of the public where the matter to be discussed is within one of the exceptions to disclosure in Division 2, of Part 1 of the *Freedom of Information and Protection of Privacy Act*.
- 2.13 "Inaugural Meeting" means the Organizational Meeting immediately following the General Election.
- 2.14 "Meetings" means a meeting under section 192 (organizational meetings), 193 (regular council meetings) or 194 (special council meetings) of the Act; or, where used in reference to a council committee, means a meeting under section 195 (council committee meetings) of the Act.

- 2.15 “Member” includes a Councillor or a member of a Council Committee who is not a Councillor.
- 2.16 “Organizational Meeting” means the meeting held as described in section 4.3 and 4.4 and includes the Inaugural Meeting.
- 2.17 “Pecuniary Interest” means a pecuniary interest with the meaning of the *Municipal Government Act*.
- 2.18 “Point of Order” means a demand that the Chair enforce the rules of procedure.
- 2.19 “Postpone” means the motion by which action on a pending question can be put off, within limits, to a definite day, meeting, or hour, or until after a certain event.
- 2.20 “Public Hearing” is a pre-advertised public hearing that Council is required to hold under the Act or other enactments or any matter at the direction of Council.
- 2.21 “Question of Privilege” means a request made to the Chair, unrelated to the business on the floor that affects the comfort, dignity, safety, or reputation of Council or individual Councillors.
- 2.22 “Quorum” is the minimum number of Members that must be present at a meeting for business to be legally transacted.
- 2.23 “Reeve” means the Chief Elected Official of the County.
- 2.24 “Resolution” can also be referred to as a motion.
- 2.25 “Table” means a motion to delay consideration of any matter, which does not set a specific time to resume consideration of the matter.
- 2.26 “Two-Thirds Vote” means a vote by at least two-thirds of Members present at the meeting and entitled to vote on the motion.

### **3.0 APPLICATION AND INTERPRETATION**

#### *General Rules*

- 3.1 The procedures contained in this bylaw shall be observed in all proceedings of Council.
- 3.2 The procedures contained in this bylaw shall be observed in Council Committee meetings with the exception of the limit of the number of times for speaking. However, no Member shall speak more than once to any question until every other Member choosing to speak shall have spoken.
- 3.3 To the extent that a procedural matter is not dealt with in the *Act* or this Bylaw, the matter will be determined by referring to the most recent version of Robert’s Rules of Order Newly Revised 10<sup>th</sup> Edition. Should provision of this bylaw conflict with provisions of Robert’s Rules of Order, the provisions of this bylaw shall prevail.
- 3.4 Subject to any statutory obligation to the contrary, Council or a Council Committee may temporarily suspend any provision of this Bylaw by a Two-Thirds Vote.
- 3.5 A Resolution suspending any provision of this Bylaw as provided for in Section 3.4 is only effective for the meeting during which it is passed.

### **4.0 MEETINGS**

#### *Inaugural Meeting*

- 4.1 Council must hold its Inaugural Meeting not later than two weeks after the third Monday in October following the General Election.
- 4.2 At this meeting:
- All Councillors must take the official oath prescribed by the *Oaths of Office Act*;
  - Council must confirm the Council Chambers seating arrangements of Councillors;
  - All other matters required by Section 4.4 must be dealt with.

*Organizational Meetings*

- 4.3 An Organizational Meeting must be held not later than two weeks after the third Monday in October each year.
- 4.4 At the Organizational Meeting, Council must:
- a) appoint a Councillor to the position of Reeve;
  - b) appoint a Councillor to the position of Deputy Reeve;
  - c) appoint Members to Council Committees; and
  - d) conduct other business as identified within the Organizational Meetings Agenda.

*Regular Council Meetings*

- 4.5 Regular Council meetings are held every second and fourth Tuesday of each month in the Council Chambers at the Clearwater County Administration Office from 9:00 a.m. to 4:00 p.m.
- 4.6 Council may, by Resolution, extend a meeting past 4:00 p.m.
- 4.7 Council may, by Resolution, establish other regular Council meeting dates as may be required from time to time.
- 4.8 Council may change the date, time or place of a regularly scheduled meeting by a Two-Thirds Vote.
- 4.9 Notice of a change in date, time or place, of any meeting of Council will be provided at least 24 hours prior to the meeting to Councillors in accordance with the *Act* and to the public by:
- a) posting a notice in the Clearwater County Administration Office;
  - b) posting a notice on the Clearwater County website; and,
  - c) posting a notice on Clearwater County's social media pages.
- 4.10 Council may cancel any meeting if notice is given in accordance with section 4.9.

*Special Meetings*

- 4.11 The Reeve may call a special Council meeting at any time and must do so if a majority of Councillors make a request in writing stating the purpose of the meeting.
- 4.12 A special Council meeting requested by Councillors must be held within 14 days after the request is received.
- 4.13 Notice of a special Council meeting must be given at least 24 hours in advance and in accordance with section 4.9.
- 4.14 A special Council meeting may be held with less than 24 hours' notice to all Councillors and without notice to the public if a least Two-Thirds of the whole Council agrees to this in writing before the beginning of the meeting.
- 4.15 No matter other than that stated in the notice calling the special Council meeting may be transacted at the meeting unless the whole Council is present at the meeting and the Council agrees to deal with the matter in question.

*Electronic Recording of Proceedings*

- 4.16 The recording of a Council meeting by electronic or other means is allowed unless, in the sole determination of the Chair, the recording of a Council meeting by electronic or other means is disruptive to the process or if the recording of a Council meeting will inhibit or discourage any member of Council or the public from fully participating in the Council meeting. Recording of Public Hearings or quasi-judicial meetings (e.g. Subdivision Appeal Board) will not be permitted. If the Chair determines that the recording of a Council meeting by electronic or other means is disruptive or will inhibit or discourage any member of Council or the public from fully participating in a Council meeting the Chair may prohibit, limit or restrict the recording of a Council meeting by electronic or other means.

*Meetings through Electronic Communications*

- 4.17 A Councillor may participate in a meeting by means of electronic or other communication facilities if:
- a) a quorum of Council cannot be achieved by Councillors attending a Council meeting or Public Hearing in person; or
  - b) there is a specific item on the agenda of interest to a Councillor and where the Councillor wishes to participate in the discussion and voting on the specific agenda item they may do so provided:
    - i) the Councillor provides 48 hours' notice to the Chief Administrative Officer;
    - ii) the participation by a Councillor can be reasonably accommodated through existing technology and/or facilities;
- 4.18 Councillors participating in a meeting held by means of a communication facility are deemed to be present at the meeting.
- 4.19 Delegations or other persons may participate in a Council meeting or Public Hearing by electronic or other means if Council passes a resolution authorizing participation of a delegation or other persons in a Council meeting or Public Hearing by electronic or other means.

**5.0 PUBLIC HEARINGS**

- 5.1 Public Hearings will be held in conjunction with a regular Council meeting. However, a special Council meeting for the purpose of holding a Public Hearing may be called.
- 5.2 The procedure for a Public Hearing is as follows:
- a) The Chair will call for a motion to go into Public Hearing;
  - b) The Chair will introduce members of Council and staff, outline the purpose of the Public Hearing, the process to be followed in the Public Hearing and any preliminary matters;
  - c) If applicable,
    - i. Clearwater County staff will present their report followed by questions for clarification by Council; or
    - ii. The proponent or their agent will be requested to present his/her application within a reasonable time period followed by questions for clarification by Council;
  - d) After identifying themselves, members of the public will be invited to make a verbal presentation followed by questions for clarification by Council;
  - e) Depending on the number of written submissions, Clearwater County staff may provide a report on the number of written submissions received and if appropriate a general overview of the contents of the written submissions;
  - f) Verbal or written representation from the federal governments or federal agencies will be invited to make a verbal presentation followed by questions for clarification by Council;
  - g) Verbal or written representation, representatives from the provincial government or provincial agencies will be invited to make a verbal presentation followed by questions for clarification by Council;
  - h) After identifying themselves, representatives from municipal governments or municipal agencies will be invited to make a verbal presentation followed by questions for clarification by Council;
  - i) If applicable
    - i. Clearwater County planning staff will present a closing summary and respond to any questions that may have been raised in the presentations; and
    - ii. The proponent or their agent will present a closing summary and respond to any questions that may have been raised in the presentations.

- 5.3 The use of slides, maps, videos and other similar materials is permitted and these along with written submissions become the property of Clearwater County as exhibits to the hearing.
- 5.4 Persons addressing Council shall give their name, location of residence, an indication as to whether they are speaking on their own behalf or for another person or a group, and address the Chair when responding to questions or providing information.
- 5.5 Individuals may speak for a maximum of five (5) minutes.
- 5.6 One spokesperson per petition or group may speak for a maximum of ten (10) minutes.
- 5.7 At the discretion of the Chair, the time limits for speaking and presentations may be extended to ensure that all interested parties have had a fair and equitable opportunity to express their views.
- 5.8 At the discretion of the Chair, after everyone has had an opportunity to speak once, those interested in speaking a further time and providing new information, may be granted further opportunity to speak.
- 5.9 The Chair is hereby authorized to make any other decisions or determinations with respect to the process or rules of order for the Public Hearing.
- 5.10 The minutes of a Council meeting during which a Public Hearing is held must contain the names of the speakers and a summary of the nature of representations made at the Public Hearing.

## **6.0 COUNCIL REVIEW HEARING**

- 6.1 In this section, the following terms have the following meanings:
  - a) "Order to Remedy" means an order issued under 545 or 546 of the *Act*;
  - b) "Review Hearing" means a review by Council of an Order to Remedy in accordance with section 547 of the *Act*;
  - c) "Staff" means a designated officer of Clearwater County or an employee of Clearwater County that has been delegated the responsibility to issue an Order to Remedy.
- 6.2 A request for a Review Hearing must meet the requirements of section 547 of the *Act* and shall include:
  - a) the name of the appellant;
  - b) the address of the property to which the Order to Remedy relates;
  - c) the reasons for the request to review the Order to Remedy;
  - d) daytime contact telephone number of the appellant; and
  - e) any address to which documents relating to the Review Hearing may be delivered.
- 6.3 The Chief Administrative Officer will schedule the Review Hearing to be heard at a regular Council Meeting as soon as practicable following receipt of the request after ensuring that all parties have sufficient time to prepare for the Review Hearing.
- 6.4 Written submissions from the appellant and Staff must be submitted not less than seven (7) days prior to the Review Hearing and will be distributed as part of the Council Agenda.
- 6.5 A Review Hearing is open to the public unless upon application of any party, Council, pursuant to section 197 of the *Act*, decides that it would be advisable to hold the hearing in private.
- 6.6 The parties to a Review Hearing are entitled to appear before Council, in person or by an authorized agent, and to be represented by counsel.
- 6.7 The rules of evidence in judicial proceedings do not apply to a Review Hearing and evidence may be given in any manner Council considers appropriate.
- 6.8 The procedure in a Review Hearing is as follows:

- a) the Chair will open the Review Hearing, introduce members of Council, Staff and the appellant or their representative;
  - b) the Chair will describe the Review Hearing process and deal with any preliminary matters;
  - c) the appellant will be invited to make opening remarks and presentation (maximum of fifteen (15) minutes) followed by questions to the appellant by Councillors;
  - d) Staff will be invited to make opening remarks and presentation (maximum of fifteen (15) minutes) followed by questions to the Staff by Councillors;
  - e) the appellant will be invited to make a rebuttal (maximum of five (5) minutes) followed by questions to the appellant by Councillors;
  - f) Staff will be invited to make a rebuttal (maximum of five (5) minutes) followed by questions to the Staff by Councillors; and
  - g) The appellant will be invited to make closing remarks (maximum of five (5) minutes) followed by questions to the appellant by Councillors.
- 6.9 If the appellant fails to attend the Review Hearing despite having been given notice, Council may proceed with the Review Hearing in the absence of the appellant.
- 6.10 The Chair may establish such other rules of procedure as may be necessary to conduct the Review Hearing properly and fairly.
- 6.11 At the conclusion of the Review Hearing, Council may confirm, vary, substitute or cancel the Order to Remedy by passing a resolution indicating its decision and its reasons.
- 6.12 If Council confirms, varies or substitutes the Order to Remedy, the Resolution should require the appellant to comply with the Order to Remedy (or complete the required action) by a specific date, failing which the County may rectify the problem at the appellant's cost.
- 6.13 Council may go In-Camera to deliberate but the Resolution embodying Council's decision must be made in public.
- 6.14 The Chief Administrative Officer will cause a notice of the decision of Council to be delivered or mailed to the appellant at the address provided to the Chief Administrative Officer within 15 days after the conclusion of the Review Hearing.
- 6.15 Service is presumed to be effective under section 6.14:
- a) Seven days from the date of mailing if the document is mailed in Alberta to an address in Alberta; or
  - b) Subject to (a), fourteen days from the date of mailing if the document is mailed in Canada to an address in Canada; unless the document is returned to the sender other than by the addressee, or the document was not received by the addressee, the proof of which lies on the addressee.

## **7.0 QUORUM**

- 7.1 Quorum for Council is a majority of Councillors unless specified otherwise by this or any other bylaw, or the *Act*.

### *No Quorum*

- 7.2 If there is no Quorum within thirty (30) minutes after the time set for the meeting, the Chief Administrative Officer will record the names of the Councillors present and the meeting will be adjourned to the time of the next regular Council meeting.

### *Lost Quorum*

- 7.3 If at any time during a meeting Quorum is lost, the meeting will be recessed, and Quorum is not achieved again within fifteen (15) minutes, the meeting will be deemed to be adjourned.

## **8.0 COMMENCEMENT OF MEETINGS AND HEARINGS**

- 8.1 As soon as there is a Quorum after the time for commencement of a Council meeting:
- a) the Reeve must take the Chair and begin the meeting; or

- b) if the Reeve is absent the Deputy Reeve must take the Chair and begin the meeting;  
or
- c) if the Reeve and Deputy Reeve are not in attendance within fifteen minutes after the time set for the meeting and there is a Quorum, the Chief Administrative Officer must begin the meeting by calling for a motion for the appointment of a Chair.

8.2 Upon their arrival, the Reeve or Deputy Reeve will assume the Chair.

## **9.0 DUTIES OF THE REEVE OR CHAIR**

9.1 The Reeve or Chair:

- a) opens Council meetings;
- b) chairs Council meetings;
- c) preserves order in Council meetings;
- d) decides all questions of procedure;
- e) ensures that each Councillor who wishes to speak on a debatable motion is granted the opportunity to do so; and
- f) decides who, aside from Councillors, may address Council.

## **10.0 AGENDA**

### *Preparation of Agenda*

10.1 The Agenda for each Council meeting shall be established by the Chief Administrative Officer.

### *Agenda Delivery*

10.2 The Chief Administrative Officer will distribute the Council Agenda by email to members of Council on the Wednesday afternoon preceding the Council meeting.

### *Late Submissions*

10.3 Reports and supplementary materials related to items on the Agenda and that are received too late to be included with the Agenda package will be made available as soon as reasonably possible.

10.4 Additional Agenda items, reports and supplementary material that are time sensitive and received too late to be included on the Agenda may be made available for consideration of Council as an additional Agenda item and will be delivered to Council members in paper or electronic format as soon as possible.

10.5 The Chief Administrative Officer will make copies of the Agenda and background information available to the public after distribution to Council.

### *Adoption of the Agenda*

10.6 Council must vote to adopt the Agenda prior to transacting other business and may add new items or delete any matter from the Agenda by a Two-Thirds Vote.

10.7 The Agenda of an adjourned meeting will be dealt with at the beginning of the next regular meeting unless a special meeting is called to deal with the business of the adjourned meeting.

## **11. ORDER OF BUSINESS**

### *Order of Business*

11.1 The Order of Business for each meeting shall be as outlined in Schedule "A"

### *Deviation from Order of Business*

11.2 The Chair, in his/her sole determination, may deviate from the Order of Business to accommodate special circumstances and ensure effective and efficient use of time.

**12. MINUTES**

The Chief Administrative Officer will prepare minutes for all Council meetings which will include:

- a) the names of Councillors and members of Administration present at Council meetings;
- b) a brief description of the subject matter;
- c) all decisions and other proceedings;
- d) the names of staff or members of the public who speak to an item;
- e) any abstentions made under the *Act* by a Councillor and the reason for the abstention;
- f) resolutions for the part(s) of the meeting closed to the public; identifying the FOIP section and the basis for which the part of the meeting is to be closed;
- g) the names of persons allowed to attend in-camera portion of the meeting, and the reason for their attendance.
- h) the signatures of the Chair and the Chief Administrative Officer.

**13. PROCEEDINGS***Discussion Directed through Chair*

13.1 All discussion at a Council meeting must be directed through the Chair who will be addressed as "Reeve" or "Mister/Madam Chair".

*Absence from Proceedings*

13.2 When a Councillor has a Pecuniary Interest in a matter before Council or a Council Committee the Councillor must, if present, disclose the general nature of the Pecuniary Interest prior to any discussion on the matter, abstain from voting on any question relating to the matter and, subject to the *Act*, abstain from any discussion of the matter and leave Council Chambers until discussion and voting on the matter are concluded.

*Speaking to Motions*

13.3 A Councillor may not speak unless and until recognized by the Chair.

13.4 Unless permitted by the Chair, a Councillor may only speak twice on any motion, once in debate and once to ask questions.

*Time Limit*

13.5 Each Councillor may speak for only five (5) minutes, unless otherwise permitted by the Chair.

*Interruption of Speaker*

13.6 A Councillor who is speaking may only be interrupted by another Councillor:

- a) by a Question of Privilege; or
- b) by a Point of Order.

13.7 A Councillor who is speaking when a Question of Privilege or a Point of Order is raised must cease speaking immediately.

13.8 The Chair may grant permission:

- a) to the Councillor raising a Question of Privilege or a Point of Order to explain the Question or Point briefly; and
- b) to the Councillor who was speaking to respond briefly.

but otherwise a Question of Privilege or Point of Order is not debatable or amendable.

*Ruling on Proceedings*

13.9 The Chair will rule on a Question of Privilege or Point of Order.



- 13.10 The Chair may seek advice on a Question of Privilege or Point of Order to determine whether a matter is within the jurisdiction of Council.

#### *Challenging a Ruling*

- 13.11 Any ruling of the Chair may be challenged.
- 13.12 A motion to challenge may be made only at the time of the ruling, whether or not another speaker has the floor.
- 13.13 A motion to challenge is debatable unless it related to decorum, the priority of business, or an undebatable pending motion.
- 13.14 If a motion to challenge is made the Chair must state the question “Is the ruling of the Chair upheld?”, and may participate in debate on the challenge without leaving the Chair.
- 13.15 If the Chair refuses to put the question on a challenge, the person who would preside if the individual occupying the Chair were absent must put the question to Council.
- 13.16 Council will decide the challenge by voting and the decision of Council is final.

## **14. MOTIONS**

#### *Consideration of Motions*

- 14.1 Unless otherwise determined by the Chair, no matter may be debated or voted on by Council unless it is in the form of a motion.
- 14.2 A Councillor may move a motion whether or not the Councillor intends to support it.
- 14.3 Once a motion has been moved and stated by the Chair, it is in the possession of Council, and may only be withdrawn with the unanimous consent of the Councillors present at the meeting.
- 14.4 All motions shall be presented in a manner that will allow Council to take a positive action.
- 14.5 When required to do so by the *Act*, Council will provide reasons why a motion was defeated.
- 14.6 A motion does not require a seconder.

#### *Motions to the Main Motion*

- 14.7 When a motion is made and is being considered, no Councillor may make another motion except to:
- a) amend the motion;
  - b) amend any amendment to the motion;
  - c) refer the main motion for consideration;
  - d) Table the motion;
  - e) Postpone the motion; or
  - f) move a privileged motion.

#### *Privileged Motions*

- 14.8 The following motions are privileged motions:
- a) a motion to recess;
  - b) a motion to adjourn;
  - c) a motion to set the time for adjournment; and
  - d) a Question of Privilege.

#### *Motion to Recess*

- 14.9 The Chair, without a motion, may recess the meeting for a specific period.

14.10 Any Councillor may move that Council recess for a specific period.

14.11 After a recess, business will be resumed at the point where it was interrupted.

#### *Severing Motions*

14.12 The Chair may sever a motion and the original mover of the motion will remain as the mover of the severed motion.

#### *Amending Motions*

14.13 A Councillor may not amend a motion or make an amendment which:

- a) does not relate to the subject matter of the main motion; or
- b) is contrary to the main motion.

14.14 Only one amendment to the main motion and only one amendment to that amendment are allowed.

14.15 The main motion will not be debated until any proposed amendments to it have been debated and voted on.

14.16 When all proposed amendments have been voted on, the main motion, incorporating the amendment that has been adopted by Council, will be debated and voted on.

#### *Referring Motions*

14.17 A Councillor may move to refer any motion to the appropriate Council Committee or the administration for investigation and report, and the motion to refer:

- a) precludes all further amendments to the motion;
- b) is debatable; and
- c) may be amended only as to the body to which the motion is referred and the instructions on the referral.

#### *Motion to Limit or End Debate*

14.18 Any motion to limit or end debate:

- a) cannot be debated;
- b) must be passed by a Two-Thirds Vote; and
- c) may only be amended as to the limit to be placed on debate.

#### *Motion to Table*

14.19 A motion to Table another motion:

- a) cannot be debated;
- b) takes precedence over any other motion connected with the motion being Tabled; and
- c) may be raised from the Table at any time by a majority vote of Council.

14.20 A Tabled motion is brought back with all of the motions connected with it, exactly as it was when Tabled.

#### *Motion to Postpone*

14.21 A motion to Postpone:

- a) takes precedence over any other motion connected with the motion being Postponed;
- b) can only be debated as to the time, or date; and
- c) cannot be amended.

#### *Reconsideration of Motions*

14.22 If a motion is voted on by Council, the same matter dealt with in the motion cannot be reconsidered by Council unless;

- a) a General Election has been held; or
- b) six months has passed since the date that motion was considered; or
- c) a motion to reconsider has passed.

14.23 A Councillor may introduce a motion asking Council to reconsider a matter dealt with in a previous motion providing:

- a) the motion is made at the same meeting of Council at which the original matter was considered and is moved by a Councillor who voted with the prevailing result; or
- b) a Notice of Motion is submitted by a Councillor who voted with the prevailing result, prior to the meeting at which it is to be considered, in which the Councillor sets out what special or exceptional circumstances warrant Council considering the matter again; and
- c) the motion to which it is to apply has not already been acted upon.

14.24 If a motion to reconsider is passed the original motion is on the floor.

## **15. IN CAMERA**

### *Motion to go In-Camera to Close the Meeting*

15.1 Before holding part of a meeting that is to be closed to the public, Council must:

- a) approve by resolution the part of the meeting that is to be closed; and,
- b) state FOIP basis for which that part of the meeting is to be closed.

### *In-Camera Meeting*

15.2 All In-Camera meetings will:

- a) be chaired by the Reeve or Deputy Reeve; and,
- b) be held without the presence of the public unless allowed by Council.

15.3 Once in camera meeting discussions are completed, any members of the public who are present outside the meeting room must be notified that the rest of the meeting is now open to the public, and a reasonable amount of time must be given for those members of the public to return to the meeting before it continues.

15.4 No bylaw or motion will be passed at an In-Camera meeting except for a motion to revert to a meeting to be held in public.

## **16. NOTICE OF MOTION**

16.1 A Councillor may make a motion introducing any new matter if:

- a) notice is given at a previous Council meeting; or,
- b) notice is submitted to the Chief Administrative Officer in writing (hard copy or email) to be included in the next Council Agenda; or,
- c) Council, by a Two-Thirds Vote, agrees to dispense with notice.

## **17. VOTES OF COUNCIL**

### *Requirement to Vote*

17.1 Each Councillors present must vote on every motion, unless the Councillor is required or permitted to abstain from voting under the *Act*.

### *Voting Procedure*

17.2 Votes on all motions must be taken as follows:

- a) except for a meeting conducted through electronic or other communication facilities, Councillors must be in their designated Council seat when the motion is considered;
- b) the Chair puts the motion to a vote;
- c) Councillors vote by a show of hands or other method agreed to by Council; and

d) the Chair declares the result of the vote.

17.3 Unless otherwise specified in this bylaw, a motion is carried when a majority of Councillors present at a meeting vote in favor of the motion.

#### *Declaring Results of a Vote*

17.4 After the Chair declares the result of the vote, Councillors may not change their vote for any reason.

17.5 A question on the results of a vote may be resolved by the Chair immediately calling for a revote on the motion.

#### *Tie Votes*

17.6 A motion is lost when the vote is tied.

### **18. BYLAWS**

#### *Basic Requirements*

18.1 All proposed bylaws must have:

- a) a bylaw number assigned by the Chief Administrative Officer; and
- b) a concise title indicating the purpose of the bylaw.

18.2 Councillors will be provided the opportunity to review a copy of the proposed bylaw, in its entirety, prior to any motion for first reading.

#### *Introducing a Bylaw*

18.3 A proposed bylaw must be introduced at a Council meeting by a motion that the bylaw be read a first time. Council may hear an introduction of the proposed bylaw from the Chief Administrative Officer.

18.4 After first reading has been given, subject to the requirements of the *Act*, any Councillor may move that the bylaw be read a second time.

18.5 Council may not give a bylaw more than two readings at a meeting unless all Councillors present at the meeting vote in favor of allowing a third reading at that meeting.

#### *Amendments to Bylaws*

18.6 Any amendments to the bylaw which are carried prior to the vote on third reading will be considered to have been given first and second readings and will be incorporated into the proposed bylaw.

#### *Defeated Bylaws*

18.7 The previous readings of a proposed bylaw are rescinded if the proposed bylaw:

- a) does not receive third reading within two years after first reading; or
- b) is defeated on second or third reading.

#### *Effective Date*

18.8 A bylaw is effective from the beginning of the day it is signed unless the bylaw or any applicable statute provides for another effective date.

#### *Bylaws Signed and Sealed*

18.9 The Reeve and the Chief Administrative Officer must sign and seal the bylaw as soon as reasonably possible after third reading is given.

18.10 Once a bylaw has been passed, it may only be amended or repealed by another bylaw made in the same way as the original bylaw, unless another method is specifically authorized by the *Act* or another enactment.

**19. ADMINISTRATIVE INQUIRIES***Verbal or Written Administrative Inquiries*

19.1 Any Councillors may make an Administrative Inquiry:

- a) verbally, if the Councillor does not require a written response; or
- b) in writing, if the request requires a written response.

*Submission of Administrative Inquiries*

19.2 Administrative Inquiries may be submitted:

- a) at any regular meeting of Council; or
- b) for inclusion on the Agenda of a Council meeting; or
- c) outside a regular Council meeting if the response to the Inquiry is not a substantive task.

*Response to Administrative Inquiries*

19.3 Administrative Inquiries made at a Council meeting will be responded to at the next meeting of Council following the meeting at which the Inquiry was submitted, unless:

- a) the financial or other resources required to answer the Inquiry are substantial and a decision of Council or the Chief Administrative Officer is required to approve such allocation of resources; or
- b) additional time is required to prepare the response or compile the requested information.

19.4 Administrative Inquiries made outside a Council meeting will be responded to within two weeks from the date the inquiry was submitted, unless:

- a) the financial or other resources to answer the inquiry are substantial and a decision of Council or the Chief Administrative Officer is required to approve such allocation of resources.
- b) additional time is required to prepare the response or compile the requested information.

19.5 Councillors will be advised as to when the response to an Administrative Inquiry will be provided.

19.6 The Chief Administrative Officer may determine if the information acquired in response to an Administrative Inquiry is of benefit to Councillors and may direct that the Administrative Inquiry and the response be distributed to all Councillors.

19.7 A Councillor who requested an Administrative Inquiry may request that the Inquiry be abandoned.

**20. COMMUNICATIONS TO COUNCIL***Public Presentations at Council Meetings*

20.1 Requests for an appointment to make a public presentation to Council must be received by the Chief Administrative Officer and must:

- a) be in writing and received at least seven (7) business days prior to the Council meeting date;
- b) clearly identify the reason or purpose of the appointment;
- c) identify the individual, or primary contact for a group or organization; and
- d) include contact information of the individual or organization;

20.2 A decision on a request from a public presentation will be dealt with after all other new and unfinished business agenda items have been addressed by Council.

20.3 If a public presentation presents a request and the Chief Administrative Officer has not presented a background report and recommendation, the matter will be referred back to administration for review, preparation of a background report and

recommendation from the Chief Administrative Officer. The administrative report and recommendation from the Chief Administrative Officer shall be included on the next Council meeting agenda.

- 20.4 Presentations from sales persons will not be allowed.
- 20.5 Presentations on matters previously reviewed at public hearings, order to remedy reviews, and appeal boards for assessment, pest and weed control, subdivision and development shall not be made.
- 20.6 The amount of time allocated for public presentation is at the sole discretion of the Chair.

#### *Criteria for Written Submissions*

- 20.7 Any communication intended for Council must be forwarded to the Chief Administrative Officer in writing and must:
  - a) be legible and coherent;
  - b) be able to identify the writer and the writer's contact information;
  - c) be on paper or, in a printable format; and
  - d) not be libelous, impertinent or improper.

#### *Responsibilities of the Chief Administrative Officer*

- 20.8 If the Chief Administrative Officer determines the communication or presentation is within the governance authority of Council, the Chief Administrative Officer will:
  - a) if it relates to an item already on the Agenda, deliver a copy of the communication or a summary of it to Councillors prior to or at the meeting at which the Agenda is being considered; or
  - b) acquire all information necessary for the matter to be included on a future Council agenda for consideration by Council.

#### *Decisions on Communications*

- 20.9 If the Chief Administrative Officer determines the communication and/or presentation is not within the governance authority of Council, the Chief Administrative Officer will:
  - a) refer the communication to administration for a report or a direct response and provide a copy of the original correspondence and the referral to the Councillors;
  - b) take any other appropriate action on the communication.
- 20.10 If a Councillor objects to the process determined by the Chief Administrative Officer, a Councillor may introduce a notice of motion requesting the item be included for Council consideration on a Council Agenda.
- 20.11 If the standards set out in section 20.7 are not met, the Chief Administrative Officer may file the communication without any action being taken.
- 20.12 The Chief Administrative Officer will respond to the person sending the communication and advise that person of the process to be followed and any action taken on the subject of the communication.

## **21. CONDUCT IN COUNCIL MEETINGS**

### *Public Conduct*

- 21.1 During a Council meeting members of the public must:
  - a) not approach or speak to Council without permission of the Chair;
  - b) not speak on any matter for longer than five (5) minutes, unless permitted by the Chair;
  - c) maintain order and quiet; and
  - d) not interrupt a speech or action of Council or another person addressing Council.
- 21.2 The Chair may order a member of the public who creates a disturbance or acts improperly at a meeting to be expelled.

*Council Conduct*

21.3 During a Council meeting, Councillors must not:

- a) imply attribution of motive, speak disrespectfully, or use offensive words
- b) address Councillors without permission;
- c) carry on a private conversation;
- d) break the rules of Council or disturb the proceedings;
- e) leave their seat or make any noise or disturbance while a vote is being taken or the result declared; or
- f) disobey the decision of the Chair on any question of order, practice or interpretation.

*Cell Phones and Personal Electronic Devices*

21.4 During a Council meeting cell phones and personal electronic devices shall be turned off or set on a mode that will not be a disruption to the meeting.

*Breach of Conduct*

21.5 A Councillor who persists in a breach of subsection 21.3 or 21.4, after having been called to order by the Chair, may, at the discretion of the Chair, be ordered to leave for the duration of the meeting.

21.6 At the discretion of the Chair, a Councillor may resume his or her seat after making an apology for the Councillor's offending conduct.

**EFFECTIVE DATE**

22.1 This Bylaw will come into force and effect on the final day of passing and signature thereof.

22.2 Bylaw No. 954/12 is hereby repealed.

READ A FIRST TIME this 12<sup>th</sup> day of December, 2017.

READ A SECOND TIME 12<sup>th</sup> day of December, 2017.

PERMISSION FOR THIRD READING grant this 12<sup>th</sup> day of December, 2017.

READ A THIRD AND FINAL TIME this 12<sup>th</sup> day of December, 2017.

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Reeve

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Chief Administrative Officer



## AGENDA ITEM

<b>PROJECT:</b> Revised Code of Conduct – Bylaw 1034/17		
<b>PRESENTATION DATE:</b> December 12, 2017		
<b>DEPARTMENT:</b> MUNICIPAL	<b>WRITTEN BY:</b> Christine Heggart	<b>REVIEWED BY:</b> Rick Emmons, Interim CAO
<b>BUDGET IMPLICATION:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input checked="" type="checkbox"/> MGA, Code of Conduct Bylaw 1025/17		
<b>STRATEGIC PLAN THEME:</b> Well Governed and Leading Organization	<b>PRIORITY AREA:</b> Compliance with statutory and regulatory obligations	<b>STRATEGIES:</b>
<b>ATTACHMENT(S):</b> <i>Code of Conduct Bylaw 1034/17</i>		
<b>RECOMMENDATION:</b> 1. That Council provide first, second, permission for third and third readings of the new <i>Code of Conduct Bylaw 1034/17</i> .		

### BACKGROUND:

At their November 28, 2017 meeting, Council reviewed and directed amendment be made to the *Code of Conduct Bylaw*, as part of their governance review process in alignment with the *Modernized Municipal Government Act (MGA)* which requires Councils to review/update as required the *Code of Conduct Bylaw* at least once every four (4) years.

Attached for Council's consideration for first, second and third readings is a draft of the new *Code of Conduct Bylaw 1034/17*.



**BYLAW NO. 1034/17**

BEING A BYLAW OF CLEARWATER COUNTY, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING A CODE OF CONDUCT FOR COUNCIL, AND OTHER BODIES ESTABLISHED BY COUNCIL, THE CONDUCT OF COUNCILLORS AND THE CONDUCT OF MEMBERS OF OTHER BODIES ESTABLISHED BY COUNCIL.

WHEREAS Section 146.1(1) of the *Municipal Government Act*, as amended, a Council must, by Bylaw, establish a code of conduct governing the conduct of Councillors;

AND WHEREAS Section 146.1(3) of the *Municipal Government Act*, as amended, a Council may, by Bylaw, establish a code of conduct governing the conduct of members of Council committees and other bodies established by the Council who are not Councillors;

AND WHEREAS Section 3 of the *Municipal Government Act* establishes Municipal Purposes;

AND WHEREAS Section 153 of the *Municipal Government Act* establishes General Duties of Councillors;

NOW, THEREFORE, upon compliance with the relevant requirements of the *Municipal Government Act*, the Council of the Clearwater County, Province of Alberta, duly assembled, enacts as follows:

**1. TITLE**

1.1. This Bylaw may be referred to as the "Code of Conduct Bylaw".

**2. DEFINITIONS**

In this Bylaw:

- 2.1 "Act" means the *Municipal Government Act*, R.S.A .2000, Chapter M-26
- 2.2 "Administration" means the Chief Administrative Officer (CAO) and all municipal employees under the CAO's authority.
- 2.3 "Chair" means the Reeve, Deputy Reeve or other person authorized to preside over a meeting.
- 2.4 "CAO" means the Chief Administrative Officer of Clearwater County or designate.
- 2.5 "Conflict of Interest" means a pecuniary interest as described by s.170 of *Municipal Government Act* or a situation in which a member is in a position to derive personal benefit from actions or decisions made in their official capacity.
- 2.6 "Council" means the municipal Council of Clearwater County.
- 2.7 "Councillor" means a member of Council who is duly elected and continues to hold office and includes the Reeve.
- 2.8 "Council Committee" means any committee, board or other body established by Council by Bylaw under the Act.
- 2.9 "In-Camera" means a meeting or portion of a meeting of Council without the presence of the public where the matter to be discussed is within one of the exceptions to disclosure in Division 2, of Part 1 of the *Freedom of Information and Protection of Privacy Act*.
- 2.10 "Member" includes a Councillor or a non-elected individual appointee of a Council Committee w.

- 2.11 "Pecuniary Interest" means a pecuniary interest as defined within the *Municipal Government Act*.
- 2.12 "Reeve" means the Chief Elected Official of the County.

### **3. APPLICATION AND INTERPRETATION**

- 3.1 The Code of Conduct attached as Schedule "A" to this Bylaw represents the Code of Conduct that is applicable to Councillors for Clearwater County, Member(s) of Council committees, or members of other Boards or bodies on which Clearwater County is represented.
- 3.2 The Code of Conduct attached as Schedule "A" to this Bylaw shall be observed in all proceedings of Council and Council Committees.
- 3.3 If there are any inconsistencies between this Bylaw and policies or procedures previously established by Clearwater County, this Bylaw shall take precedence.
- 3.4 Councillors shall use this Bylaw as a guide to conduct themselves in a manner that reflects the spirit and intent of the position of public trust that they hold.
- 3.5 This Bylaw shall be presented as part of Council's orientation at the beginning of each term of Council.
- 3.6 This Bylaw may be reviewed at any time to meet legislative requirements, or as required.
- 3.7 References to provisions of statutes, rules or regulations shall be deemed to include all references to such provisions as amended, modified or re-enacted from time to time.
- 3.8 Nothing in this Bylaw relieves any person from compliance with any other Bylaw or applicable federal or provincial law, regulation, or enactment.

### **4. SEVERABILITY**

- 4.1 If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion shall be severed and the remainder of the Bylaw shall be deemed valid.

### **5. EFFECTIVE DATE**

- 5.1. This Bylaw comes into force and effect upon third and final reading.
- 5.2 Bylaw No. 1025/17 is hereby repealed.

READ A FIRST TIME this 12<sup>th</sup> day of December, 2017.

READ A SECOND TIME 12<sup>th</sup> day of December, 2017.

PERMISSION FOR THIRD READING grant this 12<sup>th</sup> day of December, 2017.

READ A THIRD AND FINAL TIME this 12<sup>th</sup> day of December, 2017.

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REEVE

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CHIEF ADMINISTRATIVE OFFICER

## Schedule A - Bylaw 1025/17 CODE OF CONDUCT

### GOVERNING PRINCIPLES

The Public expects the highest standards of personal and professional conduct from Members elected to Clearwater County Council or appointed to Council Committees.

This Code of Conduct sets out guidelines for the ethical and interpersonal conduct of Members.

Clearwater County requires that Councillors and Committee Members conduct themselves so as to maintain the honour and respect of their position and to not engage in actions which are, or could be reasonably perceived as, damaging to the trust, confidence and faith of the public.

Councillors and Committee Members must always seek to advance the good of Clearwater County as a whole, for which they serve, and shall truly, faithfully and impartially exercise the duties and responsibilities of their position to the best of their knowledge and ability.

Councillors and Committee Members must adhere to all Council policies, respecting the Municipality and its Bylaws.

### CODE OF CONDUCT

Members will:

#### **Foster Respect for Decision-making Process**

1. Maintain the highest standards in public office and faithfully discharge the duties of their office in accordance with the requirements and obligations set out in the legislation of the Province of Alberta;
2. Accurately and adequately communicate the attitudes and decisions of the Council, or the Committee, even if the Member disagrees with the decision, such that respect for Council's decision-making processes is fostered; and
3. Communicate concerns amongst the presence of the entire Council or Committee body and when publicly expressing personal opinions, doing so in a manner that maintains respect for other Members and any decisions made by Council or Committee.

#### **Release of Confidential Information**

4. Use confidential information only in their role as a Member of Council or Council Committee, and not for the personal profit of themselves or any other person;
5. Communicate confidential information only when authorized to do so;
6. Hold in strict confidence all information concerning matters dealt with during in-camera meetings;
  - a. A Member shall not, either directly or indirectly, release, make public or in any way divulge any such information or any aspect of the in-camera deliberations to anyone, unless expressly authorized by Council or required by law to do so.
7. Inform themselves of and strictly adhere to the provisions of the *Freedom of Information and Protection of Privacy Act*;
8. Not release information subject to solicitor-client privilege, unless expressly authorized by Council or required by law to do so; and,
9. Not release, disclose, publish, comment on or misuse confidential information (information that they have knowledge of by virtue of their position as a Member) that is not in the public domain, including emails and correspondence from other Members or

third parties such that it may cause detriment to Clearwater County, Council, Committees or others, or benefit or detriment to themselves or others.

### **Release of Information to Public and Media**

10. Acknowledge that official information related to decisions and resolutions made by Council or Committee will normally be communicated to the public and the media by the Reeve, or Chair of the Committee, or by the CAO or by other administrative staff as delegated by the CAO.
  - a. Members must keep in mind they are always a representative of the Clearwater County, and Members are encouraged to identify when views expressed are theirs alone and not official Clearwater County communication.

### **Avoid Conflict of Interest\***

11. Use their position for the good of the community and not to secure special privileges, favours or exemptions for themselves or any other person;
12. Not use any influence of office for any purpose other than official duties;
13. Not solicit, demand or accept the services of any municipal employee, or individual providing services on a contract for service, for re-election or re-appointment purposes, or to gain employment with the County for themselves, family members or close associates;
14. Not use any information gained in the execution of office that is not available to the general public for any purpose other than official duties;
15. Not engage in any activity, pecuniary or otherwise, which is incompatible or inconsistent with the ethical discharge of official duties in the public interest;
16. Not place themselves in a position of obligation to any person or organization which might reasonably benefit from special consideration or may seek preferential treatment;
17. Not give preferential treatment to any person or organization in which a Councillor has a pecuniary interest;
18. Not influence any administrative, Council or Committee decision or decision-making process involving or affecting any person or organization in which a member has a pecuniary interest; and,
19. Not use municipal materials, equipment, facilities or employees for personal gain or for any private purpose.

*\*Members who have a Conflict of Interest in a matter before Council shall disclose the general nature of their interest and follow the procedure set out in s.172 of the MGA.*

### **Acceptance of Gifts Prohibited**

20. Not solicit, accept, offer or agree to accept a commission, reward, gift, advantage or benefit of any kind, personally or through a family member or friend, which is connected directly or indirectly with the performance or duties of office.

The following are recognized as exceptions:

  - i. Token or minor gifts valued at less than \$100 (such as corporate logoed items or commemorative gifts), or gifts involving tickets for event attendance of no more than \$300; cash or prizes from "luck of the draw" events (e.g. raffles, door prizes) or other advantages from any person or organization not connected directly or indirectly with the performance or duties of office.
  - ii. Political contributions that are otherwise offered, accepted and reported in accordance with applicable law;
  - iii. Food and beverages at banquets, receptions, ceremonies or similar events;
  - iv. Services provided without compensation by persons volunteering their time;

- v. Food, lodging, transportation and entertainment provided by other levels of governments or by other local governments, boards or commissions;
  - vi. A reimbursement of reasonable expenses incurred in the performance of duties or office, in accordance with Clearwater County's *Council and Board Reimbursement* policy or *Travel and Subsistence for Staff and Council* policy;  
Gifts that are received as an incident of protocol or social obligation that normally and reasonably accompany the responsibility of office.
21. Any gifts with an estimated value of \$100 or more will be reported on Elected Official Expense Report, noting the approximate value and the person or organization providing the gift, event ticket, etc.

### **Avoidance of Waste**

22. Avoid waste, abuse and extravagance in the provision or use of public resources, and shall identify and discuss any misuse of which the Member is aware with the Reeve, Council, Council Committee Chair or the CAO.

### **Treat Every Person with Dignity, Understanding and Respect**

23. Abide by the provisions of the Human Rights Code and, in doing so, shall treat every person, including other Members, municipal employees, individuals providing services on a contract for service, students on placements, and the public, with dignity, understanding and respect for the right to equality and the right to an environment that is safe and free from harassment, discrimination and disrespect;
24. Not discriminate against anyone on the basis of their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, gender, sexual orientation, age, record of offences, marital status, same sex partnership status, family status, or disability;
25. Not to engage in harassment or vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome; and,
26. Maintain a high level of respectful dialog with other Members of Council, the CAO, Council Committee members, Administration, and stakeholders.

### **Leadership and Governance**

27. Commit to ethical, businesslike and lawful conduct, including proper use of authority and appropriate decorum when acting as a Member;
28. Participate actively, openly, and transparently in the democratic process;
29. Preserve the integrity and impartiality of Council, or the Council Committee, when working with other levels of government;
30. Provide leadership, through the governance process and not take on responsibilities delegated to Administration;
31. Limit interactions with municipal staff to direction provided through the CAO;
32. Attend Councillor orientation, or Council Committee orientation, and other training sessions offered by the municipality;
33. Protect the reputation of the Council, the Council Committee and Administration;
34. Uphold the intent of this Bylaw and govern their actions accordingly; and,
35. For a period of 12 months after leaving office or Council Committee, abide by the guidelines listed above, except those related to confidential information, which shall apply in perpetuity.

### **COMPLIANCE / COMPLAINTS**

#### **Responsibilities**

All Members shall cooperate in any investigation made pursuant to this Bylaw.

If any Member becomes aware of breach of this Code of Conduct by, or an allegation of breach of this Code of Conduct against, any other Member, it is the Member's responsibility to report the breach of this Code of Conduct or the allegation to the Reeve or Deputy Reeve.

It is the responsibility of the Reeve or Deputy Reeve to forward all complaints in accordance with the Complaint Process detailed below.

Members shall not assume that any unethical activity or activity that is not in the best interest of the County, not covered by or specifically prohibited by this Code of Conduct, or any legislation, are therefore condoned.

### **Complaint Process - Councillors**

All complaints must be submitted in writing to the Reeve or Deputy Reeve and may be made by:

- a) Councillor(s);
- b) Committee member(s)
- c) the CAO;
- c) municipal employee(s); or
- d) a member of the public.

The Reeve or Deputy Reeve shall forward all complaints to Council "in confidence" and shall include the Councillor(s) about whom the complaint is made. The Member who is subject of complaint is to provide a written response to complaint, to be provided to Council.

All formal complaints under this Section, shall be investigated by the Reeve or Deputy Reeve or their designate and dependent on the nature of allegation, a third-party investigator may be retained. The Member(s) concerned shall be notified of investigation in order that they may provide evidence to the investigator.

All proceedings of Council regarding the investigation shall be "in camera".

If, after receipt of investigation report, Council believes that the Member(s) concerned may have breached a provision of this Bylaw, it shall advise the Member(s) of this, and give them an opportunity to make oral or written submission to Council.

If Council concludes that the Member(s) concerned breached a provision of this Bylaw, it may, in its sole discretion, decide the sanctions to be imposed.

The Member(s) concerned shall be advised by Council of their conclusion and decision.

### **Sanctions - Councillors**

If Council determines that a complaint reviewed under this Bylaw is valid then Council, by resolution, may impose one or more of the following sanctions against the offending Member:

- A written warning from Reeve, Deputy Reeve and/or Council;
- Require a verbal, written or public apology;
- Require additional training on ethical and/or respectful conduct;
- Restrict how confidential documents are provided;
- Limit travel/representation on behalf of Council;
- Require the return of municipal property;
- Restrict access to municipal facilities;
- Revoke some or all of the Councillor's appointments;
- Reporting of misconduct to Alberta Municipal Affairs, agency/commission or authority of jurisdiction (i.e. RCMP)
- Other consequences as deemed appropriate and necessary, but not including the disqualification of a Councillor.

Any retaliation against the complainant will not be tolerated and will be treated as a serious breach of this Code of Conduct.

**Complaint Process – Council Committee Members**

All complaints must be submitted in writing to the Reeve or Deputy Reeve and may be made by:

- a) Committee member(s);
- b) Councillor(s);
- c) municipal employee(s); or
- d) a member of the public.

The Reeve or Deputy Reeve shall forward all complaints to Council “in confidence” and shall include the Committee Member(s) about whom the complaint is made. The Member who is subject of complaint is to provide a written response to the complaint, to be provided to Council.

All formal complaints under this Section, shall be investigated by the Reeve or Deputy Reeve or their designate and dependent on the nature of allegation, a third-party investigator may be retained. The Member(s) concerned shall be notified of investigation in order that they may provide evidence to the investigator.

All proceedings of Council regarding the investigation shall be “in camera”.

If, after receipt of investigation report, Council believes that the Committee Member(s) concerned may have breached a provision of this Bylaw, it shall advise the Member(s) of this, and give them an opportunity to make oral or written submission to Council.

If Council concludes that the Member(s) concerned breached a provision of this Bylaw, it may, in its sole discretion, decide the sanctions to be imposed.

The Committee Member(s) concerned shall be advised by Council of their conclusion and decision.

**Sanctions – Council Committee Members**

If Council determines that a complaint reviewed under this Bylaw is valid then Council, by resolution, may impose one or more of the following sanctions against the offending Committee Member:

- A written warning from Reeve, Deputy Reeve and/or Council.
- Require a verbal, written or public apology.
- Require additional training on ethical and/or respectful conduct.
- Restrict how confidential documents are provided.
- Revoke appointment of the Committee member.
- Reporting of misconduct to Alberta Municipal Affairs or agency or authority of jurisdiction (i.e. RCMP)

Any retaliation against the complainant will not be tolerated and will be treated as a serious breach of this Code of Conduct

**Acknowledgement**

By signing this Code of Conduct, I state that I have read and fully understand the contents of the Code of Conduct Bylaw.

**Member's Name**

**Member's Signature**

\_\_\_\_\_  
(please print)

\_\_\_\_\_

**Witness Name**

**Witness Signature**

\_\_\_\_\_  
(please print)

\_\_\_\_\_

**Dated:** \_\_\_\_\_



## AGENDA ITEM

<b>PROJECT:</b> Council's Additional Municipal Governance Training		
<b>PRESENTATION DATE:</b> December 12, 2017		
<b>DEPARTMENT:</b> MUNICIPAL	<b>WRITTEN BY:</b> Christine Heggart	<b>REVIEWED BY:</b> Rick Emmons, Interim CAO
<b>BUDGET IMPLICATION:</b> <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input checked="" type="checkbox"/> N/A		
<b>STRATEGIC PLAN THEME:</b> Well Governed and Leading Organization	<b>PRIORITY AREA:</b> 2.4 Invest in, and support a skilled, motivated and performing workforce	<b>STRATEGIES:</b> 2.4.1 Develop the skills and knowledge of Councillors and Administration to grow capacity and organizational performance.
<b>ATTACHMENT(S):</b> EOEP Munis 101Workshop <a href="http://eoep.ca/">http://eoep.ca/</a> ; Municipal Affairs <a href="http://www.municipalaffairs.alberta.ca/mdrs_education">http://www.municipalaffairs.alberta.ca/mdrs_education</a> SAGE Analytics Governance Workshop <a href="http://sageanalytics.ca/">http://sageanalytics.ca/</a> Parliamentarian Services <a href="http://www.parliamentarianalberta.com/">http://www.parliamentarianalberta.com/</a>		
<b>RECOMMENDATION:</b> 1. That Council authorizes the scheduling of additional Governance Training Workshop(s) for Councillors, specifying suggested dates and locations in 2018.		

### BACKGROUND:

At the November 28, 2017 meeting, Council briefly discussed Council governance training and directed Administration provide additional information regarding additional training opportunities. Council attended a joint Councillor governance and orientation workshop presented by Brownlee LLP on October 26, 2017 and three days of workshops on governance and strategic priorities on October 31-November 2, presented by 13 Ways. A George Cuff workshop was also scheduled for November 14 in Edmonton, but was subsequently cancelled due to a scheduling conflict.

### EOEP

The Elected Officials Education Program (EOEP) – which is jointly owned and operated by the Alberta Association of Municipal Districts and Counties (AAMDC) and the Alberta Urban Municipalities Association (AUMA). The EOEP was formed in 2007 to provide Alberta's municipal elected officials with professional development opportunities and ensure that they are well-positioned to serve their communities effectively.



Currently, EOEP offers new course content that is aligned with the new MGA requirements – and the first course is “Munis101” (Program Description attached). Five other EOEP programs are currently under development and include: Municipal Planning and Strategy; Regional Partnerships and Collaboration; Elected Official’s Role in Land Use and Development Approvals; Elected Official’s Role in Municipal Service Delivery; and Community Development Through Public Participation.

Historically, EOEP courses have been offered in conjunction with AAMDC and AUMA conventions and at other select locations throughout the province. Administration contacted EOEP prior to the 2017 Municipal Election requesting Clearwater County host the Munis101 course for central Alberta – but 12 other community locations were chosen for 2017. Staff have submitted a request again, to see if Clearwater County can host the training in 2018, however as of the writing of this agenda item had not received a response. Currently, there are limited 2018 dates scheduled on the EOEP online course calendar – with Stony Plain on January 11/12 being the only course not sold out.

#### Municipal Affairs Workshops

Municipal Affairs historically hosted a series of workshops, including: Negotiation series, Workplace series and Public Input series. Clearwater County previously hosted the negotiation courses in Rocky Mountain House, and opened the opportunity up to neighbouring municipalities. Currently, workshops are being reviewed and new workshop offerings will be announced when finalized. Should Council wish, Administration could inquire as to hosting new Municipal Affairs workshops in 2018.

#### Sage Analytics

At the November 28 meeting, a member of Council also provided SAGE Governance Workshop opportunity (Program Description attached). Administration requested additional program information, including timeframe and costs, however as of the writing of this agenda item had not received a response.

#### Parliamentarian Services

Additionally, Administration researched training specific to parliamentarian services. A parliamentarian is a consultant that can assist in the development and application of bylaws and other governing documents, as well as workshops and training related to governance procedures. The link to Knoll & du Plessix website link is attached above, and in discussions regarding workshops, they offer half-day (\$3250) and full-day (\$4750) Council workshop options for up to 15 people. If Council was so interested, Administration would recommend the half-day basics workshop which include parliamentary procedure, *Robert’s Rules of Order* and an analysis of the Procedural Bylaw and motions process.

[About »](#)[Courses »](#)[Contact Us](#)[Blog](#)[Login](#)[Register](#)

# Munis 101

## The Essentials of Municipal Governance

Whether you are a new or returning councillor, developing your skills and knowledge of what it takes to effectively serve your constituents is always a good strategy.

*Munis 101: The Essentials of Municipal Governance* delivers the key information and strategies that you need to excel in your role. Munis 101 is completely updated to reflect recent changes made to the *Municipal Government Act*, and includes best practices in everything from public participation to considering how to set tax rates.

*Munis 101* will not only prepare you to excel in your role, but it also meets all Alberta Municipal Affairs requirements for mandatory post-election training by

providing the fundamental strategies and concepts that new and returning elected officials can apply to learning about their own local municipal functions, plans, and financial information. In fact, the course has been endorsed by Alberta Municipal Affairs, so you can be confident that you have the baseline skills and knowledge you need to succeed.

*Munis 101* is a two-day, in-person course with plenty of opportunities for reflection, discussion, and applying concepts and ideas to your own municipal context. The course is divided into five modules as follows:

*Module 1 – Apply the Basics of Municipal Governance and Legislation in Alberta*

- Distinguish the role of municipalities in Alberta
- Govern within the municipal organization and function

*Module 2 – The Elected Official's Role in Municipal Leadership*

- Recognize the roles and responsibilities of municipal elected officials
- Recognize and respect the roles and responsibilities of municipal staff
- Apply common council decision-making processes
- Work effectively within your individual leadership style

*Module 3 – Navigate the World of Municipal Finance*

- Recognise important budgeting and financial administration processes
- Distinguish how municipalities are funded

*Module 4 – Explore the Role of Municipal Planning and Development*

- Recognize how municipalities plan and grow

- Understand common planning and development processes

#### *Module 5 – Ensure Effective Collaboration*

- Recognize the importance of collaboration and the available tools
- Build relationships with local businesses and non-profits
- Recognize the opportunities and challenges of collaborating

#### Other Courses – Details Coming Soon!

- Municipal Planning and Strategy
- Regional Partnerships and Collaboration
- Elected Official's Role in Land Use and Development Approvals
- Elected Official's Role in Municipal Service Delivery
- Community Development through Public Participation

To register for this course, [log into](#) this site and choose a date that you want to register for using the calendar on the [Courses](#) page or the Link in the Sidebar

#### Events

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Munis  
101 -  
Cochrane  
- Dec 04  
- Dec 05

Be a **persuasive** and  
**effective** board member.

Learn to **respectfully**  
share your point of view.

See the value of **diversity**  
in decision-making.



**Imagine board meetings where diverse opinions are shared and respected.**

When basic **democratic board meeting etiquette** is understood, board members are more confident in their roles and able to debate issues respectfully. If meeting etiquette is misunderstood, unhealthy tactics can creep in, such as Groupthink or aggression. Overall board dysfunction poses a serious organizational risk to guard against with education.

Elected and appointed governance bodies have important public service roles and responsibilities with far-reaching impacts. Effective governance requires mastery of board/council meeting etiquette as an integral part of the decision-making process.

The **SAGE Governance Workshop** © is a board meeting simulation designed to give participants (and observers!) confident executive skills that are **easy to learn and apply** to any board governance setting. Workshop participants learn how respectful dialogue, healthy conflict and diverse opinions add value to the decision-making process.

## **SAGE Governance Evaluation Model**©

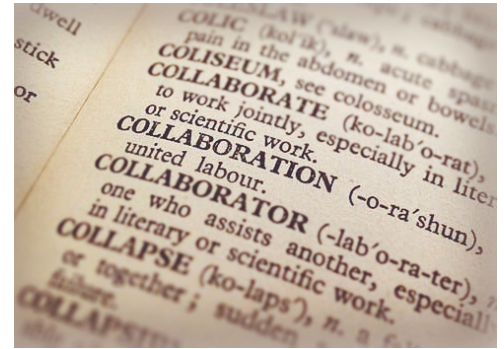
The **SAGE Governance Evaluation Model**© measures the overall effectiveness of a governance board or municipal council using a scorecard measurement tool to identify areas of strength and areas needing improvement. The scorecard can be used for self-evaluation, however, objective, third-party governance evaluations by a SAGE Certified© evaluator are recommended.

Periodic governance evaluations throughout a council/board term, are recommended to monitor trends and determine progress. A summary of the SAGE Evaluation can be shared with the public to demonstrate transparency, accountability and the board's ongoing commitment to strengthen their governance capacity.

Contact us to discuss how your organization could benefit from a SAGE Governance Evaluation.



Municipalities with common boundaries are required to adopt **Intermunicipal Collaboration Frameworks (ICF)** and **Intermunicipal Development Plans (IDP)**. **Growth Management Board (GMB)** members may require an ICF for items not addressed in the growth plan. SAGE Analytics has expertise to help municipalities navigate this complex and evolving process.



## INPUTS

- » Time
- » Funding
- » Local/Regional Meetings
- » Expertise
- » Current Agreements
- » Usage Statistics
- » Consultation data
- » Process Facilitation

## ACTIONS

- » Identify Services
  - » Shared, or not
  - » Confirm Costs
- » Document Analysis
- » Collaboration Discussions
  - » Negotiate Framework
  - » Arbitrate Disputes

## RESULTS

- » ICF and/or Growth Plan
- » IDP
- » Regional Awareness
- » Fiscal Strength
- » Responsible Growth
- » Confident Decision-making



“Leaders need good **information** and healthy **interactions** in their governance role and decision-making environment.”

— Shari-Anne Doolaeye, MPA, Q.Arb, CLGM  
President, Sage Analytics Inc.

## KEY SERVICES

- » Governance Training
- » Governance Evaluation
- » Council Conduct
- » Municipal Collaboration
- » Service Reviews

**Shari-Anne Doolaeye, MPA, Q.Arb, CLGM**

SageAnalytics.ca | Admin@SageAnalytics.ca | 780-901-4451



## AGENDA ITEM

<b>PROJECT:</b> Invitation – MP Eglinski for Community Crime Awareness Meeting		
<b>PRESENTATION DATE:</b> December 12, 2017		
<b>DEPARTMENT:</b> MUNICIPAL	<b>WRITTEN BY:</b> Christine Heggart	<b>REVIEWED BY:</b> Rick Emmons, Interim CAO
<b>BUDGET IMPLICATION:</b> <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input checked="" type="checkbox"/> N/A		
<b>STRATEGIC PLAN THEME:</b> Well Governed and Leading Organization	<b>PRIORITY AREA:</b> 2.5 Advocacy, in the best interest of community & region	<b>STRATEGIES:</b> 2.5.6
<b>RECOMMENDATION:</b> 1. That Council authorizes Councillor attendance at MP Eglinski’s Community Crime Awareness Meeting on December 18, 2017.		

### BACKGROUND:

Yellowhead MP Jim Eglinski is extending an invitation to members of Council to a Community Crime Awareness Meeting being held on Monday, December 18 from 7:00 – 9:00 pm at the Caroline Community Hub.

Local community leaders, the RCMP and the public have been invited to discuss recent criminal activity in the area and to try and work together towards solving rural crime issues.



## AGENDA ITEM

<b>PROJECT:</b> Tabled Agenda Item 227/17		
<b>PRESENTATION DATE:</b> December 12, 2017		
<b>DEPARTMENT:</b> Municipal	<b>WRITTEN BY:</b> Tracy Haight	<b>REVIEWED BY:</b> Rick Emmons, Interim CAO
<b>BUDGET IMPLICATION:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
<b>STRATEGIC PLAN THEME:</b>	<b>PRIORITY AREA:</b>	<b>STRATEGIES:</b>
<b>RECOMMENDATION:</b> That Council considers removing Tabled Item 227/17 from Council's agenda.		

### BACKGROUND:

During Council's June 13, 2017, meeting, the draft 'Clearwater – North Rocky Major Area Structure Plan' was presented to Council for review, comment and/or recommendations. At that time, Council motioned the following:

*227/17 That Council tables commenting and/or recommending amendments on the revised preliminary draft Clearwater – North Rocky Major Area Structure Plan pending councillors individual review. CARRIED 7/0.*

Considering the amount of time passed and that Council is in a new term, with several new members, the tabled item is no longer applicable to the individual councillors, and removal is recommended.





## AGENDA ITEM

<b>PROJECT: Mountain Rose Women’s Shelter Association Public Presentation</b>		
<b>PRESENTATION DATE: December 12, 2017</b>		
<b>DEPARTMENT:</b> Community & Protective Services	<b>WRITTEN BY:</b> Jerry Pratt	<b>REVIEWED BY:</b> Ted Hickey Rick Emmons, Interim CAO
<b>BUDGET IMPLICATION:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
<b>STRATEGIC PLAN THEME:</b> 1. Managing our Growth	<b>PRIORITY AREA:</b> 1.1 Plan for a well designed and built community.	<b>STRATEGIES:</b> 1.1.2 1.1.4 1.3.1 1.3.2
<b>ATTACHMENTS: Rural Point-In-Time and Population Estimation Count for Homelessness</b>		
<b>RECOMMENDATION: That Council receives the ‘Rural Point-In-Time and Population Estimation Count for Homelessness’ 2017 survey results for information.</b>		

### BACKGROUND:

The Mountain Rose Women's Shelter Association - Rocky Mountain House (MRWSA) is a Registered Not-For-Profit organization that provides outreach services and programs for victims of domestic violence in the town of Rocky Mountain House and Clearwater County.

MRWSA also provides housing support services to ensure that people who are homeless or at risk of becoming homeless can stabilize their circumstances and move beyond emergency needs.

In support of this program, MRWSA was funded by Alberta Rural Development Network (ARDN) to complete a Rural PiT & Population Estimation Count for Homelessness survey in the Town of Rocky Mountain House and Clearwater County.

Gwen MacGregor, Point-In-Time Coordinator, will present the final results of the survey.



RURAL POINT-IN-TIME  
&  
POPULATION ESTIMATION  
COUNT FOR HOMELESSNESS

**TOWN OF ROCKY MOUNTAINHOUSE**  
**COUNTY OF CLEARWATER**

LET'S MAKE EVERYONE  
COUNT!!!

## Supports

Service Canada

Alberta Rural Development Network

## Community Service Partners

Alberta Tourism, Parks & Recreation Parks Division

The Lord's Food Bank

McMan Youth-Family Community Services Association

Westward Goals

Rocky Native Friendship Centre

**A special Thank; to all of our volunteer; on the ground.**

**This report is dedicated to all of the individual; living in homeless;ness; in our community. Your storie; and strength; inspire us all.**

## Introduction

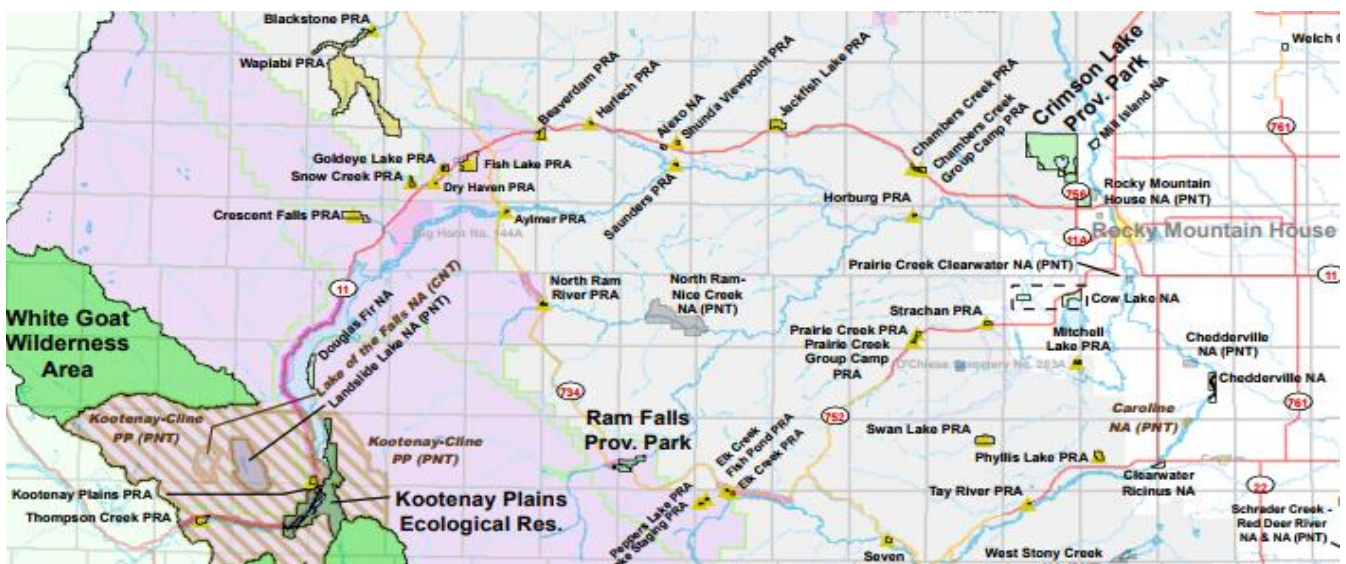
The 2017 Rural & Population Estimation Point-In-Time (PiT) Count provides an estimate of the extent of homelessness as well as a snapshot of some of the needs of those who are homeless in our area.

Successive counts have allowed for comparisons to help understand our community's progress towards ending homelessness.

Mountain Rose Women Shelter Association (MRWSA) was funded by Alberta Rural Development Network (ARDN) to complete a Rural PiT & Population Estimation Count for Homelessness in the Town of Rocky Mtn. House and the County of Clearwater.

In the Town of Rocky Mtn. House and Clearwater County there are multiple benefits to conducting a homelessness count. The results can be used by communities to track progress in reducing homelessness, direct public attention towards the homeless issues, improve homelessness and housing agencies planning programs, partnership building with Community Support Services and volunteer coordination.

The Rural PiT Count for Homelessness was conducted on September 13<sup>th</sup> and 14<sup>th</sup>, 2017; the Population Estimation Count was conducted September 1<sup>st</sup> to the 15<sup>th</sup>, 2017. During this time 68 surveys were completed, in which 46 people were unsheltered, staying in emergency shelters, provisionally accommodated or at risk of homelessness. <sup>1</sup>



## Methodology

While Canadian researchers are working to improve the methodologies used to measure the number of people experiencing homelessness in a given area, point in time homelessness counts are frequently used to establish an estimate of the number of individuals experiencing homelessness on a given day, not a census of the number of individuals experiencing homelessness.<sup>2</sup>

Trained volunteers, MRWSA and Community Support Services (CSS) conducted the voluntary survey with a number of individuals accessing their services. The Rural PiT Count took place in campgrounds, hostels, lease roads, outdoor spaces, emergency shelter and temporary accommodations.

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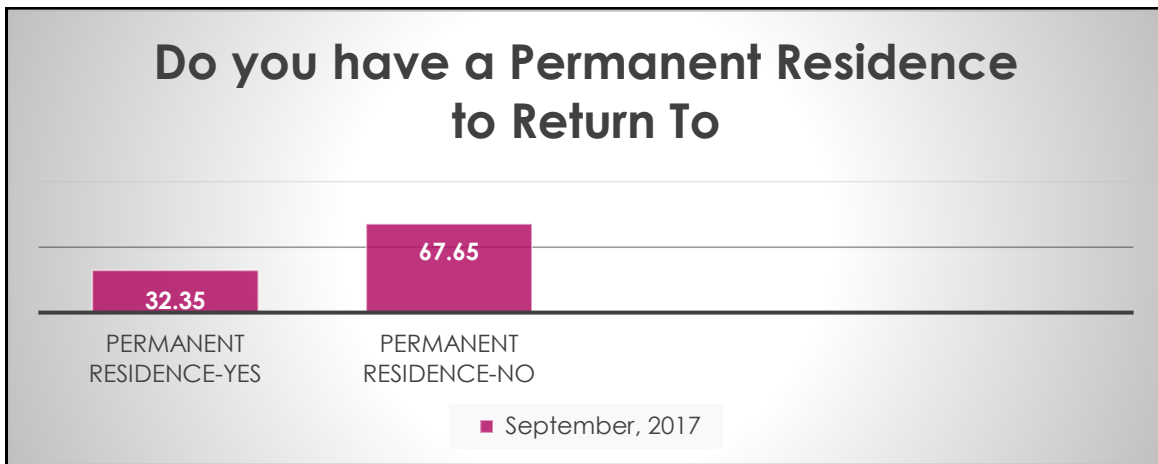
<sup>1</sup> Homelessness is defined by Canadian Homelessness Research Network as:

- ♦ Unsheltered, or absolutely homeless and living on the streets or in places not intended for human habitation.
- ♦ Emergency Sheltered, including those staying in overnight shelters for people who are homeless, as well as shelters for those impacted by family violence.
- ♦ Provisionally Accommodated, referring to those whose accommodation is temporary or lacks security of tenure.
- ♦ At Risk of Homelessness, referring to people who are not homeless, but whose current economic and/or housing situation is precarious or does not meet public health and safety standard.

<sup>2</sup> Canadian Observatory on Homelessness, 2015

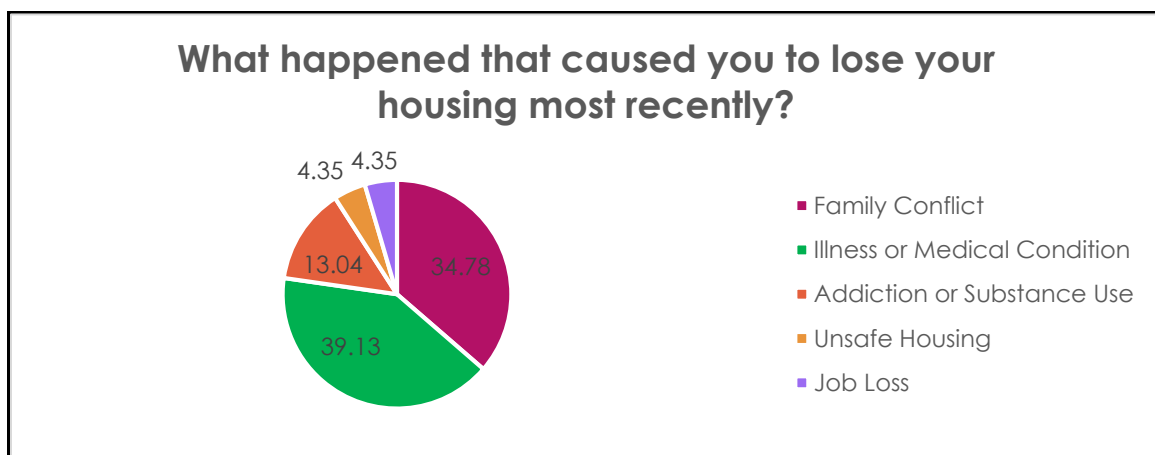
## Results and Analysis on Survey Questions

People experiencing homelessness do not grow up wanting to experience homelessness. Individuals become homeless for a variety of reasons such as family conflict, illness, job loss, addiction etc., but they do not wish to remain this way. Survey participants were asked if they had a permanent residence to return to and 67% surveyed did not.

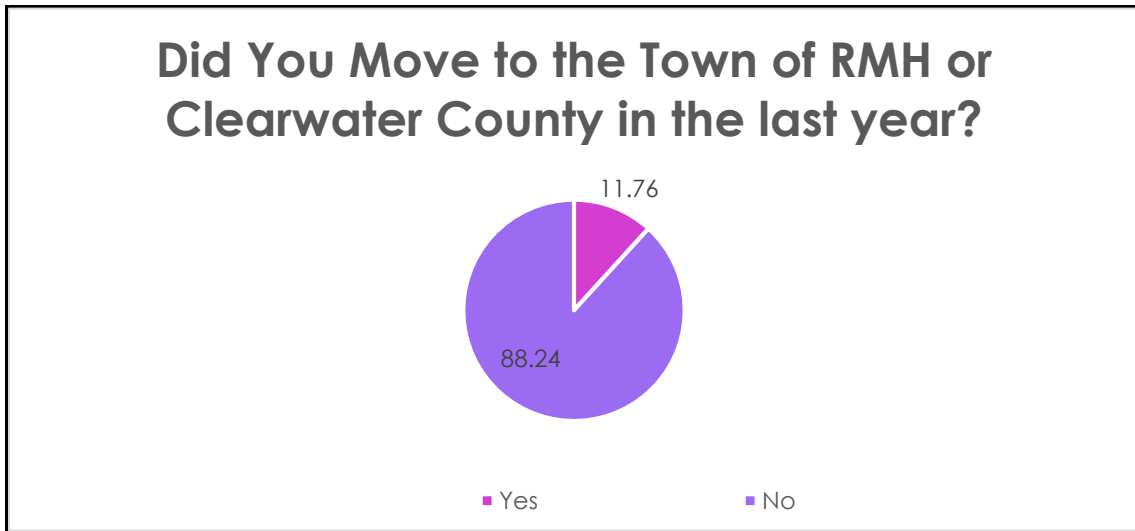


### Loss of Housing

Individual and relational factors apply to the personal circumstances of a homeless person, and may include: traumatic events (e.g. house fire or job loss), personal crisis (e.g. family conflict or domestic violence), mental health and addictions which can cause consequence of homelessness and physical health problems or disabilities. Relational problems can include family violence and abuse, addictions, and mental health problems of other family members or extreme poverty.



There is always the thought that homelessness doesn't exist in Rocky Mtn. House and Clearwater County but has been heard of in other places, but as the survey participants were asked if they moved to the Town of RMH or Clearwater County in the last year 88% are permanent members of the community.

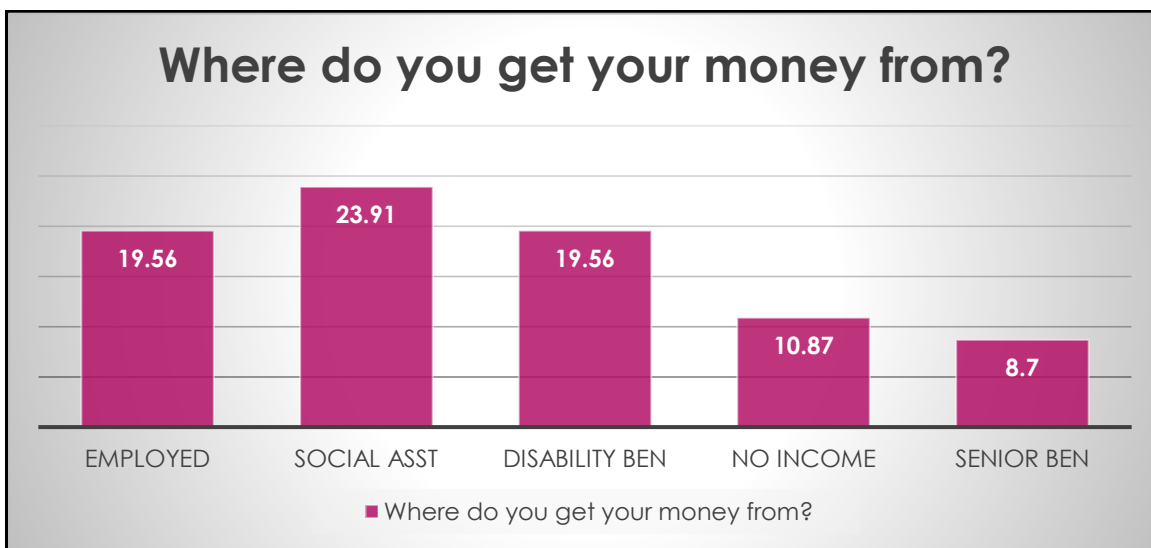


Experience of homelessness in the past year was asked to the survey participants and almost 50% experienced homelessness for 6-12 months.



### Source of Income

When survey participants were asked to share their source of income they could provide more than one answer. The largest group of respondents (23.9%) indicated that they received Social Assistance, followed by employed and disability benefits (19.6%). Interesting that (19.6%) surveyed are employed and still experiencing homelessness.



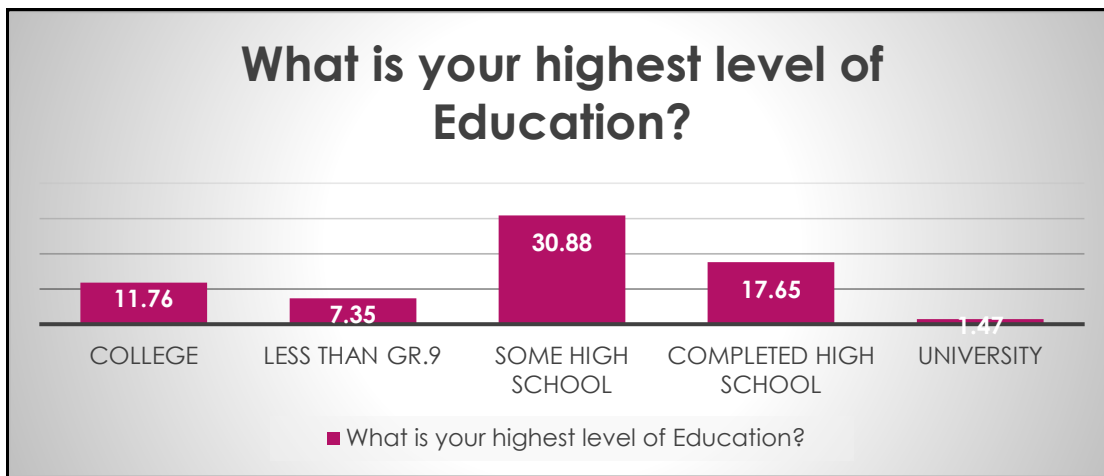
Indigenous Identity was asked to the survey participants to see if they identified as Indigenous or had ancestry. Indigenous was defined as First Nations ( Status or Non-Status), Inuit or Metis. Out of the 46 surveys, 63% are not Indigenous or have Indigenous Ancestry.





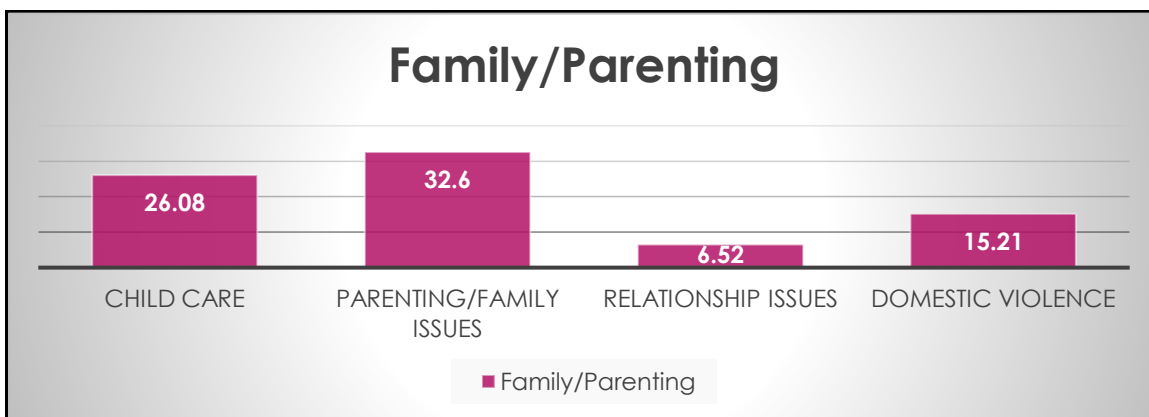
## Education

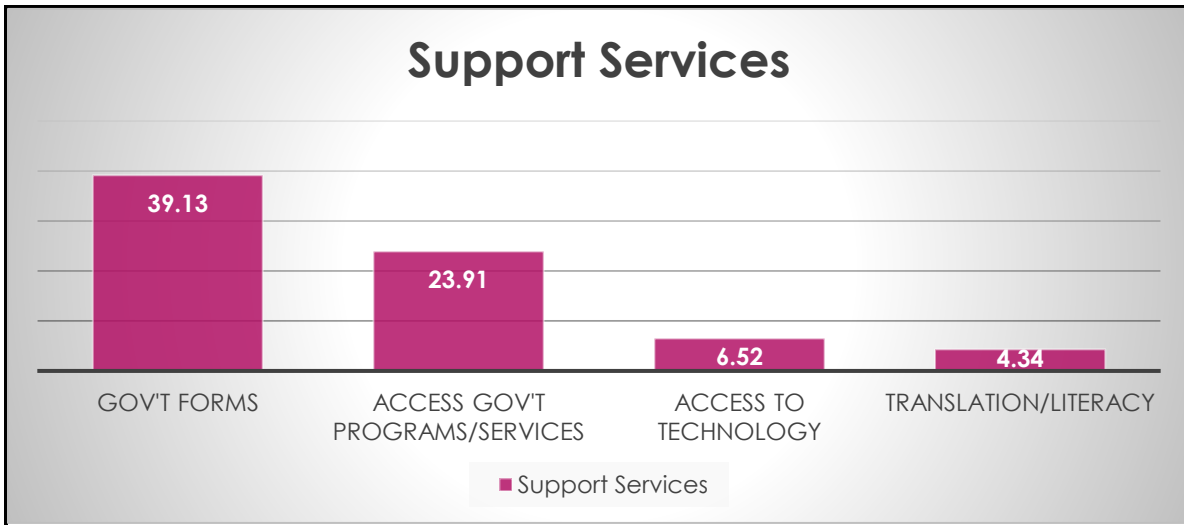
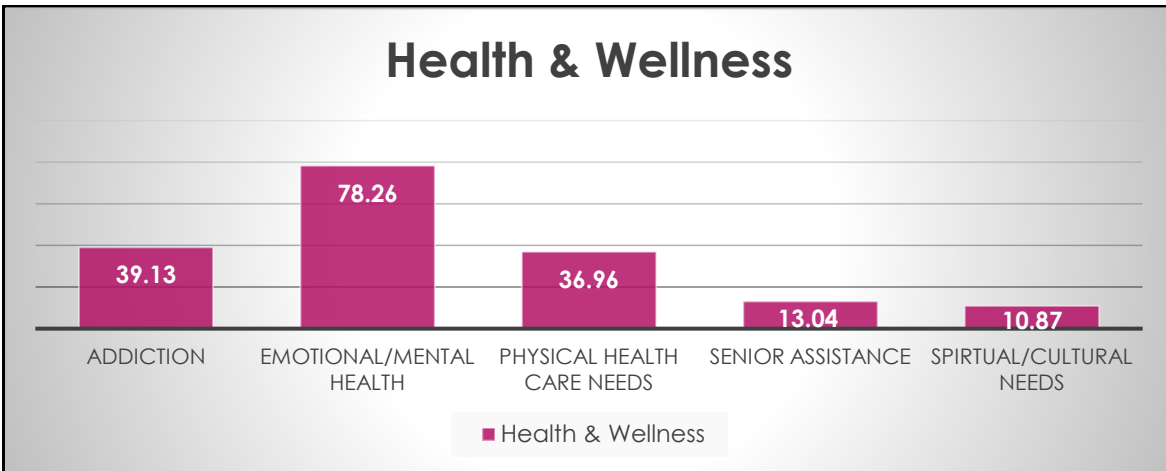
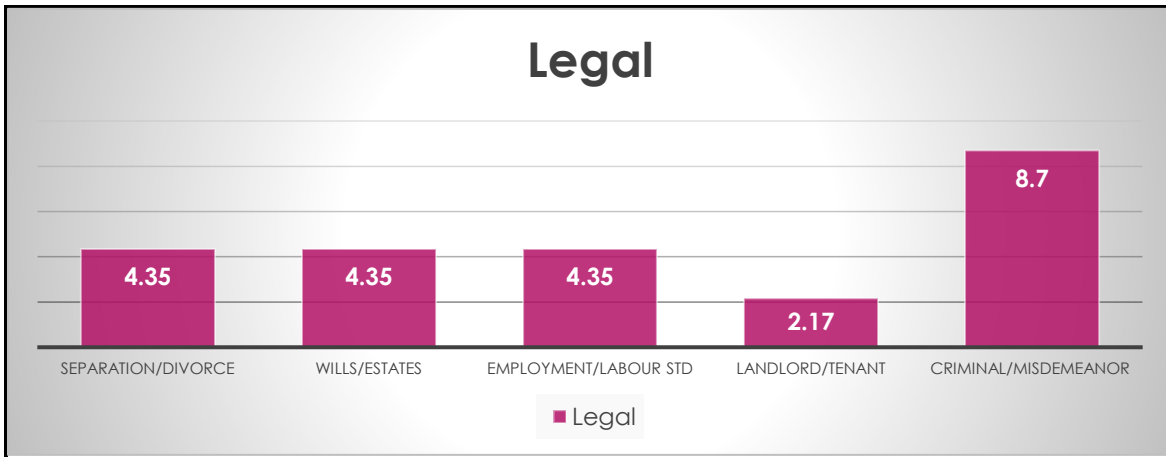
A higher level of education can indicate a more stable housing situation although that is not a guarantee. 38.23% did not complete high school where as 13.23% have post-secondary education.

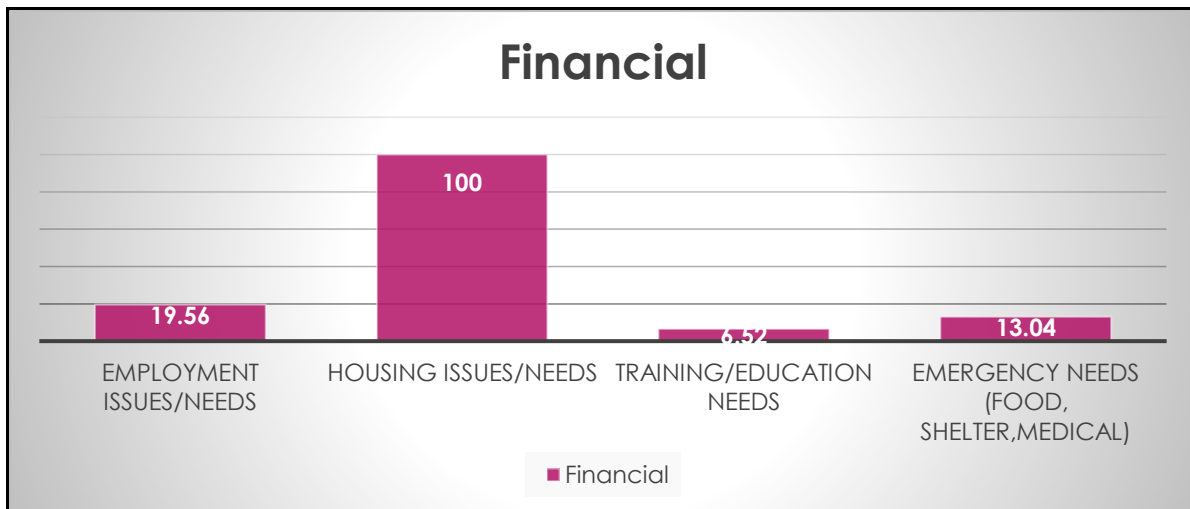


## Services Needed

Survey participants were asked their opinion on what support services they feel people affected by homelessness or housing issues would benefit from within the categories of Family/Parenting, Legal, Health & Wellness, Support Services and Financial. All of the respondents indicated they needed Housing (100%), while (78.3%) indicated they needed services for emotional/mental health conditions. This was followed by the need for services for addiction and Government forms (39%).







### Anecdotal Findings and Conclusions

As our Rural Point-In-Time Count volunteers took to the road to survey the Town of Rocky Mountain House and the County of Clearwater for Homelessness, we were unsure of what we would find for Homelessness. There were conversations with campground employees as well as at a youth hostel. These verbal reports included that there was some youth homelessness in the hostel in the last couple of years and that there are people that are living in trailers year round in the campsites.

Throughout the summer a couple had been camping as they were victims to the BC fires and had lost their home. Year round camping was also visible in campgrounds but we were unable to survey them as they were not available. A tent/lean-to was discovered in town but again there were no occupants at the time of the survey.

The results from the Rural Point-In-Time & Population Estimation Count demonstrate that we need to focus on housing issues and emotional/mental health concerns. With a large number of people experiencing 6-12 months of homelessness, not by choice, but mostly due to economic conditions or the lack of available, appropriate housing. The evidence also noted that some individuals that are experiencing homelessness are employed-this coincides with the research being conducted on identifying a “living wage” and understanding the economic impact of the “working poor”. Other areas that were identified in the results of the survey were; the need to develop specific

programs for those who use substances, have mental health issues and are undereducated.

Homelessness in our community will need to be addressed through partnerships with local & regional governments and social service providers. Through concerted efforts with all stakeholders, housing initiatives are more likely to be successful in the future.

### Recommendations

Due to the sampling size of the results, Mountain Rose Women's Shelter Association and its community partners will be conducting a comparative survey in May/June 2018. The current results provide a snapshot of homelessness in our community.



## AGENDA ITEM

<b>PROJECT:</b> Clearwater Broadband Foundation Public Presentation		
<b>PRESENTATION DATE:</b> December 12, 2017		
<b>DEPARTMENT:</b> Public Presentation	<b>WRITTEN BY:</b> Tracy Haight	<b>REVIEWED BY:</b> Rick Emmons, Interim CAO
<b>BUDGET IMPLICATION:</b> <input type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
<b>STRATEGIC PLAN THEME:</b>	<b>PRIORITY AREA:</b>	<b>STRATEGIES:</b>
<b>ATTACHMENT(S):</b> Clearwater Broadband Foundation: Broadband Proposal		
<b>RECOMMENDATION:</b> That Council receives the Clearwater Broadband Foundation's Public Presentation for information as presented.		

### BACKGROUND:

Jennifer McDougall, Project Manager for Clearwater Broadband Foundation has requested an opportunity to address Clearwater County Council to present a construction project for a fibre based infrastructure to enhance the digital connectivity of businesses and residences throughout the region.

Ms. McDougall also stated a portion of the presentation is intended for in camera to protect third party interest.

## Clearwater Broadband Foundation: Broadband Proposal

The Clearwater Broadband Foundation (CBF) is a grass-roots non-profit society with the mission to provide open access broadband infrastructure within Clearwater County, the Town of Rocky Mountain House and the Village of Caroline.

We strive to be a leader in providing effective broadband infrastructure in rural Alberta. We will meet or exceed all financing, funding, promotion, distribution, stakeholder, operations, customer service and project development targets. We will:

- Relentlessly advocate for and pursue open access broadband service throughout Clearwater County
- Liaise and partner with municipal, provincial and federal governments
- Promote technology throughout Clearwater County to:
  - Develop leadership and innovation
  - Improve economic diversity and sustainability
  - Stimulate a high desire for people to want to live, educate, work and operate businesses throughout the county
- Be Inclusive and collaborative with all stakeholders
- Leverage all opportunities to employ local resources and service providers
- Ensure proper governance over the foundation
- Manage project execution successfully every time

### The Project

The Foundation proposes a 5 Year Staged Construction Project, commencing in 2018 at a total estimated cost of 45 million dollars. Funding is expected in the form of loans and government grants.

#### Five Year Targets

	2018	2019	2020	2021	2022	5 Year
Funding	9.5 M	11M	11M	11M	2.5	45M
Services Constructed	500	1250	1750	1750	Contingency	5250
County / Town %	90/10	70/30	50/50	50/50	Contingency	
Res/ Bus / O&G	3550 / 300 / 1400					5250
Operating Budget Performance	On Budget	-2.5% or better	-3.5% or better	-5% or better	-5% or better	

In the year 2018 the Foundation proposes to construct a critical portion of the overall internet backbone, with service drops to 500 locations. The plan is to construct 90% of the drops in County and 10% in Rocky Mountain House. Funding requirement in 2018 is \$ 9.5 million. This includes funding for a Broadband Launch phase.

## Broadband Launch

Commencing as soon as possible, CBF proposes to facilitate a Broadband Launch Phase with a target date of March 30, 2018. Funding requirement is \$ 950,000 in the form of a loan or grant.

During the launch we will

- Develop a collaborative working relationship with community and regional stakeholders.
- Develop a detailed design for the network operations centre and fibre/wireless network.
- Refine the rollout strategy, with a phased approach over 5 years.
- Determine opportunities and define standards to ensure the maximum number of local resources are employed by the project.
- Acquire all the necessary management and technical skills to ensure a successful project.

Items to be addressed during the launch are:

- Organization & Management Development
- Community Engagement
- Detailed Design
- Construction Plan and Construction Launch
- Internet Service Provider Relationships
- Procurement
- Land Administration
- Information and Financial Systems
- Office Facilities
- Human Resources
- Detailed Business Plan

A primary objective of the Launch will be to actively engage municipal and community stakeholders in the planning process. Their views and priorities may well result in a modification of the five-year targets.



## AGENDA ITEM

<b>PROJECT:</b> Clearwater Broadband Foundation's Funding Request		
<b>PRESENTATION DATE:</b> December 12, 2017		
<b>DEPARTMENT:</b> CORPORATE SERVICES	<b>WRITTEN BY:</b> Rick Emmons, Interim CAO	<b>REVIEWED BY:</b> Rick Emmons, Interim CAO
<b>BUDGET IMPLICATION:</b> <input type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input checked="" type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
<b>STRATEGIC PLAN THEME:</b> Managing Our Growth	<b>PRIORITY AREA:</b> 1.3 Generate an innovative local economy that stimulates opportunities for investment, business and training.	<b>STRATEGIES:</b> 1.3.4 Initiate programs, which may include installation of communication towers and/or fiber optic cable, to support "Final Mile" connectivity for residents, business, and industry within Clearwater County.
<b>RECOMMENDATION:</b> 1) That Council considers Clearwater Broadband Foundation's request for \$9.5 million in funding for 2018 during budget deliberations as an option in providing internet service to Clearwater County.		

### BACKGROUND:

Clearwater Broadband Foundation requested funding in the amount of \$9.5 million from Clearwater County's 2018 budget year to start a five-year staged construction project for internet backbone infrastructure to service 500 drop locations, 450 within Clearwater County and 50 within the Town of Rocky Mountain House.

Administration recommends that Council not approve a loan/grant to the Clearwater Broadband Foundation at this time, but consider funding options for broadband during 2018 budget discussions.





## AGENDA ITEM

<b>PROJECT: 2018 Council Compensation</b>		
<b>PRESENTATION DATE: December 12, 2017</b>		
<b>DEPARTMENT:</b> Corporate Services	<b>WRITTEN BY:</b> Janice Anderson	<b>REVIEWED BY:</b> Rick Emmons, Interim CAO
<b>BUDGET IMPLICATION:</b> <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite) Council & Board Reimbursement Policy		
<b>STRATEGIC PLAN THEME:</b> Well Governed and Leading Organization	<b>PRIORITY AREA:</b> Invest in and support a skilled, motivated and performing workforce	<b>STRATEGIES:</b> Be an 'employer of choice'...deliver recognition programs to support innovation and motivate high performance
<b>ATTACHMENT(S):</b> Revised DRAFT Clearwater County & Board Reimbursement Policy <i>with Appendix A outlining a Council Compensation Committee formation.</i>		
<b>RECOMMENDATIONS:</b> 1. Council amend the County & Board Remuneration Policy.		

### BACKGROUND:

- At their September 12, 2017 meeting, Council approved one of 4 recommendations provided by administration, which was:  
*Council amend County & Board Remuneration Policy for the honorarium rate for Reeve to \$2,014; Deputy Reeve to \$1,250; and Council to \$1,003 effective January 1, 2018.*
- Council also requested that one of the September 12, 2017 administrative recommendations be amended to include a committee format for public involvement to review Council remuneration, with the committee process to be formed in 2018 to present its recommendations to Council in 2019.  
This amendment is identified as 'Appendix A' in the attached policy.

Council's consensus at their last meeting is summarized as:

- to have public involvement;
- to formulate a committee in 2018 for a presentation to Council in 2019;
- to have between 3-5 members of said public committee with consideration given to requesting the participation of previous County Councilors who have an understanding of the governance role and personal time commitment required.

The use of a formatted representative public input into Council remuneration appears to be more prevalent among City and Township municipalities as opposed to rural Counties. In researching various Council website information posted, Clearwater County considered information from:

- Town of Sylvan Lake
- Town of Banff
- Parkland County
- General ad for a Council remuneration review committee that had been posted by the City of Grande Prairie.

Based on the principles of other municipalities who have utilized a public committee approach, and as per Council direction, the amended County and Board Remuneration Policy is presented for approval.

Draft amendments for Council's review are identified by a **red**, bold font, and ~~strikethrough~~ where deletions are recommended, and the comments provided for explanatory purposes, identified in **purple** font, will not be included in the approved policy.



**CLEARWATER COUNTY  
COUNCIL & BOARD REIMBURSEMENT ~~REMUNERATION~~**

<b>EFFECTIVE DATE:</b>	<b>January 1, 2018</b>
<b>REVISIONS:</b>	August 23, 2016
<b>SECTION:</b>	Administration
<b>POLICY STATEMENT:</b>	<p>To provide a fair and equitable means of reimbursing Council and Members-at-Large for their time, travel and subsistence while attending meetings, conferences, training seminars and other out-of-area municipal business events.</p> <p><i>New as per Sept. 12 Council meeting</i></p> <p><b>In determining its remuneration and remuneration amounts, Council may consider any of the following:</b></p> <ul style="list-style-type: none"> <li><b>a. Discussion and decision made by Council;</b></li> <li><b>b. Informal survey data;</b></li> <li><b>c. Formal survey data as part of the tri-annual review process conducted by an independent consultant;</b></li> <li><b>d. Appointment of a Council Compensation Committee as per Appendix 'A'.</b></li> </ul>
<b>DEFINITIONS</b>	<p><b>'Meeting'</b></p> <p>Within the context of this policy, the term meeting shall include: Council meetings, Special Council meetings, Committee meetings as well as, when requested by the CAO or a Department Head, meetings between Councillors and County staff.</p>
<b>PROCEDURES:</b>  <b><u>Council Rates</u></b>	<p>1. Council remuneration will be, for time spent while traveling to or from meetings and while in attendance at a meeting on the basis of the following rates and time sections:</p> <ul style="list-style-type: none"> <li>a. \$159.00 – First Four hours</li> <li>b. \$126.00 – Second Four hours</li> <li>c. \$126.00 – Third Four hours</li> <li>d. \$288.00 – Maximum payable for any regular Council meeting.</li> </ul> <p>For clarity, any meeting or number of meetings that include more than one portion of the above time sections [i.e. meetings in excel of four hours], a Councillor is entitled to a combined remuneration for each time section involved. The maximum paid in any single day will therefore be \$414.00. Councillors are expected to</p>



## CLEARWATER COUNTY COUNCIL & BOARD ~~REIMBURSEMENT~~ REMUNERATION

exercise discretion when applying for remuneration for meetings that include one time section and extend into another time section in a minor fashion.

2. Other expenses associated with a Councillor's attendance at meetings will be paid in accordance with Travel and Subsistence for Staff and Council policy.
3. Effective January 1, 2018, in addition to meeting, travel and subsistence fees, each Councillor will be paid \$1,003.00 per month to compensate for time spent on such matters as meeting preparation, telephone calls and individual meetings with electors.
4. Council remuneration associated with convention attendance will be for time spent while traveling to or from a convention location and while in attendance during the formal convention sessions on the basis of the following rates and time sections:
  - a. \$159.00 – First Four hours
  - b. \$126.00 – Second Four hours
  - c. \$126.00 – Third Four hours

For clarity, time incurred for travel to or from the convention location and attendance at the formal convention sessions that include more than one portion of the above time sections in excess of four hours, a Councillor is entitled to combine remuneration for each time section involved. However, the maximum honorarium paid in any single day to a Councillor or Committee member will be \$414.00.

For example, a Councillor drives to a seminar in Edmonton from Rocky Mountain House leaving the night before the seminar begins as the seminar starts at 8:00am the next morning. The seminar ends at 4:00pm the following day. At conclusion of the seminar the Councillor would be entitled to \$159.00 associated with the night before the seminar. The Councillor would also be entitled to another \$150.00 relating to the first four hours of his/her attendance at the seminar; another \$126.00 associated with the second four hours of the seminar; and a third four hours associated with return travel time to Rocky Mountain House.

5. Councillor are authorized to attend special meetings associated with a Council appointed Committee



## CLEARWATER COUNTY COUNCIL & BOARD ~~REIMBURSEMENT~~ REMUNERATION

<p><b><u>Reeve and Deputy Reeve Rates</u></b></p>	<p>without Council approval. However, to the greatest extent possible, Councillors should receive prior approval of Council for attendance at any other special meeting a Councillor may wish to attend [eg. A Community group meeting]. However, Council recognizes that situations may preclude a Councillor from advising Council of a meeting prior to his or her attendance. In such cases the Councillor is to seek Council's approval for his/her attendance prior to the Councillor submitting his/her remuneration sheet.</p> <p>6. The Reeve and two Councillors are approved to attend the annual conference of the Federation of Canadian Municipalities [F.C.M.]. Councillors attending the conference will be appointed at the annual organizational meeting preceding the conference. The intention is to provide all Councillors with the opportunity to attend one F.C.M. Conference during their term of office. All Councillors will be permitted to attend F.C.M. when the F.C.M. Conference is held in Alberta.</p> <p>7. Councillors and Committee members will be reimbursed for other incurred expenses in accordance with the Travel and Subsistence for Staff and Council Policy.</p> <p>8. If a spouse accompanies a Councillor to a convention, the Municipality will cover the spousal registration fee, banquet tickets, and approved travel expenses.</p> <p>1. <del>In addition to the above policies,</del> It is recognized that in addition to the above procedures, that the Reeve or Deputy Reeve will receive additional requests with respect to meetings with federal, provincial, municipal and/or community organizations, representatives or officials. The Reeve or Deputy Reeve is authorized to attend such meetings at his/her discretion without Council authorization and to receive remuneration in accordance with this policy for attendance. To the greatest extent possible, the Reeve or Deputy Reeve should endeavor to inform Council of these meetings prior to his/her attendance.</p> <p>2. Effective January 1, 2018, the Reeve will be paid \$2,014.00 per month to allow for his/her extra</p>
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# CLEARWATER COUNTY COUNCIL & BOARD ~~REIMBURSEMENT~~ REMUNERATION

<p><b><u>Boards and Committee Rates</u></b></p>	<p>administrative duties such as cheque signing, bylaw signing, contract signing, etc.</p> <p>3. Effective January 1, 2018, the Deputy Reeve will be paid \$1,250.00 per month to allow for his/her extra duties.</p> <p>1. Members at large appointed to the Municipal Library Board[s], the Clearwater Regional Family and Community Support Services Board, and the Recreation Boards will be paid \$554.00 per annum as compensation for mileage and out-of-pocket expenses.</p> <p>2. Members at large appointed to the Clearwater County Heritage Board will be paid \$19.00 per meeting as compensation for mileage and out-of-pocket expenses.</p> <p>3. Member at large appointees to the Agriculture Service Board, Municipal Planning Commission and the Subdivision and Development Appeal Board, will be paid at the Councillor remuneration rates established in this Policy and expense rates in the Travel and Subsistence for Staff and Council Policy.</p>
<p><b><u>Community Event Attendance</u></b></p>	<p>1. All Councillors are authorized to participate in the Rocky Rodeo Parade, Caroline Rodeo Parade and Rocky Parade of Lights. In addition to this, the Reeve or designate is authorized to participate in the Ponoka Stampede Parade and Westerner Days Parade.</p> <p>2. With the exception of the aforementioned parades, attendance at any other community event will be considered by Council on a case-by-case basis.</p> <p>3. Council remuneration associated with approved community event attendance will be for time spent while traveling to or from a convention location and</p>



# CLEARWATER COUNTY COUNCIL & BOARD ~~REIMBURSEMENT~~ **REMUNERATION**

**General**

while in attendance during the formal convention sessions on the basis of the following rates and time sections:

- a. \$159.00 – First Four hours
- b. \$126.00 – Second Four hours

To a maximum of eight hours [or \$285.00] per day.

~~1. Per Diem sheets are to be filled out monthly by each Councillor and delivered to the Finance and Admin. Manager or Payroll Administrator. Councillor and Board Member Remuneration statements are to be filled out monthly after the end of each month and at least three working days prior to the first next Council meeting. The remuneration forms may be given to the payroll and benefits administrator. Per diem remuneration sheets received after the timeframe suggested will not be processed for payment until the following month. Administration will include~~ **Copies of the completed** ~~per diem sheets in the following Council Agenda~~ **remuneration forms** will included in each Council Agenda package.

~~2. Council remuneration rate increases will correspond to the cost of living adjustments received by staff each year [rounded to the nearest dollar]. It is at the discretion of Council to approve annual market adjustments.~~

~~3. This policy replaces Council's policy 'Meeting Rates for Council and Board Appointments'.~~

1. A Councillor may enrol in the County's Group Benefits program designed for Council which includes:
- a. Life Insurance
  - b. Accidental Death & Dismemberment Insurance
  - c. Critical Illness Insurance
  - d. Extended Health & Medical Insurance
  - e. Dental Plan Insurance
  - f. Access to Employee Assistance Program.

Eligibility for participation in plans is determined by the benefit carrier.

**Council Benefits Program**

*[Note: this section has been long-standing practice for some time, but is added as information only]*



**CLEARWATER COUNTY  
COUNCIL & BOARD ~~REIMBURSEMENT~~ REMUNERATION**

	<p>2. The cost-sharing of premiums for participation in the Group Benefits program for Councillors:</p> <ul style="list-style-type: none"><li>Life Insurance: 50% + 50% cost-shared</li><li>AD &amp; D: 100% paid by Councillor</li><li>Critical Illness: 100% paid by Councillor</li><li>Extended Health: 100% paid by County</li><li>Dental Plan: 100% paid by County</li><li>E.A.P.: 100% paid by County</li></ul>
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DRAFT





**CLEARWATER COUNTY  
COUNCIL & BOARD ~~REIMBURSEMENT~~ REMUNERATION**

Appendix A

Council Compensation Committee  
Terms of Reference

Purpose:

The Council Compensation Committee is a temporary committee with a mandate to review the remuneration paid to Council and its Members at Large, and to make recommendations to Council on remuneration or any other matter directly related to Council remuneration, either mid-term and/or before the year of a general municipal election.

Term of Council Compensation Committee:

1. The Council Compensation Committee will be established on or before March 1, 2018.
2. The Council Compensation Committee may make regular reports to Council during the in-camera sessions as they determine, but in any event must forward their final report and recommendations to Council on or before June 30, 2019.
3. The Council Compensation Committee will be dissolved at the earlier of one of the following:
  - Once Council has accepted the findings and recommendations of the Council Compensation Committee; or,
  - Once Council has determined the remuneration for the 2019-2021 Council Term.

Council Compensation Committee composition and requirements:

4. No more than 5 [five] public members in total which will include any or both of the following:
  - a. Past Councillors will be contacted by the Reeve for participation on Council Compensation Committee;
  - b. A general ad posting on the County's website requiring letter[s] of interest from public interested serving on the Council Compensation Committee, and requiring public individuals to have experience in governance, finance or business.
5. Council Compensation Committee members must be residents of Clearwater County.
6. The public members of the Council Compensation Committee will be appointed by Council resolution.
7. If an individual on the Council Compensation Committee resigns or is unable to serve, a replacement person may be appointed by Council.



**CLEARWATER COUNTY  
COUNCIL & BOARD ~~REIMBURSEMENT~~ REMUNERATION**

8. The Council Compensation Committee will nominate and endorse a chairperson at their first meeting. Meetings of the Council Compensation Committee will be called by the Chair.
9. Members of the Council Compensation Committee will observe and keep confidential matters relating to the business of Clearwater County which may either directly or indirectly come to their knowledge. Each member will not discuss or disclose information to any person who is not entitled to such knowledge or information.
10. Council Compensation Committee must have a quorum consisting of a minimum of 3 [three] members to forward any approved recommendations to Council.

**Council Compensation Committee Responsibilities:**

11. This committee is deemed to be an advisory group, making recommendations to Council only. Meetings will be called by the chair.
12. To permit free and open discussion Council Compensation Committee meetings are not open to the public.
13. Discussion is to be based on the consensus-based approach. Consensus does not mean a decision that is perfect for all participants, but it does mean a decision that all participants will agree to support. Where consensus cannot be achieved the majority vote will determine the outcome of the item.
14. The Committee will review relevant survey data and practices of other rural County Councils that are comparable to Clearwater County. Information and/or data may include, but is not limited to:
  - Information posted on other county websites;
  - Information derived from speaking with individual Council members of Clearwater County;
  - Information attained through AUMA, AAMDC resources;
  - Formal data conducted by the independent survey consultant used by the County for its tri-annual compensation and benefits review;
15. Members who serve on the Council Compensation Committee will not receive an honorarium for their services, but will be will be paid \$19.00 per meeting as compensation for mileage and out-of-pocket expenses.



## AGENDA ITEM

<b>PROJECT:</b> Request from Chedderville All Hallows Church & Cemetery Society		
<b>PRESENTATION DATE:</b> December 12, 2017		
<b>DEPARTMENT:</b> CCPS	<b>WRITTEN BY:</b> Jerry Pratt	<b>REVIEWED BY:</b> Ted Hickey Rick Emmons, Interim CAO
<b>BUDGET IMPLICATION:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
<b>STRATEGIC PLAN THEME:</b> 3. Community Well-Being	<b>PRIORITY AREA:</b> Objective 3.1 Sustain the recreation, cultural and quality of life needs of the community.	<b>STRATEGIES:</b> 3.1.6 Continue to rely on volunteers, profit and not-for-profit organizations for the provision of recreation, culture or leisure programs not organized or offered by the local Recreation Boards.
<b>ATTACHMENT(S):</b> Letter from the Caroline Wheels of Time Museum		
<b>RECOMMENDATION:</b> That Council agrees in principle transferring ownership of the Chedderville Church to the Community Historical Society of Caroline once the Society secures sufficient funds for relocation and land reclamation costs.		

### BACKGROUND:

The Caroline Museum is interested in acquiring the Chedderville church building and moving it onto the Caroline Wheels of Time Museum grounds. The Chedderville All Hallows Church and Cemetery Society is interested in this transaction as well. The cemetery and church building belong to Clearwater County, but the building has no book value and is not insured as it would not be replaced if it were damaged.

The Caroline Museum would like to know if Clearwater County is willing to consider a transfer of ownership of the church building to the Museum. If so, the Museum would start fundraising to transport and install the building on their land.

There will likely be land reclamation costs associated with this move as the church does have a concrete foundation with a crawl space. Clearwater County would be responsible for reclamation costs unless this cost was transferred to the interested parties'. At this time no estimate of cost has been obtained as this issue is in only the discussion stage.



Box 535  
Caroline, Alberta  
T0M 0M0

Phone: 403-722-3884  
Email: wheels3884@gmail.com

13 November 2017

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

Attention: Jerry Pratt

To Whom it May Concern:

**RE: ACQUISITION OF CHEDDERVILLE CHURCH BY THE COMMUNITY HISTORICAL SOCIETY OF CAROLINE**

Further to a conversation between Jerry Pratt of Clearwater County and the Society's President, Laura Kirbyson on October 27, 2017, this letter forms our request for an Agreement in Principle to acquire the Chedderville Church for the Caroline Wheels of Time Museum.

At this time, the Society is exploring the feasibility of moving the Chedderville Church from its present location to the Museum. This includes the logistics and viability of the move, as well as the likelihood of successfully fundraising to cover the costs, etc.

It is our belief that we need to have some kind of documentation from the County, as well as the Chedderville community, indicating that this acquisition is acceptable to them and that the Historical Society is acting in good faith with the other parties and with potential donors. The Chedderville community is currently working to provide our Society with a Motion to donate the Church to the Caroline Museum.

At this time, we are not asking for funding for this project or a transfer of ownership, just an indication that we have the right to be looking into this. The requests for money and ownership will come along soon enough!

Attached is a brief report on our reasons for including the Church in our facility.

Please do not hesitate to contact the undersigned with any questions, comments or concerns you may have.

Sincerely,

Laura Kirbyson, President  
(403) 613-3973, wheels3884@gmail.com

c. Tim Hoven



## **CHEDDERVILLE CHURCH ACQUISITION FOR CAROLINE WHEELS OF TIME MUSEUM**

This report serves as an explanation for the reasons the Community Historical Society of Caroline would like to acquire the Chedderville Church for the Caroline Wheels of Time Museum. The report also provides some background for the project.

### Purpose

The Museum does not currently have a Church and it has come up in conversations over the years that it would be a nice addition to the existing facility. The Museum houses a period home from the community, school, teacherage, fire hall and trapper's cabin in addition to the main Museum building in which we display revolving exhibits from our collection. We believe the Church would be an excellent complement to our facility showcasing pioneer life in our county. The fact that it is actually a building built by members from our community makes the fit with the Caroline Museum even more appropriate.

### Background

The Society was approached by the Chedderville Church group through the Caroline Village Office in October of this year. Subsequent conversations took place between Bonnie Miller of Chedderville and Museum members. The Chedderville group is looking for a home for the church where it can be maintained and remain accessible to the local communities. The Museum has tried in the past to acquire a church but that fell through. This is an amazing opportunity.

### Intent

The intent of the Society is to incorporate the Church into the facility, update it as necessary and maintain its condition.

An appropriate location exists and has been informally designated by the Museum membership.

A committee has been formed to look at the Church, explore what is needed to move it safely and determine other necessary steps to make this happen. The committee has visited the Church and is currently considering what steps need to be taken to protect the Church and have it safely located on the Museum grounds. We are also looking at what efforts will need to be undertaken to make the building safe and secure.

## Notes from the David Thompson Country Regional Tourism Working Group – November 27, 2017



**DAVID  
THOMPSON  
COUNTRY**  
CHALLENGE YOUR  
INNER EXPLORER

Thank you to all who attended the Tourism Business Forum. The feedback from the day was very positive, average satisfaction score of 8.6/10, and there were a lot of opportunities revealed. We are working through the objectives of the David Thompson Country Tourism Strategy and for some of these projects we request your input.

### 1. **Front line staff training and/or familiarization tour:**

There were multiple requests for help with front line staff training on the different activities and attractions in the region. After some discussion on how to best do this we are proposing a mini-trade show and information session.

The tradeshow would involve you, our David Thompson Country tourism businesses, setting up a display booth to show off your offerings, as well as businesses bringing in their staff to learn about each other.

We could also do an information/learning session covering David Thompson Country tourism information and customer service as part of the day. It would be like the Visitor Information Centre's Spring Showcase, but for our own region. (If you are unfamiliar with the Spring Showcase please contact Amanda Rodriguez at [arodriguez@clearwatercountry.ca](mailto:arodriguez@clearwatercountry.ca) )

As this is meant as training for front line staff it would probably need to take place in early May. We know that many of you hire student who don't start until May 1<sup>st</sup> and that by May Long you will be busy.

If this is of interest to you, please contact us at [jpratt@clearwatercountry.ca](mailto:jpratt@clearwatercountry.ca) by December 15, 2017. We need your input about the tradeshow, if this can meet your needs, and if you would be willing to participate.

### 2. **Presentations at the next Tourism Business Forum:**

The most common themes/subjects suggested for the next forum were:

- a. How can businesses collaborate and promote each other (workshop)?
- b. How to host and promote events in the region (workshop)
- c. How to use social media (workshop)
- d. Tourism trends – provincial and national
- e. Local businesses presentation on the activities and promotions they do.

We would love to hear more from local tourism entrepreneurs. If you are willing to do a 10 to 15 minute presentation on your company's activities and promotions, or would like to nominate

another business to speak, please let us know by December 15, 2017 by e-mailing [jpratt@clearwatercounty.ca](mailto:jpratt@clearwatercounty.ca)

### 3. More time to network:

A common request was for more time to network. The Working Group has come up with a couple of ideas.

- a. **Facebook closed group** - To help with sharing news and ideas we will start up a closed Facebook Group for tourism operators in David Thompson Country. This will not be open to the public, and is really meant as an online place for business owners/managers to network and share experiences on how to grow and promote tourism and the industry in our region. This page will be started up in early December.
- b. **Time at the Tourism Business Forum** – The Forum has traditionally run from 9:00 am to 3:00 – pm. There is always a lot of information to discuss in that time frame, leaving not enough time for businesses to connect with each other. If we expand the time to 9:00 am – 4:00 pm and use that extra time throughout the day for networking sessions, *would that work for you and your business?*
- c. **Separate networking sessions** – There is a growing trend of industry groups holding informal gatherings once a month to network and support each other. These meetings take turns at different organizations' buildings or at restaurants. The Working Group could host the first evening, probably in January, and then we would see where it goes from there with future hosts. If there is interest in this, please let us know by December 15, 2017 by e-mailing [jpratt@clearwatercounty.ca](mailto:jpratt@clearwatercounty.ca)

### 4. Using David Thompson Country Social Media to promote the region and your own business:



Trevor Tessier, with Strong Coffee Marketing, shared some great ideas, guidelines and tools for using pictures on Social Media. We are very fortunate that we have an amazingly attractive area and that people are already taking and sharing pictures and videos of David Thompson Country online.

David Thompson Country has access to pictures and videos that promote our area, many from municipal photo contests, and some for which we have from paid professionals. Your business can share these pictures and videos on your

websites and social media sites too. The images and video are good quality and will represent your business well, while also promoting tourism in the region. If we all use the pictures, #'s and the name David



Thompson Country it will increase all of our searchability which will make it easier for new people to discover our businesses.

Please check out, and hopefully share, the images and videos David Thompson Country has at the following sites.

Facebook - <https://www.facebook.com/davidthompsoncountry/>

Instagram - <https://www.instagram.com/davidthompsoncountry/>

Twitter - <https://twitter.com/DTCountryAB>

Youtube - <https://www.youtube.com/channel/UCZLniTWjekXZUnN9nLCw-6Q>

We will have 2 feet wide by 3 feet tall posters available in the new year with pictures from all over the area to promote activities across David Thompson Country. These posters will include the following hashtags that help our visitors share their experiences with others:

#dtcountry

#nordegg

#carolineab

#rockymountainhouse

#clearwatercounty

#explorealberta

#explorecentralalberta

#### 5. Using the David Thompson Country logo in your business:

There are 2 main ways you can use the David Thompson Country logo:

- a. **Promotional use (Ads, posters, signs...)** You can use the David Thompson Country logo on your own advertising and signage. There is no cost for this. We do have some guidelines, but these are to ensure the color is correct and that logo isn't altered or used in a way that makes it difficult to identify. Just e-mail us and we can share various logo file formats and the usage guidelines with you.
- b. **Profit use (shirts, cups, hats...)** We want to encourage your business to sell items with the David Thompson Country logo on it. There is a \$100 application fee and a review of the proposed branded items to make sure the logo isn't being used on inappropriate items. You can buy the promotional items from a supplier of your choice and sell them for whatever price you want, that is up to you. If you would like the application for logo use on promotional items, just e-mail us at [dschweder@rockymtnhouse.com](mailto:dschweder@rockymtnhouse.com) and we will get it to you. The fee is only for the application and not for each promotional product.



#### 6. Maps:

A project we are working on this winter is a new map and a regional brochure. We want to create an artistic map of the region that can be used on tear off sheets and larger maps for the Visitor Information Centers or businesses. Our target is to have them ready for distribution in March.



A longer-term project will also be looking into the development of an app with maps, attractions and updateable events.

**7. Brainstorming:**

We have heard many good ideas for events and businesses. Please, continue to share those ideas with us. We will compile a list of these to share out with all tourism operators.

We would like to hear the top 3 places or activities that you send your tourists to, and why you send them there.

What are tourists asking for that the area may be missing, as an attraction or a service. Please, let us know these gaps as well.

**8. Visitor Friendly Assessment**

In 2017 the Working Group teamed up with Alberta Culture and Tourism to do a Visitor Friendly Assessment on the region. The goal was to get feedback from a tourism perspective on our strengths and our weaknesses. The 3 municipal councils will hear the final report in the first quarter of 2018, and then the report will be made public. We will use recommendations from the report to update our Regional Tourism Strategy.

We appreciate the work everyone is doing to make this a great place to visit and live. There are so many opportunities here for tourism to grow even more, which will benefit local businesses and our communities at the same time. Keep up the great work.





# Clearwater County Councilor and Board Member Remuneration Statement For the Year of ....2017.....

Name of Councilor / Board Member **Jim Duncan**.....

### Payment Periods

January	February	May	June
March	April	July	August
September	October	<u>November</u>	December

Supervision Rate – \$550.00 Monthly  
Reeve Supervision Rate - \$850.00 Monthly

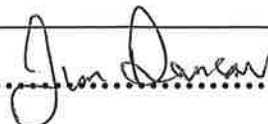
Date	Type of Meeting Attended	First 4 Hours \$159.00	Next 4 Hours \$126.00	Next 4 Hours \$126.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.54 / km
Nov 1	Council Orientation	X	X				40
Nov 2	Council Orientation	X	X				40
Nov 6	Synergy Conference	X	X	X			445
Nov 7	Regular Council				X		40
Nov 8	Rec Board	X					40
Nov 9	ASB Regional Conference	X	X	X			40
Nov 11	Remembrance Day Ceremony	X					40
Nov 14	AAMDC, Mayors and Reeves	X					225
Nov 15	AAMDC Conference	X	X				0
Nov 16	AAMDC Conference	X	X				0
Nov 17	AAMDC Conference	X	X				225
Nov 20	CREMA	X					20
Nov 20	Council Orientation		X				20
Nov 21	MPC	X					40
Nov 23	CTI Committee	X					40

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## Remuneration Calculation

<u>15</u>	Meetings @ \$159.00=	<u>2385.00</u>	<u>1335</u>	Kms @ \$0.54=	<u>720.90</u>
<u>10</u>	Meetings @ \$126.00=	<u>1260.00</u>		Lunch @ \$16.00=	
<u>2</u>	Meetings @ \$288.00=	<u>576.00</u>			
	Supervision=	<u>550.00</u>			
	<b>TOTAL=</b>	<u>4771.00</u>		<b>TOTAL=</b>	<u>720.90</u>

Signature {Councilor / Board Member} .....





# Clearwater County

J5

## Councilor and Board Member Remuneration Statement

For the Year of ...2017.....

Name of Councilor / Board Member ..... *Theresa Loring* .....

### Payment Periods

January	February	May	June
March	April	July	August
September	October	<u>November</u>	December

Supervision Rate - \$550.00 Monthly  
 Reeve Supervision Rate - \$850.00 Monthly

Date	Type of Meeting Attended	First 4 Hours \$159.00	Next 4 Hours \$126.00	Next 4 Hours \$126.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.54 / km	
Nov 17	Council Education Workshop	✓	✓				14	
Nov 2	Council Education Workshop	✓	✓				14	
Nov 3	Special Council Meeting	✓					14	
Nov 7	Council				✓		14	
Nov 9	Regional Waste	✓					14	
Nov 10	Reimbursement Day Ceremony High School	_____						
Nov 14	AAMTX <del>Meeting</del>	✓					230	
Nov 15	AAMOE	✓	✓					
Nov 16	AAMIX	✓	✓					
Nov 17	AAMIX	✓	✓				230	
Nov 20	Council Orientation Workshop	✓					14	
Nov 21	FCS	✓					14	
Nov 22	MCA	✓					195	
Nov 23	SDAB training	✓	✓				14	
Nov 25	Parade of Lights	✓					14	

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### Remuneration Calculation

<u>15</u>	@ \$59	<u>2385.00</u>	<u>969 Km @ .54</u>	<u>523.26</u>
<u>7</u>	@ \$126	<u>882.00</u>		
<u>2</u>	@ \$288	<u>576.00</u>		
		<u>\$ 550.00</u>		
<b>TOTAL=</b>		<u>4393.00</u>		<b>TOTAL=</b> <u>523.26</u>

Signature {Councilor / Board Member} ..... *Theresa Loring* .....



# Clearwater County

## Councilor and Board Member Remuneration Statement

For the Year of ...2017.....

Name of Councilor / Board Member Michelle Swanson

### Payment Periods

January	February	May	June
March	April	July	August
September	October	<u>November</u>	December

Supervision Rate – \$550.00 Monthly  
 Reeve Supervision Rate - \$850.00 Monthly

Date	Type of Meeting Attended	First 4 Hours \$159.00	Next 4 Hours \$126.00	Next 4 Hours \$126.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.54 / km	
1	Council Orientation Workshop	✓	✓				26	
2	Council Orientation Workshop	✓					26	
2	Chamber Commerce Luncheon						—	
2	Special Mtg (3pm)	✗	✓				—	
3	Special Mtg (2:45pm)	✓					26	
7	Council Mtg.				✓		26	
8	Rec, Parks + Comm Services Bd.	✓					26	
9	Tourism Forum	✓	✓				26	
11	Remembrance Day	✓						26
14	AAMDC	✓					205	
15	AAMDC	✓	✓				—	
16	AAMDC	✓	✓				—	
17	AAMDC	✓	✓				205	
* 20	Seniors Housing	* ✓					26	
20	Council Orientation	✓					—	

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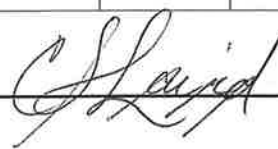
### Remuneration Calculation

1 Seniors Housing	79.00		
15 Meetings @ \$159.00=	2544.00	748	Kms @ \$0.54= 403.92
6 Meetings @ \$126.00=	756.00		Lunch @ \$16.00=
2 Meetings @ \$288.00=	576.00		
Supervision=	550.00		
<b>TOTAL=</b>	<b>4505.00</b>		<b>TOTAL= 403.92</b>

Signature {Councilor / Board Member} Michelle Swanson






	A	B	C	D	E	F	G	H
1	<b>Councillor / Board Member</b>		Cammie Laird					
2	<b>Date</b>	<b>Type of Meeting Attended</b>	<b>First 4 Hours \$159.00</b>	<b>Next 4 Hours \$126.00</b>	<b>Next 4 Hours \$126.00</b>	<b>Regular Council Meeting \$288.00</b>	<b>Lunch \$16.00</b>	<b>Mileage @ \$0.54 / km</b>
3	Oct. 24	Meetings: CC Council Org. & CC Reg. Council (09:00-14:00 Hrs.)				1		26
4	Oct. 25	Meeting: Rocky Library Board (19:00-21:00 Hrs.)	1					30
5	Oct. 26	Workshop (Council Orientation – Tri Council) @ RMH Rec. Center (09:00-15:30 Hrs)	1	1				28
6	Oct. 30	Meeting: Physicians Recruitment Committee (19:00-21:30 Hrs)	1					26
7	Oct. 31	Workshop: CC Council – Strategic Agenda Setting (08:00-16:30 Hrs)	1	1				26
8								
9								
10								
11								
12	<b>Sub-Totals</b>		4	2		1		136
13								
14	<b>Remuneration Calculation</b>							
15	<b>Type of Event</b>	<b>Fee Structure</b>	<b>Quantity</b>	<b>Sub-Total</b>				
16	Meetings	First 4 Hours @ \$ 159	4	636				
17	Meetings	Next 4 Hours @ \$126	2	252				
18	Meetings	Next 4 Hours @ \$126						
19	Reg. Council Meeting	\$288	1	288				
20	Lunch	\$16.00						
21	Mileage	@ \$0.54 / km	136	73.44				
22	Supervision	\$550 / Month	1	<del>550</del> 141.94				
23								
24	<b>Total</b>			<del>1799.44</del> 1391.38				
25								
27	<b>Signature: Councillor / Board Member:</b>							



Remuneration

	A	B	C	D	E	F	G	H
29	<b>Remuneration Calculation</b>							
30	<b>Type of Event</b>	<b>Fee Structure</b>	<b>Quantity</b>	<b>Sub-Total</b>				
31	Meetings	First 4 Hours @ \$ 159	13	2067				
32	Meetings	Next 4 Hours @ \$126	7	882				
33	Meetings	Next 4 Hours @ \$126						
34	Reg. Council Meeting	\$288	4	1152				
35	Lunch	\$16.00						
36	Mileage	@ \$0.54 / km	1139	615.06				
37	Supervision	\$550 / Month	1	550				
38	Expenses	Meals		49.79				
39	Expenses	Lodging		196.1				
40	<b>Total</b>			<b>5315.85</b>				
41								
43	<b>Signature: Councillor / Board Member:</b>							



BP STONY PLAIN #181

0359 Table 31 #Party 2  
RIKKI B SvrCk: 29 20:34 11/29/17

2 WATER  
1 1/2 SPINACH 9.49  
1 BK CHK MSH FETT, baked w/chs 20.98  
1 BK PESTO CKN, baked w/chs 21.98

Sub Total: 52.45  
GST : 2.62  
11/29 21:07 TOTAL: 55.07

GST # 866626260RT 31.47  
GST 1.57  
33.04

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receive a chance to WIN an AWESOME  
\$200 Boston Pizza gift card.  
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TellBostonPizza.com

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\*\*\*\*\*

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306 CINDY B

Tbl 9/2 Chk 1779 Gst 2  
Nov30'17 05:42PM

\*\*\*\* SEAT 1 \*\*\*\*  
1 INN STEAK SAND 17.95  
Subtotal 17.95  
17.95 GST 0.90  
Amount Due 18.85

\*\*\*\* SEAT 2 \*\*\*\*  
1 C & M PENNE 15.95  
Subtotal 15.95  
15.95 GST 0.80  
Amount Due 16.75

\*\*\*\* ALL \*\*\*\*  
Subtotal 33.90  
33.90 GST 1.70  
Amount Due 35.60

TIP: \_\_\_\_\_  
TOTAL: \_\_\_\_\_  
NAME: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_  
ROOM NUMBER: \_\_\_\_\_

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 Westlock, AB T7P 2G7  
 P: (780) 349-4483 / F: (780) 349-6503  
 westlockinn.fd@gmail.com

GST #R124433004

**Cammie Sue Laird**  
**Rr1 Stn Main**  
**Rocky MountaihN House, AB T4T 2A1**  
**Canada**

Room	Folio	CheckIn	CheckOut	Balance
129	158576	29/11/2017	01/12/2017	0.00
Master Folio				

Direct Bill: DIGITAL FUTURES

Date	Room	Description / Voucher	Charges	Credits	Balance
29/11/2017	129	Room Taxable	89.95	0.00	89.95
29/11/2017	129	G.S.T. - 5.000%	4.50	0.00	94.45
29/11/2017	129	Tourism Levy - 4.000%	3.60	0.00	98.05
30/11/2017	129	Room Taxable	89.95	0.00	188.00
30/11/2017	129	G.S.T. - 5.000%	4.50	0.00	192.50
30/11/2017	129	Tourism Levy - 4.000%	3.60	0.00	196.10
01/12/2017	129	Mastercard	0.00	196.10	0.00
		<b>Balance Due</b>			<b>0.00</b>
		<b>Summary and Taxes</b>			
		Taxable Sales			179.90
		G.S.T. 5.00%			9.00
		Tourism Levy 4.00%			7.20