



Clearwater County

Regular Council Meeting - 05 Nov 2019

Agenda

9:00 AM - Tuesday, November 5, 2019

Council Chambers, 4340 – 47 Avenue, Rocky Mountain House, AB

Our Vision: Community, prosperity and natural beauty - connected.

Our Mission: Through proactive municipal leadership, we will invest innovatively to generate and support economic and population growth, to position Clearwater County for a sustainable, prosperous future.

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9. ADJOURNMENT

Minutes of a Regular Council Meeting of Clearwater County, Province of Alberta, held October 22, 2019, in the Clearwater County Council Chambers in Rocky Mountain House.

1. CALL TO ORDER:

The Meeting was called to order at 9:00 am by Reeve Duncan with the following in attendance:

Reeve	Jim Duncan
Councillors	John Vandermeer
	Cammie Laird
	Daryl Lougheed
	Michelle Swanson
	Tim Hoven
	Theresa Laing

Staff:	
CAO	Rick Emmons
Recording Secretary	Tracy Haight
Senior Planner	Jose Reyes
Planner	Dustin Bisson
Director, Corporate Services	Murray Hagan
Director, Emergency & Legislative Services	Christine Heggart
Systems Administrator	Mike Bell
Director, Public Works Operations	Kurt Magnus
Supervisor, Surfaced Roads	Katelyn Erickson
Communications Coordinator	Djurdjica Tutic

Public:	Travis Reid
	Judie Doran

Delegate:	John Badduke
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Media:	Dianne Spoor
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2. AGENDA ADOPTION:

COUNCILLOR LOUGHEED: That the October 22, 2019, Regular Meeting Agenda is adopted as presented.

406/19

CARRIED 7/0

3. ADOPTION OF MINUTES:

3.1 October 8, 2019 Regular Meeting of Council Minutes

COUNCILLOR SWANSON: That the Minutes of the October 8, 2019, Regular Meeting are adopted as presented.

407/19

CARRIED 7/0

COUNCILLOR VANDERMEER: That Council holds a Public Hearing on proposed Bylaw 1072/19 Application No. 07/19 to amend the Land Use Bylaw.

408/19

CARRIED 7/0

4. PUBLIC HEARING:

4.1 Bylaw 1072/19 Application No. 07/19 to amend the Land Use Bylaw

A record of the public hearing held on proposed Bylaw 1072/19 is attached as Appendix 'A' and considered to be part of these minutes. The public hearing commenced at 9:00 am and closed at 9:08 am.

5. PLANNING & DEVELOPMENT:

5.1 Consideration of Second and Third Readings – Bylaw 1072 Application No. 07/19 to Amend the Land Use Bylaw

The purpose of Bylaw 1072/19 is to amend the Land Use Bylaw 714/01 to redesignate +/- 29.92 acres of land located at NW 32 38 06 W5M from Light Industrial District 'LI' to Agriculture District 'A'.

Council reviewed and considered information presented at the Public Hearing for Bylaw 1072/19.

COUNCILLOR HOVEN: That Council grants second reading of Bylaw 1072/19 to amend the Land Use Bylaw 714/01 to redesignate +/- 29.92 acres of land located at NW 32 38 06 W5M from Light Industrial District 'LI' to Agriculture District 'A'.

409/19

CARRIED 7/0

COUNCILLOR SWANSON: That Council grants third reading of Bylaw 1072/19 to amend the Land Use Bylaw 714/01 to redesignate +/- 29.92 acres of land located at NW 32 38 06 W5M from Light Industrial District 'LI' to Agriculture District 'A'.

410/19

CARRIED 7/0

5.2 Consideration of First Reading of Bylaw 1073/19 for Application No. 08/19 to Amend the Land Use Bylaw

The purpose of Bylaw 1073/19 is to amend the Land Use Bylaw 714/01 to redesignate +/- 4.39 acres of land located at Plan 122 0058, Block 1, Lot 1 from Country Residential Agriculture District 'CRA' to Intensive Agriculture District 'IA' and; that +/- 16.81 acres of land located at NW 31 38 07 W5M from Agricultural District 'A' to Intensive Agriculture District 'IA'.

COUNCILLOR LAING: That Council grants first reading of Bylaw 1073/19 to amend the Land Use Bylaw 714/01 to redesignate +/- 4.39 acres of land located at Plan 122 0058, Block 1, Lot 1 from Country Residential Agriculture District 'CRA' to Intensive Agriculture District 'IA' and; that +/- 16.81 acres of land located at NW 31 38 07 W5M from Agricultural District 'A' to Intensive Agriculture District 'IA'. from Light Industrial District 'LI' to Agriculture District 'A' and schedules a public hearing for Bylaw 1073/19.

411/19

CARRIED 7/0

5.3 Consideration of First Reading of Bylaw 1074/19 Clearwater County – County of Wetaskiwin No. 10 Intermunicipal Development Plan

The purpose of Bylaw 1074/19 is to adopt the Clearwater County – County of Wetaskiwin No. 10 Intermunicipal Development Plan. The Plan was developed in accordance with Municipal Government Act legislation, to guide future land use decisions and development within one (1) mile on each side of the municipalities' boundary.

COUNCILLOR VANDERMEER: That Council grants first reading of Bylaw 1074/19 to adopt the Clearwater County – County of Wetaskiwin No. 10 Intermunicipal Development Plan and schedules a Public Hearing for Bylaw 1074/19.

412/19

CARRIED 7/0

6. EMERGENCY & LEGISLATIVE SERVICES:

6.1 Bylaw 1075/19 – Wetaskiwin County and Clearwater County Intermunicipal Collaboration Framework

The purpose of Bylaw 1075/19 is to adopt the Wetaskiwin County No. 10 and Clearwater County Intermunicipal Collaboration Framework. The Framework was developed in accordance with Municipal Government Act legislation, to identify services provided by each municipality; services that are provided on an intermunicipal basis; and, how intermunicipal services are delivered and funded.

COUNCILLOR LAIRD: That Council grants first reading of Bylaw 1075/19 to adopt the Wetaskiwin County No. 10 and Clearwater County Intermunicipal Collaboration Framework.

413/19

CARRIED 7/0

6.2 Bylaw 1078/19 Brazeau County and Clearater County Intermunicipal Collaboration Framework

The purpose of Bylaw 1078/19 is to adopt the Brazeau County and Clearwater County Intermunicipal Collaboration Framework. The Framework was developed in accordance with Municipal Government Act legislation, to identify services provided by each municipality; services that are provided on an intermunicipal basis; and, how intermunicipal services are delivered and funded.

C. Heggart noted Brazeau and Clearwater County are exempted from developing an Intermunicipal Development Plan by Ministerial Order MSL:047/18 as each municipality's borders are in provincial or federal crown lands.

COUNCILLOR SWANSON: That Council grants first reading of Bylaw 1078/19 to adopt the Brazeau County and Clearwater County Intermunicipal Collaboration Framework.

414/19

CARRIED 7/0

6.3 Bylaw 1079/19 Summer Village of Burnstick Lake and Clearwater County Intermunicipal Collaboration Framework

The purpose of Bylaw 1079/19 is to adopt the Summer Village of Burnstick Lake and Clearwater County Intermunicipal Collaboration Framework. The Framework was developed in accordance with Municipal Government Act legislation, to identify services provided by each municipality; services that are provided on an intermunicipal basis; and, how intermunicipal services are delivered and funded.

C. Heggart noted Summer Village of Burnstick Lake and Clearwater County are exempted from developing an Intermunicipal Development Plan by Ministerial Order MSL:047/18 as each municipality's borders are in provincial or federal crown lands.

COUNCILLOR LAIRD: That Council grants first reading of Bylaw 1079/19 to adopt the Summer Village of Burnstick Lake and Clearwater County Intermunicipal Collaboration Framework.

415/19

CARRIED 7/0

RECESS: Reeve Duncan recessed the meeting at 9:25 am.

CALL TO ORDER: Reeve Duncan called the meeting to order at 9:35 am.

7. PUBLIC WORKS:

7.1 Signage Request for Clearwater Estates and Cougar Ridge Estates

Administration received requests from residents in Clearwater Estates and Cougar Ridge Estates for the installation of 'Children Playing' signs within the subdivisions. As per the Clearwater County Informational Signs policy, Council approval is required for this type of sign and, 'if a sign is considered to be to the benefit of the entire community (such as a 'Children Playing' sign at a ball diamond), no costs will be borne by the applicant.'

K. Erikson outlined suggested placements for signs in each subdivision.

Discussion took place on signage costs and locations.

COUNCILLOR LAIRD: That Council approves installation of 'Caution Children Playing' signs within the Clearwater Estates and Cougar Ridge Estates Subdivisions at Clearwater County cost.

416/19

CARRIED 7/0

9. REPORTS

9.2 Public Works Report

Discussion took place on the October 22, 2019 Public Works Report, as submitted.

8. CORPORATE SERVICES:

8.1 Recovery of Taxes

M. Hagan stated that the appraised value for Roll #3904061022 property, scheduled for public auction on November 1, was revised from \$125,000 to \$103,000. Consequently, a motion to revise the reserve bid is required.

The original appraisal included an amount for a garage that was mistakenly considered as part of the property.

COUNCILLOR LOUGHEED: That Council sets the following reserve bid for auction:
Roll #3904061022 - \$103,000
NE 6-39-4W5 -
Lot 13 Block 1 Plan 8220518.

417/19

CARRIED 7/0

10. DELEGATION/PRESENTATION:

10.1 Request for Letter of Support for Cap on Mobile Home Sites Rent Increases – John Badduke

John Badduke, resident of Leslieville voiced his concerns with mobile home site rent increases and requested a letter of support from Council to encourage the Provincial Government to limit or cap rental pad increases. J. Badduke presented approximately 950 signatures he collected from Clearwater County residents to petition for support of a freeze on mobile home site rental rates until the province regulates and/or caps rental rates.

Discussion took place on impact of high rental rates on residents of mobile home parks and importance of access to affordable housing for seniors, young families and residents on fixed income.

J. Badduke responded to question and explained Service Alberta Ministers' response to correspondence he sent in 2016.

Discussion continued and it was suggested that J. Badduke also bring this issue to the attention of the current Service Alberta Minister and MLA Jason Nixon.

COUNCILLOR LAIRD: That Council receives the 'Request for Letter of Support for Cap on Mobile Home Sites Rent Increases' presentation from John Badduke for information; and, that Council sends a letter of support to the Service Alberta Minister to consider J. Badduke's concerns.

418/19

CARRIED 7/0

9. REPORTS:

9.1 CAO's Report

Discussion took place on the October 22, 2019, CAO's Report as submitted.

9.3 Councillor Reports

Reeve Duncan and Councillors Swanson, Hoven, and Vandermeer reported on meetings and events they attended on behalf of Clearwater County from October 8 to October 21, 2019.

9.4 Councillor Remuneration

No Remuneration Statements were submitted.

COUNCILLOR VANDERMEER: That Council receives the CAO's Report, Public Works Report, Councillor Reports and for information as presented.

419/19

CARRIED 7/0

RECESS:

Reeve Duncan recessed the meeting at 10:29 am.

CALL TO ORDER:

Reeve Duncan called the meeting to order 10:41 am.

CLOSED SESSION:

COUNCILLOR SWANSON: That Council approves meeting as a Committee of the Whole in a closed session, in accordance with Section 197(2) of the Municipal Government Act; and Section 197 of the Freedom of Information and Protection of Privacy Act (FOIP), to discuss the following items:
11.1 2019 Intermunicipal Mediation; FOIP s.27 - Disclosure Harmful to Intergovernmental Relations at 10:41 am.

420/19

CARRIED 7/0

COUNCILLOR LAING: That Council reverts the meeting to an open session at 12:03 pm.

421/19

CARRIED 7/0

RECESS:

Reeve Duncan recessed the meeting at 12:03 pm.

CALL TO ORDER:

Reeve Duncan called the meeting to order 12:30 pm.

COUNCILLOR SWANSON: That Council approves meeting as a Committee of the Whole in a closed session, in accordance with Section 197(2) of the Municipal Government Act; and Section 197 of the Freedom of Information and Protection of Privacy Act (FOIP), to discuss the following items:
11.1 2019 Intermunicipal Mediation; FOIP s.27 - Disclosure Harmful to Intergovernmental Relations at 12:30 pm.

422/19

CARRIED 7/0

COUNCILLOR LAIRD: That Council reverts the meeting to an open session at 12:53 pm.

423/19

CARRIED 7/0

RECESS: Reeve Duncan recessed the meeting at 12:53 pm.

CALL TO ORDER: Reeve Duncan called the meeting to order 12:56 pm.

ADJOURNMENT:

COUNCILLOR HOVEN: That the Meeting adjourns at 12:56 pm.

424/19

CARRIED 7/0

REEVE

CHIEF ADMINISTRATIVE OFFICER

Schedule A - Minutes of a Public Hearing, regarding Clearwater County Bylaw 1072/19 to amend the Land Use Bylaw 714/01 For the redesignation of +/- 29.97 acres from Light Industrial District "LI" to Agriculture District "A" on a portion of land located at NW 32-38-06-W5M, held in the Clearwater County Council Chambers on September 10, 2019.

The Public Hearing was called to order at 9:00 am with the following being present:

Reeve:	Jim Duncan
Councillors:	John Vandermeer
	Cammie Laird
	Daryl Lougheed
	Theresa Laing
	Tim Hoven
	Michelle Swanson
Chief Administrative Officer	Rick Emmons
Recording Secretary	Tracy Haight
Director, Corporate Services	Murray Hagan
Senior Planner	Jose Reyes
Planner	Dustin Bisson
Communications Coordinator	Djurdjica Tutic
Director, Emergency & Legislative Services	Christine Heggart Mike Bell

Media: Diane Spoor

Applicant: Travis Reid

Public: Judie Doran

The Public Hearing process was outlined by Reeve Duncan.

D. Bisson provided background on the application to amend the Land Use Bylaw for the subject land located approximately 3.5 miles southeast of the Town of Rocky Mountain House just south of Highway 11. He noted proposed Bylaw 1072/19's purpose is to redesignate +/- 29.97 acres from the Light Industrial District "LI" back to the Agriculture District "A" so that the entire quarter section falls under land use designation Agriculture District 'A'.

D. Bisson noted the subject area is used primarily for farming and has one residence located in the east central portion of the quarter section. It is the landowner's intent to use the land for agriculture purposes only and rezoning will limit future development to only permitted and discretionary uses under the Agriculture District 'A' designation.

D. Bisson outlined property boundaries and reviewed surrounding land uses, property access roads and, applicable sections of the Municipal Development Plan and Land Use Bylaw 714/01.

D. Bisson stated that Council reviewed and gave first reading to Bylaw 1072/19 at Council's regular meeting held on September 10, 2019. He also noted as required by legislation, notice of today's Public Hearing was advertised in the local newspapers and comments were invited from adjacent landowners and referral agencies.

The Chair invited questions from Council regarding the proposed bylaw.

No questions were asked.

The Chair invited comments from referral agencies.

Alberta Transportation

Alberta Transportation advised that they have no objections to the proposal to rezone the subject lands from Light Industrial District "LI" to Agricultural District "A". The proposed rezoning represents a de-intensification of land use. For the land use authority's planning purposes, please note that the existing Hwy 11 and Range Road 65, Hwy 11 and Range Road 65 and Hwy 22 & Township Road 365a intersections are currently basic Type 1 intersections. Alberta Transportation appreciate the continued referrals so that they may advise if the transportation network requires upgrades in order to support the proposed development traffic (which may not apply for this specific rezoning application, but if the landowner changes there is a future discretionary use under the Agricultural District).

Clearwater County – Public Works

Public Works advised that they have reviewed the proposed application and has no objection.

Municipal Planning Commission

The Municipal Planning Commission reviewed the application on September 18, 2019. The Municipal Planning Commission recommends that Council favorably consider granting second and third readings to the subject Land Use Bylaw Amendment.

No comments were received from the following agencies:

- Alberta Health Services
- TransAlta Utilities Corporation
- FortisAlberta
- Wild Rose School District #66
- Red Deer Catholic Regional School District
- Telus Communications

No comments were received from the following interests on title:

- Rocky Gas Co-op Ltd.
- AltaLink Management Ltd.
- Canadian Natural Resources Limited
- Blue Mountain Power Co-op

The Chair invited the Applicant to speak to the proposal, add any comments in support of the request and, respond to the agency comments.

No additional comments were made.

The Chair invited comments from the public in favour of the proposed bylaw.

No comments were made.

The Chair asked for written submissions from the public in favour of the proposed bylaw.

No written submissions were received.

The Chair invited comments from the public in opposition of the proposed bylaw.

No comments were made.

The Chair asked for written submissions from the public in opposition of the proposed bylaw.

No written submissions were received.

The Chair invited Applicant to present final remarks.

No additional comments were made.

The Chair closed the Public Hearing at 9:08 am.

REEVE

CHIEF ADMINISTRATIVE OFFICER

DRAFT

Minutes of the Organizational Meeting of Clearwater County, Province of Alberta, held October 22, 2019, in the County Office at Rocky Mountain House.

CALL TO ORDER:

The Meeting was called to order at 1:00 pm by Rick Emmons, Chief Administrative Officer (CAO), with the following being present:

Councillors: Jim Duncan
Cammie Laird
Daryl Lougheed
John Vandermeer
Theresa Laing
Tim Hoven
Michelle Swanson

Chief Administrative Officer: Rick Emmons
Recording Secretary: Tracy Haight
Manager, Legislative Services: Christine Heggart
Director, Corporate Services: Murray Hagan
Communications Coordinator: Djurdjica Tutic
Systems Administrator: Mike Bell

Media: Diane Spoor

ADOPTION OF AGENDA:

Additional applications for citizen at large positions were received for Council's considerations, as follows:

- Central Alberta Economic Partnership Board – Tim Plante
- Clearwater Regional Family & Community Support Services – Wanda Philip
- Physician Recruitment and Retention Committee – Rhonda Reynaud
- Rocky Mountain House Library Board – Wanda Philip
- Rocky Seniors Housing Council – Rhonda Reynaud

COUNCILLOR LOUGHEED: That the October 22, 2019 Organizational Meeting Agenda is adopted as amended.

423/19

CARRIED 7/0

ELECTION OF REEVE:

R. Emmons outlined the election process in accordance with the Municipal Government Act Section 150(2) for the purpose of electing a Reeve.

COUNCILLOR DUNCAN: That Council authorizes the use of secret ballot for elections during the 2019 Organizational Meeting.

424/19

CARRIED 7/0

R. Emmons called for nominations three times for the position of Reeve.

Councillor Swanson nominated Councillor Hoven.
Councillor Laing nominated Councillor Duncan.

COUNCILLOR LOUGHEED: That nominations for the position of Reeve cease.

425/19

CARRIED 7/0

A vote by secret ballot was conducted.

Councillor Tim Hoven was declared Reeve.

COUNCILLOR SWANSON: That Council appoints Councillor Tim Hoven as Clearwater County's Chief Elected Official (Reeve), effective immediately and ending on the appointment of the next Chief Elected Official.

426/19

CARRIED 7/0

Reeve Hoven completed the Oath of Office for Chief Elected Official (Reeve), attached to these minutes, and took the Chair.

**ELECTION OF
DEPUTY REEVE:**

The Reeve called for nominations three times for the position of Deputy Chief Elected Official (Deputy Reeve).

Councillor Duncan nominated Councillor Vandermeer.

Councillor Laird nominated Councillor Swanson.

Councillor Laing nominated Councillor Jim Duncan.

COUNCILLOR DUNCAN: That nominations for the position of Deputy Reeve cease.

427/19

CARRIED 7/0

A vote by secret ballot was conducted.

Councillor Swanson was declared Deputy Reeve.

COUNCILLOR LAIRD: That Council appoints Councillor Swanson as Clearwater County's Deputy Chief Elected Official (Deputy Reeve), effective immediately and ending on the appointment of the next Deputy Chief Elected Official.

428/19

CARRIED 7/0

Councillor Swanson completed the Oath of Office for Deputy Chief Elected Official (Deputy Reeve), attached to these minutes.

SIGNING AUTHORITY:

COUNCILLOR DUNCAN: That Council appoints the Reeve, Deputy Reeve, Chief Administrative Officer, Director of Corporate Services, Director of Planning and Manager of Finance as signing authorities for Clearwater County, in accordance with Clearwater County's 'Signing Authorities' policy, effective immediately.

429/19

CARRIED 7/0

COUNCILLOR LAING: That Council authorizes the use of a printed, lithographed, or otherwise reproduced signature of the appointed Clearwater County Signing Authorities.

430/19

CARRIED 7/0

MEETING DATES:

COUNCILLOR LAIRD: That Council schedules 2019 regular meetings of County Council as follows: November 5 and 26, and December 10; and, schedules 2020 meetings of County Council as follows: January 14 and 28, February 11 and 25, March 10 and 24, April 14 and 28, May 12 and 26, June 9 and 23, July 14 and 28, August 25, September 8 and 22, October 13 and 27; starting at 9:00 am in the County Office at 4340-47 Avenue, Rocky Mountain House, Alberta.

431/19

CARRIED 7/0

**APPOINTMENTS TO
BOARDS AND
COMMITTEES:**

1. Strategic Planning Committee

COUNCILLOR LOUGHEED: That Council appoints all Members of Council to the Strategic Planning Committee, for a one-year term effective October 22, 2019.

432/19

CARRIED 7/0

COUNCILLOR DUNCAN: That Council schedules the 2020 Strategic Planning Committee meetings for January 20, April 20, June 15, and September 21, starting at 9:00 am in the County Office at 4340-47 Avenue, Rocky Mountain House, Alberta.

433/19

CARRIED 7/0

2. Agricultural Service Board

Councillors Lougheed and Duncan expressed interest in the Agricultural Service Board (ASB) appointments.

COUNCILLOR HOVEN: That Council appoints Councillors Lougheed and Duncan to the Agricultural Service Board for a one-year term effective October 22, 2019.

434/18

CARRIED 7/0

Gennifer Mehlhaff and James Smid applied for the Citizen at Large position.

Councillor Laird declared a lack of partiality and recused herself from voting as one of the committee applicants is a family member.

Councillor Lougheed nominated Gennifer Mehlhaff and Councillor Laing nominated James Smid.

A vote by secret ballot was conducted.

Gennifer Mehlhaff were declared ASB citizen at large.

COUNCILLOR LOUGHEED: That Council appoints Gennifer Mehlhaff as citizen at large to the Agricultural Service Board for a four-year term effective November 1, 2019.

435/19

CARRIED 6/0

4. Clearwater County Emergency Management Committee

Councillor Laird expressed interest in the Clearwater County Emergency Management Committee appointment.

COUNCILLOR SWANSON: That Council appoints Reeve, Deputy Reeve and Councillor Laird to the Clearwater County Emergency Management Committee for a one-year term effective October 22, 2019.

436/19

CARRIED 7/0

5. Clearwater County Heritage Grant Advisory Committee

Councillor Vandermeer expressed interest in the Clearwater County Heritage Grant Advisory Committee and Councillor Duncan expressed interest as alternate.

COUNCILLOR LAING: That Council appoints Councillor Vandermeer and Councillor Duncan as alternate, to the Clearwater County Heritage Grant Advisory Committee for a one-year term effective October 22, 2019.

437/19

CARRIED 7/0

Nick Frank and Cheryl Hobbs applied for the Citizen at Large position.

Councillor Laing nominated all the above applicants.

A vote by secret ballot was conducted.

Cheryl Hobbs was declared the Clearwater County Heritage Grant Advisory Committee citizen at large.

COUNCILLOR LAING: That Council appoints Cheryl Hobbs as citizen at large to the Clearwater County Heritage Grant Advisory Committee for a two-year term effective November 1, 2019.

438/19

CARRIED 7/0

6. Internet/Broadband Committee

COUNCILLOR VANDERMEER: That Council appoints all Members of Council to the Internet/Broadband Committee, for a one-year term effective October 22, 2019.

439/19

CARRIED 7/0

7. Pest and Weed Control Appeal Board

COUNCILLOR DUNCAN: That Council appoints, Reeve Hoven, Councillors Laird, Vandermeer, Laing and Swanson, to the Pest and Weed Control Appeal Board for a one-year term effective October 22, 2019.

440/19

CARRIED 7/0

8. Municipal Planning Commission

Councillors Lougheed, Vandermeer and Swanson expressed interest in the Municipal Planning Commission (MPC) appointment.

COUNCILLOR LAING: That Council appoints Councillors Lougheed, Vandermeer and Swanson to the Municipal Planning Commission for a one-year term effective October 22, 2019.

441/19

CARRIED 7/0

Rick Cuerrier, Jim Cuthill, Kim Elliot and Tim Plante applied for citizen at large positions.

Reeve Hoven stated Tim Plante is a Clearwater County firefighter and his application is ineligible for the MPC citizen at large appointment as per Municipal Planning Commission Bylaw #997/14, Section 5.

Reeve Hoven nominated Jim Cuthill, Kim Eliot and Rick Cuerrier for the citizen at large positions.

A vote by secret ballot was conducted.

Rick Cuerrier and Kim Elliot were declared MPC citizens at large.

COUNCILLOR LAING: That Council appoints Rick Currier and Kim Elliot as citizens at large to the Municipal Planning Commission for a one- year term effective November 1, 2019.

442/19

CARRIED 7/0

9. Subdivision and Development Appeal Board

Councillor Laing and Laird expressed interest in the Subdivision and Development Appeal Board (SDAB) appointment.

COUNCILLOR DUNCAN: That Council appoints Councillor Laird and, Councillor Laing as alternate, to the Subdivision and Development Appeal Board for a one-year term effective October 22, 2019.

443/19

CARRIED 7/0

COUNCILLOR DUNCAN: That Council appoints Councillor Laird as Chair and Councillor Laing as Vice Chair of the Subdivision Development Appeal Board for a one-year term effective October 22, 2019.

444/19

CARRIED 7/0

COUNCILLOR SWANSON: That Council appoints Christine Heggart as Clerk to the Subdivision Development Appeal Board and Allannah McLean and Tracy Haight as Alternate Clerks for a one-year term effective October 22, 2019.

445/19

CARRIED 7/0

Pat Butler, Marianne Cole, Earl Graham, Randy Hill, Chuck Shipley, and Dick Wymenga applied for the citizen at large positions on the Subdivision Development Appeal Board.

Councillor Laing nominated all the above applicants for the citizen at large positions.

A vote by secret ballot was conducted.

Marianne Cole, Earl Graham, Chuck Shipley, and Dick Wymenga were declared SDAB citizens at large.

COUNCILLOR DUNCAN: That Council appoints Marianne Cole, Earl Graham, Chuck Shipley and Dick Wymenga as citizens at large to the Subdivision Development Appeal Board for a one-year term effective November 1, 2019.

446/19

CARRIED 7/0

COUNCILLOR LAING: That Council appoints Pat Butler and Randy Hill as alternate citizens at large for the Subdivision Development Appeal Board for a one-year term effective November 1, 2019, and; advertises for a third alternate citizen at large candidate.

447/19

CARRIED 7/0

10. Caroline-Clearwater Intermunicipal Development Plan/Intermunicipal Collaboration Framework Committee

The Committee was renamed to the Caroline-Clearwater Intermunicipal Collaboration Committee.

Councillors Vandermeer and Reeve Hoven expressed interest in the Caroline-Clearwater Intermunicipal Collaboration Committee appointments and Councillor Lougheed expressed interest in the alternate appointment.

COUNCILLOR DUNCAN: That Council appoints Reeve Hoven and Councillor Vandermeer and; Councillor Lougheed as Alternate; and, the Chief Administrative Officer to the Caroline-Clearwater Intermunicipal Collaboration Committee for a one-year term effective October 22, 2019.

448/19

CARRIED 7/0

11. Rocky-Clearwater Intermunicipal Development Plan Committee

Reeve Hoven and Councillors Duncan and Laing expressed interest in the Rocky-Clearwater Intermunicipal Development Plan Committee appointments.

COUNCILLOR LAIRD: That Council appoints Reeve Hoven and Councillors Duncan and Laing to the Rocky-Clearwater Intermunicipal Development Plan Committee for a one-year term effective October 22, 2019

449/19

CARRIED 7/0

12. Clearwater Regional Emergency Management Advisory Committee

Councillor Laird expressed interest in the Clearwater Regional Emergency Management Advisory Committee alternate appointment.

COUNCILLOR VANDERMEER: That Council appoints the Reeve, Deputy Reeve and Councillor Laird to the Clearwater Regional Emergency Management Advisory Committee for a one-year term effective October 22, 2019.

450/19

CARRIED 7/0

13. Clearwater Regional Family and Community Support Services Board

Councillors Laing and Duncan expressed interest in the Clearwater Regional Family and Community Support Services Board appointments.

COUNCILLOR LAING: That Council appoints Councillors Laing and Duncan to the Clearwater Regional Family and Community Support Services Board for a one-year term effective October 22, 2019.

451/19

CARRIED 7/0

Rick Cuerrier, Nick Frank, Wanda Philip, Tim Plante and Sandra Wilson applied for the citizen at large position.

Councillor Swanson nominated all of the applicants.

A vote by secret ballot was conducted.

COUNCILLOR SWANSON: That Council appoints Sandra Wilson as a citizen at large to the Clearwater Regional Family and Community Support Services Board for a three-year term effective January 1, 2019.

452/19

CARRIED 7/0

14. M.D. Bighorn – Clearwater Intermunicipal Collaboration Committee

Reeve Hoven and Councillor Duncan expressed interest in the M.D. Bighorn – Clearwater Intermunicipal Collaboration Committee appointments.

COUNCILLOR VANDERMEER: That Council appoints Councillor Duncan and Reeve Hoven to the M.D. Bighorn – Clearwater Intermunicipal Collaboration Committee for a one-year term effective October 22, 2019.

453/19

CARRIED 7/0

15. Negotiating Committee

COUNCILLOR SWANSON : That Council appoints Councillor Duncan, Laird and Vandermeer; and, Reeve Hoven as alternate to the Negotiating Committee for a one-year term effective October 22, 2019.

454/19

CARRIED 7/0

16. Town of Rocky Mountain House – Village of Caroline – Clearwater County Intermunicipal Collaboration Committee

Reeve Hoven and Councillor Laing expressed interest in the Town of Rocky Mountain House – Village of Caroline – Clearwater Intermunicipal Collaboration Committee appointments; and Deputy Reeve Swanson expressed interest as alternate.

COUNCILLOR DUNCAN: That Council appoints Reeve Hoven Councillor Laing and; Councillor Swanson as alternate, to the Town of Rocky Mountain House – Village of Caroline – Clearwater County Intermunicipal Collaboration Committee for a one-year term effective October 22, 2019.

455/19

CARRIED 7/0

17. Library Boards

Reeve Hoven expressed interest in the Caroline Municipal Library Board appointment.

COUNCILLOR LAING: That Council appoints Reeve Hoven to the Caroline Municipal Library Board for a one-year term effective October 22, 2019.

456/19

CARRIED 7/0

Michelle Armstrong and Monique Sedlar applied for the citizen at large position.

Councillor Swanson nominated Monique Sedlar.
Councillor Vandermeer nominated Michelle Armstrong.

A vote by secret ballot was taken.

COUNCILLOR SWANSON: That Council appoints Monique Sedlar as a citizen at large to the Caroline Municipal Library Board for a three-year term effective January 1, 2020.

457/19

CARRIED 7/0

Councillor Laird expressed interest in the Rocky Mountain House Municipal Library Board appointment.

COUNCILLOR DUNCAN: That Council appoints Councillor Laird to the Rocky Mountain House Municipal Library Board for a one-year term effective October 22, 2019.

458/19

CARRIED 7/0

Wanda Philip and Karen Travis applied for the trustee position.

Councillor Laird nominated both candidates.

COUNCILLOR LAIRD: That Council recommends Town of Rocky Mountain House appoints Karen Travis as a trustee to the Rocky Mountain House Municipal Library Board for a three-year term effective January 1, 2019.

459/19

CARRIED 7/0

Councillor Lougheed expressed interest in the Parkland Regional Library Board appointment and Councillor Laing expressed interest in the alternate appointment.

COUNCILLOR LAIRD: That Council appoints Councillor Lougheed, and Councillor Laing as alternate, to the Parkland Regional Board for a one-year term effective October 22, 2019.

460/19

CARRIED 7/0

18. Recreation Boards

Reeve Hoven expressed interest in the Caroline and District Recreation and Agricultural Society Board appointment and Councillor Vandermeer expressed interest in the alternate appointment.

COUNCILLOR DUNCAN: That Council appoints Reeve Hoven and Councillor Vandermeer, as alternate, to the Caroline and District Recreation and Agricultural Society Board for a one-year term effective October 22, 2019.

461/19

CARRIED 7/0

Dwight Oliver applied for the citizen at large position.

COUNCILLOR DUNCAN: That Council appoints Dwight Oliver as a citizen at large to the Caroline and District Recreation and Agricultural Society Board for a one-year term effective October 22, 2019.

462/19

CARRIED 7/0

Councillor Lougheed expressed interest in the David Thompson Recreation Board appointment and Councillor Swanson expressed interest in the alternate appointment.

COUNCILLOR SWANSON: That Council appoints Councillor Lougheed; and, Councillor Swanson as alternate, to the David Thompson Recreation Board for a one-year term effective October 22, 2019.

463/19

CARRIED 7/0

Councillor Swanson expressed interest in the Rocky Mountain House and District Recreation, Parks and Community Services Board appointment and Councillor Duncan expressed interest in the alternate appointment.

COUNCILLOR VANDERMEER: That Council appoints Councillor Swanson; and, Councillor Duncan as alternate, to the Rocky Mountain House and District Recreation, Parks and Community Services for a one-year term effective October 22, 2019.

464/19

CARRIED 7/0

19. Clearwater Regional Fire Rescue Services Advisory Committee

Councillors Vandermeer and Laird expressed interest in the Regional Fire Rescue Services Advisory Committee appointments and Councillor Laing expressed interest in the alternate appointment.

COUNCILLOR LAING: That Council appoints Councillors Laird and Vandermeer and; Councillor Laing as alternate, to the Regional Fire Rescue Services Advisory Committee for a one-year term effective October 22, 2019.

465/19

CARRIED 7/0

20. Rocky Mountain House (CYRM) Airport Commission

Councillors Laing and Reeve Hoven expressed interest in the Rocky Mountain House (CYRM) Airport Commission appointments.

COUNCILLOR DUNCAN: That Council appoints Reeve Hoven and Councillor Laing to the Rocky Mountain House (CYRM) Airport Commission for a one-year term effective October 22, 2019.

466/19

CARRIED 7/0

21. Rocky Mountain Regional Solid Waste Authority Committee

Councillors Duncan, Laing, and Lougheed expressed interest in the Rocky Mountain Regional Solid Waste Authority appointments.

COUNCILLOR SWANSON: That Council appoints Councillors Duncan, Laing and Lougheed to the Rocky Mountain Regional Waste Authority for a one-year term effective October 22, 2019.

467/19

CARRIED 7/0

21. Rocky Senior Housing Council

Councillors Laing and Laird expressed interest in the Rocky Senior Housing Council appointments.

COUNCILLOR VANDERMEER: That Council appoints Councillors Laing and Laird to the Rocky Senior Housing Council for a one-year term effective October 22, 2019.

468/19

CARRIED 7/0

Sheri-Lynn Black and Rhonda Reynaud applied for the citizen at large position.

Councillor Swanson nominated all the above applicants for the citizen at large position.

A vote by secret ballot was conducted.

Sheri-Lynn Black was declared the citizen at large on the Rocky Senior Housing Council.

COUNCILLOR SWANSON: That Council appoints Sheri-Lynn Black as a citizen at large to the Rocky Senior Housing Council for a one-year term effective November 1, 2019.

469/19

CARRIED 7/0

22. Central Alberta Economic Partnership (CAEP)

Councillor Vandermeer expressed interest in the CAEP Board appointment.

COUNCILLOR LAING: That Council appoints Councillor Vandermeer to the CAEP Board for a one-year term effective October 22, 2019.

470/19

CARRIED 7/0

Robert Haagsma and Tim Plante applied for the citizen at large position.

Councillor Swanson nominated both applicants.

A vote by secret ballot was conducted.

Tim Plante was declared the citizen at large for CAEP.

COUNCILLOR VANDERMEER: That Council appoints Tim Plante as a citizen at large to the CAEP Board for a one-year term effective November 1, 2019.

471/19

CARRIED 7/0

23. Clearwater Community Police Advisory Committee

Councillors Swanson and Laing expressed interest in the Clearwater Community Police Advisory Committee appointment.

Discussion took place and it was noted council representation on the Clearwater Community Crime Watch group is equally important and that appointment includes both.

COUNCILLOR VANDERMEER: That Council appoints Councillor Laing and Councillor Swanson as alternate to the Clearwater Community Police Advisory Committee and the Clearwater Community Crime Watch for a one-year term effective October 22, 2019.

472/19

CARRIED 7/0

24. Community Futures – Central Alberta (CFCA)

Councillor Laing expressed interest in the Community Futures – Central Alberta appointment.

COUNCILLOR LAIRD: That Council appoints Councillor Laing to the Community Futures Committee for a one-year term effective October 22, 2019.

473/19

CARRIED 7/0

25. Nordegg Community Association

Councillor Laing expressed interest in the Nordegg Community Association appointment.

COUNCILLOR DUNCAN: That Council appoints Councillor Laing to the Nordegg Community Association for a one-year term effective October 22, 2019.

474/19

CARRIED 7/0

26. North Saskatchewan River Park Advisory Committee

Discussion took place on dissolution of the committee and removal of council appointments due change of focus.

COUNCILLOR DUNCAN: That Council resigns from appointments to the North Saskatchewan River Park Advisory Committee effective October 22, 2019.

475/19

CARRIED 7/0

27. Physician Recruitment and Retention Committee

Discussion took place on the value of council appointment to the Physician Recruitment and Retention Committee.

COUNCILLOR LAIRD: That Council resigns from appointments to the Physician Recruitment and Retention Committee effective October 22, 2019; and, that Council continues funding the annual budgetary amount and asks the Committee to report to Council twice per year.

476/19

CARRIED 7/0

Heather Halladay, Gennifer Mehlhaff, Rhonda Reynaud and Rose Wymenga applied for the citizen at large positions for the Physician Recruitment and Retention Committee.

Councillor Laird declared a lack of partiality and recused herself from voting as one of the committee applicants is a family member.

COUNCILLOR SWANSON: That Council appoints Heather Halladay and Gennifer Mehlhaff to the Physician Recruitment and Retention Committee for a one-year term effective October 22, 2019.

477/19

CARRIED 6/0

28. Rocky Community Learning Council (RCLC) Board of Directors

Councillor Laing expressed interest in the Rocky Community Learning Council appointment.

COUNCILLOR VANDERMEER: That Council appoints Councillor Laing to the Rocky Community Learning Council Board of Directors for a one-year term effective October 22, 2019

478/19

CARRIED 7/0

29. Rocky Mountain House Hospital Committee

Discussion took place on the purpose of the Committee and potential duplication of efforts with the Rocky Mountain House Hospital Foundation.

COUNCILLOR DUNCAN: That Council resigns from appointments to Rocky Mountain House Hospital Committee effective October 22, 2019.

479/19

CARRIED 7/0

30. Rocky Mountain House Museum Operations Board

Councillors Swanson and Laing expressed interest in the Rocky Mountain House Museum Operations Board appointment.

COUNCILLOR DUNCAN: That Council appoints Councillors Swanson and Laing to the Rocky Mountain House Museum Operations Board for a one-year term effective October 22, 2019.

480/19

CARRIED 7/0

31. School Resource Officer (SRO) Committee

Reeve Hoven expressed interest in the School Resource Officer Committee appointment and Duncan expressed interest as an alternate.

COUNCILLOR SWANSON: That Council appoints Reeve Hoven Councillor Duncan; and, as alternate, to the School Resource Officer Committee for a one-year term effective October 22, 2019.

481/19

CARRIED 7/0

32. Rimbey RCMP Community Consultative Group

Councillor Swanson expressed interest in the Rimbey RCMP Community Consultative Group appointment.

COUNCILLOR DUNCAN: That Council appoints Councillor Swanson to the Rimbey RCMP Community Consultative Group for a one-year term effective October 22, 2019.

482/19

CARRIED 7/0

33. Sundre RCMP Community Advisory Committee

Councillor Hoven expressed interest in the Sundre RCMP Community Advisory Committee appointment.

COUNCILLOR VANDERMEER: That Council appoints Councillor Hoven to the Sundre RCMP Community Advisory Committee for a one-year term effective October 22, 2019.

483/19

CARRIED 7/0

34. West Country Drug Coalition

Discussion took place on the value of council appointment to the West Country Drug Coalition.

Councillor Vandermeer: That Council resigns from appointment to the West Country Drug Coalition effective October 22, 2019 and invites West Country Drug Coalition to report to Council once per year.

484/19

CARRIED 7/0

35. CN Railways Community Advisory Panel

Discussion took place on the value of council appointment to the CN Railways Community Advisory Panel.

COUNCILLOR DUNCAN: That Council resigns from the appointment to the CN Railways Community Advisory Panel effective October 22, 2019.

485/19

CARRIED 7/0

36. Sundre Forest Products Public Involvement Round Table (SPIRT)

Councillor Hoven expressed interest in the Sundre Forest Products Public Involvement Round Table (SPIRT) appointment and Councillor Duncan expressed interest as alternate.

COUNCILLOR LAING: That Council appoints Councillor Hoven and, Councillor Duncan as alternate, to the Sundre Forest Products Public Involvement Round Table (SPIRT) for a one-year term effective October 22, 2019.

486/19

CARRIED 7/0

37. Sundre Petroleum Operators Group (SPOG) Board of Directors

Reeve Hoven expressed interest in the Sundre Petroleum Operators Group appointment.

COUNCILLOR DUNCAN: That Council appoints Reeve Hoven to the Sundre Petroleum Operators Group (SPOG) Board of Directors.

487/19

CARRIED 7/0

38. West Central Stakeholders Group

Councillor Laird expressed interest in the appointment to the West Central Stakeholders Group.

COUNCILLOR SWANSON: That Council appoints Councillor Laird to the West Central Stakeholders Group for a one-year term effective October 22, 2019.

488/19

CARRIED 7/0

39. Bighorn Backcountry Standing Committee

Councillor Duncan expressed interest in the Bighorn Backcountry Standing Committee, which includes the Clearwater Forest Recreational Trails Initiative, appointment and Councillor Laing expressed interest as an alternate.

COUNCILLOR VANDERMMER: That Council appoints Councillor Duncan and, Councillor Laing as an alternate, to the Bighorn Backcountry Standing Committee and Clearwater Forest Recreational Trails Initiative for a one-year term effective October 22, 2019.

489/19

CARRIED 7/0

40. North Saskatchewan Watershed Alliance (NSWA) Board of Directors and Headwaters Partnership Steering Committee

Councillor Duncan expressed interest in the NSWA Board of Directors and Headwaters Partnership Committee appointment.

COUNCILLOR SWANSON: That Council appoints Councillor Duncan to the NSWA Board of Directors and Headwaters Partnership Committee for a one-year term effective October 22, 2019.

490/19

CARRIED 7/0

41. Parkland Airshed Management Zone (PAMZ) Board of Directors

Discussion took place on the value of council appointment to the Parkland Airshed Management Zone Board of Directors.

COUNCILLOR LAIRD: That Council resigns from appointment to the Parkland Airshed Management Zone Board of Directors effective October 22, 2019.

491/19

CARRIED 7/0

42. Red Deer River Municipal Users Group

Discussion took place on the value of council appointment to the Red Deer River Municipal Users Group and alternatively, authorizing councillor attendance at the Group's annual general meeting.

COUNCILLOR SWANSON: That Council resigns from appointment to the Red Deer River Municipal Users Group effective October 22, 2019.

492/19

CARRIED 7/0

**OTHER
APPOINTMENTS:**

1. Appointment of Central Rural Municipalities of Alberta Director

COUNCILLOR DUNCAN: That Council appoints the Reeve as Council's representative on the Central Rural Municipal of Alberta and, the Deputy Reeve as an alternate, for a one-year term effective October 22, 2019.

493/19

CARRIED 7/0

2. Appointment of Reeve/Deputy Reeve to Central Alberta Mayors' and Reeves' Committee

COUNCILLOR VANDERMEER: That Council appoints the Reeve and Deputy Reeve as alternate to the Central Alberta Mayors/Reeves Committee for a one-year term effective October 22, 2019

494/19

CARRIED 7/0

3. Appointment of Community Peace Officers/Highway Patrol Officers

COUNCILLOR DUNCAN: That Council appoints Clearwater County Community Peace/Highway Patrol Officers Sgt. Terri Miller, Ron McIvor, Jason Lucas and Tony Brooks as Environmental Protection and Enhancement Act Inspectors and Investigators for a one-year term effective October 22, 2019,

495/19

CARRIED 7/0

5. Appointment of Fire Guardians

COUNCILLOR LAIRD That Council appoints Steven Debiegne, Regional Fire Chief; Shawn St. Peter, Regional Deputy Fire Chief; and Even Stewart, Assistant Fire Chief; as Fire Guardians for Clearwater County for a one-year term effective October 22, 2019.

496/19

CARRIED 7/0

COUNCILLOR DUNCAN: That the ballots from elections be destroyed.

497/19

CARRIED 7/0

ADJOURNMENT:
2:32 pm

COUNCILLOR VANDERMEER: That the Meeting adjourn.

498/19

CARRIED 7/0

REEVE

CHIEF ADMINISTRATIVE OFFICER


DRAFT

OFFICIAL OATH Of OFFICE

I, Tim Hoven

Do swear that I will diligently, faithfully, and to the best of my ability, execute according to law, the office of Chief Elected Official (Reeve) for Clearwater County.

So help me God.



Sworn before me at the
Town of Rocky Mountain House
In the Province of Alberta,
This 22th day of October, A.D., 2019



A Commissioner for Oaths in and for Alberta

Richard Allan Emmons #0754469
My appointment expires March 29, 2021

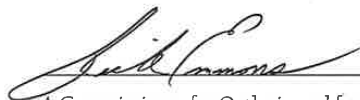
OFFICIAL OATH Of OFFICE

I, Michelle Swanson
Do swear that I will diligently, faithfully, and to the best of my
ability, execute according to law, the office of
Deputy Chief Elected Official (Deputy Reeve) for
Clearwater County.

So help me God.



Sworn before me at the
Town of Rocky Mountain House
In the Province of Alberta,
This 22th day of October, A.D., 2019



A Commissioner for Oaths in and for Alberta

Richard Allan Emmons #0754469
My appointment expires March 29, 2021



Agenda Item Report

Regular Council Meeting

AIR Type:	Request for Decision
SUBJECT:	Demolition of Faraway Hall and Skating Rink
PRESENTATION DATE:	Tuesday, November 5, 2019
DEPARTMENT: WRITTEN BY: REVIEWED BY:	Agriculture & Community Services Anne-Marie Bertagnolli, Community Services/Agricultural Production Supervisor Supervisor, Matt Martinson, Director and Rick Emmons, CAO
BUDGET CONSIDERATIONS:	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
LEGISLATIVE DIRECTION:	<input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation <input type="checkbox"/> County Bylaw or Policy
COMMUNITY BUILDING PILLAR (check all that apply):	
<input type="checkbox"/> Economic Prosperity <input type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input checked="" type="checkbox"/> Environmental Stewardship <input checked="" type="checkbox"/> Community Social Growth	
ATTACHMENTS:	
Faraway hall Request for Demolition' .001 Faraway Hall Photos	

STAFF RECOMMENDATION:

That Council considers Faraway Community Society's request to demolish and remove the abandoned Faraway Hall and skating rink during 2020 budget deliberations.

BACKGROUND:

Faraway Hall was moved to its present site on NW-9-43-6-W5 from the Leedale Hutterite Colony in 1958. According to the Society's records the building is around one hundred years old.

The Faraway Community Society is concerned about the condition of the abandoned hall as it has fallen into disrepair and they no longer deem it safe for public use. There is an old skating rink on the site that has also fallen into disrepair and the Society would like to see this dismantled and removed along with the hall.

Although the Faraway Community no longer has a usable hall, the Society members meet regularly and are active in organizing community events and recreational activities.

The Society is asking that Council considers covering the costs of demolishing and removing both the hall and the rink in order to remove potential hazards and to clean up the area.

Attention: Clearwater County Council.

Faraway Community Society has determined that Faraway Community Hall/School on NW 9-43-6-W5 has deteriorated to the point of being a hazard. The society requests that the County complete the destruction and removal of hall and skating rink.

Please respond with your decision to Glene Hartly [redacted] and Jody Bignell [redacted]

Thank you in advance for your response.

Glene Hartly
Chairperson
[redacted]

Jody Bignell
contact.
[redacted]





Agenda Item Report

Regular Council Meeting

AIR Type:	Presentation
SUBJECT:	Third Quarter Financial Report
PRESENTATION DATE:	Tuesday, November 5, 2019
DEPARTMENT:	Finance
WRITTEN BY:	Rhonda Serhan, Manager, Financial Services
REVIEWED BY:	Murray Hagan, Director Corporate Services
BUDGET CONSIDERATIONS:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
LEGISLATIVE DIRECTION:	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation <input type="checkbox"/> County Bylaw or Policy
COMMUNITY BUILDING PILLAR (check all that apply):	
<input type="checkbox"/> Economic Prosperity <input type="checkbox"/> Governance Leadership <input checked="" type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
ATTACHMENTS:	
County Operating Actual vs Budget 3 qtr Summary Capital BUDGET VS ACTUAL September 30 2019 Summary	

STAFF RECOMMENDATION:

That Council receives Clearwater County's Third Quarter Financial Report for information as presented.

BACKGROUND:

Finance is providing a brief summary of the third quarter financial report.

Overall revenues are where we expect them to be for the end of September. It has been reported to Council that we have seen a decline in the percentage of the collection of the property taxes, however, they are all recognized as revenue in May, when the levy is calculated and added to each tax account. The tax sharing amounts have been sent to the neighbouring municipalities that we have agreements with, so this amount is the net property tax that Clearwater County is requisitioning its tax payer base to provide services to the residents and users of our services.

User fees & sales of goods is significantly higher than we expected with the sale of properties in Nordegg. To date Clearwater County has sold 7 lots, 6 of them being residential lots and 1 cottage lot.

Penalties and costs of taxes is up significantly with the larger than normal outstanding taxes at September 16.

Operating expenses are where we would expect to see them. Ag & Community Services has recreation in it and we won't see an invoice for that partnership until the end of the year. The airport is in Public Works operations and is slightly higher than budget. This is also a partner managed program and we are working closer together to get an accurate budget in front of Council for the 2020 year.

Overall Capital Expenditures are significantly down from budget. This has occurred for several reasons. The items that are impacting the third quarter report heaviest are the ones that have been postponed until 2020 or further, like the fire apparatus, HUB parking lot pavement, Condor lagoon, and broadband. Some projects are still moving forward, just later than we would like, such as bridge rehab. And some have ongoing invoices coming in, or work is still being performed in some cases, such as the Condor Public Services Building and the gravel road rehab programs.

Clearwater County
Operating
For nine months ending September 30, 2019

	<u>Year to date 2019</u>	<u>Budget 2019 As ammended or adjusted</u>	<u>Budget 2019</u>	<u>Variance 2019</u>	<u>% 2019</u>
Operating Revenue					
Net municipal taxes	\$45,338,809	\$45,399,975	\$45,834,975	(\$61,166)	100%
User fees and sales of goods	991,432	375,000	375,000	616,432	264%
Government transfers for operating	773,306	961,044	961,044	(187,738)	80%
Investment income	1,052,615	1,520,000	1,520,000	(467,385)	69%
Penalties and costs of taxes	575,676	225,000	225,000	350,676	256%
Development levies	69,142	57,500	57,500	11,642	120%
Oil Well Drilling Taxes	1,466,096	2,000,000	2,000,000	(533,904)	73%
Other	171,192	202,000	202,000	(30,808)	85%
Total Operating Revenue	<u>50,438,268</u>	<u>50,740,519</u>	<u>51,175,519</u>	<u>(302,251)</u>	<u>99%</u>

Clearwater County
Operating
For nine months ending September 30, 2019

	<u>Year to date 2019</u>	<u>Budget 2019 As ammended or adjusted</u>	<u>Budget 2019</u>	<u>Variance 2019</u>	<u>% 2019</u>
Operating Expenses by Department					
Agriculture & Community Services					
ASB General	\$269,532	\$521,525	\$521,525	\$251,993	52%
ASB Landcare & Other Environmental	150,863	261,495	261,495	110,632	58%
ASB Vehicle & Equipment Pool	65,792	150,620	150,620	84,828	44%
ASB Vegetation Management	584,901	917,603	917,603	332,702	64%
ASB Weed & Pest Control	222,606	261,147	261,147	38,541	85%
ASB Public Relations	40,737	43,500	43,500	2,763	94%
Community Services	655,340	947,337	936,337	291,997	69%
Culture	203,870	319,600	319,600	115,730	64%
Recreation	611,803	2,974,648	2,074,648	2,362,845	21%
	2,805,444	6,397,475	5,486,475	3,592,031	44%
Office of the CAO					
Human Resources	258,813	443,701	443,701	184,888	58%
Council	319,417	655,263	655,263	335,846	49%
Safety	138,226	188,780	188,780	50,554	73%
	716,456	1,287,744	1,287,744	571,288	56%
Corporate Services					
Assessment	448,419	748,099	748,099	299,680	60%
Finance	490,815	700,943	700,943	210,128	70%
General	1,150,135	1,685,386	1,685,386	535,251	68%
GIS Mapping	129,014	218,296	218,296	89,282	59%
Technology & Information Management Services	916,079	1,236,194	1,236,194	320,115	74%
	3,134,462	4,588,918	4,588,918	1,454,456	68%

Clearwater County

Operating

For nine months ending September 30, 2019

	Year to date 2019	Budget 2019 As amended or adjusted	Budget 2019	Variance 2019	% 2019
Emergency & Legislative Services					
Fire Services	\$950,455	\$1,626,585	\$1,626,585	\$676,130	58%
Peace Officers	205,612	500,935	500,935	295,323	41%
Emergency Services	54,130	117,917	117,917	63,787	46%
	1,210,197	2,245,437	2,245,437	1,035,240	54%
Planning & Culture					
Planning	818,075	1,495,912	1,495,912	677,837	55%
Economic Development	205,628	347,639	347,639	142,011	59%
Nordegg	64,318	42,050	42,050	(22,268)	153%
Clearwater Historic Board	217,824	339,981	339,981	122,157	64%
	1,305,845	2,225,582	2,225,582	919,737	59%
Public Works - Infrastructure					
General	498,268	821,221	821,221	322,953	61%
Facilities	764,621	1,294,788	1,294,788	530,167	59%
	1,262,889	2,116,009	2,116,009	853,120	60%
Public Works - Operations					
Airport	35,840	26,500	26,500	(9,340)	135%
Gravel Activities	1,772,219	2,429,165	2,429,165	656,946	73%
Road Maintenance	4,569,669	7,438,804	7,438,804	2,869,135	61%
PW Shop	468,808	828,141	828,141	359,333	57%
Vehicles & Equipment	432,039	694,450	694,450	262,411	62%
Waste	1,443,358	1,933,897	2,119,873	490,539	75%
Water & Sewer	185,147	218,914	218,914	33,767	85%
	8,907,080	13,569,871	13,755,847	4,662,791	66%
Contingency					
		891,446	729,470	891,446	0%

Clearwater County

Operating

For nine months ending September 30, 2019

	<u>Year to date 2019</u>	<u>Budget 2019 As ammended or adjusted</u>	<u>Budget 2019</u>	<u>Variance 2019</u>	<u>% 2019</u>
Total Operating Expenses	<u>\$19,342,373</u>	<u>\$33,322,482</u>	<u>\$32,435,482</u>	<u>\$13,980,109</u>	<u>58%</u>

CLEARWATER COUNTY CAPITAL

For the Nine months ending September 30, 2019

Capital Expenditures by Department	DESCRIPTION	YEAR TO DATE 2019	BUDGET 2019	VARIANCE 2019	2019%
Agriculture Services					
	Equipment	\$176,988	\$198,500	\$21,512	89%
	Vehicles	\$109,779	\$104,000	(\$5,779)	106%
Community Services					
	Engineered Structures	\$62,389	\$835,000	\$772,611	7%
	Total Ag & Community Services	\$349,155	\$1,137,500	\$788,345	31%
Emergency & Legislative Services					
CPO					
	CPO Equipment	\$0	\$30,000	\$30,000	0%
Fire					
	Fire Equipment	\$212,043	\$1,960,938	\$1,748,895	11%
	Fire Vehicles	\$0	\$41,097	\$41,097	0%
	Total Emergency & Legislative S. Capital	\$212,043	\$2,032,035	\$1,819,992	10%
Corporate Services					
	Total Corporate Services Capital	\$313,146	\$598,000	\$284,854	52%
Planning					
	Total Planning Capital	\$0	\$250,000	\$250,000	0%

Capital Expenditures by Department	DESCRIPTION	YEAR TO DATE 2019	BUDGET 2019	VARIANCE 2019	2019%
Public Works Infrastructure					
Roads	Total PW Roads Capital	\$3,929,508	\$7,962,727	\$4,033,219	49%
Facilities	Total Facilities Capital	\$2,859,936	\$6,200,000	\$3,340,064	46%
Nordegg	Total Nordegg	\$456,532	\$1,343,000	\$886,468	34%
Broadband	Broadband Development	\$42,302	\$15,000,000	\$14,957,698	0%
	Total PW Infrastructure Capital	\$7,288,277	\$30,505,727	\$23,217,450	24%
Public Works - Operations					
Heavy Equipment	Total Heavy Equipment	\$999,588	\$1,251,000	\$251,412	80%
Vehicles	Total Vehicles	\$149,315	\$144,000	(\$5,315)	104%
Bridges	Bridges	\$328,868	\$3,862,907	\$3,534,039	9%
Sewer	Total Sewer Capital	\$502,918	\$3,342,318	\$2,839,400	15%
Water	Nordegg Raw Water Hydrant	\$0	\$25,000	\$25,000	0%
Nordegg	Interpretive Signage	\$0	\$105,000	\$105,000	0%
Hamlet Street Lights	Total Hamlet Street Lights	\$7,056	\$196,000	\$188,944	4%
Regional Waste	Total Regional Waste Equipment	\$0	\$277,753	\$277,753	0%
	Total PW Operations Capital	\$1,907,369	\$9,203,978	\$7,296,609	21%
	Grand Total Public Works Capital	\$9,195,646	\$39,709,705	\$30,514,059	23%
	Total Capital Projects Clearwater County	\$10,069,991	\$43,727,240	\$33,657,249	23%



Agenda Item Report

Regular Council Meeting

AIR Type:	Request for Decision
SUBJECT:	Meeting Procedures Bylaw Review
PRESENTATION DATE:	Tuesday, November 5, 2019
DEPARTMENT:	CAO Office
WRITTEN BY:	Tracy Haight, Executive Assistant
REVIEWED BY:	Rick Emmons, CAO
BUDGET CONSIDERATIONS:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
LEGISLATIVE DIRECTION:	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (MGA) <input checked="" type="checkbox"/> County Bylaw or Policy (Bylaw 1033/17)
COMMUNITY BUILDING PILLAR (check all that apply):	
<input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
ATTACHMENTS:	
Revisions 1080-19 Meeting Procedures Bylaw DRAFT 1080-19 Meeting Procedures Bylaw	

STAFF RECOMMENDATION:

1. That Council review, discuss and amend the draft Meeting Procedures Bylaw 1080/19.
2. That Council provide first, second, permission for third and, third reading once the draft of the Meeting Procedure Bylaw 1080/19 is amended to Council's satisfaction.

BACKGROUND:

In preparation of livestreaming Council's meetings, proposed revisions to the Meeting Procedures Bylaw include addition of Items 4.14 through 4.22 under the 'Recording and Livestreaming of Meetings' section.

Minor revisions were also made to simplify wording and add clarity.

Administration recommends that Council review the draft 1080/19 Meeting Procedures Bylaw, and provide Administration direction as to any additional amendments that may be required.

BYLAW NO. 1080/19

BEING A BYLAW OF CLEARWATER COUNTY, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE ORDERLY PROCEEDINGS OF MEETINGS HELD BY COUNCIL, BOARDS AND COMMITTEES, AND OTHER BODIES ESTABLISHED BY COUNCIL ~~COUNCIL MEETINGS~~ AND THE TRANSACTING OF BUSINESS BY THE COUNCIL OF CLEARWATER COUNTY.

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.

2.52.6 Closed Session" 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*

2.62.7 "Council" means the municipal Council of Clearwater County.

2.72.8 "Councillor" means a member of Council who is duly elected and continues to hold office and includes the Reeve.

2.82.9 "Council Committee" means any committee, board or other body established by Council by bylaw under the Act.

2.92.10 “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.

2.102.11 “General Election” means an election held in Clearwater County to elect the members of Council as described in the *Local Authorities Election Act*.

2.112.12 “FOIP” means *Freedom of Information and Protection of Privacy Act*.

~~“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*.~~

2.122.13 “Inaugural Meeting” means the Organizational Meeting immediately following the General Election.

2.132.14 “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.

2.142.15 “Member” includes a Councillor or a member of a Council Committee who is not a Councillor.

2.152.16 “Organizational Meeting” means the meeting held as described in section 4.3 and 4.4 and includes the Inaugural Meeting.

2.162.17 “Pecuniary Interest” means a pecuniary interest with the meaning of the *Municipal Government Act*.

2.172.18 “Point of Order” means a demand that the Chair enforce the rules of procedure.

2.182.19 “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.

2.192.20 “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.

2.202.21 “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.

2.212.22 “Quorum” is the minimum number of Members that must be present at a meeting for business to be legally transacted.

2.222.23 “Reeve” means the Chief Elected Official of the County.

2.232.24 “Resolution” can also be referred to as a motion.

2.242.25 "Table" means a motion to delay consideration of any matter, which does not set a specific time to resume consideration of the matter.

2.252.26 "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 ~~is decided by reference will be determined by referring to the most recent version current edition~~ of Robert's Rules of Order ~~Newly Revised 10th Edition. Should provision of this bylaw conflict with provisions of Robert's Rules of Order, the provisions of this bylaw shall prevail. If there is a conflict between this Bylaw and Robert's Rules of Order, this Bylaw takes precedence.~~
- 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:
 - a) All Councillors must take the official oath prescribed by the *Oaths of Office Act*;
 - a)b) Acknowledge and Sign Councillors and Committee Members 'Code of Conduct'
 - b)c) Council must confirm the Council Chambers seating arrangements of Councillors;
 - e)d) 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-elect and appoint~~ a Councillor to the position of Reeve;
- b) ~~appoint-elect and appoint~~ a Councillor to the position of Deputy Reeve;
- ~~b)c) establish dates and times for regular Council and Council Committee Meetings~~
- e)d) appoint Members to Council Committees; and
- e) 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.~~

4.75 Council may, by Resolution, establish other regular Council meeting dates as may be required from time to time.

4.86 Council may change the date, time or place of a regularly scheduled meeting by a Two-Thirds Vote.

4.97 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.

4.408 Council may cancel any meeting if notice is given in accordance with section 4.9.

Special Meetings

4.449 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.

4.4210 A special Council meeting requested by Councillors must be held within 14 days after the request is received.

4.4311 Notice of a special Council meeting must be given at least 24 hours in advance and in accordance with section 4.9.

4.44-12 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.

4.45-13 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 and Livestreaming of Proceedings Meetings

~~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.~~

4.14 Council Committee Meetings may be recorded and livestreamed to the public with the exception of Closed Sessions.

4.15 At the start of a Meeting, the Chair notifies those present that the Meeting is being livestreamed and a recording will be made available on the County's public website after the Meeting is adjourned.

4.16 The Chair may, at any time and at their discretion, direct the termination or interruption of a livestream.

4.17 If there are technical difficulties while livestreaming, the Chair advises those present at the Meeting that the livestream is not available. Notice of the technical difficulties will be provided on the County's public website.

4.18 If there are technical difficulties while livestreaming, an audio or video recording will be used to record the Meeting.

4.19 Meeting recordings will be retained and provided in accordance with Clearwater County's records management bylaws, policies, and procedures.

4.20 Meeting recordings will only be transcribed by Clearwater County if required by the Chief Administrative Officer in connection with any litigation, audit, or investigation or if required under the *Freedom of Information and Protection of Privacy Act*.

4.21 The approved minutes of a Meeting will form the official record of the Meeting. Any audio, video, or other record of the Meeting shall not be considered an official record.

4.22 The use of audio or video recording devices by the public or the media during a Meeting is prohibited.

Meetings through Electronic Communications

~~4.17~~²³ 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~~24 Councillors participating in a meeting held by means of a communication facility are deemed to be present at the meeting.

~~4.19-25~~ 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-in Closed Session 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~~ the Closed Session 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~~ — ~~CLOSED SESSION~~

Motion to ~~go In-Camera to go into Closed Session~~ ~~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~~ ~~Closed Session~~ Meeting

15.2 All ~~In-Camera~~ ~~Closed Session~~ 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 Information presented and any discussion occurring during a Closed Session must be held in confidence by those in attendance during the Closed Session.

15.4 Closed Sessions shall include all members as long as the member has not abstained from the matter under discussion or is not required to abstain from participating in the matter under discussion.

15.5 Council or a Committee, as it considers appropriate, may allow other persons to attend Closed Sessions. When other persons attend Closed Sessions, the meeting minutes shall record the names of those persons and the reason for their attendance.

~~15.3~~ 15.6 Once ~~in-camera~~ Closed Session 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.

~~15.7~~ 15.4 No bylaw or motion will be passed at ~~an In-Camera~~ a Closed Session 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. [954/121033/17](#) is hereby repealed.

READ A FIRST TIME this 12th day of ~~December~~, [20172019](#).

READ A SECOND TIME 12th day of ~~December~~, [20172019](#).

PERMISSION FOR THIRD READING grant this 12th day of ~~December~~, [20172019](#).

READ A THIRD AND FINAL TIME this 12th day of ~~December~~, [20172019](#).

Reeve

~~Interim~~ Chief Administrative Officer

SCHEDULE A
ORDER OF BUSINESS

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. ADOPTION OF MINUTES
4. PUBLIC HEARING
5. DELEGATION/PRESENTATION
6. AGRICULTURE & COMMUNITY SERVICES
7. CORPORATE SERVICES
8. EMERGENCY & LEGISLATIVE SERVICES
9. PLANNING & DEVELOPMENT
10. PUBLIC WORKS
11. CAO OFFICE
12. REPORTS
 - 12.1. CAO's Report
 - 12.2. Public Works Report
 - 12.3. Councillor Reports
 - 12.4. Councillor Remuneration
13. CLOSED SESSION*

* For discussions relating to and in accordance with: a) the Municipal Government Act, Section 197 (2) and b) the Freedom of Information and Protection of Privacy Act
14. ADJOURNMENT

BYLAW NO. 1080/19

BEING A BYLAW OF CLEARWATER COUNTY, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE ORDERLY PROCEEDINGS OF MEETINGS HELD BY COUNCIL, BOARDS AND COMMITTEES, AND OTHER BODIES ESTABLISHED BY COUNCIL AND THE TRANSACTING OF BUSINESS BY THE COUNCIL OF CLEARWATER COUNTY.

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 "Closed Session" 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*
- 2.7 "Council" means the municipal Council of Clearwater County.
- 2.8 "Councillor" means a member of Council who is duly elected and continues to hold office and includes the Reeve.
- 2.9 "Council Committee" means any committee, board or other body established by Council by bylaw under the Act.

- 2.10 "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.
- 2.11 "General Election" means an election held in Clearwater County to elect the members of Council as described in the *Local Authorities Election Act*.
- 2.12 "FOIP" means *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 is decided by reference to the most current edition of Robert's Rules of Order. If there is a conflict between this Bylaw and Robert's Rules of Order, this Bylaw takes precedence.
- 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:
- a) All Councillors must take the official oath prescribed by the *Oaths of Office Act*;
 - b) Acknowledge and Sign Councillors and Committee Members '*Code of Conduct*'
 - c) Council must confirm the Council Chambers seating arrangements of Councillors;
 - d) 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) elect and appoint a Councillor to the position of Reeve;
 - b) elect and appoint a Councillor to the position of Deputy Reeve;
 - c) establish dates and times for regular Council and Council Committee Meetings
 - d) appoint Members to Council Committees; and
 - e) conduct other business as identified within the Organizational Meetings Agenda.

Regular Council Meetings

- 4.5 Council may, by Resolution, establish other regular Council meeting dates as may be required from time to time.
- 4.6 Council may change the date, time or place of a regularly scheduled meeting by a Two-Thirds Vote.
- 4.7 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.
- 4.8 Council may cancel any meeting if notice is given in accordance with section 4.9.

Special Meetings

- 4.9 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.
- 4.10 A special Council meeting requested by Councillors must be held within 14 days after the request is received.
- 4.11 Notice of a special Council meeting must be given at least 24 hours in advance and in accordance with section 4.9.
- 4.12 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.
- 4.13 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.

Recording and Livestreaming of Meetings

- 4.14 Council Meetings are recorded and livestreamed to the public with the exception of Closed Session.
- 4.15 Council Committee Meetings may be recorded and livestreamed to the public with the exception of Closed Sessions.
- 4.16 At the start of a Meeting, the Chair notifies those present that the Meeting is being livestreamed and a recording will be made available on the County's public website after the Meeting is adjourned.

- 4.17 The Chair may, at any time and at their discretion, direct the termination or interruption of a livestream.
- 4.18 If there are technical difficulties while livestreaming, the Chair advises those present at the Meeting that the livestream is not available. Notice of the technical difficulties will be provided on the County's public website.
- 4.19 If there are technical difficulties while livestreaming, an audio or video recording will be used to record the Meeting.
- 4.20 Meeting recordings will be retained and provided in accordance with Clearwater County's records management bylaws, policies, and procedures.
- 4.21 Meeting recordings will only be transcribed by Clearwater County if required by the Chief Administrative Officer in connection with any litigation, audit, or investigation or if required under the *Freedom of Information and Protection of Privacy Act*.
- 4.22 The approved minutes of a Meeting will form the official record of the Meeting. Any audio, video, or other record of the Meeting shall not be considered an official record.
- 4.23 The use of audio or video recording devices by the public or the media during a Meeting is prohibited.

Meetings through Electronic Communications

- 4.24 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;
- 4.25 Councillors participating in a meeting held by means of a communication facility are deemed to be present at the meeting.
- 4.26 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 Closed Session 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 the Closed Session 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. CLOSED SESSION

Motion to go into Closed Session 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.

Closed Session Meeting

- 15.2 All Closed Session 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 Information presented and any discussion occurring during a Closed Session must be held in confidence by those in attendance during the Closed Session.
- 15.4 Closed Sessions shall include all members as long as the member has not abstained from the matter under discussion or is not required to abstain from participating in the matter under discussion.
- 15.5 Council or a Committee, as it considers appropriate, may allow other persons to attend Closed Sessions. When other persons attend Closed Sessions, the meeting minutes shall record the names of those persons and the reason for their attendance.
- 15.6 Once Closed Session 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.
- 15.7 No bylaw or motion will be passed at a Closed Session 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. 1033/17 is hereby repealed.

READ A FIRST TIME this day of, 2019.

READ A SECOND TIME ^h day of, 2019.

PERMISSION FOR THIRD READING grant this day of, 2019.

READ A THIRD AND FINAL TIME this day of, 2019.

Reeve

Chief Administrative Officer

SCHEDULE A
ORDER OF BUSINESS

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. ADOPTION OF MINUTES
4. PUBLIC HEARING
5. DELEGATION/PRESENTATION
6. AGRICULTURE & COMMUNITY SERVICES
7. CORPORATE SERVICES
8. EMERGENCY & LEGISLATIVE SERVICES
9. PLANNING & DEVELOPMENT
10. PUBLIC WORKS
11. CAO OFFICE
12. REPORTS
 - 12.1. CAO's Report
 - 12.2. Public Works Report
 - 12.3. Councillor Reports
 - 12.4. Councillor Remuneration
13. CLOSED SESSION*

* For discussions relating to and in accordance with: a) the Municipal Government Act, Section 197 (2) and b) the Freedom of Information and Protection of Privacy Act
14. ADJOURNMENT



Agenda Item Report

Regular Council Meeting

AIR Type:	Request for Decision
SUBJECT:	Council Committees Bylaw Review
PRESENTATION DATE:	Tuesday, November 5, 2019
DEPARTMENT:	CAO Office
WRITTEN BY:	Tracy Haight, Executive Assistant
REVIEWED BY:	Rick Emmons, CAO
BUDGET CONSIDERATIONS:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
LEGISLATIVE DIRECTION:	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (MGA) <input checked="" type="checkbox"/> County Bylaw or Policy (Bylaw 1042/18)
COMMUNITY BUILDING PILLAR (check all that apply):	
<input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
ATTACHMENTS:	
Revisions 1081-19 Council Committees Bylaw DRAFT 1081-19 Council Committees Bylaw	

STAFF RECOMMENDATION:

1. That Council review, discuss and amend the draft Council Committees Bylaw 1081/19
2. That Council provide first, second, permission for third and, third reading once the draft of the Council Committees Bylaw 1081/19 is amended to Council's satisfaction.

BACKGROUND:

Revisions to the Council Committees Bylaw include added and deleted committees and a committee name change.

Administration recommends that Council review the draft 1081/19 Council Committees Bylaw, and provide Administration direction as to any additional amendments that may be required.

BYLAW NO. ~~10421081/1819~~

BEING A BYLAW OF CLEARWATER COUNTY, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING COUNCIL COMMITTEES.

WHEREAS the *Municipal Government Act*, R.S.A. 2000 C.M.- 26 as amended, provides that a Council may by bylaw establish standing and special committees of Council and delegate powers and duties.

AND WHEREAS the Council of Clearwater County recognizes the value of Committees to support and facilitate the achievement of Clearwater County's strategic plan, vision and goals and to advise Council on matters relevant to Committee mandates.

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 "Council Committees Bylaw".

2. PURPOSE OF THE BYLAW

2.1 The purpose of this Bylaw is to govern the establishment and regulation of Council Committees and define the Committee's purpose and function.

3. DEFINITIONS

In this Bylaw:

- 3.1 "Act" means the *Municipal Government Act*, R.S.A. 2000, Chapter M-26
- 3.2 "Administration" means the Chief Administrative Officer (CAO) or any municipal employee under the CAO's authority as designate.
- 3.3 "Chair" means a person authorized to preside over a meeting.
- 3.4 "CAO" means the Chief Administrative Officer of Clearwater County or designate.
- 3.5 "Committee" means a Committee, Board or Commission or other body established by Council under the Act.

- 3.6 “Council” means the municipal Council of Clearwater County.
- 3.7 “Councillor” means a member of Council who is duly elected and continues to hold office and includes the Reeve.
- 3.8 “Ex-Officio” means membership by virtue of one’s office. Ex-officio members form part of the quorum only when present at Committee meetings and, when present, shall vote.
- 3.9 “Member” is a Member of a Committee duly appointed by Council, under the Act, to that Committee.
- 3.10 “Member-at-Large” means a member of the public appointed by Council to a Committee of Council.
- 3.11 “Minutes” are the record of proceedings of a Meeting recorded in the English language without note or comment.
- 3.12 “Quorum” is a majority of those Members appointed and serving on Committee.
- 3.13 “Reeve” means the Chief Elected Official of the County.

4. ESTABLISHMENT

4.1 Council hereby establishes the following committees:

a. ~~Agenda and Priorities (A&P) Strategic Planning Committee~~

- i. The Committee may review, evaluate and make recommendations regarding: setting of priorities; bylaw development; policy development; business planning; financial planning and budget; legal services and agreements; land sale or purchase, and negotiations; personnel matters; or economic development and tourism activities.
- ii. The Committee is intended as a forum for discussion of key Issues facing the municipality, and as a Committee of Council only has the authority to recommend action to Council.
- iii. The ~~A&P Strategic Planning~~ Committee shall consist of all members of Council.
 - 1. Annual Committee appointment.

b. Agricultural Services Board (ASB)

- i. Acknowledged within *Agricultural Service Board Act*.
- ii. Duties defined in section 2 of the *Agricultural Services Board Act* to include:
 - 1. Act as an advisory body to assist in matters of mutual concern;

2. Advise on weed and pest control and soil and water conservation programs;
 3. Assist in control of animal disease;
 4. To promote, enhance and protect viable sustainable agriculture with a view to improving the economic viability of the agricultural producer; and,
 5. To promote and develop agricultural and landcare policies and programs to meet the needs of the municipality.
- iii. The ASB shall consist of two members of Council and five Members-at-Large.

~~e. CAO Performance Evaluation Committee~~

- ~~i. Acknowledged within the Act, section 205.1.~~
- ~~ii. Oversee the process for the establishment of annual objectives and annual appraisal of performance of the CAO, including an annual written performance evaluation and recommendation to Council regarding compensation.~~
- ~~iii. The CAO Evaluation Committee shall consist of all members of Council.~~
 1. Annual Committee appointment.

~~d.c. Clearwater County Heritage Grant Advisory Board Committee~~

- ~~i. The Committee shall annually review and approve eligible heritage interpretation, recognition and celebration related project grant applications. Advises Council on matters relating to the Brazeau Collieries Mine Site, the Nordegg Heritage Centre Museum and Visitor Information Services and the Municipal Heritage Program, including municipally significant buildings.~~
- ~~ii. The Committee shall not have the power to pledge or commit anything on behalf of Clearwater County (MGA s.249(1)) outside of the annual grant allocation for heritage grant funding as set in Clearwater County Council's annual budget, unless approved by resolution of Council.~~
- ~~i.~~
- ~~ii-iii. The Clearwater County Heritage Grant Advisory Board Committee shall consist of two members (one as alternate) of Council and five-three (one as alternate) Members-at-Large.~~

~~e.d. Pest and Weed Control Appeal Board~~

- ~~i. Acknowledged within the Agricultural Pest Act, section 14 (5) or authority delegated under the Weed Control Act, section 19.~~
- ~~ii. To hear appeals of inspector's notices, local authority notices or debt recovery notices.~~

- iii. The appeal board may confirm, reverse or vary the inspector's notice, local authority's notice or debt recovery notice.
- iv. The Pest and Weed Control Appeal Board shall consist of five Councillors not appointed to the ASB.
 - 1. Annual Committee appointment.

f.e. Council Compensation Committee

- i. Reviews and makes recommendations to Council on remuneration paid to Council and County board/committee ~~citizens~~members-at large.
- ii. The Council Compensation Committee shall consist of three (3) to five (5) Members-at-Large, with a maximum of two past Councillors.
 - 1. Council appointment of Members-at-Large in the calendar year following a municipal election, with a temporary appointment from March to June of that year.

g.f. Internet/Broadband Committee

- i. Develops vision statement, public engagement strategy and advises Council on matters related to development and operations of an Open Access Network of broadband infrastructure in Clearwater County.
- ii. The Committee is intended as a forum for discussion related to broadband infrastructure development project, and as a Committee of Council only has the authority to recommend action to Council.
- iii. The Internet/Broadband Committee shall consist of all members of Council.
 - 1. Annual Committee appointment.
 - 2. For all purposes of the committee, a quorum shall be five members.

5. MEMBERSHIP

- a. Committees shall be comprised of a number of participants, both Councillors and Members-at-Large, as indicated in the Committee Term of Reference and approved by resolution of Council.
- b. All Members of a Committee shall be appointed by Council, and unless otherwise provided in the Committees Terms of Reference, shall be a resident of Clearwater County.
- c. Members-at-Large shall be appointed by Council to a Committee for a term specified in the Committee Terms of Reference, that becomes effective as of the

- Organizational Meeting in each year, or as otherwise designated by Council.
- d. It shall be the duty of Administration to give notice of all meetings to all Members of each committee, to attend, and ensure accurate minutes are kept.
 - i. Administration may provide advice, research, information and additional support staff as required by the Committee.
 - e. Administration shall not be a member of a Committee and may not vote on any matter.

6. TERM

- a. Members-at-Large shall be appointed by Council for a two-year term, unless otherwise provided in the Committee Terms of Reference.
 - i. In order to ensure the continuity of membership, appointments may be filled on a rotational basis.
- b. Councillors shall be appointed to Committees annually at the organizational meeting.
- c. Where a Committee position is left vacant for any reason, Council may appoint a replacement for the remainder of that term.

7. POWERS OF COMMITTEES

- a. A Committee shall not have the power to pledge the credit of the County, to pass bylaws, or to enter into any contractual agreements.
- b. The Committee shall provide a forum for examining timely issues relevant to its mandate, by considering topics from the following sources:
 - ii. Receipt of requests or suggestions from Council,
 - iii. Requests or enquiries from the public, and
 - iv. Initiation from within the Committee.
- c. A Committee shall have the authority to form Ad Hoc Committees and task forces from among its members, to assist in carrying out its objectives and responsibilities under this Bylaw.
 - i. Ad Hoc Committees and Task Forces established by a Committee shall report to the Committee in a manner determined by the Committee.
- d. The Committee may prepare letters, recommendations resolutions, discussion papers and other documents as appropriate to Council.
- e. The powers of Committees established by this Bylaw are restricted to providing recommendations to Council, unless the Committee's approved Terms of Reference, or legislation, specifically provides otherwise.

8. REPORTING TO COUNCIL

- a. Councillors appointed to a Committee by Council shall be responsible to keep Council informed as to the Committee activities.
 - ii. Reports of all Committees shall be made to the Council prior to the same being given to the public.
 - iii. Minutes of Committee meetings, established by section 4.1 of this bylaw, shall be forwarded to Council as information.
- b. Verbal Committee reports made to Council shall be made by a Member of the Committee.

9. GENERAL PROVISIONS

- a. Each Committee hereby established is deemed to be a Committee of Council and shall be responsible and accountable to Council.
- b. The Clearwater County Code of Conduct Bylaw shall govern Committees and shall be binding upon all Committee members, whether Councillors or Members-at-Large.
- c. Each Committee is hereby authorized to prepare a "Terms of Reference" document for recommendation to Council.
 - i. The Terms of Reference must be approved by Council and will include, at a minimum, the requirements for quorum and voting, number and composition of membership, desired skills of membership, roles of members, process for preparation and circulation of an agenda and minutes, and the role and appointment of the Chair of the Committee.
 - ii. The Terms of Reference may also provide guidance to roles, methods and frequency of communication between Council and Committees.
- d. Nothing included in this Bylaw shall restrict or prevent Council from creating or constituting further other Committees not referenced in this Bylaw.

10. EFFECTIVE DATE

10.1 This Bylaw comes into force and effect upon third and final reading.

10.2 Bylaw No. ~~4022/17-1042/18~~ is hereby repealed.

READ A FIRST TIME this ~~13th~~ day of ~~March~~ A.D., ~~2018~~2019.

READ A SECOND TIME this this ~~13th~~ day of ~~March~~ A.D., ~~2018~~2019.

PERMISSION FOR THIRD READING this ~~13th~~ day of ~~March~~ A.D.,
~~2018~~2019.

READ A THIRD AND FINAL TIME this ~~13th~~ day of ~~March~~ A.D.,
~~2018~~2019.

REEVE

~~INTERIM~~ CHIEF ADMINISTRATIVE OFFICER

BYLAW NO. 1081/19

BEING A BYLAW OF CLEARWATER COUNTY, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING COUNCIL COMMITTEES.

WHEREAS the *Municipal Government Act*, R.S.A. 2000 C.M.- 26 as amended, provides that a Council may by bylaw establish standing and special committees of Council and delegate powers and duties.

AND WHEREAS the Council of Clearwater County recognizes the value of Committees to support and facilitate the achievement of Clearwater County's strategic plan, vision and goals and to advise Council on matters relevant to Committee mandates.

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 "Council Committees Bylaw".

2. PURPOSE OF THE BYLAW

2.1 The purpose of this Bylaw is to govern the establishment and regulation of Council Committees and define the Committee's purpose and function.

3. DEFINITIONS

In this Bylaw:

- 3.1 "Act" means the *Municipal Government Act*, R.S.A. 2000, Chapter M-26
- 3.2 "Administration" means the Chief Administrative Officer (CAO) or any municipal employee under the CAO's authority as designate.
- 3.3 "Chair" means a person authorized to preside over a meeting.
- 3.4 "CAO" means the Chief Administrative Officer of Clearwater County or designate.
- 3.5 "Committee" means a Committee, Board or Commission or other body established by Council under the Act.

- 3.6 “Council” means the municipal Council of Clearwater County.
- 3.7 “Councillor” means a member of Council who is duly elected and continues to hold office and includes the Reeve.
- 3.8 “Ex-Officio” means membership by virtue of one’s office. Ex-officio members form part of the quorum only when present at Committee meetings and, when present, shall vote.
- 3.9 “Member” is a Member of a Committee duly appointed by Council, under the Act, to that Committee.
- 3.10 “Member-at-Large” means a member of the public appointed by Council to a Committee of Council.
- 3.11 “Minutes” are the record of proceedings of a Meeting recorded in the English language without note or comment.
- 3.12 “Quorum” is a majority of those Members appointed and serving on Committee.
- 3.13 “Reeve” means the Chief Elected Official of the County.

4. ESTABLISHMENT

4.1 Council hereby establishes the following committees:

a. Strategic Planning Committee

- i. The Committee may review, evaluate and make recommendations regarding: setting of priorities; bylaw development; policy development; business planning; financial planning and budget; legal services and agreements; land sale or purchase, and negotiations; personnel matters; or economic development and tourism activities.
- ii. The Committee is intended as a forum for discussion of key Issues facing the municipality, and as a Committee of Council only has the authority to recommend action to Council.
- iii. The Strategic Planning Committee shall consist of all members of Council.
 - 1. Annual Committee appointment.

b. Agricultural Services Board (ASB)

- i. Acknowledged within *Agricultural Service Board Act*.
- ii. Duties defined in section 2 of the *Agricultural Services Board Act* to include:
 - 1. Act as an advisory body to assist in matters of mutual concern;
 - 2. Advise on weed and pest control and soil and water conservation programs;

3. Assist in control of animal disease;
 4. To promote, enhance and protect viable sustainable agriculture with a view to improving the economic viability of the agricultural producer; and,
 5. To promote and develop agricultural and landcare policies and programs to meet the needs of the municipality.
- iii. The ASB shall consist of two members of Council and five Members-at-Large.

1. .

c. Clearwater County Heritage Grant Advisory Committee

- i. The Committee shall annually review and approve eligible heritage interpretation, recognition and celebration related project grant applications
- ii. The Committee shall not have the power to pledge or commit anything on behalf of Clearwater County (MGA s.249(1)) outside of the annual grant allocation for heritage grant funding as set in Clearwater County Council's annual budget, unless approved by resolution of Council.
- iii. The Clearwater County Heritage Grant Advisory Committee shall consist of two members (one as alternate) of Council and three (one as alternate) Members-at-Large.

d. Pest and Weed Control Appeal Board

- i. Acknowledged within the *Agricultural Pest Act*, section 14 (5) or authority delegated under the *Weed Control Act*, section 19.
- ii. To hear appeals of inspector's notices, local authority notices or debt recovery notices.
- iii. The appeal board may confirm, reverse or vary the inspector's notice, local authority's notice or debt recovery notice.
- iv. The Pest and Weed Control Appeal Board shall consist of five Councillors not appointed to the ASB.
 1. Annual Committee appointment.

e. Council Compensation Committee

- i. Reviews and makes recommendations to Council on remuneration paid to Council and County board/committee members-at large.
- ii. The Council Compensation Committee shall consist of three (3) to five (5) Members-at-Large, with a maximum of two past Councillors.

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10. EFFECTIVE DATE

10.1 This Bylaw comes into force and effect upon third and final reading.

10.2 Bylaw No. 1042/18 is hereby repealed.

READ A FIRST TIME this day of A.D., 2019.

READ A SECOND TIME this this day of A.D., 2019.

PERMISSION FOR THIRD READING this day of A.D., 2019.

READ A THIRD AND FINAL TIME this day of A.D., 2019.

REEVE

CHIEF ADMINISTRATIVE OFFICER

CAO's REPORT

November 5, 2019

1. As directed by Council, Administration requested opportunity for Council to meet with Provincial Ministers and RCMP K Division during the RMA Fall 2019 Conference. To date, Administration received proposed meeting dates, times and locations from the following:
 - David Jackson, Chief of Staff, Infrastructure – November 12, 10:00 am at the Conference Centre;
 - Minister Leela Aheer, Culture Multiculturalism & Status of Women – November 15, 10:00 am at the Legislature Building;
 - Inspector Shane Ramteemal, RCMP K Division – November 15, 11:10 am at the Conference Centre.

Ministers LaGrange (Education) and Shandro (Health) are not attending the Conference. Responses from Agriculture & Forestry, Environment & Parks, Municipal Affairs, Service Alberta and Transportation Ministers are yet to be received.

2. An Open House is scheduled for November 29th, 2019 at the Nordegg Community Centre at 6:00 pm to discuss:
 - 1) The timing of relocating the existing mobile homes, and
 - 2) Adopting the new land use bylaw for the new mobile home park and how these two items are not related.

Administration will also provide an update on amendments and proposed amendments to the Nordegg Development Plan.

3. Remembrance Day Ceremonies take place as follows:
 - Thursday, November 7 – 10:00 am – West Central High School (School ceremony)
 - Monday, November 11 – 10:15 am – West Central High School (Rocky Mountain House Royal Canadian Legion ceremony)
 - Monday, November 11 – 10:30 am – Caroline Royal Canadian Legion

Historically, the Reeve attends the November 11 ceremony in Rocky Mountain House and the Divisional Councillor(s) attend the ceremony in Caroline to lay the wreath on behalf of Clearwater County. As per Council's policy 'Council, Board and Committee Remuneration, the Reeve and Deputy Reeve are authorized to attend and receive remuneration without Council approval. Should other Councillors wish to receive remuneration for attending a ceremony, Council authorization is required.

4. Parkland Community Planning Services (PCPS) is leading a project to research, discuss, share perspectives and create possible templates for Joint Use Planning Agreements between municipalities and school boards. Delegate(s) (Council and/or Staff) from Clearwater County are invited to attend an introductory session to learn more about the project on November 20 at 1:30 – 3:00 pm in Red Deer.
5. Central Alberta Economic Partnership (CAEP) annual Fall General Meeting is scheduled for Wednesday, November 20 at 4:00 pm in Red Deer. Should any councillors other than Councillor Vandermeer wish to attend and receive remuneration, Council authorization is required.

6. Council received an invitation from Clearwater Regional Family and Community Support Services (FCSS) to attend a two-day conference, 'Family Violence: A Rural Perspective', November 21 and 22. Should any councillors other than those on the FCSS Board wish to attend and receive remuneration, Council authorization is required.
7. Community Planning Association of Alberta (CPAA 2020) Annual conference takes place in Red Deer, April 27 – 29. This year's theme is 'Take the Initiative! Exploring Innovations & Resiliency in Community Planning'. Conference registration is open to Council members, Chief Administrative Officers, SDAB and MPC members. Should any councillors other than those on MPC or SDAB wish to attend and receive remuneration, Council authorization is required.
8. Delinquent property taxes on three properties held for public auction on November 1 remain outstanding. No bids were made on the two Leslieville properties and the Condor property received only one bid which was below the set reserve selling price.
9. The Composite Assessment Review Board (CARB) reviewed a property owner's complaint on Clearwater County's assessment of a non-residential property at a hearing on October 10. The property's 2018 assessment value increased to \$953,710 from \$650,000 in 2017. Other similar property types also received increased assessments for 2018 to better reflect fair market value. After considering the parties' positions, the Board determined the assessed value of \$953,710 is correct, fair and equitable.

Upcoming Events

November 11 – Remembrance Day (Clearwater County Offices Closed)
 November 12 to 15 – Rural Municipalities of Alberta (RMA) Fall Convention
 November 20 – CAEP Fall General Meeting
 November 23 – Parade of Lights
 November 29 – Nordegg Open House
 December 2 to 3 – Munis 101 Course
 December 4 to 6 – Budget Discussions
 December 6 – Annual Town/County Christmas Party
 December 6 – Village of Caroline Christmas Light Up
 December 11 – Central AB Mayors' & Reeves' Meeting
 December 11 to 13 – 2020 Budget Discussions
 December 17 – Special Meeting of Council to approve 2020 Budget
 December 24 to 26 – Christmas (Clearwater County Offices Closed)

November 5th, 2019

Public Works Report

Gravel Roads

Fall Grader operations are ongoing, as such, county beat graders continue to diligently prepare all roads for the upcoming winter season.

Surfaced Roads

The placement of snow fencing is anticipated to begin the week of November 11th with an anticipated completion date of Friday, November 15th.

Patching of any surfaced roads, and, SB-90 dust suppressions requiring maintenance, will only proceed when weather and road conditions permit during the winter season.

Hauling of Winter Sand, to both salt sheds, has been completed. Material at the North Facility has been stacked and stored. Crews are currently working on mixing material at the Caroline yard.

All plow trucks have been rigged up for the Winter and the on-call season rotation has begun as of November 1st and will run through to April 30th. Staff will continue to monitor weather forecasts and road conditions, and, plows will be dispatched as required.

Maintenance

Lacombe County equipment is currently in the Smith Gravel Pit performing reclamation work in phase one along with the stripping of overburden and topsoil in phase two. Anticipate work to be completed by the end of December 2019.

Upgrades to the Condor Wastewater Lagoon will have a phase break and continue in the spring of 2020. Work to be completed, within 2020, is the installation of the new liner within the lagoon storage cell. Anticipate commissioning of the facultative cell, with upgrades, to be completed in early November 2019.

The Leslieville School grounds wastewater force-main relocation construction project has been completed. Additional landscaping to be completed in the spring of 2020.

Construction, for the replacement of bridge structure BF 02232, south of Withrow (SE-28-39-4-W5), is still ongoing. The Withrow Highway, just north and south of the bridge structure, continues to be closed. Anticipate completion by November 8th, 2019.

Construction, for the replacement of bridge structure BF 79392, on Twp. Rd. 37-2 west of Stauffer (NW-9-37-5-W5), was completed on October 25th, 2019. Final inspection was completed on October 25th, 2019.

Repair work to bridge structure BF 77163, located at SW 36-41-05-W5M on Range Road 5-1, just south of Township Road 41-5A (by Leedale), has been completed.

Repair work is currently proceeding to bridge structure BF 70327, located at SE 17-40-05-W5M on Township Road 40-2, just west of Range Road 5-4 (by Leslieville). Anticipate completion of repairs by November 8th.

The concrete bases, for eleven Nordegg Street Lights along Stuart Street, have been poured and set. The individual poles have been ordered and are currently being cut to size.

The Beaver trapping program has been completed. As of October 14th, 77 beavers have been trapped.

The annual lagoon release, for both the Leslieville and Condor wastewater facilities, has been completed.

Gravel Road Rehabilitation

Road Re-Hab Crew working on Twp. Rd. 37-2 (Cooper Pit Road) has roughed in the scheduled 3200m with final cleanup remaining as weather permits.

Crew on Summer Village of Burnstick Lake project has completed slope improvements. Final surface rehabilitation will have to wait until next year.

Crew on Township Road 41-2, west of Hwy 22 (Frisco Pit Road), has approximately 1000m of the 1600m project roughed in. The crew will cleanup what they can and the remaining 600m will be completed next year.

Beaver Flat Road

The Beaver Flat Road 4.5Km grading project is now complete. Staff completed a final inspection last week.

Nordegg

Manufactured Home Park

Streetlight bases have been installed with the balance of the lighting to be completed next year.

Completion testing of installed shallow utilities will take place this fall.

Old Blue Fire Hall

Staff are continuing to move parts and equipment from the Old Blue Fire Hall to the new Public Works Facility. Demolition of this building is scheduled for next month.

Nordegg Historic Core

The tender for construction of this project is scheduled to be advertised by the end of November.

Facilities

Condor Public Services Building

Staff and contractors had a walk through the building late last week noting some minor deficiencies. Most of these deficiencies will be completed within the week.

Nordegg Heritage Centre

The contractor is continuing to work on renovations on the top floor of the Heritage Centre.

Road Bans:

Order by the Vehicle Weights Committee of
Clearwater County
Highway Order No. 03/19
Defining Maximum Allowable Weights Permitted
On Certain Municipal Roads

Pursuant to the Authority granted by the Minister of Transportation and Utilities under the Traffic Safety Act, the Vehicles Weights Committee orders that effective **8:00 a.m., Wednesday, June 5, 2019.**

Percentage Axle Weights for Highways are:

<u>HIGHWAY NO.</u>	<u>LOCATION</u>	<u>% AXLE WEIGHTS</u>
Arbutus Rd RR 6-3 & 6-1	From Hwy #11 to Butte Hall Rd	100%
Airport Road Access	From One Mile north of TWP Rd 40-0 to Airport	100%
Alhambra Rd RR 5-4	From Hwy #11 to SH598	100%
Beaver Flats Rd RR 6-0	From Hwy #598 to Hwy #12	100%
Bunch Road Rge Rd 5-4	From Hwy #598 North to Twp Rd 40-0	100%
Burnstick Lake Rd RR 6-3	From Hwy #54 to 9 km South	100%
Caroline North RR 6-1	From Hwy #54 North 10.5 kms to Butte Hall Rd Twp Rd 37-3	100%
Caroline South Rd RR 6-1	From the Village of Caroline South to extension of #587	100%
Cougar Ridge Twp Rd 38-5	From Hwy752 East ¼ mile Cougar Ridge Access Rd & Subdivision	100%
Crammond Rd TWP RD 35-4	From Hwy #22 East for 8 km	100%
Everdell Rd RR 7-3	From Prairie Creek (Hobbs) Road North to Hwy #752	100%
Golf Course Rd TWP RD 39-5	From Hwy #11A East to the golf course	100%
Greenwood Way, Cul-de-sac	Gravel-Greenwood Way entrance off RR 6-4 – Entire Cul-de-sac	50%
James River Rd RR 5-3	From James River Store on Hwy #587 South to Bridge	100%
Old Dovercourt Rd	From Hwy #11 for 1 km South RR 7-1 & East TWP RD 39-0	100%
Oras Rd RR 6-3	From Junction Hwy #11 North to Hwy #12	100%
Rainbow Ford Rd TWP RD 39-3	From Town/County Boundary East to the Taimi Road	50%
Red Deer River Access Rd	From County Boundary West for 10 km	100%
Wall Street Rd RR 4-3	From Hwy #11 South to County Boundary	100%
Withrow Rd RR 4-3	From Hwy #11 to Rainy Creek Road	100%
Dead End Gravel Road TWP RD 40-4	Gravel - From NE Corner of 20-40-8-W5 West to end of road	50%

This order remains in effect until further notice.

Erik Hansen, Kurt Magnus, Directors, Public Works



Councillor and Board Member 2019 Remuneration Statement

Name of Councillor / Board Member:	Theresa Laing
Date:	Aug 30, 2019
Signature (Councillor / Board Member):	<i>T. Laing</i>

PAYMENT PERIOD

January	February	March	April
May	June	July	August
September	October	November	December

Council Supervision Rate	\$1,105.00 / Monthly
Reeve Supervision Rate	\$2,054.00 / Monthly
Deputy Reeve Supervision Rate	\$1,105.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$172.00	Next 4 Hours \$136.00	Next 4 Hours \$136.00	Regular Council Meeting \$308.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)
Aug 27 th	Council				X		14
Aug 28	Sen Housing @ 92.00	X					14
Aug 28	Nordegg						200
Aug 29	WVL open house	X					14


PAID

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Remuneration Calculation (for office use only)			
1	Meetings @ 92.00 =	192.00 ✓	
1	Meetings @ 172.00 =	172.00 ✓	242
	Meetings @ 136.00 =		First 5000 Kms @ \$0.58 = 140.36 ✓
	Meetings @ 308.00 =	308.00 ✓	Over 5000 Kms @ \$0.52 =
	Supervision =	1105.00 ✓	Lunch @ 16.00 =
	TOTAL =	1677.00	TOTAL = 140.36



Councillor and Board Member 2019 Remuneration Statement

Name of Councillor / Board Member:	Theresa Laing
Date:	Sept 30, 2019
Signature (Councillor / Board Member):	

PAYMENT PERIOD

January	February	March	April
May	June	July	August
September	October	November	December

Council Supervision Rate	\$1,105.00 / Monthly
Reeve Supervision Rate	\$2,054.00 / Monthly
Deputy Reeve Supervision Rate	\$1,105.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$172.00	Next 4 Hours \$136.00	Next 4 Hours \$136.00	Regular Council Meeting \$308.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)
Sept 5	Eavor Tech Presentation	X					14-
Sept 10	Council				X		14-
Sept 16	Strat Plan	X	X				14-
Sept 17	Strat Plan	X	X				14-
Sept 23*	Senior Housing @ 92.00	X					14-
Sept 24	Council				X		14-
Sept 25	Nordegg	X					200

PAID

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Remuneration Calculation (for office use only)					
1	Meetings @ 92.00 =	92.00 -			First 5000 Kms @ \$0.58 =
4	Meetings @ 172.00 =	688.00 -		284	Over 5000 Kms @ \$0.52 =
2	Meetings @ 136.00 =	272.00 -			Lunch @ 16.00 =
2	Meetings @ 308.00 =	616.00 -			
	Supervision =	1105.00 -			
	TOTAL =				273.00
					TOTAL = 164.72



Councillor and Board Member 2019 Remuneration Statement

Name of Councillor / Board Member:	Daryl Lougheed		
Date:	October 15, 2019		
Signature (Councillor / Board Member):			

PAYMENT PERIOD

January	February	March	April
	June	July	August
September	October	November	December

Council Supervision Rate	\$1,105.00 / Monthly
Reeve Supervision Rate	\$2,054.00 / Monthly
Deputy Reeve Supervision Rate	\$1,105.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$172.00	Next 4 Hours \$136.00	Next 4 Hours \$136.00	Regular Council Meeting \$308.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)
2	DT Rec Board	X					7
3	ASB	X					60
6	RR 5-2/38-4 concerns						16
8	Physician Recruitment	X					60
14	Reg. Council				X		60
18	Caroline Parade	X					80
17	Checkstop bbq						110
28	Reg. Council				X		60
14	Caroline/Clearwater ICF		X				80

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Remuneration Calculation (for office use only)					
0	Meetings @ 92.00 =	0	533	First 5000 Kms @ \$0.58 =	309.14
4	Meetings @ 172.00 =	688.00	0	Over 5000 Kms @ \$0.52 =	0
1	Meetings @ 136.00 =	136.00	0	Lunch @ 16.00 =	0
2	Meetings @ 308.00 =	616.00			Total = 309.14
	Supervision =	1105.00			
	Total =	2514.00			



Councillor and Board Member 2019 Remuneration Statement

Name of Councillor / Board Member:	Daryl Lougheed
Date:	Oct. 15 2019
Signature (Councillor / Board Member):	<i>Daryl Lougheed</i>



PAYMENT PERIOD

January	February	March	April
May	June	July	August
September	October	November	December

Council Supervision Rate	\$1,105.00 / Monthly
Reeve Supervision Rate	\$2,054.00 / Monthly
Deputy Reeve Supervision Rate	\$1,105.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$172.00	Next 4 Hours \$136.00	Next 4 Hours \$136.00	Regular Council Meeting \$308.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)
6	Personnel Policy Wrkshp	X					60
7	Nordegg Tour	X	X				60
8	Rocky Parade	X					66
10	Hospital Tour	X					64
11	Reg. Council				X		60
11	CCTA						45
17	Strategic Planning	X	X				60
17	Special Council						
17	Physician Recruitment			X			
18	MPC	X					60
23	Ratepayer concerns						25
24	Regular Council				X		60

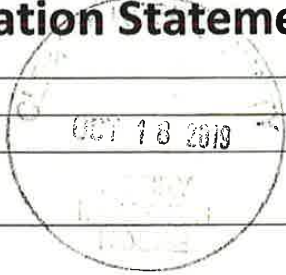
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Remuneration Calculation (for office use only)							
0	Meetings @ 92.00 =	0		560	First 5000 Kms @ \$0.58 =	324.80	
6	Meetings @ 172.00 =	1032.00		0	Over 5000 Kms @ \$0.52 =	0	
3	Meetings @ 136.00 =	408.00		0	Lunch @ 16.00 =	0	
2	Meetings @ 308.00 =	616.00					
	Supervision =	1105.00					
	TOTAL =	3161.00					TOTAL = 324.80



Councillor and Board Member 2019 Remuneration Statement

Name of Councillor / Board Member:	Daryl Lougheed		
Date:	October 15, 2019		
Signature (Councillor / Board Member):			



PAYMENT PERIOD

January	February	March	April
May	June	July	August
September	October	November	December

Council Supervision Rate	\$1,105.00 / Monthly
Reeve Supervision Rate	\$2,054.00 / Monthly
Deputy Reeve Supervision Rate	\$1,105.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$172.00	Next 4 Hours \$136.00	Next 4 Hours \$136.00	Regular Council Meeting \$308.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)
8	Ratepayer road concerns						30
9	Regular Council				X		60
12	ASB	X	X				60
17	MPC	X					60
23	Regular Council				X		60

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Remuneration Calculation (for office use only)					
Ø	Meetings @ 92.00 =	Ø	270	First 5000 Kms @ \$0.58 =	156.60
2	Meetings @ 172.00 =	344.00	Ø	Over 5000 Kms @ \$0.52 =	Ø
1	Meetings @ 136.00 =	136.00	Ø	Lunch @ 16.00 =	Ø
2	Meetings @ 308.00 =	616.00			
	Supervision =	1105.00			
	TOTAL =	2201.00		TOTAL =	156.00



Councillor and Board Member 2019 Remuneration Statement

Name of Councillor / Board Member:	Daryl Loughheed
Date:	October 15, 2019
Signature (Councillor / Board Member):	<i>Daryl Loughheed</i>



PAYMENT PERIOD

January	February	March	April
May	June	July	August
September	October	November	December

Council Supervision Rate	\$1,105.00 / Monthly
Reeve Supervision Rate	\$2,054.00 / Monthly
Deputy Reeve Supervision Rate	\$1,105.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$172.00	Next 4 Hours \$136.00	Next 4 Hours \$136.00	Regular Council Meeting \$308.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)
22	West Country Ag Tour						
27	Reg. Council				X		60

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Remuneration Calculation (for office use only)						
0	Meetings @ 92.00 =	0		60	First 5000 Kms @ \$0.58 =	34.80
0	Meetings @ 172.00 =	0		0	Over 5000 Kms @ \$0.52 =	0
0	Meetings @ 136.00 =	0		0	Lunch @ 16.00 =	0
1	Meetings @ 308.00 =	308.00				
	Supervision =	1105.00				
	TOTAL =	1413.00				TOTAL = 34.80



Councillor and Board Member 2019 Remuneration Statement

Name of Councillor / Board Member:	Daryl Lougheed
Date:	October 15, 2019
Signature (Councillor / Board Member):	<i>Daryl Lougheed</i>



PAYMENT PERIOD

January	February	March	April
May	June	July	August
September	October	November	December

Council Supervision Rate	\$1,105.00 / Monthly
Reeve Supervision Rate	\$2,054.00 / Monthly
Deputy Reeve Supervision Rate	\$1,105.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$172.00	Next 4 Hours \$136.00	Next 4 Hours \$136.00	Regular Council Meeting \$308.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)
5	Eavor Tech tour	X					72
10	Regular Council				X		60
12	Hospital Committee						66
12	DT Recreation	X					7
16	Strategic Planning	X	X				60
16	Physician Recrusherment			X	X		60
17	Strategic Planning	X	X				60
18	MPC	X					60
23	Policing teleconference	X					60
24	Regular Council				X		60

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Remuneration Calculation (for office use only)					
0	Meetings @ 92.00 =	0	532	First 5000 Kms @ \$0.58 =	308.56
6	Meetings @ 172.00 =	1032.00	33	Over 5000 Kms @ \$0.52 =	17.16
3	Meetings @ 136.00 =	408.00	0	Lunch @ 16.00 =	0
2	Meetings @ 308.00 =	616.00			
	Supervision =	1105.00			
	TOTAL =	3161.00		TOTAL =	325.72



Councillor and Board Member 2019 Remuneration Statement

Name of Councillor / Board Member:	Michelle Swanson
Date:	Oct 3, 2019
Signature (Councillor / Board Member):	

PAYMENT PERIOD

January	February	March	April
May	June	July	August
September	October	November	December

Council Supervision Rate	\$1,105.00 / Monthly
Reeve Supervision Rate	\$2,054.00 / Monthly
Deputy Reeve Supervision Rate	\$1,105.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$172.00	Next 4 Hours \$136.00	Next 4 Hours \$136.00	Regular Council Meeting \$308.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)
Sept 4	Rec Board Meeting	✓					26
Sept 5	Eavor Presentation & Tour	✓					26
Sept 7	Fly Club Fly In Breakfast						-
Sept 7	Leslieville Block Party						-
Sept 10	Council Meeting				✓		26
Sept 10	Clearwater Community Crime Watch						-
Sept 11	FCSS	✓					26
Sept 12	Travel to Calagry CAFC ,	✓					246
Sept 13	Canadian Assoc Fire Chiefs Conference	✓	✓				-
Sept 14	CAFC	✓	✓				-
Sept 15	CAFC & Travel back	✓	✓	✓			261
Sept 16	Strategic Planning	✓	✓				26
Sept 16	AB Sports Connect Appreciation Dinner for AMG						-
Sept 17	Strategic Planning	✓	✓				26
Sept 18	MPC	✓					26

PAID

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Remuneration Calculation (for office use only)

	Meetings @ 92.00 =				First 5000 Kms @ \$0.58 =	
14	Meetings @ 172.00 =	2408.00		1410	Over 5000 Kms @ \$0.52 =	733.20
8	Meetings @ 136.00 =	1088.00			Lunch @ 16.00 =	
2	Meetings @ 308.00 =	616.00				
	Supervision =	1105.00				
		\$5217.00				
					ACCOMODATION RECEIPT #1018.38	
						#1751.58



Hyatt Regency Calgary
 700 Centre St. SE
 Calgary, AB T2G5P6
 Canada
 Tel: 403-717-1234
 Fax: 403-537-4444

INVOICE

Michelle Swanson
 4340 47th Avenue
 Rocky Mountain Hou AB T4T 1A4
 Canada

Room No. 0611
 Arrival 09-12-19
 Departure 09-15-19
 Folio Window 1
 Folio No. 815234

Confirmation No. 3847912801
 Group Name Fire-Rescue Canada Conference

Date	Description	Charges	Credits
09-12-19	Group Room	289.00	
09-12-19	DMF 3.0%	8.67	
09-12-19	Room - GST 5.0%	14.88	
09-12-19	Alberta Room Tax 4.0%	11.91	
09-12-19	Parking Overnight - Self	15.00	
09-13-19	Group Room	289.00	
09-13-19	DMF 3.0%	8.67	
09-13-19	Room - GST 5.0%	14.88	
09-13-19	Alberta Room Tax 4.0%	11.91	
09-13-19	Parking Overnight - Self	15.00	
09-14-19	Group Room	289.00	
09-14-19	DMF 3.0%	8.67	
09-14-19	Room - GST 5.0%	14.88	
09-14-19	Alberta Room Tax 4.0%	11.91	
09-14-19	Parking Overnight - Self	15.00	
09-15-19	Visa		1,018.38
		XXXXXXXXXXXX1501 XX/XX	

PAID

Total 1,018.38 1,018.38

Guest Signature

Balance 0.00

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

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 Jowidana Hotels Ltd.
 PO Box 10104, STN A
 Toronto, ON
 M5W 2B1



Councillor and Board Member 2019 Remuneration Statement

Name of Councillor / Board Member:	John Vandermeer
Date:	Oct. 3/19
Signature (Councillor / Board Member):	

PAYMENT PERIOD

January	February	March	April
May	June	July	August
September	October	November	December

Council Supervision Rate	\$1,105.00 / Monthly
Reeve Supervision Rate	\$2,054.00 / Monthly
Deputy Reeve Supervision Rate	\$1,105.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$172.00	Next 4 Hours \$136.00	Next 4 Hours \$136.00	Regular Council Meeting \$308.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)
01	CAEP ex. Com.	X					
20	Caroline Ag Society	X					16
27	Council				X		80

PAID

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Remuneration Calculation (for office use only)			
—	Meetings @ 92.00 =		First 5000 Kms @ \$0.58 =
2	Meetings @ 172.00 = 344.00 ✓	96	Over 5000 Kms @ \$0.52 = 49.92 ✓
—	Meetings @ 136.00 =		Lunch @ 16.00 = —
1	Meetings @ 308.00 = 308.00 ✓		
	Supervision = 1105.00 ✓		

----- \$ 1751.00

----- \$ 49.92



Councillor and Board Member 2019 Remuneration Statement

Name of Councillor / Board Member:	John Vandermeer
Date:	Oct. 3/19
Signature (Councillor / Board Member):	

PAYMENT PERIOD

January	February	March	April
May	June	July	August
September	October	November	December

Council Supervision Rate	\$1,105.00 / Monthly
Reeve Supervision Rate	\$2,054.00 / Monthly
Deputy Reeve Supervision Rate	\$1,105.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$172.00	Next 4 Hours \$136.00	Next 4 Hours \$136.00	Regular Council Meeting \$308.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)
10	Council				X		80
13	CAEP engagement session	X	X				160
16	Strategic Planning Mtng	X	X				80
17	" " " "	X	X				80
18	CAEP Board Mtng	X	X				240
20	Caroline school awards	X					16
24	Council				X		80
25	AUMA	X	X				230
26	AUMA	X	X				
27	AUMA	X	X				230

PAID

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Remuneration Calculation (for office use only)			
	Meetings @ 92.00 =		First 5000 Kms @ \$0.58 =
8	Meetings @ 172.00 =	1376.00	1196
7	Meetings @ 136.00 =	952.00	Over 5000 Kms @ \$0.52 =
2	Meetings @ 308.00 =	616.00	Lunch @ 16.00 =
	Supervision =	1105.00	
	TOTAL	\$4049.00	621.92