

**Clearwater County
2011 Organizational Meeting Agenda
October 25, 2011 – 9:00 A.M.**

- A. CALL TO ORDER – Manager**

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

ii. ELECTION OF DEPUTY REEVE AND OFFICIAL OATH

- C. SIGNING AUTHORITY**

- D. MEETING DATES**

- E. APPOINTMENTS TO BOARDS AND COMMITTEES**

- F. FIRE CHIEFS**

- G. i. FORMATION OF AGENDA AND PRIORITIES COMMITTEE**

ii. APPOINTMENT OF COUNCIL STANDING COMMITTEES

- H. APPOINTMENT OF DIRECTOR – CAAMDC**

- I. MEMBER AT LARGE-WRITTEN APPLICATION ATTACHED**

- J. ADJOURNMENT**

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

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

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

7. Rocky Senior Housing Council
8. Rocky Mountain House Airport Commission
9. Tourism - Nordegg Historical Society

Group C - Short term and less workload.

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

Group D - Less direct involvement with the County.

12. Library Boards
 - a. Caroline Municipal Library Board
 - b. Rocky Mountain House Library Board
 - c. Parkland Regional Library Board
13. Recreation Boards
 - a. Caroline and District Recreation and Agricultural Society
 - b. David Thompson
 - c. Nordegg Community Association
 - d. Rocky and District Recreation, Parks, and Culture Board
14. Land Conservation and Reclamation Council
15. Clearwater Regional Family and Community Support Services
16. Rocky R.C.M.P. Community Advisory Committee
17. Sundre R.C.M.P. Community Advisory Committee
18. Rocky Mtn. House Museum and Visiting Center Board
19. Central Alberta Economic Partnership (CAEP)
20. Sundre Petroleum Operators Group (SPOG)
21. Development Node Planning Committee
22. Clearwater Regional Emergency Management Committee
23. Mayor/Reeve Meetings
24. North Saskatchewan River Park
25. West Central Alberta Stakeholder Group
26. Southern East Slopes Municipal/Provincial Task Force
27. Bighorn Back Country Standing Committee
28. Municipal Service Review Committee (CRC Partnership)
29. David Thompson Bi-Centennial Committee

30. Interbasin Water Coordinating Committee
31. West Country Coalition
32. Physician Recruitment and Retention Committee
33. Ag. Fieldhouse
34. School Resource Officer (SRO) Committee
35. Red Deer River Municipal Users Group
36. Rocky Nordegg Trail Steering Committee
37. Community Futures
38. Parkland Airshed Management Zone
39. Community Police Officer Committee
40. Welcoming Committee
41. Non-profit Source Pollution Group
42. Words of Action Committee
43. Common Ground Pow Wow Committee
44. Hospital Committee
45. ACE Diverse Communities Committee

F. FIRE CHIEFS

G. i - FORMATION OF AGENDA AND PRIORITIES COMMITTEE

ii - APPOINTMENT OF COUNCIL STANDING COMMITTEES

- Agenda and Priorities Committee
- CAO Appraisal Committee
- Pest and Weed Control Appeal Board

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

I. MEMBER AT LARGE – WRITTEN APPLICATIONS ATTACHED

**NOTE: Verbal applications were also received. They have been noted under the associated Board/Committee background report on the attached pages.

J. ADJOURNMENT

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

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

Recommendation:

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

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

B-ii. ELECTION OF DEPUTY REEVE AND OFFICIAL OATH

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

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

Recommendation:

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

C. **SIGNING AUTHORITY**

Present Policy: That the Reeve, Deputy Reeve, Municipal Manager, Acting - Manager or the **Corporate Services Manager** may be the signing authority for the next year.

D. **MEETING DATES**

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

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

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

E. **APPOINTMENTS TO BOARDS AND COMMITTEES**

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

Group A - This group has a heavy work commitment and a high profile. It includes: **Agricultural Service Board, Development/Subdivision/Environmental Review Appeal Board, Municipal Planning Commission, and the Rocky Mountain Regional Solid Waste Authority.**

1. **Agricultural Service Board – motion required for Council/Members appointments.**

- Serves as an advisory body to Council and residents on all matters pertaining to agriculture.
- Demands of this Board include a monthly meeting (3rd Friday).
- Contact person is Manager of Agricultural Services.
- Council/member at large appointments take effect immediately.

- Council Appointments (Two):
- Present appointees are Councillors Wymenga and Duncan.

- **Motion – Agricultural Service Board – Two Council Appointments**

Member at Large Appointments (Five Members):

- The Agricultural Service Board Act provides for the appointment of members at large. This Council has seen fit to appoint five members at large in order to better address agricultural concerns.
- Policy adopted by Council states that members will be appointed for a four year term.
- The Chairman is now selected from among the members and the appointment is then ratified by Council. Present appointees are:
 - Norman Rose (2007 – expires 2011)
 - Ken Pattison (2010 – expires 2014)
 - John Follis (2009 – expires 2013)
 - Rennie Klugist (2010 – expires 2014)
 - Jodie Bignell (2010 – expires 2014)
- One position was advertised.
 - o Norman Rose (I-6) advised that he is interested in serving another term.
 - o Dennis Oelhaupl (I-4) applied to serve on this committee.
 - o Ken Qually (I-12) applied to serve on this committee.
 - o **MOTION – Agricultural Service Board – One Member at Large Appointment Four Year Term – November 1, 2011 – October 31, 2015**

2. Municipal Planning Commission – motion required for Council/member appointments.

- Purpose is to be an advisory committee for development, rezoning, and acts as the decision making body for subdivisions.
- This Board typically meets once per month (2nd Thursday) beginning at 9:00 a.m.
- Contact is Keith McCrae.
- Council Appointments (Minimum of Two):
 - The By-law states that at least two members must be Councillors.
 - Present practice is to appoint three Council Members.
 - Present appointees are Councillors Graham, Bryant and Vandermeer.
 - o **MOTION – Municipal Planning Commission – Three Council Appointments**

Member at Large Appointments (Two Members):

- Present practice is to appoint two members at large.
- Present appointees are Art Terpsma (appointed 2010) and Wayne Delbeke (appointed 2010).
- Two positions were advertised.
 - o Dennis Oelhaupl (I-4) advised that he is interested in serving on this board.
 - o Wayne Delbeke (I-10) advised that he is interested in serving another term.
 - o Art Terpsma (I-7) advised that he is interested in serving another term.

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

3. Rocky Mountain Regional Solid Waste Authority – motion required for Council appointments.

- This Board is a joint venture between the Town of Rocky Mountain House, the Village of Caroline and the County.
- Meetings are generally the Thursday evening following the second Tuesday of each month at the Waste Authority Office.
- Contact person is Curran Chronik (845-4127).

- Council Appointments (Three):
- Present appointees are Councillors Alexander, Graham and Korver.

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

4. Development/Subdivision/Environmental Review Appeal Board – motion required for Council/members appointment

- Purpose is to provide an appeal mechanism for developments/subdivisions and environmental clean-up orders.
- This Board typically meets six times per year when required.
- Contact person is Joe Baker.
- Currently the Board consists of four members, two councillors and two members at large. One alternate member at large and alternate councilor is also appointed.
- As per Bylaw 529/96 Council is to appoint the Chairman and Vice-Chairman of the Board annually by resolution.
- Present appointees are Councillors Alexander, Wymenga and Duncan (alternate).

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

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

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

- Present appointees are:
- Syd Loepky (appointed 2010).
- Art Terpsma (appointed 2010).
- The alternate Member is Stan Johnston (appointed 2010).
- Three positions were advertised. (2 Members/1 Alternate)
- Syd Loepky (I-2) advised that he would be interested in serving another term.
- Dennis Oelhaupl (I-4) advised that he would be interested in serving another term.
- Stan Johnston (I-9) advised that he would be interested in serving another term.

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

5. Red Deer River Watershed Alliance

- In April, 2005, the County appointed a member of Council to sit on the Red Deer River Watershed Alliance.
- The Committee meets monthly.
- Contact is Bev Anderson, Manager, 340-7379

- Council Appointment (One Member):
- Present appointee is Councillor Bryant.

- **MOTION – Red Deer River Watershed Alliance – One Council Appointment**

6. North Saskatchewan River Watershed Alliance

- In February, 2006, the County appointed a member of Council to sit on the North Saskatchewan River Watershed Alliance.
- This Committee meets monthly.

- Council Appointment (One Member):
- Present appointee is Councillor Alexander.

- **MOTION – North Saskatchewan River Watershed Alliance – One Council Appointment**

Group B - This group may have just as high a commitment as Group A, but has less of a direct link with the day-to-day operations of the County. Rocky Senior Housing Council, Rocky Mtn. House Airport Commission and the Nordegg Historical Society are included.

7. Rocky Senior Housing Council – motion required for Council/Members appointment

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

- Council Appointments (Two Members):
- Present appointees are Councillors Vandermeer and Bryant.

o MOTION – Rocky Senior Housing Council – Two Council Appointments

Member at Large Appointment (One Member):

- Present appointee is Phyllis McNutt (appointed in 2010).
- One position was advertised.
 - o Phyllis McNutt (I-5) advised that she is interested in serving another term.
 - o Peggy Nakogka (I-11) advised that she is interested in sitting on this committee.

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

8. Rocky Mtn. House Airport Commission – motion required for Council appointments

- This Board is a joint venture between the Town and County.
- Meetings are held as necessary.
- Contact person is Todd Becker (845-2866).

- Council Appointments (Two Member):
- Present appointees are Councillor Wymenga and Alexander.

o MOTION –Airport Commission – Two Council Appointments

9. Nordegg Historical Society – motion required for Council appointments

- This Society is responsible for directing the operations, planning and development of the Nordegg Minesite.
- This Board meets on an irregular basis.
- The By-law allows for two Council representatives.
- Contact is Joe Baker.

- Council Appointments (Two):
- Present appointees are Councillors Bryant and Korver.

o MOTION – Nordegg Historical Society – Two Council Appointments

Group C - This group of boards typically require less time commitment. It includes: Family School Liaison Coordinator Project, Forestry Advisory Committees, Joint General Municipal Plan Committee and the Ambulance Committees.

10. Forestry Advisory Committees

a) West Frazer Timber Advisory Committee – motion required for Council Appointments

- The purpose of this Committee is to advise West Frazer on the forest management plans.
- This Committee meets on an irregular basis, approximately once a month.
- Contact is Tom Daniels (403-638-6211).

- Council Appointments (One/One Alternate):
- Present appointee is Councillor Graham and Vandermeer is Alternate.

o MOTION – West Frazer Timber – One Council Appointment and One Alternate

b) Weyerhaeuser Forestry Advisory Committee – motion required on Council appointments.

- The purpose of this Committee is to provide input and advice from representatives on Weyerhaeuser's forest management operations.
- This Committee meets on an irregular basis, approximately four times a year.
- Contact is Fulton Sylm (780-621-5532).

- Council Appointments (One/One Alternate):
- Present appointee is Councillor Bryant and Duncan is Alternate.

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

11. Joint General Municipal Plan Committee – motion required on Council appointments.

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

- **MOTION – Joint General Municipal Plan Committee – Three Council Appointments**

Group D - This group already may have member at large representation and the least direct connection with the Municipality. This includes the Library Boards, Recreation Boards, the Surface Reclamation Board, F.C.S.S. Committee, R.C.M.P. Community Advisory Committees, the Intergovernmental Committee and other Boards that are usually of a short term nature.

12. Library Boards

a) Caroline Municipal Library Board – motion required on Council appointment.

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

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

b) Rocky Mountain House Library Board – motion required on Council/Member appointments.

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

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

Member at Large Appointments (Three Members):

- These members are appointed for a three year term effective January 1st.
- Marianne Cole's term expires December 31, 2011 (appointed in 2008 for a three year term)
- Mona Crocker's term expires December 31, 2012 (appointed 2009 for a three year term)
- Linda Tomlinson's term expires December 31, 2013 (appointed 2010 for a three year term)
- One position was advertised.
 - o Dennis Oelhaupl (I-4) advised that he is interesting in serving on this board.
 - o Marianne Cole (I-14) advised that she is interested in serving another term.
 - o **MOTION – Rocky Library – One Member at Large Appointment Three Year Term – January 1, 2011 – December 31, 2014**

c) Parkland Regional Library Board – motion required on Member appointment

- Purpose is to provide representation from the County to the central region on library issues.
- Contact is Ronald Sheppard (403-782-3850).
- Present appointee is Councillor Bryant who was appointed in January, 2009.
- This position was not advertised.
 - o **MOTION – Parkland Library - One Member at Large Appointment**

13. Recreation Boards

a) Caroline and District Recreation and Agricultural Society – motion required on Council/Members appointment

- Purpose is to create and operate recreational programs, services and facilities for the Village and a designated area of the County (typically anything south of Township 37)
- This Board meets once per month.
- Contact person is Debbie Northcott (722-3022).
- Council Appointment (One/One Alternate):
- Present appointee is Councillor Vandermeer and Graham is Alternate.

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

Member at Large Appointments (One Member):

- These members are appointed for a two year term effective January 1st.
- Dennis Benz's term expires December 31, 2011 (appointed in 2009 for a two year term)
- One position was advertised.
 - Dennis Benz (I-8) advised that he is interesting in serving on another term on this board.
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- **MOTION – Caroline and District Recreation and Agricultural Society – One Member at Large Appointment Two Year Term – January 1, 2012 – December 31, 2014**

b) David Thompson – motion required on Council Appointment

- This Board meets once per month (1st Thursday at 7:30 p.m.) at the David Thompson High School.
- Contact person is Doug Bolin, Secretary (729-3554).
- Council Appointments (One/One Alternate):
- Present appointee is Councillor Korver and Alexander is Alternate.

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

c) Nordegg Community Association – motion required for Council appointment

- This Board meets once per month (2nd Wednesday at 7:30 p.m.) at the Nordegg Community Hall.
- Council Appointment (One):
- Present appointee is Councillor Bryant.

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

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

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

- Council Appointment (One/One Alternate):
- Present appointee is Councillor Duncan and Bryant is alternate.

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

Member at Large Appointments (One Member):

- These members are appointed for a one year term effective January 1st.
- Phyllis Loewen's term expires December 31, 2011 (appointed in 2010 for a one year term)
- One position was advertised.
 - o Phyllis Loewen (I-13) advised that he is interesting in serving on another term on this board.
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- **MOTION – Rocky Mountain House and District Recreation, parks and Culture Board – One Member at Large Appointment One Year Term – January 1, 2012 – December 31, 2012**

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

- Purpose is to inspect well sites, pipelines, etc. in terms of reclamation.
- This involves one to five days per year, depending on the amount of reclamation work that is being done in the area.
- Contact is Terrina Perley, Alberta Environment, Red Deer (340-7052).
- Present appointee is a staff member, Kim Nielsen.

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

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

- This Board is a joint Board between the County, Village of Caroline and Town of Rocky Mountain House. It meets once per month (2nd Wednesday at Noon). Next meeting is scheduled for November 10, 2010.
- Contact is Tracy King, Manager (845-3720).
- Council Appointment (Two Members):
- Present appointees are Councillors Duncan and Wymenga.

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

- 16. Rocky R.C.M.P. Community Advisory Committee**
- This Committee develops goals and identifies problems that exist in the community and take on the responsibility of resolving local problems.
 - It meets on monthly basis at 6:00 pm.
 - Contact is Staff Sgt. Bill Laidlaw (845-2881).

 - Council Appointment (One):
 - Present appointee is Councillor Korver.

 - **MOTION – Rocky R.C.M.P. Advisory Committee – One Council Appointment**
- 17. Sundre R.C.M.P. Community Advisory Committee**
- This Committee develops goals and identifies problems that exist in the community and take on the responsibility of resolving local problems.
 - It meets on an irregular basis, as required (approximately once per year).
 - Contact is Staff Sgt. Percy Leipnitz (638-3675).

 - Council Appointment (One):
 - Present appointee is Councillor Graham.

 - **MOTION – Sundre R.C.M.P. Advisory Committee – One Council Appointment**
- 18. Rocky Mountain House Museum and Visiting Center Board**
- This Board coordinates activities within the Center between the Museum Board, Chamber of Commerce and Visiting Center.
 - This Board meets two to three times per year.
 - Contact is the Chamber of Commerce Manager (845-5450)

 - Council Appointment (Two):
 - Present appointees are Councillors Alexander and Wymenga.

 - **MOTION - Rocky Museum and Visiting Center Board – Two Council Appointments**
- 19. Central Alberta Economic Partnership**
- This Committee is a regional committee comprised of central Alberta municipalities who have come together to promote and administer economic development activities in the region. Centered in Red Deer, the Committee has entered into an agreement with the Province to

manage economic development services and computer based municipal information important to the development of industry.

- The Committee meets approximately once per month.
- Council Appointment (One):
- Present appointee is Councillor Vandermeer and Alexander is Alternate.

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

Member At Large Appointment (One):

- Alice Murray was appointed as the Member at Large on behalf of the County in 2005. This appointment is made yearly.

- o **Alice Murray** advised verbally that she is interested in serving another term.

- o **MOTION – Central Alberta Economic Partnership – One Member at Large Appointment**

20. Sundre Petroleum Operators Group – One Council Appointment

- This Committee was formed by industry operating in Caroline/Sundre area to improve industry-community relations.
- The Committee meets on an irregular basis.

- Council Appointment (One):
- Present appointee is Councillor Vandermeer.
- Councillor Graham currently is appointee to Sundre Petroleum Operators Group (SPOG) Board of Directors.

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

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

21. Development Node Planning Committee

- This Committee has the responsibility of developing more detailed plans to direct development in the nodes. The nodes were established along Highway No. 11 to accommodate tourism development near Nordegg.
- The Committee meets on an irregular basis.
- The Committee is comprised of members of government, Joe Baker and one Council representative.

- Council Appointment (One):
- Present appointee is Councillor Bryant.

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

22. Clearwater Regional Emergency Management Committee (CREMA)

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

- Council Appointment (Two Members/One Alternate):
- Present appointees are Councillors Vandermeer, Alexander and Wymenga is Alternate.

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

23. Mayor/Reeve Meetings

- The Central Alberta Mayors/Reeves meet a couple of times per year. The meetings allow dialogue between urban and rural neighbors in an effort to better understand current issues.
- Council Appointments:
- Present appointees is the Reeve and Deputy Reeve.

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

24. North Saskatchewan River Park

- In March, 2002 a Steering Committee was formed for the North Saskatchewan River Park. The Committee was formed to undertake the planning, communication, etc. of the Park.
- Council Appointment (Two):
- Present appointees are Councillors Alexander and Wymenga.

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

25. West Central Alberta Stakeholders

- This Committee was formed by industry/public to improve industry-community relations regarding oil and gas issues.
- The Committee meets on an irregular basis.

- Council Appointment (One):
- Present appointee is Councillor Korver.

○ MOTION – West Central Alberta Stakeholders – One Council Appointment

26. Southern East Slopes Municipal/Provincial Task Force

- The Southern East Slopes Municipal/Provincial Task Force was struck to allow eastern slope municipalities input into the preservation and protection of the Green Area along the Eastern Slopes which are within their municipal boundaries.
- This Committee meets on an irregular basis.

- Council Appointment (Two):
- Present appointees are Councillors Alexander and Wymenga.

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

27. Bighorn Backcountry Standing Committee

- In May, 2003 Alberta Sustainable Resource Development requested the formation of a standing committee, in accordance with the Bighorn Backcountry Access Plan, to assist them with the on-going planning, implementing, monitoring and managing of access in the Bighorn Backcountry.
- The Committee presently meets two to four times per year.
- Contact is Alberta Sustainable Resource Development at 845-8347.

- Council Appointment (One/One Alternate):
- Present appointees are Councillor Duncan and Wymenga is Alternate.

○ MOTION – Bighorn Backcountry Standing Committee – One Council Appointment and One Alternate Appointment

28. Municipal Service Review Committee (CRC Partnership)

- In 2004, the County appointed two members of Council to sit on the Municipal Service Review Committee. This Committee is part of the CRC Partnership. The Committee meets as required.

- Council Appointment (Two):
- Present appointee is Councillors Alexander and Graham.

- **MOTION – Municipal Service Review Committee – Two Council Appointments**

29. David Thompson Bi-Centennial Committee

- In March, 2005, the County appointed a member of Council to sit on the local David Thompson Bi-Centennial Committee. The purpose of this Committee is to plan and oversee events for the David Thompson Bi-Centennial.
- The Committee meets as required and will dissolve in 2009

- Council Appointment (One):
- Present appointee is Councillor Alexander.

- **MOTION – David Thompson Bi-Centennial Committee – One Council Appointment**

30. Interbasin Water Coordinating Committee

- In December, 2006, the County appointed a member of Council to sit on the Interbasin Water Coordinating Committee.
- Contact is Bev Anderson, Manager, 340-7379

- Council Appointment (One):
- Present appointee is Councillor Graham (Earl was appointed by the Red Deer Watershed Alliance)

- **MOTION – Interbasin Water Coordinating Committee – One Council Appointment**

31. West Country Coalition

- In May, 2006, the County appointed a member of Council to sit on the West Country Drug Coalition. This Group includes concerned citizens and the Council appointment is to liaison between the Citizen Committee and Council.
- Contact is the Town of Rocky Mountain House (845-2866).

Council Appointment (One):

- Present appointee is Councillor Korver.

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

32. Physician Recruitment and Retention Committee

- In May, 2007, the County appointed two members of Council and Members at Large to sit on the Physician Recruitment and Retention Committee. This Committee was established to meet informally with prospective physicians to answer any questions regarding all aspects of the community. The Committee meets on a monthly basis with the exception of the summer months, no meetings.
- Council Appointments (Two):
- Present appointees are Councillors Alexander and Bryant.

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

Member at Large Appointments (Two Members):

- There are two member at large appointments – elected annually.
- Rosemary Brown and Jane Charlotte were appointed October, 2009.
- Two positions were advertised.
 - Jane Charlotte (I-3) advised that she is interested in serving another term on this committee.
 - Rose Wymenga (I-1) advised that she is interested in serving another term on this committee.

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

33. Ag. Fieldhouse Committee

- Council Appointments (Three):
- Present appointees are Councillor Wymenga, Alexander and Duncan.

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

34. School Resource Officer Committee

- Council Appointments (One/One Alternate):
- Present appointees are Councillors Duncan and Alexander is Alternate.

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

35. Red Deer River Municipal Users Group

- Council Appointments (One):
- Present appointee is Councillor Graham.

- **MOTION – Red Deer River Municipal Users Group – One Council Appointment**

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

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

41. Non-Point Source Pollution Group

- Council Appointment (Alternate):
- Present appointee is Councillor Graham as Alternate.

- **MOTION - Non-Profit Source Pollution Group – One Alternate Appointment**

42. Words to Action Committee

- Council Appointment (One):
- Present appointee is Councillor Graham.

- **MOTION – Words of Action Committee – One Council Appointment**

43. Common Group Pow Wow Committee

- Council appointments (One/One Alternate) and Member (One):
- Present appointees are Councillor Duncan and Alexander is Alternate and Staff Member Tyler McKinnon.

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

- **MOTION – Common Ground Pow Wow Committee – One Staff Member Appointment**

44. Hospital Committee

- At their October 11, 2011 meeting, Council appointed Councillor Alexander and Bryant to the newly formed Hospital Committee.

45. ACE Committee

- At their October 11, 2011 meeting, Council appointed Councillor Duncan to the newly formed Hospital Committee.

F. FIRE CHIEFS – No Motion Required

- Under the Forest and Prairie Protection Act, all Councillors and the Municipal Secretary are appointed Fire Guardians.
- Fire Chiefs are appointed after their organizational meetings of the area. Council typically follows the recommendation of that meeting.

Regional Headquarters

Regional Fire Chief – Cammie Laird

Regional Deputy – Patrick Oslund
Regional Deputy – Paul Prevost

Leslieville

Battalion Chief – Sheldon Mehlhaff

Condor

District Fire Chief – Ray Moller

Caroline

Acting Battalion Chief – Patrick Oslund

Nordegg

Battalion Chief – Vacant

Rocky Mountain House

District Fire Chief – Archie Richardson

G-i. FORMATION OF AGENDA AND PRIORITIES COMMITTEE

G-ii. APPOINTMENT OF COUNCIL STANDING COMMITTEES

1. CAO Appraisal Committee (2) – Motion Required

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

2. Pest and Weed Control Appeal Board (5 Councillors not on the Agricultural\Service Board) – Motion Required

- The purpose of this Committee is to provide an appeal mechanism as per the provisions of the Agricultural Pests Act and the Weed Control Act.
- Present appointees are Councillors Alexander, Korver, Graham, Vandermeer and Bryant.

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

- The CAAMDC consists of the central zone members of the AAMDC who meet twice yearly. The major purpose of the meeting is to review resolutions that are to be presented at the AAMDC conventions.
- As Director, you are responsible for attending the two central zone meetings as well as the Director's meetings.

- Contact is Ron Leaf.
- Present appointees are the Reeve (Alexander) and Deputy Reeve (Graham), Alternate.
- **MOTION – CAAMDC Director – One Council Appointment and One Alternate Appointment**

AGENDA ITEM

DATE: October 19, 2011
ITEM: Formation of Agenda & Priorities Committee
PREPARED BY: Ron Leaf

BACKGROUND:

I wish to recommend that Council form an Agenda & Priorities Committee.

The purpose of the Agenda & Priorities Committee is to coordinate the long-range, high-level, strategic activities of Clearwater County Council. The Agenda & Priorities Committee also reviews major policy decisions as required.

This Committee will be comprised of all members of Council and meet at least quarterly, or as requested by Council.

Recommendation:

1. That an Agenda & Priorities Committee be established as a Committee of Council
2. That all members of Council be appointed to the Agenda & Priorities Committee.

September 21, 2011

Rose Wymenga verbally confirmed her interest in staying on the Physician Recruitment and Retention Committee.

Hello Marilyn;

I2

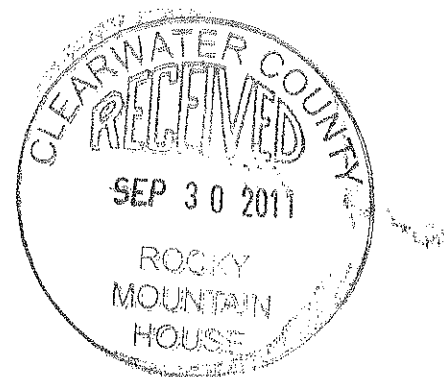
It's getting close to that time of the year where Council appoints public members to the Appeal Board. I have been a member of the Board for several years. I have enjoyed my term with the Board & feel that with my background as a Land Surveyor & Land Planning experience; I have been able to contribute to the process. I will like to continue as a member to the Board, however Betty & I will now be spending a majority of the winter months down south and as such will not in a position to attend potential hearings during winter.

I therefore put forward my name again this year but ask Council to consider my absentee time & if it's deemed to be a potential problem I will understand

For your consideration

Regards, Syd Loeppky

Jane Charlotte
Farmer
RR1 Site 21 Box 13
Rocky Mountain House
AB T4T 2A1



September 27th 2011

Ron leaf
Municipal Manager
Clearwater County

Dear Ron Leaf,

I received your letter asking me to apply to continue serving as a representative on the Physicians Recruitment and Retention Board. I will apply to serve for another year.

Sincerely,

A handwritten signature in cursive script that reads "Jane Charlotte".

Jane Charlotte

Good Evening Christine;

Thanks you for your r-mail! I am interested in a few committees.

I did enjoyed the D/S/E/ Review Appeal Board and would like to put my name in again on this board.

Municipal Planning Commission

Agricultural Service Board and

Rocky Mountain House Municipal Library Board

Again thank you for all your help and sending me this E-mail

Dennis Oelhaupl



October 03, 2011

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

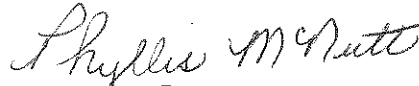
Attention: Christine Heggart
cheggart@clearwatercounty.ca

RE: Rocky Senior Housing Council Board Representative

Dear Christine:

As the current Board Representative on the Rocky Senior Housing Council I wish to apply for another one year term.
My previous credentials remain the same of course:
Experience with Governing Boards during my employment with Rocky Credit Union.
Board Member for the Mountain Rose Women's Shelter Association for 11 years during which time I have served as Secretary, Vice President and President.
Additional credential's now include
One year experience as Board member of Rocky Senior Housing Council.

Yours truly


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

403-845-6423
pkmcnutt@cciwireless.ca

R.R. #3
Rocky Mountain House
Alberta T4T 2A3
October 3, 2011

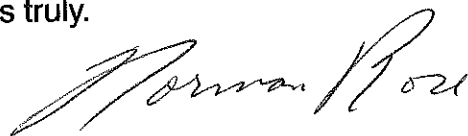
Mr. Ron Leaf
Clearwater County

Dear Sir:

I've enjoyed the last three years on the Ag Service Board and would like to re-apply.

Thank you.

Yours truly,

A handwritten signature in black ink that reads "Norman Rose". The signature is written in a cursive style with a large initial 'N' and 'R'.

Norman Rose



September 12, 2011

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

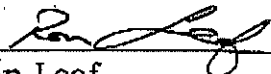
Dear Art:

Thank you for serving as a representative on the Municipal Planning Commission this past year for the County. As you may be aware, appointments are made on an annual basis at the Organizational Meeting, scheduled for October 25, 2011.

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

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

Sincerely,
Clearwater County


Ron Leaf
Municipal Manager

*Yes I wish to continue serving
on the M.P.C. and hereby make
application to do so.*

*Thank you,
Art Terpsma*

Oct. 4/11

Christine Heggart

From: Ron Leaf
Sent: Monday, October 10, 2011 10:20 PM
To: Christine Heggart
Subject: Caroline Rec Brd member

Dennis Benz has indicated he wished to be considered for membership again.

Stan Johnston
Gen. Del.
James R. Bridge
Alta, T0M 1C0

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

Oct. 3, 2011

Attn: Ron Leaf

Re: Development Subdivison Environmental Review Appeal
Board.

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

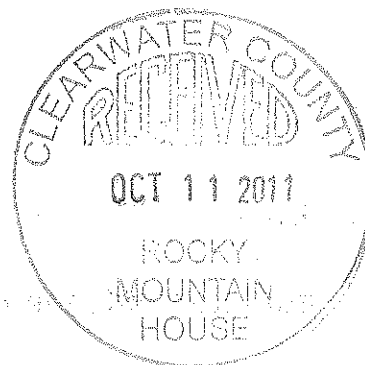
I was a Board member last year (2011) and I am again making
application.

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

Yours truly,



Stan Johnston





September 12, 2011

Wayne Delbcke
Box 12, Site 5, RR1
Rocky Mountain House, AB T4T 2A1

*TU Ron Leaf
From Wayne Delbcke
October 13*

Dear Wayne:

*I would like to be
considered for continued*

Thank you for serving as a representative on the Municipal Planning Commission this past year for the County. As you may be aware, appointments are made on an annual basis at the Organizational Meeting, scheduled for October 25, 2011.

participation on the MPC.


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

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

Sincerely,
Clearwater County

Thank you


Ron Leaf
Municipal Manager



Oct. 10, 2011

Clearwater County

Box 550

Rocky Mountain House AB.

T4T 1A4

Dear Council:

I would like to apply to become a Board member for the Housing Foundation. I have a sincere interest in services and housing in the community. I believe my experience with working for non profit community and social services would give me a good understanding of the needs as well as how providing housing to the community works.

Please consider me for this position or any other volunteer work I could become involved in.

Thank you,

Yours Truly,

Peggy Mackay

R.R. #4 Site 5 Box 16

Brimley AB.

T0C 2J0

403 843 2030 days

403 843 6493 evenings

I live in Clearwater County & own 2 quarters
SW 21 & SW 16 42 - 5 - W5.

Ken Qually
RR 2, Box 11, Site 12
Rocky Mountain House, Alberta
T4T 2A2

October 14, 2011

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

Attention: Christine Heggart

Dear Madam:

Re: County Board Representative: Agricultural Service Board

In response to your advertisement in the October 11th issue of The Mountaineer, please consider this as my application as a representative on the Agricultural Service Board. My knowledge and history regarding the ASB is as follows:

- **I've been involved in agriculture over 50 years, and am still an active farmer.**
- **I've been practicing good stewardship of my farm land – ie attempting to maintain a weed-free operation.**
- **My farm is a cow/calf and hay operation.**
- **I have spent 6 years on the Ag Service Board as a County Councillor representative.**
- **Throughout my 6 years on the Ag Service Board, I attended many educational seminars and conferences which broadened my understanding of the requirements , services and functions of the Ag Service Board.**
- **I am now retired and have the time, knowledge and desire to represent the County on this Board.**

I am excited about the opportunity to be a representative on this Board and look forward to your support and subsequent response.

Sincerely,


Ken Qually
403-844-4463



Phyllis L. Loewen
Box 1071
Rocky Mountain House, Alberta T4T 1A8
403.845.6208



October 17, 2011

Clearwater County
Box 550
Rocky Mountain House Alberta
T4T 1A4

Dear Council Members:

RE: Application for Recreation Board

Please accept this letter as my application for the County position on the Town Recreation Board. I have enclosed my resume for your perusal.

I appreciate the opportunity to represent the County on the Town of Rocky Mountain House Recreation Board. I have held the County seat's position for three terms and I wish to continue to represent the County.

Thank you for considering me for this position.

Yours Truly,

A handwritten signature in cursive script that reads 'Phyllis Loewen'.

Phyllis Loewen

Encls.

Resume of Phyllis L. Loewen
Box 1071
Rocky Mountain House, Alberta T4T 1A8
403.845.6208

RELEVANT EXPERIENCE

Management/Supervisory

- Supervised, scheduled and motivated staff and residents
- Assisted in advertising, screening, interviewing, hiring and firing of staff
- Responsible for department and activity budgets from \$10,000 - \$70,000
- Developed and maintained policy and procedure manuals for Recreation and Volunteer Departments
- Developed manual on motivation for handicapped and disabled residents
- Responsible for orientation of staff
- Scheduled staff as per contractual guidelines
- Determined and strived to achieve departmental goals and objectives on an ongoing basis.

Teaching/Instructing

- Conducted recreation and sports clinics for all age groups
- Provided one-on-one instruction to individuals and groups; residents, staff, athletes and general interest groups
- Regularly conducted clinics nationally and internationally for athletes and coaches
- Planned, organized, supervised and implemented recreational programs
- Evaluated and documented progress of students and residents
- Co-ordinated seasonal special events and sporting events/tournaments
- Assessed residents for placement in programs
- Evaluated and tested athletes for advancement
- Coached athletes from developmental to high performance

Interpersonal/Communication

- Sound written and verbal communication
- Able to work well with people of all ages and abilities
- Established and maintained successful working relationships with all co-workers, supervisors, committee members and other professionals
- Regularly participated in administrative, interdepartmental and interdisciplinary meetings
- Displayed empathy, tact, patience and understanding in dealing with residents and families
- Demonstrated ability to communicate well with all types of individuals, community agencies, advisory boards and professionals
- Discreetly handled resident and personnel information on a regular basis

Phyllis L. Loewen
Page 2

EMPLOYMENT HISTORY

1986 - 2004	Recreation Therapist Rocky Mountain House Hospital & Care Centre Rocky Mountain House, Alberta
1980 – 1986 1977- 1979 1967 – 1972	Recreation Therapist Assistant Michener Centre Red Deer, Alberta
1963 – 1967 1961 – 1963	Athletic Supervisor Playground Supervisor/Community Program Director City of Red Deer Recreation Department Red Deer, Alberta

EDUCATION

1975 – 1997	Levels I, II and III National Coaching Certification Program
1963	Certificate in Recreation Provincial Recreation School University of Alberta Edmonton, Alberta
1963 – Present	Attend numerous continuing education courses, including leadership, recreational development and general interest courses.

ACHIEVEMENTS/COMMUNITY INVOLVEMENT

2004 – Present	County Representative on Town of Rocky Mountain House Recreation Board
2007	Mayor's Recognition Award, Rocky Mountain House
1997	President, Alberta Amateur Speed Skating Association
1996	Canada Day Citizen Award, Rocky Mountain House
1992	Inducted into the Alberta Sports Hall of Fame
1990 – 1991 – 1992	Canadian Speed Skating Recognition in Coaching, Officials, Administration
1984 – 1993, 1997 - 1985	Member, Nominating Committee for Outstanding Speed Skater for Alberta Level IV National Referee for Speed Skating
1984 – 1993	Vice President, Alberta Speed Skating Association Advanced Program
1981	Inducted into Canadian Speed Skating Hall of Fame
1977 – 1979	Member, Board of Directors, Rocky Mountain House Co-op
1975 – 1977	Past President, Everdell Community Association
1967 – 1969	Member, Board of Directors, Red Deer Athletic Association
1966 – 1968	Member of European Handball Team
1964 – 1968	Member, Canadian National Olympic Team
1957 – 1970	Holder of National Speed Skating records

Phyllis L. Loewen
Page 3

INTERESTS

Hockey, baseball and football spectator; water skiing and snow skiing, hunting, reading, live theatre, coaching sports

REFERENCES

Available upon request

RR # 1
Rocky Mountain House, AB T4T 2A1
September 15, 2011

Mr. Ron Leaf, Municipal Manager
Clearwater County
Box 550
Rocky Mountain House, AB T4T 1A4

Dear Mr. Leaf:

Thank you for your letter dated September 15, 2011 regarding my term on the Rocky Mountain House Library Board. I would like to submit my name for re-appointment to that Board effective January 1, 2012. I am currently serving my second term and would like to continue for one more, thus completing the allowable three terms.

I have thoroughly enjoyed supporting the Rocky Mountain House Public Library while working to ensure the successful operation of this very valuable facility. Throughout my time on the Board, I have faithfully attended the monthly meetings and worked diligently on the Personnel and Policy Committees. The committee work has necessitated attendance at additional meetings along with at home research and preparation. I am currently Vice Chairman of the Board and have often filled in as recording secretary at meetings when that person was unable to attend.

At present, our Board consists of several new participants. We will be losing our long-serving town member this fall, leaving me a senior representative. I feel my seniority is a distinct asset to the Board. I am also a strong team player, willingly accepting all my responsibilities while valuing the contributions of others.

I trust that Council might allow me to continue to put my enthusiasm and skills to good use in working on the Rocky Mountain House Public Library Board.

Respectfully submitted,
Marianne Cole

cc.Christine Heggart