

CLEARWATER COUNTY COUNCIL AGENDA
October 11, 2016
9:00 A.M.
Council Chambers
4340 – 47 Avenue, Rocky Mountain House, AB

- 9:15 A.M. Delegation: Rocky Organization for Animal Rescue Society – Kendra Reap**
- 9:30 A.M. Delegation: Family and Community Support Services - Andrea Vassallo, Manager**
- 10:15 A.M. Delegation: RCMP Rimbey Detachment Commander – Sgt. Kurtis Pillipow**
RCMP Sundre Detachment Commander – Sgt. Jim Lank
- 11:15 A.M. Delegation: Clearwater Highway Patrol – Sgt. Terri Miller**

A. CALL TO ORDER

B. AGENDA ADOPTION

C. CONFIRMATION OF MINUTES

1. September 27, 2016 Regular Meeting Minutes

D. COMMUNITY & PROTECTIVE SERVICES

1. Parkland Regional Library Proposed 2017 Budget
2. 9:15 A.M. Roar Society
3. 9:30 A.M. Family and Community Support Services
4. 10:15 A.M. Rimbey/Sundre RCMP Detachments – Quarterly Reporting
5. 11:00 A.M. Clearwater County Highway Patrol Interim Report

E. CORPORATE SERVICES

1. Outstanding Tax Revenue for 2016
2. Penalty Waiver Request

F. MUNICIPAL

1. Revised Procedure Bylaw 954/12

G. INFORMATION

1. CAO's Report
2. Public Works Director's Report
3. Councillor's Verbal Report
4. Accounts Payable Listing
5. Councillor Remuneration

H. IN CAMERA*

1. Labour

* 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, Sections 21(1)(ii); 24(1)(a)(c) and (g); 25(1)(c)(iii); and 27(1)(a)

I. ADJOURNMENT

POSTPONED ITEMS

<u>Date</u>	<u>Item, Reason and Status</u>
03/08/16	087/16 Condor Community Centre Grant Request STATUS: Pending Information, Community & Protective Services/Public Works



AGENDA ITEM

PROJECT: Parkland Regional Library 2017 Proposed Budget – Requested Approval		
PRESENTATION DATE: October 11, 2016		
DEPARTMENT: Culture / CPS Division	WRITTEN BY: Ted Hickey	REVIEWED BY: R. Leaf, CAO
BUDGET IMPLICATION: <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 (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: 2: Well Governed and Leading Organization	PRIORITY AREA: 2.1, 2.2, 2.3, 2.5, 2.5	STRATEGIES: 2.1.1, 2.2.1, 2.2.3, 2.3.1, 2.3.2, 2.5.1, 2.5.4
ATTACHMENTS Parkland Regional Library Proposed Budget 2017		
RECOMMENDATION: That Council approves the Parkland Regional Library 2017 Proposed Budget.		

BACKGROUND:

Parkland was the first regional library in Alberta, created in 1959 that now has a network of 49 public libraries across central Alberta, serving over 200,000 residents. Parkland Regional Library is governed by a board of 64 municipalities that includes Clearwater County.

Clearwater County and the Parkland Regional Library maintain an agreement for services and funding. To date the Administration has been advised of several of the 64 plus municipalities approving the 2017 budget requested. It is also of note that a few municipalities have requested revisions to the 2017 budget requested.

Parkland Regional Library has requested that Clearwater County Council approve its request of a 2% increase to the annual funding for 2017 and prove

notification of Council's decision by November 1, 2016. Ron Sheppard, Director of Parkland Regional Library, will attend Council on Tuesday to answer any questions.

Implications of Council's approval will result in a 2% increase in the 2017 Parkland Regional Library funding that will result in the continued services provided within Clearwater County.

	<u>2016</u>	<u>2017</u>
Cost per Capita	\$ 7.88	\$ 8.04

Clearwater County 2017 Budget Allocation:

	<u>2016</u>	<u>2017</u>
PRL Budget	\$ 96,752	\$ 98,687 (Estimated at 2% Increase)

Options for Council's Consideration:

1. Council not approve the Parkland Regional Library 2017 budget.
2. Council approve the Parkland Regional Library 2017 budget.
3. Council request the Parkland Regional Library Board to make revisions to the Parkland Regional Library 2017 budget to a reduced target amount to one determined by Council.



PROPOSED BUDGET 2017

Proposed 2017 Budget
PARKLAND REGIONAL LIBRARY

Present
Budget

	2016	2017
INCOME		
1 Provincial Grant	963,195	987,432
2 Membership Fees	1,637,910	1,689,091
3 Rural Library Services Grant	428,077	428,737
4 Interest Income	40,000	35,000
5 FN Provincial Grant	0	101,250
TOTAL INCOME	3,069,182	3,241,510
LIBRARY MATERIALS		
1 Book Allotment PRL	271,260	237,404
2 Rural Library Services Grant	428,077	428,737
3 Cataloguing Tools	3,700	4,000
4 Large Print Books	13,000	13,000
Econtent		
5 eContent materials Allotment	38,500	92,000
6 eContent Platform fees, Subscriptions	27,000	17,750
7 Periodicals	1,800	1,975
8 Audio Book Materials	5,500	5,500
9 Reference Materials	6,000	6,000
10 Programming Boxes	750	750
11 Library Computers	68,648	63,027
12 FN Provincial Grant expenses	0	20,000
TOTAL LIBRARY MATERIALS	864,235	890,143
COST OF SERVICES		
1 Audit	15,000	14,000
2 Bank expenses	500	1,500
3 Bank Investment Fees	4,500	4,500
4 Building-Repairs/Maintenance	28,000	28,000
5 Communications/Marketing/Advocacy	5,000	7,000
6 Computer Maint.Agree. Software licenses	149,560	145,000
7 Continuing Education	20,000	20,000
8 Dues/Fees/Memberships	11,000	11,000
9 Freight	7,500	7,500
10 Insurance	15,500	15,500
11 Internet Connection Fees	20,160	23,500
12 Janitorial expense	27,500	29,000
13 Legal/Consulting/Advocacy	2,000	2,000
14 Outlets - Contribution to Operating	800	800
15 Photocopy	9,000	9,000
16 Postage	5,000	6,000
17 Postage Reimbursement	3,500	8,000
18 Promotion/Trade Shows/Publicity	6,500	6,500
19 Recruitment/Advertising	1,500	1,500
20 Salaries	1,392,944	1,498,321
21 Salaries - Employee Benefits	299,483	325,885
22 Supplies/Stationery/Processing/Recon	40,000	40,861
23 Telephone	13,000	13,000
24 Travel	13,000	15,000
25 Trustee expense	21,000	25,000
26 Utilities	37,000	37,000
27 Vehicle expense	41,000	41,000
28 Workshop/Training expense	15,000	15,000
TOTAL COST OF SERVICES	2,204,947	2,351,367
TOTAL Expenses (library materials & cost of service)	3,069,182	3,241,510
Surplus/Deficit		0
AMOUNT PER CAPITA REQUISITION	7.88	8.04
		2%

Notes for the Parkland Regional Library Budget 2017

Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library Agreement. According to clause eight of the agreement – Library System Budget:

- 8.1 The PRL Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]*
- 8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRL Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRL Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.*
- 8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*
- 8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRL Board.*
- 8.5 The PRL Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.*
- 8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.*

Generally speaking, PRL budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level.

PRL's budget projections for 2017 use the information supplied by the Public Library Services Branch, Alberta Municipal Affairs. For 2017, we project that the provincial operating grant to regional systems will remain at \$4.70 per capita and \$5.55 per capita for the rural library service grant. We also assume that grant levels will be based on 2015 population statistics.

The budget for 2017 is a conservative budget with respect to operations. One of Parkland's major pressures has been to pay for the increasing demand for eContent.

Points within the budget to note include:

Under Income:

- For budgeting purposes, the provincial operating grant for regional systems is calculated using 2015 population statistics and \$4.70 per capita (line 1).
- First Nations (FN) Provincial Grant income is new (line 5). This grant is calculated at \$10.25 per capita and is based on a total reserve residence population of 9,878. This grant is supposed to be ongoing.

Under Library Materials:

- PRL Book Allotment (line 1) has been reduced by seventeen cents to \$1.13 per capita. Funds from Book Allotment are being reallocated to support eContent (line 5).
- Line 6, eContent Platform fees Subscriptions has been reduced since Parkland no longer participates in the TAL Core of databases. Instead additional funding has been allocated to line 5, to pay for eContent.
- Line 12, First Nations (FN) Provincial Grant expense is also new. This money is set aside to provide for services specific to First Nations communities in our area.

Under Cost of Service

- The lines for staff salaries and benefits have been increased in 2017. See lines 20 and 21. Line 20 supports a revised wage and salary grid with its incremental increases.

In section 1 of the Budget Supplement document that follows the budget notes, you will see there is one vehicle being purchased in 2017. In the same section, there are three transfers from the Technology reserve. These are: \$41,500 to pay for routine, planned PRL computer hardware purchases, another \$80,000 to pay for computers for member libraries and finally \$115,000 to pay for replacement SuperNet CED units for member libraries and HQs.

In section 3 of the Budget Supplement is the amount of \$63,027 that will be transferred into the Technology Reserve (matching line 11 in the Budget under Library Materials).

Section 5 of the Budget Supplement shows no transfers from operating to increase reserve levels. Given our current reserve levels, we have temporarily suspended budgeting for the Vehicle and Technology Reserves.

Section 6 of the Budget Supplement, shows the estimated amount needed to cover off the amortization expense for purchases made prior to Dec 31, 2008 before the Amortization Reserve was created.

Brief Notes – September 2016**INCOME**

1. Estimate, based on announcement from the Public Library Services Branch (PLSB)
2. Estimated requisition to municipalities to balance budget
3. Estimate, based on the announcement from PLSB
4. Reduced to reflect the anticipated returns on investments
5. New grant from the PLSB to provide system services to First Nations reserve residents calculated at \$10.25 per capita.

LIBRARY MATERIALS

1. Reflects allotment rate of \$1.13 per capita for 2017
2. Grant estimate, based on information from the PLSB
3. Based on actual with a slight increase in 2017
4. Held at the 2016 amount
5. Line reflects materials allotment for the purchase of eContent
6. Line to pay for platform fees/subscriptions for eContent
7. Increased slightly in 2017
8. Held at the 2016 amount
9. Held at the 2016 amount
10. Held at the 2016 amount
11. Line decreased slightly – based on current population
12. New line created to ensure funding is available for outreach activities and services to First Nations (FN) reserve residents.

COST OF SERVICES

1. The fee for 2017 is \$14,000
2. Increased to \$1,500 - to cover the cost of cheques with an increase to allow staff to explore additional service options such as electronic banking services
3. Held at \$4,500
4. Held at \$28,000 - based on four-year averages
5. Line used by Parkland staff to provide tools for marketing, advocacy and other initiatives for PRL and member library staff and boards – increased to \$7,000
6. For software maintenance agreements and subscriptions - line decreased due to some savings found, includes the maintenance fee for our website, the Microsoft Office suite of software for PRL and member library computers, PRL's management of wireless networks and other software for Parkland and member libraries
7. Held at \$20,000
8. Held at \$11,000 – to cover PRL's cost to belong to member organizations
9. Held at \$7,500
10. Held at \$15,500 based on estimates
11. Based on a contract with Platinum – increased to cover expended demand for additional internet bandwidth
12. Increased slightly to \$29,000 – includes snow removal, yard maintenance, janitorial services and small repairs
13. Line used to pay for external consultants and cover legal fees – held at 2016 level
14. Held at \$800
15. Held at 2016 level
16. Increased slightly \$6,000 – based on four year averages
17. Increased by \$4,500 due to an increase in use of the ship-to-patron mail delivery service
18. Held at \$6,500
19. Held at \$1,500
20. Increased to reflect predicted staff salary costs based on current staff levels and a revised salary grid
21. Increased to reflect predicted staff benefits costs based on current staff levels
22. Based on a six-year review and using an average – includes minor technology purchases, held at 2016 level of \$40,000 with a small addition to balance the budget
23. Held at 2016 level of \$13,000
24. Increased slightly to \$15,000
25. Increased to \$25,000 to support trustee activities
26. Based on five-year averages – held at 2016 level
27. Based on anticipated maintenance costs for three vehicles and fuel with a cushion to account for fluctuations in fuel prices – held at 2016 level of \$41,000
28. Held at 2016 level of \$15,000 used for projects for training library managers and staff, and library conference expenses

Complete Notes to the 2017 Budget

Proposed 2017 Budget PARKLAND REGIONAL LIBRARY

	Present Budget	
	2016	2017
INCOME		
1 Provincial Grant	963,195	987,432
2 Membership Fees	1,637,910	1,689,091
3 Rural Library Services Grant	428,077	428,737
4 Interest Income	40,000	35,000
5 FN Provincial Grant	0	101,250
TOTAL INCOME	3,069,182	3,241,510

Income – line details

- 1. Provincial Grant:* for budgeting purposes, the provincial operating grant rate for regional systems is based on information from the Public Library Services Branch (PLSB) that the grant for regional systems will be calculated using 2015 population statistics at \$4.70 per capita - this rate is subject to change annually.
- 2. Membership Fees:* \$8.04 per capita – requisition to municipalities to balance budget.
- 3. Rural Library Services Grant:* grant received from Alberta Municipal Affairs for service to rural residents, based on the membership in PRL of municipalities and municipal districts which do not appoint a library board – the grant passed directly to libraries, as directed by these municipalities. Based on information from the PLSB, the grant will be calculated using 2015 population statistics at \$5.55 per capita – see line 2 under Library Materials.
- 4. Interest Income:* estimate based on the returns from the RBC Dominion investment program, the Servus Credit Union short-term

investments, and current bank account – reduced slightly to reflect the anticipated returns on investments.

5. FN Provincial Grant:

This is a new grant from the PLSB which is supposed to be ongoing. It is calculated at \$10.25 per capita based on First Nations (FN) reserve residents found within Parkland's regional borders. The grant is to provide system level services to FN reserve residents with some expectation that regional systems will engage in outreach activities to FN communities.

	2016	2017
LIBRARY MATERIALS		
1 Book Allotment PRL	271,260	237,404
2 Rural Library Services Grant	428,077	428,737
3 Cataloguing Tools	3,700	4,000
4 Large Print Books	13,000	13,000
Econtent		
5 eContent materials Allotment	38,500	92,000
6 eContent Platform fees, Subscriptions	27,000	17,750
7 Periodicals	1,800	1,975
8 Audio Book Materials	5,500	5,500
9 Reference Materials	6,000	6,000
10 Programming Boxes	750	750
11 Library Computers	68,648	63,027
12 FN Provincial Grant expenses	0	20,000
TOTAL LIBRARY MATERIALS	864,235	890,143

Library Materials Expenditures - line details

1. *Book Allotment PRL:* reflects allotment rate of \$1.13 per capita. Reallocated after consultation with member libraries to fund the increased demand for eContent (see line five under Library Materials).
2. *Rural Library Services Grant:* provincial grant received by PRL for municipalities and municipal districts that do not have library boards but are members of the system – per membership agreement, the grant is passed back to the libraries as determined by the municipalities – see line 3 under income.
3. *Cataloguing tools:* based on actual with a slight increase – includes a number of electronic resources such as Library of Congress classification web, Web Dewey, and BookWhere; among other resources, all of which are used to prepare books and other materials for libraries.
4. *Large Print Books:* held steady at 2016 level.

- 5. eContent Materials Allotment:* allotment for 3M eBooks, Zinio Magazines, One Click digital eAudiobooks, hoopla, and potentially other eContent. Hoopla use has increased greatly as has the demand for ebooks.
- 6. eContent Platform fees and Subscription fees:* to pay for platform fees for 3M ebooks, Novelist, Novelist Select subscriptions, or other eContent.
- 7. Periodicals:* increased very slightly; includes public performance rights licensing fee.
- 8. Audiobook Materials* held at 2016 level – to support the physical audio collection.
- 9. Reference Materials.* held at 2016 level – to purchase limited amounts of reference material for use by PRL staff and member libraries. eResources for reference and professional development purposes can also be purchased using this line.
- 10. Programming Boxes.* held at 2016 level - to refresh and build new programming kits to use for programming in member libraries.
- 11. Member Library Computers (New):* income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected. Calculated at thirty cents per capita.
- 12. FN Provincial Grant Expense:* line to provide funding for FN outreach initiatives and funded through the FN Provincial Grant (see line 1 under income).

		2016	2017
COST OF SERVICES			
1	Audit	15,000	14,000
2	Bank expenses	500	1,500
3	Bank Investment Fees	4,500	4,500
4	Building-Repairs/Maintenance	28,000	28,000
5	Communications/Marketing/Advocacy	5,000	7,000
6	Computer Maint. Agree. Software licenses	149,560	145,000
7	Continuing Education	20,000	20,000
8	Dues/Fees/Memberships	11,000	11,000
9	Freight	7,500	7,500
10	Insurance	15,500	15,500
11	Internet Connection Fees	20,160	23,500
12	Janitorial expense	27,500	29,000
13	Legal/Consulting/Advocacy	2,000	2,000
14	Outlets - Contribution to Operating	800	800
15	Photocopy	9,000	9,000
16	Postage	5,000	6,000
17	Postage Reimbursement	3,500	8,000
18	Promotion/Trade Shows/Publicity	6,500	6,500
19	Recruitment/Advertising	1,500	1,500
20	Salaries	1,392,944	1,498,321
21	Salaries - Employee Benefits	299,483	325,885
22	Supplies/Stationery/Processing/Recon	40,000	40,861
23	Telephone	13,000	13,000
24	Travel	13,000	15,000
25	Trustee expense	21,000	25,000
26	Utilities	37,000	37,000
27	Vehicle expense	41,000	41,000
28	Workshop/Training expense	15,000	15,000
TOTAL COST OF SERVICES		2,204,947	2,351,367

Cost of Services – line details

1. *Audit.* 2016 based on actual.
2. *Bank Expenses:* increased by \$1,000 to cover the cost of cheques and other new banking services including enhanced electronic services.
3. *Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on actual charges – held at 2016 level.
4. *Building-Repair/Maintenance:* based on repairs expected in aging building with known ongoing problems – held at 2016 level based on four-year averages.
5. *Communications/Marketing/Advocacy.* this line is used by Parkland staff to provide tools for marketing, advocacy and other initiatives for PRL and member library staff and boards – increased by \$2,000 to pay for offsite office space rented for PRL's communications staff.
6. *Computer Maint. Agree. Software Licenses:* for software maintenance agreements and subscriptions – line covers, but not limited to, the Microsoft suite of software for PRL and member library computers, website software, PRL's management of wireless networks, and licensed services for the Horizon integrated library system.
7. *Continuing Education:* funds PRL staff to attend the Alberta Library Conference, plus other conferences, workshops, seminars, technology courses, and other continuing education activities – held at \$20,000.
8. *Dues/Fees/Memberships.* memberships may include, but are not necessarily limited to: LAA, ALTA, AALT, PLA, AAMD&C, ALA, APLAC, and TAL – based on actual, held at 2016 level.
9. *Freight.* vendor freight costs for allotment, in-house collections and shipment of computers for repairs and/or replacement parts – held at 2016 level.
10. *Insurance.* includes the building, contents, outlet contents, general liability, bond and crime – held at 2016 level, using an average of actual costs.

- 11. Internet Connection Fees:* for internet service provision to Parkland HQ and member libraries –increased to meet anticipated demands for additional bandwidth.
- 12. Janitorial Expense:* slight increase – also includes snow removal, yard maintenance, and small repairs.
- 13. Legal/Consulting/Advocacy:* line used to pay for external consultants and cover legal fees – held at 2016 level.
- 14. Outlet - Contribution to Operating:* amounts set by board policy, up to \$200 annually, if local library outlet sponsor provides matching funds – held at \$800.
- 15. Photocopy:* has been held at 2016 level – reflects actual costs.
- 16. Postage:* slight increased - based on actual costs.
- 17. Postage Reimbursement:* increased significantly, based on actual and estimates – reflects increased use of the “ship-to-patron” service.
- 18. Promotion/Trade Shows/Publicity:* held at 2016 level, includes, but not limited to, printing systems’ brochures and hospitality expenses for ALC, AUMA and AAMD&C conventions, plus gifts/donations, flowers for libraries’ anniversaries, and promotional items.
- 19. Recruitment/Advertising:* line used for advertising job vacancies, assisting prospective candidates with travel costs for interviews, and new employees with moving expenses where needed – line held at \$1,500.
- 20. Salaries:* estimated at the maximum level and increased to support a new wage and salary grid. The budget reflects the possibility of all eligible staff members moving up on the grid after receiving a satisfactory performance appraisal.

- 21. Salaries-Employee Benefits:* increased on the basis of all eligible staff members being provided full benefits including LAPP and Blue Cross.
- 22. Supplies/Stationery Processing/Recor:* includes, but not limited to, book-related supplies as well as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, building supplies, and stationery supplies, small non-capital IT items as needed such as monitors and bar code scanners – based on a six-year review and held at 2016 level with a small addition to balance the budget.
- 23. Telephone:* includes line charges, toll free numbers, mobile telephones, and long distance costs – held at \$13,000.
- 24. Travel:* includes consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement to staff when not using the PRL staff vehicle) – based on actual and estimates, increased to \$15,000.
- 25. Trustee Expense:* includes costs for a 10 member executive committee meeting approximately 8 or 9 times a year, and 4 trustees attending the Alberta Library Conference; additional expenses include \$100 half day/\$200 full day honorarium and mileage reimbursement is paid for committee meetings (includes meetings the board chair attends such as the Systems Directors and Chairs meetings) – increased to \$25,000.
- 26. Utilities:* based on five-year averages – held at \$37,000.
- 27. Vehicle Expense:* includes fuel with a cushion to account for fluctuation in fuel prices, insurance, and repairs for two cargo vans and a vehicle for staff use – based on averages, held at 2016 level of \$41,000.
- 28. Workshop/Training:* includes costs for all workshops and training activities hosted or planned by PRL staff for member libraries regardless of whether they are held at PRL or other locations – held at \$15,000.

**Proposed 2017 Budget
PARKLAND REGIONAL LIBRARY**Present
Budget

	2016	2017
TOTAL INCOME	3,069,182	3,241,510
TOTAL LIBRARY MATERIALS	864,235	890,143
TOTAL COST OF SERVICES	2,204,947	2,351,367
TOTAL EXPENSES	3,069,182	3,241,510
Surplus/Deficit		0
AMOUNT PER CAPITA REQUISITION	7.88	8.04
		2%

Budget Supplement

Explanation points to the 2017 Budget dealing with Capital Assets, Amortization and Reserves.

Staff make all applicable computer and vehicle purchases directly from reserves.

For IT purchases, PRL has a very detailed Technology Replacement Schedule as it relates to maintaining our current IT infrastructure and the purchase of computers for member libraries. Based on PRL's Technology Replacement Schedule, items being identified as needing to be replaced or newly acquired will have their costs estimated with the funds required for purchase included in the notes section of the Budget Supplement document. This amount will be shown as coming from the Technology Reserve. The expense for amortization will be allocated and the residual value set aside in the Amortization Reserve.

There is one planned vehicle purchase in 2017.

In passing the budget, Board members are approving the movement of funds between reserves and operating as defined on the following pages and based on policy. Capital assets are now purchased from reserves.

Parkland Regional Library
Budget Supplement - Movement of Funds

Explanation points to the 2017 Budget dealing with Capital Assets, Amortization and Reserves. In passing the budget you agree to the movement of funds between reserves and operating as defined below and based on policy. Capital assets will now be purchased from reserves.

1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME	2017
Amortization Reserve	
Anticipated funds required to cover current portion of amortization expense from prior years (Jan 1, 2009 forward)	59,730.00
<i>(actual amount will be affected by asset disposals during the year)</i>	
Vehicle Reserve	
Anticipated funds required to purchase new vehicles	30,500.00
<i>(actual amount will be based on exact purchase price in the year)</i>	
Technology Reserve	
Anticipated funds required to purchase PRL computer hardware	41,500.00
Anticipated funds required to purchase member library computers	80,000.00
Anticipated funds required to purchase member libraries Wireless equipment	0.00
*Anticipated funds required to purchase member libraries SuperNet CED units	115,000.00
<i>(actual amount will be based on exact purchase price in the year)</i>	
	326,730.00
*Parkland has applied for a Community Initiative Program Grant in the hope of offsetting these costs.	
2 INCOME FROM THE SALE OF CAPITAL ASSETS	
Vehicle selling price	8,500.00
<i>(actual amounts will be based on exact selling price in the year)</i>	
	8,500.00
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES	
Amortization Reserve	
Residual Amortization anticipated - Vehicle purchases	21,350.00
Residual Amortization anticipated - Technology purchases	29,050.00
<i>(actual amounts will be based on exact purchase amounts in the year)</i>	
Vehicle Reserve	
Proceeds from the sale of vehicles	8,500.00
<i>(actual amounts will be based on exact selling price in the year)</i>	
Technology Reserve	
Budgeted for member library computers	63,027.00
	121,927.00
4 CAPITAL ASSET EXPENSE ALLOCATION	

Current Amortization estimated - Vehicle purchases	9,150.00
Current Amortization estimated - Technology purchases	12,450.00
<i>(actual amounts will be based on exact purchase amounts in the year)</i>	

Amortization - Capital asset expense

Amortization expense anticipated from prior years (Jan 2009 forward)	59,730.00
<i>(actual amount will be affected by asset disposals during the year)</i>	

81,330.00

5 Budgeted expense to build reserves and use for current and ongoing capital purchases

Vehicle Reserve

Policy budget item- movement of \$5,000 per vehicle to the Vehicle Reserve	0.00
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Technology Reserve

Policy budget item - to fund Technology purchases	0.00
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0.00

6 Unrestricted Operating Fund - as needed to balance at year end

Current Amortization expense anticipated - purchases from years previous to Dec 31, 2008	19,043.00
<i>(actual amounts will be based on exact disposals amounts in the year)</i>	



AGENDA ITEM

PROJECT: Delegation - Rocky Organization for Animal Rescue (ROAR) – Kendra Reap, President		
PRESENTATION DATE: October 11, 2016		
DEPARTMENT: Community Services / CPS Division	WRITTEN BY: Ted Hickey	REVIEWED BY: R. Leaf, CAO
BUDGET IMPLICATION: <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 (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: Policy: _____		
STRATEGIC PLAN THEME: 2: Well Governed and Leading Organization	PRIORITY AREA: 2.2,	STRATEGIES: 2.2.1, 2.2.3
ATTACHMENTS: ROAR Correspondence		
RECOMMENDATION: That Council receives this report as information and provides direction to the Administration regarding 2017 budget preparation and ROAR funding.		

BACKGROUND:

ROAR Society is a non-profit organization dedicated to the rescue of stray and unwanted animals in Rocky Mountain House and surrounding areas including but not limited to: Nordegg, Leslieville, Eckville, Condor, and Caroline.

ROAR regarded as a last resort, when all other possibilities have been exhausted, for pet owners who cannot find homes and can no longer care for their pets.

ROAR depends on donations and sponsorships to meet annual costs of operations.

ROAR'S President, Ms. Kendra Reap, will provide Council additional information regarding ROAR, Services provided and a request for consideration in 2017 support funding from Clearwater County.



P.O. Box 2098 Rocky Mountain House, AB T4T 1B5
Phone: 403-844-6024 E-Mail: roarsociety@yahoo.ca Website: www.roarsociety.com

September 29, 2016

Dear Clearwater County Council,

As President and Vice-President of Rocky Organization for Animal Rescue Society herein referred to as ROAR Society, we are writing to request a continuation of grant funding on behalf of our local animal rescue group. As council gets ready to make their budget for the upcoming 2017 year, ROAR would like to request that council put aside \$10,000.00 of the animal control budget for our group. This amount would greatly assist in helping to sustain what the Organization is providing to the County with regards to solutions for County generated animal issues.

We have also included with this letter documents supporting our intake and call numbers from the County through 2015 and to August 31, 2016. It is our hope that this can give a brief overview of the work we are doing here in the County and why we are requesting this amount of grant funding.

If required, we would be available to make a presentation to your council showing what growth and progress the ROAR Society has achieved as well as supporting information as to what our group is doing to make a significant, positive impact on the animal control issues for the County; as such why we feel we should be allotted a portion of funds that is designated for animal control.

Sincerely,

Kendra Reap

President

Ashley Johnson-Campbell

Vice-President

The following page shows a breakdown of the total animals put through ROAR Society's adoption system as well as what number of those animals originate from the County.

These numbers DO NOT include animals we facilitate, take in, care for and are claimed back by owners. To include these claimed animals, dog numbers would roughly double. Claimed cats are significantly lower but we have 15-20 per year we help get back to owners.

We have also included a break down of our annual call volume for total calls and what portion of the total is generated from the County. These calls include complaint calls, such as barking/harassment, animal at large, lost and found animals, etc.

We also receive a tremendous amount of emails, and online contact via Facebook, etc. many of which are received regarding County issues. At this time we do not log or track this type of communication.

Our numbers generally fluctuate slightly year to year but we can plan on having 5-10 unclaimed dogs and 80-110 unclaimed cats come through our system from Clearwater County per year. In addition to this we can expect to field and/or direct 150-250 calls generated from Clearwater County each year.

Over the years ROAR Society has developed a local, reliable resource for County residents to turn to when needing assistance and options with County generated animal issues. This service is strongly supported by many and it is the Organizations goal to reduce animal issues within the communities in Clearwater County through education, compassion, population control and quality alternative solutions for residents. Over the past 4 years we have seen a positive impact from this approach and feel that our presence here in the County has made a difference. The Organization wishes to continue to grow and have positive impact here in the County. It is our hope that the County Council can find the value in this service the group is providing and help to make our impact stronger by providing grant funding to help sustain and support the ROAR Society's service here in the County of Clearwater.

Again, we are more than happy to present to Council information on what our group is doing as well as to answer any question Council may have for us.

Sincerely,

Kendra Reap

President of ROAR Society

403-844-6024

587-444-0278

roarsociety@yahoo.ca

Intake Totals for 2015

January 1-December 31

Cats

Country	84
Total Cats	138

Dogs

County	6
Total Dogs	50

Totals

Country	90
<u>Total Animals</u>	<u>188</u>

Call Totals for 2015

January 1-December 31

County	153
<u>Total</u>	<u>499</u>

Intake Totals for 2016 to**Date**

January 1- August 31

Cats

Country	54
Total Cats	97

Dogs

County	4
Total Dogs	38

Totals

County	58
<u>Total Animals</u>	<u>135</u>

Call Totals for 2016 to**Date**

January 1-August 31

County	84
<u>Total</u>	<u>388</u>



AGENDA ITEM

PROJECT: Delegation - Family & Community Support Services Andrea Vassallo, Manager		
PRESENTATION DATE: October 11, 2016		
DEPARTMENT: Community Services / CPS Division	WRITTEN BY: Ted Hickey	REVIEWED BY: R. Leaf, CAO
BUDGET IMPLICATION: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: BY-LAW NO. 247, BY-LAW NO. 226 Policy: _____		
STRATEGIC PLAN THEME: 2: Well Governed and Leading Organization	PRIORITY AREA: 2.1, 2.2, 2.3, 2.5, 2.5	STRATEGIES: 2.1.1, 2.2.1, 2.2.3, 2.3.1, 2.3.2, 2.5.1, 2.5.4
RECOMMENDATION: That Council receives this report as information.		

BACKGROUND:

The Family and Community Support Services (FCSS) Program receives its mandate from the Government of Alberta (GOA) Family and Community Support Services Act and Regulation. Services under a program must do one or more of the following:

1. help people to develop independence, strengthen coping skills and become more resistant to crisis;
2. help people to develop an awareness of social needs;
3. help people to develop interpersonal and group skills which enhance constructive relationships among people;
4. help people and communities to assume responsibility for decisions and actions which affect them;
5. provide supports that help sustain people as active participants in the community.

One of the key principles of the FCSS Program is local responsibility for priority setting and resource allocation.

FCSS is a municipally chosen legal partnership with the GOA that has a unique (**80%** GOA / **20%** Municipal) funding partnership.

The stronger together philosophy has created the Clearwater Regional FCSS Board that continues to promote the cooperative inter-municipal partnership between Clearwater County, the Town of Rocky Mountain House and the Village of Caroline for FCSS Programs.

Clearwater Regional FCSS Board, 2016



Top Row (Left to Right): Theresa Laing, Mona Crocker, Mary Bugbee, Marjorie Peters, Andrea Vassallo
Bottom Row: Jim Duncan, Randall Sugden, Keely Brower

Ms. Andrea Vassallo will provide Council:

- Additional information regarding FCSS programs for Clearwater County and area residents.
- The direction of the FCSS program for 2017/18.
- Trends in terms of programs for 2017-2018.
- Anticipated funding changes for 2017-2018.



AGENDA ITEM

PROJECT: Delegation - RCMP Detachment Commanders Sgt. Kurtis Pillipow, Rimbey and Sgt. Jim Lank Sundre		
PRESENTATION DATE: October 11, 2016		
DEPARTMENT: Economic Development / CPS Division	WRITTEN BY: SGT T. Miller/Ted Hickey	REVIEWED BY: R. Leaf, CAO
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: 3: Community Well-Being	PRIORITY AREA: 3.2.	STRATEGIES: 3.2.1, 3.2.5,
RECOMMENDATION: That Council receives the information as presented.		

BACKGROUND:

RCMP Detachment Commanders Sgt. Kurtis Pillipow, Rimbey RCMP and Sgt. Jim Lank Sundre RCMP will present RCMP Policing information (Quarterly Statistics).



AGENDA ITEM

PROJECT: Delegation - Clearwater Highway Patrol Interim Report Sgt. Terri Miller		
PRESENTATION DATE: October 11, 2016		
DEPARTMENT: Economic Development / CPS Division	WRITTEN BY: SGT T. Miller/Ted Hickey	REVIEWED BY: R. Leaf, CAO
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: 3: Community Well-Being	PRIORITY AREA: 3.2.	STRATEGIES: 3.2.1, 3.2.5,
ATTACHMENTS: Clearwater County Highway Patrol Statistical Report		
RECOMMENDATION: That Council receives the information as presented.		

BACKGROUND:

SGT Terri Miller from the Clearwater County Highway Patrol will present CPO Programs information (Q1-Q3 Reporting and Statistics).

COMPLAINTS/INCIDENTS	2016	
CHECKSTOPS/JFO	8	JFO NORDEGG, LONG WEEKEND TF
CVSA INSPECTIONS	63	2 INSPECTORS
OHV COMPLAINTS	7	
COURT PROCEDURES/WARRANTS	113	TRIALS 100 WARRANTS ISSUED 13
EMERG MGMT	0	
BYLAW/OTHER LEG	16	OHV 2 PLA 1 TRESPASSING-1 ENVIRO PROT-4
PUBLIC/INDUSTRY/CAR SEAT EDUCATION	23	
ASSIST AGENCIES	45	IMPAIRED DRIVERS-2 FATAL-1 MVC-5 STOLEN VEH-3 WARRANTS-6 EVADE-3
TRAFFIC/ROAD/CV COMPLAINTS	162	REST. BRIDGE 4 OVERLOADS/NO TICKET-23, WEIGH TRUCK/NO OL - 17

TOTALS	437
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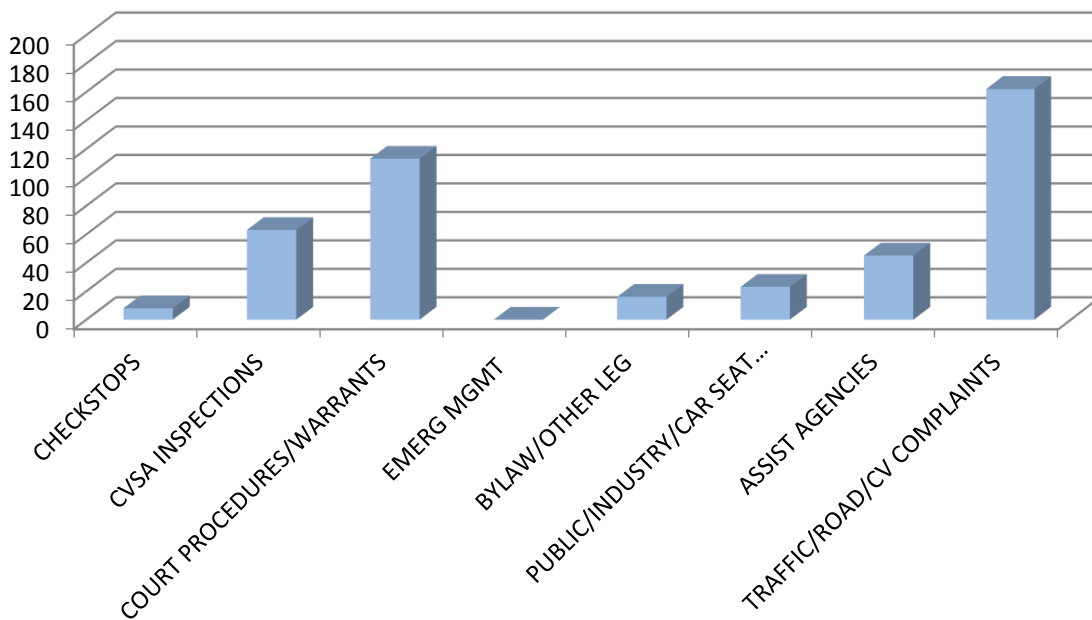
- Bridge overloads – James River Bridge
 - o 6 axle tanker overloaded 11000 kgs
 - o Pump jack truck overloaded 4300 kgs
 - o Two companies were contacted by officer regarding their trucks being observed crossing the restricted bridge
- Evade Officers
 - o 3 individuals fled when officer activated emergency equipment to stop. Turned over to RCMP
- Assist Agencies
 - o 2 impaired drivers were turned over the RCMP
 - o Recovered 3 stolen vehicles – turned over to RCMP
 - o Assisted with CPR - fatality

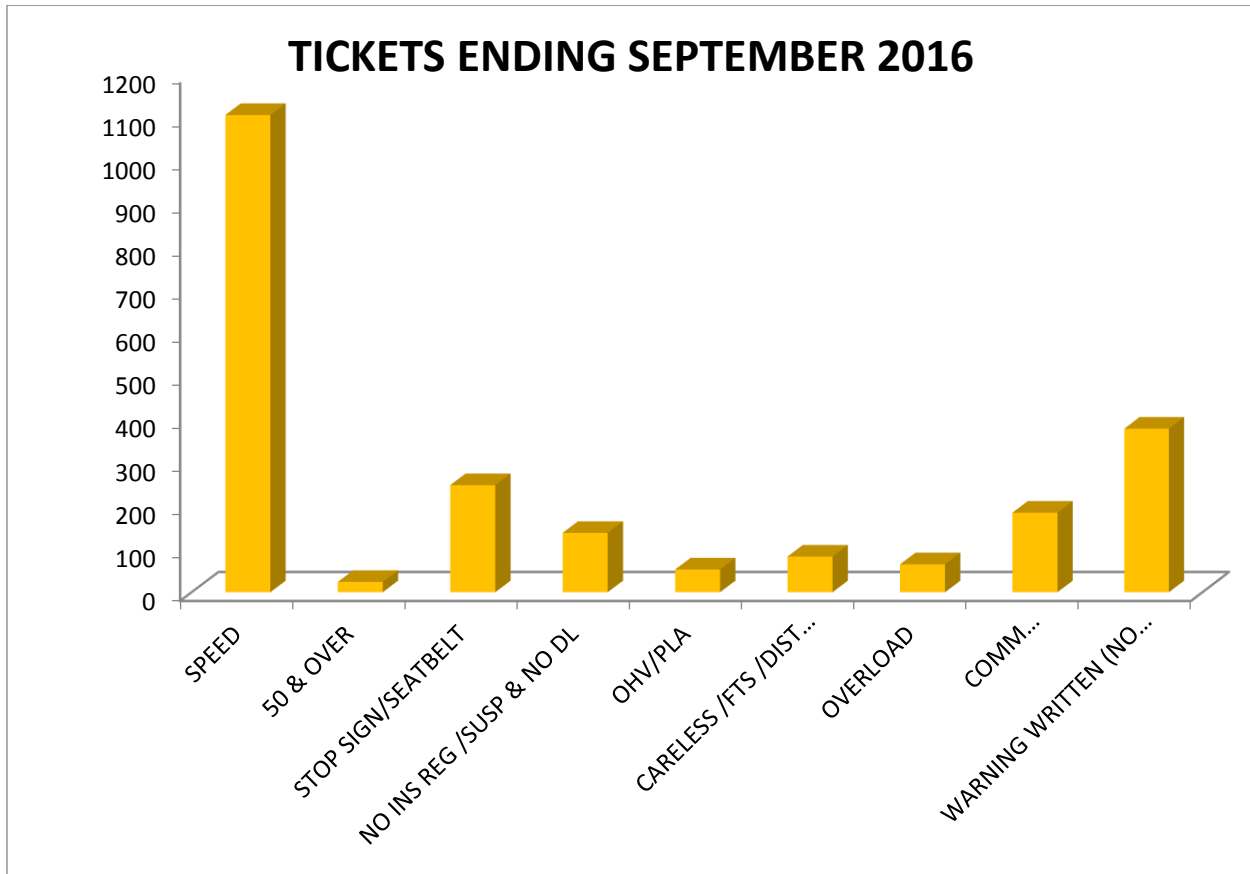
TICKETS TO END OF SEPT 2016

SPEED	1106	
50 & OVER	24	highest 84 over posted
STOP SIGN/SEATBELT	249	stop signs 62 seatbelts 187
NO INS REG /SUSP & NO DL	138	no ins-14 suspended- 10 unreg 87 no DL-27
OHV/PLA	53	PLA-1 OHV 52
CARELESS /FTS /DIST /LIQUOR	83	FTS-1 Distracted-28 Liquor-38 other-16
OVERLOADS	65	2-bridge overloads,
COMM VEH/DG/LOAD/FUEL TAX	185	
WARNING WRITTEN (NO VERBAL)	380	Verbal warnings not tracked

TOTALS	2283
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FILES ENDING SEPTEMBER 2016





SUMMARY

The Peace Officers continued to be very busy over the spring and summer months which is contrary to the perception of industry declines.

There was a delay in the re-hiring of the vacant position due to the review regarding this position which led to a few challenges surrounding working alone and manpower throughout the summer. Chad was hired in late May and was operationally ready and appointed by the 2nd week of September.

There has been an increase in the number of overloads including Bridge restriction overloads.

Beaver Flats 3 Tonne bridge

7 axle truck trailer combination
overloaded by 30,000 kgs
convicted \$10,000.00

James River 10 Tonne Bridge

5 axle tank truck
11,000 kgs over
Fined \$6000.00

3 axle Pump jack truck
 4300 kgs over
 Fined \$1700.00

Road Use and Single Trips

YEAR	SINGLE TRIP	RUA	LOADS	
2015	8186	545	102478	
2016	4119	377	63504	END OF 3RD QUARTER

The number of Road Use agreement to the end of September is similar to the trend that we saw in 2015. We have seen a large number of truck movements in 2016 and expect the last quarter to show an increase due to the amount of truck movement within the county. Officers are continuing to check road use agreements on a daily basis during regular patrols.

Education sessions for Industry and public including:

- Rocky Regional Waste Authority
- Clearwater County – Summer/temporary staff x 2
- AB Fish Hatchery – General safety/transport of goods
- DDR Trucking Ltd. Load securement/general safety X 2
- Annual Industry Meeting
- Rural Crime Watch – Leslieville, Gwendale and Crammond
- Nordegg Community meeting
- Rainbow Fords Ladies night – vehicle safety and maintenance
- Plains Mid Stream Emergency Mock Exercise
- Emergency response table top exercises
- Positive Ride
- Career Day – David Thompson High school

Our department has been working with the Officer of Traffic Safety and CCPAC to look at the possible implementation the RID 911 program in Clearwater County and area.

The Positive Ride program was very successful and the officers met a large number of OHV enthusiasts that were extremely pleased to see a program that deals with all aspects of safety and OHV riding in the west country. We have paired this program with the Sasquatch program and found that the two programs complement each other very well.

Joint Force Operations

May Long JFO	<p>Enforcement officers from Clearwater County, Red Deer County, Brazeau County, Town of RMH, RCMP, Ab Gov't, F&W, CVEB</p> <p>70+ officers 627 tickets 2 STARS Missions 1 Fatality 28 arrests 9 - 24 hour suspensions/ 6 impaired drivers</p>
Nordegg JFO	<p>For the second year the Integrated Traffic unit from Blackfalds and the Clearwater County CPO's spent three days focusing on traffic in the west country. The JFO was held on June 29, 30 and July 1. The 10 officers were kept extremely busy throughout the three days ensuring safe driving by all users of the roadways and were informed by EMS that they did not receive any calls for MVC's the entire weekend. Traffic volumes were heavy too extreme.</p> <p>10 Officers 311 tickets 184 kph on July 1 (traffic bumper to bumper) Numerous 40 kph over the posted speed 7 warrants executed 1 impaired 1 suspended 4 no Insurance 12 Positive Rides</p>
Red Deer JFO	<p>Clearwater County Officers assisted with a JFO hosted in Red Deer County to reciprocate for the work during the May long weekend. These reciprocal arrangements assist all agencies in working together to share resources and make the roads safer.</p>
CVSA Inspections	<p>We currently have two certified CVSA officers. These officers conduct Commercial vehicle inspections within the County as well as outside of the county as part of an International Commercial vehicle safety program. By working together with other agencies officers learn the newest inspection techniques as well as gain knowledge from other experienced officers.</p> <p>CWC officers have worked with Edmonton and Calgary Police services, Commercial vehicle enforcement and Red Deer/Lacombe Counties on these checks. (Officers from Edmonton Police and Lacombe will be attending CVSA inspections in Clearwater in October)</p>

Other Operations/Events in 2016

CCPAC

AB Provincial Traffic Safety Advisory Committee

Safety Day – Rocky Mtn House

Local Parades – Rocky Mtn House and Sundre

Peace Officer Memorial

Tour of Alberta

Ab Office of Traffic Safety meetings

Rural Crime Watch meetings

Community Meetings

Ab Disaster Forum

OHV & Fire Bans



AGENDA ITEM

PROJECT: Outstanding Tax Revenue for 2016		
PRESENTATION DATE: October 11, 2016		
DEPARTMENT: Corporate Services	WRITTEN BY: Rhonda Serhan	REVIEWED BY: Rodney Boyko
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME:	PRIORITY AREA:	STRATEGIES:
RECOMMENDATION: That Council receives the information as presented.		

BACKGROUND:

As the first payment due date for 2016 (September 15) has recently passed, administration thought it timely to give Council an update regarding tax revenue collected.

We are very pleased to report that for the 2016 tax year, collection of taxes has remained at the levels the County has seen in previous years. We currently have \$1,740,640 in outstanding municipal, seniors, and provincial school tax requisitions of which \$1,373,994 relates to the current year. This is the total outstanding for all years, not just current year's taxes and will drop significantly once the reminder letter goes to those with outstanding taxes. Typically by December 31st we will have collected in excess of 98% of all requisitions.

The indicator that County uses to compare and report the outstanding amounts from year to year is the amount of penalties that are applied. The comparison of penalties on the September 16th outstanding taxes for the last 4 years are as follows:

2016: 144,638 2015: 143,512 2014: 154,731 2013: 194,937

Additionally the AAMDC has been collecting information from municipalities on amounts of education taxes uncollected on linear parcels. Clearwater County has \$35,645 in unpaid education taxes on linear properties as of Sept 16.



AGENDA ITEM

PROJECT: Penalty Waiver Request		
PRESENTATION DATE: October 11, 2016		
DEPARTMENT: Corporate Services	WRITTEN BY: Rhonda Serhan	REVIEWED BY: Rodney Boyko/Ron Leaf
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite) Bylaw: _____ Policy: _____		
STRATEGIC PLAN THEME: N/A	PRIORITY AREA:	STRATEGIES:
RECOMMENDATION: That Council upholds the penalty provisions of the tax rate bylaw.		

BACKGROUND:

Clearwater County has received a request to waive the penalty from tax roll 3808264001. The owner of the property was in on Sept 26th to pay his property tax, at which point he was notified there was also a penalty that had been applied to his account. The penalty amount is \$165.80. The Owner advised that he feels the penalty should be waived because he maintains a portion of county roadway leading to his property.

Administration recommends that the tax penalty be upheld.

The Assessment and Tax notices were sent out the last week of May and notification of the mailing of the assessment and tax notices was advertised in accordance with the provisions of the MGA. Specifically, ads ran in 3 papers noting taxes are due September 15th (Mountaineer, Western Star and Sundre Roundup) for the 3 weeks of Aug 29, Sept 5, and Sept 12. As well, notification was posted to the County's website homepage from August 29 – Sept 16 and on social media on Aug 29 and Sept 9.

Additionally, the back of the tax notice states all methods of payment including; in person, after hours drop box, postdated cheque, on line & telephone banking, tax installment plan, and EFT. Taxes were due September 15th.



AGENDA ITEM

PROJECT: The Procedures Bylaw 954/12		
PRESENTATION DATE: October 11, 2016		
DEPARTMENT: Municipal	WRITTEN BY: Tracy Haight	REVIEWED BY: Ron Leaf
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite) <i>Bylaw 954/12</i>		
STRATEGIC PLAN THEME: 2. Well Governed and Leading Organization		STRATEGIES:
ATTACHMENT(S): Revised Bylaw 954/12		
RECOMMENDATION: That Council reviews and considers the proposed amendments to <i>The Procedures Bylaw 954/12</i> , revise as necessary, and/or approve amendments as presented.		

BACKGROUND:

As per Council’s direction at the September 27 meeting, attached is the revised Bylaw 954/12 that reflect amendments regarding delivery of Council agenda packages.

Amendments to *Section 10.0 Agenda* and *Section 20 Communications to Council* are shown by a ~~strikethrough~~ for deletions and additions in **red**.

BYLAW NO. 954/12

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

WHEREAS Section 145(a) of the *Municipal Government Act* allows a Council to pass a bylaw for the establishment and functions of Council committees and other bodies;

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

NOW THEREFORE the Council of Clearwater County, duly assembled, enacts:

1. TITLE

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

2. DEFINITIONS

In this Bylaw:

- 2.1 "Act" means the *Municipal Government Act*, R.S.A .2000, Chapter M-26.
- 2.2 "Administrative Inquiry" is a request by a Councillor to the Chief Administrative Officer for the future provision of information.
- 2.3 "Agenda" is the order of business of a meeting and the associated reports, bylaws or other documents.
- 2.4 "Chief Administrative Officer" means the Chief Administrative Officer of Clearwater County or designate.
- 2.5 "Chair" means the Reeve, Deputy Reeve or other person authorized to preside over a meeting.
- 2.6 "Council" means the municipal Council of Clearwater County.
- 2.7 "Councillor" means a member of Council who is duly elected and continues to hold office and includes the Reeve.
- 2.8 "Council Committee" means any committee, board or other body established by Council by bylaw under the Act.
- 2.9 "Deputy Reeve" means the Councillor appointed by Council to act as the Reeve when the Reeve is unable to perform the duties of the Reeve, or if the office of Reeve is vacant.
- 2.10 "General Election" means an election held in Clearwater County to elect the members of Council as described in the *Local Authorities Election Act*.
- 2.11 "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*.
- 2.12 "Inaugural Meeting" means the Organizational Meeting immediately following the General Election.
- 2.13 "Member" includes a Councillor or a member of a Council Committee who is not a Councillor.
- 2.14 "Organizational Meeting" means the meeting held as described in section 4.3 and 4.4 and includes the Inaugural Meeting.
- 2.15 "Pecuniary Interest" means a pecuniary interest with the meaning of the *Municipal Government Act*.

- 2.16 “Point of Order” means a demand that the Chair enforce the rules of procedure.
- 2.17 “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.
- 2.18 “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.
- 2.19 “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.
- 2.20 “Quorum” is the minimum number of Members that must be present at a meeting for business to be legally transacted.
- 2.21 “Reeve” means the Chief Elected Official of the County.
- 2.22 “Resolution” can also be referred to as a motion.
- 2.23 “Table” means a motion to delay consideration of any matter, which does not set a specific time to resume consideration of the matter.
- 2.24 “Two-Thirds Vote” means a vote by at least two-thirds of Members present at the meeting and entitled to vote on the motion.

3.0 APPLICATION AND INTERPRETATION

General Rules

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

4.0 MEETINGS

Inaugural Meeting

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

Organizational Meetings

4.3 An Organizational Meeting must be held not later than two weeks after the third Monday in October each year.

4.4 At the Organizational Meeting, Council must:

- a) appoint a Councillor to the position of Reeve;
- b) appoint a Councillor to the position of Deputy Reeve;
- c) appoint Members to Council Committees; and
- d) conduct other business as identified within the Organizational Meetings Agenda.

Regular Council Meetings

4.5 Regular Council meetings are held every second and fourth Tuesday of each month in the Council Chambers at the Clearwater County Administration Office from 9:00 a.m. to 4:00 p.m.

4.6 Council may, by Resolution, extend a meeting past 4:00 p.m.

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

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

4.9 Notice of a change in date, time or place, of any meeting of Council will be provided at least 24 hours prior to the meeting to Councillors in accordance with the *Act* and to the public by:

- a) posting a notice in the Clearwater County Administration Office; and
- b) posting a notice on the Clearwater County website.

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

Special Meetings

4.11 The Reeve may call a special Council meeting at any time and must do so if a majority of Councillors make a request in writing stating the purpose of the meeting.

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

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

4.14 A special Council meeting may be held with less than 24 hours notice to all Councillors and without notice to the public if a least Two-Thirds of the whole Council agrees to this in writing before the beginning of the meeting.

4.15 No matter other than that stated in the notice calling the special Council meeting may be transacted at the meeting unless the whole Council is present at the meeting and the Council agrees to deal with the matter in question.

Electronic Recording of Proceedings

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

meeting the Chair may prohibit, limit or restrict the recording of a Council meeting by electronic or other means.

Meetings through Electronic Communications

4.17 A Councillor may participate in a meeting by means of electronic or other communication facilities if:

- a) a quorum of Council cannot be achieved by Councillors attending a Council meeting or Public Hearing in person; or
- b) there is a specific item on the agenda of interest to a Councillor and where the Councillor wishes to participate in the discussion and voting on the specific agenda item they may do so provided:
 - i) the Councillor provides 48 hours notice to the Chief Administrative Officer;
 - ii) the participation by a Councillor can be reasonably accommodated through existing technology and/or facilities;

4.18 Councillors participating in a meeting held by means of a communication facility are deemed to be present at the meeting.

4.19 Delegations or other persons may participate in a Council meeting or Public Hearing by electronic or other means if Council passes a resolution authorizing participation of a delegation or other persons in a Council meeting or Public Hearing by electronic or other means.

5.0 PUBLIC HEARINGS

5.1 Public Hearings will be held in conjunction with a regular Council meeting. However, a special Council meeting for the purpose of holding a Public Hearing may be called.

5.2 The procedure for a Public Hearing is as follows:

- a) The Chair will call for a motion to go into Public Hearing;
- b) The Chair will introduce members of Council and staff, outline the purpose of the Public Hearing, the process to be followed in the Public Hearing and any preliminary matters;
- c) If applicable,
 - i. Clearwater County staff will present their report followed by questions for clarification by Council; or
 - ii. The proponent or their agent will be requested to present his/her application within a reasonable time period followed by questions for clarification by Council;
- d) After identifying themselves, members of the public will be invited to make a verbal presentation followed by questions for clarification by Council;
- e) Depending on the number of written submissions, Clearwater County staff may provide a report on the number of written submissions received and if appropriate a general overview of the contents of the written submissions;
- f) Verbal or written representation from the federal governments or federal agencies will be invited to make a verbal presentation followed by questions for clarification by Council;
- g) Verbal or written representation, representatives from the provincial government or provincial agencies will be invited to make a verbal presentation followed by questions for clarification by Council;
- h) After identifying themselves, representatives from municipal governments or municipal agencies will be invited to make a verbal presentation followed by questions for clarification by Council;

- i) If applicable
 - i. Clearwater County planning staff will present a closing summary and respond to any questions that may have been raised in the presentations; and
 - ii. The proponent or their agent will present a closing summary and respond to any questions that may have been raised in the presentations.
- 5.3 The use of slides, maps, videos and other similar materials is permitted and these along with written submissions become the property of Clearwater County as exhibits to the hearing.
- 5.4 Persons addressing Council shall give their name, location of residence, an indication as to whether they are speaking on their own behalf or for another person or a group, and address the Chair when responding to questions or providing information.
- 5.5 Individuals may speak for a maximum of five (5) minutes.
- 5.6 One spokesperson per petition or group may speak for a maximum of ten (10) minutes.
- 5.7 At the discretion of the Chair, the time limits for speaking and presentations may be extended to ensure that all interested parties have had a fair and equitable opportunity to express their views.
- 5.8 At the discretion of the Chair, after everyone has had an opportunity to speak once, those interested in speaking a further time and providing new information, may be granted further opportunity to speak.
- 5.9 The Chair is hereby authorized to make any other decisions or determinations with respect to the process or rules of order for the Public Hearing.
- 5.10 The minutes of a Council meeting during which a Public Hearing is held must contain the names of the speakers and a summary of the nature of representations made at the Public Hearing.
- 6.0 COUNCIL REVIEW HEARING**
- 6.1 In this section, the following terms have the following meanings:
- a) "Order to Remedy" means an order issued under 545 or 546 of the *Act*;
 - b) "Review Hearing" means a review by Council of an Order to Remedy in accordance with section 547 of the *Act*;
 - c) "Staff" means a designated officer of Clearwater County or an employee of Clearwater County that has been delegated the responsibility to issue an Order to Remedy.
- 6.2 A request for a Review Hearing must meet the requirements of section 547 of the *Act* and shall include:
- a) the name of the appellant;
 - b) the address of the property to which the Order to Remedy relates;
 - c) the reasons for the request to review the Order to Remedy;
 - d) daytime contact telephone number of the appellant; and
 - e) any address to which documents relating to the Review Hearing may be delivered.
- 6.3 The Chief Administrative Officer will schedule the Review Hearing to be heard at a regular Council Meeting as soon as practicable following receipt of the request after ensuring that all parties have sufficient time to prepare for the Review Hearing.
- 6.4 Written submissions from the appellant and Staff must be submitted not less than seven (7) days prior to the Review Hearing and will be distributed as part of the Council Agenda.
- 6.5 A Review Hearing is open to the public unless upon application of any party, Council, pursuant to section 197 of the *Act*, decides that it would be advisable to hold the hearing in private.

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

7.0 QUORUM

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

No Quorum

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

Lost Quorum

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

8.0 COMMENCEMENT OF MEETINGS AND HEARINGS

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

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

9.0 DUTIES OF THE REEVE OR CHAIR

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

10.0 AGENDA

Preparation of Agenda

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

Agenda Delivery

- 10.2 The Chief Administrative Officer will distribute the Council Agenda to the regular designated address of members of Council on the Friday afternoon prior to the Council meeting. However, if a Friday **or Monday prior to the Council meeting** falls on a holiday, the Council Agenda will be distributed on the Thursday 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 If an Additional Agenda item is presented 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.

- 10.56 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) the signatures of the Chair and the Chief Administrative Officer.

13. PROCEEDINGS

Discussion Directed through Chair

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

Absence from Proceedings

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

Speaking to Motions

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

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

Time Limit

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

Interruption of Speaker

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

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

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

13.8 The Chair may grant permission:

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

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

Ruling on Proceedings

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

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

Challenging a Ruling

13.11 Any ruling of the Chair may be challenged.

13.12 A motion to challenge may be made only at the time of the ruling, whether or not another speaker has the floor.

13.13 A motion to challenge is debatable unless it related to decorum, the priority of business, or an undebatable pending motion.

13.14 If a motion to challenge is made the Chair must state the question "Is the ruling of the Chair upheld?", and may participate in debate on the challenge without leaving the Chair.

13.15 If the Chair refuses to put the question on a challenge, the person who would preside if the individual occupying the Chair were absent must put the question to Council.

13.16 Council will decide the challenge by voting and the decision of Council is final.

14. MOTIONS

Consideration of Motions

14.1 Unless otherwise determined by the Chair, no matter may be debated or voted on by Council unless it is in the form of a motion.

14.2 A Councillor may move a motion whether or not the Councillor intends to support it.

14.3 Once a motion has been moved and stated by the Chair, it is in the possession of Council, and may only be withdrawn with the unanimous consent of the Councillors present at the meeting.

14.4 All motions shall be presented in a manner that will allow Council to take a positive action.

14.5 When required to do so by the *Act*, Council will provide reasons why a motion was defeated.

14.6 A motion does not require a seconder.

Motions to the Main Motion

14.7 When a motion is made and is being considered, no Councillor may make another motion except to:

- a) amend the motion;
- b) amend any amendment to the motion;
- c) refer the main motion for consideration;
- d) Table the motion;
- e) Postpone the motion; or
- f) move a privileged motion.

Privileged Motions

14.8 The following motions are privileged motions:

- a) a motion to recess;
- b) a motion to adjourn;
- c) a motion to set the time for adjournment; and
- d) a Question of Privilege.

Motion to Recess

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

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

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

Severing Motions

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

Amending Motions

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

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

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

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

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

Referring Motions

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

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

Motion to Limit or End Debate

14.18 Any motion to limit or end debate:

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

Motion to Table

14.19 A motion to Table another motion:

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

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

Motion to Postpone

14.21 A motion to Postpone:

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

Reconsideration of Motions

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

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

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

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

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

15. IN CAMERA*Motion to go In-Camera*

15.1 Any Councillor may move that Council convene into In-Camera if a matter to be discussed is within one of the exceptions to disclosure in Divisions 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.

In-Camera Meeting

15.2 All In-Camera meetings will:

- a) be chaired by the Reeve; and
- b) be held without the presence of the public unless invited by Council.

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

16. NOTICE OF MOTION

16.1 A Councillor wishing to introduce a new matter for consideration must submit the motion in writing to the Chief Administrative Officer.

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

- a) notice is given at a previous Council meeting;
- b) notice is submitted to the Chief Administrative Officer 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

Presentations at Council Meetings

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

- a) be in writing and received at least seven (7) days prior to the Council meeting date **unless the Council agenda is distributed as per Section 10.2 in which case the deadline will be the Friday prior.**
 - 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 delegation will be dealt with after all other new and unfinished business agenda items have been addressed by Council.
- 20.3 If a delegation 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 Delegations shall not appear before Council if a member of the public has spoken at a public meeting or hearing held by Council in respect of the same matter.
- 20.6 The amount of time allocated for delegations 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.

Read for a first time this 10th day of January, 2012

Read for a second time this 10th day of January, 2012

Read a third time and passed this 10th day of January, 2012

Reeve

Chief Administrative Officer

**Bylaw 954/12 SCHEDULE "A"
Order of Business**

**CLEARWATER COUNTY COUNCIL
AGENDA
REGULAR COUNCIL MEETING
Month, Day, Year
9:00 A.M.
Council Chambers
4340 – 47 Avenue, Rocky Mountain House, AB**

A. CALL TO ORDER

B. AGENDA ADOPTION

C. ADOPTION OF THE PREVIOUS MINUTES

D. NEW BUSINESS

E. FINANCIAL

F. BYLAWS

G. DELEGATIONS

H. PUBLIC HEARINGS

I. INFORMATION AND REPORTS

1. CAO's Report
2. Public Works Director's Report
3. Councillor/Committee Report
4. Accounts Payable Listing
5. Councillor Remuneration

J. IN CAMERA*

1. Personnel/Labour
2. Legal
3. Land

* 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, Sections 21(1)(ii); 24(1)(a)(c) and (g); 25(1)(c)(iii); and 27(1)(a)

K. ADJOURNMENT

Clearwater County

Councilor and Board Member Remuneration Statement

For the Year of2016.....

Name of Councilor / Board Member EARL GRAMM,

Payment Periods

January

February

May

June

March

April

July

August

September

October

November

December

Supervision Rate - \$550.00 Monthly

Reeve Supervision Rate - \$850.00 Monthly

Date	Type of Meeting Attended	First 4 Hours \$159.00	Next 4 Hours \$126.00	Next 4 Hours \$126.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.54 / km
Sep 23/16	ASCHA	✓	✓				195
Sep 27/16	Council				✓		92
Sep 28/16	CREMA	✓					92

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Remuneration Calculation

<u>2</u>	Meetings @ \$159.00=	<u>318.00</u> ✓	<u>379</u>	Kms @ \$0.54=	<u>204.66</u> ✓
<u>1</u>	Meetings @ \$126.00=	<u>126.00</u> ✓	<u>—</u>	Lunch @ \$16.00=	<u>—</u>
<u>1</u>	Meetings @ \$288.00=	<u>288.00</u> ✓			
	Supervision=	<u>550.00</u> ✓			
	TOTAL=	<u>1282.00</u>		TOTAL=	<u>204.66</u>

Signature {Councilor / Board Member} 

Clearwater County

Councilor and Board Member Remuneration Statement

For the Year of ...2016.....

Name of Councilor / Board Member Theresa Laing.....

Payment Periods

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

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

Date	Type of Meeting Attended	First 4 Hours \$159.00	Next 4 Hours \$126.00	Next 4 Hours \$126.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.54 / km
Sept 12	Clearwater Housing	✓					14-
Sept 13	Council				✓		14-
Sept 18/19	MPC	✓	✓				14-
Sept 14	FCSS	✓					14-
Sept 19	ACP	✓					14-
Sept 21	Parmz	✓	✓				162
Sept 27	Council				✓		14-
Sept 28	NCA	✓	✓				195
Sept 30	EREM17	✓					14-

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Remuneration Calculation

<u>7</u>	Meetings @ \$159.00=	<u>1113.00</u> ✓	<u>460</u>	Kms @ \$0.54=	<u>248.40</u> ✓
<u>3</u>	Meetings @ \$126.00=	<u>378.00</u> ✓	<u>—</u>	Lunch @ \$16.00=	<u>—</u>
<u>2</u>	Meetings @ \$288.00=	<u>576.00</u> ✓			
	Supervision=	<u>550.00</u> ✓			
	TOTAL=	<u>2617.00</u>		TOTAL=	<u>248.40</u>

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

Clearwater County

Councilor and Board Member Remuneration Statement

For the Year of ...2016.....

Name of Councilor / Board Member Curt Maki

Payment Periods

January

February

May

June

March

April

July

August

September

October

November

December

Supervision Rate – \$550.00 Monthly

Reeve Supervision Rate - \$850.00 Monthly

Date	Type of Meeting Attended	First 4 Hours \$159.00	Next 4 Hours \$126.00	Next 4 Hours \$126.00	Regular Council Meeting \$288.00	Lunch \$16.00	Mileage @ \$0.54 / km
13	Council				✓		70
15	CFCA	✓					110
16	ICC	✓					70
19	AP	✓	✓				70
27	Council				✓		70

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Remuneration Calculation

<u>3</u>	Meetings @ \$159.00=	<u>477.00</u>	<u>390</u>	Kms @ \$0.54=	<u>210.60</u>
<u>1</u>	Meetings @ \$126.00=	<u>126.00</u>	<u> </u>	Lunch @ \$16.00=	<u> </u>
<u>2</u>	Meetings @ \$288.00=	<u>576.00</u>			
	Supervision=	<u>550.00</u>			
	TOTAL=	<u>1729.00</u>		TOTAL=	<u>210.60</u>

Signature {Councilor / Board Member} Curt Maki