

CLEARWATER COUNTY

2019 COUNCIL ORGANIZATIONAL MEETING

Tuesday, October 22, 2019

1:00 pm, Council Chambers, 4340 – 47 Avenue, Rocky Mountain House, AB

Agenda

A. Call to Order – Chief Administrative Officer

B. Adoption of Agenda

C. Elections

- i. Election of Reeve and Official Oath**
- ii. Election of Deputy Reeve and Official Oath**

D. Signing Authority

E. Meeting Dates

F. Appointment to Boards and Committees

i. Council/Municipal

These committees, established by provincial legislation or Clearwater County bylaw, meet to fulfill legislative requirements or serve in an advisory role to Council.

ii. Planning Authorities

These committees, established by municipal bylaws, meet to fulfill provincial legislative requirements related to land development and/or new use of land and serve in an advisory role to Council.

iii. Intermunicipal/Regional

These committees, established by intermunicipal agreements, municipal bylaws and/or provincial legislation, meet to facilitate sharing of information between local municipalities and serve in an advisory role to Council or the governing body.

iv. Community

These committees, established by external stakeholders and/or intermunicipal agreements, meet to facilitate community services and programs and/or specific public functions. Councillor participation supports Council's public participation strategy and Clearwater County's Agriculture and Community Services department.

v. Industry

These committees, established by external stakeholders, meet to facilitate communication and foster relationships.

vi. Stewardship

These committees, established by external stakeholders, meet to promote and foster environmental stewardship.

G. Other Appointments

- i. Appointment of Central Alberta Rural Municipalities of Alberta (RMA) District 2 Director**
- ii. Appointment of Reeve/Deputy Reeve to Central Alberta Mayors & Reeves Committee**
- iii. Appointment of Community Peace Officers**
- iv. Appointment of Fire Guardians**

H. Adjournment

C. Elections

i. Election of Reeve and Official Oath (Reeve will take the Chair)

MGA Section 150 (2) states that the Chief Elected Official (Reeve) of a municipal district is to be appointed by Council from among the Councillors unless Council passes a bylaw providing that the official is to be elected by a vote of the electors of the municipality. No bylaw has been passed.

The Chief Administrative Office (CAO) will conduct the election of Reeve, using the following process:

- a. The CAO will call for nominations three times for the position of Reeve. Seconders aren't necessary for nominations. If there is more than one nomination, voting will be done by secret ballot upon request by a councillor. The MGA Section 185.1 (2) requires Council to pass a resolution to confirm the vote taken by secret ballot.
- **STAFF RECOMMENDATION: That Council authorizes the use of secret ballot for elections during the 2019 Organizational Meeting.**
- b. A resolution will be required for nominations to cease.
- **RECOMMENDATION: That nominations for the position of Reeve cease.**
- c. The ballots will be counted by the CAO and one other staff member.
- d. The CAO will announce the person elected as Reeve but will not disclose the vote count.
- e. If there is a tie vote, the CAO will place the names in a "hat" and draw one name that shall be declared the winner of the election. Again, the CAO will not disclose there was a tie vote.
- f. Council provides a resolution to reflect outcome of the secret ballot.
- **RECOMMENDATION: That Council appoints _____ as Clearwater County's Chief Elected Official (Reeve), effective immediately, and ending on the appointment of the next Chief Elected Official.**
- g. After the declaration of the Reeve, the Reeve will take the Chair.
- h. At the conclusion of the meeting a resolution will be required to destroy ballots.

ii. Election of Deputy Reeve and Official Oath

MGA Section 152 (1) states that a council must appoint one or more Councillors' as Deputy Chief Elected Official so that:

- a. Only one Councillor will hold that office at any one time, and
- b. The office will always be filled.

The same procedure as in the previous election will follow except that the newly elected Reeve will call for nominations and the required resolutions.

- **RECOMMENDATION:** That nominations for the position of Deputy Reeve cease.
- **RECOMMENDATION:** That Council appoints _____ as Clearwater County’s Deputy Chief Elected Official (Deputy Reeve), effective immediately, and ending on the appointment of the next Deputy Chief Elected Official.

D. SIGNING AUTHORITY

MGA Section 213 specifies requirements for signing or authorizing municipal documents.

- **STAFF RECOMMENDATION:** That Council appoints the Reeve, Deputy Reeve, Chief Administrative Officer, Deputy Chief Administrative Officer, Director of Corporate Services, Director of Planning and Manager of Finance as signing authorities for Clearwater County, in accordance with Clearwater County’s ‘Signing Authorities’ policy, effective immediately.
- **STAFF RECOMMENDATION:** That Council authorizes the use of a printed, lithographed or otherwise reproduced signature of the appointed Clearwater County Signing Authorities.

E. MEETING DATES

MGA Section 193 (1) allows Council to set dates for regular meetings without public notification of each meeting.

Currently, regular meetings are scheduled every second and fourth Tuesday of each month (excepting August, November and December 2019) in the County Office, 4340 – 47 Avenue, Rocky Mountain House, Alberta, beginning at 9:00 am.

Regular Meeting dates scheduled for 2019 – 2020 are as follows:

2019	November 5 and 26 December 10
2020	January 14 and 28 February 11 and 25 March 10 and 24 April 14 and 28 May 12 and 26 June 9 and 23

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

F. APPOINTMENT TO BOARDS AND COMMITTEES

The various board and committee appointments have been categorized by purpose and function. Please note: Citizen at large board/committee applications are not included in this agenda package in accordance with the Freedom of Information and Protection of Privacy Act.

i. Council/Municipal

Historically, these committees have been noted as requiring a heavy time commitment, for most part.

1. Strategic Planning Committee

Established by Bylaw 1042, the Strategic Planning Committee may review, evaluate and make staff recommendations to Council regarding: setting of priorities; bylaw development; policy development; business planning; financial planning and budget; legal services and agreements; land sale or purchase, and negotiations; personnel matters; or economic development and tourism activities. Meetings are scheduled on the third Monday in January, April, June and September.

- STAFF RECOMMENDATION: Strategic Planning Committee – All of Council Appointment – For a One-Year Term Effective October 22, 2019.**
- STAFF RECOMMENDATION: Strategic Planning Committee Meeting Dates –January 20, April 20, June 15 and September 21, 2020, starting at 9:00 am in the County Office at 4340-47 Avenue, Rocky Mountain House, Alberta.**

2. Agricultural Service Board (ASB)

Established by Bylaw 1042 and acknowledged within the Agricultural Service Board Act, this Board serves as an advisory body to Council and residents on all matters pertaining to agriculture. Meetings are scheduled on the third Friday, every two months.

- **STAFF RECOMMENDATION: Agricultural Service Board – Two Council Appointments – For a One-Year Term Effective October 22, 2019.**

Citizen at Large Appointment (1):

Applications and/or expressions of interest were received from the following:

Gennifer Mehlhaff
James Smid

- **STAFF RECOMMENDATION: Agricultural Service Board – One Citizen at Large Appointment for a Four-Year Term Effective November 1, 2019.**

3. Clearwater County Emergency Management Committee

Established by Bylaw 1011 and acknowledged within the Emergency Management Act, the Committee has the power to declare or renew a state of local emergency under the Act. Meetings are scheduled as required.

- **STAFF RECOMMENDATION: Clearwater County Emergency Management Committee – Three Council Appointments – Reeve, Deputy Reeve and Councillor – For a One-Year Term Effective October 22, 2019**

4. Clearwater County Heritage Grant Advisory Committee

Established to facilitate and streamline the heritage grant application process, this Committee reviews and approves heritage interpretation, recognition and celebration related project grant applications. Meetings to take place at least once per year dependent on receipt of applications.

- **STAFF RECOMMENDATION: Clearwater County Heritage Grant Advisory Committee – One Council and One Alternate Appointments – For a One-Year Term Effective October 22, 2019**

Citizen at Large Appointments

Nick Frank
Cheryl Hobbs

- **STAFF RECOMMENDATION: Clearwater County Heritage Grant Advisory Committee – One Citizen at Large Appointments – For a Two-Year Term Effective November 1, 2019**

5. Internet/Broadband Committee

Established by Bylaw 1042, this Committee develops vision statement, public engagement strategy and advises Council on matters related to development and operations of an Open Access Network of broadband infrastructure in Clearwater County. The Committee is intended as a forum for discussion related to broadband infrastructure development project, and as a Committee of Council only has the authority to recommend action to Council.

- **STAFF RECOMMENDATION: Internet/Broadband Committee – All of Council Appointment – For a One-Year Term Effective October 22, 2019.**

6. Pest and Weed Control Appeal Board

Established by Bylaw 1042 and acknowledged within the Agricultural Pest Act and Weed Control Act, this Board provides an appeal mechanism. It is recommended to appoint five (5) councillors not on the ASB. Meetings are scheduled as required.

- **STAFF RECOMMENDATION: Pest and Weed Control Appeal Board – Five Council Appointments – For a One-Year Term Effective October 22, 2019**

ii. Planning Authorities

Historically, these committees have been noted as requiring a heavy time commitment, for most part.

9. Municipal Planning Commission (MPC)

Established by Bylaw 997 and acknowledged within the MGA, MPC is an advisory committee to Council and Development Authority for land use development, rezoning, and acts as the decision-making body for subdivisions. Meetings are scheduled on the third Wednesday of every month.

- **STAFF RECOMMENDATION: Municipal Planning Commission – Three Council Appointments – For a One-Year Term Effective October 22, 2019**

Citizen at Large Appointments (2)

Applications and/or expression of interest were received from the following:

Rick Cuerrier

Jim Cuthill

Kim Elliot

Tim Plante

- **STAFF RECOMMENDATION: Municipal Planning Commission – Two Citizen at Large Appointments – For a One-Year Term Effective November 1, 2019**

10. Subdivision Development Appeal Board (SDAB)

Established by Bylaw 1036 and acknowledged within the MGA, SDAB provides an appeal mechanism for developments/subdivisions and environmental clean-up orders. Meetings are scheduled as required, averaging five (5) times per year.

- **STAFF RECOMMENDATION: Subdivision Development Appeal Board – One Council Appointment and One Alternate – For a One-Year Term Effective October 22, 2019.**

- **STAFF RECOMMENDATION: Subdivision Development Appeal Board – Chairman and Vice-Chairman Appointments – For a One-year Term Effective October 22, 2019.**

Established by Bylaw 1039 and acknowledged within the MGA, the SDAB Clerk and Alternate are appointed by Council – staff recommendation is to appoint Christine Heggart as SDAB Clerk, and Tracy Haight and Allanah McLean as Alternates.

- **STAFF RECOMMENDATION: Subdivision Development Appeal Board – Clerk Appointment and Two Alternates – For a One-Year Term Effective October 22, 2019.**

Citizen at Large Appointments (4 Citizens and 3 Alternates)

Applications and/or expression of interest were received from the following:

Pat Butler
Marianne Cole
Earl Graham
Randy Hill
Chuck Shipley
Dick Wymenga

- **STAFF RECOMMENDATION: Subdivision Development Appeal Board – Four Citizens at Large Appointments – For a One-Year Term Effective November 1, 2019.**
- **STAFF RECOMMENDATION: Subdivision Development Appeal Board – Three Alternate Citizens at Large Appointments – For a One-year Term Effective – November 1, 2019.**

11. Caroline-Clearwater Intermunicipal Development Plan/Intermunicipal Collaboration Framework (IDP/ICF) Committee

This committee was established to oversee and provide feedback on the development of an IDP and ICF between the Village of Caroline and Clearwater County. Both the IDP and ICF were finalized and adopted by each Council's bylaws on May 14, 2019. The County's ICF Bylaw 1060 and IDP Bylaw 1061 requires that a committee is established under each bylaw however, for efficiency it is recommended to have one committee, Caroline-Clearwater Intermunicipal Collaboration Committee, established to:

1. Identify, negotiate, manage intermunicipal opportunities and challenges and prioritize intermunicipal actions to formulate recommendations for respective Council's consideration.
2. Facilitate the ongoing sharing of information between the two Councils and provide a forum to review and comment on topics relating to land use planning and development that are of mutual interest.

Meetings are scheduled as required with a minimum of one meeting per year.

- **STAFF RECOMMENDATION: Caroline-Clearwater Intermunicipal Collaboration Committee – One Reeve, One Councillor and One Alternate Appointments – and – CAO Appointment – For a One-Year Term Effective October 22, 2019.**

12. Rocky-Clearwater Intermunicipal Development Plan (IDP) Committee

Established by the Rocky-Clearwater 2007 Intermunicipal Development Plan, this Committee monitors and oversees implementation of the Plan, reviews proposed annexation and amendments and serves as an advisory body to respective Councils. Meetings are scheduled as required.

- **STAFF RECOMMENDATION: Rocky-Clearwater Intermunicipal Development Plan Committee – Three Council Appointments – For a One-Year Term Effective October 22, 2019.**

iii. Intermunicipal/Regional

Historically, these committees have been noted as requiring a moderate time commitment, for most part.

13. Clearwater Regional Emergency Management Advisory Committee

Established by Bylaw 1011 and acknowledged within the Emergency Management Act, this Committee reviews Municipal Emergency Plans and programs and serves as an advisory body for Council. Reeve and Deputy Reeve are automatically appointed and it is recommended that the councillor appointment is the same as the Clearwater County Emergency Management Committee appointment. Meetings are scheduled as required.

- **STAFF RECOMMENDATION: Clearwater Regional Emergency Management Advisory Committee – Three Council Appointments - Reeve, Deputy Reeve and Councillor – For a One-Year Term Effective October 22, 2019.**

14. Clearwater Regional Family and Community Support Services Board

Established by the Family and Community Support Services Act and intermunicipal agreements, this Board assists in formulating plans and priorities for social services programming. Meetings are scheduled on the second Wednesday of every month.

- **STAFF RECOMMENDATION: Clearwater Regional Family and Community Support Services Board – Two Council Appointments – For a One-Year Term Effective October 22, 2019.**

Citizen at Large Appointments (1)

Applications and/or expression of interest were received from the following:

Rick Cuerrier

Nick Frank

Tim Plante
Sandra Wilson

- **STAFF RECOMMENDATION: Clearwater Regional Family and Community Support Services Board – One Citizen at Large Appointment – For a Three-Year Term Effective November 1, 2019.**

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

Established by the intermunicipal Collaboration Framework (ICF) between the Municipal District of Bighorn and Clearwater County's Bylaw 1071 to develop recommendations to the respective Councils on all matters of strategic direction and cooperation affecting both the M.D. and County residents. Meetings are scheduled as required with a minimum of one meeting every four years to review the ICF.

It's recommended to appoint councillor(s) whose division borders the M.D. Bighorn.

- **STAFF RECOMMENDATION: M.D. Bighorn-Clearwater Intermunicipal Collaboration Committee – Two Council Appointments – For a One-Year Term Effective October 22, 2019.**

16. Negotiating Committee

This is a temporary committee established by Town of Rocky Mountain House, Village of Caroline and Clearwater County to collaboratively discuss/negotiate mutually beneficial agreements that also meet the requirements of the Intermunicipal Collaboration Frameworks. Meetings are scheduled no less than monthly until negotiations are concluded. As per prior discussions, Council recommends three appointments: Jim Duncan, John Vandermeer and Cammie Laird.

- **STAFF RECOMMENDATION: Negotiating Committee – Three Council Appointments – For a One-Year Term Effective October 22, 2019.**

17. Town of Rocky Mountain House-Village of Caroline-Clearwater County Intermunicipal Collaboration Committee (ICC)

Established by an intermunicipal collaboration framework, "Stronger Together – Building Opportunities for Our Future" Agreement, this non decision-making Committee strategically identifies opportunities and priorities for intermunicipal actions and serves as an advisory body for respective Councils. Meetings are scheduled a minimum of four (4) times per year.

- **STAFF RECOMMENDATION: ICC – Two Council Appointments and One Alternate Appointment – For a One-Year Term Effective October 22, 2019.**

18. Library Boards

Established by the Libraries Act and bylaws of the applicable municipality and regional agreements, these Boards manage and provide municipal library services.

a. Caroline Municipal Library Board

Meetings are scheduled on the first Monday in November, February, April, June and October.

- **STAFF RECOMMENDATION: Caroline Municipal Library Board – One Council Appointment – For a One-Year Term Effective October 22, 2019.**

Citizen at Large Appointments (1)

Applications and/or expression of interest were received from the following:

Michelle Armstrong
Monique Sedlar

- **STAFF RECOMMENDATION: Caroline Municipal Library Board – One Citizen at Large Appointment – For a Three-Year Term Effective November 1, 2019.**

b. Rocky Mountain House Public Library Board

Meetings are scheduled on the third Wednesday of each month.

- **STAFF RECOMMENDATION: Rocky Mountain House Municipal Library Board - One Council Appointment – For a One-Year Term Effective October 22, 2019.**

Trustee Appointment (1)

Applications and/or expressions of interest were received from the following:

Karen Travis

- **STAFF RECOMMENDATION: That Council recommends _____ is appointed by the Town of Rocky Mountain House to the Rocky Mountain House Municipal Library — For a Three-Year Term Effective January 1, 2019.**

c. Parkland Regional Library (PRL) Board

Meetings are scheduled once per month in February, May, September and November.

- **STAFF RECOMMENDATION: Parkland Regional Library Board – One Council Appointment, One Alternate Appointment – for a One-Year Term Effective October 22, 2019.**

19. Recreation Boards

Established by municipal bylaws and intermunicipal agreements, these Boards manage and provide recreational programs.

a. Caroline and District Recreation and Agricultural Society

Established by Bylaw 111 and Amending Bylaw 493 with agreement, this Society facilitates the operation of the HUB Complex in Caroline and acts as a review body for recreation grant funding to groups in the Caroline areas. Meetings are scheduled on the second Tuesday of the month, excepting August.

- **STAFF RECOMMENDATION: Caroline and District Recreation and Agricultural Society - One Council Appointment, One Alternate Appointment – for a One-Year Term Effective October 22, 2019.**

Citizen at Large Appointments (1)

Applications and/or expression of interest were received from the following:

Dwight Oliver

- **STAFF RECOMMENDATION: Caroline and District Recreation and Agricultural Society – One Citizen at Large Appointment – For a Two -Year Term Effective November 1, 2019.**

b. David Thompson Recreation Board

Established by Bylaw 568, this Board acts as an advisory body on all matters affecting the development of recreation services, and maintenance and use of recreational facilities in and around the communities of Alhambra, Aurora, Centerview, Condor, Evergreen/Stauffer, Gimlet, Leslieville, and Withrow; and,

the Condor, Leslieville and David Thompson schools. Meetings are scheduled on the first Thursday of the month, excepting July and August.

- **STAFF RECOMMENDATION: David Thompson Recreation Board - One Council Appointment, One Alternate Appointment – for a One-Year Term Effective October 22, 2019.**

c. Rocky and District Recreation, Parks and Community Services

Established by Bylaw 546 with agreement, this Board act as an advisory body affecting the development of policies and guidelines on matters relating to the Christenson Sports & Wellness Centre, Credit Union Co-op Aquatic Centre, Lou Soppit Community Centre, athletic fields and playgrounds and recreational programming. Meetings are scheduled on the first Wednesday of the month, excepting July and August.

- **STAFF RECOMMENDATION: Rocky and District Recreation, Parks and Community Services - One Council Appointment, One Alternate Appointment – for a One-Year Term Effective October 22, 2019.**

20. Regional Fire Rescue Services Advisory Committee

Established by Bylaw 1028 and acknowledged within the MGA, this Committee serves as a review, advisory and recommending body to respective Councils. Meetings are scheduled on the first Thursday of each month.

(Section 9.3 No citizen shall serve on the Committee for more than three (3) consecutive terms, unless authorized by Council where Council determines that extraordinary conditions warrant such an appointment.)

- **STAFF RECOMMENDATION: Regional Fire Rescue Services Advisory Committee – Two Council Appointments and One Alternate – For a One-Year Term Effective October 22, 2019.**

21. Rocky Mountain House (CYRM) Airport Commission

Established by an Operating/Management Agreement (August 2013) between Town of Rocky Mountain House and Clearwater County, the Commission develops policy, rules and regulations in all aspects of operating and managing the Airport. Meetings are scheduled as required.

- **STAFF RECOMMENDATION: Rocky Mountain House (CYRM) Airport Commission – Two Council Appointments – For a One-Year Term Effective October 22, 2019.**

22. Rocky Mountain Regional Solid Waste Authority Committee

Established by an Operations Agreement between Clearwater County, Town of Rocky Mountain House and Village of Caroline, this Committee serves as a review, advisory and recommending body only, to respective Councils, for delivery of solid waste services. Meetings are scheduled on the second Thursday of each month.

- **STAFF RECOMMENDATION: Rocky Mountain Regional Solid Waste Authority Committee – Three Council Appointments – For a One-Year Term Effective October 22, 2019.**

23. Rocky Senior Housing Council

Established by Alberta Seniors and Housing Ministerial Order #H:063/2000, this Council, known as a management body, is responsible for the operation and administration of senior housing accommodations in Caroline, Leslieville and Rocky Mountain House. Meetings are scheduled on the third Wednesday of each month.

- **STAFF RECOMMENDATION: Rocky Senior Housing Council – Two Council Appointments – For a One-Year Term Effective October 22, 2019.**

Citizen at Large Appointment (1)

Applications and/or expression of interest were received from the following:

Sheri-Lynn Black

- **STAFF RECOMMENDATION: Rocky Senior Housing Council – One Citizen at Large Appointment – For a One-Year Term Effective November 1, 2019.**

iv. Community

Historically, these committees have been noted as requiring a light time commitment, for most part.

24. Central Alberta Economic Partnership (CAEP)

Established within the provincial Regional Economic Development Alliance with 35 community members, this non-profit organization facilitates and supports business development in urban and rural municipalities. In addition to the Councillor appointment, a CAEP Business Representative (citizen at large) is also appointed. Meetings are scheduled every two (2) months.

- **STAFF RECOMMENDATION: Central Alberta Economic Partnership - One Council Appointment - For a One-Year Term Effective October 22, 2019.**

Citizen at Large Appointment (1)

Applications and/or expression of interest were received from the following:

Robert Haagsma

- **STAFF RECOMMENDATION: Central Alberta Economic Partnership - One Citizen at Large Appointment – For a One-Year Term Effective November 1, 2019.**

25. Clearwater Community Police Advisory Committee (CCPAC)

Established as a volunteer-based community organization, this Committee acts as an advisory body to the Rocky Mountain House RCMP Detachment. Meetings are scheduled on the second Wednesday of every month.

As per Council's previous discussion at the October 8, 2019 Regular Meeting, it is recommended that this appointment also includes appointment to the Clearwater Community Crime Watch group.

- **STAFF RECOMMENDATION: Clearwater Community Police Advisory Committee – One Council Appointment and One Alternate – For a One-Year Term Effective October 22, 2019.**

26. Community Futures – Central Alberta (CFCA)

Established as a non-profit organization and funded by the federal government, this organization supports rural economic diversification and provides small business services, programs and business management tools. Meetings are scheduled as required.

- **STAFF RECOMMENDATION: Community Futures Central Alberta – One Council Appointment – For a One-Year Term Effective October 22, 2019.**

27. Nordegg Community Association

Established as a society by residents of Nordegg, this Association focuses on attracting and retaining recreation, education and industry to the Nordegg community. Meetings are scheduled once a month.

- **STAFF RECOMMENDATION: Nordegg Community Association – One Council Appointment – For a One-Year Term Effective October 22, 2019.**

28. North Saskatchewan River Park Advisory Committee

Established as an advisory body by user groups and stakeholders, this committee reviews development plans for the North Saskatchewan River Park.

As per Council's previous discussion at the October 8, 2019 Regular Meeting, it is recommended to remove appointments to this committee from the Organizational Meeting Agenda.

- **STAFF RECOMMENDATION: North Saskatchewan River Park Advisory Committee – Two Council Appointments – For a One-Year Term Effective October 22, 2019.**

29. Physician Recruitment and Retention Committee

Established as a joint municipal effort by the Town of Rocky Mountain House, Village of Caroline and Clearwater County, this multi-stakeholder Committee plans initiatives for recruitment and retention of health professionals to service residents and neighbouring First Nations communities. Meetings are scheduled once a month.

- **STAFF RECOMMENDATION: Physician Recruitment and Retention Committee – Two Council Appointments – For a One-Year Term Effective October 22, 2019.**

Citizen at Large Appointments (2)

Applications and/or expression of interest were received from the following:

Heather Halladay
Gennifer Mehlhaff
Rose Wymenga

- **STAFF RECOMMENDATION: Physician Recruitment and Retention Committee – Two Citizen at Large Appointments – For a One-Year Term Effective November 1, 2019.**

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

Established as a non-profit organization, the community-based Board of Directors oversee the governance and operations for the Rocky Learning Centre. Meetings are scheduled on the third Thursday of each month (excepting July/August).

- **STAFF RECOMMENDATION: Rocky Community Learning Council (RCLC) Board of Directors – One Council Appointment – For a One-Year Term Effective October 22, 2019.**

31. Rocky Mountain House Hospital Committee

Established as an advocacy group for a new hospital, this Committee historically has the same citizenship as the Physician Recruitment and Retention Committee. Meetings are scheduled as required.

As per Council's previous discussion at the October 8, 2019 Regular Meeting, it is recommended to remove council appointments to this Committee from the Organizational Meeting Agenda.

- **STAFF RECOMMENDATION: Rocky Mountain House Hospital Committee – Two Council Appointments – For a One-Year Term Effective October 22, 2019.**

32. Rocky Mountain House Museum Operations Board

Established by an agreement between the Rocky Mountain House Reunion Historical Society (RMHRHS), Town of Rocky Mountain House and Clearwater County, this board acts as an advisory body to RMHRHS regarding operations of the museum building and Pioneer Park. Meetings are scheduled quarterly.

- **STAFF RECOMMENDATION: Rocky Mountain House Museum Operations Board – Two Council Appointments – For a One-Year Term Effective October 22, 2019.**

33. School Resource Officer (SRO) Committee

Established by agreements between Clearwater County, Town of Rocky Mountain House and Wild Rose Public School Division, this Committee reviews the SRO program. Meetings are scheduled once or twice per year.

- **STAFF RECOMMENDATION: School Resource Officer (SRO) Committee – One Council Appointment and One Alternate – For a One-Year Term Effective October 22, 2019.**

34. Rimbey RCMP Community Consultative Group

Established by the Rimbey RCMP Detachment, this multi-stakeholder group acts as an advisory body on local crime prevention. Meetings are scheduled as required.

- **STAFF RECOMMENDATION: Rimbey RCMP Community Consultative Group – One Council Appointment – For a One-Year Term Effective October 22, 2019.**

35. Sundre RCMP Community Advisory Committee

Established by the Sundre RCMP Detachment, this multi-stakeholder committee acts as an advisory body on local crime prevention. Meetings are scheduled as required.

- **STAFF RECOMMENDATION: Sundre RCMP Community Advisory Committee – One Council Appointment – For a One-Year Term Effective October 22, 2019.**

36. West Country Drug Coalition

Established by Alberta Health Services, this Coalition share ideas and resources to solve alcohol and drug related community issues. Meetings are scheduled nine (9) times per year.

- **STAFF RECOMMENDATION: West Country Drug Coalition – One Council Appointment – For a One-Year Term Effective October 22, 2019.**

v. Industry

Historically, these committees have been noted as requiring a light time commitment, for most part.

37. CN Railways Community Advisory Panel

Established by CN Railways, this panel discusses concerns raised by Central Alberta municipalities. Meetings are scheduled semi-annually.

- **STAFF RECOMMENDATION: CN Railways Community Advisory Panel – One Council Appointment – For a One-Year Term Effective October 22, 2019.**

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

Established by West Fraser Mills Ltd., this group discusses forest management issues and acts in an advisory capacity to Sundre Forest Products. Meetings are scheduled four (4) to six (6) times per year.

- **STAFF RECOMMENDATION: Sundre Forest Products Public Involvement Round Table (SPIRT) – One Council Appointment and One Alternate – For a One-Year Term Effective October 22, 2019.**

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

The SPOG Board of Directors is made of volunteers from Industry, Community and Government. They are a policy making board that sets the goals and directions for SPOG and the subsequent committees that fall under the SPOG umbrella. Meetings are scheduled quarterly.

- **STAFF RECOMMENDATION: Sundre Petroleum Operators Group (SPOG) Board of Directors – One Council Appointment – For a One-Year Term Effective October 22, 2019.**

40. West Central Stakeholder Group

Established by multi-stakeholders, this synergy group presents and discusses information related to oil and gas industry operations in West Central Alberta. Meetings are scheduled on the first Tuesday of every month.

- **STAFF RECOMMENDATION: West Central Stakeholder Group – One Council Appointment – For a One-Year Term Effective October 22, 2019.**

vi. Stewardship

Historically, these committees have been noted as requiring a light time commitment, for most part.

41. Bighorn Back Country Standing Committee

Established by Alberta Environment and Parks Sustainable Resource Development, this committee assists with on-going planning and managing of access in the Bighorn Backcountry. This appointment also includes participation in the Clearwater Forest Recreational Trail Initiative (CTI). Meetings are scheduled two (2) to four (4) times per year.

- **STAFF RECOMMENDATION: Bighorn Back Country Standing Committee and the Clearwater Forest Recreational Trail Initiative – One Council Appointment and One Alternate – For a One-Year Term Effective October 22, 2019.**

42. North Saskatchewan Watershed Alliance Board of Directors and NSWA Headwaters Partnership Steering Committee

Under the Government of Alberta's Water for Life Strategy, the North Saskatchewan Watershed Alliance (NSWA) became one of eleven Watershed Planning and Advisory Councils (WPACs) in Alberta in 2005. The NSWA provides a discussion forum to address issues affecting the North Saskatchewan River (NSR) watershed. It initiates and encourages activities that result in best practices for watershed management.

The NSWA Headwaters Partnership Steering Committee, established and supported by NSWA, oversees technical work on the state of headwaters in the North Saskatchewan River watershed.

- **STAFF RECOMMENDATION: North Saskatchewan Watershed Alliance Board of Directors and Headwaters Partnership Steering Committee – One Council Appointment – For a One-Year Term Effective October 22, 2019.**

43. Parkland Airshed Management Zone (PAMZ) – Board of Directors

Established as a non-profit organization, this board is responsible for identifying air quality concerns within the zone and implementing management strategies to address those concerns. Meetings are scheduled on the third Wednesday in January, April, June, September and November.

As per Council's previous discussion at the October 8, 2019 Regular Meeting, it is recommended to remove council appointments from the Organizational Meeting Agenda.

- **STAFF RECOMMENDATION: Parkland Airshed Management Zone – One Council Appointment – For a One-Year Term Effective October 22, 2019.**

44. Red Deer River Municipal Users Group (RDRMUG)

Established as an association by rural and urban municipalities within the Red Deer River Basin and communities who receive water from the Red Deer River, this group focuses on shared goals and long-term sustainability of the Red Deer River. Meetings are every two (2) months.

As per Council's previous discussion at the October 8, 2019 Regular Meeting, it is recommended to remove appointment to this Group from the Organizational Meeting Agenda.

- **STAFF RECOMMENDATION: Red Deer River Municipal Users Group – One Council Appointment – For a One-Year Term Effective October 22, 2019.**

G. Other Appointments

- i. **Appointment of Central District 2 Rural Municipalities of Alberta (CRMA) Director**
CRMA consists of District 2 members of the RMA who meet twice yearly to review resolutions that are to be presented at the RMA conventions. The Director attends two (2) Directors' meetings as well as two (2) District 2 general meetings per year.

- **STAFF RECOMMENDATION: CRMA Director – One Council Appointment and One Alternate – For a One-Year Term Effective October 22, 2019**

- ii. **Appointment of Reeve/Deputy Reeve to Central Alberta Mayors & Reeves Committee**

Established as a committee by Central Alberta urban and rural municipalities, this group meets several times per year to discuss current issues. Appointment authorizes the Reeve and Deputy Reeve's attendance.

- **STAFF RECOMMENDATION: Central Alberta Mayors' & Reeves' Meetings – One Reeve and Deputy Reeve Appointment – For a One-Year Term Effective October 22, 2019**

- iii. **Appointment of Community Peace Officers/Highway Patrol Officers**

In accordance with the Environmental Protection and Enhancement Act (EPEA), Section 27(1), a local authority shall designate a sufficient number of inspectors and investigators to carry out the administration of provisions of the Act under Section 18 and Part 9 – Waste Minimization, Recycling and Waste Management, Division 2.

- **STAFF RECOMMENDATION: Council Appointment of 2018/2019 EPEA Inspectors/Investigators – Sgt. Terri Miller; Ron McIvor; Jason Lucas; and Tony Brooks, Community Peace Officers/Highway Patrol Officers - For a One-Year Term Effective October 22, 2019.**

iv. Appointment of Fire Guardians

In accordance with the MGA and the Alberta Fire Code, "Fire Guardian" means a person named, appointed or deemed as a Fire Guardian pursuant to the Sec. 4 Forest and Prairie Protection Act (supra). The Reeve, each Councillor and the CAO are by virtue of their offices fire guardians in and for the municipal district. RSA 2000 cF-19 s4;2003 c20 s6.

Each year before March 1, the Council of a municipal district shall appoint, for a term not exceeding one year, a sufficient number of fire guardians to enforce the Forest and Prairie Protections Act within the boundaries.

Historically, Council appoints the Fire Chief and Deputy Chiefs as Fire Guardian(s) to enforce the provisions of the Forest and Prairie Protection Act (supra) within the boundaries of the County.

- **STAFF RECOMMENDATION: Council Appointment of 2018/2019 Fire Guardians – Steven Debienne, Regional Fire Chief; Shawn St. Peter, Regional Deputy Fire Chief; Evan Stewart, Assistant Fire Chief - For a One-Year Term Effective October 22, 2019**

H. Adjournment