

**CLEARWATER COUNTY**  
**2017 COUNCIL ORGANIZATIONAL MEETING**

Tuesday, October 24, 2017

9:00 am, Council Chambers, 4340 – 47 Avenue, Rocky Mountain House, AB

**Agenda**

- A. Call to Order – Chief Administrative Officer**
- B. Official Oath of Councillors (attached)**
- C. Code of Conduct Acknowledgement (attached)**
- D. Elections**
  - i. Election of Reeve and Official Oath**
  - ii. Election of Deputy Reeve and Official Oath**
- E. Signing Authority**
- F. Regular Council Meeting Dates**
- G. 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 Community and Protective 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.
- H. Other Appointments**
  - i. Appointment of Alberta Association of Municipalities, Districts and Counties District 2 Director**
  - ii. Appointment of Reeve/Deputy Reeve to Central Alberta Mayors' & Reeves' Committee**
  - iii. Appointment of Fire Guardians**
  - iv. Appointment of Director of Emergency Management**
- I. Adjournment**

**B. Official Oath of Councillors**

Municipal Government Act (MGA) Section 156 states that a Councillor may not carry out any power, duty or function until that person has taken the official oath prescribed by the *Oaths of Office Act*.

**C. Code of Conduct Acknowledgement**

Council established the 'Code of Conduct Bylaw 1025' as per MGA Section 146.1(1) and (3), which governs the conduct of Councillors, members of Council committees or members of other boards in which Clearwater County is represented in spirit and intent of the position of public trust.

**D. 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 municipality 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. The MGA Section 185.1 (2) requires Council to pass a resolution to confirm the vote taken by secret ballot.
  - **RECOMMENDATION: That Council authorizes the use of secret ballot for elections during the 2017 Organizational Meeting.**
- b. A motion 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 motion 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 Chair will be turned over to the Reeve.
- h. At the conclusion of the meeting a motion will be required to destroy the 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 be filled at all times.

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

- **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.**

**E. SIGNING AUTHORITY**

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

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

**F. 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 in the County Office, beginning at 9:00 am., in Rocky Mountain House.

Regular Meeting dates scheduled for 2017 – 2018 are as follows:

## 2017

November 7\* and 21  
December 12

\*rescheduled to  
accommodate AAMDC  
Convention date

## 2018

January 9 and 23  
February 13 and 27  
March 13 and 27  
April 10 and 24  
May 8 and 22  
June 12 and 26  
July 10 and 24  
August 14 and 28  
September 11 and 25  
October 9 and 23

- **RECOMMENDATION: That 2017 meetings of County Council be scheduled as follows: November 7 and 21, and December 12; and, 2018 meetings of County Council be scheduled as follows: January 9 and 23, February 13 and 27, March 13 and 27, April 10 and 24, May 8 and 22, June 12 and 26, July 10 and 24, August 14 and 28, September 11 and 25, October 9 and 23; starting at 9:00 am in the County Office at 4340-47 Avenue, Rocky Mountain House, Alberta.**

## **G. APPOINTMENT TO BOARDS AND COMMITTEES**

The various board and committee appointments have been categorized by purpose and function. Please note: In accordance with privacy compliance, member at large board/committee applications are not included in this agenda package.

### **i. Council/Municipal**

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

#### **1. Agenda and Priorities (A&P) Committee**

Established by Bylaw 1022, the A&P Committee may review, evaluate and make 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.

- **RECOMMENDATION: Agenda and Priorities Committee – All of Council Appointment – For a One-Year Term Effective October 24, 2017**

- **RECOMMENDATION: Agenda and Priorities Committee Meeting Dates –January 15, April 16, June 18 and September 17, 2018, 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 1022 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.

- **RECOMMENDATION: Agricultural Service Board – Two Council Appointments – For a One-Year Term Effective October 24, 2017.**

Member at Large Appointment:

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

Arlene Emblay  
J. Douglas Hunter

- **RECOMMENDATION: Agricultural Service Board – One Member at Large Appointment for a Four-Year Term Effective November 1, 2017**

Member at Large Alternate Appointment:

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

John Follis

- **RECOMMENDATION: Agricultural Service Board – One Alternate Member at Large Appointment for a Four-Year Term Effective November 1, 2017**

## **3. CAO Performance Evaluation Committee**

Established by Bylaw 1022 and acknowledged within the MGA, this Committee oversees the process for the establishment of annual objectives and CAO performance appraisal, including an annual written performance evaluation and recommendation to Council regarding compensation. Meetings are scheduled annually.

- **RECOMMENDATION: CAO Performance Evaluation Committee – All of Council Appointments – For a One-Year Term Effective October 24, 2017**

#### **4. 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.

- **RECOMMENDATION: Clearwater County Emergency Management Committee – Three Council Appointments – Reeve, Deputy Reeve and Councillor – For a One-Year Term Effective October 24, 2017**

#### **5. Clearwater County Heritage Board**

Established by Bylaw 1022, this Board advises Council on matters relating to the Brazeau Collieries Mine Site, the Nordegg Heritage Centre Museum and Visitor Information Services and the Municipal Heritage Program, including municipally significant historic buildings. Meetings are scheduled on the third Thursday of November, February, May and September.

- **RECOMMENDATION: Clearwater County Heritage Board – Two Council Appointments – For a One-year Term Effective October 24, 2017**

#### **6. Pest and Weed Control Appeal Board**

Established by Bylaw 1022 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.

- **RECOMMENDATION: Pest and Weed Control Appeal Board – Five Council Appointments – For a One-Year Term Effective October 24, 2017**

#### **ii. Planning Authorities**

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

## **7. Municipal Planning Commission (MPC)**

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

- **RECOMMENDATION: Municipal Planning Commission – Three Council Appointments – For a One-Year Term Effective October 24, 2017**

Member at Large Appointment (Two members)

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

Pat Butler  
Cheryl Dezell  
Earl Graham  
Kelly Spongberg  
Rhonda Wirda

- **RECOMMENDATION: Municipal Planning Commission – Two Member at Large Appointments – For a One-Year Term Effective November 1, 2017**

## **8. Subdivision Development Appeal Board (SDAB)**

Established by Bylaw 996 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.

- **RECOMMENDATION: Subdivision Development Appeal Board – Two Council Appointments and One Alternate – For a One-Year Term Effective October 24, 2017**
- **RECOMMENDATION: Subdivision Development Appeal Board – Chairman and Vice-Chairman Appointments – For a One-year Term Effective October 24, 2017**

Board Secretary and Alternate Appointment – recommendation is to appoint Christine Heggart as Secretary, and Rick Emmons as Alternate, to the Board.

- **RECOMMENDATION: Subdivision Development Appeal Board – Secretary to the Board Appointment and One Alternate – For a One-Year Term Effective October 24, 2017**

Member at Large Appointment (Three Members and Two Alternates)  
Applications and/or expression of interest were received from the following:

Marianne Cole  
Earl Graham

- **RECOMMENDATION: Subdivision Development Appeal Board – Three Members at Large Appointments – For a One-Year Term Effective November 1, 2017**
- **RECOMMENDATION: Subdivision Development Appeal Board – Two Alternate Member at Large Appointment – For a One-year Term Effective – November 1, 2017**

**9. 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.

- **RECOMMENDATION: Inter-Municipal Plan Committee – Three Council Appointments – For a One-Year Term Effective October 24, 2017**

### iii. Intermunicipal/Regional

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

**10. 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.

- **RECOMMENDATION: Clearwater Regional Emergency Management Advisory Committee – Three Council Appointments - Reeve, Deputy Reeve and Councillor – For a One-Year Term Effective October 24, 2017**

**11. 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.

- **RECOMMENDATION: Clearwater Regional Family and Community Support Services Board – Two Council Appointments – For a One-Year Term Effective October 24, 2017**

**12. Intermunicipal Collaboration Committee (ICC)**

Established by an intermunicipal collaboration framework, “Stronger Together – Building Opportunities for Our Future Agreement”, this nondecision-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.

- **RECOMMENDATION: ICC – Two Council Appointments and One Alternate Appointment – For a One-Year Term Effective October 24, 2017**

**13. Library Boards**

Established by the Libraries Act, 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.

- **RECOMMENDATION: Caroline Municipal Library Board – One Council Appointment – For a One-Year Term Effective October 24, 2017**

**b. Rocky Mountain House Public Library Board**

Meetings are scheduled on the third Wednesday of each month.

- **RECOMMENDATION: Rocky Mountain House Municipal Library Board - One Council Appointment – For a One-Year Term Effective October 24, 2017**

Trustee Appointment (One member)

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

MJ (Mimi) Cole  
Eleanor Pengelly

- **RECOMMENDATION: Rocky Mountain House Municipal Library – One Trustee Appointment – For a Three-Year Term Effective January 1, 2018**

**c. Parkland Regional Library (PRL) Board**

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

- **RECOMMENDATION: Parkland Regional Library Board – One Council Appointment, One Alternate Appointment – for a One-Year Term Effective October 24, 2017**

**14. 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.

- **RECOMMENDATION: Caroline and District Recreation and Agricultural Society - One Council Appointment, One Alternate Appointment – for a One-Year Term Effective October 24, 2017**

Member at Large Appointment (One member)

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

Earl Graham

- **RECOMMENDATION: Caroline and District Recreation and Agricultural Society– One Member at Large Appointment – For a Two-Year Term Effective November 1, 2017**

**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.

- **RECOMMENDATION: David Thompson Recreation Board - One Council Appointment, One Alternate Appointment – for a One-Year Term Effective October 24, 2017**

**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.

- **RECOMMENDATION: Rocky and District Recreation, Parks and Community Services - One Council Appointment, One Alternate Appointment – for a One-Year Term Effective October 24, 2017**

Member at Large Appointment (One member)

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

Phyllis Loewen

- **RECOMMENDATION: Rocky and District Recreation, Parks and Community Services – One Member at Large Appointment – For a Three-Year Term Effective January 1, 2018**

**15. 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 member 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.)

- **RECOMMENDATION: Regional Fire Rescue Services Advisory Committee – Two Council Appointments and One Alternate – For a One-Year Term Effective October 24, 2017**

**16. 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.

- **RECOMMENDATION: Rocky Mountain House (CYRM) Airport Commission – Two Council Appointments – For a One-Year Term Effective October 24, 2017**

**17. 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.

- **RECOMMENDATION: Rocky Mountain Regional Solid Waste Authority Committee – Three Council Appointments – For a One-Year Term Effective October 24, 2017**

**18. 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.

- **RECOMMENDATION: Rocky Senior Housing Council – Two Council Appointments – For a One-Year Term Effective October 24, 2017**

Member at Large Appointment (One member)

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

M.J. (Mimi) Cole  
 Arlene Emblay  
 Phyllis McNutt

- **RECOMMENDATION: Rocky Senior Housing Council – One Member at Large Appointment – For a One-Year Term Effective November 1, 2017**

**iv. Community**

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

**19. Canada 150 Voyageur Rendezvous Committee**

Established by the Confluence Heritage Society and other multi-stakeholders, this Committee organized events for Canada 150 July 1, 2017 celebrations. The Committee anticipates dissolution in the next months and it is recommended that Councillor Duncan holds his existing appointment.

- **RECOMMENDATION: Canada 150 Voyageur Rendezvous Committee – One Council Appointment – For a One-Year Term Effective October 24, 2017**

**20. 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 (member at large) is also appointed. Effective November 22, 2016, Council determined that the role, functions and administrative duties of Clearwater County's Community Relations Coordinator supports this appointment. Meetings are scheduled every two (2) months.

- **RECOMMENDATION: Central Alberta Economic Partnership - One Council Appointment - For a One-Year Term Effective October 24, 2017**
- **RECOMMENDATION: Central Alberta Economic Partnership - One Administration Appointment (Community Relations Coordinator) – For a One-Year Term Effective October 24, 2017**

**21. Clearwater Broadband Foundation (CBF)**

Established as a registered society, this coalition of community members' goal is to provide community-owned fibre-based high-speed internet infrastructure and services to residents in Clearwater County. Meetings are scheduled as required.

- **RECOMMENDATION: Clearwater Broadband Foundation - One Council Appointment - For a One-Year Term Effective October 24, 2017**

**22. 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.

- **RECOMMENDATION: Clearwater Community Police Advisory Committee – One Council Appointment – For a One-Year Term Effective October 24, 2017**

**23. 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.

- **RECOMMENDATION: Community Futures Central Alberta – One Council Appointment – For a One-Year Term Effective October 24, 2017**

**24. 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.

- **RECOMMENDATION: Nordegg Community Association – One Council Appointment – For a One-Year Term Effective October 24, 2017**

**25. 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. Meetings are scheduled as required.

- **RECOMMENDATION: North Saskatchewan River Park Advisory Committee – Two Council Appointments – For a One-Year Term Effective October 24, 2017**

**26. 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.

- **RECOMMENDATION: Physician Recruitment and Retention Committee – Two Council Appointments – For a One-Year Term Effective October 24, 2017**

Member at Large Appointment (One member)

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

Dan Burger  
Arlene Emblay  
Heather Halladay  
Rose Wymenga

- **RECOMMENDATION: Physician Recruitment and Retention Committee – Two Member at Large Appointments – For a One-Year Term Effective November 1, 2017**

**27. 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 second Tuesday of each month.

- **RECOMMENDATION: Rocky Community Learning Council (RCLC) Board of Directors – One Council Appointment – For a One-Year Term Effective October 24, 2017**

**28. Rocky Mountain House Hospital Committee**

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

- **RECOMMENDATION: Rocky Mountain House Hospital Committee – Two Council Appointments – For a One-Year Term Effective October 24, 2017**



**29. 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.

- **RECOMMENDATION: Rocky Mountain House Museum Operations Board – Two Council Appointments – For a One-Year Term Effective October 24, 2017**

**30. Rocky Mountain House Visitor Information Centre (VIC) Board**

Established by an agreement between Rocky Mountain House and District Chamber of Commerce, Town of Rocky Mountain House and Clearwater County, this board is responsible for the development of policies, objectives, programs and standards for the operation of the Visitor Information Centre. Meetings are scheduled quarterly.

- **RECOMMENDATION: Rocky Mountain House Visitor Information Centre Board – Two Council Appointments – For a One-Year Term Effective October 24, 2017**

**31. 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.

- **RECOMMENDATION: School Resource Officer (SRO) Committee – One Council Appointment and One Alternate – For a One-Year Term Effective October 24, 2017**

**32. 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.

- **RECOMMENDATION: Sundre RCMP Community Advisory Committee – One Council Appointment – For a One-Year Term Effective October 24, 2017**

**33. 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.

- **RECOMMENDATION: West Country Drug Coalition – One Council Appointment – For a One-Year Term Effective October 24, 2017**

**v. Industry**

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

**34. CN Railways Community Advisory Panel**

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

- **RECOMMENDATION: CN Railways Community Advisory Panel – One Council Appointment – For a One-Year Term Effective October 24, 2017**

**35. 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.

- **RECOMMENDATION: Sundre Forest Products Public Involvement Round Table (SPIRT) – One Council Appointment and One Alternate – For a One-Year Term Effective October 24, 2017**

**36. Sundre Petroleum Operators Group (SPOG) Community Affairs Committee**

Established by industry operating in the Caroline/Sundre area, this synergy group focuses on improving industry-community relations. Meetings are scheduled on the second Thursday of every month. Appointee position is currently vacant, as per Council's direction since 2013.

- **RECOMMENDATION: Sundre Petroleum Operators Group (SPOG) Community Affairs Committee – One Council Appointment – For a One-Year Term Effective October 24, 2017**

**37. 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.

- **RECOMMENDATION: Sundre Petroleum Operators Group (SPOG) Board of Directors – One Council Appointment – For a One-Year Term Effective October 24, 2017**

**38. 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.

- **RECOMMENDATION: West Central Stakeholder Group – One Council Appointment – For a One-Year Term Effective October 24, 2017**

**vi. Stewardship**

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

**39. 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.

- **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 24, 2017**

**40. NSWA Headwaters Partnership Committee**

Established and supported by NSWA, this steering committee oversees technical work on the state of headwaters in the North Saskatchewan River watershed. Meetings are scheduled as required.

- **RECOMMENDATION: Headwaters Partnership Committee – One Council Appointment – For a One-Year Term Effective October 24, 2017**

**41. 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.

- **RECOMMENDATION: Parkland Airshed Management Zone – One Council Appointment – For a One-Year Term Effective October 24, 2017**

**42. 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.

- **RECOMMENDATION: Red Deer River Municipal Users Group – One Council Appointment – For a One-Year Term Effective October 24, 2017**

**43. Rocky Nordegg Trail Steering Committee**

Established as a joint venture between Clearwater County and the Town of Rocky Mountain House, this committee coordinates the province's regional land use plans for recreation in the West Country. Although the committee is currently inactive and appointee position is vacant, it is anticipated work will begin once the province releases a final land use plan for this region. Meetings are scheduled as required.

- **RECOMMENDATION: Rocky Nordegg Trail Steering Committee – One Council Appointment – For a One-Year Term Effective October 24, 2017**

## H. Other Appointments

### i. **Appointment of Alberta Association of Municipalities Districts and Counties(AAMDC), District 2 (CAAMDC) Director**

CAAMDC consists of District 2 members of the AAMDC who meet twice yearly to review resolutions that are to be presented at the AAMDC conventions. The Director attends the two (2) District 2 meetings as well as two (2) Directors' meetings.

- **RECOMMENDATION: CAAMDC Director – One Council Appointment and One Alternate – For a One-Year Term Effective October 24, 2017**

### 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.

- **RECOMMENDATION: Central Alberta Mayors' & Reeves' Meetings – One Reeve and Deputy Reeve Appointment – For a One-Year Term Effective October 24, 2017**

### iii. **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.

- **RECOMMENDATION: Council Appointment of 2017/2018 Fire Guardians – Steven Debiene, Fire Chief; Evan Stewart, Assistant Fire Chief - For a One-Year Term Effective October 24, 2017**

**iv. Appointment of Regional Director of Emergency Management**

In accordance with Bylaw 1011 and MGA legislation, the position of the Director shall be held by the individual appointed.

- **RECOMMENDATION: Council Appointment of Regional Director of Emergency Management – Ted Hickey - For a One-Year Term Effective October 24, 2017**

**I. Adjournment**

# OFFICIAL OATH Of OFFICE

I, \_\_\_\_\_,  
Do swear that I will diligently, faithfully, and to the best of my  
ability, execute according to law, the office of  
Councillor for Clearwater County.

So help me God.

Sworn before me at the  
Town of Rocky Mountain House  
In the Province of Alberta,  
This 24th day of October, A.D., 2017

\_\_\_\_\_  
A Commissioner for Oaths in and for Alberta

Ron Leaf

My appointment expires \_\_\_\_\_

# OFFICIAL OATH Of OFFICE

I, \_\_\_\_\_,  
Do solemnly swear and truly declare and affirm that I will diligently,  
faithfully, and to the best of my ability, execute according to law, the  
office of Councillor for Clearwater County.

Sworn before me at the  
Town of Rocky Mountain House  
In the Province of Alberta,  
This 24th day of October, A.D., 2017

\_\_\_\_\_  
A Commissioner for Oaths in and for Alberta

Ron Leaf

My appointment expires \_\_\_\_\_



# CODE OF CONDUCT ACKNOWLEDGEMENT

By signing this Code of Conduct Acknowledgement,  
I state that I have read and fully understand the contents of the Code  
of Conduct Bylaw 1025.

Councillor Jim Duncan Division One	_____
Councillor Cammie Laird Division Two	_____
Councillor Daryl Lougheed Division Three	_____
Councillor John Vandermeer Division Four	_____
Councillor Theresa Laing Division Five	_____
Councillor Timothy Hoven Division Six	_____
Councillor Michelle Swanson Division Seven	_____

Signed the 24<sup>th</sup> day of October, 2017,  
Town of Rocky Mountain House,  
In the Province of Alberta

# Bylaw 1025/17

## CODE OF CONDUCT

### GOVERNING PRINCIPLES

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

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

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

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

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

### CODE OF CONDUCT

Members will:

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

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

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

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

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

#### Release of Information to Public and Media

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

#### Avoid Conflict of Interest\*

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

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

#### Acceptance of Gifts Prohibited

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

The following are recognized as exceptions:

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

- v. Food, lodging, transportation and entertainment provided by other levels of governments or by other local governments, boards or commissions;
- vi. A reimbursement of reasonable expenses incurred in the performance of duties or office, in accordance with Clearwater County's *Council and Board Reimbursement* policy or *Travel and Subsistence for Staff and Council* policy;

Gifts that are received as an incident of protocol or social obligation that normally and reasonably accompany the responsibility of office.

- 21. Any gifts with an estimated value of \$100 or more will be reported on Elected Official Expense Report, noting the approximate value and the person or organization providing the gift, event ticket, etc.

#### Avoidance of Waste

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

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

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

#### Leadership and Governance

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

#### COMPLIANCE / COMPLAINTS

##### Responsibilities

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

If any Member becomes aware of breach of this Code of Conduct by, or an allegation of breach of this Code of Conduct against, any other Member, it is the Member's

responsibility to report the breach of this Code of Conduct or the allegation to the Reeve or CAO.

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

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

### Complaint Process - Councillors

All complaints must be submitted in writing to the CAO and may be made by:

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

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

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

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

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

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

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

### Sanctions - Councillors

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

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

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

#### Complaint Process – Council Committee Members

All complaints must be submitted in writing to the Committee Chair and may be made by:

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

Should the complaint be against the Committee Chair, then the complaint should be submitted, in writing, to the CAO.

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

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

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

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

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

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

#### Sanctions – Council Committee Members

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

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

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