

Minutes of the Organizational Meeting of Clearwater County, Province of Alberta, held October 24, 2017, in the County Office at Rocky Mountain House.

CALL TO ORDER: The Meeting was called to order at 9:00 am by Ron Leaf, Chief Administrative Officer (CAO), with the following being present:

Councillors:	Jim Duncan Cammie Laird Daryl Lougheed John Vandermeer Theresa Laing Tim Hoven Michelle Swanson
Chief Administrative Officer:	Ron Leaf
Recording Secretary:	Tracy Haight
Manager, Legislative Services	Christine Heggart
Director, Public Works	Marshall Morton
Director, Ag Services & Landcare	Matt Martinson
Director, Corporate Services	Rodney Boyko

Media:	Keanna Nelson Shaelyn Poteet Helge Nome
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**OFFICIAL OATH
OF OFFICE:**

Councillors Jim Duncan, Cammie Laird, Daryl Lougheed, John Vandermeer, Theresa Laing, Tim Hoven and Michelle Swanson each completed the 'Official Oath of Office for Councillor' attached to these minutes.

**CODE OF
CONDUCT
ACKNOWLEDGEMENT:**

On June 13, 2017, Council established the 'Code of Conduct Bylaw 1025', as per Municipal Government Act (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. By signing the Code of Conduct Acknowledgement, each of the councillors indicated that they read and understood the contents of Council's Code of Conduct Bylaw.

COUNCILLOR HOVEN:	That Councillors sign the Code of Conduct Acknowledgment.
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CARRIED 7/0

Each of the councillors signed the 'Code of Conduct Acknowledgement' attached to these minutes.

**ELECTION OF
REEVE:**

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

COUNCILLOR LAIRD: That Council confirms the election process for electing Clearwater County's Reeve and Deputy Reeve; and, authorizes the use of secret ballot for elections during the 2017 Organizational Meeting.

CARRIED 7/0

R. Leaf called for nominations for the position of Reeve.
Councillor Laing nominated Councillor Vandermeer.
Councillor Duncan nominated himself.
No further nominations were received.

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

CARRIED 7/0

A vote by secret ballot was conducted.
Councillor Vandermeer was declared Reeve.
Councillor Vandermeer completed the Oath of Office for Chief Elected Official (Reeve), attached to these minutes, and took the Chair.

COUNCILLOR DUNCAN: That Council appoints John Vandermeer as Clearwater County's Chief Elected Official (Reeve), effective immediately, and ending on the appointment of the next Chief Elected Official (Reeve).

CARRIED 7/0

**ELECTION OF
DEPUTY REEVE:**

The Reeve called for nominations for the position of Deputy Chief Elected Official (Deputy Reeve).
Councillor Laing nominated Councillor Laird.
Councillor Swanson nominated Councillor Duncan.
No further nominations were received.

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

CARRIED 7/0

A vote by secret ballot was conducted.
Councillor Duncan was declared Deputy Reeve.

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

CARRIED 7/0

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

SIGNING AUTHORITY:

COUNCILLOR SWANSON: 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.

CARRIED 7/0

MEETING DATES:

COUNCILLOR LAING: That Council schedules 2017 regular meetings of County Council as follows: November 7 and 28, and December 12; and, schedules 2018 meetings of County Council 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.

CARRIED 7/0

**APPOINTMENTS TO
BOARDS AND
COMMITTEES:**

1. Agenda & Priorities Committee

COUNCILLOR LAIRD: That Council appoints all Members of Council to the Agenda & Priorities Committee, for a one-year term effective October 24, 2017.

CARRIED 7/0

COUNCILLOR LOUGHEED: That Council schedules the 2018 Agenda & Priorities Committee meetings for January 15, April 16, June 18, and September 17, starting at 9:00 am in the County Office at 4340-47 Avenue, Rocky Mountain House, Alberta.

CARRIED 7/0

2. Agricultural Service Board

Councillors Duncan, Lougheed and Hoven expressed interest in the Agricultural Service Board appointments.

A vote by secret ballot was conducted.

COUNCILLOR SWANSON: That Council appoints Councillors Duncan and Hoven to the Agricultural Service Board for a one-year term effective October 24, 2017.

CARRIED 7/0

Arlene Emblay and J. Douglas Hunter applied for the Member at Large position.

A vote by secret ballot was conducted.

COUNCILLOR DUNCAN: That Council appoints J. Douglas Hunter as a member at large to the Agricultural Service Board for a four-year term effective November 1, 2017.

CARRIED 7/0

John Follis applied for the Alternate Member at Large position:

COUNCILLOR HOVEN: That Council appoints John Follis as an alternate member at large to the Agricultural Service Board for a four-year term effective November 1, 2017.

CARRIED 7/0

3. CAO Performance Evaluation Committee

COUNCILLOR LOUGHEED: That Council appoints all members of Council to the CAO Performance Evaluation Committee for a one-year term effective October 24, 2017.

CARRIED 7/0

4. Clearwater County Emergency Management Committee

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

COUNCILLOR SWANSON: That Council appoints Reeve Vandermeer, Deputy Reeve Duncan and Councillor Laird to the Clearwater County Emergency Management Committee for a one-year term effective October 24, 2017.

CARRIED 7/0

5. Clearwater County Heritage Board

Councillor Laing and Councillor Swanson expressed interest in the Clearwater County Heritage Board appointments.

COUNCILLOR DUNCAN: That Council appoints Councillor Laing and Councillor Swanson to the Clearwater County Heritage Board for a one-year term effective October 24, 2017.

CARRIED 7/0

6. Pest and Weed Control Appeal Board

COUNCILLOR DUNCAN: That Council appoints, Reeve Vandermeer, Councillors Laird, Lougheed, Laing and Swanson, to the Pest and Weed Control Appeal Board for a one-year term effective October 24, 2017.

CARRIED 7/0

7. Municipal Planning Commission

Councillors Lougheed, Hoven, Laird and Duncan expressed interest in the Municipal Planning Commission appointment.

A vote by secret ballot was conducted.

COUNCILLOR LAIRD: That Council appoints Councillors Lougheed, Hoven and Duncan to the Municipal Planning Commission for a one-year term effective October 24, 2017.

CARRIED 7/0

Pat Butler, Cheryl Dezall, Earl Graham, Kelly Spongberg, and Rhonda Wirda applied for member at large positions.

A vote by secret ballot was conducted.

COUNCILLOR SWANSON: That Council appoints Cheryl Dezall and Kelly Spongberg as members at large to the Municipal Planning Commission for a one-year term effective November 1, 2017.

CARRIED 7/0

8. Subdivision/Development Appeal Board

Councillors Laing, Laird and Swanson expressed interest in the Subdivision Development Appeal Board appointments.

COUNCILLOR DUNCAN: That Council appoints Councillors Laing and Swanson and, and Councillor Laird as alternate, to the Subdivision Development Appeal Board for a one-year term effective October 24, 2017.

CARRIED 7/0

COUNCILLOR DUNCAN: That Council appoints Councillor Laing as Chair and Councillor Swanson as Vice Chair of the Subdivision Development Appeal Board for a one-year term effective October 24, 2017.

CARRIED 7/0

COUNCILLOR HOVEN: That Council appoints Christine Heggart as Secretary to the Subdivision Development Appeal Board and Rick Emmons as Alternate Secretary for a one-year term effective October 24, 2017.

CARRIED 7/0

Marianne Cole and Earl Graham applied for the member at large positions on the Subdivision Development Appeal Board.

COUNCILLOR HOVEN: That Council appoints Marianne Cole and Earl Graham to the Subdivision Development Appeal Board for a one-year term effective October 24, 2017.

CARRIED 7/0

COUNCILLOR LOUGHEED: That Council tables selection of one member at large and two alternates for the Subdivision Development Appeal Board pending advertisement and receipt of applications.

CARRIED 7/0

9. Rocky-Clearwater Intermunicipal Development Plan Committee

Councillors Duncan, Laing and Reeve Vandermeer expressed interest in the Intermunicipal Development Plan Committee appointments.

COUNCILLOR SWANSON: That Council appoints Councillors Duncan, Laing and Reeve Vandermeer to the Rocky-Clearwater Intermunicipal Development Plan Committee for a one-year term effective October 24, 2017

CARRIED 7/0

10. Clearwater Regional Emergency Management Advisory Committee

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

COUNCILLOR SWANSON: That Council appoints the Reeve, Deputy Reeve and Councillor Laird to the Clearwater Regional Emergency Management Advisory Committee for a one-year term effective October 24, 2017.

CARRIED 7/0

11. Clearwater Regional Family and Community Support Services Board

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

COUNCILLOR DUNCAN: That Council appoints Councillors Swanson and Laing to the Clearwater Regional Family and Community Support Services Board for one-year term effective October 24, 2017.

CARRIED 7/0

12. Intermunicipal Collaboration Committee (ICC)

Councillors Lougheed, Duncan and Reeve Vandermeer expressed interest in the Intermunicipal Collaboration Committee appointments.

R. Leaf confirmed selection process for the alternate appointment.

A vote by secret ballot was conducted.

COUNCILLOR SWANSON: That Council appoints Councillors Duncan and Lougheed; and, Reeve Vandermeer as an alternate, to the Intermunicipal Collaboration Committee for a one-year term effective October 24, 2017.

CARRIED 7/0

13. Library Boards

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

COUNCILLOR LAING: That Council appoints Councillor Hoven to the Caroline Municipal Library Board for a one-year term effective October 24, 2017.

CARRIED 7/0

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

COUNCILLOR LAING: That Council appoints Councillor Laird to the Rocky Mountain House Municipal Library Board for a one-year term effective October 24, 2017.

CARRIED 7/0

MJ 'Mimi' Cole and Eleanor Pengelly applied for the member at large position.

A vote by secret ballot was conducted.

COUNCILLOR SWANSON: That Council appoints MJ 'Mimi' Cole to the Rocky Mountain House Municipal Library Board for a three-year term effective January 1, 2018.

CARRIED 7/0

Councillor Hoven expressed interest in the Parkland Regional Library Board appointment and Councillor Laird expressed interest in the alternate appointment.

COUNCILLOR DUNCAN: That Council appoints Councillor Hoven, and Councillor Laird as an alternate, to the Parkland Regional Board for a one-year term effective October 24, 2017.

CARRIED 7/0

14. Recreation Boards

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

COUNCILLOR LOUGHEED: That Council appoints Councillor Hoven, and Reeve Vandermeer as alternate, to the Caroline and District Recreation and Agricultural Society Board for a one-year term effective October 24, 2017.

CARRIED 7/0

Earl Graham applied for the member at large position.

COUNCILLOR DUNCAN: That Council appoints Earl Graham to the Caroline and District Recreation and Agricultural Society Board for a two-year term effective November 1, 2017.

CARRIED 7/0

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

COUNCILLOR LAING: That Council appoints Councillor Lougheed; and, Councillor Swanson as alternate, to the David Thompson Recreation Board for a one-year term effective October 24, 2017.

CARRIED 7/0

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

COUNCILLOR LAIRD: That Council appoints Councillor Swanson; and, Councillor Duncan as alternate, to the Rocky Mountain House and District Recreation, Parks and Community Services for a one-year term effective October 24, 2017.

CARRIED 7/0

Phyllis Loewen applied for the member at large position on the Rocky Mountain House and District Recreation, Parks and Community Services Board.

COUNCILLOR LAING: That Council appoints Phyllis Loewen to the Rocky Mountain House and District Recreation, Parks and Community Services for a three-year term effective January 1, 2018.

CARRIED 7/0

15. Regional Fire Rescue Services Advisory Committee

Councillors Laird and Loughheed expressed interest in the Regional Fire Rescue Services Advisory Committee appointments and Councillor Duncan expressed interest as an alternate.

COUNCILLOR LAING: That Council appoints Councillors Laird and Loughheed, and Councillor Duncan as alternate, to the Regional Fire Rescue Services Advisory Committee for a one-year term effective October 24, 2017.

CARRIED 7/0

16. Rocky Mountain House (CYRM) Airport Commission

Councillors Laird and Swanson expressed interest in the Rocky Mountain House (CYRM) Airport Commission appointments.

COUNCILLOR DUNCAN: That Council appoints Councillors Laird and Swanson to the Rocky Mountain House (CYRM) Airport Commission for a one-year term effective October 24, 2017.

CARRIED 7/0

17. Rocky Mountain Regional Solid Waste Authority Committee

Councillors Laing, Loughheed and Reeve Vandermeer expressed interest in the Rocky Mountain Regional Solid Waste Authority appointments.

COUNCILLOR LAIRD: That Council appoints Councillor Laing, Loughheed and Reeve Vandermeer to the Rocky Mountain Regional Waste Authority for a one-year term effective October 24, 2017.

CARRIED 7/0

18. Rocky Senior Housing Council

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

COUNCILLOR DUNCAN: That Council appoints Councillors Laird and Swanson to the Rocky Senior Housing Council for a one-year term effective October 24, 2017 .

CARRIED 7/0

MJ (Mimi) Cole, Arlene Emblay and Phyllis McNutt applied for the member at large position.

A vote by secret ballot was conducted.

COUNCILLOR LAIRD: That Council appoints Phyllis McNutt as a member at large to the Rocky Senior Housing Council for a one-year term effective November 1, 2017.

CARRIED 7/0

19. Canada 150 Voyageur Rendezvous Committee

Councillor Duncan expressed interest in remaining on this Committee as he anticipates the Committee will complete its mandate within the next few months.

COUNCILLOR LOUGHEED: That Council appoints Councillor Duncan to the Canada 150 Voyageur Rendezvous Committee for a one-year term effective October 24, 2017.

CARRIED 7/0

20. Central Alberta Economic Partnership (CAEP)

Reeve Vandermeer expressed interest in the CAEP Board appointment.

COUNCILLOR LAIRD: That Council appoints Reeve Vandermeer, to the CAEP Board for a one-year term effective October 24, 2017.

CARRIED 7/0

Discussion took place on appointing a member at large from the public, rather than the Community Relations Coordinator, as a business representative on the CAEP Board.

COUNCILLOR DUNCAN: That Council tables appointment of one member at large for the CAEP Board pending advertisement and receipt of applications.

CARRIED 7/0

21. Clearwater Broadband Foundation (CBF)

Councillor Swanson announced that she had resigned her position as Chair on CBF's Board of Directors prior to the election.

Reeve Vandermeer announced that he resigned his position as a County representative on CBF's Board of Directors.

Discussion took place on whether CBF would like to continue with County representation on its Board.

COUNCILLOR DUNCAN: That the appointment to Clearwater Broadband Foundation remain vacant pending confirmation from Clearwater Broadband Foundation of continued County representation on its Board of Directors.

CARRIED 7/0

22. Clearwater Community Police Advisory Committee (CCPAC)

Councillor Hoven expressed interest in the Clearwater Community Police Advisory Committee appointment.

COUNCILLOR LAIRD: That Council appoints Councillor Hoven to the Clearwater Community Police Advisory Committee for a one-year term effective October 24, 2017.

CARRIED 7/0

23. Community Futures – Central Alberta (CFCA)

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

COUNCILLOR DUNCAN: That Council appoints Councillor Laing to the Community Futures Committee for a one-year term effective October 24, 2017.

CARRIED 7/0

24. Nordegg Community Association

Councillor Laing expressed interest in the Nordegg Community Association appointment.

COUNCILLOR SWANSON: That Council appoints Councillor Laing to the Nordegg Community Association for a one-year term effective October 24, 2017.

CARRIED 7/0

25. North Saskatchewan River Park Advisory Committee

Councillors Duncan and Swanson expressed interest in the North Saskatchewan River Park Committee appointments.

COUNCILLOR LAIRD: That Council appoints Councillors Duncan and Swanson to the North Saskatchewan River Park Committee for a one-year term effective October 24, 2017.

CARRIED 7/0

26. Physician Recruitment and Retention Committee

Councillor Lougheed and Councillor Laird expressed interest in the Physician Recruitment and Retention Committee appointments.

COUNCILLOR LAING: That Council appoints Councillors Lougheed and Laird to the Physician Recruitment and Retention Committee for a one-year term effective October 24, 2017.

CARRIED 7/0

Dan Burger, Arlene Emblay, Heather Halladay and Rose Wymenga applied for the member at large positions on the Physician Recruitment and Retention Committee.

A vote by secret ballot was conducted.

COUNCILLOR LAING: That Council appoints Heather Halladay and Rose Wymenga to the Physician Recruitment and Retention Committee for a one-year term effective October 24, 2017 .

CARRIED 7/0

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

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

COUNCILLOR DUNCAN: That Council appoints Councillor Laing to the Rocky Community Learning Council Board of Directors for a one-year term effective October 24, 2017

CARRIED 7/0

28. Rocky Mountain House Hospital Committee

Councillors Laird and Lougheed expressed interest in the Rocky Mountain House Hospital Committee appointment.

COUNCILLOR DUNCAN: That Council appoints Councillors Laird and Lougheed to the Rocky Mountain House Hospital Committee for a one-year term effective October 24, 2017 .

CARRIED 7/0

29. Rocky Mountain House Museum Operations Board

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

COUNCILLOR LAIRD: That Council appoints Councillors Laing and Swanson to the Rocky Mountain House Museum Operations Board for a one-year term effective October 24, 2017.

CARRIED 7/0

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

Councillors Laing and Swanson expressed interest in the Rocky Mountain House Visitor Information Centre (VIC) Board appointment.

COUNCILLOR DUNCAN: That Council appoints Councillors Laing and Swanson to the Rocky Mountain House Visitor Information Centre (VIC) Board for a one-year term effective October 24, 2017.

CARRIED 7/0

31. School Resource Officer (SRO) Committee

Councillor Laird expressed interest in the School Resource Officer Committee appointment and Councillor Duncan expressed interest as an alternate.

COUNCILLOR SWANSON: That Council appoints Councillor Laird; and, Councillor Duncan as an alternate, to the School Resource Officer Committee for a one-year term effective October 24, 2017.

CARRIED 7/0

32. Sundre RCMP Community Advisory Committee

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

COUNCILLOR DUNCAN: That Council appoints Councillor Hoven to the Sundre RCMP Community Advisory Committee for a one-year term effective October 24, 2017.

CARRIED 7/0

33. West Country Drug Coalition

Councillor Laing expressed interest in the West Country Drug Coalition appointment.

COUNCILLOR LAIRD: That Council appoints Councillor Laing to the West Country Drug Coalition for a one-year term effective October 24, 2017.

CARRIED 7/0

34. CN Railways Community Advisory Panel

Councillor Duncan expressed his interest in the CN Railways Community Advisory Panel appointment.

COUNCILLOR HOVEN: That Council appoints Councillor Duncan to the CN Railways Community Advisory Panel for a one-year term effective October 24, 2017 .

CARRIED 7/0

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

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

COUNCILLOR LAIRD: That Council appoints Councillor Hoven to the Sundre Forest Products Public Involvement Round Table (SPIRT) for a one-year term effective October 24, 2017.

CARRIED 7/0

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

Councillor Hoven expressed interest in the Sundre Petroleum Operators Group Community Affairs Committee appointment.

COUNCILLOR SWANSON: That Council appoints Councillor Hoven to Sundre Petroleum Operators Group (SPOG) Community Affairs Committee for a one-year term effective October 24, 2017.

CARRIED 7/0

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

Councillor Hoven expressed interest in the Sundre Petroleum Operators Group Board of Directors appointment.

COUNCILLOR DUNCAN: That Council appoints Councillor Hoven to the Sundre Petroleum Operators Group (SPOG) Board of Directors for a one-year term effective October 24, 2017.

CARRIED 7/0

38. West Central Stakeholders Group

Reeve Vandermeer noted the similarities between West Central Stakeholders Group and SPOG's mandate and the value of having the same councillor appointment to both groups.

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

COUNCILLOR SWANSON: That Council appoints Councillor Hoven to the West Central Stakeholders Group for a one-year term effective October 24, 2017.

CARRIED 7/0

39. Bighorn Backcountry Standing Committee

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

COUNCILLOR LOUGHEED: That Council appoints Councillor Duncan; and, Councillor Swanson as an alternate, to the Bighorn Backcountry Standing Committee and Clearwater Forest Recreational Trails Initiative for a one-year term effective October 24, 2017.

CARRIED 7/0

40. North Saskatchewan Watershed Alliance (NSWA) Headwaters Partnership Committee

Councillor Duncan expressed interest in the NSWA Headwaters Partnership Committee appointment.

COUNCILLOR SWANSON: That Council appoints Councillor Duncan to the NSWA Headwaters Partnership Committee for a one-year term effective October 24, 2017.

CARRIED 7/0

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

Councillor Laird expressed interest in the Parkland Airshed Management Zone Board of Directors appointment.

COUNCILLOR DUNCAN: That Council appoints Councillor Laird to the Parkland Airshed Management Zone Board of Directors for a one-year term effective October 24, 2017.

CARRIED 7/0

42. Red Deer River Municipal Users Group

Councillor Swanson expressed interest in the Red Deer River Municipal Users Group appointment.

COUNCILLOR LOUGHEED: That Council appoints Councillor Swanson to the Red Deer River Municipal Users Group for a one-year term effective October 24, 2017.

CARRIED 7/0

43. Rocky / Nordegg Trail Steering Committee

Councillor Duncan expressed interest in the Rocky/Nordegg Trail Steering Committee appointment.

COUNCILLOR SWANSON: That Council appoints Councillor Duncan to the Rocky/Nordegg Trail Steering Committee for a one-year term effective October 24, 2017.

CARRIED 7/0

**OTHER
APPOINTMENTS:**

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

COUNCILLOR SWANSON: That Council appoints the Reeve as Council's representative on the Central Alberta Association of Municipal Districts and Counties and the Deputy Reeve as an alternate for a one-year term effective October 24, 2017.

CARRIED 7/0

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

COUNCILLOR LAIRD: That Council appoints the Reeve and Deputy Reeve to the Central Alberta Mayors/Reeves Committee for a one-year term effective October 24, 2017

CARRIED 7/0

3. Appointment of Fire Guardians

COUNCILLOR LAIRD: That Council appoints Steven Debiegne, Fire Chief, and Evan Stewart, Assistant Fire Chief, as Fire Guardians for Clearwater County for a one-year term effective immediately.

CARRIED 7/0

4. Appointment of Regional Director of Emergency Management

COUNCILLOR SWANSON: That Council appoints Ted Hickey, Director of Community and Protective Services, as the Regional Director of Emergency Management for a one-year term effective October 24, 2017.


COUNCILLOR DUNCAN: That the ballots from elections be destroyed.

CARRIED 7/0

**ADJOURNMENT:
10:56 am**

COUNCILLOR SWANSON: That the Meeting adjourn.

CARRIED 7/0


REEVE


ACTING
CHIEF ADMINISTRATIVE OFFICER

OFFICIAL OATH OF OFFICE

I, Jim Duncan,

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.

Jim Duncan

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

R. Leaf

A Commissioner for Oaths in and for Alberta

Ron Leaf

My appointment expires Feb 22/19

OFFICIAL OATH Of OFFICE

I, CAMMIE SUE LAIRD,

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.

C Laird

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

Ron Leaf

A Commissioner for Oaths in and for Alberta

Ron Leaf

My appointment expires Feb 27/18

OFFICIAL OATH Of OFFICE

I, Daryl Loughheed,

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.

Daryl Loughheed

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

R. Leaf

A Commissioner for Oaths in and for Alberta

Ron Leaf

My appointment expires Feb 22/19

OFFICIAL OATH Of OFFICE

I, JOHN VANDERMEER,

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.

John Vandermeer

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

R. Leaf

A Commissioner for Oaths in and for Alberta

Ron Leaf

My appointment expires Feb 27/19

OFFICIAL OATH Of OFFICE

I, Theresa Leung,

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.

Theresa Leung

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

R. Leaf

A Commissioner for Oaths in and for Alberta

Ron Leaf

My appointment expires Feb 27/19

OFFICIAL OATH Of OFFICE

I, TIMOTHY JAMES HOVEN

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 Feb 27/19

OFFICIAL OATH Of OFFICE

I, Michelle Swanson

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

So help me God.

Michelle Swanson

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

Ron Leaf

A Commissioner for Oaths in and for Alberta

Ron Leaf

My appointment expires Feb 27 119

OFFICIAL OATH Of OFFICE

I, JOHN VANDERMEER,

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

Chief Elected Official (Reeve) for
Clearwater County.

John Vandermeer

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

Ron Leaf

A Commissioner for Oaths in and for Alberta

Ron Leaf

My appointment expires Feb 27/19

OFFICIAL OATH Of OFFICE

I, JIM DUNCAN,

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

Deputy Chief Elected Official (Deputy Reeve) for
Clearwater County.

Jim Duncan

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

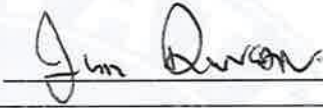

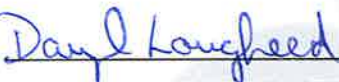




Ron Leaf
A Commissioner for Oaths in and for Alberta

Ron Leaf

My appointment expires Feb 27/19

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 Loughheed Division Three	
Councillor John Vandermeer Division Four	
Councillor Theresa Laing Division Five	
Councillor Timothy Hoven Division Six	
Councillor Michelle Swanson Division Seven	

Signed the 24th 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