



# **ORGANIZATIONAL MEETING**

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**October 21, 2020**

**10:00 a.m.**

**County of Stettler No. 6  
Administration Building  
Council Chambers**

# County of Stettler No. 6 Council Organizational Meeting

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*Held Wednesday, October 21, 2020 at 10:00 a.m. at the County of  
Stettler No. 6 Office (Council Chambers), Stettler, AB*

<b>1. Call to Order</b>	
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<b>9. Destruction of Ballots</b>	
<b>10. Adjournment</b>	

## Voting – Secret Ballot or Show of Hands

A councillor may request that secret ballots be used instead of a show of hands to vote.

### Enabling Legislation

*Municipal Government Act, RSA 2000, c M-26, s 185.1*

*(1) Despite sections 185 [Recording of Votes] and 197 [Public Presence at Meetings], at a meeting at which a council*

- (a) establishes a council committee or other body under section 145, or*
- (b) appoints a chief elected official under section 150,*

*a secret ballot must be held if requested by any councillor present at the meeting.*

*(2) A vote by secret ballot under subsection (1) must be confirmed by a resolution of council.*

### Options

- That all voting on appointments be conducted by show of hands  
*Must be carried unanimously*
- That all voting on appointments be conducted by secret ballot  
*Passes with any single vote*

## Organizational Items

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### Reeve as Ex-Officio Committee Member

The Reeve is, by virtue of their position, a member of all committees.

### Enabling Legislation

*Municipal Government Act, RSA 2000, c M-26, s 154(2) - The chief elected official is a member of all council committees and all bodies to which council has the right to appoint members under this Act, unless the council provides otherwise.*

### Action Required

None

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### Councillors as Commissioners for Oaths

All councillors are, by virtue of their position, commissioners for oaths in the province of Alberta.

### Enabling Legislation

*Notaries and Commissioners Act, SA 2013, c N-5.5, s 16(1) - The following persons are commissioners for oaths, empowered by virtue of their office or status to administer oaths and take and receive affidavits, affirmations and declarations in Alberta for use in Alberta: ...*

*(d) a Metis settlement councillor and a municipal councillor;*

## Action Required

None

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## Election of Reeve

The Reeve must be elected at each organizational meeting.

## Enabling Legislation

*Municipal Government Act, RSA 2000, c M-26, s 150(2) - The chief elected official of a village, summer village or municipal district is to be appointed by council from among the councillors unless the council passes a bylaw providing that the official is to be elected by a vote of the electors of the municipality.*

*S 159 (1) - A chief elected official who is to be appointed under section 150 must be appointed at each organizational meeting of the council, unless otherwise provided by bylaw.*

*s 156 - A councillor, a chief elected official and a deputy and acting chief elected official may not carry out any power, duty or function until that person has taken the official oath prescribed by the Oaths of Office Act.*

## Current Appointment

Councillor Larry Clarke

## Action Required

- Appoint the Reeve from the members of Council  
*Call for nominations, vote, and confirm results by resolution.*
  - The Reeve must take the official oath prescribed by the Oaths of Office Act.
- 

## Election of Deputy Reeve

A schedule has been established to appoint the Deputy Reeve.

## Enabling Legislation

*County of Stettler Bylaw 1563-16 – Procedural*

*8.3. The Deputy Reeve duties are appointed to each council member for an eight month duration. No Councillor shall be appointed the Deputy Reeve twice in a four year term unless determined otherwise by resolution of Council. The order of service for Deputy Reeve shall be determined by Council at the first Organizational Meeting following the election of council.*

## Current Appointments

<i>Effective</i>	<i>Deputy Reeve</i>
<i>November 1, 2017</i>	Councillor Nibourg
<i>July 1, 2018</i>	Councillor Gendre
<i>March 1, 2019</i>	Councillor Grover
<i>November 1, 2019</i>	Councillor Neitz
<i>July 1, 2020</i>	Councillor Stulberg
<i>March 1, 2021</i>	Councillor Nixon

## Options

- Resolve that Councillor Stulberg shall be reappointed Deputy Reeve until March 1, 2021, whereupon Councillor Nixon shall be appointed Deputy Reeve.
- Amend the Procedural Bylaw to allow for any other appointment

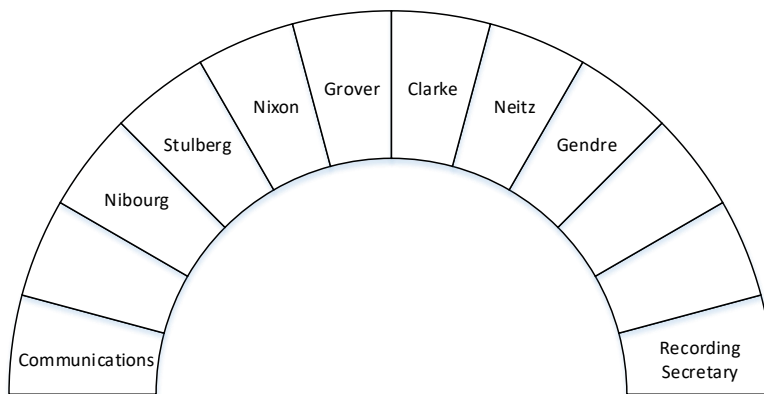
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## Seating

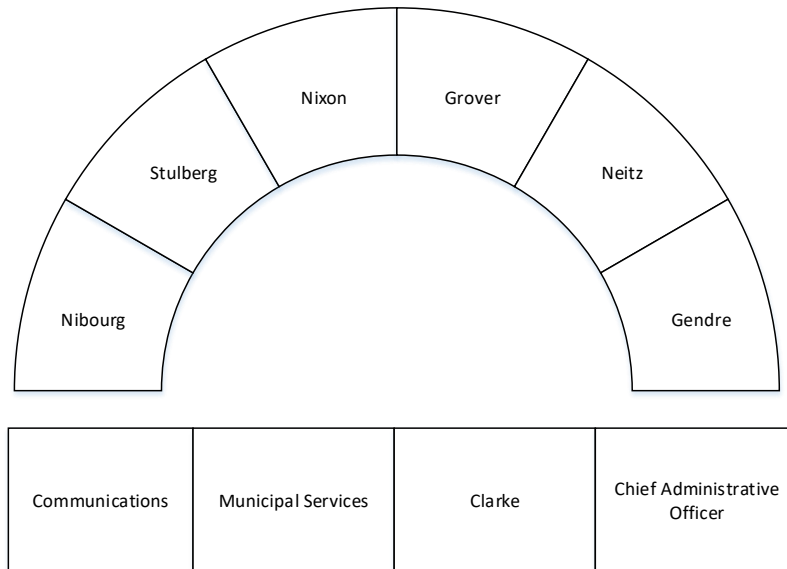
The seating arrangement for Council Meetings is chosen at the organizational meeting. This year we should consider both the 'COVID' seating arrangement and a 'normal' seating arrangement.

## Current Appointments

### Normal



## Physically Distanced



### Options

- Resolve that while the Chief Medical Officer of Health for the Province of Alberta recommends physical distancing, the County of Stettler Council set their seating arrangement at the upper Council table starting on the south side of the table: Nibourg, Stulberg, Nixon, Grover, Neitz, Gendre and set the seating arrangement at the lower Council table starting on the south side of the table: Communications, Municipal Services, Clarke, Chief Administrative Officer.

**And further** that once the Chief Medical Officer of Health for the Province of Alberta no longer recommends physical distancing, the County of Stettler Council set their seating arrangement at the upper Council table starting on the south side of the table: Communications, vacant spot, Councillor Nibourg, Councillor Stulberg, Councillor Nixon, Councillor Grover, Reeve Clarke (at the center of the table), Councillor Neitz and Councillor Gendre, vacant spot, vacant spot and Recording Secretary.

- Resolve that Council set their seating arrangement as:

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## **Meeting Date**

### **Enabling Legislation**

*Municipal Government Act, RSA 2000, c M-26, s 193(1) - A council may decide at a council meeting at which all the councillors are present to hold regularly scheduled council meetings on specified dates, times and places.*

### **Regular Council Meetings**

Second Wednesday of each month at 10:00 am in the County of Stettler Administration Building with lunch provided by the County of Stettler.

### **Options**

- Resolve that the regular meetings of the County of Stettler No. 6 Council be held on the second Wednesday of each month commencing at 10:00 a.m. in the County of Stettler Administration Building with the County of Stettler providing lunch.
- Resolve that the regular meetings of the County of Stettler No. 6 Council be held:

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## **Per Diems**

### **Council Per Diems**

Council per diems are set by Policy CN 1.1 – Council Remuneration


### **Member at Large Per Diems**

Member at Large per diems are set by Policy CN 1.6 – Member at Large Remuneration

### **Options**

- Resolve that the County of Stettler receive County of Stettler Policies CN 1.1 – Council Remuneration and CN 1.6 – Member at Large and Committee Member Remuneration for information.
- Resolve to amend either policy.



	<b>Council Policy</b>		
	Classification	Policy No.	
	<b>Legislative</b>	<b>CN 1.1</b>	
	Policy Title		
<b>Council Remuneration</b>			
Approved By:	Effective Date:	Revisions:	
Council	February 8, 2017	February 14, 2018 January 9, 2019	

References: Procedural Bylaw

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## Policy CN 1.1 – Council Remuneration

### Purpose

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To provide terms and rate of payment of remuneration for members of Council during their terms on County of Stettler No. 6 Council.

### Statement

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The County of Stettler No. 6 believe that Councillors have a very important role to fulfill, and as such, should be compensated for their time spent carrying out Council business.

### Procedure

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1. Councillors will be compensated for the attendance at the following meetings:
  - a. Regular Council Meetings
  - b. Meetings of Committees and Boards as established by Council Resolution
  - c. Meetings of associated Committees and Board as established by Council Resolution
  - d. Conventions and Seminars approved by Council resolution or policy
  - e. Meetings authorized by Chief Administrative Officer and Reeve
  
2. **Remuneration**  
 Remuneration for meeting attendance shall be paid at the rates as set out in Schedule "A".
  
3. **Social Functions**  
 County Councillors may not charge per diems to attend social functions unless they are formally invited to attend the function on behalf of the County of Stettler No. 6 in an official capacity.

County Councillors may not charge per diems to attend recreational events unless those events are municipally sponsored. County Councillors may have their entry fee paid for non-municipal recreational events.

The philosophy to be used by Council to evaluate whether or not to bill for attendance at an event, is to answer the question; *"If I were not an elected official would I go?"* The role played by Council obviously changes, but if the Councillor would normally attend the event as a member of the community, then reimbursement should not be claimed.

4. **Committee/Board Conventions**

Council and the Chief Administrative Officer are authorized to attend the following functions and the registration of spouses in programs at these functions will be approved:

- a. Rural Municipalities of Alberta Spring and Fall Conventions
- b. Agricultural Service Board Convention
- c. Agricultural Service Board Tour
- d. Provincial Planning Conference
- e. Federation of Canadian Municipalities Conference
- f. Other functions as authorized by Council that Council members might attend outside the boundaries of the County of Stettler that require a representative to be absent overnight.
- g. Where possible, the per diems and expenses paid by the County of Stettler No. 6 will be billed to the respective organization.

Remuneration for convention expenses will be paid at the rates set out in Schedule "A".

5. **Councillor Fee Sheets**

- a. Councillor Fee Sheets for meeting and convention attendance and mileage (recorded in kilometers) are to be completed and returned to the office by the fourth Thursday of each month.
- b. All Councillor Fee Sheets require the approval of the Chief Administrative Officer.
- c. All Councillor Fee Sheets and Personal Expense Claims are to be received as information by Council.
- d. Payments to Councillors will be issued monthly.

6. **Supervision Fees**

- a. Supervision Fees are in lieu of time and all expenses pertaining to ratepayers concerns, road inspection associated to each Councillor's ward activities in the County of Stettler No. 6.
- b. Supervision Fees will be paid monthly.

7. **Expense Claims**

Expense claims for other than those items listed previously, i.e., hotel rooms, meals, etc. (as per Schedule "A" or authorized by the Chief Administrative Officer), are to be submitted to Accounts Payable accompanied by receipts.

8. **General Regulations**

- a. Claim round trip mileage from the residence to the destination approved.
- b. Traveling time is to be included in the per diem charge for the meetings.
- c. All meetings are to be claimed to the nearest half day (up to 4 hours). Over 4 hours and up to 8 hours to be claimed as a full day.
- d. Evening meetings are to be claimed as half day meetings.
- e. Meals will not be reimbursed for meetings or conventions where meals are supplied.

**Policy Authorization**

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<b>Effective Date</b>	<b>Type of Review</b>	<b>Authorization</b>	<b>Resolution Number</b>
February 8, 2017	Amendment	Council	50.02.08.17
February 14, 2018	Amendment	Council	49.02.14.18
January 9, 2018	Amendment	Council	06.01.09.19

**SCHEDULE "A"**

**RENUMERATION, ALLOWANCES AND TRAVEL EXPENSE REIMBURSEMENT**

**COUNCIL:**

**Meeting Per Diems**

Meeting of 4 hours or longer duration	\$275.00
Meeting of less than 4 hours duration	\$200.00

**Convention Per Diems**

Full Day Attendance (4 hours or longer)	\$275.00
One Half Day Attendance (4 hours or less)	\$200.00

**Preparation/Supervision Days**

Per Councillor	\$800.00 per month
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**Allowances**

Reeve	\$650.00 per month
Deputy Reeve	\$250.00 per month

**Travel Expenses**

Airfare, Taxi Service and Parking Fees	Incurred Costs
Hotels	Incurred Costs
Mileage per kilometer rate	\$.58 per kilometer (first 5,000 km) \$.52 per kilometer (after 5,000 km)

(Canada Revenue Agency recommended rates - Council and employees are encouraged to travel together whenever possible or to take a County Vehicle.)

**Meal Allowance**

Please note that the County will not reimburse for any liquor costs unless approved under special circumstances. Receipts are required to claim any meal allowances, up to the maximum daily allowance.

Maximum Daily Allowance: \$65.00

	<b>Council Policy</b>		
	Classification	Policy No.	
	<b>Legislative</b>	<b>CN 1.6</b>	
	Policy Title		
<b>Member at Large and Committee Member Remuneration</b>			
Approved By:	Effective Date:	Revisions:	
Council	October 10, 2010	January 31, 2013 October 14, 2015 February 14, 2018 February 13, 2019	

## Policy CN 1.6 – Member at Large and Committee Member Remuneration

### Purpose

To establish a guideline for the County of Stettler No. 6 Members at Large and Appointed Committee Representatives remuneration.

### Statement

The County of Stettler No. 6 believes that Members at Large and Committee Members have a very important role to fulfill, and as such should be compensated for their time spent carrying out Council business.

### Procedure

#### General Guidelines

1. Representatives appointed by the County of Stettler No. 6 Council to act on behalf of the County Council as representatives or members of associations, commissions and organizations may claim mileage and one (1) per diem per month for meetings and/or workshop at the rates as set out in Schedule “A”, if they are not paid by that association and have been approved through a County of Stettler No. 6 resolution.
2. Representatives appointed by the County of Stettler No. 6 Council to act on behalf of Council may attend conferences and/or conventions with prior approval of Council or Reeve and Chief Administrative Officer, and will be compensated at the rates as set out in Schedule “A”.

3. ARB Fee Sheets for meeting attendance and mileage (recorded in kilometers) are to be completed and returned to the County Office for payment within 30 days of the ARB meeting.
4. All Fee Sheets and Expense Claims require approval of the Chief Administrative Officer.
5. Payments to Committee or Board Members will be issued monthly.
6. Expense claims for other than those items listed previously, i.e., hotel rooms, meals, etc. (as per Schedule "A" or authorized by the Chief Administrative Officer), are to be submitted to Accounts Payable accompanied by receipts.
7. Claim round trip mileage from the residence to the destination approved.
8. Traveling time is to be included in the per diem charge for the meetings.
9. All meetings are to be claimed to the nearest half day (up to 4 hours). Over 4 hours and up to 8 hours to be claimed as a full day.
10. Evening meetings are to be claimed as half day meetings.

#### Subdivision and Development Appeal Board Guidelines

11. Members at Large of the Subdivision and Development Appeal Board (SDAB) will receive compensation for their time spent in attendance at SDAB meetings and training sessions at the rates as set out in Schedule "A".
12. Expert members (with professional designations) will receive compensation for their time spent in attendance at SDAB meetings at the rates as set out in Schedule "A".

#### Assessment Review Board Guidelines

13. Members at Large of the Assessment Review Board (ARB) will receive compensation for their time spent in attendance at ARB meetings and training sessions at the rates as set out in Schedule "A".
14. Expert members will receive compensation for their time spent in attendance at ARB meetings at the rates as set out in Schedule "A".

#### Rural Recreation Board Guidelines

15. Members appointed to the Rural Recreation Board by Community Associations are compensated for their time and travel on a per meeting basis. This amount is outlined in Schedule "A".

Rural Crime Prevention Committee Guidelines

16. Members appointed to Rural Crime Prevention Committee by council are compensated for their time and travel on per meeting basis. This amount is outlined in Schedule “A”.

**Policy Authorization**

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<b>Effective Date</b>	<b>Type of Review</b>	<b>Authorization</b>	<b>Resolution Number</b>
October 14, 2015	Amendment	Council	272.10.14.15
December 13, 2017	Reformat	CAO	
February 14, 2018	Amendment	Council	50.02.14.18
February 13, 2019	Amendment	Council	48.02.13.19

**SCHEDULE "A"**

**RENUMERATION, ALLOWANCES AND TRAVEL EXPENSE REIMBURSEMENT**

**Meeting Per Diems**

Meetings of 4 hours or longer duration	\$275.00
Meetings of less than 4 hours duration	\$200.00
Rural Recreation Board	\$50.00
Rural Crime Prevention Committee	\$50.00

**Training Sessions/Convention Per Diems**

Full Day Attendance (4 hours or longer)	\$275.00
One Half Day Attendance (4 hours or less)	\$200.00

**Expert Members**

Per Hour	\$125.00 plus expenses
Minimum Charge per meeting	\$500.00 plus expenses
	Or as otherwise authorized by the CAO

**Travel Expenses**

Airfare, Taxi Service and Parking Fees	Incurred Costs
Hotels	Incurred Costs
Mileage per kilometer rate	\$.58 per kilometer (first 5,000 km) \$.52 per kilometer (after 5,000 km) (Canada Revenue Agency recommended rates)

**Meal Allowance**

Please note that the County will not reimburse for any liquor costs unless approved under special circumstances. Receipts are required to claim any meal allowances, up to the maximum daily allowance.

Maximum Daily Allowance: \$65



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## **Signing Authority**

Signing authority is set by policy. Organizational Changes last year have resulted in new titles, so the policy needs a minor update.

Administration is proposing to update Policy AF 6.15 Signing of Documents, as attached.

## **Options**

- That Council approve Policy AF 6.15, Signing of Documents, as presented
- That Council approve Policy AF 6.15, Signing of Documents, with the following amendments: \_\_\_\_\_

	<b>Council Policy</b>		
	Classification <b>Administration &amp; Finance</b>		Policy No. <b>6.15</b>
	Policy Title <b>Signing of Documents</b>		
	Approved By: Council	Effective Date: September 1, 2005	Revisions: September 25, 2019

## Policy AF 6.15 – Signing of Documents

### Purpose

To establish the authority to sign minutes; bylaws; and agreements and cheques and other negotiable instruments.

### Statement

Minutes shall be signed by both

- (a) the person presiding over the meeting and
- (b) the Chief Administrative Officer or their designate who was present at the meeting.

Bylaws shall be signed by both

- (a) the Reeve and
- (b) the Chief Administrative Officer.

Agreements for the disposal or procurement of goods and services shall be signed in accordance with the authority established under Policy AF 6.17 – Capital, Purchasing, and Disposition.

Other agreements shall be signed by both

- (a) the Reeve or the Deputy Reeve; and
- (b) the Chief Administrative Officer or the Director of Municipal Services.

Cheques and other negotiable instruments shall be signed by both

- (a) the Reeve or the Deputy Reeve; and
- (b) the Chief Administrative Officer or the Director of Municipal Services.

### Policy and Legislation References

#### **Municipal Government Act, RSA 2000, c M-26, s 213**

- (1) Minutes of council meetings must be signed by
  - (a) the person presiding at the meeting, and
  - (b) a designated officer.

- (2) When council has delegated a power, duty or function to a council committee, the minutes of a council committee meeting that deal with the power, duty or function must be signed by
- (a) the person presiding at the meeting, and
  - (b) a designated officer.
- (3) Bylaws must be signed by
- (a) the chief elected official, and
  - (b) a designated officer.
- (4) Agreements and cheques and other negotiable instruments must be signed or authorized
- (a) by the chief elected official or by another person authorized by council to sign them, and
  - (b) by a designated officer,
- or by a designated officer acting alone if so authorized by council.
- (5) A signature may be printed, lithographed or otherwise reproduced if so authorized by council.

**County of Stettler Policy AF 6.17 – Capital, Purchasing, and Disposition**

**Policy Authorization**

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<b>Reeve Signature</b>	<b>Effective Date</b>	<b>Resolution Number</b>
<i>Transcription</i>	September 1, 2005	
Amendment	September 25, 2019	327.09.25.19
Amendment	October 21, 2020	

# Legislated Appointments

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## Agricultural Fieldman

Council must appoint a qualified person as agricultural fieldman.

### Enabling Legislation

*Agricultural Service Board Act, RSA 2000, c A-10, s 8(1) - If a council has established a board, the council, in consultation with the board, must appoint a qualified person as agricultural fieldman to implement agricultural policies and programs and to manage the agricultural resources of the municipality.*

*(2) The agricultural fieldman shall act as a designated officer of the municipality*

*(a) in carrying out the functions, duties and powers of the municipality under any Act relating to agriculture, and*

*(b) in implementing projects respecting agriculture agreed on between the council and the Minister.*

*(3) An agricultural fieldman is, in the municipality employing that fieldman,*

*(a) a municipal inspector under the Weed Control Act,*

*(b) an inspector of the municipality under the Agricultural Pests Act, and*

*(c) a soil conservation officer of the municipality under the Soil Conservation Act.*

### Current Appointment

Quinton Beaumont

### Options

- Resolve that the County of Stettler No. 6 confirm the appointment of Quinton Beaumont, being a qualified person, to the office of Agricultural Fieldman for the County of Stettler  
AND FURTHER that the County of Stettler No. 6 additionally appoint Ryan Hallett, being a qualified person, to the office of Agricultural Fieldman for the County of Stettler

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## Weed Inspector, Soil Conservation Officer, and Pest Officer

Council may appoint additional Weed Inspectors, Soil Conservation Officers, and Pest Officers.

As this is a duty and power of the municipality under Acts relating to agriculture, it may also fall within the duties of the Agricultural Fieldman.

### Enabling Legislation

*Weed Control Act, SA 2008, c W-5.1, s 7(1) - A local authority shall appoint inspectors to enforce and monitor compliance with this Act within the municipality.*

*Soil Conservation Act, RSA 2000, c S-15, s 15(1) - The local authority of a rural municipality*

*(a) shall appoint at least one soil conservation officer for that municipality, and*

*(b) may pay remuneration to any soil conservation officer appointed under clause (a).*

*Agricultural Pests Act, RSA 2000, c A-8, s 9 (1) - Inspectors may be appointed by a local authority or by the Minister to carry out this Act and the regulations.*

## **Current Appointment**

Agricultural Fieldmen are appointed by virtue of their office.

## **Options**

- Resolve that Council delegate the responsibility to appoint additional Weed Inspectors, Soil Conservation Officers, and Pest Officers to the Agricultural Fieldmen
- Resolve that Council delegate the responsibility to appoint additional Weed Inspectors, Soil Conservation Officers, and Pest Officers to the Chief Administrative Officer
- Direct Administration to annually bring to Council a request to appoint additional Weed Inspectors, Soil Conservation Officers, and Pest Officers.

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## **Director and Deputy Directors of Emergency Management**

### **Enabling Legislation**

*County of Stettler Bylaw 1417-09 – Emergency Management, s 5 (c) by resolution, on the recommendation of the Emergency Management Committee, appoint a Director of Emergency Management and a Deputy Director(s) of Emergency Management who shall do those things required of the Director of Emergency Management in that person's absence;*

### **Current Appointments**

Director of Emergency Management: Lee Hardman

Deputy Directors of Emergency Management: Clint Sime, Chad Jackson

### **Action Required**

- Resolve that the County of Stettler confirm the appointment of Lee Hardman as the Director of Emergency Management and confirm the appointment of Clint Sime and Chad Jackson as Deputy Directors of Emergency Management for the County of Stettler
- Resolve that the County of Stettler appoint \_\_\_\_\_ as the Director of Emergency Management and appoint \_\_\_\_\_ as Deputy Director(s) of Emergency Management for the County of Stettler

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## **Fire Guardians**

### **Enabling Legislation**

*Forest and Prairie Protection Act, RSA 2000, c F-19, s 4 (2) Each year in time for the beginning of the fire season, the council of a municipal district shall appoint, for a term not exceeding one year, with effect from the beginning of the fire season, a sufficient number of fire guardians to enforce this Act within the boundaries of the municipal district, except that part of the municipal district that is within a forest protection area.*

*(3) The chief elected official, each councillor and the chief administrative officer are by virtue of their offices fire guardians in and for the municipal district except that part of the municipal district that is within a forest protection area.*

## Current Appointments

Ex-officio Guardians: All councillors and Chief Administrative Officer Yvette Cassidy.

Appointed Guardians: Mark Dennis, Etienne Brugman, Lori Gordon, Jim Wasdal

## Options

- Resolve that the County of Stettler No. 6 appoint Mark Dennis, Etienne Brugman, Lori Gordon and Jim Wasdal as Fire Guardians for the County of Stettler
- Resolve that the County of Stettler No. 6 appoint \_\_\_\_\_ as Fire Guardian(s) for the County of Stettler

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## Municipal Solicitor

An official solicitor provides for a point of contact for legal correspondence.

## Current Appointment

Reynold Mirth Richards and Farmer LLP

## Options

- Resolve that the County of Stettler No. 6 appoint Reynolds Mirth Richards and Farmer LLP as Solicitor for the County of Stettler
- Resolve that the County of Stettler No. 6 appoint Brownlee LLP as Solicitor for the County of Stettler

## Legislated Committees

Committees are established by Policy CN 1.5 – Boards Committees and Commissions. A committee must be established by bylaw where Council delegates their power or responsibility. The County has established committees in an advisory capacity, and thus sets the terms of their appointment by policy.

## Enabling Legislation

*Municipal Government Act, RSA 2000, c M-26*

*s 145 A council may pass bylaws in relation to the following:*

- (a) the establishment and functions of council committees and other bodies;*
- (b) procedures to be followed by council, council committees and other bodies established by the council.*

*S 146 A council committee may consist*

- (a) entirely of councillors,*
- (b) of a combination of councillors and other persons, or*
- (c) subject to section 154(2), entirely of persons who are not councillors.*

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## Agricultural Service Board

### Enabling Legislation

*Agricultural Service Board Act, RSA 2000, c A-10, s 3(1) A council may establish and appoint members to an agricultural service board and provide that the members of the board be paid, out of the funds of the municipality, reasonable allowances for travelling, subsistence and out-of-pocket expenses incurred in attending meetings of the board.*

*(2) The council is to determine the chair, the number of members, the voting status and the term of office of the members of the board.*

*(3) The membership of a board must include persons who are familiar with agricultural concerns and issues and who are qualified to develop policies consistent with this Act.*

### Meeting Schedule

The 4<sup>th</sup> Wednesday of each month at 10:00am at the County Administration Building.

### Current Appointments

Members: All Councillors

Chairman: Councillor Grover

Vice-Chairman: Reeve Clarke

### Action Required and Options

- Appoint Members to the Agricultural Service Board with a set term
  - Appoint all Councillors to the Agricultural Service Board with a set term.  
*Typically by resolution*
  - Appoint \_\_\_ Councillors to the Agricultural Service Board with a set term.  
*Resolution to set the number of Councillors, nomination to set the members*
  - Appoint \_\_\_ Members-at-large to the Agricultural Service Board with a set term.  
*Resolution to set the number of Councillors, nomination to set the members*
- Appoint a chairman with a set term
  - *Call for nominations, vote, and confirm results by resolution.*
- Appoint a vice-chairman with a set term
  - *Call for nominations, vote, and confirm results by resolution.*

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## **Municipal Planning Commission**

### **Enabling Legislation**

*Municipal Government Act, RSA 2000, c M-26, s 626(1) - A council may by bylaw establish a municipal planning commission and may by bylaw authorize the municipality to enter into an agreement with one or more municipalities to establish an intermunicipal planning commission.*

*County of Stettler Bylaw 1443-10 – Land Use Bylaw*

*s 12.1 The Municipal Planning Commission is hereby established pursuant to the Act.*

*s 12.3 - The Municipal Planning Commission shall, by default, consist of all members of County Council.*

### **Meeting Schedule**

The 4<sup>th</sup> Wednesday of each month at 1:00pm at the County Administration Building.

### **Current Appointments**

Members: All Councillors

Chairman: Councillor Neitz

Vice-Chairman: Councillor Stulberg

### **Action Required**

- Appoint Members to the Municipal Planning Commission with a set term
  - Appoint all Councillors to the Municipal Planning Commission with a set term.  
*Typically by resolution*
  - Appoint \_\_\_ Councillors to the Municipal Planning Commission with a set term.  
*Resolution to set the number of Councillors, nomination to set the members*
  - Appoint \_\_\_ Members-at-large to the Municipal Planning Commission with a set term.  
*Resolution to set the number of Councillors, nomination to set the members*
- Appoint a chairman with a set term
  - *Call for nominations, vote, and confirm results by resolution.*
- Appoint a vice-chairman with a set term
  - *Call for nominations, vote, and confirm results by resolution.*



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## Assessment Review Board

### Enabling Legislation

*Municipal Government Act, RSA 2000, c M-26, s 454.1 (1) A council must*

- (a) appoint at least 3 persons as members of the local assessment review board,*
- (b) prescribe the term of office of each member appointed under clause (a), and*
- (c) prescribe the remuneration and expenses, if any, payable to each member appointed under clause (a).*

*(2) The council must designate one of the members appointed under subsection (1) as the chair of the local assessment review board and must prescribe the chair's term of office and the remuneration and expenses, if any, payable to the chair.*

*456(1) The council of a municipality must appoint a designated officer to act as the clerk of the assessment review boards having jurisdiction in the municipality.*

### Current Appointments

Councillors (4): Councillors Stulberg, Nibourg, Gendre and Clarke

Members at Large (2): Blake Chapman, Gregory Jackson

Chairman (1): Vacant

Clerk (1): Yvette Cassidy

Councillors were appointed for a 1 year term.

Members at large have all been appointed for the term ending October 2021.

Shawna Benson has indicated she will provide Assessment Review Board clerking by contract.

### Action Required

- Appoint four Councillors for the term ending October 2021.
- Appoint a chairperson.
- Set a term for the chairperson.
- Appoint clerks: Yvette Cassidy, Shawna Benson, and Sharon Larsen

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## Subdivision and Development Appeal Board

### Enabling Legislation

*Municipal Government Act, RSA 2000, c M-26, s627(1) A council must by bylaw*

*(a) establish a subdivision and development appeal board, or*

*(b) authorize the municipality to enter into an agreement with one or more municipalities to establish an intermunicipal subdivision and development appeal board, or both.*

*(2) An intermunicipal subdivision and development appeal board is a subdivision and development appeal board for the purposes of this Part.*

*(3) Unless an order of the Minister authorizes otherwise, a panel of a subdivision and development appeal board hearing an appeal must not have more than one councillor as a member.*

*(4) The following persons may not be appointed as members of a subdivision and development appeal board:*

*(a) an employee of the municipality;*

*(b) a person who carries out subdivision or development powers, duties and functions on behalf of the municipality;*

*(c) a member of a municipal planning commission.*

*County of Stettler Land Use Bylaw 1443-10 s 14.3 The Subdivision and Development Appeal Board shall consist of at least five citizens-at-large appointed by resolution of Council, three of whom will preside at each hearing.*

*S 14.7 Council shall appoint by resolution a person or persons to serve as secretary to the Board ...*

### Current Appointments

Members at Large (at least 5): Julia King, Anita Gillard, Loren Rodvang, Dwayne Felzien, Erick Osterud, Blake Chapman, Tami Blomquist, Joe Gendre, and Gregory Jackson

Members with a Professional Planning Designation, to preside if present: Bill Shaw and Craig Teal

Clerks: Yvette Cassidy, Andrew Brysiuk, Marlene Hanson, Shawna Benson

All members have been appointed to a term expiring at the end of October, 2021.

Shawna Benson is a contract Clerk.

### Action Required

- Confirm or amend the appointment of clerks.

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## **Weed Control Act Appeal Board**

### **Enabling Legislation**

*Weed Control Act, SA 2008, c W-5.1, s 19(1) A local authority shall establish, at least annually, an independent appeal panel to determine appeals of inspector's notices, local authority's notices and debt recovery notices.*

### **Current Appointments**

Members at large (4): Blake Chapman, Joe Gendre, Alexis Carlson, and Gregory Jackson

### **Action Required**

- Appoint or re-appoint members at large to the Weed Control Appeal Board by resolution.

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## **Emergency Management Committee**

### **Enabling Legislation**

*County of Stettler Bylaw 1417-09 – Emergency Management, s 5 - Council shall (a) by resolution, appoint four of its members to serve on the Emergency Management Committee;*

### **Meeting Schedule**

At least annually.

### **Current Appointments**

Councillors Gendre, Grover, Nibourg, and Clarke

### **Action Required**

- Appoint four Councillors to the committee.

# Advisory and External Committees

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## **Battle River Research Group**

### **Current Appointments**

Representative: Councillor Grover

Alternate: Councillor Clarke

### **Action Required**

- Appoint one representative to the Battle River Research Group.
  - Appoint one alternate to the Battle River Research Group.
- 

## **Buffalo Lake Intermunicipal Development Plan Steering Committee**

Includes the Counties of Lacombe, Camrose, and Stettler and the Summer Villages of Rochon Sands and White Sands

### **Current Appointments**

Representative: Councillor Neitz

Alternate: Councillor Clarke

### **Action Required**

- Appoint one representative to the Buffalo Lake Intermunicipal Development Plan Steering Committee.
  - Appoint one alternate to the Buffalo Lake Intermunicipal Development Plan Steering Committee.
- 

## **Buffalo Lake South Shore Intermunicipal Development Plan Steering Committee**

Includes the County of Stettler and the Summer Villages of Rochon Sands and White Sands

### **Current Appointments**

Representative: Councillor Neitz

Alternate: Councillor Nixon

### **Action Required**

- Appoint one representative to the Buffalo Lake South Shore Intermunicipal Development Plan Steering Committee.
- Appoint one alternate to the Buffalo Lake South Shore Intermunicipal Development Plan Steering Committee.

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## **Buffalo Lake Management Team**

### **Current Appointments**

Representative: Councillor Neitz

Alternate: Councillor Nixon

### **Action Required**

- Appoint one representative to the Buffalo Lake Management Team.
- Appoint one alternate to the Buffalo Lake Management Team.

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## **Central Alberta Rural Municipalities Association Directors Committee**

### **Current Appointments**

Representative: Reeve and Deputy Reeve

Alternate: Past Deputy Reeve

### **Action Required**

- Appoint two representatives to the Central Alberta Rural Municipalities Association Directors Committee.
- Appoint one alternate to the Central Alberta Rural Municipalities Association Directors Committee.

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## **County of Stettler Housing Authority**

### **Current Appointments**

Representatives: Councillors Grover and Nibourg

Alternate: Councillor Nixon

### **Action Required**

- Appoint two representatives to the County of Stettler Housing Authority.
- Appoint one alternate to the County of Stettler Housing Authority.

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## **Intermunicipal Development Plan Committees**

Where committee level discussions are required for IDPs with each of the Villages of Big Valley, Donalda, and the Summer Villages of Rochon Sands and White Sands; separate committees exist for each IDP.

### **Current Appointments**

Representatives: Area Councillor, Municipal Planning Commission Chairperson, and Reeve

Alternate: Deputy Reeve

### **Action Required**

- Appoint three representatives to each of the Intermunicipal Development Plan Committees.
  - Appoint one alternate to the each of the Intermunicipal Development Plan Committees.
- 

## **Stettler Library Board and Parkland Regional Library Board**

### **Current Appointments**

Representative: Councillor Stulberg

Alternate: Councillor Gendre

Members at Large (Stettler Library Board): Barb Gano, Blake Chapman, Benjamin Ayotte, and Jane Skocdopole

Members at large appointments were to the municipal library board that met as a joint committee, so it would be appropriate to re-appoint them to the new intermunicipal library board.

### **Action Required**

- Appoint one representative to the Stettler Library and Parkland Regional Library Boards.
  - Appoint one alternate to the Stettler Library and Parkland Regional Library Boards.
  - Appoint members at large for a term ending October 2021
- 

## **Physician Recruitment and Retention Committee**

### **Current Appointments**

Representatives: Councillors Grover and Clarke

### **Action Required**

- Appoint two representatives to the Physician Recruitment and Retention Committee
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## **Policy and Procedures Committee**

### **Current Appointments**

Representatives: Councillors Nibourg, Neitz, and Clarke

### **Action Required**

- Appoint three representatives to the Policy and Procedures Committee.

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## **County of Stettler Recreation Board**

### **Current Appointments**

Representative: Councillor Stulberg

Alternate: Councillor Neitz

### **Action Required**

- Appoint one representative to the County of Stettler Recreation Board.
- Appoint one alternate to the County of Stettler Recreation Board.

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## **Red Deer River Municipal Users Group**

### **Current Appointments**

Representative: Councillor Stulberg

### **Action Required**

- Appoint one representative to the Red Deer River Municipal Users Group.

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## **Rural Crime Prevention Committee**

### **Current Appointments**

Representatives: Councillors Neitz and Nixon

Alternate: Councillor Clarke

Members at Large: Brent Mailer, Barry Haner, Terry Schiffner, Joe Gendre, Tom Fisher and Jane Skocdopole; one vacant seat.

Members at Large appointments expire at the end of October, 2021. One member has recently tendered their resignation – no responses were received advertising the vacancy.

### **Action Required**

- Appoint two representatives to the Rural Crime Prevention Committee.
- Appoint one alternate to the Rural Crime Prevention Committee.

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## **Shared Use Recreation Fields Committee**

### **Current Appointments**

Representative: Councillor Gendre

### **Action Required**

- Appoint one representative to the Shared Use Recreation Fields Committee, if applicable.

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## **Shirley McClellan Regional Water Services Commission**

### **Current Appointments**

Representative: Reeve

Alternate: Councillor Nixon

### **Action Required**

- Appoint one representative to the Shirley McClellan Regional Water Services Commission.
- Appoint one alternate to the Shirley McClellan Regional Water Services Commission.

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## **Stettler Airport Committee**

### **Current Appointments**

Representative: Councillor Nibourg

### **Action Required**

- Appoint one representative to the Stettler Airport Committee.

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## **Stettler Community (Economic) Development Committee**

### **Current Appointments**

Representative: Councillor Nibourg

### **Action Required**

- Appoint one representative to the Community Development Committee

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## **Stettler District Ambulance Association**

### **Current Appointments**

Representatives: Councillors Grover and Nixon

Alternate: Councillor Neitz

### **Action Required**

- Appoint two representatives to the Stettler District Ambulance Association.
- Appoint one alternate to the Stettler District Ambulance Association.

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## **Stettler District Family and Community Support Services**

### **Current Appointments**

Representatives: Councillors Stulberg and Nibourg

Alternate: Councillor Gendre

Member at Large: Blake Chapman (Term expires October 2021)

County of Stettler Organizational Meeting

October 21, 2020



### **Action Required**

- Appoint two representatives to the Stettler District Family and Community Support Services.
  - Appoint one alternate to the Stettler District Family and Community Support Services.
- 

## **Stettler Health Services Foundation and Stettler Hospital Facility Committee**

### **Current Appointments**

Representative: Councillor Grover

Alternate: Councillor Neitz

### **Action Required**

- Appoint one representative to the Stettler Health Services Foundation and Stettler Hospital Facility Committee.
  - Appoint one alternate to the Stettler Health Services Foundation and Stettler Hospital Facility Committee.
- 

## **Stettler Intermunicipal Development Plan Joint Committee**

### **Current Appointments**

Representatives: Councillors Nibourg and Gendre

### **Action Required**

- Appoint two representatives to the Stettler Intermunicipal Development Plan Joint Committee.
- 

## **Stettler Regional Fire Department Advisory Committee**

### **Current Appointments**

Representatives: Councillors Gendre and Neitz

Alternate: Councillor Nixon

### **Action Required**

- Appoint two representatives to the Stettler Regional Fire Department Advisory Committee.
  - Appoint one alternate to the Stettler Regional Fire Department Advisory Committee.
- 

## **Stettler Seed Cleaning Plant No. 1 Ltd**

### **Current Appointments**

Representative: Councillor Grover

Alternate: Councillor Nixon

### **Action Required**

- Appoint one representative to the Stettler Seed Cleaning Plant No. 1 Ltd.
  - Appoint one alternate to the Stettler Seed Cleaning Plant No. 1 Ltd.
- 

## **Stettler Town and Country Museum**

### **Current Appointments**

Representative: Councillor Nixon

Alternate: Councillor Stulberg

### **Action Required**

- Appoint one representative to the Stettler Town and Country Museum.
  - Appoint one alternate to the Stettler Town and Country Museum.
- 

## **Stettler Waste Management Authority**

### **Current Appointments**

Representatives: Councillor Gendre and Nixon

Alternate: Councillor Neitz

### **Action Required**

- Appoint two representatives to the Stettler Waste Management Authority.
- Appoint one alternate to the Stettler Waste Management Authority.

## **FCM Annual Conference**

<i>Dates</i>	<i>Location</i>	<i>Attendees</i>
<i>May 31 – June 3, 2018</i>	Halifax, NS	Councillors Neitz and Clarke
<i>May 30 – June 2, 2019</i>	Quebec City, QC	Councillors Gendre and Grover
<i>June 4 – 7, 2020</i>	Toronto, ON	Councillor Nibourg and Administration
<i>June 3 – 6, 2021</i>	Montreal, QC	Councillors Stulberg and Nixon