

**AGENDA
CLEAR HILLS COUNTY
POLICY & PRIORITY COUNCIL MEETING
MONDAY, JUNE 26, 2023**

The Policy & Priority meeting of the Council for Clear Hills County will be held on Monday, June 26, 2023, commencing at 9:30 a.m. in the Clear Hills County Council Chambers, 313 Alberta Ave, Worsley Alberta.

1. CALL TO ORDER

2. AGENDA

3. NEW BUSINESS

a. COUNCIL

1. Draft Land Use Bylaw Review.....2
2. T-Shirts Clear Hills County BBQ3
3. Video/Slideshow Clear Hills County BBQ7
4. Draft Procedural Bylaw8
5. Policy 3201 Road Construction70
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7. Food Cycle Science106

4. CLOSED MEETING

1. Special Events & Banquets.....

4. ADJOURNMENT

Clear Hills County

Request For Decision (RFD)

	Policy and Priority Meeting
Meeting Date:	June 26, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Draft Land Use Bylaw Review
File:	11-02-03

DESCRIPTION:

Council is presented with the draft Land use bylaw for review.

P295-23(06-12-23) RESOLUTION by Reeve Bean to accept the review of the draft Land Use Bylaw for information and schedule the next review date for 9:30 a.m., Monday, June 26, 2023. CARRIED.

RECOMMENDED ACTION:

RESOLUTION by.....

Initials show support - Reviewed by:

Manager:

CAO:



Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	June 26, 2023
Originated By:	Crystal Dei Community Service Coordinator
Title:	T-Shirts Clear Hills County 18th Annual BBQ
File:	62-02-02

DESCRIPTION:

Council has requested more discussion on the T-Shirts for the BBQ including sports shirts with collars .

BACKGROUND

C324-23(06-13-23) RESOLUTION by Councillor Giesbrecht to approve the planning for the July 20th Clear Hills County 18th Annual BBQ and increase the 2023 budget to \$30,000. CARRIED.

A recommendation was made by council to order 1400 t-shirts.

BUDGET:

T-Shirts	1400	\$ 9.90	\$ 13,860.00
GST			\$ 693.00
Set up logo			\$ 30.00
Freight			\$ 300.00
Total			\$ 14,883.00
Sports Shirt	200	\$ 22.32	\$ 4,464.00
GST			\$ 223.20
Total			\$ 4,687.20
Total			\$ 19,570.20
Total BBQ Budget			\$ 30,000.00

ATTACHMENT:

1. T-shirt design
2. Cost of Sports shirt.

RESOLUTION BY to recommend council to make a decision in regards to ordering T-shirts for Clear Hills County 18th Annual BBQ.

Initials show support - Reviewed by:	Manager:	CAO: 
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Left chest logo - 3.5" wide by 1" high

**CLEAR HILLS
COUNTY**

Back Logo - 10" wide by 7.2" high

I got you

**WALK THE
VOLUNTEER**

2023



Maroon



ATC™ PRO TEAM SPORT SHIRT, S4039

- 6.3-oz, 100% performance polyester jersey with wicking technology
- No Bleed Fabric (NBF) created with a unique cationic dye process for easy printing
- Rib knit collar
- Moisture wicking
- Breathable
- Tagless
- Classic fit

Due to the nature of polyester, special care must be taken throughout the decoration process. Please refer to product size spec PDF file for more details.

Available Sizes: XS-4XL

Price Applies to sizes XS-XL: \$22.32

Colour: Maroon

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	June 26, 2023
Originated By:	Crystal Dei Community Service Coordinator
Title:	Video/Slide Show for Clear Hills County 18th Annual BBQ
File:	62-02-02

DESCRIPTION:

Reeve Bean has requested Administration provide Council with Wildfire pictures submitted for a Video/Slide show. Council will source out a presentation designer to produce the video/slide show for the Clear Hills County 18th Annual BBQ.

BACKGROUND

C324-23(06-13-23) RESOLUTION by Councillor Giesbrecht to approve the planning for the July 20th Clear Hills County 18th Annual BBQ and increase the 2023 budget to \$30,000. CARRIED.

RESOLUTION BY to recommend council to proceed with Council to source out a presentation designer to produce the video/slideshow for the Clear Hills County 18th Annual BBQ.

Initials show support - Reviewed by:

Manager:

CAO:



Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	June 26, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Draft Procedural Bylaw
File:	11-02-03

DESCRIPTION:

Council requested a to review the amendments to the Procedural Bylaw.

P296-23(06-12-23) RESOLUTION by Deputy Reeve to table the draft Procedural Bylaw review to the next Policy & Priority- Meeting. CARRIED.

BACKGROUND:

ATTACHMENTS:

Draft Procedural Bylaw

RECOMMENDED ACTION:

RESOLUTION by...

Initials show support - Reviewed by:

Manager:

CAO:



Bylaw No. 233-18

"A BYLAW OF CLEAR HILLS COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF REGULATING THE PROCEDURE AND CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS AND TO RESCIND BYLAW NO. 222-17 233-18"

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WHEREAS: Council of Clear Hills County has the authority ~~under section 145~~ of the Municipal Government Act, ~~R.S.A. 2000 c.M-26~~~~put current version in~~, and related amendments, to enact bylaws respecting the establishment of Council Committees, Procedure and Conduct of Council, Council Committees, and the Conduct of Councillors and Members of Council Committees; and

WHEREAS: Council of Clear Hills County considers it expedient and desirable for effective governance to regulate the procedure and conduct of Council, Councillors and others attending Council and Council Committee Meetings in Clear Hills County;

NOW THEREFORE: the Council of Clear Hills County enacts as follows:

1.0 CITATION

- 1.1 This Bylaw ~~may~~~~will~~ be cited as the "**Council Procedure Bylaw**" and applies to all Members attending Meetings of Council and Committees established by Council of the Municipality.

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2.0 DEFINITIONS

2.1 In this Bylaw,

- 2.1.1 "Act" shall mean the Municipal Government Act, R.S.A. 2000 c.M-26current version, and related amendments;
- 2.1.2 "ad hoc" shall mean an organization, committee, or commission created for a specific task.
- 2.1.3 "Agenda" shall mean the list of items and order of business for any meeting;
- 2.1.4 "Amend" shall mean a Motion to add context or details to currently debated Motion;
- 2.1.5 "Business Day" shall mean a full regularly-scheduled working day for the Administration Office. In reference to Delegations (Sections 30 and 31 of this Bylaw), full business days allow for the correlating and copying of information to be included in Council Packages;
- 2.1.6 "Bylaw" shall mean a Bylaw of Clear Hills County;
- 2.1.7 "Call the Question" shall mean immediately terminating debate and calling for a vote. This is a non-debatable Motion;
- 2.1.8 "CAO" shall mean the Chief Administrative Officer, or duly appointed delegate, for the County.
- 2.1.9 "CEO" shall mean the Chief Elected Officer as defined in the MGA, which shall be the Reeve unless otherwise determined by Council;
- 2.1.10 "Chair" shall mean the person presiding and conducting meetings;
- 2.1.18 "closed session" shall mean a session which is held in private (closed to the public) and may include specific persons invited to attend by the Chair, Council or the Committee. All discussions in camera are deemed as confidential, and no motions can be made in camera;
- 2.1.11 "Committee" shall mean a committee created by Council (such as at the annual Organizational Meeting) that is either a Standing Committee, Special Committee, *ad hoc* Committee, or a Council Committee;
- 2.1.12 "Committee of the Whole" shall mean a committee consisting of all

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Members of Council. A meeting of the Committee of the Whole may be held *in camera* (in private) or in public session depending on the issue being discussed;

2.1.13. "Council" shall mean the Reeve and Members of Council of Clear Hills County elected pursuant to the provisions of the *Local Authorities Election Act*;

2.1.14. "Councillor" shall mean a Councillor elected to represent Clear Hills County;

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2.1.15. "ex officio" shall mean by right of office, the CEO is a member of all Council Committees and all bodies to which Council has the right to appoint members. Unless the named member or alternate to the Committee, the CEO does not have voting privileges;

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2.1.16. "Delegation" shall mean any person or persons having permission of Council to appear before Council, or a Committee of Council to provide pertinent information and views about the subject before Council or Council Committee;

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2.1.17. "Deputy Reeve" shall mean the Member of Council who is appointed pursuant to the Act to act as Reeve in the absence or incapacity of the Reeve;

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~~2.1.18. "in camera" shall mean a session which is held in private (closed to the public) and may include specific persons invited to attend by the Chair, Council or the Committee. All discussions in camera are deemed as confidential, and no motions can be made in camera;~~

2.1.19. "external committee"

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"Reeve" shall mean the Chief Elected Official (CEO) for the County;

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2.1.20. "Member" shall mean a Councillor, or Member at Large, appointed by Council to a Committee of Council;

2.1.21. "Member at Large" shall mean a member of the public appointed by Council to a Committee of Council;

2.1.22. "Meetings" shall mean meetings of Council and Council Committees;

2.1.23. "Motion" shall mean an action presented by a Councillor or Member of

Committee and made through the Chair that requests some consideration of action by Council or Committee. For a Motion to be structurally complete, it is required to address the who, what, when, where and why questions;

2.1.24 "Municipality" shall mean Clear Hills County, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the County;

2.1.25 "Person" shall include an individual, partnership, association, body corporate, trustee, executor, administrator, or legal representative;

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2.1.26 "Point of Information" shall mean a question or request directed through the Chair to another member or to staff for information relevant to the business at hand but not related to the Point of Procedure;

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2.1.27 "Point of Order" shall mean the raising of question directed to the Chair to call attention to any departure from the Procedure Bylaw;

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2.1.28 "Point of Procedure" shall mean a question directed to the Chair to obtain information of a matter of the rules of the County bearing on the business at hand in order to assist a member to make an appropriate Motion, raise a point of order, or understand the situation or the effect of a Motion;

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"Question of Privilege"

2.1.29 "Quorum" is a majority (50% +1) of those members elected and serving on Council;

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2.1.30 "Recess" shall mean a non-debatable action for a temporary break of Council/Committee business; any member may request a recess through the chair;

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2.1.31 "Recording Secretary" shall mean the person assigned to record minutes of the meeting;

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2.1.32 "Standing Committee of Council" shall mean any Committee established by Council.

2.1.33 "Table" shall mean a Motion to delay the consideration of any matter to a definite time, when further information is to be obtained.

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2.1.33 "County" shall mean Clear Hills County;

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2.1.34 "Urgency" or "emergent items" (in reference to Addendums - Section 30.7

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of this Bylaw) If an item (Addendum – addition to the agenda) is to be added to a previously distributed Agenda, then the Addendum shall pass a test of 'Urgency'. If the Addendum is time-sensitive or where failure to provide immediate action may cause financial or other distress to the Municipality, Council or a Committee, then the Chair may authorize the addition of the Addendum to the Agenda. All additions must be supported by written background information.

3.0 GENERAL

3.1 In accordance with Section 204 of the *Act*, the municipal office shall be Clear Hills County Administration Office located at 313 Alberta Avenue, Worsley, Alberta.

3.2 Council of Clear Hills County shall consist of seven (7) elected officials.

3.2.1 At the Organizational Meeting following the date of the general election, and annually thereafter, not later than two weeks after the third Monday in October, shall elect one of its elected officials as Reeve and one of its elected officials as Deputy Reeve.

3.2.2 The CEO shall be referred to as the Reeve.

3.2.3 Responsibilities of the Reeve are established in Part 5, Division 3, Duties, Titles, and Oaths of Councillors of the *Act*.

3.2.4 When the Reeve, through illness, absence or other cause, is unable to perform the duties of this office, or when the office is vacant, the Deputy Reeve has all the powers and shall perform all the duties of the Reeve during the Reeve's inability or absence.

3.2.5 When both the Reeve and Deputy Reeve, through illness, absence or other cause, are unable to perform the duties of the office, the Council may appoint a temporary Acting Reeve or Chair as per Section 152(3) of the *Act*.

3.2.6 A Reeve and Deputy Reeve who have been appointed to their offices by the Council may resign their appointments while retaining their seats on the Council.

3.2.7 When the office of Reeve or Deputy Reeve become vacant by death, resignation, forfeiture or otherwise, the Council shall forthwith elect one of the Councillors to fill the position for the remainder of the term of office and in accordance with section 162 of the *Act*.

3.2.8 The Reeve and members of Council may be paid the remuneration, travel,

subsistence and out of pocket expenses that may be set by the Council and outlined in Council Policies.

3.3 General duties of Councillors and the Reeve are established in Part 5, Division 3, Duties, Titles, and Oaths of Councillors of the *Act*.

3.4 The Council of the County is responsible for:

3.4.1 developing and evaluating the policies and programs of the County.

3.4.2 ensuring that the powers, duties and functions of the County are appropriately carried out.

3.4.3 carrying out the powers, duties and functions expressly given to it — under the MGA or any other enactment (legislation, bylaw or policy).

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3.5 The Council of the County will not exercise a power or function or perform a duty that is by this or another enactment or by bylaw specifically assigned to the CAO or a designated officer.

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3.6 These duties and roles of Councillors as established in this bylaw may only be amended, repealed or suspended by a bylaw passed at a regular or special meeting of Council at which time all Council must be present with a two thirds majority vote.

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4.0 SEVERABILITY

4.1 If any portion of this Bylaw is declared invalid by a Court of competent jurisdiction, then the invalid portion shall be severed and the remainder of the Bylaw shall be deemed valid.

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10.05 MEETINGS

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11.06 Organizational Meetings

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11.1 An Organizational Meeting of Council shall be held annually not later than two weeks after the 3rd Monday in October, as per Section 192 of the *Act*.

11.2 The Councillors shall take the Oath of Office upon being elected. (Part 5, Section 3, #156, as per the *Act*). By right of this office and taking of the Oath, the Councillor is a Commissioner for Oaths.

11.3 The Agenda of the Organizational Meeting shall be restricted to:

11.3.1 Establishing regular meeting dates for Council for the next twelve months, and all members of council must be present;

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11.3.2 Establishing any *ad hoc* Council Committees;

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11.3.3 Selection of the Reeve and Deputy Reeve by election ~~of from~~ elected Councillors;

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11.3.4 Appointment of Councillors as members and alternates to Council Boards and Committees and *ad hoc* Council Committees;

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11.3.5 Appointment of Members at Large to any agencies, committees, boards to which Council has the right to appoint members;

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11.3.6 Any such other business as is required by the Act

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11.3.7 Annual appointment of Professionals including but not limited to Assessor, Auditor, ~~and~~ Legal Advisor ~~and Engineer~~

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11.3.8 Referring to Section 11.3.2 and 11.3.4 of this Bylaw, the Reeve will lead Council through the Boards & Committees list. If a Councillor wishes to be the representative or alternate on a particular board or committee, they must verbally indicate their desire when that board or committee is being addressed. In the case of two or more Councillors wishing to be the representative or alternate to a board or committee, a vote of Council shall be taken, by either show of hands or secret ballot. The voting method shall be determined by show of hands.

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11.3.8.1 Should a Councillor dispute or disagree with an appointment recommendation, Council ~~as a whole~~ shall debate the appointment and, by majority vote, complete the final determination.

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12.0 Regular Council Meetings

12.1 Notice of regularly scheduled meetings, as per Section 11.3.1, need not be advertised.

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12.2 Council meetings will be held in person.

Commented [CDM7]: Two options for approving online or phone participation

Option 1: Participation online or by conference call may be approved by a motion of Council.

Option 2: When all Councillors cannot be present attendance by online or conference call will be accepted.

If Council changes the date, time or place of a regularly scheduled meeting, the

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County shall give at least 24 hours notice of the change:

12.2.1 To any Member of Council not present at the meeting at which the change was made, and such notice shall be in accordance with Section 196(1) of the *Act*; and

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12.2.2 To the public, and such notice shall be by means of posting a Notice on the front door of the Municipal Office and noting the change on the County website and County social media platforms.

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12.3 ~~The time for Regular Council Meetings shall be 9:30 A.M.~~

13.0 Special Meetings

13.1 Special Meetings shall be held as per Section 194 of the *Act*.

14.0 Committee Meetings

14.1 Council Committees are created by a Motion of Council at a Regular Council Meeting.

14.2 The times for the beginning of Council Committee meetings shall be set by Motion by the Council Committee.

14.3 Standing Council Committees shall be established and governed by a policy or Bylaw approved by Council. Where appropriate authority is delegated to a Standing Committee, such Committee and its mandate shall be established by Bylaw.

14.4 The Reeve shall be deemed to be an *ex officio* member of all Committees of Council. The Reeve cannot be a member to a committee if the Reeve is not appointed in the personal name

14.4.1 When attending a Committee, which the Reeve has not been specifically assigned as a representative, the Reeve shall have a right to vote only when an appointed Member of Council assigned to that Committee is absent and the Reeve has been asked, either formally or informally, to be the representative or alternate.

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14.4.2 Staff may be asked to participate as advisors to Committees of Council. Unless otherwise specified in the Terms of Reference of a Committee, advisors are not voting members.

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14.5 Council Committee Chairs:

14.5.1 For Committees of Council, the position of Chair shall be selected by vote of the members appointed by Council, which shall include —Members at Large appointments, unless otherwise stated in the County Bylaw, Master Agreement or Terms of Reference establishing the Committee.

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14.5.2 Where the County and another municipality share representation —on the Council Committee or Board, the Members shall select the Chair by a vote of the members.

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14.6 *ad hoc* Committees:

14.6.1 Council may create an *ad hoc* Committee by Motion to be formed —to address a single issue or matter. An *ad hoc* Committee shall be deemed as temporary, with a life-spanlifespan of no more than twelve (12) months after creation.

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14.6.2 The *ad hoc* Committee shall be advised of their mandate by Council at the time of creation, and Council shall appoint the —Members.

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14.6.3 The *ad hoc* Committee will provide regular written or verbal reports to Council at least once a month and Council shall determine, with each report, whether there is a need for the *ad hoc* Committee to —continue to exist.

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14.6.4 Should the term of the *ad hoc* Committee come to an end, or Council determine that the work of the *ad hoc* Committee should continue, Council may chose to:

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14.6.4.1 Extend the life of the *ad hoc* Committee for an additional twelve (12) months by Motion; or

14.6.4.2 Convert the *ad hoc* Committee to a Standing Committee of Council, by Bylaw, with a long-term mandate.

14.6.5 *ad hoc* Committee's, though temporary in nature, shall operate as other committees, being public meetings, with minutes kept, and same procedures followed as Standing Committees.

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14.7 Alternates: The Reeve may temporarily appoint any Council Member to take the place of any member or alternate of the Council Committee who is unable to attend a meeting of that Council Committee. Council Committee Alternates must be appointed during the Organizational Meeting.

14.8 Council Committees shall meet at the call of the Chair, and have a written agenda, but notice must be provided to Committee Members and the Public pursuant to the requirements of this Bylaw and the Act.

14.9 All Council Committees are advisory to Council unless authority to exercise or perform any power or duty has been specifically delegated by a Council Bylaw.

14.10 The basic responsibilities of a Council Committee are as follows:

14.10.1 ~~to analyse~~ all matters ~~placed before them that require analysis will be placed before them and submit~~ submitted as written recommendations to Council on ways and/or means of dealing with these matters;

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14.10.2 to receive written ~~or verbal~~ reports for information purposes. Written ~~or verbal~~ reports received for information may be forwarded to Council at the discretion of the Council Committee, and must be forwarded to Council if required under any policy, bylaw or statute;

14.10.3 to refer matters to Administration, through the CAO, for research and to provide direction on the preparation of written reports;

14.10.4 to submit recommendations to Council on any action or decision recommended on any matter within the jurisdiction of the Council Committee;

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14.10.5 in appropriate cases, to submit matters to Council without recommendations;

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14.10.6 not to appropriate, expend, commit, or direct the expenditure of any money not provided for in the budget and authorized in Committee mandate and Bylaw by Council;

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14.10.7 not to bind its' actions on the County unless power to take such action has been specifically delegated to the Committee by Council in a bylaw;

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14.10.8 not to give direct instructions to any County employee except through the CAO.

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14.11 -All Council Board and Committee members must follow the procedural rules of Council as set out in this Bylaw.

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14.12 All Committees created by Council shall be reviewed annually at the Organizational Meeting.

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14.13 External agencies, boards, commissions, and committees refer to an agency, board, commission or committee not created by Council and shall be made in reference to in this bylaw as ~~External Committee~~external committees.

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14.13.1 Councillors will review the appointment chart for ~~External Committee~~external committees annually at the Organizational Meeting.

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14.13.1.1 Council may add an ~~External Committee~~external committee by Motion during a Regular Council Meeting in accordance to Section 14.13.4 of this bylaw.

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14.13.2 Councillors will be appointed, along with alternates, to the ~~External Committee~~external committee at the Organizational Meeting annually.

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14.13.3 Each ~~External Committee~~external committee shall elect its own Chair.

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14.13.4 Councillors serving on ~~External Committee~~external committees shall represent the interest of the whole County and shall keep Council informed of Committee business with the options for written reports or verbal updates and provide an update during the Council ~~External external Committee committee~~ Report portion of the Regular Council Meeting.

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14.13.5 Councillors appointed to an ~~External external Committee committee~~ that are Motioned by that ~~External external Committee committee~~ to attend an event apart from the scheduled meeting, in support of that ~~External external Committee committee~~ do so under the ~~External external Committee committee~~ Budget unless otherwise approved by a motion of Council.

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14.13.6 Following the appointment of the Reeve, Councillor or member-at-large to an ~~External external Committee committee~~, the CAO shall advise the External ~~committee Committee~~ of the appointment and the following:

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14.13.6.1 that the secretary to the ~~External external Committee committee~~ shall forward to Clear Hills County a ratified copy of the minutes, ~~of any board that holds meetings monthly, within 15 days of each meeting, along with the dates and locations of any scheduled future meetings,~~ and

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14.13.6.2 that where the Reeve or a Councillor is appointed to the ~~External external Committee committee~~ shall not be expected to act as an advocate for the ~~External external Committee committee~~, and

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significant issues such as funding requests and long term plans should be presented to the Clear Hills County Council by the Chair, or their designate of the ~~External~~ ~~external~~ ~~Committee~~ ~~committee~~.

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- 14.13.7 The CAO shall maintain a register of ~~External Committee~~ ~~external committees~~, the members of Council and staff of Clear Hills County who attended, and where the appointed member of Council, was unable to attend. This register shall be available to the Reeve and Councillors on request, and shall be submitted to each Organizational Meeting. The CAO shall also maintain a register of scheduled ~~External Committee~~ ~~external committee~~ meetings including the name, date, time and location of meetings. This register of scheduled ~~External external Committee~~ ~~committee~~ meetings shall be available to all members of Council at each regular Council meeting. If an appointed Councillor is unable to attend an ~~External external Committee~~ ~~committee~~ meeting, they shall contact the alternate member to attend, thereby ensuring that the County is represented at all meetings.

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15.0 'In-Camera' ~~Closed~~ Sessions

- 15.1 Council recognizes that Section 198 of the *Act* provides for the public to be present at meetings, and it is the intent and desire of Council to remain open, accountable and transparent to the public.

- 15.2 '~~in-camera~~ ~~Closed~~' sessions shall only be permitted for matters pertaining to receiving legal counsel, for land-related negotiations, or matters pertaining to labour or personnel issues, as determined in Sections 17, 18, & 19 of the *Freedom of Information and Protection of Privacy Act*.

ADD BULLET – Note taking, cell phone or camera use is prohibited during Closed sessions.

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- 15.3 Whenever Council or a Committee meets in '~~in-camera~~ ~~Closed~~' session the CAO, or designate, shall be present. An exception is provided when Council meets to discuss CAO annual performance.

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16.0 Public Hearings

- 16.1 The conduct of any statutory Public Hearing shall be governed by this Bylaw.
- 16.2 Wherever possible, persons interested in speaking at a Public Hearing should register with the Recording Secretary prior to the Public Hearing.
- 16.3 The Chair shall declare the Public Hearing in session and shall outline the Public

Hearing Procedures.

- 16.4 The Chair may call upon the CAO or Department Manager to introduce the Motion or Bylaw, and to briefly state the intended purpose.
- 16.5 Where applicable, the CAO shall advise of any third party officially applying for the Bylaw or Motion (For example, as in proposed Bylaws to amend the Land Use Bylaw).
- 16.6 Immediately following the introduction of the Bylaw or Motion, any Member who has pecuniary interest in the Motion or Bylaw for which the Public Hearing is being held shall declare this interest and shall be excused from the table.
- 16.7 Upon leaving the table, the Member has the same rights as any other person attending the Public Hearing and may stay in attendance at the Public Hearing and make presentations. However, when the matter reviewed at the Public Hearing comes before Council for deliberation, the Member must adhere to all clauses of Section 40 of this Bylaw pertaining to Pecuniary Interest.
- 16.8 Any presentation by County staff or agents shall follow the introduction of the Bylaw or Motion.
- 16.9 The Chair shall request those who wish to make presentations to identify themselves so that their names can be recorded in the minutes.

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20.0 MEETING PROCEDURES

20.0 Quorum

- 21.1 As soon as there is a Quorum of Members of Council after the hour fixed for the meeting, the Chair shall call the meeting to order; in the case of the Reeve or Deputy Reeve not in attendance ~~within fifteen (15) minutes after~~ at the hour appointed for the meeting and a quorum is present, the CAO shall call the meeting to order and a Chairman shall be chosen by the Councillors present who shall preside during the meeting until the arrival of the Reeve or Deputy Reeve. The Recording Secretary shall record the arrival and departure of Council members at meetings should a member of Council arrive late at a meeting or depart prior to the completion of the meeting.
- 21.2 Unless a Quorum is present within fifteen (15) minutes after the time appointed for the meeting, the meeting shall stand adjourned until the next regular meeting date or until a Special Meeting is called to deal with the matters intended to be dealt with at the adjourned meeting.

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- 21.3 The Recording Secretary shall record the names of the Members of Council present at the expiration of the fifteen (15) minute time limit and such record shall be appended to the next Agenda.
- 21.4 The only action that can legally be taken in the absence of Quorum is to fix the time in which to adjourn (if more than fifteen (15) minutes is being allowed), adjourn, recess, or to take measures to obtain a Quorum.
- 21.5 In the event that Quorum is lost after a meeting is called to order, the meeting shall ~~be suspended until Quorum is obtained. If Quorum is not obtained within fifteen (15) minutes, the meeting shall stand adjourned, unless the meeting has been recessed to a specific time.~~

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22.0 Conduct of Meetings

- 22.1 Each member or delegate ~~as the case may be, shall shall~~ address the Chair but shall not speak until recognized by the Chair.
- 22.2 The Chair, with the approval by Motion of the members, may authorize a person in the public gallery to address ~~members Council~~ only on the topic being discussed at that time and within the time limits specified by the Chair.
- 22.3 The preparation and distribution of minutes of Council and Committees shall be the responsibility of the CAO and may be delegated to a Recording Secretary. (See Section 209 of the Act)

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23.0 Motions

- 23.1 A Motion is put to the floor for a vote after discussion.
- 23.1.1 A Motion shall NOT require a seconder.
- 23.2 A Motion may be withdrawn at any time before voting ~~by the mover, subject to no objection from any member, as the case may be.~~
- 23.3 Any Member may require the Motion to be read at any time during the debate, except when a Member is speaking.
- 23.4 A mover of a Motion must be present when the Vote on the Motion is taken. If a Motion cannot be voted before the meeting is adjourned, the Motion shall be deemed as lost.
- 23.5 When a Motion is under debate, no Motion shall be received other than a Motion to:

23.5.1 WITHDRAW: When the mover wishes to withdraw the Motion, or substitute a different one in its place. *Note: Once the Motion is withdrawn, the effect is the same as if the Motion had never been made and no record of the motion will be recorded in the minutes;*

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23.5.2 TABLE: When a Membermember(s) requires additional information or wants to have a time or date for the issue to be brought back. This Motion is non-debatable, and the vote is called.

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New Bullet – When a tabling motion is defeated debate continues on the issue.

23.5.3 CALL THE QUESTION: That a vote must now be takentaken, and discussion has closed.

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23.5.4 REFER: Generally used to send a pending question to a Committeecommittee, department, or selected persons so that the question may be carefully investigated and put into better context for Council to consider - and should include direction as to the Person person or Group group to which it is being referred.

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23.5.5 AMENDMENTS:

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23.5.5.1 Only one amendment at a time shall be presented to the main Motion. When the amendment has been disposed of, another may be introduced. All amendments must relate to the matter being discussed in the main motion and shall not so substantially alter the Motion as to change the basic intent or meaning of the main motion. The Chair shall rule on disputes arising from amendment.

23.5.5.2 The amendment shall be voted upon and, if any amendment is carried, the main motion, as amended, shall be put to Vote, unless a further amendment is proposed.

23.5.5.3 Nothing is in this section shall prevent other proposed amendments from being read for the information of the Members.

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23.5.5.4 When the Motion under consideration contains distinct separate propositions, the Vote upon each proposition shall, at the request of any Member, be taken separately.

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23.6 **Motion to Rescind** is a Motion that may be accepted by the Chair only if the action of the motion has not commenced. If passed by a majority vote of the Members present, the previous Motion referred to would be declared null and

void.

- 23.7 **Notice of Motion** should be used to give notice by a member when an extended period of time is advisable prior to considering a subject.

23.7.1 A Notice of Motion shall be recorded in the minutes and shall form part of the Agenda for the subsequent or future meeting as requested.

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- 23.8 The following Motions are non-debatable by Members:

- 23.8.1 ADJOURNMENT;
- 23.8.2 CALL THE QUESTION;
- 23.8.3 LIMIT DEBATE on a matter before members;
- 23.8.4 POINT OF ORDER;
- 23.8.5 QUESTION OF PRIVILEGE;
- 23.8.6 TABLE;
- 23.8.7 TAKE A RECESS.

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- 23.9 The wording of a Motion may be either POSITIVE or NEGATIVE in presentation. (ie: "... Council shall support ..." or "... Council shall not support ...") Motions should be written in a Positive manner.

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- 23.10 When a Motion is defeated by Council the Motion shall not be brought back to the table for a period of six (6) months from the date the Motion was defeated unless there is a reconsidering motion where information relevant to the defeated motion may change the result.

24.0 Rules of Debate

- 24.1 In Council, a Councillor wishing to speak on a matter that has been brought before Council shall indicate their intention by raising their hand to be recognized by the Chair, and shall not speak more than once until every Member of Council has had the opportunity to speak except:

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24.1.1 in the explanation of the material part of the speech which may — have been misunderstood; or

24.1.2 in reply, to close debate, after everyone else wishing to speak has spoken, provided that the Member of Council presented the Motion to the meeting.

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- 24.2 Through the Chair, a Member of Council may ask questions of another Member of Council or Staff on a Point of Information relevant to the business at hand.

- 24.3 All questions or debate shall be directed through the Chair.

24.4 Council Members shall:

24.4.1 ~~Refrain~~ from the use of offensive words or language, or name calling in the meeting;

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24.4.2 ~~adhere~~ Adhere to the rules of the meeting or decision of the Chair or of the Members on questions of order or practice; or upon the interpretation of the rules of the meeting;

24.4.3 ~~not~~ Not leave their seat or make any noise or disturbance while a vote is being taken and the result is declared;

24.4.4 ~~not~~ Not interrupt a Member while speaking, except to raise a Point of Order or Question of Privilege;

24.4.5 ~~not~~ Not pass between a Member who is speaking and the Chair.

24.5 A Member or Members who persist in a breach of the foregoing section, after having been called to order by the Chair, may, at the discretion of the Chair, be ordered to leave their seat, or the meeting room, for the duration of the meeting.

24.6 As per Section 24.5 of this Bylaw, at the discretion of the Chair, a Member may resume their seat following an apology. Failure to leave or apologize will result in the Chair calling a recess, and at the discretion of the Chair, call authorities for the enforcement of this bylaw.

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24.7 A Member who wishes to leave the meeting prior to the adjournment shall so advise the Chair and the time of the departure shall be noted in the minutes.

25.0 Point of Order

25.1 The Chair shall preserve order and decide upon any Points of Order.

25.2 A member who desires to call attention to an infraction of procedure shall raise a Point of Order to the Chair. When the Member has been acknowledged, the Member shall state the Point of Order with a concise explanation and shall accept the decision of the Chair upon the Point of Order.

25.3 The speaker in possession of the floor, when the Point of Order was raised, shall retain the right to the floor when debate resumes.

25.4 A Member called to order by the Chair shall immediately vacate the floor until the Point of Order is dealt with and shall not speak again without the permission of

the Chair unless to appeal the ruling of the Chair.

25.5 The decision of the Chair shall be final, subject to an immediate appeal by a Member of the meeting.

25.6 If a decision of the Chair is appealed (Section 25.5 of this Bylaw), the Chair shall provide concise reasons for the ruling and the Members shall, without debate, decide the question. Decision of the Members shall be final.

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26.0 Voting on a Question

26.1 Every Member of Council present, including the Reeve, shall vote on every matter at a Council or Committee Meeting at which they are present, unless they are required to or permitted to abstain from voting under this or any other Bylaw, Act, or other legislation. (Ref: Section 174(f) of the Act.)

26.1.1 The recording Secretary shall read out the Motion for clarity before a Call for Question takes place.

26.2 When a Motion that a Vote be taken (Call for Question) is presented, and after each Member has had the opportunity to speak to the issue in accordance with Section ## Rules of Debate, it shall be put to a vote without further debate, and, if carried by a majority vote of the Members present, the Motion and any amendments thereto shall be submitted to a vote immediately without further debate.

26.3 A Member present at a meeting shall make a request for a recess if, for any reason, the Member may be away from the Meeting during a time when a Vote on a matter is imminent, unless that Member is excused from the voting pursuant to this Section. The length of recess shall be between 5 and 15 minutes at the discretion of the Chair.

26.4 Voting shall be completed simultaneously by raising of the hand after the Chair has called for those 'In Favour' and those 'Opposed' to the Motion.

Secret Ballot – any Councillor may make a Motion to request a vote by secret ballot in accordance with section 185 of the MGA

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26.5 When a Chair, having ascertained that no further information is required, commences to take a Vote, no Member shall speak to, or present another Motion, until the Vote has been taken on the current Motion or amendment, and the decision announced by the Chair.

- 26.6 Any Member who disagrees with the announcement made concerning the result of a Vote may immediately object to the declaration, and the Chair shall call for the Vote a second and final time. The determination of the Chair shall be final.
- 26.7 Whenever the Chair is of the opinion that a Motion is contrary to the rules and privileges of Council, the Chair shall inform the Member thereof immediately, before Calling the Question, and shall cite reasons applicable to the case without argument or comment.
- 26.8 In all cases not provided for in the proceedings of the Council, a two-thirds ($\frac{2}{3}$) majority of Council shall determine to uphold or not uphold the ruling of the Chair; ~~or not, as the case may be.~~
- 26.9 If a vote of Council is requested to be a Recorded Vote by a Member, then the Recording Secretary shall enter a Recorded Vote in the Minutes. The request for a recorded vote must be made prior to the call for the question.
- 26.10 If there is a tie of votes for and against a Motion or Bylaw, then the Motion or Bylaw is defeated.
- 26.11 CAO shall advise Council whenever expert advice is required or requested.
- 26.12 Council, and all individual councillors, shall ensure that all advice, including engineering advice, staff advice, and recommendations/advice from administration is considered and that if the advice is not going to be followed ~~Council must document as part of the minutes the reasons for not following such advice.~~

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27.0 Adjournment of Meeting & Adjournment Time

- 27.1 If all items on the Agendaagenda have been addressed, the Chair shall simply state that the Agenda has been completed, note the time to the Recording Secretary, and Call the Meeting Adjourned, without a Motion from the Members.
- 27.2 Should the Agenda NOT be completed, a non-debatable Motion to adjourn the meeting can be presented, but it must be supported by two-thirds majority (66%) of the quorum;
- 27.3 Unless otherwise determined pursuant to the provisions of this Bylaw, Adjournment Time is:
- 27.3.1 at the conclusion of the Agenda as adopted by Council; or
- 27.3.2 at Four thirty in the evening (4:30 PM) if a meeting is in session at — that

hour.

- 27.4 Notwithstanding the provisions in Section 27.3 of this Bylaw, Council may, by a Unanimous Motion of Members present, agree to an extension of the meeting time. A vote to extend the time of the meeting beyond Four thirty in the evening (4:30 PM) must be taken not later than Four o'clock in the evening (4:00 PM).
- 27.5 Unless there has been a Unanimous Motion passed within the prescribed time extending the meeting beyond the Four thirty in the evening (4:30 PM) all matters of business which appear on the Agenda for the Meeting, and which have not been dealt with by that time, shall be deemed to be postponed until the next Regular or Special Meeting.

28.0 Duties of the Chair

- 28.1 The Chair shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order, replying to Point of Procedure, and deciding on questions relating to the orderly procedure of the meeting, subject to an appeal by any Member from any ruling of the Chair.
- 28.2 It shall be the discretion of the Chair, ~~whether or not whether~~ upon the request of any Member, to call for a short recess between Agenda items, at any meeting. The Chair shall make reasonable efforts, including calling for a recess, to ensure all members in attendance at a meeting are present while a vote is being taken, unless a member is excused from voting in accordance with the *Act* or this Bylaw.
- 28.3 The Chair may invite persons forward from the audience to speak with the permission ~~and a resolution~~ of the Council or Committee, if it is deemed to be within the best interests of the issue being discussed, the public, and the conduct of good business.
- 28.4 In the absence or inability of the Reeve or Deputy Reeve to act as Chair of the Meeting, Council shall appoint a Councillor as Acting Reeve or Chair as provided by the Section 152(3) of the *Act*.
- 28.5 The Chair shall be expected to participate in debate and vote, without relinquishing the Chair.

New Bullet: The Chair may relinquish the Chair to participate in debate.

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30.0 AGENDA and ORDER OF BUSINESS

- 30.1 The Agenda is a document used by Council or a Committee, therefore although the duty to collate the Agenda may be delegated, Council or the Committee shall

have final determination as to what will or will not be included on the Agenda.

30.2 Prior to each meeting, the CAO shall cause to be prepared a statement of the order of business to be known as the "Agenda" of all matters to be brought before Council. To enable the CAO to do so, all documents and notice of delegation intended to be submitted to the Council shall be received by the CAO no later than noon on the fourth (4th) business day before the meeting.

30.3 The CAO shall ~~place at the disposal~~ Email of each Member a copy of the Agenda and all supporting materials no later than 6:00 PM, three (3) calendar days before the meeting.

30.4 The business intended to be dealt with shall be stated in the Agenda after the manner as displayed in Schedule "A" attached.

30.5 The order of business established in Section 30.4 of this Bylaw shall apply unless altered by the Chair with no objection from members, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.

30.6 Where the deadline in Sections 30.2 and 30.3 of this Bylaw are not met, the Agenda and supporting materials shall be deemed to be acceptable by Council when the Agenda is adopted at any Council meeting.

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30.7 Addendums (also known as Add-Ins):

30.7.1 Council may consider the Urgency of any item(s) proposed to be added only-preferably with supporting written documentation, or proposed to be deleted, before voting to add the Addendum and then adopt the Agenda "As Amended".

30.7.2 During the course of the meeting, should a member of Council deem that an item be added to the Agenda for Council's consideration, the Member shall propose the Addendum by Motion, after which the Chair shall rule on the urgency:

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30.7.2.1 If ~~the Chair~~ Council rules that the Motion stand, the Chair shall add the item to the end of the pertinent section of the Agenda.

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30.7.2.2 If ~~the Chair~~ Council rules that the Motion does not meet the test of Urgency, or ~~no~~ written supporting documentation is presented required, the item shall be tabled and added to the next Agenda.

30.8 The order of business at a meeting is the order of the items on the Agenda except:

30.8.1 When the same subject matter appears in more than one place on the Agenda and Council decides, by Motion, to deal with all items related to the matter at the same time;

30.8.2 When Council decides not to deal with an item on the Agenda and tables the matter to a subsequent meeting.

31.0 Requested Scheduled Delegations

31.1 A person or a representative of any delegation or group of persons who wish to bring any matter to the attention of Council, or who wish to have any matter considered by Council, shall address a letter (or other written communication) to Council, or CAO outlining the subject to be discussed. The letter shall be signed in the correct name of the writer; the address of the writer, and delivered (by hand, mail, fax, or email) to the CAO. The letter must arrive by noon at least four (4) business days immediately preceding the meeting at which it is to be presented. If the person wishes to appear before Council on the matter, it shall be stated in the letter. This will apply to delegations appearing in front of the Policies and Priorities Committee or any other Council Committees.

31.2 Scheduled Delegates shall be granted a maximum of fifteen (15) minutes to present the matter outlined in the letter. Where the Chair determines that additional time shall be granted to a delegation, the length of the extension shall be specified, and the Chair may limit the time.

31.3 Delegations that have not submitted a letter in accordance with Section 31.1 of this Bylaw may be granted a brief opportunity to outline the matter they wish to present to Council, and following that outline, the Reeve or other presiding officer shall determine if the delegation is to be granted time under Section 31.2 of this Bylaw.

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31.4 Matters of confidential nature, as referred to in Section 15 of this Bylaw, shall not be discussed during Public Presentations to Council.

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31.5 Information presented by a Person or Group shall relate only to the subject matter for which the presentation was originally requested.

31.6 Each Person or Group will be given an opportunity to make a public presentation only once in respect to a given issue. Council or the Committee may waive this restriction if it is of the view that there have been significant new developments in respect of the issue or if sufficient time has elapsed such that Council, or the

Committee, is prepared to consider the issue again.

- 31.7 Extensions of time limits for any verbal presentations during the Public Presentation to Council or the Committee may be granted by consent of Council or the Committee, based on one or more of the following:

31.7.1 The issue or Bylaw under discussion is deemed by Council or the Committee to be contentious or complex and the allotted time is not sufficient, in the opinion of Council or the Committee, to give the matter due consideration;

31.7.2 The granting of an extension of time will not prejudice the rights of other presenters to their allotted presentation time as prescribed ~~by this~~ Bylaw.

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- 31.8 Where a Delegation requests support from Council, requiring a Motion of Council, Council shall first refer the matter to Administration, who shall bring back more information and a recommendation at a subsequent meeting so that Council can make an informed decision.

31.8.1 ~~Where a Delegation requests correspondence in regards to in regard to~~ clarifying the topics of the delegation, Council will direct Administration to compile the necessary information and prepare correspondence for the Delegation ~~to be signed by the Chairperson~~. Once a decision by Council has been made on a topic from a delegation, Council is not obligated to hear the matter again.

31.8.2 ~~Where a Delegation appears in front of Council or Committee to provide information, the CAO will prepare and send a letter of thank you to be signed by the Chairperson.~~

32.0 Public Delegations

- 32.1 As part of the Council Agenda, the Reeve shall also call for and recognize any Public Delegations. Public Delegations may or may not be scheduled (as per Section 31 of this Bylaw), and may request an opportunity to outline the matter they wish to present to Council or a Committee at a meeting, and following that outline, the Reeve or other presiding officer shall determine if the delegation is to be granted time under Section 31.2 of this Bylaw.

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- 32.2 A Public Delegation may be recognized by the Chair and granted a maximum of ~~five (5) fifteen (15)~~ minutes to present their matter.

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- 32.3 A Public Delegation shall follow guidelines in ~~Sections 31.4, 31.5, 31.6, 31.7 and 31.8 Requested Public Delegation section of as outlined in~~ this bylaw.

33.0 Role of Management in Regards to Delegations:

- 33.1 Administration will schedule the delegations ~~in consultation with the Reeve.~~
- 33.2 Notify the delegation of the time and place of the meeting they wish to attend.
- 33.3 Delegations will be scheduled at least 15 minutes after the start of the meeting.
- 33.4 Delegations will be scheduled at least ~~45~~ 30 minutes apart. More time may be required for more complex issues.
- 33.5 The CAO shall explore the reasons why the delegation wishes to attend and provide ~~committee~~ members with all back up information for their perusal prior to the arrival of the delegation.
- 33.6 The Administration involved may question the delegation to clarify the issue; however, shall not debate the issue with the delegation or the ~~Council or committee~~ Committee.

34.0 Role of Chairperson in Delegations

- 34.1 The Chairperson reserves the right to accept delegations to the Council or Committee meeting.
- 34.2 The Chairperson shall notify the ~~Chief Administrative Officer~~ CAO of any delegations wanting to make a presentation to the ~~Council or e~~ Committee and ensure the delegation arranges a meeting date with ~~Chief Administrative Officer~~ CAO.
- 34.3 If there is more than one member in the delegation the Chairperson shall request that the delegation appoint a spokesperson and inform the spokesperson that all questions and comments be addressed to the chair.
- 34.4 The Chairperson shall ensure that all points of this policy are followed by the committee members and Administration.
- 34.5 The Chairperson may question the delegation to clarify the issue; however, shall not debate the issue with the delegation or committee members.
- 34.6 The Chairperson shall not criticize staff, government employees or the committee members while the delegation is present.
- 34.7 The Chairperson should direct all questions to the delegation's spokesman.

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- 34.8 Comments of intent in the presence of the delegation shall not be made.
- 34.9 The Chairperson shall ensure that the delegation restricts its presentation to the issue.
- 34.10 After Council or the committee has obtained all the information from the delegation the Chairperson shall dismiss the delegation to allow Council or the committee to discuss the matter.
- 34.11 The Chairperson may request the committee to go into camera to discuss the issue if the matter falls within the privacy issues to close a meeting.

35.0 Role of the Councillor or Committee Member in Delegations:

- 35.1 Members of Council or the Committee shall notify the ~~Chief Administrative Officer~~CAO of any delegations wanting to make a presentation to Council or the committee and ensure the delegation arranges a meeting date with the ~~Chief Administrative Officer~~CAO.
- 35.2 Members of Council or the Committee will give the delegation their undivided attention.

Members of Council or the Committee may question the delegation to clarify the issue; however, shall not debate the issue with the delegation or the committee.

- 35.3 Members of Council or the Committee shall not criticize staff, government employees or other Council or committee members while the delegation is present.
- 35.4 No comments or motions of intent will be entertained until the delegation has been dismissed from the table. The persons making up the delegation may remain in the Council Chambers but may not participate in any further discussion.

40.0 Pecuniary Interest

- 40.1 Members of Council who reasonably believe that they have a pecuniary interest (as defined in the Act, Part 5, Division 6, Sections 169-173) in any matter before Council, any Committee of Council, or any Board, Commission, Committee or Agency to which they are appointed as a representative of Council, shall, if present, declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter, abstain from discussions, or voting on any questions relating to the matter, and shall where required by the act, remove themselves from the room until the matter is concluded. *Note: It is the*

responsibility of each Member to determine and/or declare whether they have a pecuniary interest, not other members of Council or Administration.

- 40.2 The minutes shall indicate the declaration of disclosure, the time at which the Member of Council left the room, and the time the Member of Council returned.
- 40.3 Prior to the meeting, if a Member of Council is unsure of whether ~~or not~~ they may be in a 'conflict of interest' (pecuniary) situation with regard to an upcoming issue or vote, the Member shall be encouraged to discuss the matter with the CAO.
- 40.4 Prior to the meeting and after discussing the issue with the CAO (as per Section 40.3 of this Bylaw), a Councillor may wish to seek a legal opinion at their own expense to determine whether or not there is a conflict of interest situation with regard to the upcoming issue or vote.
- 40.5 If the matter with respect to which the Councillor has a pecuniary interest is a payment of an account for which funds have previously been committed, it is not necessary for the Councillor to leave the room.
- 40.6 If the matter with respect to which the Councillor has a pecuniary interest is a question on which the Councillor as an elector or property owner has the right to be heard by the Council,
- a) it is not necessary for the Councillor to leave the room, and
 - b) the Councillor may exercise the right to be heard in the same manner as a person who is not a member of the Council.
- 40.7 If a Councillor is temporarily absent from a meeting when a matter in which the Councillor has a pecuniary interest is introduced, the Councillor shall immediately on returning to the meeting, or as soon thereafter as the Councillor becomes aware that the matter has been considered, disclose the general nature of the Councillor's interest in the matter.

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50.0 Bylaw Procedures

- 50.1 Where a Bylaw is presented to a meeting for enactment, the CAO or designate shall cause the number, short title and brief description of the Bylaw to appear on the Agenda.
- 50.1.1 As per Section 187 of the *Act*, all Bylaws shall have three distinct and separate readings. The Motion to move a Bylaw for consideration shall be the First Reading.
- 50.2.2 As per Section 187(4) of the *Act* any proposed bylaw must not have more than 2 readings at a council meeting unless the councillors present

unanimously agree to consider third reading, which requires a motion of council.

50.2 The following shall apply to the passage of a Bylaw:

50.2.1 A Bylaw shall be introduced for First Reading by a Motion that it be Read a First Time specifying the number and short name of the Bylaw;

50.2.2 After a Motion for First Reading of the Bylaw has been presented, Members may debate the substance of the Bylaw, and propose and consider amendments to the Bylaw;

50.2.3 Any proposed amendments shall be put to vote, if required, and, if carried, shall be considered as having been incorporated into the Bylaw at First Reading.

50.2.4 When all amendments have been accepted or rejected, the Chair shall Call the Question on the Motion for First Reading of the Bylaw.

50.2.5 When a Bylaw is subject to a statutory Public Hearing, a Public Hearing date and time shall be established prior to proceeding to second reading.

50.2.6 When a Bylaw must receive approval of a Minister of the Crown, it must be forwarded for such approval prior to proceeding to Second Reading.

50.2.7 All aspects of the passage of a Bylaw at First Reading shall apply to Second or Third Reading of any Bylaw.

60.0 Bylaw and Policy Appeal

60.1 When a Bylaw or Policy is defeated by Council the Bylaw or Policy shall not be available for review by Council for a period of six (6) months from the date the Bylaw or Policy being defeated unless there is a reconsidering motion where information relevant to the defeated motion may change the result.

70.0 Prior Bylaws

70.1 This Bylaw shall supersede and take precedence over all previously passed bylaws that refer to the setting out of rules for governing the County, pertaining to the procedures for Council Meetings, Committee Meetings, Public Hearings, the conduct of Councillors, Committee Members, and the establishment of Council Committees, as well as any previously passed Motions that may be in conflict with this Bylaw, including Bylaw 1.

- 70.2 Bylaw ~~104-07233-18~~, and all related amendments, shall be repealed upon Third and Final Reading of this Bylaw.

80.0 Effective Date

80.1 This Bylaw comes into effect upon the final passing and proper signature thereof.

Read a First Time this ____th day of _____, ~~2018~~[2023](#).

Read a Second Time this ____ day of _____, ~~2018~~[2023](#).

Read a Third Time this ____ day of _____, ~~2018~~[2023](#).

Signed this ____ day of _____, ~~2018~~[2023](#).

~~Jason Ruecker~~[Amber Bean](#), Reeve

Allan Rowe, Chief Administrative Officer

Schedule "A"

Agenda Format

1. CALL TO ORDER

2. AGENDA

3. MINUTES

a. Previous:

4. DELEGATION(S)

5. PUBLIC Hearing

6. TENDER OPENING

7. NEW BUSINESS

a. COUNCIL

1. Councillor Reports

2. Management Team Activity Report

b. CORPORATE SERVICES

1. Accounts Payable

c. COMMUNITY SERVICES

1.

d. PUBLIC WORKS

1.

8. WRITTEN REPORTS: COUNCIL, COMMITTEE & MANAGERS

a. Chief Administrative Officer's Report

b. ~~Community Development Manager Report~~

c. Corporate Services Manager's Report

d. Public Works Manager's Report

9. COUNCIL INFORMATION (including Correspondence)

10. CALENDARS

11. CONFIDENTIAL ITEMS

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12. ADJOURNMENT

Bylaw No.

"A BYLAW OF CLEAR HILLS COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF REGULATING THE PROCEDURE AND CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS AND TO RESCIND **BYLAW NO. 233-18**"

WHEREAS: Council of Clear Hills County has the authority of the Municipal Government Act, current version, and related amendments, to enact bylaws respecting the establishment of Council Committees, Procedure and Conduct of Council, Council Committees, and the Conduct of Councillors and Members of Council Committees; and

WHEREAS: Council of Clear Hills County considers it expedient and desirable for effective governance to regulate the procedure and conduct of Council, Councillors and others attending Council and Council Committee Meetings in Clear Hills County.

NOW THEREFORE: the Council of Clear Hills County enacts as follows:

1.0 CITATION

- 1.1** This Bylaw will be cited as the "**Council Procedure Bylaw**" and applies to all Members attending Meetings of Council and Committees established by Council of the Municipality.

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2.0 DEFINITIONS

2.1 In this Bylaw,

- 2.1.1 “Act” shall mean the Municipal Government Act, current version, and related amendments.
- 2.1.2 “*ad hoc*” shall mean an organization, committee, or commission created for a specific task.
- 2.1.3 “Agenda” shall mean the list of items and order of business for any meeting.
- 2.1.4 “Amend” shall mean a Motion to add context or details to currently debated Motion.
- 2.1.5 “Business Day” shall mean a full regularly scheduled working day for the Administration Office. In reference to Delegations (Sections 22 and 23 of this Bylaw), full business days allow for the correlating and copying of information to be included in Council Packages.
- 2.1.6 “Bylaw” shall mean a Bylaw of Clear Hills County.
- 2.1.7 “Call the Question” shall mean immediately terminating debate and calling for a vote. This is a non-debatable Motion.
- 2.1.8 “CAO” shall mean the Chief Administrative Officer, or duly appointed delegate, for the County.
- 2.1.9 “CEO” shall mean the Chief Elected Officer as defined in the MGA, which shall be the Reeve unless otherwise determined by Council.
- 2.1.10 “Chair” shall mean the person presiding and conducting meetings.
- 2.1.18 “*closed session*” shall mean a session which is held *in private* (closed to the public) and may include specific persons invited to attend by the Chair, Council, or the Committee. All discussions *in closed meetings* are deemed as confidential, and no motions can be made.
- 2.1.11 “Committee” shall mean a committee created by Council (such as at the annual Organizational Meeting) that is either a Standing Committee, Special Committee, *ad hoc* Committee, or a Council Committee.
- 2.1.12 “Committee of the Whole” shall mean a committee consisting of all Members of Council. A meeting of the Committee of the Whole may be held *in closed meeting* (in private) or in public session depending on the issue being discussed.

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- 2.1.13 "Council" shall mean the Reeve and Members of Council of Clear Hills County elected pursuant to the provisions of the *Local Authorities Election Act*.
- 2.1.14 "Councillor" shall mean a Councillor elected to represent Clear Hills County.
- 2.1.15 "*ex officio*" shall mean by right of office, the CEO is a member of all Council Committees and all bodies to which Council has the right to appoint members. Unless the named member or alternate to the Committee, the CEO does not have voting privileges.
- 2.1.16 "Delegation" shall mean any person or persons having permission of Council to appear before Council, or a Committee of Council to provide pertinent information and views about the subject before Council or Council Committee.
- 2.1.17 "Deputy Reeve" shall mean the Member of Council who is appointed pursuant to the "*Act*" to act as Reeve in the absence or incapacity of the Reeve.
- 2.1.18 "external committee"
- 2.1.19 "Reeve" shall mean the Chief Elected Official (CEO) for the County.
- 2.1.20 "Member" shall mean a Councillor, or Member at Large, appointed by Council to a Committee of Council.
- 2.1.21 "Member at Large" shall mean a member of the public appointed by Council to a Committee of Council.
- 2.1.22 "Meetings" shall mean meetings of Council and Council Committees.
- 2.1.23 "Motion" shall mean an action presented by a Councillor or Member of Committee and made through the Chair that requests some consideration of action by Council or Committee. For a Motion to be structurally complete, it is required to address the who, what, when where and why questions.
- 2.1.24 "Municipality" shall mean Clear Hills County, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the County.
- 2.1.25 "Person" shall include an individual, partnership, association, body corporate, trustee, executor, administrator, or legal representative.
- 2.1.26 "Point of Information" shall mean a question or request directed through the

Chair to another member or to staff for information relevant to the business at hand but not related to the Point of Procedure.

- 2.1.27 "Point of Order" shall mean the raising of question directed to the Chair to call attention to any departure from the Procedure Bylaw.
- 2.1.28 "Point of Procedure" shall mean a question directed to the Chair to obtain information of a matter of the rules of the County bearing on the business at hand in order to assist a member to make an appropriate Motion, raise a point of order, or understand the situation or the effect of a Motion.
- 2.1.29 "Question of Privilege" shall mean when a Member is speaking, no other Member shall interrupt the Member speaking.
- 2.1.30 "Quorum" is a majority (50% +1) of those members elected and serving on Council.
- 2.1.31 "Recess" shall mean a non-debatable action for a temporary break of Council/Committee business; any member may request a recess through the chair.
- 2.1.32 "Recording Secretary" shall mean the person assigned to record minutes of the meeting.
- 2.1.33 "Standing Committee of Council" shall mean any Committee established by Council.
- 2.1.34 "Table" shall mean a Motion to delay the consideration of any matter to a definite time when further information is to be obtained.
- 2.1.35 "County" shall mean Clear Hills County.
- 2.1.36 "Urgency" or "emergent items" (*in reference to Addendums - Section 30.7 of this Bylaw*) If an item (Addendum – addition to the Agenda) is to be added to a previously distributed Agenda, then the Addendum shall pass a test of 'Urgency'. If the Addendum is time-sensitive or where failure to provide immediate action may cause financial or other distress to the Municipality, Council, or a Committee, then the Chair may authorize the addition of the Addendum to the Agenda. All additions must be supported by written background information.

3.0 GENERAL

- 3.1 In accordance with the *Act*, the municipal office shall be Clear Hills County Administration Office located at 313 Alberta Avenue, Worsley, Alberta.

3.2 Council of Clear Hills County shall consist of seven (7) elected officials.

3.2.1 At the Organizational Meeting following the date of the general election, and annually thereafter, not later than two weeks after the third Monday in October, shall elect one of its elected officials as Reeve and one of its elected officials as Deputy Reeve.

3.2.2 The CEO shall be referred to as the Reeve.

3.2.3 Responsibilities of the Reeve are established in Part 5, Division 3, Duties, Titles, and Oaths of Councillors of the *Act*.

3.2.4 When the Reeve, through illness, absence, or other cause, is unable to perform the duties of this office, or when the office is vacant, the Deputy Reeve has all the powers and shall perform all the duties of the Reeve during the Reeve's inability or absence.

3.2.5 When both the Reeve and Deputy Reeve, through illness, absence, or other cause, are unable to perform the duties of the office, the Council may appoint a temporary Acting Reeve or Chair as per the *Act*.

3.2.6 A Reeve and Deputy Reeve who have been appointed to their offices by the Council may resign their appointments while retaining their seats on the Council.

3.2.7 When the office of Reeve or Deputy Reeve become vacant by death, resignation, forfeiture or otherwise, the Council shall forthwith elect one of the Councillors to fill the position for the remainder of the term of office and in accordance with the *Act*.

3.2.8 The Reeve and members of Council may be paid the remuneration, travel, subsistence and out of pocket expenses that may be set by the Council and outlined in Council Policies.

3.3 General duties of Councillors and the Reeve are established in Part 5, Division 3, Duties, Titles, and Oaths of Councillors of the *Act*.

3.4 The Council of the County is responsible for:

3.4.1 developing and evaluating the policies and programs of the County.

3.4.2 ensuring that the powers, duties, and functions of the County are appropriately carried out.

3.4.3 carrying out the powers, duties and functions expressly given to it under the MGA or any other enactment (legislation, bylaw or policy).

3.5 The Council of the County will not exercise a power or function or perform a duty that is by this or another enactment or by bylaw specifically assigned to the CAO or a designated officer.

3.6 These duties and roles of Councillors as established in this bylaw may only be amended, repealed, or suspended by a bylaw passed at a regular or special meeting of Council with a two thirds majority vote.

4.0 SEVERABILITY

4.1 If any portion of this Bylaw is declared invalid by a Court of competent jurisdiction, then the invalid portion shall be severed, and the remainder of the Bylaw shall be deemed valid.

5.0 MEETINGS

5.1 Organizational Meetings

5.1.1 An Organizational Meeting of Council shall be held annually not later than two weeks after the 3rd Monday in October, as per the *Act*.

5.1.2 The Councillors shall take the Oath of Office upon being elected. (as per the *Act*). By right of this office and taking of the Oath, the Councillor is a Commissioner for Oaths.

5.1.3 The Agenda of the Organizational Meeting shall be restricted to:

5.1.4 Establishing regular meeting dates for Council for the next twelve months, and all members of council must be present.

5.1.5 Establishing any *ad hoc* Council Committees.

5.1.6 Selection of the Reeve and Deputy Reeve by election from elected Councillors.

5.1.7 Appointment of Councillors as members and alternates to Council Boards and Committees and *ad hoc* Council Committees.

5.1.7 Appointment of Members at Large to any agencies, committees, boards to which Council has the right to appoint members.

5.1.8 Any such other business as is required by the *Act*.

5.1.9 Annual appointment of Professionals including but not limited to Assessor, Auditor, and Legal Advisor.

5.1.10 Referring to Section 5.1.5 and 5.1.7 of this Bylaw, the Reeve will lead

Council through the Boards & Committees list. If a Councillor wishes to be the representative or alternate on a particular board or committee, they must verbally indicate their desire when that board or committee is being addressed. In the case of two or more Councillors wishing to be the representative or alternate to a board or committee, a vote of Council shall be taken, by either show of hands or secret ballot. The voting method shall be determined by show of hands.

5.1.11 Should a Councillor dispute or disagree with an appointment recommendation, Council shall debate the appointment and, by majority vote, complete the final determination.

5.2 Regular Council Meetings

5.2.1 Notice of regularly scheduled meetings, as per Section 5.1.4, need not be advertised.

5.2.2 Council meetings will be held in person.

- Option 1: Participation online or by conference call may be approved by a motion of Council.
- Option 2: When all Councillors cannot be present attendance by online or conference call will be accepted.

5.2.3 If Council changes the date, time or place of a regularly scheduled meeting, the County shall give at least 24 hours notice of the change:

5.2.4.1 To any Member of Council not present at the meeting at which the change was made, and such notice shall be in accordance with the *Act*; and

5.2.5.2 To the public, and such notice shall be by means of posting a Notice on the front door of the Municipal Office and noting the change on the County website and County social media platforms.

5.3 Special Meetings

5.3.1 Special Meetings shall be held as per the *Act*.

5.4 Committee Meetings

5.4.1 Council Committees are created by a Motion of Council at a Regular Council Meeting.

5.4.2 The times for the beginning of Council Committee meetings shall be set by Motion by the Council Committee.

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- 5.4.3 Standing Council Committees shall be established and governed by a policy or Bylaw approved by Council. Where appropriate authority is delegated to a Standing Committee, such Committee and its mandate shall be established by Bylaw.
- 5.4.4 The Reeve shall be deemed to be an *ex officio* member of all Committees of Council. The Reeve cannot be a member to a committee if the Reeve is not appointed in the personal name.
- 5.4.4.1 When attending a Committee, which the Reeve has not been specifically assigned as a representative, the Reeve shall have a right to vote only when an appointed Member of Council assigned to that Committee is absent and the Reeve has been asked, either formally or informally, to be the representative or alternate.
- 5.4.4.2 Staff may be asked to participate as advisors to Committees of Council. Unless otherwise specified in the Terms of Reference of a Committee, advisors are not voting members.
- 5.4.5 Council Committee Chairs:
- 5.4.5.1 For Committees of Council, the position of Chair shall be selected by vote of the members appointed by Council, which shall include Members at Large appointments, unless otherwise stated in the County Bylaw, Master Agreement or Terms of Reference establishing the Committee.
- 5.4.5.2 Where the County and another municipality share representation on the Council Committee or Board, the Members shall select the Chair by a vote of the members.
- 5.5.6. *ad hoc* Committees:
- 5.5.6.1 Council may create an *ad hoc* Committee by Motion to be formed to address a single issue or matter. An *ad hoc* Committee shall be deemed as temporary, with a lifespan of no more than twelve (12) months after creation.
- 5.5.6.2 The *ad hoc* Committee shall be advised of their mandate by Council at the time of creation, and Council shall appoint the Members.
- 5.5.6.3 The *ad hoc* Committee will provide regular written or verbal reports to Council at least once a month and Council shall determine, with each report, whether there is a need for the *ad hoc* Committee to continue to exist.
- 5.5.6.4 Should the term of the *ad hoc* Committee end, or Council determine that

the work of the *ad hoc* Committee should continue, Council may choose to:

- 5.5.6.4.1 Extend the life of the *ad hoc* Committee for an additional twelve (12) months by Motion; or
- 5.5.6.4.2 Convert the *ad hoc* Committee to a Standing Committee of Council, by Bylaw, with a long-term mandate.
- 5.5.6.5 *ad hoc* Committee's, though temporary in nature, shall operate as other committees, being public meetings, with minutes kept, and same procedures followed as Standing Committees.
- 5.5.7 Alternates: The Reeve may temporarily appoint any Council Member to take the place of any member or alternate of the Council Committee who is unable to attend a meeting of that Council Committee. Council Committee Alternates must be appointed during the Organizational Meeting.
- 5.5.8 Council Committees shall meet at the call of the Chair, and have a written Agenda, but notice must be provided to Committee Members and the Public pursuant to the requirements of this Bylaw and the *Act*.
- 5.5.9 All Council Committees are advisory to Council unless authority to exercise or perform any power or duty has been specifically delegated by a Council Bylaw.
- 5.5.10 The basic responsibilities of a Council Committee are as follows:
 - 5.5.10.1 all matters placed before them that require analysis will be submitted as written recommendations to Council on ways and/or means of dealing with these matters.
 - 5.5.10.2 to receive written or verbal reports for information purposes. Written or verbal reports received for information may be forwarded to Council at the discretion of the Council Committee and must be forwarded to Council if required under any policy, bylaw, or statute.
 - 5.5.10.3 to refer matters to Administration, through the CAO, for research and to provide direction on the preparation of written reports.
 - 5.5.10.4 to submit recommendations to Council on any action or decision recommended on any matter within the jurisdiction of the Council Committee.
 - 5.5.10.5 in appropriate cases, to submit matters to Council without recommendations.
 - 5.5.10.6 not to appropriate, expend, commit, or direct the expenditure of any

money not provided for in the budget and authorized in Committee mandate and Bylaw by Council.

- 5.5.10.7 not to bind its' actions on the County unless power to take such action has been specifically delegated to the Committee by Council in a bylaw.
- 5.5.10.8 not to give direct instructions to any County employee except through the CAO.
- 5.5.11 All Council Board and Committee members must follow the procedural rules of Council as set out in this Bylaw.
- 5.5.12 All Committees created by Council shall be reviewed annually at the Organizational Meeting.
- 5.5.13 External agencies, boards, commissions, and committees refer to an agency, board, commission, or committee not created by Council and shall be made in reference to in this bylaw as external committees.
 - 5.5.13.1 Councillors will review the appointment chart for external committees annually at the Organizational Meeting.
 - 5.5.13.1.1 Council may add an external committee by Motion during a Regular Council Meeting in accordance with Section 5.5.14.2 of this bylaw.
 - 5.5.13.2 Councillors will be appointed, along with alternates, to the external **Special Meetings**.
- 5.5.14 Special Meetings shall be held as per the *Act*.
 - 5.5.14.1 Each external committee shall *elect its own Chair*.
 - 5.5.14.2 Councillors serving on external committees shall represent the interest of the whole County and shall keep Council informed of Committee business, with the options for written reports or verbal updates and provide an update during the Council external committee Report portion of the Regular Council Meeting.
 - 5.5.14.3 Councillors appointed to an external committee that are Motioned by that external committee to attend an event apart from the scheduled meeting, in support of that external committee do so under the external committee Budget unless otherwise approved by a motion of Council.
 - 5.5.14.4 Following the appointment of the Reeve, Councillor or member-at-large to an external committee, the CAO shall advise the External Committee of the appointment and the following:

- 5.5.14.1 that the secretary to the external committee, shall forward to Clear Hills County a ratified copy of the minutes and
- 5.5.14.2 that where the Reeve or a Councillor is appointed to the external committee shall not be expected to act as an advocate for the external committee, and significant issues such as funding requests and long term plans should be presented to the Clear Hills County Council by the Chair, or their designate of the external committee.
- 5.5.14.5 The CAO shall maintain a register of external committees, the members of Council and staff of Clear Hills County who attended, and where the appointed member of Council, was unable to attend. This register shall be available to the Reeve and Councillors on request and shall be submitted to each Organizational Meeting. The CAO shall also maintain a register of scheduled external committee meetings including the name, date, time, and location of meetings. This register of scheduled external committee meetings shall be available to all members of Council at each regular Council meeting. If an appointed Councillor is unable to attend an external committee meeting, they shall contact the alternate member to attend, thereby ensuring that the County is represented at all meetings.

6.0 “CLOSED’ SESSIONS

- 6.1 Council recognizes that the *Act* provides for the public to be present at meetings, and it is the intent and desire of Council to remain open, accountable, and transparent to the public.
- 6.2. ‘Closed’ sessions shall only be permitted for matters pertaining to receiving legal counsel, for land-related negotiations, or matters pertaining to labour or personnel issues, as determined in Sections 17, 18, & 19 of the *Freedom of Information and Protection of Privacy Act*.
 - *Note taking, cellular phone or camera use is prohibited during Closed sessions.*
- 6.3 Whenever Council or a Committee meets in ‘Closed’ session the CAO, or designate, shall be present. An exception is provided when Council meets to discuss CAO annual performance.

7.0 PUBLIC HEARINGS

- 7.1 The conduct of any statutory Public Hearing shall be governed by this Bylaw.

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- 7.2 Wherever possible, persons interested in speaking at a Public Hearing should register with the Recording Secretary prior to the Public Hearing.
- 7.3 The Chair shall declare the Public Hearing in session and shall outline the Public Hearing Procedures.
- 7.4 The Chair may call upon the CAO or Department Manager to introduce the Motion or Bylaw, and to briefly state the intended purpose.
- 7.5 Where applicable, the CAO shall advise of any third party officially applying for the Bylaw or Motion (For example, as in proposed Bylaws to amend the Land Use Bylaw).
- 7.6 Immediately following the introduction of the Bylaw or Motion, any Member who has pecuniary interest in the Motion or Bylaw for which the Public Hearing is being held shall declare this interest and shall be excused from the table.
- 7.7 Upon leaving the table, the Member has the same rights as any other person attending the Public Hearing and may stay in attendance at the Public Hearing and make presentations. However, when the matter reviewed at the Public Hearing comes before Council for deliberation, the Member must adhere to all clauses of Section 22 of this Bylaw pertaining to Pecuniary Interest.
- 7.8 Any presentation by County staff or agents shall follow the introduction of the Bylaw or Motion.
- 7.9 The Chair shall request those who wish to make presentations to identify themselves so that their names can be recorded in the minutes.

8.0 MEETING PROCEDURES

8.0 Quorum

- 8.1 As soon as there is a Quorum of Members of Council after the hour fixed for the meeting, the Chair shall call the meeting to order; in the case of the Reeve or Deputy Reeve not in attendance at the hour appointed for the meeting and a quorum is present, the CAO shall call the meeting to order and a Chairman shall be chosen by the Councillors present who shall preside during the meeting until the arrival of the Reeve or Deputy Reeve. The Recording Secretary shall record the arrival and departure of Council members at meetings should a member of Council arrive late at a meeting or depart prior to the completion of the meeting.

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- 8.2 Unless a Quorum is present within fifteen (15) minutes after the time appointed for the meeting, the meeting shall stand adjourned until the next regular meeting date or until a Special Meeting is called to deal with the matters intended to be dealt with at the adjourned meeting.
 - 8.3 The Recording Secretary shall record the names of the Members of Council present at the expiration of the fifteen (15) minute time limit and such record shall be appended to the next Agenda.
 - 8.4 The only action that can legally be taken in the absence of Quorum is to fix the time in which to adjourn (if more than fifteen (15) minutes is being allowed), adjourn, recess, or to take measures to obtain a Quorum.
 - 8.5 In the event that Quorum is lost after a meeting is called to order, the meeting shall stand adjourned, unless the meeting has been recessed to a specific time.

9.0 Conduct of Meetings

- 9.1 Each member or delegate shall address the Chair but shall not speak until recognized by the Chair.
- 9.2 The Chair, with the approval by Motion of the members, may authorize a person in the public gallery to address Council only on the topic being discussed at that time and within the time limits specified by the Chair.
- 9.3 The preparation and distribution of minutes of Council and Committees shall be the responsibility of the CAO and may be delegated to a Recording Secretary. (See the Act)

10.0 Motions

- 10.1 A Motion is put to the floor for a vote after discussion.
 - 10.1.1 A Motion shall NOT require a seconder.
- 10.2 A Motion may be withdrawn at any time before voting by the mover.
- 10.3 Any Member may require the Motion to be read at any time during the debate, except when a member is speaking.
- 10.4 A mover of a Motion must be present when the Vote on the Motion is taken. If a Motion cannot be voted before the meeting is adjourned, the Motion shall be deemed as lost.
- 10.5 When a Motion is under debate, no Motion shall be received other than a Motion

to:

- 10.5.1 WITHDRAW: When the mover wishes to withdraw the Motion or substitute a different one in its place. *Note: Once the Motion is withdrawn, the effect is the same as if the Motion had never been made and no record of the motion will be recorded in the minutes.*
- 10.5.2 TABLE: When a member(s) requires additional information or wants to have a time or date for the issue to be brought back. This Motion is non-debatable, and the vote is called;
- 10.5.3 TABLE: When a tabling motion is defeated debate continues on the issue.
- 10.5.4 CALL THE QUESTION: That a vote must now be taken, and discussion has closed;
- 10.5.5 REFER: Generally used to send a pending question to a committee, department, or selected persons so that the question may be carefully investigated and put into better context for Council to consider - and should include direction as to the person or group to which it is being referred.
- 10.5.6 AMENDMENTS:
 - 23.5.6.1 Only one amendment at a time shall be presented to the main Motion. When the amendment has been disposed of, another may be introduced. All amendments must relate to the matter being discussed in the main motion and shall not so substantially alter the Motion as to change the basic intent or meaning of the main motion. The Chair shall rule on disputes arising from amendment.
 - 10.5.6.2 The amendment shall be voted upon and, if any amendment is carried, the main motion, as amended, shall be put to Vote, unless a further amendment is proposed.
 - 10.5.6.3 Nothing in this section shall prevent other proposed amendments from being read for the information of the Members.
 - 10.5.6.4 When the Motion under consideration contains distinct separate propositions, the Vote upon each proposition shall, be taken separately.
- 10.6 **Motion to Rescind** is a Motion that may be accepted by the Chair only if the action of the motion has not commenced. If passed by a majority vote of the Members present, the previous Motion referred to would be declared null and void.

10.7 **Notice of Motion** should be used to give notice by a member when an extended period of time is advisable prior to considering a subject.

10.7.1 A Notice of Motion shall be recorded in the minutes and shall form part of the Agenda for the subsequent or future meeting as requested.

10.8 The following Motions are non-debatable by Members:

10.8.1 ADJOURNMENT.

10.8.2 CALL THE QUESTION.

10.8.3 LIMIT DEBATE on a matter before members.

10.8.4 POINT OF ORDER.

10.8.5 QUESTION OF PRIVILEGE.

10.8.6 TABLE.

10.8.7 TAKE A RECESS.

10.9 The wording of a Motion may be either POSITIVE or NEGATIVE in presentation. (i.e.: "... Council shall support ..." or "... Council shall not support ...") Motions should be written in a Positive manner.

10.10 When a Motion is defeated by Council the Motion shall not be brought back to the table for a period of six (6) months from the date the Motion was defeated unless there is a reconsidering motion where information relevant to the defeated motion may change the result.

11.0 Rules of Debate

11.1 In Council, a Councillor wishing to speak on a matter that has been brought before Council shall indicate their intention by raising their hand to be recognized by the Chair, and shall not speak more than once until every Member of Council has had the opportunity to speak except:

11.1.1 in the explanation of the material part of the speech which may have been misunderstood; or

11.1.2 in reply, to close debate, after everyone else wishing to speak has spoken, provided that the Member of Council presented the Motion to the meeting.

11.2 Through the Chair, a Member of Council may ask questions of another Member of Council or Staff on a Point of Information relevant to the business at hand.

11.3 All questions or debate shall be directed through the Chair.

11.4 Council Members shall:

11.4.1 Refrain from the use offensive words or language, or name calling in the

meeting.

- 11.4.2 Adhere to the rules of the meeting or decision of the Chair or of the Members on questions of order or practice, or upon the interpretation of the rules of the meeting.
- 11.4.3 Not leave their seat or make any noise or disturbance while a vote is being taken and the result is declared.
- 11.4.4 Not interrupt a member while speaking, except to raise a Point of Order or Question of Privilege.
- 11.4.5 Not pass between a member who is speaking and the Chair.
- 11.5 A Member or Members who persist in a breach of the foregoing section, after having been called to order by the Chair, may, at the discretion of the Chair, be ordered to leave their seat, or the meeting room, for the duration of the meeting.
- 11.6 As per Section 11.5 of this Bylaw, at the discretion of the Chair, a Member may resume their seat following an apology. Failure to leave or apologize will result in the Chair calling a recess, and at the discretion of the Chair, call authorities for the enforcement of this bylaw.
- 11.7 A Member who wishes to leave the meeting prior to the adjournment shall so advise the Chair and the time of the departure shall be noted in the minutes.

12.0 Point of Order

- 12.1 The Chair shall preserve order and decide upon any Points of Order.
- 12.2 A member who desires to call attention to an infraction of procedure shall raise a Point of Order to the Chair. When the Member has been acknowledged, the Member shall state the Point of Order with a concise explanation and shall accept the decision of the Chair upon the Point of Order.
- 12.3 The speaker in possession of the floor, when the Point of Order was raised, shall retain the right to the floor when debate resumes.
- 12.4 A Member called to order by the Chair shall immediately vacate the floor until the Point of Order is dealt with and shall not speak again without the permission of the Chair unless to appeal the ruling of the Chair.
- 12.5 The decision of the Chair shall be final, subject to an immediate appeal by a Member of the meeting.
- 12.6 If a decision of the Chair is appealed (Section 12.5 of this Bylaw), the Chair shall

provide concise reasons for the ruling and the Members shall, without debate, decide the question. Decision of the Members shall be final.

13.0 Voting on a Question

13.1 Every Member of Council present, including the Reeve, shall vote on every matter at a Council or Committee Meeting at which they are present, unless they are required to or permitted to abstain from voting under this or any other Bylaw, Act, or other legislation. (Ref: The Act.)

13.1.1 The recording Secretary shall read out the Motion for clarity before a Call for Question takes place.

13.2 When a Motion that a Vote be taken (Call for Question) is presented, and after each Member has had the opportunity to speak to the issue in accordance with Section ## Rules of Debate, it shall be put to a vote without further debate.

13.3 A Member present at a meeting shall make a request for a recess if, for any reason, the Member may be away from the Meeting during a time when a Vote on a matter is imminent, unless that Member is excused from the voting pursuant to this Section. The length of recess shall be between 5 and 15 minutes at the discretion of the Chair.

13.4 Voting shall be completed simultaneously by raising of the hand after the Chair has called for those 'In Favour' and those 'Opposed' to the Motion.
Secret Ballot – any Councillor may make a Motion to request a vote by secret ballot in accordance with the Act.

13.5 When a Chair, having ascertained that no further information is required, commences to take a Vote, no Member shall speak to, or present another Motion, until the Vote has been taken on the current Motion or amendment, and the decision announced by the Chair.

13.6 Any Member who disagrees with the announcement made concerning the result of a Vote may immediately object to the declaration, and the Chair shall call for the Vote a second and final time. The determination of the Chair shall be final.

13.7 Whenever the Chair is of the opinion that a Motion is contrary to the rules and privileges of Council, the Chair shall inform the Member thereof immediately, before Calling the Question, and shall cite reasons applicable to the case without argument or comment.

13.8 In all cases not provided for in the proceedings of the Council, a two-thirds ($\frac{2}{3}$) majority of Council shall determine to uphold or not uphold the ruling of the Chair.

13.9 If a vote of Council is requested to be a Recorded Vote by a Member, then the

Recording Secretary shall enter a Recorded Vote in the Minutes. The request for a recorded vote must be made prior to the call for the question.

- 13.10 If there is a tie of votes for and against a Motion or Bylaw, then the Motion or Bylaw is defeated.
- 13.11 CAO shall advise Council whenever expert advice is required or requested.
- 13.12 Council, and all individual councillors, shall ensure that all advice, including engineering advice, staff advice, and recommendations/advice from administration is considered and that if the advice is not going to be followed.

14.0 Adjournment of Meeting & Adjournment Time

- 14.1 If all items on the Agenda have been addressed, the Chair shall simply state that the Agenda has been completed, note the time to the Recording Secretary, and Call the Meeting Adjourned, without a Motion from the Members.
- 14.2 Should the Agenda NOT be completed, a non-debatable Motion to adjourn the meeting can be presented, but it must be supported by two-thirds majority (66%) of the quorum.
- 14.3 Unless otherwise determined pursuant to the provisions of this Bylaw, Adjournment Time is:
 - 14.3.1 at the conclusion of the Agenda as adopted by Council; or
 - 14.3.2 at Four thirty in the evening (4:30 PM) if a meeting is in session at that hour.
- 14.4 Notwithstanding the provisions in Section 14.3 of this Bylaw, Council may, by a Unanimous Motion of Members present, agree to an extension of the meeting time. A vote to extend the time of the meeting beyond Four thirty in the evening (4:30 PM) must be taken not later than four o'clock in the evening (4:00 PM).
- 14.5 Unless there has been a Unanimous Motion passed within the prescribed time extending the meeting beyond the Four thirty in the evening (4:30 PM) all matters of business which appear on the Agenda for the Meeting, and which have not been dealt with by that time, shall be deemed to be postponed until the next Regular or Special Meeting.

15.0 Duties of the Chair

- 15.1 The Chair shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order, replying to Point of Procedure, and deciding on questions relating to the orderly procedure of the

meeting, subject to an appeal by any Member from any ruling of the Chair.

- 15.2 It shall be the discretion of the Chair, whether upon the request of any Member, to call for a short recess between Agenda items, at any meeting. The Chair shall make reasonable efforts, including calling for a recess, to ensure all members in attendance at a meeting are present while a vote is being taken, unless a member is excused from voting in accordance with the *Act* or this Bylaw.
- 15.3 The Chair may invite persons forward from the audience to speak with the permission and a resolution of the Council or Committee, if it is deemed to be within the best interests of the issue being discussed, the public, and the conduct of good business.
- 15.4 In the absence or inability of the Reeve or Deputy Reeve to act as Chair of the Meeting, Council shall appoint a Councillor as Acting Reeve or Chair as provided by the *Act*.
- 15.5 The Chair shall be expected to participate in debate and vote, without relinquishing the Chair.
- 15.6 The Chair may relinquish the Chair to participate in debate.

16.0 AGENDA and ORDER OF BUSINESS

- 16.1 The Agenda is a document used by Council or a Committee, therefore although the duty to collate the Agenda may be delegated, Council or the Committee shall have final determination as to what will or will not be included on the Agenda.
- 16.2 Prior to each meeting, the CAO shall cause to be prepared a statement of the order of business to be known as the "Agenda" of all matters to be brought before Council. To enable the CAO to do so, all documents and notice of delegation intended to be submitted to the Council shall be received by the CAO no later than noon on the fourth (4th) business day before the meeting.
- 16.3 The CAO shall Email each Member a copy of the Agenda and all supporting materials no later than 6:00 PM, three (3) calendar days before the meeting.
- 16.4 The business intended to be dealt with shall be stated in the Agenda after the manner as displayed in Schedule "A" attached.
- 16.5 The order of business established in Section 16.4 of this Bylaw shall apply unless altered by the Chair with no objection from members, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.

16.6 Where the deadline in Sections 16.2 and 16.3 of this Bylaw are not met, the Agenda and supporting materials shall be deemed to be acceptable by Council when the Agenda is adopted at any Council meeting.

16.7 Addendums (also known as Add-Ins):

16.7.1 Council may consider the Urgency of any item(s) proposed to be added preferably with supporting written documentation, or proposed to be deleted, before voting to add the Addendum and then adopt the Agenda "As Amended."

16.7.2 During the course of the meeting, should a member of Council deem that an item be added to the Agenda for Council's consideration, the Member shall propose the Addendum by Motion, after which the Chair shall rule on the urgency:

16.7.2.1 If Council rules that the Motion stand, the Chair shall add the item to the end of the pertinent section of the Agenda.

16.7.2.2 If Council rules that the Motion does not meet the test of Urgency, or written supporting documentation is required, the item shall be tabled and added to the next Agenda.

16.8 The order of business at a meeting is the order of the items on the Agenda except:

16.8.1 When the same subject matter appears in more than one place on the Agenda and Council decides, by Motion, to deal with all items related to the matter at the same time.

16.8.2 When Council decides not to deal with an item on the Agenda and tables the matter to a subsequent meeting.

17.0 Requested Scheduled Delegations

17.1 A person or a representative of any delegation or group of persons who wish to bring any matter to the attention of Council, or who wish to have any matter considered by Council, shall address a letter (or other written communication) to Council, or CAO outlining the subject to be discussed. The letter shall be signed in the correct name of the writer; the address of the writer, and delivered (by hand, mail, fax, or email) to the CAO. The letter must arrive by noon at least four (4) business days immediately preceding the meeting at which it is to be presented. If the person wishes to appear before Council on the matter, it shall be stated in the letter. This will apply to delegations appearing in front of the Policies and Priorities Committee or any other Council Committees.

17.2 Scheduled Delegates shall be granted a maximum of fifteen (15) minutes to

-
- present the matter outlined in the letter. Where the Chair determines that additional time shall be granted to a delegation, the length of the extension shall be specified, and the Chair may limit the time.
- 17.3 Delegations that have not submitted a letter in accordance with Section 17 of this Bylaw may be granted a brief opportunity to outline the matter they wish to present to Council, and following that outline, the Reeve or other presiding officer shall determine if the delegation is to be granted time under Section 17.2 of this Bylaw.
- 17.4 Matters of confidential nature, as referred to in Section 6 of this Bylaw, shall not be discussed during Public Presentations to Council.
- 17.5 Information presented by a Person or Group shall relate only to the subject matter for which the presentation was originally requested.
- 17.6 Each Person or Group will be given an opportunity to make a public presentation only once in respect to a given issue. Council or the Committee may waive this restriction if it is of the view that there have been significant new developments in respect of the issue or if sufficient time has elapsed such that Council, or the Committee, is prepared to consider the issue again.
- 17.7 Extensions of time limits for any verbal presentations during the Public Presentation to Council or the Committee may be granted by consent of Council or the Committee, based on one or more of the following:
- 17.7.1 The issue or Bylaw under discussion is deemed by Council or the Committee to be contentious or complex and the allotted time is not sufficient, in the opinion of Council or the Committee, to give the matter due consideration.
- 17.7.2 The granting of an extension of time will not prejudice the rights of other presenters to their allotted presentation time as prescribed by this Bylaw.
- 17.8 Where a Delegation requests support from Council, requiring a Motion of Council, Council shall first refer the matter to Administration, who shall bring back more information and a recommendation at a subsequent meeting so that Council can make an informed decision.
- 17.8.1 Where a Delegation requests correspondence in regard to clarifying the topics of the delegation, Council will direct Administration to compile the necessary information and prepare correspondence for the Delegation. Once a decision by Council has been made on a topic from a delegation, Council is not obligated to hear the matter again.
- 17.8.2 Where a Delegation appears in front of Council or Committee to provide information, the CAO will prepare and send a letter of thank you.

18.0 Public Delegations

- 18.1 As part of the Council Agenda, the Reeve shall also call for and recognize any Public Delegations. Public Delegations may or may not be scheduled (as per Section 17 of this Bylaw), and may request an opportunity to outline the matter they wish to present to Council or a Committee at a meeting, and following that outline, the Reeve or other presiding officer shall determine if the delegation is to be granted time under Section 17.2 of this Bylaw.
- 18.2 A Public Delegation may be recognized by the Chair and granted a maximum of fifteen (15) minutes to present their matter.
- 18.3 A Public Delegation shall follow guidelines in Requested Public Delegation section of this bylaw.

19.0 Role of Management in Regard to Delegations:

- 19.1 Administration will schedule the delegations.
- 19.2 Notify the delegation of the time and place of the meeting they wish to attend.
- 19.3 Delegations will be scheduled at least 15 minutes after the start of the meeting.
- 19.4 Delegations will be scheduled at least 30 minutes apart. More time may be required for more complex issues.
- 19.5 The CAO shall explore the reasons why the delegation wishes to attend and provide members with all back up information for their perusal prior to the arrival of the delegation.
- 19.6 The Administration involved may question the delegation to clarify the issue; however, shall not debate the issue with the delegation or the Council or Committee.

20.0 Role of Chairperson in Delegations

- 20.1 The Chairperson reserves the right to accept delegations to the Council or Committee meeting.
- 20.2 The Chairperson shall notify the CAO of any delegations wanting to make a presentation to the Council or Committee and ensure the delegation arranges a meeting date with CAO.
- 20.3 If there is more than one member in the delegation the Chairperson shall request that the delegation appoint a spokesperson and inform the spokesperson that all

questions and comments be addressed to the chair.

- 20.4 The Chairperson shall ensure that all points of this policy are followed by the committee members and Administration.
- 20.5 The Chairperson may question the delegation to clarify the issue; however, shall not debate the issue with the delegation or committee members.
- 20.6 The Chairperson shall not criticize staff, government employees or the committee members while the delegation is present.
- 20.7 The Chairperson should direct all questions to the delegation's spokesperson.
- 20.8 Comments of intent in the presence of the delegation shall not be made.
- 20.9 The Chairperson shall ensure that the delegation restricts its presentation to the issue.
- 20.10 After Council or the committee has obtained all the information from the delegation the Chairperson shall dismiss the delegation to allow Council or the committee to discuss the matter.
- 20.11 The Chairperson may request the committee to go into a closed meeting to discuss the issue if the matter falls within the privacy issues to close a meeting.

21.0 Role of the Councillor or Committee Member in Delegations:

- 21.1 Members of Council or the Committee shall notify the CAO of any delegations wanting to make a presentation to Council or the committee and ensure the delegation arranges a meeting date with the CAO.
- 21.2 Members of Council or the Committee will give the delegation their undivided attention.

Members of Council or the Committee may question the delegation to clarify the issue; however, shall not debate the issue with the delegation or the committee.

- 21.3 Members of Council or the Committee shall not criticize staff, government employees or other Council or committee members while the delegation is present.
- 21.4 No comments or motions of intent will be entertained until the delegation has been dismissed from the table. The people making up the delegation may remain in the Council Chambers but may not participate in any further discussion.

22.0 Pecuniary Interest

- 22.1 Members of Council who reasonably believe that they have a pecuniary interest (as defined in the *Act*) in any matter before Council, any Committee of Council, or any Board, Commission, Committee or Agency to which they are appointed as a representative of Council, shall, if present, declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter, abstain from discussions, or voting on any questions relating to the matter, and shall where required by the act, remove themselves from the room until the matter is concluded. *Note: It is the responsibility of each Member to determine and/or declare whether they have a pecuniary interest, not other members of Council or Administration.*
- 22.2 The minutes shall indicate the declaration of disclosure, the time at which the Member of Council left the room, and the time the Member of Council returned.
- 22.3 Prior to the meeting, if a Member of Council is unsure of whether they may be in a 'conflict of interest' (pecuniary) situation with regard to an upcoming issue or vote, the Member shall be encouraged to discuss the matter with the CAO.
- 22.4 Prior to the meeting and after discussing the issue with the CAO (as per Section 22.3 of this Bylaw), a Councillor may wish to seek a legal opinion at their own expense to determine whether or not there is a conflict-of-interest situation with regard to the upcoming issue or vote.
- 22.5 If the matter with respect to which the Councillor has a pecuniary interest is a payment of an account for which funds have previously been committed, it is not necessary for the Councillor to leave the room.
- 22.6 If the matter with respect to which the Councillor has a pecuniary interest is a question on which the Councillor as an elector or property owner has the right to be heard by the Council,
a) it is not necessary for the Councillor to leave the room, and
b) the Councillor may exercise the right to be heard in the same manner as a person who is not a member of the Council.
- 22.7 If a Councillor is temporarily absent from a meeting when a matter in which the Councillor has a pecuniary interest is introduced, the Councillor shall immediately on returning to the meeting, or as soon thereafter as the Councillor becomes aware that the matter has been considered, disclose the general nature of the Councillors interest in the matter.

23.0 Bylaw Procedures

- 23.1 Where a Bylaw is presented to a meeting for enactment, the CAO or designate shall cause the number, short title, and brief description of the Bylaw to appear on

the Agenda.

23.1.1 As per the *Act*, all Bylaws shall have three distinct and separate readings. The Motion to move a Bylaw for consideration shall be the First Reading.

23.2.2 As the *Act* any proposed bylaw must not have more than two readings at a council meeting unless the councillors present unanimously agree to consider third reading, which requires a motion of council.

23.2 The following shall apply to the passage of a Bylaw:

23.2.1 A Bylaw shall be introduced for First Reading by a Motion that it be Read a First Time specifying the number and short name of the Bylaw.

23.2.2 After a Motion for First Reading of the Bylaw has been presented, Members may debate the substance of the Bylaw, and propose and consider amendments to the Bylaw.

23.2.3 Any proposed amendments shall be put to vote, if required, and, if carried, shall be considered as having been incorporated into the Bylaw at First Reading.

23.2.4 When all amendments have been accepted or rejected, the Chair shall Call the Question on the Motion for First Reading of the Bylaw.

23.2.5 When a Bylaw is subject to a statutory Public Hearing, a Public Hearing date and time shall be established prior to proceeding to second reading.

23.2.6 When a Bylaw must receive approval of a Minister of the Crown, it must be forwarded for such approval prior to proceeding to Second Reading.

23.2.7 All aspects of the passage of a Bylaw at First Reading shall apply to Second or Third Reading of any Bylaw.

24.0 Bylaw and Policy Appeal

24.1 When a Bylaw or Policy is defeated by Council the Bylaw or Policy shall not be available for review by Council for a period of six (6) months from the date the Bylaw or Policy being defeated unless there is a reconsidering motion where information relevant to the defeated motion may change the result.

25.0 Prior Bylaws

25.1 This Bylaw shall supersede and take precedence over all previously passed bylaws that refer to the setting out of rules for governing the County, pertaining to

the procedures for Council Meetings, Committee Meetings, Public Hearings, the conduct of Councillors, Committee Members, and the establishment of Council Committees, as well as any previously passed Motions that may be in conflict with this Bylaw, including Bylaw 1.

- 25.2 Bylaw 233-18, and all related amendments, shall be repealed upon Third and Final Reading of this Bylaw.

26.0 Effective Date

26.1 This Bylaw comes into effect upon the final passing and proper signature thereof.

Read a First Time this _____ day of _____, 2023.

Read a Second Time this _____ day of _____, 2023.

Read a Third Time this _____ day of _____, 2023.

Signed this _____ day of _____, 2023.

Amber Bean, Reeve

Allan Rowe, Chief Administrative Officer

Schedule “A”

Agenda Format

- 1. CALL TO ORDER
- 2. AGENDA
- 3. MINUTES
 - a. Previous:
- 4. DELEGATION(S)
- 5. PUBLIC Hearing
- 6. TENDER OPENING
- 7. NEW BUSINESS
 - a. COUNCIL
 - 1. Councillor Reports
 - 2. Management Team Activity Report
 - b. CORPORATE SERVICES
 - 1. Accounts Payable
 - c. COMMUNITY SERVICES
 - 1.
 - d. PUBLIC WORKS
 - 1.
- 8. WRITTEN REPORTS: COUNCIL, COMMITTEE & MANAGERS
 - a. Chief Administrative Officer’s Report
 - b. Corporate Services Manager’s Report
 - c. Public Works Manager’s Report
- 9. COUNCIL INFORMATION (*including Correspondence*)
- 10. CALENDARS
- 11. CONFIDENTIAL ITEMS
- 12. ADJOURNMENT

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	June 26, 2023
Originated By:	Terry Shewchuk, Public Works Manager
Title:	Road Construction Policy 3201
File:	11-02-03

DESCRIPTION:

Council is presented with a draft of Road Construction Policy 3201 and information regarding surrounding municipalities road construction policies, as requested.

BACKGROUND:

P151-23(03-16-23) RESOLUTION by Reeve Bean to table Policy 3201 Road Construction until a future Policy & Priority meeting. CARRIED.

P184-23(04-04-23) RESOLUTION by Reeve Bean to recommend Council put all upcoming road requests on hold until the review of Policy 3201 Road Construction has been completed and bring back Policy 3201 Road Construction to a future Policy & Priority meeting. CARRIED.

C197-23(04-11-23) RESOLUTION by Reeve Bean to put all upcoming road requests on hold until the review of Policy 3201 Road Construction has been completed. CARRIED.

P298-23(06-12-23) RESOLUTION by Reeve Bean to direct administration to bring back information on other municipalities road construction policies and table the Road Construction Policy 3201 review to the next Policy & Priority meeting. CARRIED.

ATTACHMENTS:

Road Construction Policy 3201 draft
Summary of surrounding Municipalities road construction policies.
Northern Sunrise County New Gravel Road Requests Policy 6.14
Saddle Hills County Road Construction Request Policy PW25

RECOMMENDED ACTION:

RESOLUTION by...to receive the discussion regarding road construction policies for information.

RESOLUTION by...to recommend Council approve Road Construction Policy 3201 draft, as presented.

Initials show support - Reviewed by:

Manager:

BSL CAO:

Clear Hills County

Effective Date DRAFT	Policy Number: 3201
Title: ROAD CONSTRUCTION	

1. POLICY STATEMENT

- 1.1 Clear Hills County will develop and enhance the vital road network system within the County for the safe transportation of passengers, tourists, industry and goods.
- 1.2 The County will evaluate and prioritize road construction.
- 1.3 All Road Construction Requests will require a completed road request application form to be filled out and submitted to the Clear Hills County office by **March 1st** to be considered for construction in the following year.
- 1.4 Prior to the approval of new or existing requests, the County will proceed with the required assessment standards set out by Alberta Environments within the MSSC.
 Definition - The Master Schedule of Standards and Conditions (MSSC) identifies conditions that apply to formal disposition applications approved under the Public Land Act. Conditions in this document are part of multiple approval systems and processes.
- 1.5 Following the assessment, a full report will be brought back to Council to present compensation costs and requirements that will need to be met as per Alberta Environment standards prior to proceeding with construction.
- 1.6 The County will cover all costs associated with the initial mandatory MSSC Assessments studies that will determine the compensation and requirements as per Alberta Environment standards.
- 1.7 The County will pay up to a maximum \$10,000.00 (ten thousand dollars) of the Compensation Costs per ½ mile up to one (1) mile of construction as per the assessment report results.

- 1.8 Compensation costs that are greater than \$10,000.00 (ten thousand dollars) per ½ mile up to one (1) mile of construction as per the assessment report results will be:

Options				
A	100%	Applicant	0%	County
B	25%	Applicant	75%	County
C	50%	Applicant	50%	County

All compensation costs will be required to be paid in full by the applicant prior to the commencement of construction.

Effective Date _____

2. TO BE COMPLETED BY APPLICANT/LANDOWNER**2.1 Proof of ownership by applicant.**

Name of applicant: _____ Date: _____

Phone Number: _____ Email Address: _____

Legal Land Location: _____ Mailing Address: _____

2.2 Purpose for requesting new or upgraded road:New Yard Site ☐Existing Yard Site ☐Upgrading Access ☐Crop/Grazing ☐Timber Salvage ☐Subdivision ☐Other ☐ Explanation: __________

_____**2.3 2.3.1. If for farmland, do you have:**a. At least ½ (minimum 80 acres) in seedbed condition ☐b. The property is fenced for pasture ☐**2.3.2 If for residential purpose, do you:**a. Currently live on the land? Yes ☐ No ☐b. Where is your primary residence? _____ N/A ☐c. When will you reside on the land and will be claiming it as your primary residence? _____ N/A ☐d. Have you applied for utilities? Power ☐ Gas ☐ N/A ☐e. Have you submitted a subdivision or development application? Yes ☐ No ☐ N/A ☐**2.3.3 How have you been getting to this land previously?**_____
_____**2.3.4 What is the condition of the present access? Good ☐ Fair ☐ Poor ☐ None ☐****2.3.5 Date the land was acquired? _____****2.3.7 Have you received and reviewed the County's policy for Road Construction requests, and will you provide the required compensation costs? Yes ☐ No ☐**

Landowners Name _____ Signature _____

Witness Name _____ Signature _____

3. ROAD CONSTRUCTION PRIORITIZATION

- 3.1 The CAO shall present to Council the road request applications for Councils review and approval annually in March of each year.
- 3.2 The list will include estimated costs to construct the requests that are presented for prioritization.
- 3.3 Council will allocate an annual budget of \$1,000,000.00 for local road access construction.
- 3.4 All road requests will be on a first come basis.

4. END OF POLICY**Related Policies:**

3202 Road Construction Specifications

3203 Approach Construction

3205 Land Need and Acquisition

ADOPTED

Resolution #C190-03

Date: March 25, 2003

AMENDED

Resolution #C876-03

Date: November 25, 2003

AMENDED

Resolution #C153(03/13/07)

Date: March 13, 2007

AMENDED

Resolution #C180(02/23/10)

Date: February 23, 2010

AMENDED

Resolution #C393-12

Date: July 10, 2012

AMENDED

Resolution # C398-12(07/24/12)

Date: July 24, 2012

AMENDED

Resolution # C405-14(06/24/14)

Date: June 24, 2014

AMENDED

Resolution # C413-17 08/22/17

Date: August 22, 2017

AMENDED

Resolution #C463-20(10-13-20)

Date: October 13, 2020

AMENDED

Resolution #C357-22(07-12-22)

Date: July 12, 2022

Effective Date _____

2. TO BE COMPLETED BY APPLICANT/LANDOWNER

2.1 Proof of ownership by applicant.

Name of applicant: _____ Date: _____

Phone Number: _____ Email Address: _____

Legal Land Location: _____ Mailing Address: _____

2.2 Purpose for requesting new or upgraded road:

New Yard Site ☐Existing Yard Site ☐Upgrading Access ☐Crop/Grazing ☐Timber Salvage ☐Subdivision ☐Other ☐ Explanation: __________

2.3 2.3.1. If for farmland, do you have:

a. At least ½ (minimum 80 acres) in seedbed condition ☐b. The property is fenced for pasture ☐

2.3.2 If for residential purpose, do you:

a. Currently live on the land? Yes ☐ No ☐b. Where is your primary residence? _____ N/A ☐c. When will you reside on the land and will be claiming it as your primary residence? _____ N/A ☐d. Have you applied for utilities? Power ☐ Gas ☐ N/A ☐e. Have you submitted a subdivision or development application? Yes ☐ No ☐ N/A ☐

2.3.3 How have you been getting to this land previously?

_____2.3.4 What is the condition of the present access? Good ☐ Fair ☐ Poor ☐ None ☐

2.3.5 Date the land was acquired? _____

2.3.7 Have you received and reviewed the County's policy for Road Construction requests, and will you provide the required compensation costs? Yes ☐ No ☐

Landowners Name _____ Signature _____

Witness Name _____ Signature _____

Road Construction Policies From Surrounding Municipalities		
Municipality	Policy	Information
County of Grande Prairie No. 1		No charge to rate payers for new access road construction. If the rate payer is requesting a road improvement to be done, the improvement cost is the rate payers responsibility and the total cost is added on to their taxes for x amount of years.
County of Northern Lights	N/A	No longer builds new roads within the County. Rate payers may construct the road on the government road allowance, to County standards, at their own expense.
Municipale District of Fairview No. 136	N/A	No policy regarding new road construction. If a rate payer was to request a new road be constructed the ratepayer would be responsible for the total cost of construction.
Municipale District of Peace No. 135		No information as of yet.
Municipale District of Spirit River No. 133	N/A	No policy regarding new road construction. If a rate payer was to request a new road be constructed, the ratepayer would be responsible for the total cost of construction. The cost would either be added to their taxes or a bond would be requested to be put up before construction for a portion and the remaining added to their taxes.
Northern Sunrise County	Policy 6.14 New Gravel Road Requests	The County provides new gravel surfaced roads within the county to support the development of permanent homes.
Saddle Hills County	Policy PW25 Road Construction Request	Depending on the purpose of the new road construction, the rate payer pays a set portion of the construction costs.



Request for Decision

Council - 12 Mar 2019

Topic: Policy 6.14 New Gravel Road Requests

Administrative Recommendation:

That Council approve Policy 6.14 New Gravel Road Requests as presented.

Background:

At the February 26, 2019 Council meeting, Council discussed Policy 6.14 New Gravel Road Requests and the requested amendments are now being brought forward.

Council has allocated \$250,000 in the 2019 Provisional Capital Budget for the construction of new gravel roads for residential development within the County. Policy 6.14 New Gravel Road Requests has been drafted by Administration to define the process that will provide this level of service.

IMPLICATION OF DECISION

Financial Implications: \$250,000 is allocated in the 2019 Provisional Capital Budget for resident requests for new gravel roads.

Policy and/or Legislative Implications: None

Public Consultation Required: None

Attachments:

1. Draft Policy 6.14 New Gravel Road Requests

Alternative Options:

1. Council could make changes to Policy 6.14 New Gravel Road Requests and approve as amended.
2. Council could direct Administration to come back with more information.
3. Council could receive Policy 6.14 New Gravel Road Requests for information.

REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL

Department Manager:

Date: March 5, 2019

Ian Cosh

**Chief Administrative
Officer:**

Date: March 5, 2019

Cindy Millar

POLICY 6.14 New Gravel Road Requests



**NORTHERN SUNRISE
COUNTY**

Department: Public Works

Date Approved:

Rescinds: N/A

Council Res. No:

PURPOSE

To define the process by which Northern Sunrise County (the County) provides new gravel surfaced roads within the County to support the development of permanent homes.

SCOPE

The County recognizes that road construction is desired for permanent residential development within the County. Funding may be allocated by Council during the annual budget process for the cost of road construction for rural residential development.

GUIDELINES

Application Process:

1. Council will entertain requests for funding once per year, prior to August 1, for consideration in the County's budget process for the following year.
2. Applications for funding must be in writing and include:
 - a description of the road request, including location, length of road, type of permanent residential development, and any other extenuating circumstances;
 - a schedule of when work is anticipated to begin and end; and
 - a project budget including all associated costs and utility connection fees.
 - The applicant may be asked to present their request to Council.
 - A developer's agreement must be entered into with the County, prior to construction commencing, outlining the commitment to complete the development within 2 years of the completion of the roadway.
 - A clause of the developer's agreement shall be that the developer will be invoiced two years post completion of the roadway for 10% of the original County cost, and each year thereafter, until the development is complete or the cost recouped. Unpaid invoices shall be applied to the property taxes. All invoices paid or owing shall be forgiven on completion of the project as presented.

Reeve

Chief Administrative Officer

POLICY 6.14 New Gravel Road Requests



**NORTHERN SUNRISE
COUNTY**

Department: Public Works

Date Approved:

Rescinds: N/A

Council Res. No:

PURPOSE

To define the process by which Northern Sunrise County (the County) provides new gravel surfaced roads within the County to support the development of permanent homes.

SCOPE

The County recognizes that road construction is desired for permanent residential development within the County. Funding may be allocated by Council during the annual budget process ~~to fund for~~ the cost of road construction for rural residential development.

GUIDELINES

Application Process:

1. Council will entertain requests for funding once per year, prior to August 1, for consideration in the County's budget process for the following year. ~~Funding requests may be carried forward to subsequent years for larger projects.~~
2. Applications for funding must be in writing and include:
 - a description of the road request, including location, length of road, type of permanent residential development, and any other extenuating circumstances;
 - a schedule of when work is anticipated to begin and end; and
 - a project budget including all associated costs and utility connection fees.
 - The applicant may be asked to present their request to Council.
 - A developer's agreement must be entered into with the County, prior to construction commencing, outlining the commitment to complete the development within 2 years of the completion of the roadway.
 - A clause of the developer's agreement shall be that ~~the cost of the roadway will be billed to the applicant.~~ The developer will be invoiced two years post completion of the roadway for 10% of the original County cost, and each year thereafter, until the development is complete or the cost recouped. Unpaid invoices shall be applied to the property taxes. All invoices paid or owing shall be forgiven on completion of the project as presented.

Reeve

Chief Administrative Officer

Page 1 of 1



Road Construction Request

MOTION 153.03.14.23

PREPARED BY: **Operations**
REFERENCES: *n/a*

COUNCIL APPROVAL DATE: **March 14, 2023**
PREVIOUS REVISION: **733.10.09.18**

Signatures

Reeve

Chief Administrative Officer

Alvin Hubert

Cary Merritt

PURPOSE:

To provide the guidelines for requests to upgrade or construct new roads where no adequate access road exists.

GUIDELINES:

1. For the purpose of this policy, the following definitions shall apply:
 - a. "Residential access request" means a request to construct a new or upgrade an existing road on the County's road allowance to a new proposed residence (to be used as a primary residence) on an existing parcel, or on a parcel to be subdivided, but excluding multi-lot subdivisions; these roads to be constructed to the *Local Road* standard;
 - b. "Farmland access request" means a request to construct a new road on the County's undeveloped road allowance to a titled parcel of land used for farm operations; these roads be constructed to the *Farm Access/Low Volume Traffic* standard;
 - c. "A farm operation" means that at least ½ of the parcel (minimum 80 acres) is in arable condition or grazing land;
 - d. "Landowner" – a person or corporation whose name appears on the title at the Alberta Land Titles for the subject property;
 - e. "Upgrade" – means upgrading a road from the Farm Access to Local Road standard;
 - f. "Extraordinary costs" means costs to obtain land outside of the County's road allowance and/or any other costs above the cost of a base grade road on level terrain (e.g. creek crossing, hill cuts, etc.) as may be determined by the County.
2. Saddle Hills County will:
 - a. endeavor to construct access roads where road construction is feasible for accessing farmland or establishing a new primary residence; and
 - b. review all other requests to construct or upgrade a road on a case-by-case basis.
3. The landowner/applicant requesting a new road construction or upgrade shall complete Schedule 1, Road Construction or Upgrade Request.

4. Upon receiving the Road Construction or Upgrade Request, Council shall:

a. at their sole discretion consider constructing a road as follows:

	Construction	Commitment Security
Residential access	Construction on a road allowance to the nearest property line of the property in question, and up to 200 meters beyond	25% of the total estimated costs as determined by the County
	Construction on a road allowance beyond 200 meters as per above	50% of the total costs or \$30,000, whichever is greater
Farmland access	Construction on a road allowance to the nearest property line of the property in question	25% of the total estimated costs as determined by the County
Residential and Farmland Access	Construction outside of a road allowance to avoid obstacles on the road allowance or other extraordinary costs to construct on or off a road allowance	100% of all extraordinary costs

b. identify the project year and the source of funds for construction in the County's budget.

5. Upon approval by the County, and before the County commencing construction, the landowner shall:

a. provide "Commitment Security" in the form of:

- i. a certified cheque; or
- ii. an automatically renewing "Irrevocable Letter of Credit" issued by a financial institution acceptable to the County.

6. Refund of Commitment Security shall be issued without interest when:

Residential Access	The residence in question has been occupied for <u>three years post construction</u> as a primary residence by the original applicant and the development is in compliance with the County's permits for that development. If the property is sold before expiration of three year period, the Commitment Security is considered forfeited.
Farmland Access	The farmland in question is maintained for a farming operation <u>for five years</u> by the original applicant. If the property is sold before expiration of five year period, the Commitment Security is considered forfeited.

ATTACHMENTS:

Schedule 1, Road Construction or Upgrade Request

Schedule 1

ROAD CONSTRUCTION OR UPGRADE REQUEST

All requests submitted will be investigated and presented to Council for their consideration. In order to expedite your request, please provide all details and a location sketch.

Applicant's name _____

Landowner's name _____

Phone _____ HOME ☐ MOBILE ☐ (select one) EMAIL _____

Mailing Address _____

Location of the proposed road:

Legal (land you would like to access) _____ Road required
for: FARMLAND ACCESS ☐ RESIDENTIAL ACCESS ☐ UPGRADE ☐

1. If for farmland, do you have:

a. at least ½ (minimum 80 acres) in seedbed condition ☐

b. the property is fenced for pasture ☐

2. If for residential purpose, do you currently live on the land? YES ☐ NO ☐

3. Where is your current primary residence? _____ N/A ☐

4. When will you reside on the land and will you be claiming it as your primary residence?
_____ N/A ☐

5. Have you applied for utilities? POWER ☐ GAS ☐ N/A ☐

6. Have you submitted a subdivision or development application? YES ☐ NO ☐ N/A ☐

7. How have you been getting to this land presently? _____

8. What is the condition of the present access? GOOD ☐ FAIR ☐ POOR ☐ NONE ☐

9. Date land acquired? _____

10. Have you received and reviewed the County's policy for Road Construction Requests and will you provide the Commitment Security if Council considers your request as described in the Policy?
YES ☐

11. Comments/Additional Information:

Please provide a sketch, highlighting details such as low areas, muskegs, drainage ditches, bridges, culverts, pipelines, power lines, existing or proposed buildings, and current access.



Township _____ Range _____ W of _____ Meridian _____

NW	NE
SW	SE

Landowner's name (print): _____ Sign: _____ Date: _____

Applicant's name (print): _____ Sign: _____ Date: _____

For Operational Department use:

Date Received: _____ Assigned to: _____

Director's review and comments _____

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	June 26, 2023
Originated By:	Councillor Giesbrecht
Title:	Cleardale Industrial (Large Vehicle) Parking Lot
File:	11-02-03

DESCRIPTION:

Councillor Giesbrecht requested a discussion regarding Cleardale Industrial (Large Vehicle) Parking Lot that was built in the spring of 2016.

BACKGROUND:

- April 2016-Discussions on turning the 6.72 acres lot south of Cleardale into a Industrial (Large Vehicle) Parking Lot
- April 2016- Dirt work and construction Tendered out.
- May 2016- Council rejected all tenders due to over budget.
- June 2016- Cleardale Industrial (Large Vehicle) Parking Lot clearing and graveling done off Equipment registry **\$39,735.57**.
- Parking lot is snowplowed on a as needed and when requested.

ATTACHMENTS:

- Motions
- Map
- Parking Lot design
- WSP Tender for Cleardale Industrial (Large Vehicle) Parking Lot

RECOMMENDED ACTION:

RESOLUTION by...

Initials show support - Reviewed by:

Manager:

CAO:





C154-16(03/22/16) **RESOLUTION by Councillor Fletcher proceeds to tender for the dirt work and construction for the Cleardale Industrial Parking lot south of the Cleardale residential lots on the 6.72 acres. CARRIED.**

C215-16(4/26/16) **RESOLUTION by Councillor Croy to open Tender 2016-12 Cleardale Large Vehicle Gravel Parking Lot, have WSP analyze results and bring back recommendations. CARRIED.**

Company	Amount
Northern Road Builders	\$279,405.00
D. Harms Contracting	\$370,532.00
Amarillo Contractors Ltd.	\$422,550.00
Driedger Construction	\$378,050.00
LaPrairie Works Inc.	\$723,686.13
Waymor Construction	\$282,580.50
Cal-R Contracting 2001 Ltd.	\$324,965.00
MDP Oilfield Services Ltd.	\$346,676.46
Bjornson Enterprises Ltd.	\$344,164.50
Petrowest Construction LP	\$388,839.71
F.M.C. Contracting Ltd.	\$363,225.40
Tyran Transport	\$289,153.92
Holder Construction	\$592,975.00
Granite Energy Corp.	\$327,785.00

C288-16(05/10/16) **RESOLUTION by Councillor Croy to reject all tenders for tender 2016-12 Cleardale Large Vehicle Gravel Parking Lot due to them all coming in over budget. CARRIED.**

C289-16(05/10/16) **RESOLUTION by Councillor Fletcher to hire off of the equipment registry for the clearing and graveling of the Cleardale Large Vehicle Gravel Parking Lot. CARRIED.**

C561-18(11-13-18) **RESOLUTION by Reeve Croy to snow plow the Cleardale Truck parking lot only as requested. CARRIED.**



REQUEST FOR QUOTATION

Clear Hills County

Plans may be obtained from Clear Hills County in Worsley, Alberta or from the office of the Engineer, WSP, at 7710 Edgar Industrial Court, Red Deer, Alberta on or after **April 14, 2016**.

Deposit: \$25.00 payable to WSP (Non-refundable)

Quotations will be received by the undersigned until **4:00 p.m. local time on April 25, 2016**.

At the office of:

Clear Hills County
P.O. Box 240
313 Alberta Ave.
Worsley, AB T0H 3W0
Phone: 780-685-3925
Fax: 780-685-3960

For the following work:

RFQ No.:161-04826-00

Site Grading and Other Work

2016 Cleardale Truck Parking Lot

Clear Hills County is inviting Quotes for the supply of all manpower, equipment and materials to construct a 145m x 107m parking lot located in the Hamlet of Cleardale. The scope of work will consist of, but is not limited to, common excavation, borrow excavation, culvert installation, and gravel surfacing.

Approximate Quantities:

Common Excavation (Lump Sum)	4,160 m ³
Borrow Excavation – Contractor Supplied	17,150 m ³
Gravel Surfacing	5,850 t

Note: This Contract has a completion date of **June 30, 2016**.

If quote documents are obtained from COOLNet, it is the Bidder's responsibility to ensure that addenda have been received prior to tender closing. Lowest or any quotation will not necessarily be accepted. The successful contractor will be required to provide contract security. If further information is required, please contact Mr. Ron Jensen, Public Works Manager for Clear Hills County, at 780-685-3925.

For technical or engineering information, please contact Mr. Doug Buyar, Area Manager, WSP, at 780-538-2667.



Addendum No. _____	Date: _____
Addendum No. _____	Date: _____
Addendum No. _____	Date: _____

RFQ NUMBER: 161-04826-00

CONTRACT AND SPECIFICATIONS

CLEAR HILLS COUNTY



for

CLEARDALE TRUCK PARKING LOT

Hamlet of Cleardale

Site Grading and Other Work

April 2016

INSTRUCTIONS TO RESPONDENTS

1. INSTRUCTIONS TO RESPONDENTS**1.1 REQUEST FOR QUOTE**

Quotations must be submitted enclosed in a sealed envelope plainly marked "**Cleardale Truck Parking Lot**" and addressed to:

Mr. Ron Jensen, Public Works Manager
Clear Hills County
Box 240
313 Alberta Ave
Worsley, AB T0H 3W0

PROJECT INFORMATION

Clear Hills County is inviting Quotes as for the supply of all manpower, equipment and materials (as described in this document) to:

Construct a 145m by 107m truck parking lot located in the Hamlet of Cleardale. The scope of work includes common excavation, borrow excavation, gravel surfacing and other work.

The Quotation closing date is **4:00 p.m.** local time on **April 25, 2016**. Quotes received after this time will not be considered and will be returned to the bidder unopened. Quotes by facsimile will be accepted. If this method of submission is used, it is the contractor's responsibility to ensure that the Quote is received.

This Quote shall be evaluated by Clear Hills County (the "Owner"), in its sole discretion and in the best interest of the Owner.

The Owner may consider some or all of the following criteria in evaluating those Quotes, which comply with the Instructions to Bidders:

- I. Cost to the Owner; considering existing budgets, unbalanced bids, and cost estimates to complete the proposed work;
- II. Best evaluated product for the currency expended;
- III. Delivery time from placement of order;
- IV. Availability and applicability of warranty;
- V. Capacity and capability to complete the contract;
- VI. Ability to meet the Quote conditions and specifications;
- VII. Past performance, including previous work for the Owner; and
- VIII. Any other relevant factors.

The lowest, or any Quote, may not necessarily be accepted and the Owner reserves the right to reject or accept any bid. This Quote may be cancelled at any time prior to notification of award of the Contract. The Owner need not award any contract. If the Owner rejects all Quotes, the



INSTRUCTIONS TO RESPONDENTS

Owner will not be liable to any bidder for any claims, whether for costs or damages incurred in preparing the Quote, loss of anticipated profits, or for any other matter whatsoever.

Any items omitted from the Quote or any additions, alterations, conditions or qualifications added to the Quote or failure to properly sign the Quote may cause the quotation to be rejected. The determination of whether or not to reject any Quote or to remove any Quote from the evaluation process will be made in the absolute discretion of the Owner.

All Quotes are irrevocable for a period of thirty (30) days.

Any inquiries regarding this Quote may be directed to:

Attention: Doug Buyar, Area Manager
WSP
10070 - 117 Ave, Grande Prairie, AB T8V 7S4
Phone: 780-538-2667
Fax: 780-538-2951
Email: doug.buyar@wspgroup.com

The bidder, by submitting a Quote, agrees that it will not claim damages incurred by the bidder in preparing its Quote for matters relating to the award of a contract or to the Quoting process, and the bidder waives any claim for the loss of profits if no award is made to the bidder.

Prior to submitting a Quote the Contractor shall visit the site of the proposed work and shall fully inform themselves as to all existing conditions and limitations, which will affect its execution.

1.2 PAYMENT

Provided all terms and conditions on the part of the construction contractor or supplier have been complied with, each invoice shall be paid thirty (30) calendar days after receipt of the invoice, or thirty (30) calendar days after receipt of the total order by the construction contractor, whichever is later, as certified by the construction contractor and the Owner's representative in writing.

A holdback of 10% of the total Contract amount of the invoice shall be retained by the Owner. Release of holdback will be paid 45 days after issuance of a Construction Completion Certificate or a final invoice date providing no claims have been filed against the contractor and the contractor provides the Owner with a letter from the WCB and a Statutory Declaration stating that the Contractor has paid for all of the labour, materials and suppliers for the execution of this project.

1.3 TERMINATION OF CONTRACT

Any contract awarded to a bidder may be terminated by the Owner if the product/service is not as Quoted. In the event the contract must be terminated, the Owner reserves the right to exercise all available remedies including, but not limited to, the recovery of incidental and consequential damages.



INSTRUCTIONS TO RESPONDENTS

Failure to comply with any condition of this Quote may result in the contract cancellation without subsequent cost or liability to the Owner.

1.4 WARRANTY/MAINTENANCE

It is the Owner's intention to require the construction contractor to remedy all defects or deficiencies in the work, whether from the quality of workmanship or materials, during construction, and during the one-year warranty period following issuance of a Construction Completion Certificate.

1.5 BASIS OF QUOTE

Estimated quantities are approximate only and are subject to increase, decrease, or deletion. Whether the quantities are increased or decreased, the unit prices stated in the Unit Price Schedule shall apply, and the contract price shall be adjusted accordingly to the final quantities incorporated into the Work. Work items not identified in the Contract but required for the project will be paid from Contingency based upon an agreed to lump sum amount or by force account unit rates approved in writing by the Consultant prior to the execution of the Work.

The Owner reserves the right to increase, decrease or delete any Quote item and may award portions of the work.

If a discrepancy is found between a Unit Price and a Total Amount, the unit price shall be considered as representing the intention of the construction contractor or supplier and the Total Amount will be recalculated accordingly.

1.6 BID DEPOSIT

This quotation does not require a bid deposit.

1.7 CONTRACT SECURITY

The Contractor's attention is drawn to "Section 1.2.9, Security", of the General Specifications. The successful Contractor shall furnish security in the amount of a 10% Performance Bond and a 10% Labour and Material Payment Bond or, alternatively; in accordance with Section 1.2.9.2 of the General Specifications, an alternative form of security which includes the following options: an Irrevocable Letter of Credit, Letter of Guarantee, Certified Cheque, Bank Draft or Money Order in the amount of 20% of the total quotation price.

1.8 SCHEDULE OF COMPLETIONS

All work including provisional items if required, rectification of all deficiencies, clean up and issuance of a Construction Completion Certificate shall be fully completed no later than **June 30, 2016** (the "Completion Date"). There will be no extensions to the Completion Date except for delays deemed, by the Consultant, to be beyond the control of the Contractor.

If the work is not completed on or before the Completion Date, the Contractor shall be liable for all damages including but not limited to additional engineering and/or Owner costs, third party claims being charged to the Owner due to late completion, and any other costs or damages incurred by the Owner.

1.9 CERTIFICATES OF INSURANCE

Contractor shall provide Certificates of Insurance prior to start of construction and the insurance shall be maintained continuously until the issuance of the Final Acceptance Certificate.



INSTRUCTIONS TO RESPONDENTS

The Contractor shall provide and maintain, either by way of a separate policy or by an endorsement to its existing policy, Comprehensive General Liability Insurance acceptable to the Owner and subject to limits of not less than five million dollars (\$5,000,000.00) inclusive per occurrence for bodily injury, death, and damage to property including loss of use thereof. Where the Contractor's current Insurance policy fails to provide adequate coverage, such policy may be combined with an Umbrella or excess Liability Policy to provide the necessary coverage.

The Contractor shall have **Clear Hills County and WSP Canada Inc.** added as an additional insured, with cross-liability to such insurance.

1.10 SAFETY PRE-QUALIFICATION

Contracts will only be awarded to Bidders who, prior to the time fixed for receiving Quotation, possess a Certificate of Recognition (COR) which is relevant to their industry and which is recognized by Alberta Human Resources and Employment, Workplace Health and Safety.

Bidders are advised that a small employer Certificate of Recognition (for employers with less than ten employees) is considered acceptable.

For Bidders who have not obtained a Certificate of Recognition, a valid Temporary Letter of Certification (TLC) issued by the Alberta Construction Safety Association (ACSA) will be considered acceptable.

Confirmation that the Bidder possesses a COR or a valid TLC will be obtained through the Alberta Construction Safety Association.

Prospective Bidders who do not possess a COR and wish to obtain information about obtaining a COR or TLC, are advised to contact:

The Alberta Construction Safety Association

Edmonton Office
225 Parsons Road SW
Edmonton, AB T6X 0W6
Phone: (780) 453-3311
Fax: (780) 455-1120
Email: edmonton@acsa-safety.org

Calgary Office
#101, 292060 Wagon Wheel Link
Rocky View, AB T4A 0E2
Phone: (403) 291-3710
Fax: (403) 250-2852
Email: calgary@acsa-safety.org

Toll Free Numbers:
Phone: 1-800-661-2272
Fax: 1-877-441-0440

Phone: 1-800-661-6090
Fax: 1-877-258-5881

1.11 ACCEPTANCE OR REJECTION OF QUOTES

The Owner reserves the right to reject any or all Quotes, to accept individual items of any Quote and award more than one contract for supply, in a manner that the Owner, at their sole discretion, deems to be in their best interests.



QUOTE PRICE SCHEDULE

Signing

Contractor: _____
(PRINTED COMPANY NAME AND ADDRESS)

(PRINTED REPRESENTATIVE'S NAME AND TITLE)

(CONTRACTOR'S SIGNATURE)

(DATE)

Construction Schedule: _____
(START DATE)

(COMPLETION DATE)



QUOTE PRICE SCHEDULE**2. QUOTE PRICE SCHEDULE**

Bid Item	Description	Estimated Quantities		Unit Price		Total Bid
1	Mobilization (1.2.13)	1		lump sum		\$ _____
2	Site Occupancy (1.2.21)	—	days	\$900	per day	\$ _____
3	Common Excavation (2.3.6)(Special Provisions)	4,160	m ³	lump sum		\$ _____
4	Borrow Excavation - Contractor Supplied (2.3.6) (Special Provisions)	17,150	m ³	\$ _____	per cubic metre	\$ _____
5	Culverts - Remove and Dispose (C.S.P.) (up to 700 mm dia.) (2.4.4)	30	m	\$ _____	per metre	\$ _____
6	Culverts – Supply and Install (600 mm dia. C.S.P.) (2.4.4) (5.23.4) (Special Provisions)	54	m	\$ _____	per metre	\$ _____
7	Gravel Surfacing (3.3.4) (Special Provisions)	5,850	t	lump sum		\$ _____
8	Topsoil Distribution (2.6.4) (Special Provisions)	2,000	m ²	\$ _____	per square metre	\$ _____
9	Broad-cast Seeding (2.20.4) (Special Provisions)	2,000	m ²	\$ _____	per square metre	\$ _____
TOTAL QUOTE PRICE						\$ _____



CONTRACT FORMS**3. CONTRACT FORMS**

THIS Agreement made and concluded in triplicate as of this _____ day of _____, 2016, between Clear Hills County (hereinafter called the County) of the first part and _____ of the _____, in the Province of _____ (hereinafter called "the Contractor") of the second part.

WITNESSETH, that for and in consideration of the covenants and agreements on the part of the County, hereinafter contained and the prices hereinafter mentioned, the Contractor for himself, his executors, administrators and assigns, covenants and agrees with the County to do, furnish and perform the works, materials, matters, and things required to be done, furnished and performed, in the manner hereinafter described, in connection with the following work or works, namely:

Cleardale Truck Parking Lot

in strict accordance with the plans and specifications of said work hereto attached, and to deliver the same over, complete and fully finished in every particular to the County on or before June 30, 2016. It is mutually agreed that the attached Quote or proposal and bond of the Contractor, together with the plans, specifications and any special provisions herein designated and referred to are hereby made and shall be considered part of this Agreement the same as if herein fully set forth.

IN CONSIDERATION WHEREOF, and upon the Contractor fully completing and executing in every particular the work herein contracted for within the time hereinbefore set out, and upon the said Contractor satisfying the said County that all just claims for labour and materials and for damages in connection with the work have been paid, the said County covenants, promises and agrees to pay unto and to the said Contractor for the actual amount of work done and materials in place at the unit prices stated in the Contractor's attached proposal or Quote.

IN WITNESS WHEREOF, the Contractor has hereunto set his hand and seal as of the day and year herein mentioned, and these presents have been signed and sealed by the representatives of the County, on behalf of Clear Hills County.

SIGNED, SEALED AND DELIVERED BY
THE CONTRACTOR IN THE PRESENCE OF:

Witness

Contractor (Authorized Signature)

Contractor (Printed Name)

SIGNED AND SEALED ON BEHALF OF
CLEAR HILLS COUNTY

Witness

per _____

per _____



SPECIAL PROVISIONS

4. SPECIAL PROVISIONS**4.1 SCOPE OF WORK AND SPECIFICATIONS**

All reference to "Specifications" in this Request for Quotation document will be understood to mean "*Government of Alberta-Transportation: Standard Specifications for Highway Construction – Edition 15, 2013.*"

The specifications for highway and bridge construction work, which shall form part of the Contract Agreement, are published in the following Government of Alberta – Transportation manuals:

- Standard Specifications for Highway Construction - Edition 15, 2013
- Specifications for Bridge Construction - Edition 15, 2013
- General Specification, Specification Amendments and Supplemental Specifications for Highway and Bridge Construction, Edition 15, 2013

In the Hamlet of Cleardale, a 145m x 107m truck parking lot shall be constructed at the locations and dimensions shown on the drawings and/or as directed by the Consultant. The Contractor shall strip the required area of topsoil; perform grading work to prepare the subgrade to meet a minimum of 100% compaction prior to placing gravel surfacing. The finished surface shall ensure the positive drainage of water from the site. Preparation of the area will be paid for under the unit price bid for "Common Excavation" and will be inclusive of topsoil removal, grading and shaping, compaction and all other work and materials necessary to complete the work to the satisfaction of the Consultant.

In areas, the finished truck parking lot may be slightly higher than the existing terrain. In these areas the Contractor shall landscape the area with gradual even slopes.

The Scope of Work includes, but is not limited to, the following:

- Common excavation
- Borrow excavation
- Culvert Installation
- Gravel Surfacing
- Other work as indicated in the unit price schedule and special provisions

Unless otherwise specified, the Contractor shall supply all materials necessary to complete the Work. A complete job is called for, therefore, any labour, material, equipment, tool or incidental item not specifically mentioned, but necessary to completeness will be considered incidental to the Work and no separate or additional payment will be made.

4.2 SUPPLY OF AGGREGATE (CONTRACTOR SUPPLY WITH NO OPTION)

The Contractor shall supply aggregates entirely from sources of his own choice. Supply of aggregate will not be paid for separately. The cost of supplying aggregate is considered incidental to the work, or included in the unit price bid for the work for which the aggregate is being produced.



SPECIAL PROVISIONS

4.3 CONSTRUCTION STAKING

The Contractor is responsible for field engineering survey services to control the installation of the Work, using the horizontal and vertical survey control reference points established or set by the Consultant. The Contractor is to determine that all survey information is correct prior to starting construction.

The Consultant will set a reference point hub line, for elevations and lines, with hubs at intervals which the Consultant deems suitable for the performance of the Work. Only one set of reference points will be established for the Work.

The Contractor shall give forty-eight (48) hours notice of the need for reference points. The Contractor shall discontinue Work and advise the Consultant immediately if an error is suspected in drawings, specifications, reference points, string lines, grade sheets or any other aspect of the work. To proceed with the Work where an error in survey is suspected constitutes full acceptance for costs associated with correction of the Work.

The Consultant will provide:

- One set of survey control reference points and work stakes
- Culvert installation locations and elevations
- One set of final grade stakes

Any further or additional staking shall be the responsibility of the Contractor. The Contractor shall be required to provide a survey aid occasionally to assist the Project Manager in any measurements or survey requirements during construction.

4.4 COMMON EXCAVATION**4.4.1 Definition**

For the purpose of this Contract all excavation and placement of material from within the right-of-way, shall be defined as "Common Excavation".

Should construction work-stake limits extend outside the right-of-way to include design backslopes or adjacent access road construction and roadway obliterations, the excavation, placement and/or disposal of the materials from within these expanded limits shall also be classified as "Common Excavation."

Unusable common material will require removal off-site. Any unusable common excavation material which exceeds the fill requirements or is deemed as unsuitable for re-use on-site in the graded areas shall be removed off-site. The Contractor shall assume ownership of all unusable excavated material and dispose of the material in a manner acceptable to the Consultant. Disposal off-site shall be considered incidental to "Common Excavation" and no separate or additional payment will be made.

Surplus topsoil may be stockpiled on site as directed by the consultant or the County Representative. A designated area for stockpiling of surplus material may be arranged through the County at the time of construction.



SPECIAL PROVISIONS**4.4.2 Measurement and Payment**

For the purpose of this Contract all excavation and placement of common excavation (including topsoil stripping, initial handling of topsoil, design undercut, design ditch excavation, waste material and channel excavation) will be paid for at the stipulated lump sum price bid for "Common Excavation" and will be based on the design quantities. It shall be the Contractor's responsibility to ensure acceptance of the estimated design quantities provided by the Consultant prior to bidding on this project.

Should additional payment be required for Common Excavation due to design alterations or excavation to remove unsuitable material, payment to the Contractor will be made by taking the Lump Sum bid price and dividing it by the quantity of design Common Excavation to obtain a per cubic metre unit price.

Procuring waste material disposal areas and hauling unsuitable material to them shall be the responsibility of the Contractor and no additional payment shall be made as payment for this work shall be considered incidental to the lump sum price bid for "Common Excavation".

There will be no separate payment made for arranging temporary or permanent locations of topsoil stockpiles or for overhaul of topsoil to these locations. Payment for stripping topsoil and hauling to stockpile locations shall be included in the unit price bid for "Common Excavation."

A separate payment will be made only for the 2nd handling and distribution of topsoil within the right - of - way on this project as per Special Provision "Topsoil Distribution".

Final payment of Common Excavation will be based on the design quantities listed in the estimated quantities and any additional quantities required as outlined in this Special Provision.

4.5 SUPPLY OF BORROW

"Borrow Material" for this Contract shall be arranged for and supplied by the Contractor from locations of his own choosing. Payment for the supply of Borrow materials will be made at the unit price bid per cubic metre for "Borrow Excavation – Contractor Supplied".

Borrow Excavation will be measured by the Consultant to determine the actual cubic metres utilized and payment will be based on the actual cubic metres used.

Original ground measurements will be taken by the Consultant, once the Contractor has stripped the borrow site and again upon conclusion of the borrow excavation. The Contractor shall be responsible for procuring the borrow site, acquiring of reclamation certificates, and all site restoration. All work involving the removal or replacement of borrow material, haul road construction, fencing, clearing and timber salvage and site reclamation will be considered incidental to the unit price bid for "Borrow Excavation – Contractor Supplied".

The Contractor shall be responsible to arrange for and ensure that the borrow material and locations are satisfactory to his requirements.

All terms and payments under the agreements established by the Contractor and any affected landowner shall remain the responsibility of the Contractor.



SPECIAL PROVISIONS

The Contractor shall retain the responsibility of ensuring the material type and quantity is satisfactory to meet contract requirements. Borrow locations and sources must be approved by the Consultant prior to construction.

The Contractor shall contact:

Land Reclamation Division
Alberta Environmental Protection
3rd Floor, Oxbridge Place
9820 -106 Street
Edmonton, AB T5K 2J6

Phone: 780-427-6202

before doing any work on any borrow site to ascertain the operation and reclamation requirements for obtaining borrow from that location.

The Contractor shall also contact:

Resource Planner
Historic Site and Archives Services
Cultural Facilities and Historical Resources Division
Alberta Community Development
Old St. Stephen's College
8820 - 112 Street
Edmonton, AB

Phone: 780-431-2300
Fax: 780-432-1376

before doing any work on any borrow site to ascertain the potential for Archaeological, Paleontological and Historical Resources Prior to obtaining borrow from that location.

The Contractor shall ensure that a Conservation and Reclamation Approval from Alberta Environmental Protection and clearance from the Archaeological Survey of Alberta are in place prior to the removal of any borrow material from the Contractor's source.

The Contractor is advised that it may take up to six weeks to obtain the above approvals and clearances.

Environmental regulations for borrow material must be adhered to and the Contractor shall ensure that this work is in compliance with Local Road Authority guidelines.

All dugout borrow adjacent to the local roads shall be set at a minimum of 40 metres from the local road right-of-way boundary. If required, the Contractor must also obtain approval from the local authorities prior to constructing a dugout. The Contractor shall also obtain clearance from environmental authorities.

No additional payment will be made for the supplying of borrow material, excavating, loading, hauling, placing, spreading, trimming, fencing, topsoil removal or replacement, constructing access roads, pit sealing, reseeding of the borrow, or obtaining environmental approvals or studies but will all be considered incidental to the unit prices bid for "Borrow Excavation – Contractor Supplied".



SPECIAL PROVISIONS

4.6 OVERHAUL

There will be no separate bid item for overhaul on this project. No separate payment will be made for relocating topsoil or common excavation material to different locations but will be incidental to the bid item "Common Excavation".

4.7 ROCK EXCAVATION

There will be no classification of or separate payment for "Solid Rock Excavation". References to classification and payment for solid rock excavation in Specification 2.3 are deleted. Approved excavation of material which otherwise would have met the classification for solid rock will be classified and paid for as "Common Excavation" as applicable.

4.8 GRAVEL SURFACING (SUPPLY AND PLACE)

Upon completion of the grading work, the compacted roadway shall be graveled. Gravel shall be applied in two separate lifts of 75 mm each.

4.8.1 Application and Compaction

The first lift (Des. 4 Class 40) shall be applied upon completion of a section of roadway, and the second lift (Des. 4 Class 25) shall be applied once the first lift has been compacted onto the subgrade surface at a design depth of 75mm per lift.

The initial lift of surfacing gravel shall be compacted onto the subgrade surface. The gravel shall be windrowed and spread uniformly across the subgrade surface. Water shall be applied to the surface until acceptable moisture content is attained, as directed by the Consultant. The gravel shall then be compacted by means of a vibratory smooth drum compactor, to the satisfaction of the Consultant. The Final lift of surfacing gravel will be applied utilizing the same procedure as the initial lift.

The surfacing gravel material is required to be fully watered and compacted in conjunction with the placement of the material on the roadway surface. Failure to complete this process may result in non payment for material hauled and insufficiently spread, watered, and compacted. The Contractor may be required to re-apply surface gravel to these sections at the appropriate application rate at no cost to the Owner.

The final lift of granular material shall be compacted to an average of 98.0% of the maximum dry density established by the moisture-density relation test using standard compaction.

4.8.2 Payment

Payment for the supplying, processing, loading, hauling, placing, spreading, watering and compacting of the surface gravel on the project will be made at the stipulated lump sum price bid for "Gravel Surfacing" and will be based on the design quantities. It shall be the Contractor's responsibility to ensure acceptance of the estimated design quantities provided by the Consultant prior to bidding on this project.

4.9 TOPSOIL DISTRIBUTION**4.9.1 General**

All topsoil in disturbed areas within the right-of-way, shall be salvaged for reuse. Any required stockpiling of the topsoil material shall be performed so as to minimize topsoil losses and



SPECIAL PROVISIONS

contamination of the topsoil and surrounding materials, using methods and locations approved by the Consultant.

Upon completion of the roadway work, the Contractor shall evenly redistribute the salvaged topsoil along the sideslopes, backslopes and ditch bottoms or to the limits identified by the Consultant.

4.9.2 Measurement and Payment

Measurement of the "Topsoil Distribution" shall be made based upon the square metre area of disturbed right-of-way, which has been re-topsoiled to a depth of no less than 70 mm of material. The area measured for payment shall be based on horizontal measurements with no allowances made for uneven or sloping ground.

This **second movement and placement of topsoil material** shall be paid for at the unit price bid per square metre for "**Topsoil Distribution**."

No additional payment will be made for the excavating, loading, hauling (including overhaul), placing, spreading and trimming of the topsoil material, which shall be considered incidental to the unit price bid for "Topsoil Distribution".

4.10 CULVERTS**4.10.1 General**

The Contractor shall supply and install all new galvanized corrugated steel pipe (CSP) of the sizes and lengths shown on the drawings or as directed by the Consultant. Sloped end sections (4:1) are required for each culvert. The culverts are to be installed as per the plans and specifications or as directed by the Consultant.

Payment for CSP culverts supplied and installed by the Contractor will be made at the unit price bid for "Culverts - Supply and Install" for the applicable size of culvert. This payment will be compensation in full for supplying and hauling the culvert material, installing the pipe, including all appurtenances as required, channel excavation, preparation of the bed, back-filling, compacting, and the use of all equipment, tools, labour and incidentals necessary to complete the work.

4.10.2 Hand Laid Riprap

All culverts supplied and installed by the Contractor shall be rip rapped as per Drawing CB6-2.5M1 and shall be considered part of the unit price bid for "Culverts – Supply and Install". No additional payment shall be made for the supplying and hauling of the riprap material, preparation of the placement area, placement of the riprap and/or the use of all equipment, tools, labour and incidentals necessary to complete the work.

4.10.3 Channel Excavation for Roadway Culverts

There will be no separate payment for Channel Excavation under this contract. The cost incurred for Channel Excavation will be incidental to the unit prices bid for "Culverts - Supply and Install".



SPECIAL PROVISIONS**4.11 BROADCAST SEEDING**

All species of grass/grain shall meet the requirements of the Canada Seed Act for Certified Seed Canada #1. The seed shall be tested by a recognized seed house with an attached weed seed analysis certificate, which is free of Noxious Weeds as indicated by the Weed Control Act of Alberta, or by law.

In addition to the above specifications, the seed shall have 0 (zero) tolerance to Sweet Clover. The recommended basic mixture for Clear Hills County shall be:

(60%) Fall Rye
(16%) Creeping Red Fescue
(12%) Brome
(05%) Timothy
(07%) Alsike Clover
(100%) Total

Grass seed mix shall be applied at a minimum rate of 30 kg/ha. The grade of fertilizer used on the project shall be 11-52-0 applied at a minimum rate of 75 kg/ha.

4.11.1 Measurement and Payment

Broad-Cast Seeding will be measured by the square metre based on horizontal measurements as determined by the Consultant. No allowance will be made for uneven or sloping ground, overlap.

Payment for "Broad-Cast Seeding" will be made at the unit price bid per square metre. This payment will be considered full compensation for the supply and placement of seed, fertilizer, harrowing, and reseeding as applicable, and includes all labour, materials, equipment, tools and incidentals necessary to complete the Work to the satisfaction of the Consultant.



SPECIFICATION AMENDMENTS

5. SPECIFICATION AMENDMENTS**5.1 AMENDMENT TO SPECIFICATION 1.2, GENERAL, RE: INSURANCE**

Section 1.2.10, "Insurance" of the General Specifications shall be modified to require the inclusion of the Owner and WSP Canada Inc. as additional insured for this project.

Sub-section 1.2.10(i) is modified to read: "General Liability Insurance in an amount not less than five million dollars (\$5,000,000) inclusive per occurrence, ..."

5.2 AMENDMENT TO SPECIFICATION 1.2, GENERAL, RE: CLAIMS AND DISPUTE RESOLUTION

Delete the contents of Section 1.2.54.1.2 Resolution of Claims and 1.2.54.2, Dispute Resolution Process and replace with:

1.2.54.1.2 Resolution of Claims

Where the Owner (or their Representative) or the Contractor considers that a Claim has arisen under the Contract, the Owner (or their Representative) or the Contractor shall issue a Notice of Claim to the other party.

A Notice of Claim shall be in writing and shall state the details of the claim. A Notice of Claim issued by the Contractor to the Owner pursuant to this Contract shall be served to the Consultant.

A Notice of Claim shall be served as soon as possible after the occurrence of the circumstance giving rise to the Claim and not later than seven (7) days after the occurrence of the circumstance, or the claimant becoming aware of the circumstance. Failure to serve a Notice of Claim within the prescribed time period will preclude the claimant from proceeding with the Claim.

The Parties shall make bona fide efforts to resolve a claim and the Work shall proceed without delay during the claims resolution process. This shall include both parties actively participating in the resolution of the claim, neither of whom may delegate the resolution of the claim to another party. Attempts to resolve claims shall sequentially follow the administrative review structure as follows:

1. Consultant - Project Manager / Area Manager / Regional Manager
2. The Public Works Manager / Ron Jensen / Clear Hills County

If there is failure to reach agreement through this administrative review, either party may proceed to litigation either with or without the agreement of the other party.

5.3 AMENDMENT TO HIGHWAY CONSTRUCTION SPECIFICATION 7.1, RE: TRAFFIC ACCOMODATION AND TEMPORARY SIGNING

Delete the third paragraph of Section 7.1.15.2, Bonus and Penalty Assessment. A lump sum bonus payment will not be considered for this Contract.



PLAN AND PERMITS

6. PLANS AND PERMITS

The following plans included in this contract shall form part of the Contract Documents:

Drawing Number	Plan Type and Description
131-12663-00	Proposed Parking Lot - Detailed Site Plan



ADDENDA

7. ADDENDA



Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	June 26, 2023
Originated By:	Allan Rowe, Chief Executive Officer
Title:	Food Cycle Science
File:	11-02-03

DESCRIPTION:

Council is presented with information regarding Municipal District of Peace No. 136 involvement in the pilot program for Food Cycle Science, as requested.

BACKGROUND:

The Food Cycler is a countertop compost alternative. Municipal District of Peace No. 136 did the 6-week pilot program for the Food Cycler and the following is the information they have provided:

- They received 50 Food Cyclers. The original amount per machine was \$500.00 but the company gave them a discounted rate of \$150.00 per machine. Residents purchased the machines from the M.D. office.
- Residents were to keep track of how many cycles the Food Cycler would go through a day, as well as what they were putting into the machine.
- The company did a survey at the end of the 6 weeks, compiled the results, and did a presentation to Council.
- The Municipal District of Peace No. 136 did not continue with the program as most of the residents felt that the machine was too small, they would have liked a larger one.
- As their participation in the pilot program was over a year ago, the company has reached out the M.D. and informed them that they have created larger Food Cycler, but the M.D. did not join another pilot program.

ATTACHMENTS:

Food Cycle Science Food Cycler pilot flyer

RECOMMENDED ACTION:

RESOLUTION by...to receive the information regarding Food Cycle Science's Food Cycler pilot program for information, as presented.

Initials show support - Reviewed by:

Manager:

CAO:





Bringing Solutions to the Table

The FoodCycler is a countertop compost alternative which reduces food waste, greenhouse gases from landfills, and unpleasant odours that attract vermin. By harnessing this innovative technology, municipalities can reduce greenhouse gases, lower waste management costs, and improve the lives of their residents.



THE BENEFITS

The FoodCycler™

- ☞ The FoodCycler operates quietly and efficiently, using little energy
- ☞ The closed-loop process produces zero emissions or odors
- ☞ This sustainable process reduces organic waste to a tenth of its original volume
- ☞ The end-product is a nutrient-rich soil amendment perfect for gardening and composting

THE BENEFITS

The Pilot

- ☞ Divert 25-50% of trash in participating households
- ☞ Reduce the need for regular trash collection
- ☞ Reduce nuisances from raccoons, pests, and other vermin
- ☞ Remarkable cost savings from trash diversion



LOVED BY RESIDENTS

4.6 Star Average Rating



"Loved participating in this pilot and will be continuing to use the FoodCycler. It's been a great opportunity to teach our kids and family about composting. I look forward to using the "compost" in our garden this summer."

- KENORA RESIDENT

"I really liked not having to deal with stinky food waste when garbage day was far off. We reduced our garbage to the curb by about 75%. Everyone who visited and saw the FoodCycler was very interested and are bringing the idea to their local governments."

-CENTRAL MANITOULIN RESIDENT

Why Should You Pilot with Us?

LOVED BY OUR 40+ PARTNER COMMUNITIES

"You know, you are always skeptical when you see a product like this, but when you see how it does reduce waste by 20:1 or more, it's just a real wise investment for anybody."

- PERRY KELLY, Manager of Public Works (Town of Bancroft)

"It alleviates a lot of the concerns that people might have with backyard composting. The time commitment, the location, pests and animals and everything like that."

- KYLIE HISSA, Strategic Initiatives Officer (City of Kenora)



Pilot Program Timeline:



PICKUP DAY

Residents obtain their FoodCycler & accessories. FCS provides all necessary marketing materials for your community.



PILOT DURATION

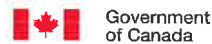
Residents divert food waste using the FoodCycler for 12 weeks and keep track of the total waste diverted using our tracking sheet.



END OF PILOT

The FoodCycler is theirs to keep to continue diverting food waste! Residents fill out our closing survey about their experience using the FoodCycler. The pilot results and survey data are analyzed and presented to the community.

WE ARE TRUSTED PARTNERS OF:



RECOGNIZED BY:



80% of residents reduced their monthly trash production

93% of residents recommend the FoodCycler to their family and friends

98% of residents will continue using their FoodCycler beyond the pilot program

Reach Out Today:

MUNICIPAL@FOODCYCLER.COM

