

**AGENDA
CLEAR HILLS COUNTY
SPECIAL COUNCIL MEETING
FRIDAY, AUGUST 25, 2023**

The Special meeting of the Council for Clear Hills County will be held on Friday, August 25, 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. Land Use Bylaw2
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5. Website Design & Development - Request for Proposal..... 93
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4. ADJOURNMENT

Clear Hills County

Request For Decision (RFD)

	Special Council Meeting
Meeting Date:	August 25, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Land Use Bylaw 287-23
File:	11-02-02

DESCRIPTION:

Council is presented with the Land Use Bylaw 287-23 for review.

C404-23(07-24-23) RESOLUTION by Councillor Hansen to accept for information the review of the draft Land Use Bylaw and bring the updated document to the next regular Council meeting for consideration. CARRIED.

Council will be presented with a printed copy at the meeting. Emailed copies were sent out with the Council Agenda, Friday, August 11, 2023.

RECOMMENDED ACTION:

RESOLUTION by to give first reading to Land Use Bylaw 287-23 being a Bylaw of Clear Hills County in the Province of Alberta to Replace the Clear Hills County Land Use Bylaw 189-16.

RESOLUTION by to approve the public hearing date of October 10, 2023, at the Regular Council meeting for the purpose of public input regarding proposed Land Use Bylaw 287-23 being a Bylaw of Clear Hills County in the Province of Alberta to Replace the Clear Hills County Land Use Bylaw 189-16.

Initials show support - Reviewed by:	Manager:	CAO: 
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Clear Hills County

Request For Decision (RFD)

Meeting:	Special Council Meeting
Meeting Date:	August 25, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Procedural Bylaw
File:	11-02-02

DESCRIPTION:

Council is presented with the requested amendments to the Procedural Bylaw.

C407-23(07-24-23) RESOLUTION by Reeve Bean to amend the Draft Procedural Bylaw as discussed and bring the revised draft to the next regular Council Meeting. CARRIED.

ATTACHMENTS:

Draft Procedural Bylaw

RECOMMENDED ACTION:

RESOLUTION by that first reading be given to Bylaw No. 279-23, 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.

RESOLUTION by that second reading be given to Bylaw No. 279-23, 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.

RESOLUTION by to proceed to third and final reading of Bylaw No. 279-23, 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.

RESOLUTION by that third reading be given to Bylaw No. 279-23, 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.

Initials show support - Reviewed by:

Manager:

CAO:



Bylaw No. 279-23

“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 all debate and a vote called. The recording Secretary shall read out the Motion for clarity before a Call for Question takes place. 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*) 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.

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- 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.
- 3.7 Councillors must carry out and adhere to at all times the governing Councillor Code of Conduct Bylaw, outlining the conduct of the elected officials representing the Clear Hills County.

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 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.
- 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.

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- 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.
 - 5.5.13.2 Councillors will be appointed, along with alternates, to the external **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:

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- 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.
- 5.5.14.6 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.

- 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.

- 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;
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**

10.5.6.1 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 11 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 Co The recording Secretary shall read out the Motion for clarity before a Call for Question takes place 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. Use of cellular devices or computers shall not be used during a delegation.

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

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- 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.

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- 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 Disqualification of Councillors

- 26.1 As per the current Municipal Government Act (MGA), reasons for disqualification of Councillors are as followed but not limited to (see full list of reasons for disqualification in the MGA)
- 26.1.1 the councillor is absent from all regular council meetings held during any period of 8 consecutive weeks, starting with the date that the first meeting is missed, unless subsection (2) the absence is authorized by a resolution of council passed at any time (i) before the end of the last regular meeting of the council in the 8-week period.
 - 26.1.2 the councillor does not vote on a matter at a council meeting at which the councillor is present, unless the councillor is required or is permitted to abstain from voting under this or any other enactment.
 - 26.1.3 the councillor uses information obtained through being on council to gain a pecuniary benefit in respect of any matter.
 - 26.1.4 the councillor becomes an employee of the municipality.
 - 26.1.5 the councillor is indebted to the municipality of which the person is an elector for taxes in default exceeding \$50.00.

27.0 Effective Date

27.1 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

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.

- 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.

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- 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.

- 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

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- 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:	Special Council Meeting
Meeting Date:	August 25, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Code of Conduct
File:	11-02-02

DESCRIPTION:

Council is presented with the requested amendments to the Code of Conduct Bylaw.

C408-23(07-24-23) RESOLUTION by Councillor Walmsley to amend the Code of Conduct Bylaw as discussed and bring the revised draft to the next regular Council Meeting. CARRIED.

ATTACHMENTS:

Draft Code of Conduct Bylaw

RECOMMENDED ACTION:

RESOLUTION by that first reading be given to Bylaw No. 280-23, a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of governing the conduct of the elected officials representing Clear Hills County.

RESOLUTION by that second reading be given to Bylaw No. 280-23, a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of governing the conduct of the elected officials representing Clear Hills County.

RESOLUTION by to proceed to third and final reading of Bylaw No. 280-23, a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of governing the conduct of the elected officials representing Clear Hills County.

RESOLUTION by that third reading be given to Bylaw No. 280-23, a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of governing the conduct of the elected officials representing Clear Hills County.

Initials show support - Reviewed by:	Manager:	CAO:
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BYLAW NO.280-23

BEING A BYLAW OF CLEAR HILLS COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF GOVERNING THE CONDUCT OF THE ELECTED OFFICIALS REPRESENTING THE CLEAR HILLS COUNTY.

WHEREAS the Municipal Government Amendment Act states that "A Council must, by bylaw, establish a code of conduct governing the conduct of Councillors"; and

WHEREAS, the Council of the Clear Hills County, in the Province of Alberta, has deemed it desirable to establish a Code of Conduct for Elected Officials to uphold certain principles governing the conduct of Councillors.

NOW THEREFORE, the Council of the Clear Hills County, in the Province of Alberta, duly assembled, enacts as follows:

DEFINITIONS:

- a. MGA- The Municipal Government Act (MGA) is the legislative framework in which all municipalities and municipal entities across the Province of Alberta operate. The MGA provides the governance model for cities, towns, villages, municipal districts, specialized municipalities, and other forms of local government.
- b. County- Clear Hills County
- c. CAO- Chief Administrative Officer

1. PURPOSE AND CITATION

- 1.1. The purpose of this bylaw is to govern the conduct of all Councillors of Clear Hills County in order that they maintain the highest standards of conduct in public office and faithfully discharge their duties as an elected official.
- 1.2. The bylaw may be cited as the "Code of Conduct Bylaw".

2. SPECIFIC STANDARDS

- 2.1. All Councillors shall carry out their duties with integrity and for the benefit of all ratepayers and residents of the County.
- 2.2. All Councillors are responsible for reading the supplied material provided prior to meetings ensuring that they are prepared.
- 2.3. All Councillors shall conduct themselves in public in a way that reflects positively on the County and Council.
- 2.4. All Councillors will refrain from using cellular or electronic devices that may cause any sort of distraction, during meetings.

- 2.5. The Reeve, or the Deputy Reeve in the absence of the Reeve, shall be the point of contact for media enquiries and shall be the County main spokesperson.
- 2.6. When speaking to the public or the media, all Councillors shall represent the official policies and positions of Council.
- 2.7. When making statements on their opinions or positions, all Councillors shall explicitly state that those statements are their own and not the Council's official position or policy.
- 2.8. All Councillors shall respect the democratic decision-making process, even if they disagree. The venue for discussions on County matters is Council Chambers. Councillors shall not carry on discussions or debates with each other via other public medium, such as letters to the editor, blogs or any other forms of social media.
- 2.9. All Councillors shall adhere to all applicable laws, legislation, regulations, bylaws, policies, and procedures.
- 2.10. All Councillors shall treat fellow Councillors, Administration, staff and the public with respect, courtesy, and fairness.
- 2.11. All Councillors shall acknowledge that the Chief Administrative Officer (CAO) is the administrative head of the municipality. As such, Councillors shall direct their questions or concerns about administrative matters to the CAO and recognize that as individual Councillors, they do not have the individual authority to direct the CAO or staff, unless approved as a special project and directed to do so by the CAO.
- 2.12. All Councillors shall respect the confidentiality of sensitive information discussed in-camera. Council members shall keep in confidence all matters discussed in-camera at a Council or Committee meeting until such information is discussed at a meeting held in public. Note taking, cellular or electronic devices and camera use is prohibited during Closed sessions.
- 2.13. All Councillors shall remove themselves from Council proceedings where they have a pecuniary interest concerning any outside business interest or where they have a pecuniary interest concerning a family member. If a Councillor holds a pecuniary interest in a matter that appears before Council, that Councillor will disclose his or her pecuniary interest to Council, describe the nature of the pecuniary interest, ask that this disclosure be recorded in the minutes of the Council meeting, abstain from voting on the matter, and leave the Council Chambers until discussion and voting on the matter have been concluded.
- 2.14. All Councillors shall avoid using their position as an elected official to secure special privileges, favors or exemptions for themselves or any other person.

- 2.15. All Councillors are not allowed to use or permit the use of municipal owned assets (i.e. vehicles, equipment, material or property) or services for their own personal convenience or profit.
- 2.16. All Councillors will be offered training that is offered through the Elected Officials Education Program, or equivalent training, it is recommended that Councillors take the current Municipal 101 training available.
- 2.17. All Councillors shall also be encouraged to complete additional EOEP courses or attend workshops that may be deemed beneficial in carrying out their responsibilities as elected officials.

3. COMPLAINTS

- 3.1. All Councillors themselves have the primary responsibility to encourage and ensure that the Code of Conduct Bylaw is understood and upheld.
- 3.2. All Councillors have a duty to help create an accessible, fair and transparent municipal government. Accordingly, all Councillors have a duty to question whether another Councillor is violating the Code of Conduct Bylaw.
- 3.3. A Councillor who believes that another Councillor is in violation of the Code of Conduct Bylaw shall report their concerns to the Reeve, in writing, or in the case of an allegation against the Reeve, to the Deputy Reeve, in writing.
- 3.4. The Council, when considering an alleged breach of the Code of Conduct Bylaw, shall provide sufficient opportunity for the Councillor who is the subject of the allegation, to address Council.
- 3.5. All discussions surrounding the alleged breach of the Code of Conduct Bylaw shall be conducted in an in-camera meeting of Council with the intent that the discussion shall remain confidential under the appropriate sections of the Municipal Government Act and The Freedom of Information and Protection of Privacy Act. If, in the opinion of a majority of the members of Council, a Councillor breaches any of the principles found in the Code of Conduct Bylaw, one or more of the following sanctions may be imposed:
 - a) a letter of reprimand addressed to the Councillor;
 - b) requesting the Councillor to issue a letter of apology;
 - c) publication of a letter of reprimand or request for apology and the Councillor's response;
 - d) a requirement to attend training;
 - e) suspension or removal of the appointment of a Councillor as the chief elected official under the MGA;

- f) suspension or removal of the appointment of a Councillor as the deputy chief elected official or acting chief elected official under the MGA.
- g) suspension or removal of the chief elected official's presiding duties under current version of the MGA.
- h) suspension or removal from some or all council committees and bodies to which council has the right to appoint members.
- i) reduction or suspension of remuneration as defined in the MGA corresponding to a reduction in duties, excluding allowances for attendance at council meetings.

4. REVIEW

4.1. The Code of Conduct Bylaw must be reviewed and updated at least once every 4 years starting from the date when the Bylaw is passed.

READ a first time this ____ day of _____, 2023.

READ a second time this ____ day of _____, 2023.

READ a third time this ____ day of _____, 2023.

Amber Bean, Reeve

Allan Rowe, Chief Administrative Officer

BYLAW NO.

**BEING A BYLAW OF CLEAR HILLS COUNTY IN THE PROVINCE OF ALBERTA
FOR THE PURPOSE OF GOVERNING THE CONDUCT OF THE ELECTED OFFICIALS
REPRESENTING THE CLEAR HILLS COUNTY.**

WHEREAS the Municipal Government Amendment Act states that "A Council must, by bylaw, establish a code of conduct governing the conduct of Councillors"; and

WHEREAS, the Council of the Clear Hills County, in the Province of Alberta, has deemed it desirable to establish a Code of Conduct for Elected Officials to uphold certain principles governing the conduct of Councillors.

NOW THEREFORE, the Council of the Clear Hills County, in the Province of Alberta, duly assembled, enacts as follows:

DEFINITIONS:

- a. MGA- The Municipal Government Act (MGA) is the legislative framework in which all municipalities and municipal entities across the Province of Alberta operate. The MGA provides the governance model for cities, towns, villages, municipal districts, specialized municipalities, and other forms of local government.
- b. County- Clear Hills County
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1. PURPOSE AND CITATION

- 1.1. The purpose of this bylaw is to govern the conduct of all Councillors of Clear Hills County in order that they maintain the highest standards of conduct in public office and faithfully discharge their duties as an elected official.
- 1.2. The bylaw may be cited as the "Code of Conduct Bylaw".

2. SPECIFIC STANDARDS

- 2.1. All Councillors shall carry out their duties with integrity and for the benefit of all ratepayers and residents of the County.
- 2.2. All Councillors shall conduct themselves in public in a way that reflects positively on the County and Council.
- 2.3. The Reeve, or the Deputy Reeve in the absence of the Reeve, shall be the point of contact for media enquiries and shall be the County main spokesperson.
- 2.4. When speaking to the public or the media, all Councillors shall represent the official policies and positions of Council.

Bylaw

- 2.5. When making statements on their opinions or positions, all Councillors shall explicitly state that those statements are their own and not the Council's official position or policy.
- 2.6. All Councillors shall respect the democratic decision-making process, even if they disagree. The venue for discussions on County matters is Council Chambers. Councillors shall not carry on discussions or debates with each other via other public medium, such as letters to the editor, blogs or any other forms of social media.
- 2.7. All Councillors shall adhere to all applicable laws, legislation, regulations, bylaws, policies, and procedures.
- 2.8. All Councillors shall treat fellow Councillors, Administration, staff and the public with respect, courtesy, and fairness.
- 2.9. All Councillors shall acknowledge that the Chief Administrative Officer (CAO) is the administrative head of the municipality. As such, Councillors shall direct their questions or concerns about administrative matters to the CAO and recognize that as individual Councillors, they do not have the individual authority to direct the CAO or staff.
- 2.10. All Councillors shall respect the confidentiality of sensitive information discussed in-camera. Council members shall keep in confidence all matters discussed in-camera at a Council or Committee meeting until such information is discussed at a meeting held in public.
- 2.11. All Councillors shall remove themselves from Council proceedings where they have a pecuniary interest concerning any outside business interest or where they have a pecuniary interest concerning a family member. If a Councillor holds a pecuniary interest in a matter that appears before Council, that Councillor will disclose his or her pecuniary interest to Council, describe the nature of the pecuniary interest, ask that this disclosure be recorded in the minutes of the Council meeting, abstain from voting on the matter, and leave the Council Chambers until discussion and voting on the matter have been concluded.
- 2.12. All Councillors shall avoid using their position as an elected official to secure special privileges, favors or exemptions for themselves or any other person.
- 2.13. All Councillors are not allowed to use or permit the use of municipal owned assets (i.e. vehicles, equipment, material or property) or services for their own personal convenience or profit.
- 2.14. All Councillors will be offered training that is offered through the Elected Officials Education Program, or equivalent training, within 90 days of taking the Oath of Office.

- 2.15. All Councillors shall also be encouraged to complete additional EOEP courses or attend workshops that may be deemed beneficial in carrying out their responsibilities as elected officials.

3. COMPLAINTS

- 3.1. All Councillors themselves have the primary responsibility to encourage and ensure that the Code of Conduct Bylaw is understood and upheld.
- 3.2. All Councillors have a duty to help create an accessible, fair and transparent municipal government. Accordingly, all Councillors have a duty to question whether another Councillor is violating the Code of Conduct Bylaw.
- 3.3. A Councillor who believes that another Councillor is in violation of the Code of Conduct Bylaw shall report their concerns to the Reeve, in writing, or in the case of an allegation against the Reeve, to the Deputy Reeve, in writing.
- 3.4. The Council, when considering an alleged breach of the Code of Conduct Bylaw, shall provide sufficient opportunity for the Councillor who is the subject of the allegation, to address Council.
- 3.5. All discussions surrounding the alleged breach of the Code of Conduct Bylaw shall be conducted in an in-camera meeting of Council with the intent that the discussion shall remain confidential under the appropriate sections of the Municipal Government Act and The Freedom of Information and Protection of Privacy Act. If, in the opinion of a majority of the members of Council, a Councillor breaches any of the principles found in the Code of Conduct Bylaw, one or more of the following sanctions may be imposed:
 - a) a letter of reprimand addressed to the Councillor;
 - b) requesting the Councillor to issue a letter of apology;
 - c) publication of a letter of reprimand or request for apology and the Councillor's response;
 - d) a requirement to attend training;
 - e) suspension or removal of the appointment of a Councillor as the chief elected official under the MGA;
 - f) suspension or removal of the appointment of a Councillor as the deputy chief elected official or acting chief elected official under the MGA.
 - g) suspension or removal of the chief elected official's presiding duties under current version of the MGA;
 - h) suspension or removal from some or all council committees and bodies to which council has the right to appoint members;

Bylaw

- i) reduction or suspension of remuneration as defined in the MGA corresponding to a reduction in duties, excluding allowances for attendance at council meetings.

4. REVIEW

4.1. The Code of Conduct Bylaw must be reviewed and updated at least once every 4 years starting from the date when the Bylaw is passed.

READ a first time this _____ day of _____, 2023.

READ a second time this ___ day of _____, 2023.

READ a third time this ___ day of _____, 2023.

Amber Bean, Reeve

Allan Rowe, Chief Administrative Officer

Clear Hills County

Request For Decision (RFD)

Meeting:	Special Council Meeting
Meeting Date:	August 25, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Rural Renewal Stream
File:	11-02-02

DESCRIPTION:

Council is presented with information regarding the Rural Renewal Stream.

Rural Renewal supports the attraction and retention of newcomers in rural Alberta, through a community driven approach that is responsive to local economic development needs and contributes to the economic growth of the community. This stream empowers rural communities to attract, recruit, screen and retain newcomers, who intend to live, work and settle in their communities.

BACKGROUND:

C321-23(06-13-23)

RESOLUTION by Councillor Walmsley to table the discussion regarding the Rural Renewal Stream Community Designation request until the next Regular Council Meeting. CARRIED.

ATTACHMENTS:

Clear Hills County Draft Application
Town of Fairview Information
Town of Peace River Information

RECOMMENDED ACTION:

RESOLUTION by

Initials show support - Reviewed by:

Manager:

CAO:



Alberta Advantage Immigration Program (AAIP)

Rural Renewal Stream (RRS) Fact Sheet

What is the Alberta Advantage Immigration Program?

The Alberta Advantage Immigration Program (AAIP) is an economic immigration program that nominates individuals for permanent residence in Alberta. The AAIP has different streams for both foreign nationals who are living and working in Alberta as well as entrepreneurs wanting to establish or purchase a business in Alberta. AAIP nominees must have the skills and abilities to fill labour shortages or contribute to the economy through the ownership and operation of an Alberta business.

Both the Government of Alberta and the federal government administer the program. If an individual is nominated through the AAIP, they may apply for permanent residence status together with their spouse or common-law partner and dependent children. Program nominees must also meet medical, criminal and security federal checks to be eligible for permanent residency.

Immigration, Refugees and Citizenship Canada (IRCC) makes the final decisions on all permanent residence applications.

What makes the Rural Renewal Stream unique is that it is "community driven". To ensure success in your community, economic development groups, employers and community organizations will work together to achieve community designation to meet the labour force and economic needs of the community.

How the Rural Renewal Stream Works

Rural Alberta communities express interest in the Rural Renewal Stream (communities within an economic region can partner to apply).



Communities that meet the mandatory criteria submit their application for community designation.



The community partnership works to attract and recruit foreign nationals.



Employer provides a job offer to the successful foreign national and the community partnership ensures the candidate meets the streams criteria. An endorsement letter is provided to the foreign national.



Endorsed foreign national submits application to the Alberta Advantage Immigration Program (AAIP).



AAIP issues nomination for Permanent Residency.



Foreign national applies to Immigration Refugees and Citizenship Canada for Permanent Residency.



Designated Community supports newcomers to settle permanently and be successful in the community.

Mandatory Requirements for Community Designation

- Rural communities with a population less than 100,000.
 - Rural communities in the same economic region may form a partnership to submit an application.
 - Census 2016 figure will be the reference year for the population count.
 - Communities must fall outside of the Calgary and Edmonton Census Metropolitan Area.
- Community has an organization/entity whose primary function is economic development for the community that will serve as the community designation lead and coordinator for the Rural Renewal Stream.
- Community has an Economic Development Plan.
- Community has support letters from town/municipality council(s).
- Community has a labour market need and employers interested with permanent, full time, non-seasonal employment opportunities available.

Next Steps

For more information on the Rural Renewal Stream and Community Designation, please connect with your regional Workforce Consultant, visit [Rural Renewal Stream](#), or email the Rural Renewal Stream mailbox at ruralrenewal@gov.ab.ca

If your Community is not quite ready for Community Designation, please connect with your regional Workforce Consultant for information on additional programs and services, [grants to build community capacity for newcomer integration](#), and [Workforce Partnerships](#).

Any personal information you provide in response to this application for Rural Renewal Stream, Community Designation along with any supporting documents is collected in accordance with section 33 (c) of the *Freedom of Information and Protection of Privacy Act* (the FOIP Act) (RSA 2000,C.F-25) and will be protected under Part 2 of the Act. The personal information will be used for the purpose of assessing your eligibility for becoming a designated community under the Rural Renewal Stream. The information contained in this application will be disclosed to an authorized employee, agent, or contractor of Alberta Jobs, Economy and Northern Development for the purpose of assessing this application for Community Designation under the Rural Renewal Stream. Should you require further information about collection, use and disclosure of personal information, please direct your questions or inquires to the Director, Regional Employer Supports, at 403-297-1940 or email at ruralrenewal@gov.ab.ca.

The Rural Renewal Stream (RRS)

Instructions:

- Save this PDF to your computer - click or right click the link and download the form.
- Open the PDF form with Adobe Reader.
- Print it off and fill it out.
- Sign and date the back page (digital signatures are not accepted at this time).
- Scan the document and save it.
- Email this document along with all of the additional supporting documents to ruralrenewal@gov.ab.ca.
- If you are having any issues with this document, please contact ruralrenewal@gov.ab.ca with a description of the issue.

Rural Renewal supports the attraction and retention of newcomers in rural Alberta, through a community driven approach that is responsive to local economic development needs and contributes to the economic growth of the community. This stream empowers rural communities to attract, recruit, screen and retain newcomers, who intend to live, work and settle in their communities.

For additional information on the Rural Renewal Stream, community designation and completing this application form please refer to the [Rural Renewal Stream Website](#)

Mandatory Criteria for Communities

The community must meet the following mandatory criteria:

- Rural communities with a population less than 100,000.
 - Rural communities in the same economic region may form a partnership to submit an application.
 - Census 2016 figure will be the reference year for the population count.
 - Communities must fall outside of the [Calgary](#) and [Edmonton](#) Census Metropolitan Area.
- Have a local labour market need and employers interested with permanent, full time, non-seasonal employment opportunities available.
- Have an organization/entity with a primary function in economic development that will serve as the project lead and coordinator.
- Have an Economic Development Plan.
- Have an endorsement letter of support from participating town/municipal council(s).

* Community population is based on [Statistics Canada Population Centres 2016 data](#)

Calgary Census Metropolitan Area

Edmonton Census Metropolitan Area

** Mandatory requirements must be met and communities must obtain a minimum score of 150 to be eligible for designation

Section 1: Project Management Plan - Economic Development Organization (EDO) Ability and Capacity

(Section 1 Total possible score = 75 points)

The Economic Development Organization (EDO) will lead and manage the project and represent the community through the designation period (approximately three-years). The EDO will be the main contact for the Government of Alberta (GoA).

Demonstrate the EDO capacity and ability to represent the community for the project by describing the key stakeholders, their roles and responsibilities, as well as the proposed activities and estimated timeframes to move this project from inception to completion. The plan should include an assessment of risks and contingency plans.

Note: If all or part of the work is outsourced, details of the project management plan must still be provided.

Clear Hills County Economic Development Committee is a committee of the whole comprised of all of the Clear Hills County Councillors, Chief Administrative Officer and the Executive Assistant. This Committee will act as a liaison between the Worsley Chamber of Commerce, Local Businesses and the Alberta Government. The goal is to create a positive atmosphere as well as a viable community to live and work in.

Section 2: Local Economy and Labour Market

(Section 2 Total possible score = 100 points)

2.1 Provide a copy of the community's economic development plan and provide the following details if they are not included in the plan. (35 points)

a) Date the plan was developed or last updated.

April 20, 2022

b) The schedule for keeping the plan up to date, if applicable.

The Committee reviews objectives and plans monthly to ensure all items are being executed accordingly

c) A mission statement/vision/goals and actions/activities to achieve goals.

N/A

d) The Economic Development Officer (EDO) or other expert(s) involved in developing the plan.

CAO-Allan Rowe, Executive Assistant- Bonnie Morgan, Consultant - Gordon McIntosh PHD CLGM

2.2 Describe the current employment/unemployment situation in the community. What are the local labour market historical trends? (15 points)

Shortage of Workforce. Clear Hills County local businesses have always struggled with the shortage of workers

2.3 Describe the main industries/businesses in the community that have a need for immigrant labour and their growth potential. (30 points)

Hospitality (hotels, camps, restaurants) Retail (grocery, service stations, maintenance) Manufacturing (sawmill)

2.4 Describe the businesses/employers that are interested in participating in this program and why it has been difficult to fill job openings with local labour. What are their current recruitment efforts and what have they done in the past? (20 points)

Our local businesses our experiencing a shortage of workers, many local labour attempts have been made. trying various incentives, most locals that are looking for employment are currently students or just looking for temporary work.

Section 3: Newcomer Settlement Supports and Services

(Section 3 Total possible score = 100 points)

3.1 The Essentials (25 points).

Identify the options available in the community for housing, food, and transportation in the table below or in a separate document. The information you provide will help to assess your communities' ability to support retention of newcomers.

In the questions below, please indicate yes/no. If any of these needs are not available in the immediate area, identify alternatives and how/where they can be accessed (i.e., the distance from the immediate area).

Essential Needs

Accommodation Yes No Alternative

Grocery Store Yes No Alternative

Transportation - Bus Yes No Alternative

Transportation - Taxi Yes No Alternative

Transportation - Shared Yes No Alternative

3.2 Living in the Community (25 points).

Identify the options available in the community for health care services, banking facilities, childcare, educational institutions, community centres, household items, and utilities services below or in a separate document. The information you provide will help assess your communities' ability to support retention of newcomers.

In the questions below, please indicate yes/no. If any of these needs are not available or somewhat available please describe the situation and if there is an alternative.

Living in the Community

Health Care Services Yes No Please describe

Child Care Yes No Please describe

Private Child Care Options

Banking Facilities Yes No Please describe

Education Yes No Please describe

Community Centres (Recreation/Fitness) Yes No Please describe

3.3 Describe the community's plan to provide services and supports for the newcomers (50 points).

How will the community make the newcomers feel welcome and help them find a place to live, register for school or courses, connect to cultural and religious events /services and overall their new community?

Group efforts between the Committee, Worsley Chamber of Commerce and the Local Businesses, supplying them with the information they require to adapt to the community with as much ease as possible

Note: The plan should include how the community will coordinate activities for the duration of the project, including how they will welcome their newcomers, provide orientation(s) to the community and the work place, introduce them to local people and organizations, and check in with them periodically to ensure their needs are met and concerns are addressed.

Section 4: Plans for Attraction, Recruitment and Retention

(Section 4 Total possible score = 75 points)

4.1 Describe the plan to attract newcomers to the community. (20 points)

This should be a narrative description outlining the key stakeholders (i.e., leadership), proposed activities and estimated timeframes needed to attract newcomers to the community. If all or part of the work is outsourced, the details must still be provided.

Group efforts between the Committee, Worsley Chamber of Commerce and the Local Businesses showcasing are rural strength and benefits of living in a Small centre and rural lifestyle. Many job opportunities and significant demand for workers, Warm and friendly community, great schools from k-12.

4.2 Describe the plan to attract newcomers to the jobs in the community. (20 points)

This should be a narrative description outlining the key stakeholders (i.e., leadership), proposed activities and estimated timeframes needed to attract newcomers to the jobs in the community. If all or part of the work is outsourced, the details must still be provided.

Group efforts between the Committee, Worsley Chamber of Commerce and the Local Businesses showcasing are rural strength and benefits of living in a Small centre and rural lifestyle. Many job opportunities and significant demand for workers, Warm and friendly community, great schools from k-12.

4.3 Describe the plan to retain newcomers in the community. (35 points)

This should be a narrative description explaining the risks related to the retention of newcomers and outlining key stakeholders (i.e., leadership), proposed activities and estimated timeframes to retain newcomers in the community. If all or part of the work is outsourced, the details must still be provided.

Group efforts between the Committee, Worsley Chamber of Commerce and the Local Businesses showcasing are rural strength and benefits of living in a Small centre and rural lifestyle. Many job opportunities and significant demand for workers, Warm and friendly community, great schools from k-12. Expand language training options (e.g., online classes, evening classes, language in the workplace) as well as training on workplace culture and communication skills. Organize events to bring together newcomers and longer-term residents.

Section 5: Communities applying with less than 10,000

(Section 5 Total possible score = 10 points)

If your community population is less than 10,000 please identify here and 10 points will be awarded. These points will only be provided once. If a community is applying as a group they are eligible for these points but will only receive the points once.



Rural Renewal Stream Community Designation Application

Protected A (when completed)

Alberta Advantage Immigration Program

Application for Community Designation

Community Name	Population
Clear Hills County	

If this community consists of two or more towns/municipalities that are working together, list each one

Economic Development Organization (EDO)

*May include economic development-related organizations including, municipal government agency, industry association, research organization and business service provider with a day-to-day economic development capacity/focus.

Clear Hills County Economic Development Committee, Clear Hills County Council, Worsley Chamber of Commerce.

Street Address	City or Town	Province	Postal Code
313 Alberta Ave	Worsley	AB	T0H 3W0

EDO Contact Name

Bonnie Morgan

Position/Occupation	Phone	Email Address
Executive Assistant	780-685-3925	bonnie@clearhillscounty.ab.ca

Declaration, Consent and Release

By signing and submitting this Application form:

- I understand that the information contained in this application will be disclosed to an authorized employee, agent, or contractor of Alberta Jobs, Economy and Northern Development for the purpose of assessing this application for Community Designation under the Rural Renewal Stream.
- I confirm that this application contains current, true, complete and correct information.
- I confirm that I understand the requirements and commitment associated with becoming a Designated Community under the Rural Renewal Stream.

Printed Name	Date yyyy-mm-dd	Signature
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AAIP Fairview Candidate Endorsement Letter Guidelines

1. Town of Fairview Business Information

The business must be within the Town of Fairview boundaries. Fill in the blanks based on the Fairview location if the business has multiple locations.

2. Business Contact Information

Provide the Owner or Manager's information as well as the applicant information if it differs.

3. Position Details

Please provide the job title as well as how many positions are available. To find the National Occupation Classification Code please see this [website](#).

Job Offer Requirements for Employers:

Employers must be incorporated, or registered by or under, an act of the legislature of a province, territory, or the Parliament of Canada and operating as a business that has an established production capability, plant or place of business in Alberta.

Your job offer must be:

- continuous, paid work in the Town of Fairview
- full-time work, defined as a minimum of 30 hours per week
- employment for 12 months or more
- wages and benefits that meet or exceed the lowest starting wage for your occupation across all industries in Alberta as set out on the [Alis website](#)

Ineligible Job Offers:

- The following individuals are not eligible to apply for or be nominated under the Rural Renewal Stream, even if they have a job offer to work 30 hours a week or more in a 12-month period:
- part-time, casual or seasonal employees, regardless of their working hours
- independent contractors, business owners or temporary agency workers, including individuals listed as directors, shareholders or agents of the Alberta employer on the Corporate Registry System (CORES)
- employees who work in Alberta in a place of employment that is not zoned for commercial or industrial operations, such as a home-based business
- employees who do not work on premises in Alberta, such as those who work in a 'virtual' location or serve the employer by telecommuting from a location outside Alberta

4. Candidate Information

Please provide the legal name, physical address, mailing address (if different than physical), phone number, email address and date of birth of employee. List all family members, ages and if any children will need childcare services. The Town will do their best to help with childcare availability but cannot guarantee it.

5. Immigration Service Provider

Please enter Immigration service Provider Information if applicable.

6. Employer Questions

Answer all questions as best and honestly as possible. If the candidate is already working in Fairview please let us know as some of these questions will not need to be answered.

7. Additional Documents

Please attach all applicable documents before submitting application. Not all documents are needed for all candidates. Information can be found on the websites below.

The application will not go to the Endorsement Committee until all documents are included.

Further details can be found here:

<https://www.alberta.ca/assets/documents/lbr-aaip-rural-renewal-stream-checklist.pdf>

<https://www.alberta.ca/aaip-rural-renewal-stream-eligibility.aspx>

For more questions, please contact Jenna Armstrong, Economic Development and Tourism Coordinator for the Town of Fairview. 780-835-5461 or ecdev@fairview.ca

Information from Town of Fairview – Regarding the Rural Renewal Stream Program

- Applications (see attached) that are submitted to the MD of Fairview are reviewed.
- Verification that the employer has met all the requirements and criteria.
- Application is then forwarded to the endorsement committee.
- If approved an endorsement letter is sent to the applicant and employee.
- They may now submit the letter through the AAIP portal.
- Government of Alberta will call MD of Fairview verify they wrote the letter.

Workforce Consultant's contact

Deanna Basarab

Workforce Consultant

Labour and Workforce Strategies

Alberta Jobs, Economy and Trade

Government of Alberta

Cell 780 536-4617

deanna.basarab@gov.ab.ca



Town of Fairview Business Information

Legal/Corporate Name

(As registered with CRA)

Operating/Trade Name

(If different from Legal Name)

General Business Description

Business Address and Box Number

No. Full Time Employees

No Part Time Employees

Franchise Business

Yes No

Business Contact Information

Owner or Manager Name

Phone

Email

Applicant Name

Position

Phone

Email

Position Details

Job Title

of positions available

National Occupation Classification Code

Address of Physical Job Location

Does the job meet the following requirements?

Job is Full Time (Min 30Hrs/Week)

Yes No

Job is Year-Round (not seasonal)

Yes No

Job represents a labour market need

Yes No

Job is Permanent (12 months or more)

Yes No

Wage and benefits meet or exceed the ALIS website guidelines

Yes No



Candidate Information

Legal Full Name _____

Mailing Address _____

Physical Address _____

Phone Number _____

Email Address _____

Date of Birth _____

Name and ages of family members if included in the application. Please indicate if childcare is needed and for whom.

_____	_____
_____	_____
_____	_____
_____	_____

Country of Origin _____ Current Location _____

If in Canada, what type of work permit or visa are they currently under? _____

Languages Spoken _____

Immigration Service Provider (if applicable)

Business Name _____

Address _____

Contact Name _____ Position _____

Phone _____ Email _____



Employer Questions

Please answer questions honestly. Your answers will not effect the application, but allow us to help with supports you may need.

Please give a description of job duties and work conditions.

What efforts have you as an employer done to fill the position within Canada and what were the outcomes?

Do you have any experience working with immigration programs? If yes, please explain:

How do you plan to offer a safe and welcoming environment?

How do you plan to keep the employee in the community after 1 year?



Town of Fairview Rural Renewal Stream
Employer Application to AAIP Endorsement Committee

Please share what you will do to assist the candidate to find suitable and affordable accommodations.

Does the candidate have a connection in the community? If so, please explain.

Are you interested in further training on cultural understanding and workplace integration?

Additional Documents

Please attach the following documents with your submission.

- Employee Resume
- Job offer or employment contract with details signed by employer and Candidate
- Copy of Canadian Work Permit or Visa (if applicable)
- Copy of current passport
- English language proficiency results
- Proof of required qualified work experience or licensing, registration, and certification (if applicable)
- Education Assessment (if applicable)
- Proof of settlement funds (if applicable)

Questions about this Form or Program?

Please contact Jenna Armstrong, Economic Development and Tourism Coordinator, Town of Fairview, at 780-835-5461 or ecdev@fairview.ca.

Applicant Signature: _____

The personal information on this form is being collected for the purpose of reviewing your application to the municipality of the Town of Fairview. The information is collected under the authority of section 146 of the Municipal Government Act (MGA) and section 33 of the Freedom of Information and Protection of Privacy Act. Under section 33 of the FOIPP Act, the Town of Fairview reserves the right to collect information that relates directly to and is necessary for an operating program or activity of the public body. Names of applicants will be provided to the public. If you have any questions about the collection of this information, please contact the

FOIPP Coordinator at 780-835-5461.



Town of Fairview Rural Renewal Stream
Employer Application to AAIP Endorsement Committee

Information from the Town of Fairview

Rural Renewal Stream

The Rural Renewal Stream offers workers an opportunity to immigrate to the Town of Fairview as a Provincial Nominee with the formal support of the Town of Fairview. We will use this program to assist with labour shortages in the Town of Fairview so that our local businesses can prosper and can continue to contribute towards community growth.

Employer Eligibility

Employers that wish to fill workforce gaps using the Rural Renewal Stream must meet a series of criteria, as well as demonstrate that the job offer is a genuine offer of employment in an eligible occupation.

Employers must be incorporated, or registered by or under, an act of the legislature of a province, territory, or the Parliament of Canada and operating as a business that has an established production capability, plant or place of business within the municipal boundaries of the Town of Fairview.

Job offers or contracts must be signed by the employee and employer, and must offer:

- continuous, paid work in the Town of Fairview (not in a ‘virtual’ location by telecommuting from a location outside the Town),
- full-time work, defined as a minimum of 30 hours per week,
- employment for 12 months or more, and
- wages and benefits that meet or exceed the lowest starting wage for your occupation across all industries in Alberta.

Job Opportunities must be available to Canadians first, at the same pay and working conditions. Although most occupations under National Occupational Classification (NOC) skill levels 0, A, B, C and D are eligible under the AAIP, there are some ineligible occupations ([click here to review](#)).

Business owners/managers that meet these criteria and would like to participate in the Rural Renewal Stream should contact the Economic Development Coordinator at ecdev@fairview.ca or 780-835-5461 to discuss next steps.

Applicant Eligibility

Applicants that wish to live and work in the Town of Fairview, must meet a series of criteria, receive a bona fide offer from an eligible employer, get endorsed by the Town of Fairview, and apply using the Alberta Advantage Immigration Program portal.

Information from the Town of Fairview

Prior to applying for an employment opportunity, candidates are encouraged to review, understand and ensure they meet all eligibility requirements under the Alberta Advantage Immigration Program. There are requirements for Job Experience, Education, Language, Financial Security, etc. and those that do not meet the eligibility will not progress through the program. Candidates that are currently living in Canada are only eligible if they have legal status in Canada.

Once a candidate is confident they meet the eligibility requirements, they may apply for employment directly to the employer not the Town of Fairview.

Once you receive a bona fide job offer from an employer, your employer will present the job offer to the Town of Fairview Economic Development Committee to receive endorsement. The Committee will review the job offer and prioritize candidates for endorsement who are most likely to successfully settle and remain residing in the Town. The Committee may add additional requirements than listed on the AAIP website.

Upon receiving an Endorsement of Candidate letter from the Town of Fairview, the candidate can then submit their application through the AAIP Portal. There is a non-refundable application fee for this stream. The application will be reviewed and the candidate will be notified by the Government of Alberta if they are eligible for nomination. At the time your application is submitted and at the time the AAIP assesses your application, you must intend to and be able to work, reside, and settle in the Town of Fairview.

Current employment opportunities can be found on the Fairview Chamber of Commerce website.

Interested in learning more about the process? See the AAIP Fact Sheet to see of the Rural Renewal Stream works.

Welcome to the Town of Peace River Rural Renewal Stream Portal

We are so excited to have been designated as a Rural Renewal Stream community! The Rural Renewal Stream offers eligible workers the opportunity to immigrate to Alberta as a Provincial Nominee with the formal support of the municipal government.

View existing [Job Postings](#) through the Rural Renewal Stream.

Employers

Employers include organizations or companies seeking candidates to fill labour gaps through the Rural Renewal Stream.

If you are an employer located within the Town of Peace River, and are interested in participating in the Rural Renewal Stream to fill labour gaps and support candidates in attaining permanent residency, please visit the [Employer Information Page and fill out the Application Form](#).

Employer Applications will be charged a non-refundable fee for application processing.

Fee: \$300.00 for applications of 1 to 4 positions

\$500.00 for application of 5 to 10 positions

Candidates

Candidates include individuals seeking employment and permanent residency in Canada through the Rural Renewal Stream. Also known as an employee, job seeker, newcomer, or immigrant.

If you are a non-Canadian resident who is interested in obtaining permanent residency by living and working within the Town of Peace River, please visit the [Candidate Information Page](#).

Application Process

Applications will require a 30-day review process.

The Town of Peace River receives numerous questions on how the Rural Renewal Stream Process works, please see below for the steps involved.

Step 1: Employer Submits Application to join the Rural Renewal Program:

Employers with vacancies submit an application to the Town of Peace River Economic Development Committee to join the Rural Renewal Program.

Step 2: Review of Employer Application:

The Town of Peace River will review applications and may conduct an interview with the employer to determine eligibility and participation in the program. Employers will be

specifically requested to provide details on how they will support endorsed candidates transition and integration into the community.

Employers that are not willing to take an active role in supporting endorsed candidates' integration into the community WILL NOT be accepted into the program.

Step 3: Job Vacancy Posted:

The Town of Peace River posts the employer's vacancy to the Town of Peace River Rural Renewal Stream Job Posting Board.

Step 4: Candidates Apply for Position:

Prospective candidates review the available Rural Renewal job postings and apply directly to the employer for positions they qualify for.

Step 5: Employer Issues Job Offer:

Employer issues a job offer to the candidate for full time, permanent work.

Step 6: The Employer Applies to the Town of Peace River for Letter of Endorsement:

The employer applies to the Town of Peace River for a Letter of Endorsement on behalf of the candidate.

Step 7: The Town of Peace River Issues Endorsement Letter to Candidate:

The Town of Peace River issues an endorsement letter directly to the candidate.

Step 8: Candidate Applies for Provincial Nomination:

The candidate applies for provincial nomination through the Alberta Advantage Immigration Program Portal [Home · Alberta Advantage Immigration Program Portal](#)

Links to other pages:

1. [Candidate Information](#)
2. [Employer Information](#)
3. [Job Posting Board](#)

Frequently Asked Questions

1. ***I want to immigrate to Peace River. How do I obtain a Letter of Endorsement?***

The Town of Peace River cannot offer Letters of Endorsement directly to prospective candidates. Candidates must receive a job offer from an employer who is based in Peace River and has been approved by the Town under the Rural Renewal Stream. It is the responsibility of the employer to apply to the

program, vet and select the best candidate and request a Letter of Endorsement on their behalf. Once an employer has been approved under the Rural Renewal Program, their eligible job vacancies will be posted to the Job Board. Prospective employees must follow the application details within each job posting.

2. ***I want to apply for a position, where can I confirm that my experience, education, language and settlement funds make me eligible under the Rural Renewal Stream for permanent residency?***

The province of Alberta website lists eligibility requirements: <https://www.alberta.ca/aaip-rural-renewal-stream-eligibility.aspx#jumplinks-1>

- 1.
2. ***Is the program open to candidates who are already in Canada?***
The Rural Renewal Program is open to prospective employees who are outside Canada, as well as those who are already in Canada. Candidates already in Canada must be here with valid temporary status.
3. ***Once I receive a Letter of Endorsement, how soon do I need to apply to the Alberta Advantage Immigration Program?***
Once the Letter of Endorsement is issued, the employee is expected to enter their information into the AAIP Portal as soon as possible. This is part of their commitment to the employer and the community. Once the information is entered into the portal, the nomination for permanent residency begins immediately.
4. ***As a local employer with labour needs, how do I know if the Rural Renewal Stream (RRS) is the best option for me?***

The RRS is a good option for employers who are having difficulties finding candidates who are qualified to fill a given position or are willing to perform the work required and where existing federal temporary worker programs are not a good fit for their business needs.

The RRS is an opportunity to hire a candidate with temporary status in the community that the business wouldn't otherwise be able to hire under current federal or provincial temporary worker programs. The RRS is also an opportunity to bring new individuals into the community who will be the right fit for the needed position. The RRS also presents the employer with the possibility of a candidate staying on with the business on a permanent basis once they've acquired Permanent Resident status.

5. ***Do employers need to complete a Labour Market Impact Assessment (LMIA)***

The RRS offers employers the opportunity to wave the LMIA for the job vacancies by requesting a Letter of Endorsement from the Town of Peace River. An LMIA is not required for employers who recruit for vacant positions through this program.

6. ***What happens if the job doesn't work out?***

Both the employer and employee still have their rights under the Employment Standards Code. Should the employer or employee choose to end the employment agreement, the employer must follow employment standards and regulations to terminate their employment. Once employment has been terminated, it is the responsibility of the employer to notify the Town of Peace

River Economic Development Department who will notify the AAIP of the change in status of the employee.

7. ***As an Immigration Consultant, can I represent a business?***

If a Peace River business has hired a representative, that representative is welcome to contact us and send in the application, so long as the employer or registered signor for the business signs the application and is copied via email when requesting acceptance into the program. If a consultant is not representing a local employer, any RRS related questions should be directed to the province of Alberta.

8. ***Can the Town of Peace River answer specific immigration questions regarding applications or candidates?***

No. The best place to look for information on the RRS program and updates in the provincial page: [Rural Renewal Stream | Alberta.ca](http://RuralRenewalStream|Alberta.ca)

Clear Hills County

Request For Decision (RFD)

Meeting:	Special Council Meeting
Meeting Date:	August 25, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Website Design & Development - Request for Proposal
File:	11-02-02

DESCRIPTION:

Council is presented with information for administration to proceed to request for proposal for the Clear Hills County Website Design & Development

The proposal will include front-end and back-end development, content management system integration, and website optimization, website speed, security, and responsive across all devices as well as maintenance and support.

RECOMMENDED ACTION:

RESOLUTION by..... to proceed with a request for proceed to request for proposal for the Clear Hills County Website Design & Development.

Initials show support - Reviewed by:	Manager:	CAO: 
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Clear Hills County

Request For Decision (RFD)

Meeting:	Special Council Meeting
Meeting Date:	August 25, 2023
Originated By:	Terry Shewchuk, Public Works Manager
Title:	Hamlet of Cleardale Pavement Overlay
File:	32-09-21

DESCRIPTION:

Council is presented with information regarding the engineering of the Hamlet of Cleardale pavement overlay.

BACKGROUND:

C120-23(02-28-23) RESOLUTION by Councillor Giesbrecht to proceed to tender for the overlay for the pavement on Poplar Drive in the Hamlet of Cleardale. CARRIED.

ATTACHMENT:

WSP Canada Inc. engineering estimate

RECOMMENDED ACTION:

RESOLUTION by ... to approve WSP Canada Inc. for the engineering for the design, tender, and construction of the Hamlet of Cleardale pavement overlay, funds to be allocated from the Road Construction Reserve.

Initials show support - Reviewed by:

Manager:

CAO:





March 20, 2023

Clear Hills County
PO Box 240
313 Alberta Avenue
Worsley, AB
TOH 3W0

Attention: Mr. Terry Shewchuk, Public Works Manager

**Re: Poplar Drive Overlay – Cleardale 0.65 km’s
Engineering Estimate**

As per your request, please find attached the WSP Canada - Fee Estimate for engineering associated with ACP overlay of 0.65 km of Poplar Drive in Cleardale.

The estimate outlines the anticipated engineering costs associated with the scope of work;

• Prelim Survey	\$ 2,575.00
• Detailed Design	\$ 2,331.00
• Contract Preparation & Tendering	\$ 3,656.00
• Construction Administration	\$ 11,638.00
• Post Construction	<u>\$ 3,789.00</u>
	\$ 23,989.00

Key notes of this project are:

- The project limits are from Cleardale Road into Poplar Drive Subdivision loop (0.65 km’s).
- Scope of work involves level course of settlement areas, adjustment of manholes and ACP overlay.
- For estimation purposes, WSP has assumed 3 Construction Days with a Project Manager monitoring the site works an average of 7.0 hrs / day, commuting from Grande Prairie or Peace River Offices.

Thank you and please let me know if you have questions.

Respectfully,

Doug Bugar

WSP Grande Prairie Office
780-538-2667 or cell 780-832-5071

Clear Hills County

Request For Decision (RFD)

Meeting:	Special Council Meeting
Meeting Date:	August 25, 2023
Originated By:	Terry Shewchuk, Public Works Manager
Title:	Proceed to Tender – BF 71273 Replacement
File:	32-07-40

DESCRIPTION:

Council is presented with information to proceed to tender for Bridge File 71273 replacement on Township Road 830.

BACKGROUND:


The existing bridge for BF 71273 will be replaced with a culvert due to the bridge being destroyed during Wildfire #002.

BUDGET:

Estimated project cost from WSP Canada Inc.- \$1,025,363.00
Budget- \$1,200,000.00

RECOMMENDED ACTION:

RESOLUTION by .. to approve the engineering quote from WSP Canada Inc. for the design, tender and construction of Bridge File 71273 replacement and proceed to tender.

Initials show support - Reviewed by:	Manager:	CAO: 
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Clear Hills County Ownership

TWP 83 - RGE 01



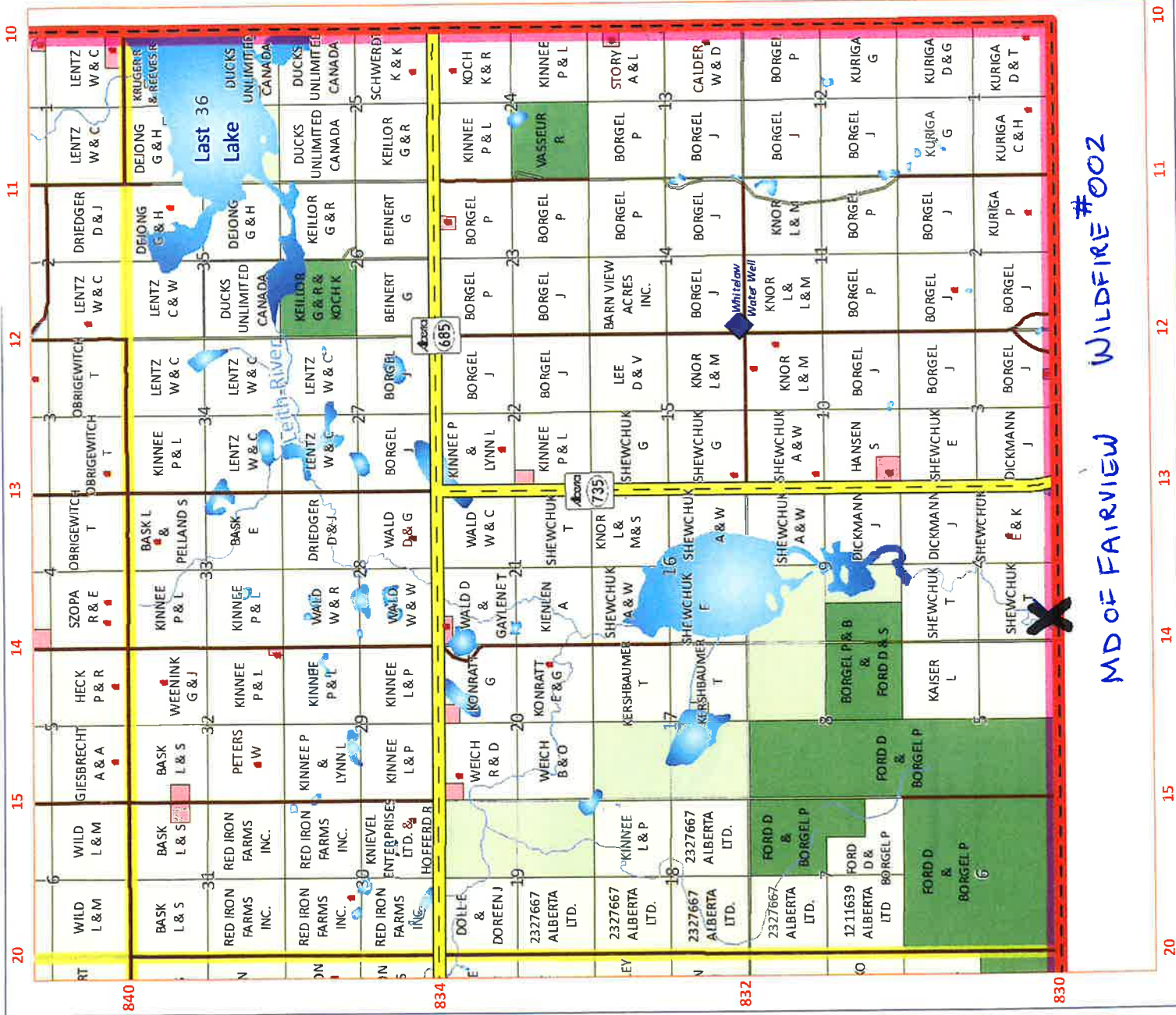
- Titled Land
- Small Holding
- Crown Land
- Grazing Land
- Village
- First Nation Reserve
- Waterbody
- Electoral District
- Township Boundary
- Provincial Road
- Municipal Road (Paved)
- Municipal Road (Gravel)
- Residential Location
- Gravel Pit
- Waste Transfer Facility
- Municipal Water Facility



1 0.5 0 1 2
Kilometres
1 cm = 600 metres



Mackenzie Municipal Services Agency
5109 - 51 St., Box 450, Berwyn, AB T0H 0E0
Phone: 780-338-3862 Fax: 780-338-3811
www.mmsa.ca | email: info@mmsa.ca



Clear Hills County

Request For Decision (RFD)

Meeting:	Special Council Meeting
Meeting Date:	August 25, 2023
Originated By:	Greg Coon, Agricultural Fieldman
Title:	Tender Awarding - Janitorial Services
File:	31-61-03 & 31-61-05

DESCRIPTION:

Council is presented with the analyzed results of Tender 2023-08 Janitorial Services.

Tender closed on Monday, August 14, 2023, at 4:00 p.m.
 Tender opening was on Tuesday, August 15, 2023, at 9:35 a.m.

BACKGROUND:

C318-23(06-13-23) **RESOLUTION by Councillor Walmsley to proceed to tender for Janitorial Services at the County Administration Building, Shop and the Community Centre side of the Worsley Firehall Building. CARRIED.**

C414-23(08-15-23) **RESOLUTION by Councillor Giesbrecht to open tenders at 9:35 a.m. for Tender 2023-08 Janitorial Services, analyze the results and bring back a recommendation to a future council meeting. CARRIED.**

Company	Amount
JDL Cleaning	\$2,520.00 + GST/month \$35.00/hour extra
Vanessa Basnett	\$3,500.00/month \$45.00/hour extra
Ann & Clayton Skerrett	\$1,950.00/month \$23.50/hour extra
Rose Building Maintenance Ltd.	\$3,950.00 + GST/month \$25.50/hour extra

BUDGET:
\$32,000.00

RECOMMENDED ACTION:

RESOLUTION by ... to award Tender 2023-08 Janitorial Services to Ann & Clayton Skerratt for the monthly rate of \$1,950.00 for Janitorial Services at the County Administration Building, Shop and the Community Centre side of the Worsley Firehall Building, and the hourly rate of \$23.50 for special janitorial services.

Initials show support - Reviewed by:	Manager:	CAO:
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Tender 2023-08 Janitorial Services											
		Blidder:		JDL Cleaning 2019 Inc.		Vanessa Basnett Skerratt		Ann & Clayton Skerratt		Rose Building Maintenance LTD.	
Tractor											
1	Monthly Rate	meets		meets		meets		meets		meets	
2	Hourly Rate	meets		meets		meets		meets		meets	
3	WCB Account number	meets		meets		meets		meets		meets	
4	Commercial General Liability Insurance certificate	meets		meets		meets		meets		meets	
	Monthly Rate for General Janitorial Services		\$	2,520.00	\$	3,500.00	\$	1,950.00	\$	3,950.00	
	Hourly Rate for Special Janitorial Services		\$	35.00	\$	45.00	\$	23.50	\$	25.50	
Recommend Ann & Clayton Skerratt											