



**KNEEHILL COUNTY
ORGANIZATIONAL MEETING**

AGENDA

Tuesday, October 25, 2016

8:30 a.m.

**Kneehill County Council Chambers
1600-2nd Street NE
Three Hills, Alberta**

Call to Order by CAO

- 1.0** Adoption of the Organizational Meeting Agenda
- 2.0** Voting Procedures
- 3.0** Election of Reeve
- 4.0** Election of Deputy Reeve
- 5.0** Seating Arrangements in Council Chambers
- 6.0** Regular Council Meeting Dates 2017
- 7.0** Committee of the Whole Meeting Dates 2017
- 8.0** Parks & Recreation Committee
- 9.0** Medical Clinic Enhanced Services Review Committee
- 10.0** Removal of Committees from the 2016/2017 Board and Committee Appointments
- 11.0** Reassessment – Council Motion # 311-14
- 12.0** 2016/2017 Board and Committee Appointments

Adjournment



REQUEST FOR DECISION

Agenda Item #

2.0

SUBJECT:	Organizational Meeting- Voting Procedures
MEETING DATE:	2016-10-25
PRESENTED BY:	Al Hoggan, CAO
BACKGROUND/ PROPOSAL	<p>If there is more than one Councillor nominated for either Reeve or Deputy Reeve positions a motion needs to be made to approve the use of secret ballot as per MGA 185.1.</p> <p>A motion also needs to be made that the ballots will be destroyed at the end of the meeting.</p>
COSTS/SOURCE OF FUNDING:	N/A
ATTACHMENTS:	N/A
RECOMMENDED ACTION:	That Council make a motion to utilize the voting procedures of secret ballot, as well as make a motion to destroy the ballots at the end of the meeting.
COUNCIL OPTIONS:	<ol style="list-style-type: none"> 1. That Council make the recommended two motions. 2. That Council amend the recommended motions.
MOTION:	<ol style="list-style-type: none"> 1. That Council utilize the voting procedures of secret ballot when there is more than one nomination for position of Reeve and Deputy Reeve. 2. That all ballots be destroyed at the end of the meeting.

Prepared By: Carolyn Van der Kuil
Executive Assistant

Approved By: Al Hoggan
Chief Administrative Officer

Reviewed By: Al Hoggan
Chief Administrative Officer



REQUEST FOR DECISION

Agenda Item #

3.0

SUBJECT:	Election of Reeve
MEETING DATE:	2016-10-25
PRESENTED BY:	Al Hoggan, CAO
BACKGROUND/ PROPOSAL	Section 150 (2) of the Municipal Government Act states that the Chief Elected Official of a municipality is to be appointed by Council from among the Councillors' unless the Council passes a bylaw providing that the official is to be elected by a vote of the electors of the municipality. No bylaw has been passed.
COSTS/SOURCE OF FUNDING:	N/A
ATTACHMENTS:	Oath of Office- Reeve
RECOMMENDED ACTION:	That the Council conduct an election for the purpose of electing a Reeve in accordance with the following process: <ol style="list-style-type: none"> 1. The CAO will conduct the election for Reeve. 2. The CAO will call for nominations three times for the position of Reeve. 3. A motion will be required for nominations to cease. 4. Where there is more than one nomination for Reeve, voting shall be done by secret ballot. 5. Ballots will be counted by CAO or designate and Laurie Watt, Director of Municipal Services. 6. The CAO will announce the person elected as Reeve. 7. If, on the first ballot, no one Councillor receives a clear majority of the votes, the Councillor who received the least number of votes shall be dropped from the ballot and second ballot shall be taken. 8. On subsequent ballots, a Councillor who receives the least number of votes shall be dropped from the ballot until a Councillor receives a clear majority. 9. After the declaration of the Reeve, the Chair will be turned over to the Reeve.
COUNCIL OPTIONS:	
MOTION:	That Council move nominations to cease.

Prepared By: Carolyn Van der Kuil
Executive Assistant

Approved By: Al Hoggan
Chief Administrative Officer

Reviewed By: Al Hoggan
Chief Administrative Officer



Oath of Office

Reeve

I, _____,

do swear that I will diligently, faithfully and to the best
of my ability, execute according to law,
the office of **Reeve** for Kneehill County.

SO HELP ME GOD.

SWORN/AFFIRMED before me at the Town of Three Hills in the
Province of Alberta this 25th day of October, A.D. 2016

Commissioner of Oaths

Laurie Watt

Reeve



REQUEST FOR DECISION

Agenda Item #

4.0

SUBJECT:	Election of Deputy Reeve
MEETING DATE:	2016-10-25
PRESENTED BY:	Al Hoggan, CAO
BACKGROUND/ PROPOSAL	The Municipal Government Act, Section 152 (1) states that a Council must appoint one or more Councillors' as deputy chief elected official so that: a. Only one Councillor will hold that office at any one time, and b. The office will be filled at all times.
COSTS/SOURCE OF FUNDING:	N/A
ATTACHMENTS:	Oath of Office- Deputy- Reeve
RECOMMENDED ACTION:	That the Council conduct an election for the purpose of electing a Deputy-Reeve in accordance with the following process: <ol style="list-style-type: none"> 1. The Reeve will conduct the election for Deputy-Reeve. 2. The Reeve will call for nominations three times for the position of Deputy- Reeve. 3. A motion will be required for nominations to cease. 4. Where there is more than one nomination for Deputy-Reeve, voting shall be done by secret ballot. 5. Ballots will be counted by CAO or designate and Laurie Watt, Director of Municipal Services. 6. The CAO will announce the person elected as Deputy-Reeve. 7. If, on the first ballot, no one Councillor receives a clear majority of the votes, the Councillor who received the least number of votes shall be dropped from the ballot and second ballot shall be taken. 8. On subsequent ballots, a Councillor who receives the least number of votes shall be dropped from the ballot until a Councillor receives a clear majority.
COUNCIL OPTIONS:	
MOTION:	That Council move nominations to cease.

Prepared By: Carolyn Van der Kuil
Executive Assistant

Approved By: Al Hoggan
Chief Administrative Officer

Reviewed By: Al Hoggan
Chief Administrative Officer



Oath of Office

Deputy Reeve

I, _____,

do swear that I will diligently, faithfully and to the best
of my ability, execute according to law,
the office of **Deputy Reeve** for Kneehill County.

SO HELP ME GOD.

SWORN/AFFIRMED before me at the Town of Three Hills in the
Province of Alberta this 25th day of October, A.D. 2016

Commissioner of Oaths

Laurie Watt

Deputy Reeve



REQUEST FOR DECISION

Agenda Item #

5.0

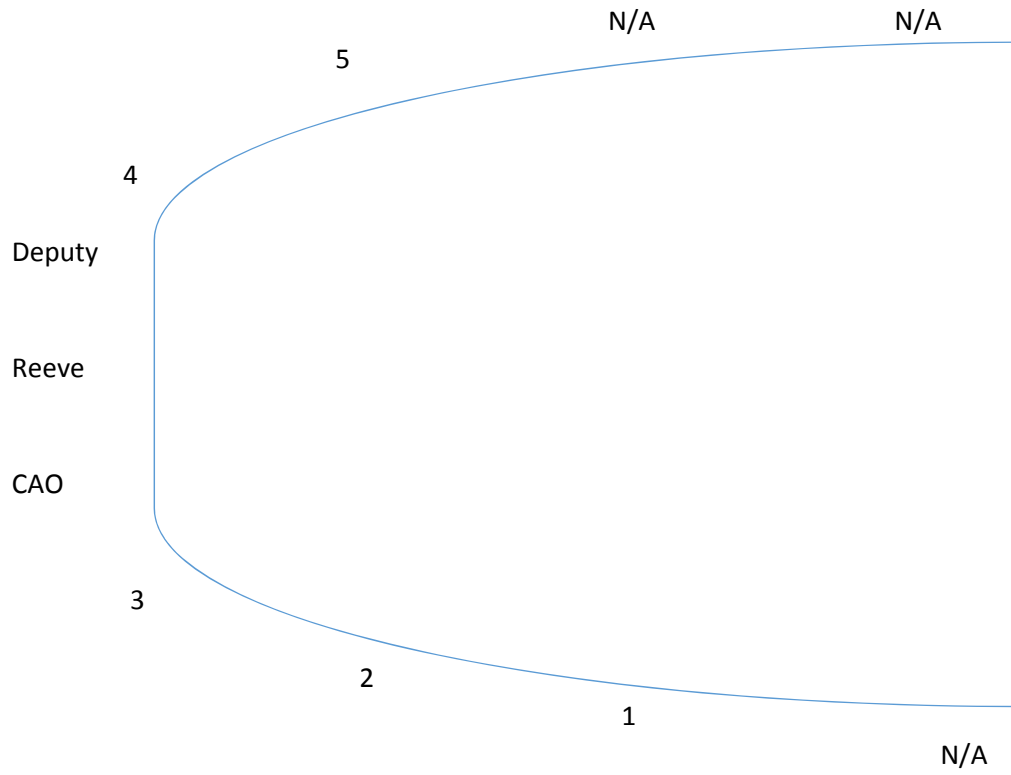
SUBJECT:	Seating Arrangements in Council Chambers
MEETING DATE:	2016-10-25
PRESENTED BY:	Al Hoggan, CAO
BACKGROUND/ PROPOSAL	<p>Bylaw # 1707, Meeting Procedures Bylaw was passed on February 23, 2016. In the Bylaw under 10 (4) it states that:</p> <p>The seating arrangements of Council shall be determined at the Organizational Meeting. The Reeve shall occupy the center seat at the head of the Council table with the Deputy Reeve occupying the position directly to the Reeve's left and with the Chief Administrative Officer occupying the position directly to the Reeve's right. The seating positions of the remainder of Councillors shall be determined by each Councillor drawing a number between 1 and 5. Councillor seating will also be numbered from 1 through 5 as determined by the CAO or designate prior to Councillors drawing their number. The order of drawing is determined by the official Division number with Division 1 drawing first and Division 7 drawing last. In the event any Councillor is not present at the drawing, the Chief Administrative Officer, or designate, will draw for the Councillor(s) not present.</p>
DISCUSSION/ OPTIONS/ BENEFITS/ DISADVANTAGES:	N/A
COSTS/SOURCE OF FUNDING:	N/A
COMMUNICATIONS:	N/A
LINK TO STRATEGIC PLAN:	N/A
ATTACHMENTS:	Council Seating Arrangements Diagram
RECOMMENDED ACTION:	Council follow the seating arrangement procedure outlined in Bylaw # 1707.
COUNCIL OPTIONS:	N/A
MOTION:	No motion required.

Prepared By: Carolyn Van der Kuil
Executive Assistant

Approved By: Al Hoggan
Chief Administrative Officer

Reviewed By: Al Hoggan
Chief Administrative Officer

COUNCIL SEATING ARRANGEMENTS





REQUEST FOR DECISION

Agenda Item #

6.0

SUBJECT:	Regular Council Meeting Dates 2016
MEETING DATE:	2016-10-25
PRESENTED BY:	Al Hoggan, CAO
BACKGROUND/ PROPOSAL	Section 7 of Kneehill County's Procedural Bylaw #1707 states that regular meetings of Council shall be held on the second and fourth Tuesday of each month provided that where a regular Council meeting falls on a holiday, the meeting shall be held on the next following day, or on such other day as Council decides by Motion.
DISCUSSION/ OPTIONS/ BENEFITS/ DISADVANTAGES:	<p>There are no Council meeting dates in 2017 that fall on a holiday except December 26, 2017.</p> <p>Summer 2017- Kneehill County last summer had two Council dates, one in July and one in August. Does Council wish to continue this and would the third Tuesday of July and August work?.</p> <p>November 2017- The AAMDC Fall Convention will be held from November 14-17, 2017. The Second Tuesday Council Meeting in November is during this time. Does Council wish to re-schedule the November Council meetings to November 7 and 21st.</p> <p>December 2017- Kneehill County usually plans to hold one Council meeting in December. Recommendation is to hold the December Council meeting on December 12th, the second Tuesday of that month.</p> <p>Organizational Meeting: Under section 192 of the MGA, a Council must hold an organizational meeting annually, no later than 2 weeks after the third Monday in October. It is recommended to hold Kneehill County's Organizational meeting on Tuesday, October 24th, 2017.</p>
COSTS/SOURCE OF FUNDING:	None
COMMUNICATIONS:	Advertise dates on our website and local newspaper.
LINK TO STRATEGIC PLAN:	N/A
ATTACHMENTS:	Calendar Plan for 2017

<p>RECOMMENDED ACTION:</p>	<p>That Council approve the following:</p> <ul style="list-style-type: none"> • Summer Council Meetings July 18 and August 15 • November Council Meetings November 7 and November 28. • December Council Meeting on December 12th. • To hold our Organizational Meeting on October 24th, 2017. • And hold all other regular Council meeting dates on the second and fourth Tuesday of each month.
<p>COUNCIL OPTIONS:</p>	<ol style="list-style-type: none"> 1. To approve the recommendations to the Council Calendar 2. To amend the recommendations to the Council Calendar 3. To receive as information.
<p>MOTION:</p>	<p>That Council approve the scheduling of the 2017 Organizational Meeting for Tuesday, October 24, 2017 and to hold all regular Council meeting dates on the second and fourth Tuesday of each month with the exception of:</p> <ul style="list-style-type: none"> • July – Schedule one meeting for July 18, 2017 • August- Schedule one meeting for August 15, 2017 • November- Schedule two meetings for November 7 & 28, 2017 • December- Schedule one meeting for December 12, 2017

Prepared By: Carolyn Van der Kuil
Executive Assistant

Approved By: Al Hoggan
Chief Administrative Officer

Reviewed By: Al Hoggan
Chief Administrative Officer

Calendar for Year 2017 (Canada)

Council mtg dates
Committee of Whole dates
Council Orientation

January

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August

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September

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November

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December

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election day.

Council Orientation.

Nominating day

Jan 1	New Year's Day	Apr 14	Good Friday	Oct 9	Thanksgiving Day
Jan 2	'New Year's Day' observed	Apr 16	Easter Sunday	Oct 31	Halloween
Jan 6	Epiphany	Apr 17	Easter Monday	Nov 11	Remembrance Day
Feb 2	Groundhog Day	May 22	Victoria Day	Nov 11	Remembrance Day
Feb 14	Valentine's Day	Jun 21	National Aboriginal Day	Dec 11	Anniversary of the Statute of Westminster
Feb 20	Family Day	Jul 1	Canada Day	Dec 24	Christmas Eve
Mar 13	Commonwealth Day	Jul 3	Canada Day - additional statutory holiday	Dec 25	Christmas
Mar 17	St. Patrick's Day	Sep 4	Labour Day	Dec 31	New Year's Eve
Apr 6	National Tartan Day	Oct 9	Thanksgiving Day		
Apr 9	Vimy Ridge Day				



REQUEST FOR DECISION

Agenda Item #

7.0

SUBJECT:	Committee of the Whole Meeting Dates 2017
MEETING DATE:	2016-10-25
PRESENTED BY:	Al Hoggan, CAO
BACKGROUND/ PROPOSAL	Section 11 (4) of Kneehill County's Procedural Bylaw #1707 states that The Committee of the Whole (COW) meeting schedule shall be established by motion at the annual organization meeting or at a regular meeting following the organizational meeting, as may be appropriate.
DISCUSSION/ OPTIONS/ BENEFITS/ DISADVANTAGES:	<p>In the past we have scheduled the COW meetings every third Tuesday of the Month, and no COW meetings during the summer months.</p> <p>There are a few third Tuesday's of the month that conflict with other scheduled events.</p> <p>March 21, 2017 conflicts with the AAMDC Spring Convention</p> <p>Due to elections in 2017, it is recommended not hold COW meetings in the months of September and October.</p> <p>Due to the budgetary process in December it is recommended to have the COW meeting on December 5th, 2017, before the December 12th, 2017 Council meeting.</p>
COSTS/SOURCE OF FUNDING:	None
COMMUNICATIONS:	Advertise dates on our website
LINK TO STRATEGIC PLAN:	N/A
ATTACHMENTS:	Calendar Plan for 2017
RECOMMENDED ACTION:	That Council approve the third Tuesday of every month at 8:30 a.m. for a COW meeting, with the exception of March 21, July 18, August 15, September 19 and October 17 and the COW meeting in December be held on December 5 th , 2017.
	1. To approve the recommendations

COUNCIL OPTIONS:	2. To amend the recommendations 3. To receive as information.
MOTION:	That Council approve the third Tuesday of every month at 8:30 a.m. for a Committee of the Whole meeting, with the exception of: <ul style="list-style-type: none"> • March 21st, 2017 • July 18th, 2017 • August 15th, 2017 • September 19th, 2017 • October 17th, 2017 • and the December Committee of the Whole Meeting will be held on December 5th, 2017



Prepared By: Carolyn Van der Kuil
Executive Assistant



Approved By: Al Hoggan
Chief Administrative Officer



Reviewed By: Al Hoggan
Chief Administrative Officer

Calendar for Year 2017 (Canada)

Council mtg dates
Committee of Whole dates
Council Orientation

January

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February

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March

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April

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May

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June

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July

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August

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September

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October

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November

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December

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election day.

Council Orientation.

Nominating day

Jan 1	New Year's Day	Apr 14	Good Friday	Oct 9	Thanksgiving Day
Jan 2	'New Year's Day' observed	Apr 16	Easter Sunday	Oct 31	Halloween
Jan 6	Epiphany	Apr 17	Easter Monday	Nov 11	Remembrance Day
Feb 2	Groundhog Day	May 22	Victoria Day	Nov 11	Remembrance Day
Feb 14	Valentine's Day	Jun 21	National Aboriginal Day	Dec 11	Anniversary of the Statute of Westminster
Feb 20	Family Day	Jul 1	Canada Day	Dec 24	Christmas Eve
Mar 13	Commonwealth Day	Jul 3	Canada Day - additional statutory holiday	Dec 25	Christmas
Mar 17	St. Patrick's Day	Sep 4	Labour Day	Dec 31	New Year's Eve
Apr 6	National Tartan Day	Oct 9	Thanksgiving Day		
Apr 9	Vimy Ridge Day				



REQUEST FOR DECISION

Agenda Item #

8.0

SUBJECT:	Parks and Recreation Terms of Reference
MEETING DATE:	2016-10-25
PRESENTED BY:	Al Hoggan, CAO
BACKGROUND/ PROPOSAL	With the recent purchase of Horseshoe Canyon and Kneehill County Council goal to increase tourism potential in Kneehill County and to deliver quality recreation services to County residents, it is recommended that a committee form to discuss parks and recreation in Kneehill County. The role of the board is to provide recommendations on existing parks and recreational programs and proposed budgets, to determine whether they are meeting the needs of the County and goals of Council through their strategic plan.
DISCUSSION/ OPTIONS/ BENEFITS/ DISADVANTAGES:	The Board members will act in an advisory capacity to Council, the structure of the committee will consist of (7) Council Members and meetings shall be held quarterly. A Chairman shall also be appointed at the Organizational meeting annually.
COSTS/SOURCE OF FUNDING:	N/A
COMMUNICATIONS:	N/A
LINK TO STRATEGIC PLAN:	N/A
ATTACHMENTS:	Parks and Recreation Terms of Reference
RECOMMENDED ACTION:	That Council approve the Terms of Reference and to include this Committee onto the 2016/2017 Board and Committee Appointments List.
COUNCIL OPTIONS:	<ol style="list-style-type: none"> 1. Approve Terms of Reference and add Committee to appointment list. 2. Amend Terms of Reference and add Committee to appointment list. 3. Receive as Information
MOTION:	That Council approve the Parks and Recreation Terms of Reference and include this committee onto the 2016/2017 Board and Committee Appointments list.

Prepared By: Carolyn Van der Kuil
Executive Assistant

Approved By: Al Hoggan
Chief Administrative Officer

Reviewed By: Al Hoggan
Chief Administrative Officer



Park & Recreation Committee

Terms of Reference

Effective October 25, 2016

Purpose:

To establish the terms of reference for the Park & Recreation Committee. To also set a policy with respect to rate of pay (per diem) and expense reimbursement for appointed Members.

Policy Statement:

To ensure all Park & Recreation Committee Members and Staff are aware of the terms of reference for appointed Members, and that the Committee will act only in an advisory capacity to Council. This policy will also recognize the importance of a consistent reimbursement rate for appointed Members.

Terms of Reference:

1. Name of the Committee

1.1. In these terms of reference, "Committee" shall mean "Park & Recreation Committee."

2. Structure

2.1. The structure of the Committee shall be (7) Council Members appointed at the annual organizational meeting.

2.2. A member of Council shall be appointed Chairperson at the annual organizational meeting.

3. Role of the Board

3.1. Board members shall act in an advisory capacity to Council through recommendations and resolutions related to parks and recreation matters.

3.2. The actions of the committee are to align with Council's vision and assist in the execution of Council's goals as identified in the Strategic Plan.

3.3. The Committee shall provide recommendations on existing or proposed County park policies.

3.4. The Committee shall, on an annual basis review the Parks & Recreational Strategic Plans which will include review and advice on existing parks and recreational programs and proposed budgets, to determine whether they are meeting the needs of the County and the goals of Council through their strategic plan.

4. Meeting Procedures

4.1. Meetings shall be held quarterly or as required. Where at the call of the Chair meetings may be added or canceled.

- 4.2. Members have a duty to attend all Regular Meetings, and may attend park and recreational conferences as they apply to County business.
- 4.3. A quorum of the Committee shall be a majority of members of the Committee.
- 4.4. The Committee shall abide by the procedures and limitations included in Kneehill County Procedural Bylaw No. 1679, as amended.
- 4.5. Minutes of the Committee meeting must be recorded and are to be signed by the Chairperson and the Recording Secretary. Original signed minutes will be provided to Council for review and receipt at a Regular Council meeting.
- 4.6. The Chairperson may summon a special meeting of the Committee by giving at least two (2) days' notice to each member, stating the purpose for which the meeting is called.
- 4.7. No expenditures shall be made by the Committee, nor any liability incurred, which is not specifically provided for in the annual budget of the municipality, except with prior approval of Council.
- 4.8. All voting members of a Committee, including the Chairperson, vote on every question unless they have declared a conflict of interest and have left the meeting. Members who do not indicate their vote or who have left the meeting without declaring a conflict of interest are deemed to have voted in favour of the question. If the votes are equal for and against, the question is defeated

5. Remuneration

- 5.1. Rate of Pay – see Policy 3-19-3
- 5.2. Mileage and meal reimbursements at Councilor & Employee Rates – see policy 3-19-1 and 3-19-2.



REQUEST FOR DECISION

Agenda Item #

9.0

SUBJECT:	Medical Clinic Enhanced Services Review Committee
MEETING DATE:	2016-10-25
PRESENTED BY:	Al Hoggan, CAO
BACKGROUND/ PROPOSAL	Kneehill County recognizes that there is a value in continued enhanced regional medical services and as Kneehill County rents office space out to the Kneehill Medical Clinic, the County is prepared to offset rent and other monies payable to the County, based on increased and enhanced levels of medical services. Any offset of rent or monies due payable to the County will be at the sole discretion of Kneehill County Council.
DISCUSSION/ OPTIONS/ BENEFITS/ DISADVANTAGES:	As these improvements and enhancements are subjective, it is recommended that the County creates a Medical Clinic Enhanced Services Committee which consists of the Reeve, 2 Councillors appointed annually at the Organizational Meeting and the CAO. The Committee will meet bi-annually between selected Council members and the doctors, to discuss current services and to determine whether improvements and/or enhancements have taken place to warrant a decrease/increase in rental rates.
COSTS/SOURCE OF FUNDING:	N/A
COMMUNICATIONS:	N/A
LINK TO STRATEGIC PLAN:	N/A
ATTACHMENTS:	Medical Clinic Enhanced Service Review Committee Terms of Reference
RECOMMENDED ACTION:	That Council approve Committee Terms of Reference and add the Medical Clinic Enhanced Service Review Committee to the Board and Committee Appointments.
COUNCIL OPTIONS:	<ol style="list-style-type: none"> 1. Approve the Terms of Reference 2. Amend the Terms of Reference 3. Receive as Information
MOTION:	That Council approves the Medical Clinic Enhanced Services Review Committee Terms of Reference and to include this committee onto the 2016/2017 Board and Committee Appointments List.

Prepared By: Carolyn Van der Kuil
Executive Assistant

Approved By: Al Hoggan
Chief Administrative Officer

Reviewed By: Al Hoggan
Chief Administrative Officer



Medical Clinic Enhanced Service Review Committee

Terms of Reference

Effective October 25, 2016

Purpose:

Kneehill County desires enhanced medical services for the residents of Kneehill County and the region. To that end, in 2016, Kneehill County constructed a 10,000 square foot building to be utilized as a medical clinic for the purpose of attracting doctors to locate within and to conduct their medical practices in Kneehill County and Region, which is located in close proximity to the Three Hills Hospital.

Goals and Objectives:

The goal of the Committee is the provision of medical services to Kneehill County residents and to the region. The provision of these medical services to be provided on a timely basis with regard to the rural lifestyle that is prevalent in Kneehill County and the region. Without limiting, but in particular, issues such as clinic hours, doctor availability, ability to acquire a family physician, and enhanced clinic availability, are viewed by Kneehill County as a services important to Kneehill County and to the region.

Kneehill County also recognizes that there is a value in continued enhancement of regional medical services and to that end is prepared to offset rent and other monies payable to the County, based on increasing and enhanced levels of medical services. Any offset of rent or other monies due and payable to the County will be at the sole discretion of Kneehill County Council. As these improvements and enhancements are subjective, The County would offer that a regularly scheduled bi-annual meeting be held between selected Council members and the Doctors, to discuss current services and to determine whether improvements and/or enhancements have taken place sufficient to warrant a decrease in rental rates.

Delegated Authority:

- The Committee is an advisory committee to Council and does not have any delegated authority.
- The Committee has no authority to direct staff. Any recommendations requiring implementation, reports or staff action must first be considered by Council before any action by staff may be taken.

Committee Composition

The membership of the Committee will be comprised of:

- Reeve
- 2 Councillors appointed to the Committee by Council.
- CAO or Designate in an advisory capacity

Administration of the Committee

The Chairperson will be elected from within the members of the Committee. Members of the Committee will serve with remuneration in accordance with Council policy.

Quorum/Meeting Prerequisite

Quorum for the Committee shall be a majority of the members of the Committee.

Meeting Schedule and Location

The Committee will meet bi-annually with the specific dates and times for meetings to be determined by the Committee. Additional meeting may be called by the Chairperson. The Chairperson may cancel any meeting. Meetings will be held at Kneehill County Administration Building. Meetings of the Committee shall not conflict with regular meetings of Committee of the Whole and regular meetings of Council.

Staff Resources

Secretariat assistance to the Committee will be provided by the CAO. The CAO will appoint staff members to attend as he/she see required.



REQUEST FOR DECISION

Agenda Item #

10.0

SUBJECT:	Deletion of Committee's from the 2016/2017 Board and Committee Appointments List
MEETING DATE:	2016-10-25
PRESENTED BY:	Al Hoggan, CAO
BACKGROUND/ PROPOSAL	<p>Administration requests that the following Committee's be removed from the 2016/2017 Board and Committee Appointments List:</p> <ul style="list-style-type: none"> • Dirt Trail Advisory Committee- Committee is no longer required as it has completed its mandate and objective. • Kneehill Building Committee- Committee is no longer required as it has completed its mandate and objective. • Municipal Enforcement Services Committee- Committee no longer required as the Solicitor General no longer requires a member at large to review any appeals made by Bylaw Enforcement Officer. • Three Hills Airport Operating Committee- This Committee is no longer required as there is a contract made with the Town of Three Hills to administer the Three Hills Airport.
DISCUSSION/ OPTIONS/ BENEFITS/ DISADVANTAGES:	
COSTS/SOURCE OF FUNDING:	N/A
COMMUNICATIONS:	N/A
LINK TO STRATEGIC PLAN:	N/A
ATTACHMENTS	N/A
RECOMMENDED ACTION:	To remove all four committee's from the 2016/2017 Board and Committee Appointment List.
COUNCIL OPTIONS:	<ol style="list-style-type: none"> 1. Remove all four committees from the Board and Committee Appointment List. 2. Remove certain Committees from the Board and Committee Appointment List. 3. Receive as Information.
MOTION:	That Council remove the Dirt Trail Advisory Committee, The Kneehill Building Committee, Municipal Enforcement Services Committee and the Three Hills Airport Operating Committee from the 2016/2017 Board and Committee Appointment List.

Prepared By: Carolyn Van der Kuil
Executive Assistant

Approved By: Al Hoggan
Chief Administrative Officer

Reviewed By: Al Hoggan
Chief Administrative Officer



REQUEST FOR DECISION

Agenda Item #

11.0

SUBJECT:	Reassessment – Council Motion #311-14
MEETING DATE:	2015-10-27
PRESENTED BY:	Al Hoggan, CAO
BACKGROUND/ PROPOSAL	<p>At the August 5, 2014 Council meeting, Motion # 311/14 was made: <i>Councillor Wittstock moved that administration be directed to remove Councillor Painter from all Committees and Boards, and that authorization is removed for Councillor Painter’s attendance at any conference, convention or any other event representing Kneehill County. These to become effective immediately and to continue through to the completion of the current electoral term. A review of this decision is to take place on October 25, 2015 and again on October of 2016.</i></p> <p style="text-align: right;"><i>CARRIED</i></p> <p>At the October 27, 2015 Organization Meeting, Motion # 425/15 was made: <i>Councillor Calhoun moved to continue Councillor Painter’s restrictions to all Committees and Boards, and that Councillor Painter is authorized to attend the Alberta Association of Municipal Districts and Counties Conference only, and is not authorized to represent Kneehill County at any other event, convention or conference.</i></p> <p style="text-align: right;"><i>CARRIED</i></p>
DISCUSSION/ OPTIONS/ BENEFITS/ DISADVANTAGES:	Council Decision.
COSTS/SOURCE OF FUNDING:	N/A
COMMUNICATIONS:	N/A
LINK TO STRATEGIC PLAN:	N/A
ATTACHMENTS:	N/A
RECOMMENDED ACTION:	Review the decision made to remove Councillor Painter from all committees and Boards, and authorization to attend the Alberta Association of Muniicpal Districts and Counties Conference Only.
COUNCIL OPTIONS:	N/A
MOTION:	Council Decision.

Prepared By: Carolyn Van der Kuil
Executive Assistant

Approved By: Al Hoggan
Chief Administrative Officer

Reviewed By: Al Hoggan
Chief Administrative Officer



REQUEST FOR DECISION

Agenda Item #

12.0

SUBJECT:	2016/2017 Board and Committee Appointments
MEETING DATE:	2016-10-25
PRESENTED BY:	Al Hoggan, CAO
BACKGROUND/ PROPOSAL	Kneehill County Council appoints member of Council annually at the Organizational meeting of Council to serve on boards and committees to which Kneehill County is a member.
DISCUSSION/ OPTIONS/ BENEFITS/ DISADVANTAGES:	The Committee List is attached with current representation. Recommended motions are marked in Red.
COSTS/SOURCE OF FUNDING:	N/A
COMMUNICATIONS:	Committee appointments to Board and Committee's will be put on our website, and mailed to the urban municipalities within Kneehill County. Notification letters will also be sent to the listed committees.
LINK TO STRATEGIC PLAN:	N/A
ATTACHMENTS:	Committee List
RECOMMENDED ACTION:	Recommended motions are marked in red on the committee list.
COUNCIL OPTIONS:	N/A
MOTION:	That Council approve the 2016/2017 Councillor and Member at Large appointments to Committees, Commissions and Boards.

Prepared By: Carolyn Van der Kuil
Executive Assistant

Approved By: Al Hoggan
Chief Administrative Officer

Reviewed By: Al Hoggan
Chief Administrative Officer

2016/2017 Board and Committee Appointments

#	Name of Board	Purpose/Remarks	Position	Current Representation	2016/2017 Representatives
1	Agricultural Service Board	<p>To promote agricultural production and protect the environment (includes Kneehill Watershed Advisory Committee, and any other committees formed to address environmental issues)</p> <p>Motion: Four Council Appointments and one alternate member.</p> <p>Motion: Appoint Chairman to the Committee.</p> <p>Motion: One Member at Large Appointment for a three year term.</p>	Chairman:	Brian Holsworth	
			Council Member:	Carol Calhoun	
			Council Member:	Jerry Wittstock	
			Council Member:	Ken Hoppins	
			Alternate Member:	Glen Keiver	
			Rate Payer Member: Term Expires Dec 31, 2017	Neil Bertsch	Neil Bertsch
			Rate Payer Member: Term Expires Dec 31, 2018	Rick Vickery	Rick Vickery
			Rate Payer Member: Term Expires Dec 31, 2016	Charlotte Johnson	
			Agricultural Fieldman:	Bowen Clausen	Bowen Clausen
Secretary to the Board:	CAO Designation	CAO Designation			
2	Agricultural Appeal Board	<p>To hear any appeal under Agricultural Acts enforced by the County.</p> <p>Motion: Appoint Subdivision and Appeal Board Members to this Committee.</p>	Same as SDAB	Same as SDAB	

#	Name of Board	Purpose/Remarks	Position	Current Representation	2016/2017 Representatives
3	"New" Alberta Health Services Health Advisory Council	<p>The Health Advisory Councils' purpose is to enhance and develop partnerships between the province's diverse communities and Alberta Health Services.</p> <p>Public participation is essential to improving the quality and accountability of health services. Continuing to draw on community members for feedback and input will help us meet our mission of providing a patient-focused, quality health system that is accessible</p> <p>Motion # 220-16: Councillor Hoppins moved to approve that Reeve Bob Long apply for the Alberta Health Services Health Advisory Council and if selected to the committee, Council will approve his attendance.</p> <p>Health Advisory Councils meet 5 times a year in communities across their council areas. Members have to be appointed by the AHS Board. Each Term is 3 years. Motion: Reconfirm the Membership of the Committee.</p>	Appointed Member from AHS: Term Expires Dec 31, 2019	Bob Long	
4	Kneehill Regional Emergency Management Committee	<p>Pursuant to Disaster Services Act RSA 2000- Required to establish a committee to declare local emergencies, develop emergency plans & direct emergency response.</p> <p>Motion : Appoint Reeve, Deputy Reeve and CAO to Committee</p>	Reeve Deputy Reeve CAO	Reeve Deputy Reeve CAO	
5	AQUA 7 Regional Water Commission	<p>To represent Kneehill County and to present Council's direction to the Commission.</p> <p>Motion: One Council appointment and one alternate member.</p>	Council Member: Alternate Member:	Jerry Wittstock Brian Holsworth	
6	Canadian Badlands	<p>To promote tourism within the Canadian Badlands region.</p> <p>Motion: Three Council appointments</p>	Council Member: Council Member or Member at Large: Council Member or Member at Large:	Bob Long Brian Holsworth Glen Keiver	
7	Central Alberta Economic Partnership (CAEP)	<p>Regional economic development alliance made up of 42 members and 14 associate members. Primary goal is to cultivate, advocate and market the collective voice of the region. Meets approx every two months.</p>	Council Member Alternate Member:	Reeve Bob Long Deputy Reeve Jerry Wittstock	

#	Name of Board	Purpose/Remarks	Position	Current Representation	2016/2017 Representatives
		Motion: One Council appointment, one alternate member and CAO Designate.	"New" CAO Designate		
8	Central Association of Municipal Districts & Counties (CAAMDC) Executive	To represent Kneehill County on the AAMD&C Zone Executive. Motion: Appoint Reeve or Deputy Reeve and CAO to Committee.	Reeve or Deputy Reeve	Reeve or Deputy Reeve	
			CAO	CAO	
9	Community Action Committee	To increase the presence of the RCMP in the communities served by the Three Hills detachment. Motion: One Council appointment and one alternate member.	Council Member:	Ken Hoppins	
			Alternate Member:	Carol Calhoun	
10	Community Futures Wildrose	Motion: One Council appointment and one alternate member.	Council Member:	Glen Keiver	
			Alternate Member:	Bob Long	

#	Name of Board	Purpose/Remarks	Position	Current Representation	2016/2017 Representatives
	Dirt Trail Advisory Committee Removed from Board and Committee Appointments List	<p>The purpose of the committee is to make recommendations to Council on matters relating to the Dirt Trail Road Allowances. Council Motion # 353/15</p> <p>The membership of the Committee will be comprised of:</p> <ul style="list-style-type: none"> - Reeve and/or Deputy Reeve - Seven members at large who are ratepayers of Kneehill County; preferable one from each division - CAO in an advisory capacity <p>Additional Councillors may be appointed to the Committee from time to time by Council. All members of the Committee will be appointed by Council.</p>	<p>Reeve and/or Deputy Reeve</p> <p>CAO</p> <p>Seven Member at large preferably one from each division</p>	<p>Reeve and/or Deputy Reeve</p> <p>CAO</p> <p>Division 1- Councillor Holsworth Division 2- Ed Miller Division 3- Danielle Balderson Division 4- Melvin Charlton Division 5- James Main Division 6- Angus Park Division 7- Steven Haller</p>	
11	Doctor Recruitment and Retention Committee	<p>To address recruitment and long term retention of physicians and complementary health related professionals.</p> <p>Motion: One Council Appointment and one alternate member.</p>	<p>Council Member:</p> <p>Alternate Member:</p> <p>Secretary: (Appointed by CAO)</p>	<p>Bob Long</p> <p>Ken Hoppins</p> <p>CAO Designation</p>	
12	Drumheller and District Solid Waste Management Association	<p>To represent Kneehill County as one of the member municipalities of the Drumheller & District Sold Waste Management Association and to investigate option for recycling and waste management within the County.</p> <p>Motion: One Council appointment and one alternate member.</p>	<p>Council Member:</p> <p>Alternate Member:</p>	<p>Carol Calhoun</p> <p>Jerry Wittstock</p>	
13	Drumheller Municipal Enforcement Committee	<p>Liaison between Town Council, RCMP detachment, Bylaw Enforcement Officer and the Citizens of Drumheller. Committee member has to live within the boundaries of the Drumheller Detachment. Drumheller Bylaw #16-09</p> <p>Motion: To appoint Councillor Holsworth to the Committee.</p>	<p>Council Member:</p>	<p>Brian Holsworth</p>	

#	Name of Board	Purpose/Remarks	Position	Current Representation	2016/2017 Representatives
14	Inter-Municipal Local Assessment Review Board Bylaw #1694	To hear complaints regarding assessment for Local Assessment Review Board (LARB) and Composite Assessment Review Board. Must complete training as prescribed by Minister. Bylaw 1694- Sec 5.2 states that Each partner municipality may appoint eligible Public Members by Council resolution. The Public Member may be a Councillor or a Citizen-at-Large.	Public or Council Member:	Ken Hoppins Term has expired	
			Member at Large:		
			Term expires: October 2018	Maureen Chalack	Maureen Chalack
			Clerk: Appointed by Bylaw #1694	Deb Grosfield	Deb Grosfield
			Alternate Clerk as per Bylaw #1694	CAO Designation	CAO Designation
15	Kneehill Housing Corporation	To oversee the operations of the Golden Hills Lodge. Motion: Two Council appointments and one alternate member.	Council Member:	Bob Long	
			Council Member:	Ken Hoppins	
			Alternate Member:	Glen Keiver	
	Kneehill Building Committee Removed from the 2016/2017 Board and Committee Appointment List.	To oversee the building projects for Kneehill County	All of Council	All of Council	
16	Kneehill Regional Family and Community Support Services Board	To approve funding grants and to be aware and promote social programming within Kneehill County. Motion: One Council appointment and one alternate member.	Council Member:	Bob Long	
			Alternate Member:	Carol Calhoun	

#	Name of Board	Purpose/Remarks	Position	Current Representation	2016/2017 Representatives
17	Kneehill Regional Partnership Steering Committee	Motion: One Council appointment and one alternate member.	Council Member:	Brian Holsworth	
			Alternate Member:	Bob Long	
18	Marigold Library System	Motion: One Council appointment and one alternate member.	Council Member:	Glen Keiver	
			Alternate Member:	Ken Hoppins	
19	Mayors/Reeves Liaison Committee	Promote networking, and disseminate information about Municipal projects or processes, between the Mayors, Deputy Mayors, Reeves and Deputy Reeves. Motion: Appoint Reeve or Deputy Reeve and CAO to the Committee.	Reeve or Deputy Reeve & CAO	Reeve or Deputy Reeve & CAO	
20	"New" Medical Clinic Enhanced Services Review Committee	The goal of the Committee is the provision of medical services to Kneehill County residents and to the region. The provision of these medical services to be provided on a timely basis with regard to the rural lifestyle that is prevalent in Kneehill County and the region. Without limiting, but in particular, issues such as clinic hours, doctor availability, ability to acquire a family physician, and enhanced clinic availability, are viewed by Kneehill County as a services important to Kneehill County and to the region. Motion: Appoint Reeve and two Councillors and CAO to the Committee.	Reeve:		
			Council Member:		
			Council Member:		
			CAO or Designate in an advisory capacity.		

#	Name of Board	Purpose/Remarks	Position	Current Representation	2016/2017 Representatives
	Municipal Enforcement Services Committee Removed from the 2016/2017 Board and Committee List.	To review any appeal made by the Special Constable, Bylaw Enforcement Officer, regarding any disciplinary action resulting from an act of alleged misconduct. Composition: AB Solicitor General recommends the person(s) should be a member of the community or a person holding an official position with the organization. This person(s) should not be an elected official. The person(s) authorized to hear the appeal must be different the person(s) who received and investigates complaints.	Member at Large:	Bill Zens	
21	Municipal Planning Commission (Bylaw #1340)	Subdivision and Development Authority for the County – to receive, consider, and decide on development. Motion: Appoint 5 Council Members and two Alternate members to the committee. Motion: Appoint a Chairman to the Committee Motion: Appoint 2 Members at Large to the Committee for a one year term. Rick Vickery and Doug Herman both expressed interest in serving another one year term.	Chairman Council Member: Council Member: Council Member: Council Member: Alternate Member: Alternate Member: Member at Large: Member at Large: Planner & Development Officer Planner & Development Officer Planner & Development Officer Secretary to the Commission	Brian Holsworth Bob Long Ken Hoppins Carol Calhoun Jerry Wittstock Glen Keiver Rick Vickery Doug Herman Barb Hazelton Dharmesh Vyas Brandy Morgan CAO Designation	Barb Hazelton Dharmesh Vyas Brandy Morgan CAO Designation

#	Name of Board	Purpose/Remarks	Position	Current Representation	2016/2017 Representatives
22	"New" Parks and Recreation	Board will act in an advisory capacity to Council. The Committee shall provide recommendations on existing or proposed County park policies and they shall meet on an annual basis to review and advise on existing parks and recreational programs and proposed budgets. Motion: Appoint a Chairman to the Committee.	All of Council: Chairman:	All of Council	
23	Joint Inter-Municipal Planning Commission (JMPC) Bylaw 1615	To consider all subdivision and applications and discretionary development permits which relate to lands located within the fringe area accordance with Bylaw 1615. Motion: Appoint 2 Council members and one alternate member to committee.	Council Member: Council Member: Alternate: Secretary:	Jerry Wittstock Carol Calhoun Ken Hoppins CAO Designation	
24	Red Deer River Municipal User Group	Motion: One Council appointment and one alternate member.	Council Member Alternate Member:	Jerry Wittstock Brian Holsworth	
25	Subdivision and Development Appeal Board (Bylaw #1339, amended by #1354)	To hear all subdivision and Development appeals Motion: To appoint Members at Large to the Subdivision and Appeal Board for a one year term.	Members at Large: Members at Large: Members at Large: Members at Large: Members at Large: Members at Large: Members at Large: Members at Large: Members at Large: Secretary to the Board (Appointed by CAO)	Maureen Chalack Dennis Dey "Resigned" Vern Crawford "Resigned" Charlie Christie Kent Knudsen Robert Jackson Bill Zens Angus Park Steve Cullum "No Reply Back" Paul Devos CAO Designation	CAO Designation

#	Name of Board	Purpose/Remarks	Position	Current Representation	2016/2017 Representatives
26	Joint Inter-Municipal Subdivision and Development Appeal Board- Three Hills/Kneehill County (ISDAB Bylaw #1616)	County's Subdivision Authority and the County's Development Authority which relates to lands located within the fringe area in accordance with Bylaw 1616. Motion: Appoint Subdivision and Appeal Board Members to this Committee.	Same as SDAB	Same as SDAB	
			Secretary to the Board (Appointed by CAO)	CAO Designation	
	Three Hills Municipal Airport Operating Committee Removed from the 2016/2017 Board and Committee List.	To govern the operation and maintenance of the Three Hills Airport.	Council Member:	Glen Keiver	
			Council Member:	Ken Hoppins	
			Alternate Member:		