

## COUNTY OF THORHILD NO. 7

## COUNTY COUNCIL ORGANIZATIONAL AGENDA

ORGANIZATIONAL MEETING OF THE COUNCIL OF THE COUNTY OF THORHILD  
NO. 7 TO BE HELD ON FRIDAY, OCTOBER 28, 2011 AT  
9:30 A.M. AT THE COUNTY ADMINISTRATION OFFICE

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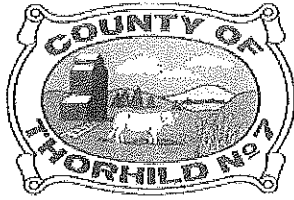
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<b>A. CALL TO ORDER</b>	
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5. NEWTHORAD Seniors Foundation (Appoint 3 Councillors)	
6. Appointment of Clerk of Assessment Review Board	29
7. Subdivision and Development Appeal Board	30
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10. Emergency Management Agency (Appoint Reeve and all Councillors)	
10. Northern Lights Library System (Appoint 1 Councillor)	
11. County of Thorhild Regional Library Board (Appoint 1 Councillor)	
12. Long Lake Ski Area Association (Appoint 2 Councillors)	
13. GROWTH Alberta (One Councillor and One Member of Administration)	33
14. Federation of Alberta Gas Coops Zone 3 (Appoint all Councillors)	

**D. COMMISSIONS**

1. Thorhild Regional Water Services Commission (until Dec. 31, 2011)  
(Appoint 3 Councillors)
2. Highway 28/63 Regional Water Services Commission  
(Appoint 2 Councillors & 2 Alternates)
3. Municipal Planning Commission (Appoint 3 Councillors) 34
4. Thorhild Regional Waste Management Services Commission  
(Appoint 3 Councillors)
- 5.

**E. OTHER**

1. Weed Act Appeal Committee  
(Appoint 3 Members at Large) 35 - 36
2. Community Adult Learning Interagency Board  
(Appoint 2 Councillors)
3. Newbrook Observatory (Appoint 2 Councillors)
4. Rural Crime Watch Associations (Appoint 1 Councillor for Each)
  - Redwater
  - Boyle
5. Thorhild and Newbrook Chambers of Commerce (Appoint Local Councillor)
6. Tawatinaw Community Futures Development Corporation (Appoint 1 Councillor)
7. North Saskatchewan Watershed Alliance (Appoint 1 Councillor)
8. Kalyna Country 37
9. Emergency Response Along Fort McMurray Traffic Corridor  
Working Group (Appoint 1 Councillor and 1 Alternate)
10. Health Action Committee (Doctor Recruitment)  
(Appoint 3 Councillors)
- 11.



# COUNTY OF THORHILD

## REQUEST FOR DECISION

Meeting:	Organizational Meeting
Meeting Date:	October 28, 2011
Presented By:	CAO/Executive Assistant/CFO
Title:	Review of Procedure Bylaw

### BACKGROUND / PROPOSAL:

Bylaw 1082-2007 – Procedure Bylaw (attached) was last amended in 2007 and Administration is recommending the amendment of several clauses. Council has also discussed its own recommendations for changes during prior meetings.

### OPTIONS & BENEFITS:

The benefit is to have current practices match the bylaw.

### COSTS & SOURCE OF FUNDING:

N/A

### RECOMMENDED ACTION:

That County Council reviews Bylaw 1082-2007 and directs Administration to present a revised bylaw for its future consideration including the following amendments:

1. Part III Section I b) 13 (Council Members Reports) – delete
2. Part VII 4 – Delete Acting Deputy Reeve
3. Part IX – (Parliamentary Rules) – change to Government of Alberta or Robert's Rules of Order.

Author: \_\_\_\_\_ Review by: \_\_\_\_\_ CAO \_\_\_\_\_

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BY-LAW 1082-2007

A BY-LAW OF THE COUNTY OF THORHILD NO. 7 IN THE PROVINCE OF ALBERTA TO AUTHORIZE THE COUNCIL OF THE COUNTY OF THORHILD NO. 7 TO DEAL WITH PROCEDURE AND THE TRANSACTING OF BUSINESS BY THE COUNCIL OF THE COUNTY OF THORHILD NO. 7

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**Whereas** The Municipal Government Act (RSA, 2000, Chapter M-26) and amendments thereto, deal with the meetings of Council. This By-Law provides for the regulation of the proceedings of Council and the Committees thereof;

**Now Therefore** The Council of the COUNTY OF THORHILD NO. 7, duly assembled, enacts as follows:

**PART I**

**TITLE**

This By-Law shall be known as the "Procedure By-Law" of the COUNTY OF THORHILD NO. 7.

**PART II**

**GENERAL RULES OF COUNCIL**

1. Regular meetings of Council shall be held on the Second and Fourth Tuesday of each month, provided that where the regular Council meeting falls on a holiday, the meeting shall be held on the next following day, not being a holiday, or on such days as Council decides. A meeting of a Committee of Council may be called at the direction of the Reeve and/or Chief Administrative Officer by providing not less than two (2) days notice to the Council.
2. The first monthly regular meeting of Council shall commence at 9:30 o'clock A.M.
3. The second monthly regular meeting of Council shall commence at 9:30 o'clock A.M.
4. If there is no quorum present within a half an hour after the time appointed for the meeting of Council, the Chief Administrative Officer shall call roll and take down the names of members present. The Council shall stand absolutely adjourned until the next meeting unless a Special Meeting is duly called in the meantime.
5. As soon after the hour of the meeting as there shall be a quorum present, the Reeve shall take the chair and call the members to order.
6. In the case where the Reeve or Deputy Reeve are not in attendance within fifteen minutes after the hour appointed for a meeting, and a quorum is present, the Chief Administrative Officer shall call the meeting to order. A Chairman shall be chosen by the Councillors present to preside during the meeting until the arrival of the Reeve or Deputy Reeve.

*Handwritten initials/signature*

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7. The Reeve or other presiding officer shall preserve order and decorum and decide questions of order, subject to an appeal to the Council and the decision of the Reeve or other presiding officer shall be final unless reversed or altered by a majority vote of the members present without debate.

Councillors must not

- (a) speak disrespectfully of the Sovereign, the Governor General, or of Council or any other governing body of Canada
- (b) use offensive words during Council or Standing Committee meetings or against Council, any Councillor or any other person
- (c) discuss a vote of Council after the vote has been taken, unless to move to reconsider, renew or rescind
- (d) break the rules of Council or disturb the proceedings, or
- (e) disobey the decision of the Chair or of the Council on any question or order, interpretation or practice
- (f) influence or communicate with any municipal employees except the Chief Administrative Officer or administrative personnel involved with committees of which they are members; any other communication or inquiries must be through the Reeve, Deputy Reeve or Chief Administrative Officer.

The Chair must preserve order and decorum and decide all questions of procedure. When the Chair makes a decision on a question of procedure, he or she must give a reason for the decision.

The Chair may call to order any Councillor who is out of order.

A Councillor who is called to order must immediately stop talking, but must be given an opportunity to challenge the decision of the Chair before debate is closed. Council will decide the challenge without debate.

If a Councillor has been warned about breaches of order but continues to engage in them, the Chair may name the Councillor by stating his or her name and declaring the offence. The Chief Administrative Officer must note the offence in the minutes.

If a Councillor who has been named:

- (a) apologizes and withdraws any objectionable statement then he or she may remain and continue to participate in the meeting and the Chair may direct that the notation of the offence be removed from the minutes, or
- (b) fails or refuses to apologize, then he or she must immediately leave the meeting room and if he or she does not leave voluntarily, Council must vote on a motion to expel without debate.

If a Councillor who has been expelled refuses to leave the meeting room, the Chair may request the Royal Canadian Mounted Police to remove the expelled Councillor.

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The Chair may order any member of the public who disturbs the proceedings of Council or a Standing Committee by words or actions to be expelled. If the person refuses to leave voluntarily, the Chair may request the Royal Canadian Mounted Police to remove the person.

8. When the Reeve or other presiding officer is called upon to decide a point or order or practice, the point shall be stated without unnecessary comment, and the Reeve or other presiding officer shall cite the rules or authority applicable to the case.
9. Every member wishing to speak to a question or motion shall address himself only to the Reeve or other presiding officer.
10. When two or more members wish to speak to a matter, the Reeve or other presiding officer shall decide who is entitled to speak, but a motion may be made that any person who is addressing the chair "be now heard" or "do now speak" and such a motion shall be put without debate.
11. Any member may require the question or motion under discussion, or any portion thereof, to be heard at any time during debate, but not so as to interrupt a member while speaking.
12. No member shall speak more than once to the same question without leave of the Council, except to ask a question or in explanation of a material part of his speech which may have been misconstrued, and in doing so he is not to introduce a new matter. A reply is allowed to a member who had moved an amendment, the previous question or any instruction to a committee, and no member without the leave of Council shall speak to the same question, or in reply, for longer than ten minutes.
13. The use of video and recording devices to record meetings of Council or Committees of Council is not permitted unless prior written approval of the Reeve or other presiding officer is obtained.
14. Should Council be required to call a Special Meeting, the Special Meeting shall not vary from a regular meeting procedures as set out in this "Procedure By-Law".

### PART III

#### PROCEEDINGS AT MEETINGS

- I. (a) Unless otherwise specified in the By-Law the order of business for a regular meeting of Council shall be contained in the Agenda for the meeting, which shall be prepared by the Chief Administrative Officer in conjunction with the Reeve and appropriate committee. Council agenda material shall be provided to members of Council by 4:30 P.M. the Thursday prior to the Tuesday Council or committee meeting.
  - (b) The Order of Business in the Agenda shall be as follows:
    1. Call to Order
    2. Public Hearing (s)
    3. Adoption of Agenda
    4. Adoption of Minutes
    5. Delegation (s)
    6. Administrative and Agency Reports
    7. Business Arising out of Minutes
    8. Correspondence
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9. Committee Reports
10. By-Laws
11. Notices of Motion
12. Other Business
13. Council Members Reports
14. In-Camera
15. Adjourn

*DELETE*

(c) The Order of Business established in the foregoing paragraph shall apply unless Council has otherwise determined by a two-thirds majority vote of the members present, and the vote upon a matter of priority of Council business shall be decided without debate.

(d) Notwithstanding the standard order of business, the Reeve and appropriate Committee may arrange for all items dealing with a particular subject grouped together on the agenda or any individual meeting.

(e) **Adoption of Agenda:** Council must vote to adopt the agenda prior to transacting any other business and may:

1. add new items to the agenda by a 2/3 majority vote, or
2. delete any matter from the agenda by unanimous vote.

(f) **Adoption of Minutes:** The minutes of each meeting must be circulated to each member of Council prior to the meeting at which they are to be adopted. Debate on the minutes of a previous meeting is limited to ensuring that the minutes are accurate. If there are errors or omissions, Council must:

1. pass a motion to amend the minutes; and
2. adopt the minutes as amended, and if there are no errors or omission, Council must adopt the minutes as circulated.

(g) **Delegations:** After a person has spoken as a delegation, any Councillor may through the Reeve or other presiding officer, ask that the person or Chief Administrative Officer relevant questions but may not debate the matter or the answers.

The presentation by delegation may only be:

1. received as information without debate,
2. referred without debate to a standing Committee or the Chief Administrative Officer for a report, or
3. debated if by a 2/3 majority vote a resolution is passed to allow a motion to be made without notice.

(h) **Information Reports:** any information report from a committee, agency or Administration that does not request council action or other than receipt as information may only be:

1. received as information without debate,
2. referred to a Standing Committee or the Chief Administrative Officer by majority vote without debate, or

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3. debated if by a 2/3 majority vote or resolution is passed to allow a motion to be made without notice.

(i) **Action Report from Management Personnel:** Reports from the Chief Administrative Officer or other management personnel which request a decision by Council may be debated and Council may:

vote on the request, or

refer the request to a Standing Committee or the Chief Administrative Officer for further investigation and report.

(j) **Inquiries:** Any Councillor may make a request for information to be provided to Council in any matter within the municipality's jurisdiction.

The Chief Administrative Officer or other management personnel, will provide an answer to the inquiry at the next Council meeting or, if that is not possible at the next Council meeting or, if that is not possible will provide a progress report indicating when the answer to the inquiry may be expected.

(k) **Notices of Motion:** Any Councillor may take a motion introducing any new matter of municipal business only if:

Notice is given at a meeting of Council held at least seven (7) days before the meeting at which the motion is to be debated:  
or

Council passes a resolution by 2/3 majority vote dispensing with notice.

A notice of motion must give sufficient detail that the subject of the motion and any proposed action can be determined and it must state the date of the meeting at which the motion will be made.

A notice of motion must be given without discussion of the matter but any written copies distributed may include explanatory paragraphs.

When notice has been given, the Chief Administrative Officer will include the proposed motion in the agenda of the meeting for the date indicated in the notice.

The Chief Administrative Officer will include the proposed motion in the agenda of the meeting for the date indicated in the notice.

If a motion is not made at the meeting indicated in the notice, it will be removed from the agenda and may only be made by a new notice of motion.

II

(a) A person or a representative of any delegation or group of persons, who wish to bring any matter to the attention of Council, or wish to have any matter considered by the Council shall address a letter or other communication to the Council outlining the subject to be discussed.

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- (b) The letter shall be typewritten or legibly written, signed by the correct name of the writer delivered or mailed to the office of the Chief Administrative Officer so that it arrives no later than 4:30 o'clock P.M. on the Wednesday immediately preceding the meeting at which it is to be represented and it shall contain the full mailing address of the writer. If he or she wishes to appear before Council it shall be so stated in the letter.
- (c) When a communication contains a request for an appearance to address the Council, the Council by resolution may hear the person, refer him to a Committee or, if the Council deems the matter to be urgent, deal with it at once but such person shall not speak for more than ten (10) minutes unless the time is extended by a majority vote of the Council.
- (d) No person or group shall appear as a delegation to Council on the same or on a related subject, unless specifically requested by Council to do so.

III

- (a) When a group or a person wishes to present to the Council a petition on any matter within its jurisdiction the petition must be typewritten or legibly written, clearly set out the matter at issue, be signed by at least two (2) persons, and a signature of the petitioners shall be according to Part 7 of the Municipal Government Act and indicate that a representative wishes to address the Council on the subject matter of the petition.
- (b) Before considering a petition, the Council shall first refer to any appropriate standing committee but if the petition concerns the matter which the Council deems urgent, or a personal grievance of the petitioner the Council may consider and may, if it deems urgency of the matter so requires, take immediate action thereon.

IV

When a person or representative of a delegation or group wishes to address the Council on a matter which is not on the agenda, the Council may refer the matter to any appropriate Committee, appoint a special Committee to deal with the matter, or deal with the matter itself at the meeting, if approved by a 2/3 majority vote of Council.

V

When council has received a sufficient petition for a public meeting or, when Council decided to hold a public meeting, Council may adopt specific rules of procedure for that meeting, having regard to the number of issues raised and the nature of the issues raised.

**PART IV**

**MOTIONS AND PUTTING QUESTIONS ON RESOLUTIONS IN COUNCIL**

1. After a motion is read or stated by the Reeve or other presiding officer, it shall be deemed to in the possession of the Council, but may be withdrawn at any time before debate or decision with the permission of the Council.

A motion to refer, until it is decided, shall preclude all amendments to the main question.

2. A motion is not required to be seconded.



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3. When a motion is regularly before the meeting, it may be:
  - a) debated, i.e. may be spoken on
  - b) amended, i.e. modified by a subsidiary motion
  - c) negative, i.e. defeated
  - d) withdrawn, i.e. withdrawn at the request of the maker with the permission of all members of Council present.
  - e) laid on the table, i.e. laying a pending question aside temporarily
  - f) referred, i.e. turning the question over to a Committee for study
  - g) postponed, i.e. postponed to a certain time, a means of avoiding a direct vote until a later date
  - h) adjourned, i.e. a motion to close the meeting or adjourning to another place and time to continue the meeting, or
  - i) the previous question may be moved, i.e. a motion may be made to close debate and amendment of a pending motion so that it will come to an immediate vote.
  
4. The previous question, until it is decided, shall preclude all amendments and debate of the main motion and shall be put forthwith without debate in the form; "~~That the main question be now put~~", and if this question is resolved in the negative, then the main motion is superseded and the next item of business or motion must be submitted to Council.
  
5. No motion shall be offered that is substantially the same as one on which judgment of the meeting has already been expressed during the same meeting.
  
6. A motion to adjourn the Council or the debate shall always be in order but no second motion to the same effect shall be made until after some intermediate proceedings have been had.
  
7. a) Unless otherwise specifically provided in this By-Law the following motions are debatable by the Council:
  1. A motion arising out of any matter or thing included in the agenda for the Council meeting at which it is debated.
  2. A motion concerning any matter or thing tabled indefinitely from a previous meeting of the Council or tabled for the meeting at which it is discussed.
  3. A motion for adoption of, rejection of, referral back or further consideration of a report to the Council, or a motion arising out of any matter dealt with in a report to the Council.
  4. A motion for the previous question.
  5. A motion for the second reading, or a motion for the third reading of a By-Law.
  6. A motion for the appointment or dismissal of a Committee, or referral to a Committee of any matter before the Council.
  7. A motion for the council to go into Council Committee of the Whole.
  8. A motion for the amendment to any By-Law properly before the Council, or to any matter arising directly out of any By-Law properly before the Council.
  9. Such other motion made upon routine proceedings of Council as may be necessary for conducting of business of Council and the observance of its properties.

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When a motion has been made and is being considered by the Council, no other motion may be made and accepted except:

1. A motion to refer the main question to some other person or group for consideration.
2. A motion to amend the main question.
3. A motion to table the main question.
4. A motion to postpone the main question to some future time.
5. A motion for the previous question.
6. A motion to adjourn the meeting, providing that a motion to table shall not be debated except as to the time when the matter will again be considered.
7. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the Reeve or other presiding officer so directs.
8. After the Reeve or other presiding officer finally puts any question, no member shall speak to the question nor shall any other motion be made until after the result of the vote has been declared. The decision of the Reeve or other presiding officer as to whether the question has been finally put shall be conclusive.
9. Whenever the Reeve or other presiding officer is of the opinion that a motion is contrary to the rules and privileges of the Council, he shall appraise the members thereof immediately, before putting the question, and shall cite the rule or authority applicable to the case without argument or comment.
10. Whenever any matter of privilege arises, it shall be immediately taken into consideration.

**PART V**

**ORDER OF PROCEEDING IN CAMERA**

1. The rules of Council shall be observed in camera as far as may be applicable.
2. Where a majority of the members of Council present is of the opinion that it is in the public interest to go in camera any Councillor or Councillors may by prior motion be excused, if appropriate pursuant to regulation of the **Municipal Government Act (RSA 2000, Chapter M-26)** or **Freedom of Information and Protection of Privacy Act (RSA 2000, Chapter F-25)**.
3. Council moving in camera may by resolution exclude any person or persons from the meeting.
4. Council meeting in camera has no power to pass any resolution or By-Law apart from the resolution necessary to revert back to an open meeting.

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**PART VI**

**READING OF PROPOSED BY-LAWS AND PROCEEDING THEREON**

1. When a proposed By-Law is read in Council, the Chief Administrative Officer shall certify the reading on the face thereof. When a By-Law has been read a third time and finally passed, the Chief Administrative Officer shall keep on file correct copies thereof, including amendments, if any.
2. A By-Law appearing upon the Council Agenda when listed as read for first reading shall be introduced by a member moving "that By-Law No. (quote the By-Law No.) be now read a first time." After first reading, the By-Law may be debated, referred, or laid over. If a By-Law fails to receive First reading, then it may be struck from the agenda.
3. Every By-Law of general application shall be printed or otherwise duplicated so as to be available to all interested parties; other By-Laws shall be recorded and filed as well as amendments thereto, and the Chief Administrative Officer shall retain the original of every By-Law on file and properly record amendments thereto.
4. Every By-Law which has passed the Council shall immediately after being sealed with the Seal of the Corporation, and signed by the Reeve and the Chief Administrative Officer, be securely deposited by the Chief Administrative Officer.

**PART VII**

**APPOINTMENT AND ORGANIZATION OF COMMITTEES OF COUNCIL**

1. (a) All standing and special committees shall be appointed on motion of a member of Council by consent of a majority of the members present at the annual organizational meeting of Council.

At each organizational meeting following a general municipal election, council shall establish by By-Law those Statutory Committees that from time to time are required.

- (b) The Reeve shall be an ex-officio member of all committees and the Reeve, as such member of the committees, shall have all the powers and privileges of any member of the same, including the right to vote upon all questions to be dealt with by such committees.

- (c) Committees and other organizations Councillors are to be appointed to are as follows:

- o Public Works Committee-shall consist of all Council members
- o Agriculture Service Board Committee-shall consist of all Council members
- o Radway Seed Cleaning plant Cooperative Ltd. Board of directors Appointment-shall consist of two members
- o Water Management Committee-shall consist of a designated Councillor and the local Councillor of the area
- o Community Development Board-shall consist of two council members
- o Surface Reclamation Board- shall consist of two appointed members at large
- o Family Outreach Program-Management Team-shall consist of appointed members at large and the Director of Agriculture and Community Services

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- Family and Community Support Services Board-shall consist of all Council members
- Newbrook Observatory Historical Society Board of Directors-shall consist of two Council members
- Redwater and Boyle Rural Crime Watch Associations-shall consist of one Council member each
- Regional Policing Advisory Committees- Redwater and Boyle-shall consist of one Council member each
- Gas and Utility Committee-shall consist of all Council members and the County Manager
- Thorhild Regional Water Services Committee-shall consist of two Council members and the Director of Utilities
- Health Action Committee-shall consist of three members of Council
- Newthorad Seniors Housing Foundation-shall consist of three members of Council
- Municipal Planning Commission-shall consist of three members of Council
- Subdivision and Development Appeal Board-shall consist of two members of Council and three members at large.
- Assessment Review Board-shall consist of all members of Council
- Disaster Services Agency-shall consist of all members of Council
- Fire Committee-shall consist of two members of Council
- Thorhild Regional Library Board-shall consist of one member of Council and five members at large.
- Northern Lights Library System Representatives-shall consist of two Council members
- Thorhild Regional Waste Management Commission-shall consist of three members of Council
- Long Lake Ski Hill Committee-shall consist of three members of Council
- Thorhild and Newbrook /Chambers of Commerce-shall consist of two Council members
- Tawatinaw Community Futures Development Corporation-shall consist of one Council member
- GROWTH Alberta-shall consist of one Council member and the County Manager or designate
- North Central Regional Partnership Initiative-shall consist of all Council members

(d) Ex-officio status is not conferred on any other elected official.

2. Each Standing Committee shall meet at dates and times to be recommended by each committee and approved by Council.
3. A special committee may be appointed at any time by council or by the Reeve acting upon the instruction of Council, provided only that a motion has been adopted specifying the matter to be dealt with by the committee, and including the term of the committee.
4. At the annual organizational meeting a Reeve, Deputy Reeve, and an Acting Deputy Reeve shall be elected by a vote of all Councillors. The Reeve, Deputy Reeve, and Acting Deputy Reeve serve at the pleasure of Council and can be removed without reason or cause by a majority vote.

**PART VIII**

**REGULATIONS FOR CONDUCTING BUSINESS IN COMMITTEE**

1. The business of standing and special committees shall be conducted in accordance with the rules governing procedure of Council, as provided by committee By-Law.

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- (a) The Chairman shall preside at each meeting and shall vote on all motions submitted, and upon an equal vote the motion shall be defeated.
  - (b) The name of the Chairman shall appear on all reports and recommendation made by a committee.
  - (c) In the absence of the Chairman, and unless another has been appointed by the Reeve or the Council, one of the other member shall be elected to preside and shall discharge the duties of the Chairman during the meeting, or until the arrival of the Chairman.
2. The general duties of the Committees of council shall be as follows:
- (a) To report to the Council whenever desired by the Council and as often as the interest of the municipality may require, on all matters connected with the duties imposed upon each such committee and to recommend such action by the Council as it deems necessary within its terms of reference.
  - (b) To observe, unless otherwise specifically permitted, the rules prescribed by the By-Laws of the Council.
  - (c) The reports of all committees shall be made to the Council prior to the same being given to the public.
3. It shall be the duty of the Chief Administrative Officer to give notice of all meetings to all members of each committee and such other persons whose presence is desired, and to attend, or cause to be attended by an assistant, all meetings of the committees, and to ensure the recording of minutes, reports and requests of all such meetings.

**PART IX**

**PARLIAMENTARY RULES**

1. In all cases not provided for in the proceedings of the Council or in Committee, the law of Parliament of Canada shall be followed, and in such cases the decision of the Reeve or other presiding officer shall be final and accepted without debate.

**PART X**

**PUBLIC HEARINGS**

CHANGE TO GOVERNMENT  
OF ALBERTA OR ROBERTS  
RULES OF ORDER.

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1. Persons interested in speaking at a Public Hearing should register with the Chief Administrative Officer's office prior to the Public Hearing. Names of registered speakers for a Public Hearing shall not be released to the public prior to 12:00 noon of the Friday preceding the Public Hearing.
2. The Chairman shall declare the Public Hearing in session and shall outline Public Hearing Procedures.
3. The Chief Administrative Officer or department representative shall introduce the resolution or By-Law and shall briefly state the intended purpose. Department presentations shall follow the introduction of the By-Law or resolution.
4. The Chairman shall request those who wish to make presentations to identify themselves. The Chairman shall then open the floor to presentations from the public.
5. The Chairman shall call upon those persons who have registered with the Chief Administrative Officer's office to speak first, followed by other persons at the meeting who have not registered to speak but who wish to address Council. A person who does not identify himself or herself will not be given the opportunity to speak.
6. Presentations by the public may be made verbally, in writing, or both. Written submissions shall be collected by the Chief Administrative Officer and retained for information purposes.
7. Verbal presentations shall be limited to five (5) minutes unless there is consent by Council to extend the allotted time.
8. Council may ask questions during the Public Hearing.
9. Following public presentations, the Chairman shall close the Public Hearing.
10. The following shall apply with respect to the passage of By-Laws requiring a Public Hearing.
11. A By-Law shall be introduced for First Reading by a Motion that it be read a first time specifying the number of the By-Law.
12. After a Motion for First Reading of the By-Law has been presented, Councillors may debate the substance of the By-Law and propose and consider amendments to the By-Law.
13. Any proposed amendments shall be put to a vote if required, and if carried, shall be considered as having been incorporated into the By-Law at First Reading.
14. When all amendments have been accepted or rejected, the Chairman shall call the Question on the Motion for First Reading of the By-Law.
15. All aspects of the passage of a By-Law at First Reading shall apply to Second and Third Readings of any By-Law.
16. When a Public Hearing on a proposed By-Law or resolution is held, a Councillor:
  - i) must abstain from voting on the By-Law or resolution if the Councillor was absent from all of the Public Hearing; and,
  - ii) may abstain from voting on the By-Law or resolution if the Councillor was absent from a part of the Public Hearing.

HB  
10/11

COUNTY OF THORHILD NO. 7  
BY-LAW 1082-2007

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**EXTENSION OF TIME LIMITS**

1. Extensions of time limits for any verbal presentations during Public Hearings may be granted by consent of Council, based on any one or more of the following:
  - i) the issue or By-Law under discussion is deemed by Council to be contentious or complex and the allotted time is not sufficient, in the opinion of Council, to give the matter due consideration;
  - ii) the granting of any extension of time will not prejudice the rights of other presenters to their allotted presentation time as prescribed by this By-Law.

**PART XI**

By-Law 1060-04 of the County of Thorhild is hereby repealed.

READ A FIRST TIME IN COUNCIL THIS 13<sup>th</sup> DAY OF Feb., 2007.


READ A SECOND TIME IN COUNCIL THIS 13<sup>th</sup> DAY OF Feb., 2007.

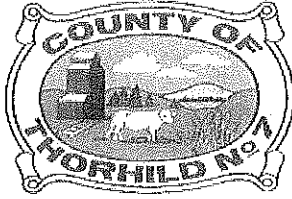
UNANIMOUSLY AGREED THAT BY-LAW 1082-2007 BE GIVEN THIRD READING.

READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS 13<sup>th</sup> DAY OF Feb., 2007.

COUNTY OF THORHILD NO. 7  
COUNTY COUNCIL

  
REEVE

  
COUNTY MANAGER



# COUNTY OF THORHILD

## REQUEST FOR DECISION

<b>Meeting:</b>	Organizational Meeting
<b>Meeting Date:</b>	October 28, 2011
<b>Presented By:</b>	CAO
<b>Title:</b>	Review of Policy 326 – List of Pre-Authorized Meetings, Courses, or Events for Council & Staff

### BACKGROUND / PROPOSAL:

Policy 326 includes an ongoing list of meetings, courses, or events that County Council and staff are authorized to attend without seeking further resolution from Council. This list is to be reviewed and approved yearly.

### OPTIONS & BENEFITS:

Council and staff have clear direction on what events they may attend.

### COSTS & SOURCE OF FUNDING:

n/a

### RECOMMENDED ACTION:

That Council reviews Policy 326 and offers input for additions or deletions from the list of approved events.

Author: \_\_\_\_\_ Review by: \_\_\_\_\_ CAO \_\_\_\_\_

**COUNTY OF THORHILD NO. 7  
POLICY STATEMENT**

**SECTION:** 300

**POLICY NO.:** 326

**SUBJECT:** List of Pre-Authorized Meetings, Courses, or Events for Council & Staff

**RESPONSIBLE AUTHORITY:** Administration Department

**REVIEWED & APPROVED BY COUNCIL:**

October 27, 2009-Organizational Meeting 439-2009  
November 1, 2010-Organizational Meeting 417-2010  
June 14, 2011-Resolution 296-2011

**PURPOSE AND INTENT:** To provide a formal policy with regards to pre-authorized meetings, courses, or events that County Council and staff may attend without seeking further resolutions from County Council.

**POLICY STATEMENT:** County Council member are authorized to attend the meetings, courses, or events that are listed in Appendix A of this policy without seeking further resolutions from County Council. Staff members are authorized to attend the meetings, courses, or events listed in Appendix B without seeking further resolutions from Council.

**PROCEDURE:**

1. Staff members must seek approval from their respective department head prior to attending any meeting, course, or event listed in Appendix B of this policy.
2. Appendices A & B will be reviewed annually by County Council at their fall organizational meeting.

## APPENDIX A:

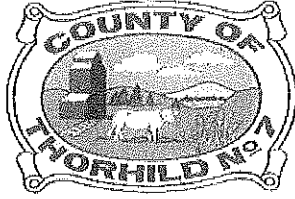
### List of Meetings, Courses, or Events County Council May Be Authorized to Attend Without Seeking Further Resolutions from County Council

- AAMD&C Spring and Fall Conventions
- AAMD&C Pembina River Zone 3 Meetings
- AUMA Spring and Fall Conventions (one Councillor)
- Alberta Gas Co-ops Annual Convention
- Federation of Alberta Gas Co-ops Zone meetings, Chairman's Meetings and events.
- Agriculture Service Board Convention
- Agriculture Service Board Regional Meetings
- Agriculture Service Board Annual Tour
- Community Planning Association of Alberta
- All functions hosted by a local or surrounding MLA or MP or Municipal Council or municipality which Council is invited to participate
- Federation of Canadian Municipalities (two councillors)
- Rural Roads Study Meeting
- Northern Lights Library System meetings and annual conference (for appointed councillors to local library board only)
- Northern Alberta Recycling Conference (two councillors)
- FCSS Conference
- Vitalize
- Assessment Review Board training
- Councillor orientation workshops (held after elections)
- Brownlee LLP "Emerging Trends" municipal law seminars
- Meetings of North Central Regional Partnership Initiative
- Workshops, seminars, meetings sponsored by the Government of Alberta or another municipality that solicit opinion from the County regarding proposed legislative or administrative changes that affect the County and/or its residents
- Any other meeting, course, or event dealing with an emerging issue
- Community Futures Tawatinaw Region meetings, workshops, and events (appointed members only)
- GROWTH Alberta meetings
- Fire Chiefs Association Conference
- Northern Alberta Mayors and Reeves Caucus Meetings (Reeve or alternate)
- North Saskatchewan River Watershed Alliance and Aspen Regional Water Services Meetings
- Events, information sessions, or open houses hosted by a private sector organization proposing developments or industrial projects in the County
- All others at the discretion of Council

## APPENDIX B:

### List of Meetings, Courses, or Events Staff May Attend

- Any meeting as listed in an agreement of employment
- Any meeting or course required to maintain professional status or standing
- Any other meeting, course, or event determined to be appropriate to attend by the staff supervisor or Council subject to budget limitations



# COUNTY OF THORHILD

## REQUEST FOR DECISION

Meeting:	Organizational Meeting
Meeting Date:	October 28, 2011
Presented By:	CAO
Title:	Auditing Services

### BACKGROUND / PROPOSAL:

Section 280(1) of the Municipal Government Act requires County Council to appoint an auditor. At the organizational meeting of October 14, 2008, Council appointed the firm of Wilde & Company Chartered Accountants of Vegreville as auditor for the County of Thorhild for a three year term.

### OPTIONS & BENEFITS:

### COSTS & SOURCE OF FUNDING:

n/a

### RECOMMENDED ACTION:

That Council appoints the firm of Wilde & Company Chartered Accountants of Vegreville as auditor for the County of Thorhild for another three year term.

Author: \_\_\_\_\_

Review by: \_\_\_\_\_

CAO





**COUNTY OF THORHILD NO. 7  
POLICY STATEMENT**

**SECTION:** 300

**POLICY NO.:** 318

**SUBJECT:** SIGNING AUTHORITIES

**RESPONSIBLE AUTHORITY:** ADMINISTRATION DEPARTMENT

**REVIEWED & APPROVED BY COUNCIL:**

October 9, 2007-Council Meeting- Resolution 177-2007  
October 27, 2009-Organizational Meeting- Resolution 442-2009  
November 1, 2010-Organizational Meeting- Resolution 419-2010

**PURPOSE AND INTENT:** To establish signing authorities for all county documents, contracts, and financial instruments in accordance with Section 213 of the Municipal Government Act.

**POLICY STATEMENT:** To streamline administrative processes, county council has the authority to allow additional persons to sign certain county documents and to allow printed signatures on routine items.

**PROCEDURE:**

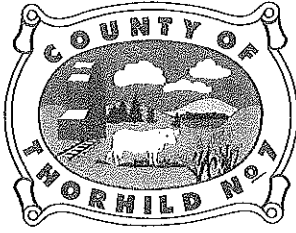
1. Minutes of Council or Committee Meetings shall be signed by the person presiding at the meeting and the County Manager.
2. Bylaws must be signed by the Reeve and the County Manager.
3. Agreements, contracts, cheques and other negotiable instruments must be signed or authorized by one of the following elected officials:
  - o Reeve,
  - o Deputy Reeve

and by one of the following County employees:

November 1, 2010

- County Manager,
  - Director of Corporate Services, or
  - Payroll and Personnel Manager
4. Notwithstanding the above, agreements or grant applications previously approved by County Council resolution or bylaw may be signed by the department head responsible for the agreement or application. Grant applications not previously approved by County Council resolution or bylaw may be signed by one of the following:
- County Manager,
  - Director of Corporate Services, or
  - Payroll and Personnel Manager
5. Any other document not mentioned above must be signed by the Reeve and the County Manager. Any document required to be signed by the Development Officer may be signed by the Director of Land Use & Taxes, in the Development Officer's absence.
6. Land transactions are the only type of transaction that must be signed under seal. Any transaction dealing with land must be signed by both the Reeve and the County Manager under seal.
7. Subject to good internal control procedures and statutory requirements, any signature may be printed, lithographed, or otherwise reproduced and shall have the same validity as a handwritten signature.
8. Where signing authority requirements under any federal, provincial, or municipal statute or bylaw conflict with this policy, the statute or bylaw shall prevail.
9. This policy shall be reviewed annually at the fall organizational meeting.





**THE COUNTY OF THORHILD NO. 7**  
**REQUEST FOR DECISION**

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 28, 2011</b>
<b>Presented By:</b>	<b>CAO</b>
<b>Title:</b>	<b>Appointment of Assessment Services</b>

**BACKGROUND / PROPOSAL:** Municipal Assessment Services Group Inc. has a contract for assessment services for a three (3) year period commencing April 1, 2009 to March 31, 2012. Mr. Dan Kanuka, A.M.A.A. is the Assessor dealing with the County assessment data base.

**OPTIONS & BENEFITS:**

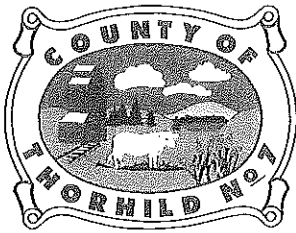
**COSTS & SOURCE OF FUNDING:**

**RECOMMENDED ACTION:** Council confirm and continue the assessment services of Municipal Assessment Services Group Inc..

Author: 

Review by: \_\_\_\_\_ CAO 





**THE COUNTY OF THORHILD NO. 7**  
**REQUEST FOR DECISION**

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 28, 2011</b>
<b>Presented By:</b>	<b>CAO</b>
<b>Title:</b>	<b>Appointment of Planning Services</b>

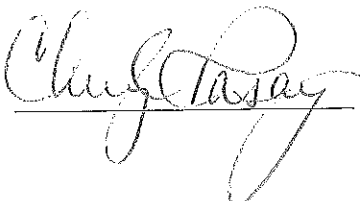
**BACKGROUND / PROPOSAL:** Municipal Planning Services Ltd. has provided the County with planning and subdivision services since 1998. Council has appointed Mr. Bill Dolman as the Subdivision Authority Officer.

Municipal Planning Services (2009) Ltd. has been established with Ms. Jane Dauphinee being the principle planner with Bill Dolman as senior planner and advisor.

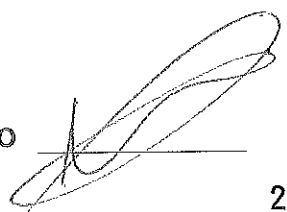
**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**RECOMMENDED ACTION:** Council appoint Ms. Jane Dauphinee and/or Mr. Bill Dolman of Municipal Planning Services (2009) Ltd. as the Subdivision Authority Officers for the County of Thorhild No. 7.

Author: 

Review by: \_\_\_\_\_

CAO 

org mtg info

Angela Bilski

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**From:** Shelly Cole [s.cole@munplan.ab.ca]  
**Sent:** October-12-11 11:25 AM  
**To:** sarmstrong@flagstaff.ab.ca; cao@mdopportunity.ab.ca; Dan Small; rjorgensen@thcounty.ab.ca; rking@country24.com; eleblanc@westlockcounty.com; kmurphy@calmar.ca; 'Town of Elk Point, Myron Goyan'; 'Town of Gibbons, Hank Taylor'; 'Town of Lamont Tom miller'; rproulx@town.legal.ab.ca; munadmin@telusplanet.net; rboisvert@town.stpaul.ab.ca; 'Town of Tofield'; 'Elsie Howanyk'; dpollard@vermilion.ca; 'Town of Viking'; 'Town of Wainwright'; 'Town of Westlock'; Laura Towers Village of Alliance; amiskvil@telusplanet.net; 'Andrew'; charlie@boylealberta.com; smcmann@ccewireless.ca; 'Chipman'; cao@villageofclyde.ca; 'Czar'; 'Dewberry'; info@edgerton-oasis.ca; villageofglendon@gmail.com; 'Heisler'; vholden@telusplanet.net; 'Hughenden'; lorileibel@telus.net; jfenton@irma.ca; 'Harold Trew'; 'Lougheed'; cdueck@manville.com; cao.marwayne@hmsinet.ca; 'Myrnam'; villageofpv@mcsnet.ca; b.rogers@ryley.ca; villageoffice@springlakealberta.com; 'Vilna'; 'Elsie Howanyk'; 'Betula Beach'; 'South Babtiste Ed Tomaszuk'; dsmereka@county.stpaul.ab.ca; gmbancroft@shaw.ca; 'Lakeview'; plapointe@mcsnet.ca; 'Tom Thompson'; svseba@telusplanet.net; administration@wildwillowenterprises.com; tomaszyk@mcsnet.ca; viviandriver@mcsnet.ca; gmbancroft@shaw.ca  
**Subject:** Change in subdivision Authority

Dear All,

This is just a friendly reminder that during your organizational meetings this month, you should either

1. add Jane Dauphinee as either the Subdivision Authority or the Subdivision Authority Officer (as appropriate), or
2. replace Bill with Jane Dauphinee as either the Subdivision Authority or the Subdivision Authority Officer.

Bill will be spending less time in the office and therefore he will not be as available to sign the final endorsements. If Council appoints Jane Dauphinee as well then we will be

able to avoid any potential delays.

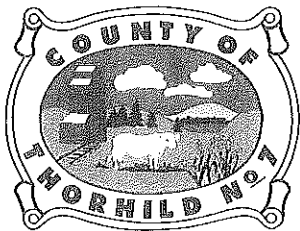
Please Call Jane or Bill if you need any assistance doing this or want to review it with them.

Then once Council has done it, please send us a copy of the minutes (or part of the minutes) where the addition or replacement was done.

Thanks.

Shelly Cole  
Municipal Planning Services (2009) Ltd  
#208, 17511 -107 Ave  
Edmonton, Alberta  
T5S 1E5  
Phone 780-486-1991  
Fax 780-483-7326  
[s.cole@munplan.ab.ca](mailto:s.cole@munplan.ab.ca)

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**THE COUNTY OF THORHILD NO. 7**  
**REQUEST FOR DECISION**

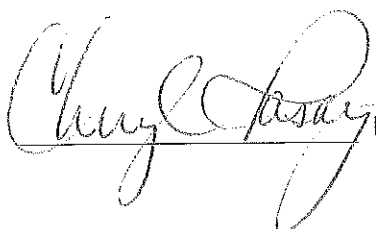
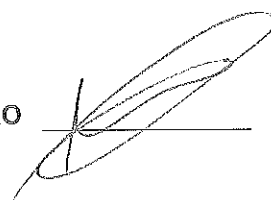
<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 28, 2011</b>
<b>Presented By:</b>	<b>CAO</b>
<b>Title:</b>	<b>Appointment of Clerk of Assessment Review Boards</b>

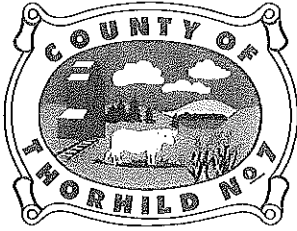
**BACKGROUND / PROPOSAL:** Effective January, 2010, the assessment review board process was revised. There is now a Local Assessment Review Board (LARB) and a Composite Assessment Review Board (CARB). The process has very detailed requirements and is now more deadline oriented. The administrative duties also reflect the new revisions.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**RECOMMENDED ACTION:** Council appoint the Director of Land Use & Taxes and the Tax Clerk to perform the duties of the Clerk of the Local Assessment Review Board (LARB) and the Composite Assessment Review Board (CARB).

Author:  Review by: \_\_\_\_\_ CAO 



## THE COUNTY OF THORHILD NO. 7

### REQUEST FOR DECISION

<b>Meeting:</b>	Organizational Council Meeting
<b>Meeting Date:</b>	October 28, 2011
<b>Presented By:</b>	CAO
<b>Title:</b>	Appointment of Subdivision and Development Appeal Board Members

**BACKGROUND / PROPOSAL:** The Subdivision and Development Appeal Board consists of two (2) members of Council and three (3) members at large appointed at the annual Organizational Meeting. Bylaw 973-96 establishes the Subdivision and Development Appeal Board. The Board deals with development and subdivision appeals.

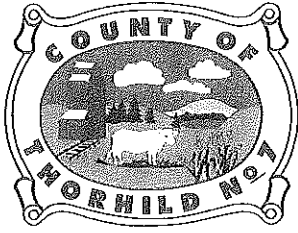
The three (3) members at large are Patricia Olchoway, William Kowal and Doug Harris. Patricia Olchoway and William Kowal are letting their names stand for another term. Doug Harris has stepped down. The member at large position will be advertised and the names will be brought back to Council for resolution and appointment.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**RECOMMENDED ACTION:** Council appoint two (2) members of Council; and appoint the two (2) members at large, being Patricia Olchoway and William Kowal.

Author: Cheryl [Signature] Review by: \_\_\_\_\_ CAO [Signature]



**THE COUNTY OF THORHILD NO. 7  
REQUEST FOR DECISION**

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 28, 2011</b>
<b>Presented By:</b>	<b>CAO</b>
<b>Title:</b>	<b>Appointment of Local Assessment Review Board Members</b>

**BACKGROUND / PROPOSAL:** Effective January, 2010, the assessment review board process was revised. There is now a Local Assessment Review Board (LARB) and a Composite Assessment Review Board (CARB).

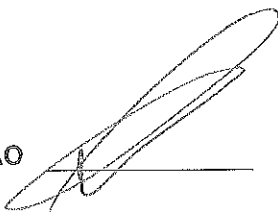
The LARB deals with farmland and residential property with fewer than three (3) dwelling units complaints. The term is for three years – October 2013. The LARB consists of three (3) members appointed by Council.

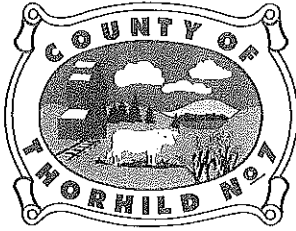
**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**RECOMMENDED ACTION:** Council appoint three (3) members of Council.

Author: 

Review by: \_\_\_\_\_ CAO 



**THE COUNTY OF THORHILD NO. 7**  
**REQUEST FOR DECISION**

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 28, 2011</b>
<b>Presented By:</b>	<b>CAO</b>
<b>Title:</b>	<b>Appointment of Composite Assessment Review Board Members</b>

**BACKGROUND / PROPOSAL:** Effective January, 2010, the assessment review board process was revised. There is now a Local Assessment Review Board (LARB) and a Composite Assessment Review Board (CARB).

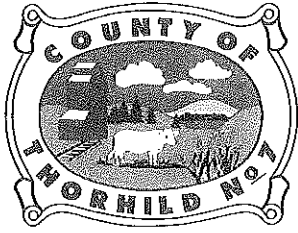
The CARB deals with residential property with more than three (3) dwelling units, commercial and industrial complaints. The term is for three years – October 2013. The CARB consists of two (2) members appointed by Council.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**RECOMMENDED ACTION:** Council appoint two (2) members of Council.

Author: Cheryl Savary Review by: \_\_\_\_\_ CAO [Signature]



**THE COUNTY OF THORHILD NO. 7**  
**REQUEST FOR DECISION**

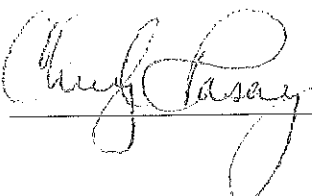
<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 28, 2011</b>
<b>Presented By:</b>	<b>CAO</b>
<b>Title:</b>	<b>Appointment of GROWTH Alberta Member and member of Administration</b>

**BACKGROUND / PROPOSAL:** The County of Thorhild No. 7 is part of GROWTH Alberta. GROWTH Alberta promotes the region in the form of economic development publications and campaigns. Council appoints one (1) member of Council and an administration position at the Organizational Meeting.

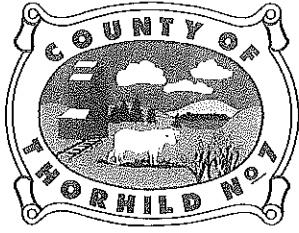
**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**RECOMMENDED ACTION:** Council appoint a member of Council; and appoint the Marketing and Tourism Co-ordinator to attend at GROWTH Alberta functions.

Author: 

Review by: \_\_\_\_\_ CAO 



THE COUNTY OF THORHILD NO. 7  
REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 28, 2011
Presented By:	CAO
Title:	Appointment of Municipal Planning Commission Members

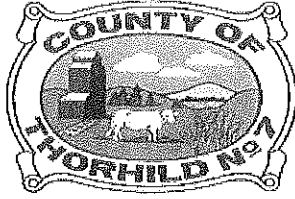
**BACKGROUND / PROPOSAL:** The Municipal Planning Commission consists of three (3) members of Council appointed at the annual Organizational Meeting. Bylaw 970-96 establishes the Municipal Planning Commission. The Commission deals with planning, development and subdivision issues.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**RECOMMENDED ACTION:** Council appoint three (3) members of Council.

Author: Cheryl Pasay Review by: \_\_\_\_\_ CAO [Signature]



# COUNTY OF THORHILD

## REQUEST FOR DECISION

Meeting:	Organizational Meeting
Meeting Date:	October 28, 2011
Presented By:	CAO
Title:	Weed Act Appeal Committee

### BACKGROUND / PROPOSAL:


At the organizational meeting on November 1, 2010, County Council reappointed 3 Members at Large to the Weed Act Appeal Committee – Maurice Kruk, Clarence Paly, and Darwin Trenholm. These members have been contacted and are willing to remain on the committee for another term.

### OPTIONS & BENEFITS:

### COSTS & SOURCE OF FUNDING:

### RECOMMENDED ACTION:

That County Council reappoints Maurice Kruk, Clarence Paly, and Darwin Trenholm as members of the Weed Act Appeal Committee.

Author: \_\_\_\_\_  \_\_\_\_\_ Review by: \_\_\_\_\_ CAO \_\_\_\_\_

*orig notes info.*

Angela Bilski

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**From:** Clarence Dowhan  
**Sent:** October-13-11 10:57 AM  
**To:** Angela Bilski  
**Cc:** Cindy Olchowy  
**Subject:** Committee List

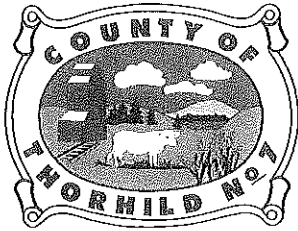
Angela,

I am pleased to say all members of the Weed Control Act Appeal Committee wish to stay on the committee for another year.

Again they are: Clarence Paly, Darwin Trenholm & Maurice Kruk.

Thanks.

Clarence Dowhan  
Agricultural Fieldman  
County of Thorhild No. 7  
Toll Free 1-877-398-3777  
Fax; 780-398-3748  
[clareance@thorhildcounty.com](mailto:clareance@thorhildcounty.com)



**THE COUNTY OF THORHILD NO. 7  
REQUEST FOR DECISION**

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 28, 2011</b>
<b>Presented By:</b>	<b>CAO</b>
<b>Title:</b>	<b>Appointment of Kalyna Country Member and member of Administration</b>

**BACKGROUND / PROPOSAL:** The County of Thorhild No. 7 is part of Kalyna Country. Kalyna Country promotes the region in the form of tourism publications and campaigns. Council appoints one (1) member of Council and an administration position at the Organizational Meeting.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**RECOMMENDED ACTION:** Council appoint a member of Council; and appoint the Marketing and Tourism Co-ordinator to attend at Kalyna Country functions.

Author: 

Review by: \_\_\_\_\_

CAO

