



**KNEEHILL COUNTY  
ORGANIZATIONAL MEETING**

**AGENDA**

**Tuesday, October 24, 2017**

**8:30 a.m.**

**Kneehill County Council Chambers  
1600-2<sup>nd</sup> Street NE  
Three Hills, Alberta**

**Call to Order by CAO**

- 1.0** Adoption of the Organizational Meeting Agenda
- 2.0** Official Oaths of Office for all Councillors- Council Photos
- 3.0** Councillor Code of Conduct and Ethics Bylaw #1717
- 4.0** Voting Procedures
- 5.0** Election of Reeve
- 6.0** Election of Deputy Reeve
- 7.0** Seating Arrangements in Council Chambers
- 8.0** Regular Council Meeting Dates 2018
- 9.0** Committee of the Whole Meeting Dates 2018
- 10.0** Municipal Planning Commission Meeting Dates 2018
- 11.0** 2017/2018 Board and Committee Appointments
- 12.0** Procedural Bylaw #1725

**Adjournment**

MINUTES OF THE OCTOBER 24, 2017 ORGANIZATIONAL  
MEETING OF THE COUNCIL OF KNEEHILL COUNTY  
HELD AT THE KNEEHILL COUNTY OFFICE,  
1600- 2<sup>ND</sup> STREET NE, THREE HILLS, AB

**PRESENT:**

Division No. 1	Faye McGhee
Division No. 2	Debbie Penner
Division No. 3	Jerry Wittstock
Division No. 4	Glen Keiver
Division No. 5	Jim Hugo
Division No. 6	Wade Christie
Division No. 7	Kenneth King

**ADMINISTRATION PRESENT:**

Chief Administrative Officer	Al Hoggan
Director Municipal Services	Laurie Watt
Director Corporate Services	Mike Morton
Communications Officer	Debra Grosfield
Sr. Manager of Transportation and Facilities	Brad Buchert
Environmental Services Manager	John McKiernan
Manager of Financial Services	Will Wolfe
Recording Secretary	Carolyn Van der Kuil

**CALL TO ORDER**

**Call to Order**

Al Hoggan, Chief Administrative Officer called the meeting to order at 8:30 a.m.

**AGENDA**

473/17

**1.0 Adoption of the Organizational Meeting Agenda**

Jerry Wittstock moved to adopt the Organizational Meeting Agenda for October 24, 2017.

CARRIED

**OFFICIAL OATHS  
OF OFFICE**

**2.0 Official Oaths of Office for all Councillors**

All Councillors read and signed their Official Oaths of Office.

**CODE OF CONDUCT**

**3.0 Councillor Code of Conduct and Ethics Bylaw #1717**

All the Councillors read and signed their Code of Ethics and Conduct Statements.

KNEEHILL COUNTY COUNCIL ORGANIZATION MEETING MINUTES  
OCTOBER 24, 2017

**PROCEDURES**

**4.0 Voting Procedures**

Voting Procedures for the positions of Reeve and Deputy Reeve were reviewed.

**REEVE**

**5.0 Election of Reeve for Ensuing Year**

Al Hoggan called for nominations for the Office of Reeve for 2017/2018.

Councillor King nominated Councillor Wittstock for the office of Reeve for 2017/2018.

Councillor Wittstock accepted the nomination.

Al Hoggan asked two times if there were any further nominations.

Councillor Wittstock was declared Reeve by acclamation.

Al Hoggan administered the Oath of Office to Reeve Wittstock.

Reeve Wittstock assumed the position of Chair.

**DEPUTY REEVE**

**6.0 Election of Deputy Reeve for Ensuing Year**

The Reeve called for nominations for the position of Deputy Reeve 2017/2018.

Councillor Christie nominated Councillor King for the office of Deputy Reeve.

Councillor King accepted the nomination.

The Reeve asked two times if there were any further nominations.

Councillor King was declared Deputy Reeve by acclamation.

Al Hoggan administered the Oath of Office to Deputy Reeve King.

**COUNCIL SEATING**

**7.0 Seating Arrangements in Council Chambers**

Council determined the new seating arrangements at the Council table pursuant to Bylaw 1725, Meeting Procedures Bylaw, 10 (4).

KNEEHILL COUNTY COUNCIL ORGANIZATION MEETING MINUTES  
OCTOBER 24, 2017

COUNCIL DATES  
47417

**8.0 Regular Council Meeting Dates 2018**

Councillor Keiver moved that Council approve the scheduling of the 2018 Organizational Meeting for Tuesday, October 23, 2018 and to hold all regular Council meeting dates on the second and fourth Tuesday of each month with the exception of:

- July – Schedule one meeting for July 17, 2018
- August- Schedule one meeting for August 21, 2018
- December- Schedule one meeting for December 11, 2018

CARRIED UNANIMOUSLY

COW  
475/17

**9.0 Committee of the Whole Meeting Dates 2018**

Councillor Christie moved 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:

- January 16<sup>th</sup>, 2018
- March 20<sup>th</sup>, 2018
- July 17<sup>th</sup>, 2018
- August 21<sup>st</sup>, 2018
- November 20<sup>th</sup>, 2018
- and the December Committee of the Whole Meeting will be held on December 4<sup>th</sup>, 2018

CARRIED UNANIMOUSLY

MPC  
476/17

**10.0 Municipal Planning Commission Meeting Dates 2018**

Councillor McGhee moved that Council approve the scheduling of the 2018 Municipal Planning Commission meetings on the fourth Thursday of each month in 2018 with the exception of:

- November meeting to be held on November 29<sup>th</sup>, 2018
- December meeting to be held on December 20<sup>th</sup>, 2018

CARRIED UNANIMOUSLY

The meeting recessed from 9:06a.m. to 9:19 a.m.

COMMITTEE  
APPOINTMENTS

**11.0 2017/2018 Board and Committee Appointments**

477/17

**1. Agricultural Service Board**

Councillor Penner moved to appoint Councillor Christie to be the Chairman of the Agricultural Service Board Committee.

CARRIED UNANIMOUSLY

KNEEHILL COUNTY COUNCIL ORGANIZATION MEETING MINUTES  
OCTOBER 24, 2017

**3. Alberta Health Services Health Advisory Council**

478/17 Councillor Christie moved to remove the Alberta Health Services Health Advisory Council from the 2017/2018 Board and Committee Appointment list.

CARRIED UNANIMOUSLY

**13. Inter-Municipal Local Assessment Review Board Bylaw #1746**

479/17 Deputy Reeve King moved to appoint Dennis Dey to serve on the Inter-Municipal Local Assessment Review Board for a three year term ending October 2020.

CARRIED UNANIMOUSLY

**20. Municipal Planning Commission**

480/17 Deputy Reeve King moved that all members of Council shall serve on the Municipal Planning Commission.

CARRIED UNANIMOUSLY

481/17 Councillor McGhee moved to appoint Rick Vickery to serve as Member at Large on the Municipal Planning Commission

CARRIED UNANIMOUSLY

482/17 Deputy Reeve King moved to appoint Councillor Hugo to serve as Chairman of the Municipal Planning Commission and Reeve Wittstock to serve as Vice Chairman of the Municipal Planning Commission.

CARRIED UNANIMOUSLY

**21. Parks and Recreation Committee**

483/17 Reeve Wittstock moved to appoint all of Council to serve on the Parks and Recreation Committee and Deputy Reeve King to serve as Chairman.

CARRIED UNANIMOUSLY

**25. Subdivision and Development Appeal Board**

484/17 Councillor Christie moved to appoint the following Members at Large to serve on the Subdivision and Development Appeal Board:

Maureen Chalack  
Dennis Dey  
Kent Knudsen  
Robert Jackson  
Bill Zens  
Angus Park  
Steve Cullum

CARRIED UNANIMOUSLY

KNEEHILL COUNTY COUNCIL ORGANIZATION MEETING MINUTES  
OCTOBER 24, 2017

**485/17** Councillor Christie moved to accept the following Committee and Board appointments.

**1. Agricultural Service Board**

Council Member: Councillor Penner  
Council Member: Councillor Christie  
Council Member: Councillor Hugo  
Council Member: Councillor Keiver  
Alternate Member: Deputy Reeve King

**2. Agricultural Appeal Board**

Subdivision and Appeal Board Members

**4. Kneehill Regional Emergency Management Committee**

The Reeve, Deputy Reeve and CAO

**5. AQUA 7 Regional Water Commission**

Council Member: Reeve Wittstock  
Alternate Member: Councillor Penner

**6. Canadian Badlands Ltd.**

Council Member: Councillor McGhee  
Council Member: Deputy Reeve King  
Council Member: Councillor Hugo

**7. Central Alberta Economic Partnership (CAEP)**

Council Member: Reeve Wittstock  
Alternate Member: Deputy Reeve King

**8. Central Association of Municipal Districts and Counties Executive**

Reeve or Deputy Reeve  
CAO

**9. Community Action Committee**

Council Member: Councillor Hugo  
Alternate Member: Councillor McGhee

**10. Community Futures Wildrose**

Council Member: Councillor Christie  
Alternate Member: Councillor Keiver

**11. Doctor Recruitment and Retention Committee**

Council Member: Reeve Wittstock  
Alternate Member: Councillor McGhee

KNEEHILL COUNTY COUNCIL ORGANIZATION MEETING MINUTES  
OCTOBER 24, 2017

**12. Drumheller and District Solid Waste Management Association**

Council Member: Councillor Penner  
Alternate Member: Councillor McGhee

**14. Kneehill Housing Corporation**

Council Member: Councillor McGhee  
Council Member: Councillor Keiver  
Alternate Member: Reeve Wittstock

**15. Kneehill Regional Family and Community Support Services Board**

Council Member: Deputy Reeve King  
Alternate Member: Reeve Wittstock

**16. Kneehill Regional Partnership Steering Committee**

Council Member: Councillor McGhee  
Alternate Member: Councillor Christie

**17. Marigold Library System**

Council Member: Councillor Keiver  
Alternate Member: Councillor Hugo

**18. Mayors and Reeves Liaison Committee**

Reeve or Deputy Reeve  
Chief Administrative Officer

**19. Medical Clinic Enhanced Services Review Committee**

Reeve: Reeve Wittstock  
Council Member: Deputy Reeve King  
Council Member: Councillor Christie  
CAO or Designate in an advisory capacity

**22. Joint Inter-Municipal Planning Commission (JMPC)  
Three Hills/Kneehill County**

**Bylaw #1615**

Council Member: Reeve Wittstock  
Council Member: Councillor Keiver  
Alternate Member: Councillor Christie

**23. Joint Inter-Municipal Planning Commission (JMPC)  
Carbon/Kneehill County**

**Bylaw #1744**

Council Member: Councillor McGhee  
Council Member: Councillor Penner  
Alternate Member: Reeve Wittstock

KNEEHILL COUNTY COUNCIL ORGANIZATION MEETING MINUTES  
OCTOBER 24, 2017

**24. Red Deer River Municipal User Group**

Council Member: Councillor Keiver

Alternate Member: Deputy Reeve King

**26. Joint Inter-Municipal Subdivision and Development Appeal Board**

- Three Hills/Kneehill County Bylaw 1616

- Carbon/Kneehill County Bylaw 1745

Subdivision and Appeal Board Members

CARRIED UNANIMOUSLY

The meeting recessed from 10:14 a.m. to 10:25 a.m.

**BYLAW #1725**


**12.0 Procedural Bylaw #1725**

Council reviewed Procedural Bylaw #1725.

**ADJOURNMENT**

**Adjournment**

The meeting adjourned at 10:58 a.m.

  
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Jerry Wittstock  
Reeve

  
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Al Hoggan  
CAO