



## Municipal Affairs Directives Progress Report #3

**August 20, 2023**

**Directive 12:** Council and CAOs to prepare and provide a report to the Minister, by the 20<sup>th</sup> of every 2<sup>nd</sup> month, summarizing council's progress to the end of the previous month on the directives issued, until such time that all directives have been completed to the Minister's satisfaction. In addition to other documents to be submitted as stated in any directive, the bi-monthly report shall also include all approved council meeting agendas (attachments not required) and approved, signed council meeting minutes for the relevant two-month period.

DIRECTIVE REQUIREMENTS AND ACTION PLAN	DUE DATE / STATUS
<p><b>Directive #1</b>  <i>Council / CAOs to review all recommendations made in the inspection report and provide a report to the Minister – to be discussed in open session of council and approved by council resolution, on the City's plan to address each recommendation in the inspection report or an explanation on why no action will be taken for any individual recommendation(s)</i></p> <p><b>Update/ Action Plan</b></p> <ul style="list-style-type: none"> <li>• Legal provided a report that was read aloud by the Mayor and discussed in Council during the June 27, 2023 Regular Council Meeting and June 28, 2023 Special Council Meeting. M# 230628-08 and the report was sent to the Minister by the June 30, 2023 deadline. The report has been posted on the City's website under the designated Directives section.</li> <li>• <a href="https://thecityofchestermere.ca/legislativeservices/directives/">https://thecityofchestermere.ca/legislativeservices/directives/</a></li> </ul>	<p>June 30, 2023</p> <hr/> <p>COMPLETE</p>
<p><b>Directive #2</b>  <i>The CAOs to provide printed copies of the inspection report to the public, on request, subject to the municipalities fees for photocopying and to place the inspection report on the city's website until all directives have been met to the Minister's satisfaction.</i></p> <p><b>Update/ Action Plan</b></p> <ul style="list-style-type: none"> <li>• Paper copies of the full inspection report are available to the Public at City Hall Reception for a fee of \$10.00</li> <li>• Digital copy of the full inspection report is available on the City Website <a href="https://thecityofchestermere.ca/legislativeservices/wp-content/uploads/sites/2/2023/08/ma-chestermere-municipal-inspection-report.pdf">https://thecityofchestermere.ca/legislativeservices/wp-content/uploads/sites/2/2023/08/ma-chestermere-municipal-inspection-report.pdf</a></li> </ul>	<p>Immediate</p> <hr/> <p>COMPLETE</p>
<p><b>Directive #3A</b>  <i>Direct council to review its current procedural bylaw and determine what changes, if any, are warranted based on the findings of the inspection report, specifically taking into consideration the rotation of the deputy mayor, protocols for council meeting agenda development and use of requests for decisions, ensuring equal and concurrent access to</i></p>	<p>August 31, 2023</p>

<p><i>information for all members of council, protocols for posting council meeting minutes and live recordings on the municipal website , and council roles and responsibilities.</i></p> <p><b>Update/ Action Plan</b></p> <ul style="list-style-type: none"> <li>All matters listed in the directive will be reviewed by Council.</li> </ul>	<p>IN PROGRESS</p>
<p><b>Directive #3B</b>  <i>Council and CAOs to provide the Minister with an action plan, which has been discussed in open session of council and approved by council resolution, on the city's plan for implementing any changes to the procedural bylaw, or an explanation why no action will be taken.</i></p> <p><b>Update/ Action Plan</b></p> <ul style="list-style-type: none"> <li>Council and CAOs will provide an action plan or explanation based upon Councils review and direction from the results of Directive 3A.</li> </ul>	<p>September 30, 2023</p> <p>IN PROGRESS</p>
<p><b>Directive #4A</b>  <i>Council to engage an experienced municipal consultant, who is independent third party and is not currently an employee or contractor of the city, to review and provide advice on the effectiveness of, and if warranted recommend changes to, the CAO structure and Strategic Advisory Group outlined in the designated officer bylaw</i></p> <p><b>Update/ Action Plan</b></p> <ul style="list-style-type: none"> <li>Corporate Services exploring and reviewing options on behalf of Council.</li> </ul>	<p>July 31, 2023</p> <p>IN PROGRESS</p>
<p><b>Directive #4B</b>  <i>The CAOs to provide the Minister with the municipal consultant's advice described in Directive 4 (a)</i></p> <p><b>Update/ Action Plan</b></p> <ul style="list-style-type: none"> <li>CAOs will provide the requested information once completed.</li> </ul>	<p>August 31, 2023</p>
<p><b>Directive #4C</b>  <i>Council and CAOs to provide the Minister with an action plan, which has been discussed in open session of council and approved by council resolution, on the implementation of any recommendations provided, or rationale for not implementing recommendations from the advice from the municipal consultant as ordered in Directive 4 (a)</i></p> <p><b>Update/ Action Plan</b></p> <ul style="list-style-type: none"> <li>An action plan will be provided once completed.</li> </ul>	<p>August 31, 2023</p>
<p><b>Directive #5A</b>  <i>CAOs to provide the Minister with a report listing all the code of conduct complaints (both formal and informal as per the code of conduct bylaw) since October 21, 2021, including: reports, records, and / or documents that detail the description of the complaint(s), the</i></p>	<p>June 30, 2023</p>

<p><i>record of the decisions for making determination on validity of the complaints, as well as descriptions of how each complaint was addressed and/or investigated.</i></p> <p><b>Update/ Action Plan</b></p> <ul style="list-style-type: none"> <li>Corporate Services prepared the code of conduct reports and provided to Council. Council discussed the reports during the June 27, 2023 Regular Council Meeting and June 28, 2023 Special Council meeting and the list was provided to the Minister by June 30, 2023. The Code of Conduct reports have been posted on the City's website under the designated Directives section. M# 230628-07</li> <li>CAOs are taking into consideration the latest response from the Minister on August 2, 2023 and will respond to this directive by the indicated date of September 29, 2023.</li> </ul>	<p>IN PROGRESS</p>
<p><b>Directive #5B</b> <i>Council to repeal and replace or amend the code of conduct bylaw to remove all provisions authorizing council to conduct preliminary reviews of code of conduct complaints, and to require the appointment of an independent third party, by council resolution, who is not currently and employee or contractor of the city, to handle all complaints, including receiving, conducting preliminary reviews, documenting, investigating and presenting the findings and recommending appropriate sanction to council for consideration.</i></p> <p><b>Update/ Action Plan</b></p> <ul style="list-style-type: none"> <li>March 28, 2023 Bylaw 003-19 Elected Officials Code of Conduct Bylaw was brought forward as a redline version, provided/reviewed by Legal, that addressed all requirements in the directive.</li> <li>April 4, 2023 Council gave 1<sup>st</sup> and 2<sup>nd</sup> readings to Bylaw 005-23 being the Elected Officials Code of Conduct Amendment Bylaw. (M# 230404-16 &amp; M# 230404-17)</li> <li>April 18, 2023 Council gave 3<sup>rd</sup> and final reading to Bylaw 005-23 being the Elected Officials Code of Conduct Amendment Bylaw. (M # 230418-05)</li> </ul>	<p>July 31, 2023</p> <p>COMPLETE</p>
<p><b>Directive #5C</b> <i>Council and CAOs to conduct the procurement of an independent 3<sup>rd</sup> party through a competitive procurement process. I further direct council to ensure the individual has demonstrated municipal experience and is not currently and employee or contractor of the City.</i></p> <p><b>Update/ Action Plan</b></p> <ul style="list-style-type: none"> <li>Request for Proposal (RFP) for the third-party investigator was posted on June 12, 2023.</li> <li>RFP closed on July 13, 2023, there were 8 submissions received and under review.</li> </ul>	<p>September 29, 2023 (on an ongoing basis if any changes are made)</p> <p>IN PROGRESS</p>
<p><b>Directive #5D</b> <i>Advise the Minister in writing of the identity of the person appointed by Council</i></p> <p><b>Update/ Action Plan</b></p> <ul style="list-style-type: none"> <li>The City will notify the Minister in writing of the identity of the successful proponent appointed by Council by September 29, 2023.</li> </ul>	<p>September 29, 2023 (on an ongoing basis if any changes are made)</p>

<p><b>Directive #5E</b> Undertake no investigations under the code of conduct bylaw until the Minister has been informed, in writing, of the appointment of the independent 3<sup>rd</sup> party investigator</p> <p><b>Update/ Action Plan</b></p> <ul style="list-style-type: none"> <li>Since the Directives were issued, the City has not conducted any code of conduct investigations.</li> </ul>	<p>Ongoing</p>
<p><b>Directive #5F</b> CAO to publish the name of the independent 3<sup>rd</sup> party on the municipal website once the Minister has been advised of the identity of the independent 3<sup>rd</sup> party.</p> <p><b>Update/ Action Plan</b></p> <ul style="list-style-type: none"> <li>The name of the independent third-party will be posted on the City’s website once the Minister has been advised of the identity of the independent third-party.</li> </ul>	<p>September 29, 2023 (on an ongoing basis if any changes are made)</p>
<p><b>Directive #6A</b> Council to engage an experienced municipal consultant, who is an independent 3<sup>rd</sup> party and is not currently an employee or contractor of the City, to provide advice and guidance in the development of protocols to address intra-council conflict and promote collaborative governance.</p> <p><b>Update/ Action Plan</b></p> <ul style="list-style-type: none"> <li>An experienced municipal consultant will be engaged in September.</li> </ul>	<p>November 30, 2023</p> <p>IN PROGRESS</p>
<p><b>Directive #6B</b> All members of council to participate in the development and adoptions of the protocols described in 6a</p> <p><b>Update/ Action Plan</b></p> <ul style="list-style-type: none"> <li>Once an experienced municipal consultant is selected, Council will participate in the development of protocols to address intra-council conflict and promote collaborative governance.</li> </ul>	<p>January 31, 2024</p>
<p><b>Directive #7</b> Council to develop and complete a comprehensive strategic plan through one or more strategic planning sessions, and approved by resolution of council, to guide the direction of the municipality, including any tasks to be performed by Councillors, which includes opportunities for input and participation from every council member and an opportunity for public input in the development of the plan.</p> <p><b>Update/ Action Plan</b></p> <ul style="list-style-type: none"> <li>Draft document has been created and is being reviewed by City Directors and Council in Strategic Planning Workshops, April 4<sup>th</sup>, Special Council Meeting April 18<sup>th</sup>, In-Camera Meeting, April 25<sup>th</sup>.</li> <li>In May 2023, three workshops with Council and City Directors were conducted. A draft Strategic Plan was signed off and presented to the Public via Social Media and <i>Chestermere Today</i> for feedback. Currently Corporate Services are waiting for the professional photographs of Council to be sent to Corporate Services to finalize the Strategic Plan. Final sign-off by Council will be in September 2023.</li> </ul>	<p>October 31, 2023</p> <p>IN PROGRESS</p>

<p><b>Directive #8A</b> Direct all members of council to discontinue exercising a power or function or performing any duties that are assigned to the CAO in accordance with Section 201 (2) of the MGA</p> <p><b>Update/ Action Plan</b></p> <ul style="list-style-type: none"> <li>All administrative tasks are being assigned to and being led by the CAOs</li> </ul>	Ongoing
<p><b>Directive #8B</b> All members of Council to attend a roles and responsibilities workshop conducted by Municipal Affairs</p> <p><b>Update/ Action Plan</b></p> <ul style="list-style-type: none"> <li>Council and City Directors participated in two half day Roles and Responsibilities workshops on June 13, 2023 and June 20, 2023 conducted by Municipal Affairs.</li> </ul>	September 30, 2023
<p><b>Directive #9</b> Direct Council to only act by resolution or bylaw in accordance with Section 180 (1) of MGA</p> <p><b>Update/ Action Plan</b></p> <ul style="list-style-type: none"> <li>Council only acts by resolution or bylaw</li> </ul>	Ongoing
<p><b>Directive #10A</b> Council to work with administration to hire and audit firm using a competitive procurement process</p> <p><b>Update/ Action Plan</b></p> <ul style="list-style-type: none"> <li>March 16, 23   Procurement + Finance have prepared and listed the RFP for an Auditor on Alberta Purchasing Connection <a href="https://vendor.purchasingconnection.ca/Opportunity.aspx?Guid=15ddb126-2080-1364-1614-39c2ed490000">https://vendor.purchasingconnection.ca/Opportunity.aspx?Guid=15ddb126-2080-1364-1614-39c2ed490000</a></li> <li>We have to post for 30 days so the RFP will close on <b>April 19</b></li> <li>Review and present to audit committee by end of <b>April 30</b>.</li> <li>Go to council for approval <b>May 16</b> to award the contract.</li> <li>May 30, 2023 - Motion that Council appoint Gregory Harriman and Associate LLP to be the City Auditor and allow the City Director of Corporate Services to sign the contract for the duration of 2022 – 2026. (M #230530-23)</li> </ul>	June 30, 2023
<p><b>Directive #10B</b> Council and CAOs to develop and submit to the Minister a timeline and implementation plan for completing and reporting to the ministry the audited financial statement for 2021, and the upcoming audited financial statements for 2022</p> <p><b>Update/ Action Plan</b></p> <ul style="list-style-type: none"> <li>The Finance Department is working on this and will have the report ready for review by Wednesday, April 26 - for submission to MA on Friday, April 28th.</li> <li>Updated – Timeline for Audit 2021 &amp; 2022:</li> <li>2021 audit field work <b>June 6 -13</b></li> <li>2021 Project completion date is <b>July 14</b>.</li> <li>Present to audit committee <b>July 19-20</b></li> </ul>	April 30, 2023
	IN PROGRESS

<ul style="list-style-type: none"> <li>• Present to council for approval at council meeting.</li> </ul> <p>Proposed timeline for the 2022 audit is as follows:</p> <ul style="list-style-type: none"> <li>• August 18 – Financial statements and trial balance to be sent to Gregory Harriman &amp; Associates (after Council approval of the 2021 financial statements)</li> <li>• August 24 – Audit planning letter sent to Audit Committee</li> <li>• August 31 to September 1 – Proposed Audit Committee meeting to approve planning letter</li> <li>• September 5 to September 20 – Proposed fieldwork (likely would be completed by the 15<sup>th</sup>, however would like to book the room until the 20<sup>th</sup>)</li> <li>• November 1 – Financial statement package sent to Audit Committee</li> <li>• November 8-10 – Proposed Audit Committee meeting to approve financial statements</li> <li>• November 8-10 – Submit financial statement approval for Council agenda (depending on when the Audit Committee meeting is)</li> <li>• November 21 – Council meeting to approve financial statements</li> </ul>	
<p><b>Directive #11</b> CAOs to provide the Minister a list of all municipal land sales since October 2021, the market values for each parcel of land, the date when the market value was determined, copies of the associated advertisements including the date and method of advertising, copies of associated council resolution, the sale price of each parcel of land, any rationale for selling land below market value (if applicable), the date of the sale, the identity of the purchase, and any other related information.</p> <p><b>Update/ Action Plan</b></p> <ul style="list-style-type: none"> <li>• City Director of Community Growth &amp; Infrastructure submitted the report to Municipal Affairs on July 31, 2023.</li> </ul>	<p>July 31, 2023</p>
	<p>COMPLETE</p>
<p><b>Directive #12A</b> Council and CAOs to prepare and provide a report to the Minister, by the 20<sup>th</sup> of every 2<sup>nd</sup> month, summarizing council's progress to the end of the previous month on the directives issued, until such time that all directives have been completed to the Minister's satisfaction. In addition to other documents to be submitted as stated in any directive, the bi-monthly report shall also include all approved council meeting agendas (attachments not required) and approved, signed council meeting minutes for the relevant two-month period.</p> <p><b>Update/ Action Plan</b></p> <ul style="list-style-type: none"> <li>• Update to be provided on the 20<sup>th</sup> of every other month</li> </ul>	<p>Ongoing every 2 months until all directives have been completed</p> <p>IN PROGRESS/ ONGOING</p>
<p><b>Directive #12B</b> CAO's to make these reports publicly available by posting them on the city website within seven days of sending them to the Minister.</p> <p><b>Update/ Action Plan</b></p> <ul style="list-style-type: none"> <li>• Report #1 was posted on the City website on or before April 27, 2023.</li> <li>• Report #2 was posted on the City website on or before June 27, 2023.</li> <li>• Report #3 will be posted on the City website on or before August 27, 2023.</li> </ul>	<p>Ongoing</p> <p>IN PROGRESS/ ONGOING</p>

# **Council Meeting Agendas, Approved Meeting Minutes and Bylaws**

Timeframe: June 20, 2023 – August 20, 2023

## **Adopted Minutes June 13, 2023**

Regular Council Meeting

<https://chestermere.civicweb.net/filepro/document/11902/Regular%20Meeting%20of%20Council%20-%202013%20Jun%202023%20Adopted%20Minutes.pdf?widget=true>

## **Tuesday June 20, 2023 Agenda Package**

Special Council Meeting

<https://chestermere.civicweb.net/document/11165/>

## **Adopted Minutes June 20, 2023**

Special Council Meeting

<https://chestermere.civicweb.net/document/11905/>

## **Tuesday June 27, 2023 Agenda Package**

Regular Council Meeting

<https://chestermere.civicweb.net/filepro/document/11326/Regular%20Meeting%20of%20Council%20-%202027%20Jun%202023%20Agenda.pdf?widget=true>

## **Adopted Minutes June 27, 2023**

Regular Council Meeting

<https://chestermere.civicweb.net/filepro/document/12073/Regular%20Meeting%20of%20Council%20-%202027%20Jun%202023%20Adopted%20Minutes.pdf?widget=true>

## **Wednesday June 28, 2023 Agenda Package**

Special Council Meeting

<https://chestermere.civicweb.net/document/11440/>

## **Adopted Minutes June 28, 2023**

Special Council Meeting

<https://chestermere.civicweb.net/document/12078/>

## **Tuesday July 11, 2023 Agenda Package**

Regular Council Meeting

<https://chestermere.civicweb.net/filepro/document/11617/Regular%20Meeting%20of%20Council%20-%202011%20Jul%202023%20Agenda.pdf?widget=true>

## **Adopted Minutes July 11, 2023**

Regular Council Meeting

<https://chestermere.civicweb.net/filepro/document/12086/Regular%20Meeting%20of%20Council%20-%202011%20Jul%202023%20Adopted%20Minutes.pdf?widget=true>

## **Tuesday July 18, 2023 Agenda Package**

Regular Council Meeting

<https://chestermere.civicweb.net/filepro/document/11772/Regular%20Meeting%20of%20Council%20-%202018%20Jul%202023%20Agenda.pdf?widget=true>

## **Adopted Minutes July 18, 2023**

Regular Council Meeting

WILL NOT BE APPROVED IN A COUNCIL MEETING UNTIL SEPTEMBER 12, 2023. WILL BE PROVIDED ON THE NEXT UPDATE

## **Tuesday July 25, 2023 Agenda Package**

Regular Council Meeting

<https://chestermere.civicweb.net/filepro/document/11959/Regular%20Meeting%20of%20Council%20-%202025%20Jul%202023%20Agenda.pdf?widget=true>

## **Adopted Minutes July 25, 2023**

Regular Council Meeting

WILL NOT BE APPROVED IN A COUNCIL MEETING UNTIL SEPTEMBER 12, 2023. WILL BE PROVIDED ON THE NEXT UPDATE

## **BYLAWS**

### **Bylaw 010-23 Traffic Control Amending Bylaw**

<https://thecityofchestermere.ca/legislativeservices/wp-content/uploads/sites/2/2023/08/Bylaw-010-23-Amending-Traffic-Control-Bylaw-1.pdf>

### **Bylaw 012-23 Animal Control Amending Bylaw**

<https://thecityofchestermere.ca/legislativeservices/wp-content/uploads/sites/2/2023/08/012-23-Amending-Animal-Control-Bylaw-1.pdf>

### **Bylaw 014-23 Clearwater Park Securities Bylaw**

<https://thecityofchestermere.ca/legislativeservices/wp-content/uploads/sites/2/2023/08/Bylaw-014-23-Clearwater-Park-West-Outline-Outline-Plan-Amendment-1.pdf>

## **Additional Directives in Ministerial Order 022/23**

1. That Doug Lagore is appointed as Official Administrator and Erica Thomas is appointed as Alternate Official Administrator for the City of Chestermere to supervise the municipality and its Council.  
*-No action required by the City of Chestermere*
2. That Erica Thomas will supervise the municipality and its council only when Doug Lagore is not present. Mr. Lagore will provide written notice of any absence to the ministry of Municipal Affairs and the City of Chestermere's CAO(s).  
*-No action required by the City of Chestermere*
3. That these appointments shall remain in effect until December 31, 2023  
*-No action required by the City of Chestermere*
4. That an Official Administrator shall attend regular, special, and organizational meetings of Council  
*-No action required by the City of Chestermere*
5. That the City of Chestermere CAO(s) is required to provide the Minister and the Official Administrator the same amount of notice of any meetings of Council as provided to Mayor and Council, such that the Official Administrator may attend.  
*-The City Director of Corporate Services and Legislative Services will ensure the Official Administrator or their alternate will be invited, and provided the same notice as provided to Council, to all Regular, Special and Organizational meetings of Council*
6. That an Official Administrator shall attend all closed sessions of Council, save for when matters subject to legal privilege are discussed  
*-An OA will attend all closed sessions of Council, except those of legal privilege*
7. That the City of Chestermere CAO(s) is required to provide the Minister and the Official Administrator, no later than 72 hours following the conclusion of any meetings of Council, the unapproved council meeting minutes, and any related documents, including passed bylaws and supporting agenda packages  
*- The City Director of Corporate Services and Legislative Services will ensure that the OA and the Minister are provided the unapproved council meeting minutes within 72 hours following the meeting.*
8. That the City of Chestermere CAO(s) is required to provide the Minister and the Official Administrator, no later than the seventh day of the month, all financial institution account reconciliations for every City financial institution account, as well as supporting documentation for transactions executed in the previous calendar month.  
*- The City Director of Corporate Services and Finance Department will ensure that the OA and the Minister are provided all financial institution account reconciliations for every City financial institution account, as well as supporting documentation for transactions executed in the previous calendar month, no later than the seventh day of the month.*
9. That provision of the financial institution account reconciliations and supporting documentation for the previous calendar month shall commence seven days after the signing of this order.  
*-No action required by the City of Chestermere, see # 8 response.*
10. That this order shall take effect upon the date of signing or upon the effective date of the contract with Transitional Solutions Inc. for the services of Doug Lagore and Erica Thomas, whichever is the latest.  
*-No action required by the City of Chestermere*