



CHESTERMERE

Municipal Affairs Directives Progress Report # 5

January 9th, 2024

Directive 12: Council and CAOs to prepare and provide a report to the Minister, by the 20th of every second 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 and signed council meeting minutes for the relevant two-month period.

DIRECTIVE REQUIREMENTS AND ACTION PLAN	DUE DATE / STATUS
<p>Directive # 1 <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>Update/Action Plan:</p> <ul style="list-style-type: none"> Interim CAO, Pat Vincent, and the Official Administrator will discuss the recommendations laid out in the Cuff and Associates Inspection Report during the January 23, 2023, Regular Council Meeting. 	<p>January 23, 2024</p> <hr/> <p>IN PROGRESS</p>
<p>Directive # 2 <i>The CAOs to provide printed copies of the inspection report to the public, on request, subject to the municipality’s 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>Update/Action Plan:</p> <ul style="list-style-type: none"> Paper copies of the full inspection report are available to the public at City Hall reception for a fee of \$10.00 Digital copy of the full inspection report is available on to the public on the City Website: A Report on the Inspection of the City of Chestermere 	<p>Immediate</p> <hr/> <p>COMPLETE</p>
<p>Directive # 3A <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 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>Update/Action Plan:</p> <ul style="list-style-type: none"> Administration is bringing an updated Procedural Bylaw to Council on January 23, 2024. This updated Bylaw will address the concerns identified in Directive #3A. 	<p>January 30, 2024</p> <hr/> <p>COMPLETE</p>

<p>Directive # 3B <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, the city's plan for implementing any changes to the procedural bylaw, or an explanation why no action will be taken.</i></p>	<p>May 30, 2024</p>
<p>Update/Action Plan:</p> <ul style="list-style-type: none"> Administration will provide a recommended action plan to Council after the By-election has concluded and a new Council has been elected. 	<p>IN PROGRESS</p>
<p>Directive # 4A <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>July 31, 2023</p>
<p>Update/Action Plan:</p> <ul style="list-style-type: none"> Completed during the December 12, 2023, Regular Council Meeting with the passing of Bylaw 026-23, being the CAO and Designated Officer Bylaw and the repealing of Bylaw 006-22, being the Designated Officer Bylaw. 	<p>COMPLETE</p>
<p>Directive # 4B <i>The CAOs to provide the Minister with the municipal consultant's advice described in Directive 4(a).</i></p>	<p>August 31, 2023</p>
<p>Update/Action Plan:</p> <ul style="list-style-type: none"> Same as above - On December 12, 2023, Interim Chief Administrative Officer, Pat Vincent, with recommendation from Administration, introduced Bylaw 026-23 to Official Administrator, Doug Lagore. Afterwards, the Official Administrator gave all three readings and passed the Bylaw. 	<p>COMPLETE</p>

<p>Directive # 4C <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>Update/Action Plan:</p> <ul style="list-style-type: none"> • Same as above. 	<p>August 31, 2023</p>
	<p>COMPLETE</p>
<p>Directive # 5A <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 record of the decision for making determination on validity of the complaints, as well as descriptions of how each complaint was addressed and / or investigated.</i></p> <p>Update/Action Plan:</p> <ul style="list-style-type: none"> • The previous Administration completed a report detailing all the Code of Conduct complaints since October 21, 2021. However, Administration would like to conduct a review of the report to ensure that the information provided is to the satisfaction of the Minister. 	<p>March 2024</p>
	<p>IN PROGRESS</p>
<p>Directive # 5B <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 an 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>Update/Action Plan:</p> <ul style="list-style-type: none"> • Administration will bring an amended Code of Conduct Bylaw for Council review during the January 23, 2024, Regular Council Meeting. 	<p>January 23, 2024</p>
	<p>IN PROGRESS</p>

<p>Directive # 5C <i>Council and CAOs to conduct the procurement of a third party through a competitive procurement process. I further direct council to ensure the individual has demonstrated municipal experience and is not currently an employee or contractor of the city.</i></p> <p>Update/Action Plan:</p> <ul style="list-style-type: none"> • Complete 	<p>September 29, 2023 (on an ongoing basis if any changes are made)</p>
<p>Directive # 5D <i>Advise the Minister in writing of the identity of the person appointed by council.</i></p> <p>Update/Action Plan:</p> <ul style="list-style-type: none"> • Administration has retained Meyers Norris Penny as the third-party investigator to review code of conduct complaints. 	<p>September 29, 2023 (on an ongoing basis if any changes are made)</p>
<p>Directive # 5E <i>Undertake no investigations under the code of conduct bylaw until the Minister has been informed, in writing, of the appointment of the independent third-party investigator.</i></p> <p>Update/Action Plan:</p> <ul style="list-style-type: none"> • Since the Directives were issued, the City has not conducted any code of conduct investigations. 	<p>Ongoing</p>
<p>Directive # 5F <i>CAO to publish the name of the independent third party on the municipal website once the Minister has been advised of the identity of the independent third party.</i></p> <p>Update/Action Plan:</p> <ul style="list-style-type: none"> • 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 investigator. 	<p>January 23, 2024</p>
<p>Directive # 6A <i>Council to engage an experienced municipal consultant who is an independent third 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.</i></p>	<p>May 30, 2024</p>

<p>Update/Action Plan:</p> <ul style="list-style-type: none"> Once the By-election is held and a new Council has been selected, Council will engage an experienced municipal consultant as part of the new Council's orientation and training. 	IN PROGRESS
<p>Directive # 6B <i>All members of council to participate in the development and adoptions of the protocols described in 6(a).</i></p>	May 30, 2024
<p>Update/Action Plan:</p> <ul style="list-style-type: none"> Once an experienced municipal consultant is selected, Council will participate in the development of protocols to address intra-council conflict and promote collaborative governance. This will be a required aspect of training the new Council. 	IN PROGRESS
<p>Directive # 7 <i>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.</i></p>	September 30, 2024
<p>Update/Action Plan:</p> <ul style="list-style-type: none"> Once the By-election has been held, a new Council has been elected, orientation/training has been completed, the 2024 Budget has been adopted, and the 2024 Tax Rate Bylaw has been passed, Council will develop a Strategic Plan. 	IN PROGRESS
<p>Directive # 8A <i>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.</i></p>	Ongoing
<p>Update/Action Plan:</p> <ul style="list-style-type: none"> New Interim CAO has been appointed and the Municipal Government Act is being closely followed. 	COMPLETE
<p>Directive # 8B</p>	May 30, 2024

<p><i>All members of council to attend a roles and responsibilities workshop conducted by Municipal Affairs.</i></p> <p>Update/Action Plan:</p> <ul style="list-style-type: none"> After the By-election has been held and the new Council has been elected, a roles and responsibility workshop will be held in May 2024. 	IN PROGRESS
<p>Directive # 9</p> <p><i>Direct council to only act by resolution or bylaw in accordance with Section 180(1) of MGA.</i></p> <p>Update/Action Plan:</p> <ul style="list-style-type: none"> Council and Administration are diligently adhering to the Municipal Government Act. 	Ongoing
<p>Directive # 10A</p> <p><i>Council to work with administration to hire an audit firm using a competitive procurement process.</i></p> <p>Update/Action Plan:</p> <ul style="list-style-type: none"> May 30, 2023 – Motion that Council appoint Gregory Harriman & Associates LLP to be the City Auditor and allow the City Director of Corporate Services to sign the contract for the duration of 2022 – 2026 (Motion #230530-23). 	June 30, 2023
<p>Directive # 10B</p> <p><i>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.</i></p> <p>Update/Action Plan:</p> <ul style="list-style-type: none"> This was completed during the November 21, 2023, Regular Council Meeting. 	April 30, 2023
<p>Directive # 11</p> <p><i>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 resolutions, the sale price of each parcel of land, and rationale for selling land below market value (if applicable), the</i></p>	February 2024

<p><i>date of the sale, the identity of the purchaser, and any other related information.</i></p> <p>Update/Action Plan:</p> <ul style="list-style-type: none"> • Current Administration is reviewing all files to ensure information provided to the Minister is accurate and complete. 	<p>IN PROGRESS</p>
<p>Directive # 12A</p> <p><i>Council and CAOs to prepare and provide a report to the Minister, by the 20th of every second 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.</i></p> <p>Update/Action Plan:</p> <ul style="list-style-type: none"> • Updates are being prepared and submitted on the 20th of every other month, as required by Municipal Affairs. 	<p>Ongoing every 2 months until all directives have been completed</p> <p>IN PROGRESS / ONGOING</p>
<p>Directive # 12B</p> <p><i>CAOs to make these reports publicly available by posting them on the city website within seven days of sending them to the Minister.</i></p> <p>Update/Action Plan:</p> <ul style="list-style-type: none"> • Report #1 was posted on the City website on or before April 27, 2023 • Report #2 was posted on the City website on or before June 27, 2023 • Report #3 was posted on the City website on or before August 27, 2023 • Report #4 was posted on the City website on or before October 27, 2023 • Report #5 will be posted on the City website pending approval from Municipal Affairs. 	<p>Ongoing</p> <p>IN PROGRESS / ONGOING</p>

Council Meeting Agendas, Approved Meeting Minutes and Bylaws

Period: October 20, 2023, to December 20, 2023

Tuesday, October 24, 2023, Agenda Package

Special Council Meeting

<https://chestermere.civicweb.net/document/12939>

Adopted Minutes October 24, 2023

Special Council Meeting

<https://chestermere.civicweb.net/document/13177>

Tuesday, October 31, 2023, Agenda Package

Regular Council Meeting

<https://chestermere.civicweb.net/filepro/document/13126/Regular%20Meeting%20of%20Council%20-%2031%20Oct%202023%20Agenda.pdf?widget=true>

Adopted Minutes October 31, 2023

Regular Council Meeting

<https://chestermere.civicweb.net/filepro/document/13604/Regular%20Meeting%20of%20Council%20-%2031%20Oct%202023%20Adopted%20Minutes.pdf?widget=true>

Tuesday, November 14, 2023, Agenda Package

Regular Council Meeting

<https://chestermere.civicweb.net/filepro/document/13376/Regular%20Meeting%20of%20Council%20-%2014%20Nov%202023%20Agenda.pdf?widget=true>

Adopted Minutes November 14, 2023

Regular Council Meeting

<https://chestermere.civicweb.net/filepro/document/13610/Regular%20Meeting%20of%20Council%20-%2014%20Nov%202023%20Adopted%20Minutes.pdf?widget=true>

Tuesday, November 21, 2023, Agenda Package

Regular Council Meeting

<https://chestermere.civicweb.net/filepro/document/13499/Regular%20Meeting%20of%20Council%20-%2021%20Nov%202023%20Agenda.pdf?widget=true>

Adopted Minutes November 21, 2023

Regular Council Meeting

<https://chestermere.civicweb.net/filepro/document/13880/Regular%20Meeting%20of%20Council%20-%2021%20Nov%202023%20Adopted%20Minutes.pdf?widget=true>

Tuesday, November 28, 2023, Agenda Package

Regular Council Meeting

<https://chestermere.civicweb.net/filepro/document/13645/Regular%20Meeting%20of%20Council%20-%2028%20Nov%202023%20Agenda.pdf?widget=true>

Adopted Minutes November 28, 2023

Regular Council Meeting

<https://chestermere.civicweb.net/filepro/document/13886/Regular%20Meeting%20of%20Council%20-%2028%20Nov%202023%20Adopted%20Minutes.pdf?widget=true>

Tuesday, December 5, 2023, Agenda Package

Regular Council Meeting

[chestermere.civicweb.net/filepro/document/13718/Regular Meeting of Council - 05 Dec 2023 Agenda.pdf?widget=true](https://chestermere.civicweb.net/filepro/document/13718/Regular%20Meeting%20of%20Council%20-%2005%20Dec%202023%20Agenda.pdf?widget=true)

Adopted Minutes December 5, 2023

Regular Council Meeting

<https://chestermere.civicweb.net/filepro/document/13883/Regular%20Meeting%20of%20Council%20-%2005%20Dec%202023%20Adopted%20Minutes.pdf?widget=true>

Tuesday, December 12, 2023, Agenda Package

Regular Council Meeting

[chestermere.civicweb.net/filepro/document/13828/Regular Meeting of Council - 12 Dec 2023 Agenda.pdf?widget=true](https://chestermere.civicweb.net/filepro/document/13828/Regular%20Meeting%20of%20Council%20-%2012%20Dec%202023%20Agenda.pdf?widget=true)

Adopted Minutes December 12, 2023

Regular Council Meeting

[Regular Meeting of Council - 12 Dec 2023 Adopted Minutes.pdf \(civicweb.net\)](https://chestermere.civicweb.net/filepro/document/13828/Regular%20Meeting%20of%20Council%20-%2012%20Dec%202023%20Adopted%20Minutes.pdf)

Tuesday, January 9, 2024, Agenda Package

Regular Council Meeting

[Regular Meeting of Council - 09 Jan 2024 - Agenda - Pdf \(civicweb.net\)](https://chestermere.civicweb.net/filepro/document/13900/Regular%20Meeting%20of%20Council%20-%2009%20Jan%202024%20Agenda.pdf)

Adopted Minutes January 9, 2024

Regular Council Meeting

[Regular Meeting of Council - 09 Jan 2024 Adopted Minutes.pdf \(civicweb.net\)](https://chestermere.civicweb.net/filepro/document/13900/Regular%20Meeting%20of%20Council%20-%2009%20Jan%202024%20Adopted%20Minutes.pdf)

Tuesday, January 23, 2024, Agenda Package

Regular Council Meeting

[Regular Meeting of Council - 23 Jan 2024 - Agenda - Pdf \(civicweb.net\)](https://chestermere.civicweb.net/filepro/document/13950/Regular%20Meeting%20of%20Council%20-%2023%20Jan%202024%20Agenda.pdf)

Adopted Minutes January 23, 2024

Regular Council Meeting

[Regular Meeting of Council - 23 Jan 2024 Adopted Minutes.pdf \(civicweb.net\)](https://chestermere.civicweb.net/filepro/document/13950/Regular%20Meeting%20of%20Council%20-%2023%20Jan%202024%20Adopted%20Minutes.pdf)

