



# CHESTERMERE

## Municipal Affairs Directives Progress Report # 7

**May 21, 2024**

**Directive 12:** Council and CAOs to prepare and provide a report to the Minister, by the 20<sup>th</sup> 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><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>The City's response to this directive did not consider the substance of the recommendation with a view to whether all or each part of each could improve the governance of the municipality.</li> <li>The review, including council deliberations on how the implementing the recommendations might improve the governance of the municipality, was conducted in closed session.</li> </ul>	<p>September 30, 2024</p> <p>IN PROGRESS</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 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><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 to the public on the City Website:  <a href="#">A Report on the Inspection of the City of Chestermere</a></li> </ul>	<p>IN PROGRESS</p> <p>Directive deemed complete from Municipal perspective.</p>

<p><b>Directive # 3A</b></p> <p><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><b>Update/Action Plan:</b></p> <ul style="list-style-type: none"> <li>• The City has not completed the following actions required by this Directive: <ol style="list-style-type: none"> <li>1) Conducted a discussion of the implementation of requests for decision. It is the Minister’s expectation that this will occur in an open council meeting and a formal decision made to implement or decline the recommendation and the reasons for declining if applicable.</li> <li>2) Council has not addressed the matter of establishing a means for clearly identifying how agenda issues are identified and processed.</li> <li>3) Council has not addressed the recommendations in the inspection report with respect to how Council will ensure equal and concurrent access to information for all of Council.</li> </ol> </li> </ul>	<p>September 30, 2024</p>
	<p>IN PROGRESS</p>
<p><b>Directive # 3B</b></p> <p><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><b>Update/Action Plan:</b></p> <ul style="list-style-type: none"> <li>• The City has not provided an action plan.</li> </ul>	<p>September 30, 2024</p>
	<p>IN PROGRESS</p>

<p><b>Directive # 4A</b></p> <p>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 recommended changes to, the CAO structure and Strategic Advisory Group outlined in the designated officer bylaw.</p>	<p>July 31, 2023</p>
<p><b>Update/Action Plan:</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>	<p>Complete</p>
<p><b>Directive # 4B</b></p> <p>The CAOs to provide the Minister with the municipal consultant's advice described in Directive 4(a).</p>	<p>August 31, 2023</p>
<p><b>Update/Action Plan:</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>	<p>Complete</p>
<p><b>Directive # 4C</b></p> <p><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>August 31, 2023</p>
<p><b>Update/Action Plan:</b></p> <ul style="list-style-type: none"> <li>Same as above.</li> </ul>	<p>Complete</p>
<p><b>Directive # 5A</b></p> <p>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</p>	<p>May 10, 2024</p>

<p><i>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>The City has no yet provided a complete list of all code of conduct investigations.</li> </ul>	<p>IN PROGRESS</p>
<p><b>Directive # 5B</b></p> <p><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><b>Update/Action Plan:</b></p> <ul style="list-style-type: none"> <li>Administration brought an amended Code of Conduct Bylaw for Council review during the January 23, 2024, Regular Council Meeting. Code of Conduct Bylaw enacted.</li> </ul>	<p>May 10, 2024</p>
<p><b>Directive # 5C</b></p> <p>Council and CAOs to conduct the procurement of a third party through a competitive procurement process. The Minister further directs the council to ensure the individuals has demonstrated municipal experience and is not currently an employee or contractor of the City.</p> <p><b>Update/Action Plan:</b></p> <ul style="list-style-type: none"> <li>Complete</li> </ul>	<p>May 10, 2024</p>
<p><b>Directive # 5D</b></p> <p><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>Administration has retained Meyers Norris Penny as the third-party investigator to review code of conduct complaints.</li> </ul>	<p>May 10, 2024</p>
	<p>Complete</p>

<p><b>Directive # 5E</b> Undertake no investigation under the code of conduct bylaw until the Minister has been informed, in writing, of the appointment of the independent third-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>	May 10, 2024
<p><b>Directive # 5F</b> <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><b>Update/Action Plan:</b></p> <ul style="list-style-type: none"> <li>The City has not yet published the name of the third-party investigator on the City's website.</li> </ul>	July 31, 2024
<p><b>Directive # 6A</b> <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><b>Update/Action Plan:</b></p> <ul style="list-style-type: none"> <li>The City has not yet engaged the experienced municipal consultant to provide advice and guidance in the development of protocols to address intra-council conflict and promote collaborative governance.</li> </ul>	September 30, 2024
<p><b>Directive # 6B</b> <i>All members of council to participate in the development and adoptions of the protocols described in 6(a).</i></p> <p><b>Update/Action Plan:</b></p> <ul style="list-style-type: none"> <li>All members of Council have not yet participated in the development and adoption of the protocols described in Directive 6a).</li> </ul>	September 30, 2024
	IN PROGRESS

<p><b>Directive # 7</b>  <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> <p><b>Update/Action Plan:</b></p> <ul style="list-style-type: none"> <li>While the City prepared a draft strategic plan and engaged in public consultation on the plan, the City has not yet approved the plan by resolution of Council</li> </ul> <p>The Minister is cognizant of the substantial challenges facing the council following the by-election with respect to the time required to commission, prepare, and implement a strategic plan in the limited span remaining in their term.</p>	<p>September 30, 2024</p>
	<p>IN PROGRESS</p>
<p><b>Directive # 8A</b>  Direct all members of Council to discontinue exercising a power or function of 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>New Interim CAO has been appointed and the Municipal Government Act is being closely followed.</li> </ul>	<p>May 10, 2024</p>
	<p>Complete</p>
<p><b>Directive # 8B</b>  <i>All members of council to attend a roles and responsibilities workshop conducted by Municipal Affairs.</i></p> <p><b>Update/Action Plan:</b></p> <ul style="list-style-type: none"> <li>After the by-election has been held and the new Council has been elected, a roles and responsibility workshop will be held in July 2024. Planning for council orientation session now in progress.</li> </ul>	<p>June 30, 2024</p>
	<p>IN PROGRESS</p>

<p><b>Directive # 9</b>  <i>Direct council to only act by resolution or bylaw in accordance with Section 180(1) of MGA.</i></p> <p><b>Update/Action Plan:</b></p> <ul style="list-style-type: none"> <li>Council and Administration are diligently adhering to the Municipal Government Act.</li> </ul>	<p>May 10, 2024</p>
	<p>IN PROGRESS</p>
<p><b>Directive # 10A</b>  Council to work with administration to hire an audit firm using a competitive procurement process.</p> <p><b>Update/Action Plan:</b></p> <ul style="list-style-type: none"> <li>May 30, 2023 – Motion that Council appoint Gregory Harriman &amp; 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).</li> </ul>	<p>June 30, 2023</p>
	<p>Complete</p>
<p><b>Directive # 10B</b>  <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><b>Update/Action Plan:</b></p> <ul style="list-style-type: none"> <li>This was completed during the November 21, 2023, Regular Council Meeting.</li> </ul>	<p>April 30, 2023</p>
	<p>Complete</p>
<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 resolutions, the sale price of each parcel of land, and rationale for selling land below market value (if applicable), the</p>	<p>September 30, 2024</p>

<p><i>date of the sale, the identity of the purchaser, and any other related information.</i></p> <p><b>Update/Action Plan:</b></p> <ul style="list-style-type: none"> <li>The response provided by the City on July 31, 2023, did not include all the information required by this Directive.</li> </ul> <p>To date, the City has not provided the following information with respect to some properties and the conditional sales agreement of the ‘Webster Lands’ in particular:</p> <ol style="list-style-type: none"> <li>The market value of any lands;</li> <li>When market value was determined;</li> <li>The sale price of each parcel;</li> <li>Rationale for selling property below market value; and</li> <li>The identity of the purchaser.</li> </ol>	<p>IN PROGRESS</p>
<p><b>Directive # 12A</b></p> <p><i>Council and CAOs to prepare and provide a report to the Minister, by the 20<sup>th</sup> 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><b>Update/Action Plan:</b></p> <ul style="list-style-type: none"> <li>Updates are being prepared and submitted on the 20th of every other month, as required by Municipal Affairs.</li> </ul>	<p>Ongoing every 2 months until all directives have been completed</p> <p>IN PROGRESS / ONGOING</p>

<p><b>Directive # 12B</b></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>	Ongoing
<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 was posted on the City website on or before August 27, 2023</li> <li>• Report #4 was posted on the City website on or before October 27, 2023</li> <li>• Report #5 was posted on the City website on or before January 23, 2024.</li> <li>• Report #6 will be posted on the City website May 14, 2024.</li> </ul>	IN PROGRESS / ONGOING

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

Period: October 20, 2023, to May 14, 2024

### **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-%202031%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-%202031%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-%202014%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-%202014%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-%202021%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-%202021%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 \(civicweb.net\)](#)

**Adopted Minutes January 23, 2024**

Regular Council Meeting

[Regular Meeting of Council - 23 Jan 2024 Adopted Minutes.pdf \(civicweb.net\)](#)

**Tuesday, February 13, 2024, Agenda Package**

Regular Council Meeting

[Regular Meeting of Council - 13 Feb 2024 - Agenda - Pdf \(civicweb.net\)](#)

**Adopted Minutes February 13, 2024**

Regular Council Meeting

[Regular Meeting of Council - 13 Feb 2024 Adopted Minutes.pdf \(civicweb.net\)](#)

**Tuesday, February 27, 2024, Agenda Package**

Regular Council Meeting

[Regular Meeting of Council - 27 Feb 2024 - Agenda - Pdf \(civicweb.net\)](#)

**Adopted Minutes February 27, 2024**

Regular Council Meeting

[Regular Meeting of Council - 12 Mar 2024 - Agenda - Pdf \(civicweb.net\)](#)

**Adopted Minutes March 12, 2024**

Regular Council Meeting

[Regular Meeting of Council - 12 Mar 2024 Adopted Minutes.pdf \(civicweb.net\)](#)

**Adopted Minutes March 26, 2024**

Regular Council Meeting

[Regular Meeting of Council - 26 Mar 2024 Adopted Minutes.pdf \(civicweb.net\)](#)

**Adopted Minutes April 9, 2024**

Regular Council Meeting

[Regular Meeting of Council - 09 Apr 2024 Adopted Minutes.pdf \(civicweb.net\)](#)

**Adopted Minutes April 19, 2024**

Regular Council Meeting

[Regular Meeting of Council - 23 Apr 2024 Adopted Minutes.pdf \(civicweb.net\)](#)

**Adopted Minutes May 6, 2024**

Special Council Meeting

[chestermere.civicweb.net/document/16777/](https://chestermere.civicweb.net/document/16777/)

**Adopted Minutes March 13, 2024**

Special Council Meeting

**Adopted Minutes March 14, 2024**

Regular Meeting of Council

**Adopted Minutes March 14, 2024**

Special Meeting of Council