



# CHESTERMERE

## Municipal Affairs Directives Progress Report # 9

**October 18, 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>At the October 8, 2024 regular meeting of Council, Council and the CAO discussed all items on the inspection report and the actions taken or the reasons why no action was taken. All recommendations from the report have now been completed.</li> </ul>	<p><b>COMPLETED</b>  <b>October 8, 2024</b></p> <p>Directive deemed complete from Municipal perspective.</p> <p>Awaiting confirmation has met Minister's expectations</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><b>COMPLETED</b></p> <p><b>COMPLETE</b></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>Municipal Affairs has recommended that Council, in open session, discuss the implementation of requests for decision procedure; agenda procedure; and providing equal and concurrent access to information. This was completed on October 8, 2024.</li> </ul>	<p>Complete October 8, 2024</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>Awaiting confirmation from the Minister's office that this is satisfied.</li> </ul>	<p>Directive deemed complete from Municipal perspective.</p> <p>—————</p> <p>Awaiting confirmation has met Minister's expectations</p>
<p><b>Directive # 4A</b></p> <p><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><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>	Complete
<p><b>Directive # 4B</b> The CAOs to provide the Minister with the municipal consultant's advice described in Directive 4(a).</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>	August 31, 2023  Complete
<p><b>Directive # 4C</b> 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).</p> <p><b>Update/Action Plan:</b></p> <ul style="list-style-type: none"> <li>Same as above.</li> </ul>	August 31, 2023  Complete
<p><b>Directive # 5A</b> 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.</p> <p><b>Update/Action Plan:</b></p> <ul style="list-style-type: none"> <li>Awaiting confirmation from the Minister's office that this is satisfied.</li> </ul>	COMPLETED  Directive deemed complete from Municipal perspective.  Awaiting confirmation has

	met Minister's expectations
<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 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>Complete</p>
<p><b>Directive # 5C</b>  <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><b>Update/Action Plan:</b></p> <ul style="list-style-type: none"> <li>Complete</li> </ul>	<p>May 10, 2024</p> <p>Complete</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>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 investigations 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> 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.</p> <p><b>Update/Action Plan:</b> At the July 23, 2024 Regular Meeting of Council Kingsgate Legal was appointed as the City's Integrity Commissioner. Administration published this information on the City's website on October 3, 2024.</p>	<p>COMPLETED October 3, 2024</p> <hr/> <p>Directive deemed complete from Municipal perspective.</p> <hr/> <p>Awaiting confirmation has met Minister's expectations</p>
<p><b>Directive # 6A</b> 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.</p> <p><b>Update/Action Plan:</b></p> <ul style="list-style-type: none"> <li>Ian McCormick from Strategic Steps engaged with Council to provide advice and guidance during Council Orientation from July 16 to July 17.</li> </ul>	<p>July 19, 2024</p> <hr/> <p>Directive deemed complete from Municipal perspective.</p> <hr/> <p>Awaiting confirmation has met Minister's expectations</p>

<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>Ian McCormick from Strategic Steps engaged with Council to provide advice and guidance during Council Orientation from July 16 to July 17.</li> </ul>	<p>July 19, 2024</p>
<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>Council has completed a strategic plan with Strategic Steps July 23 – 24. The strategic plan was approved on September 23, 2024.</li> </ul>	<p>COMPLETED  September 23,  2024</p>
<p><b>Directive # 8A</b>  <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> <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><b>Directive # 8B</b></p>	<p>Complete</p> <p>COMPLETED  October 2, 2024</p>

<p><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>Council attended a Roles and Responsibilities workshop on October 2, 2024.</li> </ul>	<p>Directive deemed complete from Municipal perspective.</p> <hr/> <p>Awaiting confirmation has met Minister's expectations</p>
<p><b>Directive # 9</b></p> <p><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>The newly elected Council diligently only acts by resolution or bylaw in accordance with Section 180(1) of the MGA.</li> </ul>	<p>May 10, 2024</p> <hr/> <p>Complete</p>
<p><b>Directive # 10A</b></p> <p><i>Council to work with administration to hire an audit firm using a competitive procurement process.</i></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> <hr/> <p>Complete</p>
<p><b>Directive # 10B</b></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>April 30, 2023</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>Complete</p>
<p><b>Directive # 11</b></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 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>Current Administration is reviewing all files to ensure information to be provided to the Minister is accurate and complete.</li> </ul>	<p>January 31, 2025</p> <hr/> <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> <hr/> <p>IN PROGRESS / ONGOING</p>

<p><b>Directive # 12B</b> CAOs to make these reports publicly available by posting them on the city website within seven days of sending them to the Minister.</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 and Approved Meeting Minutes**

Period: August 13, 2024, to October 19, 2024

### **Tuesday, August 13, 2024, Agenda Package**

Regular Council Meeting

<https://chestermere.civicweb.net/filepro/document/17981/Regular%20Meeting%20of%20Council%20-%202013%20Aug%202024%20Agenda.pdf?widget=true>

### **Tuesday, August 27, 2024, Agenda Package**

Regular Council Meeting

<https://chestermere.civicweb.net/filepro/document/18251/Regular%20Meeting%20of%20Council%20-%202027%20Aug%202024%20Agenda.pdf?widget=true>

### **Tuesday, September 10, 2024, Agenda Package**

Regular Council Meeting

<https://chestermere.civicweb.net/filepro/document/18405/Regular%20Meeting%20of%20Council%20-%202010%20Sep%202024%20Agenda.pdf?widget=true>

### **Monday, September 23, 2024, Agenda Package**

Regular Council Meeting

<https://chestermere.civicweb.net/filepro/document/18780/Regular%20Meeting%20of%20Council%20-%202023%20Sep%202024%20Agenda.pdf?widget=true>

**Tuesday, October 8, Agenda Package**

Regular Council Meeting

<https://chestermere.civicweb.net/filepro/document/19165/Regular%20Meeting%20of%20Council%20-%202008%20Oct%202024%20Agenda.pdf?widget=true>

**Adopted Minutes August 13, 2024**

Regular Council Meeting

<https://chestermere.civicweb.net/filepro/document/18290/Regular%20Meeting%20of%20Council%20-%202013%20Aug%202024%20Adopted%20Minutes.pdf?widget=true>

**Adopted Minutes August 27, 2024**

Regular Council Meeting

<https://chestermere.civicweb.net/filepro/document/18524/Regular%20Meeting%20of%20Council%20-%202027%20Aug%202024%20Adopted%20Minutes.pdf?widget=true>

**Adopted Minutes September 10, 2024**

Regular Council Meeting

<https://chestermere.civicweb.net/filepro/document/18952/Regular%20Meeting%20of%20Council%20-%202010%20Sep%202024%20Adopted%20Minutes.pdf?widget=true>

**Adopted Minutes September 23, 2024**

Regular Council Meeting

<https://chestermere.civicweb.net/filepro/document/19218/Regular%20Meeting%20of%20Council%20-%202023%20Sep%202024%20Adopted%20Minutes.pdf?widget=true>