



## **AGENDA**

Committee of the Whole

August 15, 2024

10:00 a.m.

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- 1. CALL TO ORDER**
- 2. CHANGES TO AGENDA & ADOPTION OF AGENDA**
- 3. CONFIRMATION OF MINUTES**
- 4. DELEGATIONS - NIL**
- 5. REPORTS FOR DISCUSSION**
  - 5.1 PDS 7005-01 Closure of Undeveloped Road Allowance  
**Administration Presenter:**  
Davin Gegolick, Director of Planning & Community Services
  - 5.2 Conceptual Scheme – Block C, Plan 4185R  
**Administration Presenter:**  
Davin Gegolick, Director of Planning & Community Services
  - 5.3 Gravel Haul Program 2024  
**Administration Presenter:**  
Norm De Wet, Director of Operations
  - 5.4 Council Procedural Bylaw  
**Administration Presenter:**  
Jason Warawa, Director of Corporate Services
- 6. COUNCILLOR REQUESTS (INFORMATION / PROGRAM REQUESTS)**
  - 6.1 Division Reports
  - 6.2 Councillor Request Report
- 7. CLOSED SESSION**
- 8. OPEN SESSION**
- 9. MOTIONS ARISING OUT OF THE CLOSED SESSION**
- 10. ADJOURNMENT**



## Committee of the Whole Meeting Minutes

July 10, 2024  
10:00 a.m.

Members Present: Reeve Roger Konieczny, Division 3  
Deputy Reeve Tara Kuzio, Division 5  
Councillor Joey Nafziger, Division 1  
Councillor Eric Anderson, Division 2  
Councillor Cliff Wowdzia, Division 4  
Councillor Carl Ogrodnick, Division 6  
Councillor Kevin Bentley, Division 7

Administration Present: Pat Podoborzny, Chief Administrative Officer  
Jason Warawa, Director of Corporate Services  
Norm De Wet, Director of Operations  
Mike Fundytus, Director of Protective Services  
Trudy Shukalak, Senior Administrative Support Specialist

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### 1. CALL TO ORDER

Reeve Konieczny called the meeting to order at 10:00 a.m.

### 2. CHANGES TO AGENDA & ADOPTION OF AGENDA

#### 2024-W048

**Moved by:** Councillor Anderson

THAT the Agenda for the July 10, 2024, Committee of the Whole meeting be adopted as presented.

**Carried**

### 3. CONFIRMATION OF MINUTES

#### 2024-W049

**Moved by:** Councillor Wowdzia

THAT the June 12, 2024, Committee of the Whole meeting minutes be adopted as presented.

**Carried**

## 4. DELEGATIONS

### 4.1 MLA Jackie Armstrong-Homeniuk

Presentation of cheque to the County of Minburn in the amount of \$2,171,250 for local road bridge projects approved for grant funding under the Alberta Transportation and Economic Corridors' Strategic Transportation Infrastructure Program (STIP).

**External Presenter:**

MLA Jackie Armstrong-Homeniuk

## 5. REPORTS FOR DISCUSSION

### 5.1 Closure of Undeveloped Road Allowance Policy PDS 7005-01 Review

The Committee of the Whole was presented with proposed amendments to Closure of Undeveloped Road Allowance Policy 7005-01.

**Administrative Presenter:**

CAO Pat Podoborzny

Administration to research other possible options regarding land value determination as per the Committee of the Whole's discussion, and present at the August 2024 Committee of the Whole meeting.

### 5.2 Council Procedural Bylaw

The Committee of the Whole was presented with a draft consolidation and revision of the current Council procedural bylaw.

**Administrative Presenter:**

Director of Corporate Services Jason Warawa

*Reeve Konieczny recessed the meeting at 10:56 a.m.*

*Reeve Konieczny reconvened the meeting at 11:02 a.m.*

The draft Council Procedural Bylaw will be presented at the August 2024 Committee of the Whole meeting with the amendments as discussed.

### 5.3 Elected Officials Business Expense Policy CC 3013-01

The Committee of the Whole was presented with draft Elected Officials Business Expense Policy CC 3013-01 for the purpose of providing a clear direction of Elected Officials' business expenses.

**Administrative Presenter:**

CAO Pat Podoborzny

**2024-W050**

**Moved by:** Deputy Reeve Kuzio

THAT the Committee of the Whole meet in private to discuss matters protected from disclosure under the *Freedom of Information and Protection of Privacy (FOIP) Act*, specifically Section 23, local public body confidence at 11:37 a.m.

**Carried**

Name	Reason/Purpose
Pat Podoborzny	Strategic Leader of the Organization

**2024-W051**

**Moved by:** Councillor Bentley

THAT the Committee of the Whole meeting revert to open session at 12:03 p.m.

**Carried**

*Reeve Konieczny recessed the meeting at 12:03 p.m.*

*Reeve Konieczny reconvened the meeting at 12:08 p.m.*

**2024-W052**

**Moved by:** Councillor Ogrodnick

THAT Administration prepare an RFD for the July 17, 2024, Council meeting for approval of Elected Officials Business Expense Policy CC 3013-01 with the recommended changes as discussed.

**Carried**

**Action Required: Create RFD**

**6. COUNCILLOR REQUESTS (INFORMATION/PROGRAM REQUESTS)**

6.1 Divisional Reports  
Presented by Reeve and Council

6.2 Councillor Request Report

*Reeve Konieczny recessed the meeting at 1:08 p.m.*

*Reeve Konieczny reconvened the meeting at 1:14 p.m.*

**7. CLOSED SESSION**

**2024-W053**

**Moved by:** Councillor Anderson

THAT the Committee of the Whole meet in private to discuss matters protected from disclosure under the *Freedom of Information and Protection of Privacy (FOIP) Act*, specifically Section 24, Advice from officials at 1:14 p.m.

**Carried**

7.1 Library and Recreation Funding  
FOIP Act Section 24, Advice from officials

Name	Reason/Purpose
Pat Podoborzny	Strategic Leader of the Organization
Jason Warawa	Strategic Leader of the Organization

*Jason Warawa left the meeting at 1:41 p.m.*

**8. OPEN SESSION**

**2024-W054**

**Moved by:** Councillor Bentely

THAT the Committee of the Whole meeting revert to open session at 1:56 p.m.

**Carried**

**9. MOTIONS ARISING OUT OF CLOSED SESSION**

**10. ADJOURNMENT**

Reeve Konieczny adjourned the meeting at 1:57 p.m.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer



## COMMITTEE OF THE WHOLE DISCUSSION PAPER

**Topic:** PDS 7005-01 Closure of Undeveloped Road Allowance Review  
**Date:** August 15, 2024

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### Background

Policy PDS 7005-01 states that Fair Market Value (FMV) is determined by the Assessor based on the purchase rates for similar and comparable uses of land in the area. At the July 10, 2024 Committee of the Whole meeting, Council requested administration to redraft this policy to allow Council to set the purchase price of undeveloped road allowance/old road plan land on a case-by-case basis.

In accordance with current Policy PDS 7005-01, administration has prepared an Offer to Purchase and Sale agreement for Road Closure Application #01-2024 (Wagner) in the amount of \$4,700 as determined by the Assessor.

### Information for the Committee

Draft Policy PDS 7005-02 amends Principle #7 and removes Principle #8 regarding the FMV. Further amendments provide clarity on the General Road Closure Procedure for processing applications by Bylaw versus by Resolution. The draft policy also updates references to Alberta Transportation and Economic Corridors.

If Policy PDS 7005-02 is approved as presented, Council will need to determine the purchase price of 1.342 Ha (3.32 ac) of land subject to Road Closure Application #01-2024 (Wagner).

### Recommendation

THAT administration prepares an RFD for the August 19, 2024 Council meeting approving Policy PDS 7005-02.

THAT administration prepares an RFD for the August 19, 2024 Council meeting for the sale of undeveloped road allowance on Road Closure Application #01-2024 (Wagner) for \$4,200 plus GST.

**Attachment:** *Draft Policy PDS 7005-02 – Closure of Undeveloped Road Allowance  
Road Closure Application #01-2024 (Wagner)*



## PLANNING AND DEVELOPMENT SERVICES

**Title:** Closure of Undeveloped Road Allowance

**Policy Number:** PDS 7005-02

**Supersedes Policy Number:** PDS 7005-01

**Approved by Council:** TBD

**Next Review Date:** 2028

**Resolution No:** TBD

**Last Review Date:** June 19, 2023

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### POLICY STATEMENT

The *Municipal Government Act* grants the County the ability to request the closure of a road plan, or undeveloped road allowance, that they have determined is no longer needed for the travelling public.

### PURPOSE

County Council recognizes that under certain circumstances, it can be advantageous to allow ratepayers the opportunity to request closure of a road allowance or of a whole or any part of a road described in a surveyed road plan that is determined to be no longer required for use by the travelling public owing the existence of an alternate route.

### DEFINITIONS

- a. "Assessor" means a registered land appraiser and/or the County's Tax Assessor, as defined in the *Municipal Government Act*, who will determine what Fair Market Value shall be.
- b. "Adjacent Landowner" means the registered landowner(s) of the parcels directly adjacent to the road plan or undeveloped road allowance.
- c. "Council" means the Municipal Council of the County of Minburn No. 27
- d. "County" means the County of Minburn No. 27
- e. "Fair Market Value (FMV)" means a purchase rate based on a professionally prepared market value assessment to determine a fair market rate for the subject lands.
- f. "MGA" means the *Municipal Government Act*, RSA 2000, c M-26
- g. "Public Hearing" means a hearing held in accordance with Part 7 of the *MGA* and advertised in accordance with Section 606 of the *MGA*.
- h. "Administration" means internal departments of the County.
- i. "Road" as defined in the *MGA*

- j. "Undeveloped Road Allowance" means any land dedicated as a road right of way that has not been fully developed or has not yet been required for vehicular traffic. The right of way may or may not be shown as a road on a plan of survey that has been filed or registered in a land titles office.

## GENERAL PRINCIPLES

1. Planning and Development will manage the road closure process as defined in this Policy.
2. Administration will receive Road Closure Applications (Schedule "A") in accordance with the *MGA*.
3. The County will not consider closing a road, undeveloped road allowance or portion thereof, unless it is determined that it is no longer needed for public travel. When considering the initial road closure request, Council will consider the implications on the existing and future road network for the community.
4. If Council refuses the initial application review, the application fee will be refunded to the applicant.
5. A road closure cannot land lock or remove legal access to a property.
6. Council will review and decide on the application's approval or refusal.
7. Fair Market Value (FMV) shall be determined by **County Council in consultation with the Assessor. This amount is based on similar and comparable uses of land in the area. The Assessor's County Council's** FMV is final. However, the rate shall be agreed upon prior to the bylaw receiving first reading.
8. ~~If the applicant does not agree with the FMV rate determined by the Assessor, the applicant may wish to hire their own professional to provide an alternate FMV rate. If both assessments are different, Council will decide on which rate to apply.~~
9. The applicant may apply to purchase a road or undeveloped road allowance, or a portion thereof at FMV. If the road or undeveloped road allowance severs the applicant's property and where the applicant has land on both sides of the road or undeveloped road allowance, only that landowner will have the ability to apply to purchase the lands. If the landowner does not wish to purchase the area at FMV, the land will not be sold and will be retained by the County.
10. The County will not accept applications for a road closure from landowners who do not have ownership of lands adjacent to the undeveloped road.
11. When an applicant wishes to purchase a road or undeveloped road allowance, or portion thereof that adjoins property owned by two or more landowners, the municipality will offer the lands to the highest bidder, but not less than the current FMV. If there is only one bidder, the land will be sold at FMV. If two or more bidders offer the same purchase price, Council may choose to split the area and sell a portion to each bidder or may choose not to sell the lands and re-tender the sale.
12. The road closure process shall be in accordance with the requirements set out in the *MGA*.

13. The purchaser will be required to pay all costs associated with the road closure. This may include but does not limit to the cost of obtaining the land appraisal, surveying costs, registration costs, and legal fees.
14. This policy shall not apply for License of Occupation agreements with Public Lands.

Draft



## ROAD CLOSURE APPLICATION

This form is to be completed **IN FULL** by the **registered owner(s)** of the land that is subject of the application or by a **person authorized to act on behalf of the** registered owner(s).

All road closure applications are required to include:

- Road closure application fee** pursuant to County of Minburn Master Rates Bylaw #1281-19
- Complete application form** including signature, payment, and all necessary information including a site plan of the proposed road closure.
- Certificate of Title** obtained no more than 14 days prior to the date of application. The title search can be obtained from Alberta Registries.

### WHAT YOU SHOULD KNOW ABOUT THE ROAD CLOSURE PROCESS

Applicants should be fully aware that a successful application to close a road will result in additional costs to the applicant, over and above the initial application as follows:

- Land purchase and associated legal costs;
- Surveying costs;
- Any required environmental assessments;
- Relocation and/or removal of sewer, water, gas, or utility lines; and
- Additional costs which may be case specific.

### GENERAL ROAD CLOSURE PROCEDURE

1. Applicant submits completed application with application fee.
2. Council provides initial review of the application and either refuses it (your application fee is refunded), or approves for administration to process the road closure in accordance with the Municipal Government Act (MGA). You will be notified of Council's initial decision.
3. If Council approves initial review, applicant hires an Alberta Land Surveyor to prepare the survey plan and description of road closure area.
4. County prepares an offer to sell for signature(s) of landowner(s).
5. County circulates notice of application to internal departments and referral agencies, including Alberta Transportation and Economic Corridors.
6. Application receives first reading by Council and a public hearing is scheduled.
7. Public hearing is advertised for two consecutive weeks.
8. County circulates a notice of public hearing to referral agencies and adjacent landowners.
9. Application is taken to Council for second and third reading.
10. County submits bylaw and package to Alberta Transportation and Economic Corridors for approval.
11. If approved by Alberta Transportation and Economic Corridors, County submits applicable land transfer documents for registration at Alberta Land Titles.

In the event of a road plan closure, steps 6 to 10 will be replaced with a Council Resolution.

*\*Please note that additional steps and information may be required.*

**Please submit all required documents and fees with the application to the below address or email:**

County of Minburn No. 27 | Box 550, 4909 – 50 Street, Vegreville, AB T9C 1R6 | [dgegolick@minburncounty.ab.ca](mailto:dgegolick@minburncounty.ab.ca)



# ROAD CLOSURE APPLICATION

## APPLICANT INFORMATION

Registered Landowner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Town/City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*\*By providing an email address, you authorize the County to contact you via email*

## LAND INFORMATION

Legal Land Location: \_\_\_\_\_ ¼ of Sec. \_\_\_\_\_ Twp. \_\_\_\_\_ Range \_\_\_\_\_ W4M

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_ Hamlet/Subdivision: \_\_\_\_\_

The subject road allowance is located immediately

N  S  E  W  NE  NW  SE  SW

of my property

**Note:** This application is for road closure and/or consolidation only.

Please identify the purpose for requesting the closure in the space provided below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I/We, \_\_\_\_\_ hereby certify that  
(FULL NAME OF REGISTERED LANDOWNER(S))

I am the registered owner and that the information provided on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for road closure.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

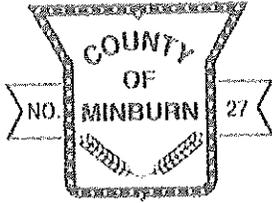
The personal information collected on this form is being collected under the authority of the *Freedom of Information and Protection of Privacy Act*, and Section 301.1 of the *Municipal Government Act*. The information will be used to process your application(s); your name, contact telephone number and address may be used to carry out current and/or future construction and operating programs, services or activities of the Municipality. If you have any questions about the collection, use or disclosure of the personal information provided, please contact the CAO at 780-632-2082.

**FOR ADMINISTRATIVE USE:**

APPLICATION NO: \_\_\_\_\_

APPLICATION DEEMED COMPLETE (DATE): \_\_\_\_\_

ROLL NUMBER: \_\_\_\_\_



# ROAD CLOSURE APPLICATION

Registered Landowner(s): JAMES D. WAGNER

Mailing Address: \_\_\_\_\_ Town/City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

PI: \_\_\_\_\_ Email: \_\_\_\_\_

*\*By providing an email address, you authorize the County to contact you via email*

Legal Land Location: NE 1/4 Sec. 23 Twp. 50 Range 9 W4M

Lot: N/A Block: \_\_\_\_\_ Plan: \_\_\_\_\_ Hamlet/Subdivision: \_\_\_\_\_

The subject road allowance is located immediately

N  and S  E  W  NE  NW  SE  SW

of my property S.

**Note:** This application is for road closure and/or consolidation only.

Please identify the purpose for requesting the closure in the space provided below:

I am proposing a subdivision on the NE 1/4 23-50-94. The present sewage disposal crosses the E/W Road Allowance and the pumpout is on the SE 1/4 26-50-9-W4. Council will not support the subdivision where the sewage disposal is not totally within the parcel being subdivided.

I/We, JAMES D. WAGNER hereby certify that  
(FULL NAME OF REGISTERED LANDOWNER(S))

I am the registered owner and that the information provided on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for road closure.

Applicant Signature J Wagner

Date April 10/2024

Applicant Signature \_\_\_\_\_

The personal information collected on this form is being collected under the authority of the Freedom of Information and Protection of Privacy Act, and Section 301.1 of the Municipal Government Act. The information will be used to process your application(s); your name, contact telephone number and address may be used to carry out current and/or future construction and operating programs, services or activities of the Municipality. If you have any questions about the collection, use or disclosure of the personal information provided, please contact the CAO at 780-632-2082.

APPLICATION NO: 01-2024 (Wagner)

APPLICATION DEEMED COMPLETE (DATE): April 25, 2024

ROLL NUMBER: 281401,279500





## COMMITTEE OF THE WHOLE DISCUSSION PAPER

**Topic:** Conceptual Scheme – Block C, Plan 4185R  
**Date:** August 15, 2024

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### Background

In 2020, administration brought information to Council to grow the tax base through municipal lot sales. Council approved the "Buy a Lot for a Loonie" program in the 2021, where select County-owned properties could be sold for \$1 as long as the purchaser adhered to the conditions of the program. These properties gained a lot of attention through online marketing where two properties in Lavoy were sold under that program, one County-owned property sold at fair market value, and several privately-owned properties purchased by the same developer.

During March 2024, an enthusiastic buyer reached out to administration expressing interest in acquiring Block C in Lavoy through the 'Buy a Lot for a Loonie' initiative. A purchase and sale agreement was executed in April 2024 where the buyer was responsible for hiring a Professional to prepare a Conceptual Scheme, submit a redistricting application, and apply for subdivision for the proposed acreage. We were undergoing the Land Use Bylaw (LUB) review at the same time where Council approved the redistricting of a portion of this parcel to Acreage Residential in June 2024. On July 25, 2024, administration deemed the Conceptual Scheme and subdivision application complete for processing.

Following Council's approval of the Conceptual Scheme by Resolution, the Subdivision Authority can render a decision on subdivision file #07-2024.

### Information for the Committee

The purpose of this Conceptual Scheme is to provide a document to establish a land use framework and plan for development of Block C, Plan 4185R within Lavoy. The 3.5 Ha site is currently owned by the County, encompassing the Lavoy grader shop, water fill station, saskatoon bushes, a treed area on the SE corner, and mature trees surrounding the north/west property boundaries.

A subdivision application for the north section of this lot has been submitted concurrently with this Conceptual Scheme. The proposed 1.4 Ha parcel which will be sold through the "Buy a Lot for a Loonie" program will be used as an acreage residential site with minor agricultural uses which are consistent with the surrounding rural development. The remnant south parcel will remain owned by the County with the existing Recreational and Institutional uses.

The County's Municipal Development Plan (MDP) and Lavoy Area Structure Plan (ASP) include policies for the preparation of a Conceptual Scheme to provide more detailed planning direction for development/subdivision in the Hamlet of Lavoy, addressing the following:

- **The logical and orderly sequence of development**
  - The area will be developed in one stage of construction.
- **Proposed land uses**
  - Redistricting will not be required as the north section of the lot is currently districted as Acreage Residential, while the remnant south parcel is districted as Recreational and Institutional.
- **Provision of municipal services (water, sewer, roads, and utilities)**
  - To be serviced with water from the existing 150mm watermain along 51 Avenue.
  - The location of sanitary sewer service is too far from the sanitary sewer mainline at Elm Street, not providing enough flow to adequately flow across the lot. Therefore, the development would utilize a private sewer system installed entirely within the site boundaries. The future system may incorporate some or all the existing manholes and tanks if they meet private sewage regulations.
  - Natural gas, power, and communication services would be provided by local utility companies.
  - There are two accesses to the proposed remnant parcel: one off 51 Avenue and one off Elm Street. A future access will be required along 51 Avenue to provide a driveway to the future subdivided acreage residential site.
- **Consideration of soil, topography, drainage, and other physical constraints to development**
  - The soil is comprised of loam with flat topography.
  - Runoff and snowmelt flow off the property and onto adjacent lands. The proposed development will not affect the existing drainage patterns.
- **Location and extent of reserve lots**
  - Municipal reserves were already dedicated when Lavoy was subdivided decades ago. Therefore, municipal reserves are not required.
- **Impact on adjacent land uses**
  - The site is surrounded by Hamlet Residential to the south, General Commercial to the west, and Agricultural to the north and east. Other than noise and traffic associated with the Lavoy grader shop and water fill station, disturbances will be minimal.
- **Any other matters the County considers necessary**
  - The existing adjacent road network provides accesses to the site from 51 Avenue, ensuring all season access with adequate turning movement for emergency vehicles.

Conceptual Scheme for Block C, Plan 4185R is supported by the policies within MDP Bylaw 1339-23, LUB 1348-24, and the Lavoy ASP Bylaw 1261-17, aligning with the future vision for the development of Lavoy.

### **Recommendation**

THAT administration prepares an RFD for the August 19, 2024 Council meeting for the approval of Conceptual Scheme for Block C, Plan 4185R

**Attachment:** *Conceptual Scheme - Block C, Plan 4185R*

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# **BLOCK C, PLAN 4185R**

## **CONCEPTUAL SCHEME**



Prepared for: Paul Garon  
Presented by: Select Engineering Consultants Ltd.  
Date: July 24, 2024  
RPT-414-24001-8.5-LavoyCS-240724

## Disclaimer

The attached Report has been prepared by Select Engineering Consultants Ltd. on behalf of the Client in accordance with the agreement between Select Engineering Consultants Ltd. and Client for the services described in the Report (the "Agreement"), and is subject to the budgetary, time and other constraints and limitations set forth in the Agreement.

The information and data contained in the Report, including without limitation the results of any inspections, sampling, testing and analyses and any conclusions or recommendations of Select Engineering Consultants Ltd. (the "Information"), represent Select Engineering Consultants Ltd.'s professional judgment in light of the knowledge and information available to it at the time of preparation of the Report. Select Engineering Consultants Ltd. has not updated the Report since the date that the Report was prepared. Further, Select Engineering Consultants Ltd. has relied upon the accuracy of the information provided to Select Engineering Consultants Ltd. by Client in order to prepare the Report and Select Engineering Consultants Ltd. has not independently verified the accuracy of such information, nor was it required to do so. Thus, Select Engineering Consultants Ltd. shall not be responsible for any events or circumstances that may have occurred since the date on which the Report was prepared which may affect the information contained therein, or for any inaccuracies contained in information that was provided to Select Engineering Consultants Ltd. by Client.

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# 1.0 Introduction

## 1.1 Purpose

The purpose of this Conceptual Scheme (CS) is to provide a document to establish a land use framework and plan for development of Block C, Plan 4185R within the County of Minburn No.27. This 3.5-hectare site is located in the Hamlet of Lavoy which is located east of the town of Vegreville and adjacent to Highway 16. The CS has been prepared and submitted in accordance with the County of Minburn's Municipal Development Plan (MDP), Hamlet of Lavoy's Area Structure Plan (ASP) and Land Use Bylaw (LUB).

A subdivision application for the north section of this lot is submitted concurrently with this Conceptual Scheme. The subdivision will require the County's approval prior to any development in the Conceptual Scheme area. Redistricting will not be required as the north section of the lot is currently districted as Acreage Residential (AR), while the remnant south parcel is districted for the County as Recreational and Institutional (RI).

## 1.2 Location

The amendment area is located in the Hamlet of Lavoy which is found east of the town of Vegreville and adjacent to Highway 16 (**Figure 1**).

## 1.3 Vision

The concept for the amendment area envisions an Acreage Residential with minor agricultural uses consistent with the surrounding rural development. This subdivision will maintain the existing natural topography to the extent possible to minimize grading activities so as to have minimal impact on adjacent land uses.

## 1.4 Property Ownership

The parcel Block C, Plan 4185R is currently owned by the County of Minburn No.27 (**Figure 1**). Through subdivision, the County will sell approximately a 1.4 hectare parcel to a private owner, while the County will continue ownership of the remaining area.

## 2.0 Implementation

This Conceptual Scheme has been prepared in accordance with the objectives and policies within the County of Minburn No.27 statutory plans.

### 2.1 Municipal Development Plan Bylaw 1339-23

The County of Minburn No.27 *Municipal Development Plan (MDP) Bylaw 1339-23* is a statutory policy document outlining the framework for growth within Minburn County. The MDP manages future land uses and development guidelines for the County. The vision for the MDP focuses on four central priorities including:

- Agriculture
- Sustainable Rural Lifestyle
- Economic Diversification
- Environmental Stewardship

MDP POLICY #	MDP POLICY	MDP Compliance
Policy #	Policy Statement	
<b>3.2.4</b>	The County shall not support acreage residential subdivisions which would require an increase in the types or levels of services beyond what would normally be provided by the County.	The Conceptual Scheme area including the acreage residential will connect seamlessly to the Hamlet of Lavoy’s water system and have private sewage, therefore providing a level of service that matches the surrounding residential areas.
<b>3.11.5</b>	The County may require that an Area Structure Plan or Conceptual Scheme be prepared by qualified person to provide more detailed planning direction in specific areas	The Conceptual Scheme has been prepared by a qualified planner to help provide detailed planning direction.
<b>3.11.27</b>	The County should continue to support and promote its ‘Buy a lot for a Loonie’ program to attract potential investments.	The Acreage Residential area in the Conceptual Scheme will be obtained and supported through the County’s ‘Buy a lot for a Loonie’ program.

## 2.2 Land Use Bylaw 2021-13

The County of Minburn No.27 *Land Use Bylaw No. 1348-24* (LUB) is utilized to regulate land use and development within the County and to achieve orderly growth. This LUB will be used to implement this Conceptual Scheme land use concept as appropriate.

The Conceptual Scheme area is split into the two districts of Acreage Residential and Recreational and Institutional. The AR area allows for low density country residential development. Whereas the RI district accommodates a range of institutional, educational and recreational uses for the County. As districting is in place, no redistricting is required.

## 3.0 Public Consultation

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Public Consultation is not required as confirmed by the County at the Pre-application meeting on June 13, 2024.

## 4.0 Site Analysis

### 4.1 Surrounding Site Features

The Conceptual Scheme site is surrounded by Hamlet Residential (HR) to the south, General Commercial (GC) to the west and Agricultural (A) to the north and east.

The general land use within the area consists of a mixture of Hamlet Residential subdivisions, agricultural land uses and natural environment. There are multiple waterbodies located on the west side of Range Road 134. While the town of Vegreville is located just over 14km to the northwest.

### 4.2 Existing Site Features

The plan area is generally cleared. On the southern portion of the site, there is an existing County owned water fill station, grader shop, fenceline, seacan and a gravel roadway leading to it that is anticipated to remain as is. A large tree stand and Saskatoon bushes are also located in the south portion of the site and will be retained in the plan.

The north section of the site, which will be sold to a private owner consists of a cleared area with trees located along the north and east perimeter (**Figure 2**). Two pre-existing cisterns/tanks and two manholes also are present on the site. These will be investigated at the time of the development permit and detailed design.

### 4.3 Hazard Lands and Development Constraints

Hazard lands are defined by the County of Minburn MDP as lands having inadequate drainage, having high water table, susceptible to flooding, susceptible to soil erosion, having a high wildlife risk, with slope greater than 15% or in proximity to sour gas lines and facilities.

At the time of Conceptual Scheme, the site does not meet the County of Minburns hazard land definition, so no additional studies or engineering is required.

### 4.4 Supporting Technical Documentation

As per the pre-application meeting with the County of Minburn No.27 on June 13, 2024, technical studies are not required.

## 5.0 Development Concept

The Conceptual Scheme contains approximately 3.55-hectares with direct access to 51 Avenue which connects to Range Road 134 to the northwest. The subdivision application submitted concurrently subdivides this site into approximately one 1.40-hectare currently zoned as AR and a 2.15-hectare site zoned as RI (**Figure 3**).

### 5.1 Acreage Residential

The site currently designated as Acreage Residential (AR) is suitable and complies with the districts’ intent to provide low density country residential development with limited agricultural pursuits.

The future owner of this AR lot will reside on this parcel and maintain several bee hives which has been discussed with the County. The presence of bee hives is a discretionary use under the AR district and requires the landowner to demonstrate that they have adequate arrangements for the maintenance in an acceptable manner and they would not unduly affect the surrounding properties. This information will be prepared at the time of development permit.

### 5.2 Open Space

#### 5.2.1 Municipal Reserve

On June 13, 2024, the County of Minburn No.27 confirmed that no Municipal Reserve dedication was required.

#### 5.2.2 Environmental Reserve

There is no Environmental Reserve present on the site.

Land Uses	Ha	%	Units	%	Pop.	%
<b>GROSS AREA</b>	<b>3.55</b>					
<b>GROSS DEVELOPABLE AREA</b>	<b>3.55</b>	100				
<b>LAND USES</b>						
Acreage Residential	1.40	39.4%				
Recreational and Institutional	2.15	60.6%				
<b>SUBTOTAL – LAND USES</b>	<b>3.55</b>	<b>100.0%</b>				

## 5.3 Transportation

Currently, there are two access locations, one off 51 Ave and one off Elm Street. These gravel accesses currently lead to the existing water fill station and ensure all season access with adequate turning movements. A future access will be required to provide a driveway to the future subdivided site. Details of this access and location will be confirmed at detailed design. **(Figure 3).**

## 6.0 Utility Services

### 6.1 Water Servicing

The County of Minburn operates a water distribution system within the Hamlet of Lavoy, providing potable water to residents and businesses throughout the community. This Conceptual Scheme is adjacent to an existing 150mm watermain within the road allowance of 51<sup>st</sup> Avenue, and currently has no infrastructure associated with the supply of water within the boundary of the site.

The proposed development will be serviced with water from 51<sup>st</sup> Avenue, with the installation of a water service directly to the proposed property line (**Figure 4**).

### 6.2 Sanitary Servicing

Although the County of Minburn operates a sanitary sewer collection system and wastewater lagoon within the Hamlet of Lavoy, sanitary sewer mains are not currently installed within adequate proximity to the Conceptual Scheme area. Currently there are three manholes and two tanks installed in the Northern section zoned as Acreage Residential, which were previously used to provide sanitary sewer servicing to the site.

The proposed development will utilize a private sewer system installed entirely within the site boundaries, in accordance with the current regulations and requirements of the Alberta Private Sewage Systems – Standard of Practice and the County of Minburn’s development permit requirements. This private sewer system may incorporate some or all of the existing manholes and tanks if they meet the current regulations and development permit requirements at the time of servicing. Please refer to Figure 4 for details regarding the sanitary servicing.

### 6.3 Stormwater Management

Within the site boundary, runoff and snowmelt sheet flow off of the property and onto adjacent lands. This development will not impact the existing drainage patterns, and no infrastructure or development requirements in relation to Stormwater Management are required.

## 6.4 Shallow Utilities

The planned shallow utilities for this development include natural gas, power, and communication services. The developer will contact each utility owner, providing them with the tentative legal plan and detailed design drawings to initiate design and construction planning. All shallow utilities will be installed as underground infrastructure, except for necessary street furniture such as pedestals, transformers, and meters. Utility alignments will adhere to the standards set out in the County of Minburn's development guidelines.

It is anticipated that the shallow utilities will be extended from the existing system. The alignment and required easements or rights-of-way will be confirmed during the detailed design stage.

## 6.5 Emergency Services

The existing adjacent road network will provide accesses to the site from 51<sup>st</sup> Avenue, ensuring all season access with adequate turning movements for emergency vehicles.

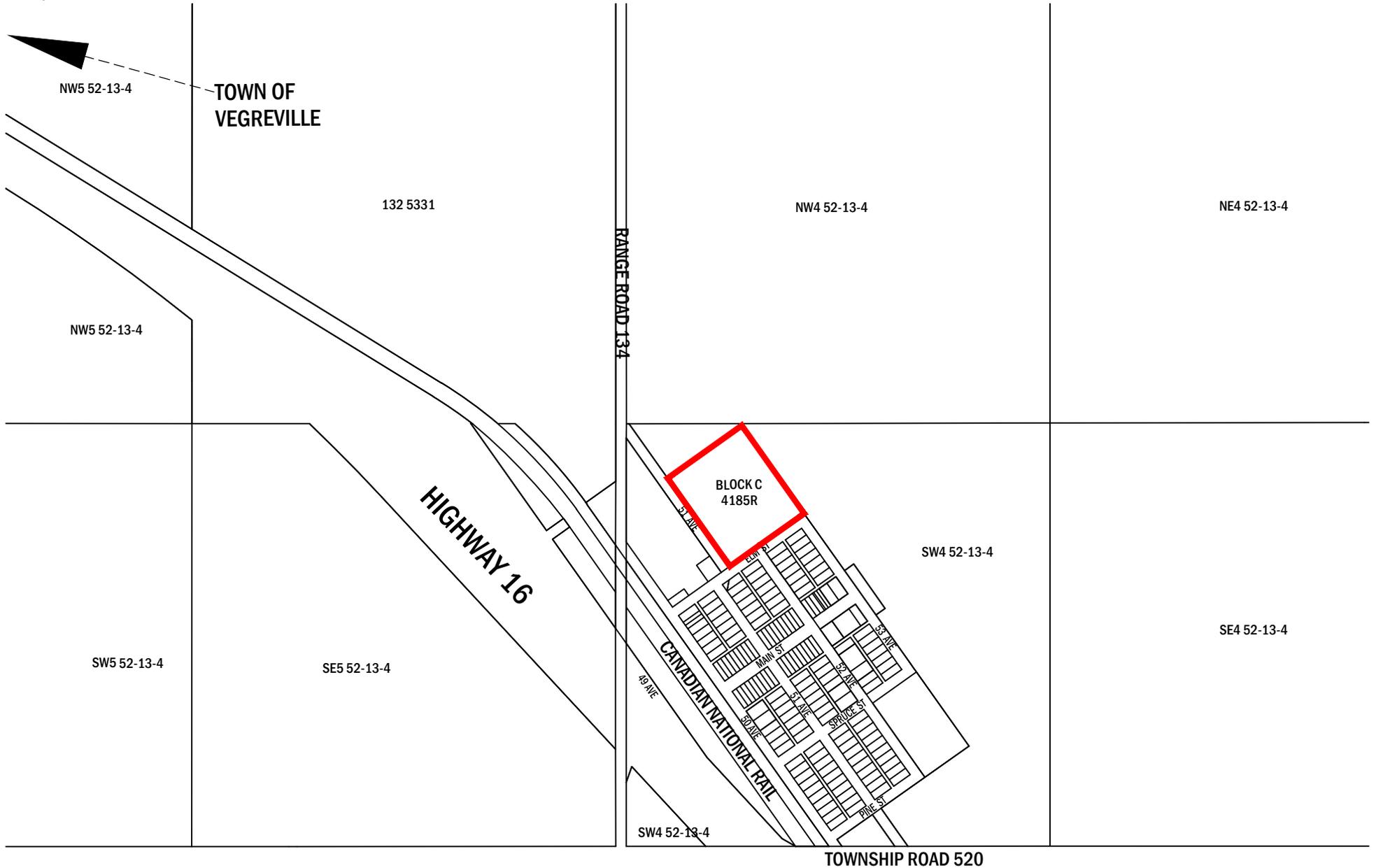
## 6.6 Staging

The Conceptual Scheme area will be developed in one stage of construction.

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# APPENDIX A

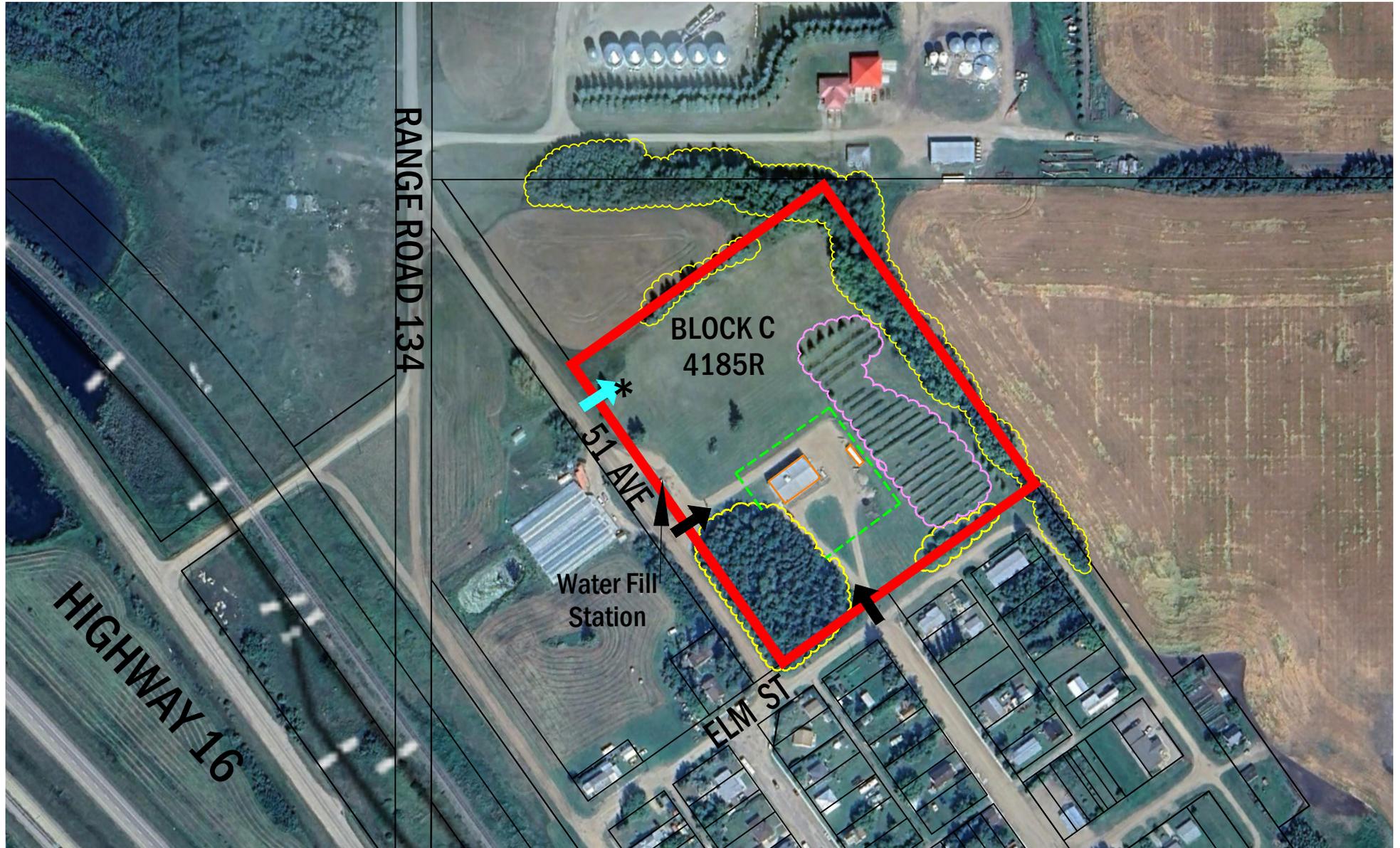
Maps



**LEGEND**

— Conceptual Scheme Boundary

BLOCK C, PLAN 4185R  
COUNTY OF MINBURN NO. 27



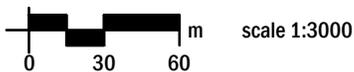
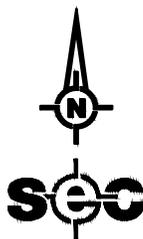
NOTE: LINEWORK  
SUBJECT TO CHANGE  
WITH LEGAL  
BOUNDARY SURVEY.

**EXISTING SITE FEATURES**

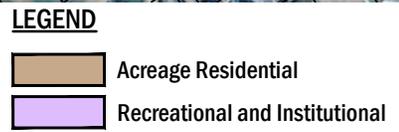
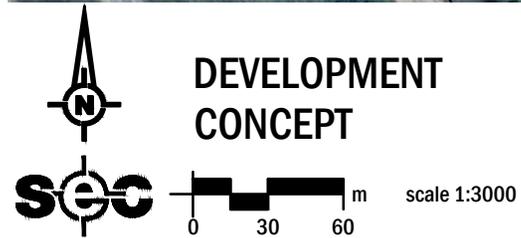
**LEGEND**

-  Tree Stand
-  Saskatoon Bushes
-  County Grader Shop and Sea Can

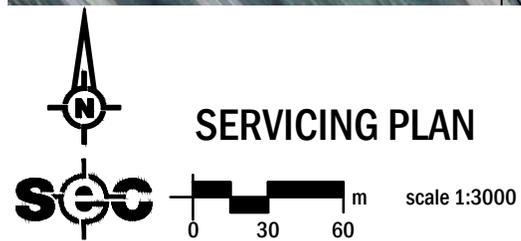
-  Current Access
-  Proposed Future Access
-  Existing Septic Tanks
-  County Grader Shop Fence
-  Conceptual Scheme Boundary



BLOCK C, PLAN 4185R  
COUNTY OF MINBURN NO. 27



BLOCK C, PLAN 4185R  
COUNTY OF MINBURN NO. 27



**LEGEND**

- Proposed Water Service
- Existing Water Main

- \* Existing Septic Tanks
- Property Boundary

- Conceptual Scheme Boundary

BLOCK C, PLAN 4185R  
COUNTY OF MINBURN NO. 27



## COMMITTEE OF THE WHOLE DISCUSSION PAPER

**Topic:** Gravel Haul Program 2024  
**Date:** August 14, 2024

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### **Background**

The 2024 budget is approved to haul approximately 98,000 tonnes of gravel within the County. The approved budget is \$925,000.00 for hauling only.

### **Information for the Committee**

With the 2024 gravel program coming to an end, the administration is requesting that the balance of the hauling budget be used to strategically move gravel from the Bykowski/Chomlak gravel pit to both the Innisfree and Zaparose Pits.

Strategically moving the gravel will allow the program to operate more efficiently in 2025 and enable us to blend low fracture rate gravel with a higher quality product.

### **Estimated Volumes**

Innisfree:  
2024 haul: 25,466 tonnes  
Remaining: ±1,500 tonnes

Zaparose:  
2024 haul: ±33,000 tonnes  
Remaining: ±12,000 tonnes

Bykowski (Hwy 631):  
2024 haul: 6,198 tonnes  
Remaining: ±138,541 tonnes

**Financials:**

Estimate remaining haul budget: \$200,000.00

Haul cost: 18 miles x \$0.46 tonne mile x 24,000 tonnes = \$198,720.00

**Recommendation**

THAT the Committee of the Whole accepts this report as information and directs administration to proceed with allocating the balance of the pre-approved hauling budget to strategically move gravel.



## COMMITTEE OF THE WHOLE DISCUSSION PAPER

**Topic:** DRAFT Council Procedural Bylaw Final Review

**Date:** August 15, 2024

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### **Background**

The draft Council Procedural Bylaw was originally presented to Council in two different parts and Council was provided with an opportunity to review the document more thoroughly and identify the areas that require more attention or changes. These changes were subsequently incorporated into a Final Draft version which accompanies this Discussion Paper.

In addition to Council led changes, Administration also did a comprehensive review of the document so as to ensure the procedures identified are logical in process and can be maintained during actual meetings.

Both Council and Administrative changes are highlighted in "red" in the final draft so that they can easily be recognized and reviewed.

If no further changes are required, it will be recommended that Council pass the Procedural Bylaw at the August Council meeting.

### **Recommendation**

THAT Council direct Administration to prepare a final draft version of the Council Procedural Bylaw No 1351-24 so that it can be approved at the August DP19th Council meeting.

### **Attachment:**

*Final Draft Council Procedural Bylaw No 1351-24*

**COUNTY OF MINBURN NO. 27**

**BYLAW NO. 1351-24**

A BYLAW OF THE COUNCIL OF THE COUNTY OF MINBURN NO. 27, VEGREVILLE, IN THE PROVINCE OF ALBERTA TO REGULATE THE PROCEEDINGS OF COUNCIL AND COUNCIL COMMITTEE MEETINGS AND OTHER BODIES ESTABLISHED BY COUNCIL.

**WHEREAS**, Section 145 of the *Municipal Government Act*, provides that a Council may pass bylaws in relation to the establishment and functions of council committees and other bodies, and procedures to be followed by council, council committees and other bodies established by council.

**NOW THEREFORE**, the Council of the County of Minburn No. 27, in the Province of Alberta, duly assembled hereby enacts to establish the following rules and regulations to provide for the orderly conduct of all meetings of Council:

**1. INTERPRETATION**

(a) This Bylaw shall be cited as the “**Council Procedural Bylaw**” and governs all meetings of Council.

**2. DEFINITIONS**

- (a) “**Act**” means the *Municipal Government Act (MGA)*, Revised Statutes of Alberta 2000, Chapter M-26 as amended or repealed and replaced from time to time.
- (b) “**Administration**” means the administrative and operational arm of the County of Minburn No. 27 comprised of the various departments including all employees who operate under the leadership and supervision of the Chief Administrative Officer.
- (c) “**Agenda**” means the order of business for a meeting and the associated reports, bylaws and other related documents.
- (d) “**Chairperson or Chair**” means the Reeve, Deputy Reeve or other person authorized to preside over a meeting.
- (e) “**Chief Administrative Officer**” (**CAO**) means the person appointed to the position by council under the provision of the *Act*.
- (f) “**Closed Session**” means all or part of a meeting which only members of council and other persons designated by Council may attend, approved by motion including the related section of the *Freedom of Information and Protection of Privacy (FOIP) Act*, and at which no resolution may be passed, except a resolution to revert back to a meeting of a council or council committee held in public.
- (g) “**Committee of the Whole**” (~~COTW-COW~~) means a committee comprised of all members of Council established under section 145(a) of the MGA.
- (h) “**Council**” means all members of the elected officials of the County of Minburn No. 27.
- (i) “**Council Committee**” means a committee consisting entirely of Councillors or a combination of Councillors and other persons but does not include the Committee of the Whole.
- (j) “**Councillor**” means a single member of council elected pursuant to the *Local Authorities Election Act (LAEA)*.
- (k) “**County**” means the municipal corporation of the County of Minburn No. 27.
- (l) “**Deputy Reeve**” means the Councillor who is appointed by resolution of Council to act as Reeve in the absence or incapacity of the Reeve or if the office of the Reeve is vacant.
- (m) “**Delegation**” means an individual acting independently or a group of persons chosen to represent others on a matter before council or a committee.
- (n) “**Electronic Communication**” means an electronic or telephonic communication method that enables all persons attending a meeting to hear and communicate with each other.

- (o) **“Electronic Meeting”** is a meeting or conference format of council or council committee that allows for the audio and video transmission of that meeting to the public in real time. May also be referred to as livestreaming.
- (p) **“Inaugural Meeting”** means the first organizational meeting following a general election in accordance with requirements under the MGA.
- ~~(q) **“Land Acknowledgment”** means a statement by Minburn County council acknowledging the County of Minburn is located on Treaty 6 Territory reading as “the County of Minburn commits to moving forward in partnership with Indigenous communities in a spirit of collaboration and reconciliation”.~~
- (r) **“Meeting”** means any regular or special meeting of council or a council committee where municipal business is conducted, or issues are discussed.
- (s) **“Minutes”** means the official record of decisions of a meeting recorded in the English language without note or comment.
- (t) **“Motion”** means standard terminology used by council to describe the original statement of business that is presented and voted upon and either passed or defeated by a majority of council thus becoming the direction of council. For the purposes of this bylaw the term motion and resolution means the same.
- (u) **“Notice of Motion”** means the manner in which a Councillor brings business before council.
- (v) **“Organizational Meeting”** means the annual meeting to determine council structure and committee composition that must be held no later than two weeks after the third Monday in October in accordance with the *Act*.
- (w) **“Pecuniary Interest”** means the interest of an individual Councillor that **renders** them to be ineligible from participating in debate or voting on an issue as identified by sections 169 and 170 of the *Act*.
- (x) **“Point of Order”** means the statement by a Councillor raising a departure from this Bylaw.
- (y) **“Postpone”** means to delay consideration of any matter on the agenda to a definite or future time when further specific conditions relevant to the matter have been met.
- ~~(z) **“Private Interest”** means interests in matters that are of general application, matters that affect a Councillor as a member of a broad class of the public, or matters that concern the remuneration and benefits of a Councillor. Examples would include membership on public boards or if the matter would affect their employer or family.~~
- ~~(aa) **“Privileged Motion”** means a motion that does not relate to pending business, but does relate to special matters of immediate and overriding importance which, without debate, should be allowed to interrupt the consideration of anything else. Examples would include taking a recess or to adjourn the meeting.~~
- (bb) **“Public Hearing”** **means** a meeting of council convened to hear matters including presentations from members of the public pursuant to the *Act*.
- (cc) **“Quorum”** means the majority of the members of council or a committee.
- (dd) **“Recorded Vote”** means when a Councillor calls prior to the vote in a motion, for a record of the Councillors voting for and/or against the said motion.
- ~~(ee) **“Reeve”** means **the Chief Elected Official as defined in the *Municipal Government Act*. the Chief Elected Official (CEO) of the County of Minburn No. 27 appointed by resolution of Council to fulfill the duties as defined in the *Act*.**~~
- (ff) **“Recess”** means to take a short break in the order of business on the agenda with the intent of returning to that order of business at the same meeting.
- (gg) **“Special Council Meeting”** means a meeting called by the Reeve whenever the Reeve considers it appropriate to do so, and in accordance with Section 194 of the *Act*.
- (hh) **“Table”** means to delay consideration of any matter of the agenda with more pressing matters and which does not set a specific time to resume consideration of that matter.

### **3. APPLICATION OF THIS BYLAW**

- (a) This Bylaw shall govern all meetings of Council, and to the extent applicable, Council Committees.
- (b) When any matter relating to the meeting proceedings is not addressed in this Bylaw or in the *Act*, reference shall be made to Robert's Rules of Order if applicable.
- (c) The precedence of rules governing the procedures of Council is:
  - a. The Act;
  - b. other provincial legislation;
  - c. This Bylaw; and
  - d. *Robert's Rules of Order, Newly Revised*.

### **4. MEETINGS OF COUNCIL**

#### **INAUGURAL ORGANIZATIONAL MEETING**

- (a) The first meeting of council after a general election shall be held on the date and time established by the previous council, typically at the previous year's Organizational Meeting.
- (b) The business of the inaugural organizational meeting will follow the format listed in Schedule A.
- (c) At the inaugural meeting the CAO will call the meeting to order.
- (d) Newly elected Councillors are required to take an Oath of Office as prescribed by the *Oath of Office Act* before undertaking any council duties.
- (e) Each Oath of Office must be recited verbally, signed accordingly and deposited with the CAO.
- (f) The CAO will continue to preside over the meeting until members of Council elect the Reeve who will then be required to take the Oath of the Chief Elected Official.
- (g) The newly appointed Reeve will then become the chair and preside over the election of the Deputy Reeve, who will also be required to take an additional Oath of Office, and all subsequent business on the organizational meeting agenda.
- (h) During the election of the Reeve and Deputy Reeve at the inaugural as well as at the subsequent organizational meetings the following procedures apply:
  - i) the chair will call for nominations for the position of Reeve or Deputy Reeve;
  - ii) If only one nomination is received for the position of Reeve or Deputy Reeve, the nominee is declared elected by acclamation or
  - iii) if more than one nomination is received for the position of Reeve or Deputy Reeve, an election is conducted by secret ballot using the following exhaustive ballot procedure;
  - iv) if no Councillor receives a clear majority of votes on the first ballot, the Councillor who received the least number of votes is dropped from the ballot and a subsequent ballot is conducted; and
  - v) on any subsequent ballots, the Councillor who receives the least number of votes is dropped from the ballot until a Councillor receives a clear majority of votes.

#### **ORGANIZATIONAL MEETING OF COUNCIL**

- (a) Council shall hold an annual Organizational meeting pursuant to the *Act* for the purpose of:
  - i) electing the Reeve and Deputy Reeve to serve for the ensuing year;
  - ii) establishing council and committee dates
  - iii) appointing Councillors to committees including determining chair and vice-chair positions while on these committees as well as appointments for members and large positions; and
  - iv) any other business required by the *Act*, or included or added to the meeting agenda.
- (b) The business of the organizational meeting will follow the format listed in Schedule A.
- (c) At the organizational meetings the CAO calls the meeting to order, presides over the election of the Reeve as identified earlier in this Bylaw and administers the Oaths of Office.
- (d) Once elected the Reeve presides over the election of the Deputy Reeve as described above and all subsequent business on the organizational meeting agenda.
- (e) The appointments of Council members shall be for a term of one (1) year unless otherwise specified and reviewed at the organizational meeting.

## REGULAR MEETINGS OF COUNCIL

- (a) Regular Council meetings shall be held in the Council Chambers on the time and dates established at the organizational meeting.
- (b) When the date of a Regular Council meeting falls on a holiday, the meeting shall take place on the next business day following the holiday.
- (c) Council may change the time, date or location of any meeting by way of motion.
- (d) Council meetings will start at 10:00 a.m. on the meeting dates that are established and end before 4:00 p.m. on the same date unless a time extension is approved by two thirds of Council in order to complete the meeting agenda.
- (e) The schedule of Regular Council meetings shall be posted on the County website, and if the date, time or place of the regularly scheduled meeting changes, the County must give at least twenty-four (24) hours' notice of the change, post the notice in the County's Administration building and notify the public by posting a notice of the change on the County website and social media.
- (f) The business of the regular council meetings will follow the format listed in Schedule A.
- (g) All regular meetings are open to the members of the public, except for Closed Session portions of the meeting in accordance with the provisions of the *FOIP Act*.

## COMMITTEE OF THE WHOLE

- (a) This Bylaw hereby establishes a Committee of the Whole (~~COTWCOW~~).
- (b) The Reeve may call for a meeting of the ~~COTWCOW~~ at any time, including during a Regular or Special Council meeting.
- (c) Council, by majority vote, may schedule a ~~COTWCOW~~ meeting or may resolve itself into a ~~COTWCOW~~ at any time during a duly constituted meeting of Council.
- (d) Notice of the ~~COTWCOW~~ meetings is not required for those meetings approved by Council resolution or occur as listed above in Section 8 b) and 8 c).
- (e) The purpose of the ~~COTWCOW~~ is to:
  - i) receive updates on emerging and ongoing projects and initiatives;
  - ii) provide opportunities to interact with Administration to focus on matters that may have broad policy implications; and
  - iii) meet principally as a forum for discussion rather than as a decision-making arena.
- (f) The ~~COTWCOW~~ may also be used to conduct non-statutory public hearings, receive delegations and submissions, and to meet with other municipalities and other levels of government.
- (g) The operation of the ~~COTWCOW~~ is purposely kept informal to encourage deliberation of information and ideas.
- (h) The business of ~~COTWCOW~~ meetings will follow the format listed in Schedule A.
- (i) The ~~COTWCOW~~ is limited to make the following motions:
  - i) for "procedural" purposes including but not limited to adoption of the agenda, approving previous ~~COTWCOW~~ minutes, ~~adjournment~~;
  - ii) to make recommendations to Council or other Council Committees regarding a matter discussed at the ~~COTWCOW~~ meeting;
  - iii) to direct Administration in the investigation, preparation and/or the development of a matter being reviewed at the ~~COTWCOW~~ meeting; and
  - iv) to move into a Closed Session or to revert back to an open meeting.
- (j) All ~~COTWCOW~~ recommendations shall be directed to the Regular or Special Meetings of Council for decision by way of motion.

- (k) The ~~COTWCOW~~ has no power to commit funds.
- (l) All ~~COTWCOW~~ meetings are open to the members of the public, except for Closed Session portions of the meeting in accordance with the provisions of the *FOIP Act*.

### **SPECIAL MEETINGS OF COUNCIL**

- (a) The Reeve may call a Special Council meeting whenever he/she considers it appropriate to do so **or upon the written request by a majority of Councillors** by giving at least twenty-four (24) hours' notice to the Councillors by electronic mail, and to the public by posting it on the County website and social media stating the purpose of the meeting, date, time and place at which it is to be held.
- (b) A Special Council meeting may be held with less than twenty-four (24) hours' notice to all Councillors and without notice to the public if at least two-thirds of the whole Council agrees to this in writing before the beginning of the meeting.
- (c) No matter other than that stated in the notice calling the Special Council meeting may be transacted at the meeting unless all Councillors in attendance provide unanimous consent to deal with the matter in question.
- (d) The business of special meetings will follow the format listed in Schedule A.

## **5. GENERAL MEETING PROCEDURES**

### **AGENDA**

- (a) The Agenda for every Committee of the Whole, Regular and Special Council meeting shall be prepared by the CAO in consultation with Administration **and the Reeve and the Deputy Reeve** and shall include all per all pertinent correspondence, statements and reports.
- (b) When an Agenda item requires a decision of Council, the CAO shall ensure that all information required has been identified, and any recommendations are listed in the form of a Request for Decision (RFD) included in the Agenda, when appropriate.
- (c) All material for inclusion in the Agenda shall be submitted to the CAO not later than five (5) calendar days prior to the meeting.
- (d) Any member of Council wishing to have an item of business placed on the agenda for a regular council meeting shall make the request in the form of a Notice of Motion ensuring that the submission contains adequate information, to the satisfaction of the CAO, so as to enable the Council to consider the matter.
- (e) The CAO will compile and electronically distribute the Agenda to each member of the Council at least four (4) calendar days prior to the meeting.
- (f) Any information that is received too late to be included with the regular Agenda may, at the discretion of the CAO, be made available as supplementary Agenda materials and will be delivered to Council members no later than noon the day before a Council meeting.
- (g) The CAO shall make the Agenda, as well as any subsequent amendments, available to the public via the County website after it has been distributed to Council and as soon as it is practical to do so.
- ~~(h) Council shall only consider items of business on the Agenda, unless a motion to change it is unanimously passed.~~
- (i) A Member of Council or Administration may bring forward an item of urgent or emergent business that cannot wait to be included on the next Regular Council Meeting Agenda subject to the following conditions:
  - i. The matter relates to an emergency;
  - ii. There is sufficient information available so as to enable Council to consider the matter;
  - iii. Council agrees to add the matter to the agenda by way of resolution.
- (j) After adoption of the Agenda, Council may alter the order of the items on the Agenda, by majority vote, for convenience of the meeting.

## QUORUM

- (a) As soon as there is a Quorum after the time fixed for a Regular Council meeting or Special Council meeting, the Reeve shall call the meeting to order.
- (b) If there is a quorum present at the time set for the commencement of a Council meeting, but the Reeve and Deputy Reeve are absent, the CAO shall call the meeting to order and shall call for a Presiding Officer to be chosen by Resolution. Upon their arrival, the Reeve or Deputy Reeve will assume the Chair.
- (c) If a Quorum is not constituted within fifteen (15) minutes from the time set for commencement of a Council meeting, the CAO shall record the names of the Councillors present and adjourn the meeting.
- (d) The Agenda for the adjourned meeting will be dealt with at the beginning of the next Regular Council meeting, unless a Special Council meeting is called before the next Regular Council meeting to deal with the business of the adjourned meeting.
- (e) In the event a Quorum is lost after the meeting is called to order, the meeting shall be suspended until a Quorum is obtained. If a Quorum is not obtained within thirty (30) minutes, the meeting shall stand adjourned.
- (f) Whenever a vote on one motion before Council cannot be taken because of a loss of quorum resulting from:
  - i. The declaration of pecuniary interest; or
  - ii. From a Councillor or Reeve not being present for all or part of a Public Hearing;

Then the motion shall be the first order of business to be proceeded with and disposed of at the next meeting of Council under that order of business.

## MEETINGS THROUGH ELECTRONIC COMMUNICATIONS

- (a) Pursuant to the *Municipal Government Act* a meeting of Council or Committee may be conducted by means of electronic or other communication facilities if:
  - i) Notice is given to the public of the meeting, including the way in which it is to be conducted;
  - ii) The facilities enable the public to watch or listen to the meeting at the place specified in that notice and a designated officer is in attendance at that place; and
  - iii) The facilities enable all the meeting's participants to watch or hear each other.
- (b) Councillors participating in a meeting held by an electronic or other communication facility are deemed to be present at the meeting for whatever period of time the connection via the electronic communications system remains active.
- (c) A Councillor may attend regular, **COTW COW** or special council meetings by means of electronic communications a maximum of ~~three (3)~~**four (4)** consecutive meetings, unless otherwise approved by Council by way of Council resolution.
- (d) A member of Council may participate in a Council or Committee meeting through electronic or other communication facility if:
  - i) The member is in a location outside of the County of Minburn for any reason;
  - ii) The member is in a location within the County of Minburn but is unable to attend a meeting for good reason, including medical, weather, or other unforeseen circumstances.
  - iii) There is a quorum of other members of Council situated in the actual meeting place to ensure the meeting could continue if the communication facility failed or should the meeting go into closed session.
  - iv) The location is able to support its use, ensuring that all Council members participating in the meeting are able to communicate effectively.
  - v) The location is secure, appropriate for Council interaction and public viewing, and free from outside distractions.
- (e) The number of people participating by using the electronic or communication facility will be limited by the system's capacity.

- (f) The use of electronic or other communication systems cannot be implemented during a closed session.
- (g) The Chair of the meeting must attend the Council person in person.**
- (h) The Chair shall announce to those in attendance at the Council meeting that a Council member or Administration member is attending the meeting by means of electronic or other communication facility.
- (i) When a vote is called, Council Members attending the meeting by means of Electronic Communications shall be asked to state their vote only after all of Council members present at the meeting have cast their votes.

**RECORDING AND LIVESTREAMING MEETINGS**

- (a) Council and committee meetings, except for closed session, may be recorded and livestreamed to the public. Public planning and development hearings must be held by electronic means.**
- (b) The link to the agenda and the access point for a regular Council meeting shall be posted on the County’s website no later than three (3) days prior to the meeting date and no later than twenty-four (24) hours prior to a Special Meeting of Council.
- (c) At the start of a meeting the Chair is to notify those present that the meeting is being recorded and that a recording of the meeting will be made available upon request.
- (d) The Chair may, at any time, ask those attending electronically to identify themselves, if identify is in question.
- (e) The Chair may, at any time and at their discretion, **direct call for motion** to terminate or interrupt a recording.
- (f) If there are technical difficulties while recording, the Chair can advise those present at the meeting that the recording is not available. Notice of the technical difficulties will be provided on the County’s public website.
- (g) Meeting recordings will be retained and provided in accordance with the County’s records management bylaws, policies and procedures.
- (h) Meetings recordings will only be transcribed by the County if required by the CAO in connection with any litigation, audit, or investigation or if required under the FOIP Act.
- (i) The use of audio or video recording devices by the public during a meeting is prohibited. Media are exempted from this restriction provided it is used for reporting purposes only.

**CANCELLATION OF MEETINGS**

- (a) A regular meeting of Council may be cancelled by a vote of the majority of Council members at a previously held meeting of Council.
- (b) A special Meeting may be cancelled:
  - i) By the Reeve if Twenty-Four (24) hours’ written notice is provided to all Members of Council and the public, or
  - ii) By the Reeve, with written consent of two-thirds (2/3) of the Members of Council, if less than twenty-four (24) hours’ notice is provided.

**GENERAL RULES OF COUNCIL**

- (a) Members who have a reasonable belief that they have a pecuniary interest (as defined in the Act) in any matter before Council, Committee or board of Council, shall, if present, declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter, abstain from discussion and voting on a question relating to the matter. Members of Council or Committees shall remove themselves from the meeting room, except as described in section 172 of the Act, until the matter is concluded. The minutes shall indicate the declaration of disclosure, the general nature of the pecuniary interest, the time at which the member left the room and the time the member returned.

- (b) Members who have a reasonable belief that they have a private interest ~~(as defined in the Act)~~ in any matter before Council, Committee or board of Council, may, if present, declare and disclose the general nature of the private interest prior to any discussion of the matter and may abstain from discussion and voting on a question relating to the matter. Members of Council or Committees also may remove themselves from the meeting room, except as described in section 172 of the Act, until the matter is concluded. The minutes shall indicate the declaration of disclosure if stated, the general nature of the private interest, the time at which the member left the room and the time the member returned, if applicable.
- (c) Every person wishing to speak during a Council meeting shall address their comments through the Reeve. No person shall be permitted to speak unless and until the Reeve has granted that person permission.
- (d) A meeting may be recessed or adjourned by a Motion of Council or by declaration of the Reeve. A declaration to adjourn a meeting may be appealed through a Motion of Council decided by a majority of Members.
- (e) No Member shall:
  - i) Speak to a subject, except upon the question in debate;
  - ii) Reflect upon any vote of Council except for the purpose of moving that such a vote be rescinded or reconsidered; or
  - iii) Resist the rules of Council or disobey a decision of the Reeve or of Council on any question of order or practice or interpretation of the rules of Council.

### **MINUTES**

- (a) The minutes are the official record(s) of business transacted by Council and shall be kept and maintained by the CAO or designate.
- (b) If a member of Council or Administration attends or does not attend, arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be recorded in the minutes.
- (c) The CAO or designate shall also record in the minutes each time a member of Council refrains from discussion and voting by reason of absence or pecuniary interest, as well as the general nature of the pecuniary interest of any other reason for abstaining from voting.
- (d) The Reeve or other presiding officer shall request a resolution of Council to confirm the minutes of the preceding meeting as presented or with amendments to correct any inaccuracies or omissions.
- (e) Minor changes may be made to the minutes by the CAO without Council approval to correct errors in grammar, spelling and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence. No change by CAO may be made which would alter a decision made by Council.
- (f) The approved minutes of these meetings shall include the signatures and initials of the Reeve, or other presiding officer and the CAO.

### **MOTIONS**

- (a) A main motion brings new business before Council.
- (b) Unless otherwise determined by the Reeve or Chair, no matter may be debated or voted on by Council or Committee unless it is in the form of a motion that has been verbally moved by a Member of Council.
- (c) A member of Council may move a motion regardless of whether the member intends to support the motion and without requiring the motion to be seconded by another member.
- (d) After a motion has been verbally moved by a Member of Council, the motion becomes property of Council or the Committee as a whole and may only be withdrawn by the mover with the unanimous consent of the Members present.
- (e) When a motion has been made and is being considered, no other actions may be considered except:
  - i) A motion to refer to Administration for consideration and/or research of further information;
  - ii) A motion to withdraw;
  - iii) A motion to amend the motion by any Member to insert or strike out words or paragraphs, or substitute whole paragraphs or resolutions;

- iv) A motion to table the motion;
  - v) A motion to postpone the motion to a future date so as long it is not beyond the third month from when the motion was presented;
  - vi) A motion to recess or adjourn the meeting; or
  - vii) A motion of Privilege, an incidental or subsidiary motion.
- (f) A motion to refer, table, postpone, recess, adjourn, until it is voted upon, shall preclude amendments to the main motion. A motion to refer or postpone is debatable by the Members which a motion to table is not.
- (g) A motion to reconsider a motion may not be applied to:
- i) Any vote which has caused an irrevocable action, or
  - ii) A motion to reconsider
- (h) A motion to reconsider a motion shall:
- i) Only be made at the same meeting the motion was decided;
  - ii) Only be made by a Member who voted on the prevailing side may and must state the reason(s) for the motion to be reconsidered; and
  - iii) Be decided by a majority of the Members of Council present.
- (i) Council shall only consider previously defeated motions after a six (6) month period has passed unless there is emergent information to be considered and that reconsideration is unanimously passed by a motion of Council.
- (j) A motion to rescind a previous motion of Council may be accepted by the Reeve, and, if passed by a majority vote of the Members present, the previous motion referred to is declared null and void.
- (k) A motion is required to excuse a Member of Council who is not present at **the Council or Committee of the Whole** meeting.

### **NOTICE OF MOTIONS**

- (a) Members of Council may bring forward notices of motion as an item on the agenda or a regular council meeting. Once a Notice of Motion is stated, it will be recorded as part of the meeting minutes.
- (b) A **written or electronic** copy of the Notice of Motion shall be provided to the CAO prior to the meeting's adjournment and must give sufficient details so the subject of the motion and any proposed action can be determined.
- (c) The Notice of Motion will be placed on the next regular Council meeting agenda that the member of Council who initiated the notice is present to vote whether the matter will proceed.
- (d) A Notice of Motion is not debatable until a Member of Council moves the motion at a subsequent meeting.

### **VOTING**

- (a) When the Reeve or Chair ascertains that no further information is required or debate ends on a motion, the Reeve or Chair will immediately submit the motion to a vote of the Members present (ie. call the question), and no further discussion will take place until the vote has been completed.
- (b) Votes on all motions must be taken as follows:
- i) The Reeve or Chair call the question on the Motion;
  - ii) The Reeve or Chair calls for those in favor of the motion and asks for a show of hands and followed by a request for a verbal vote of any Member attending electronically; and
  - iii) The Reeve or Chair calls for those opposed to the motion and asks for a show of hands, followed by a request for verbal vote for any Member attending electronically.
- (c) A motion is carried when a simple majority of the Members present vote in favour of the motion or, when otherwise required by this Bylaw, the required number of members vote in favour of the motion.
- (d) A motion is defeated when a simple majority of the members present vote in opposition of the motion, or when otherwise required by this Bylaw, the required number of members vote in opposition of the motion.
- (e) If there are an equal number of votes for and opposed to a motion or Bylaw, the motion or bylaw is defeated in accordance with Section 186 of the Act.

- (f) Members must cease any distraction and remain in their seat once the voting process begins and until the vote is taken and the results declared.
- (g) After the Reeve or Chair declares the results of the vote, members may not change their vote.
- (h) Every Member present, including the Reeve or Chair, shall vote on every matter consistent with Section 183 of the Act, unless:
  - i. The Member is required to abstain from voting under this or any other bylaw or enactment; or
  - ii. The Member is permitted to abstain from voting under this or any other bylaw or enactment.
- (i) Before a vote on a motion is taken, a member may request the results of the vote be recorded.
- (j) When a vote is a recorded vote, the meeting minutes shall show the names of the Members who moved the motion, who voted in favour and in opposition to the motion, who abstained, or were absent from the vote, and whether the motion was carried or defeated.

### **CLOSED SESSIONS**

- (a) Council and committee may hold all or part of a meeting in a Closed Session in accordance with the MGA and the FOIP Act.
- (b) Resolutions cannot be passed by Council or a Committee during Closed Session except for a resolution to revert to an open meeting.
- (c) Information presented and any discussion occurring during a Closed Session must be held in confidence by those in attendance during the Closed Session.
- (d) Closed Session shall include all members of Council as long as a Councillor has not abstained from the matter under discussion or is not required to abstain from participating in the matter under discussion.
- (e) Council, as it considers appropriate, may allow other persons to attend Closed Sessions. When other persons attend Closed Sessions, the meeting minutes shall record the names of those persons and the reason for their attendance.
- (f) Participants must turn off electronic devices when in closed sessions, and participants must not record, take notes, or otherwise document Closed Session proceedings.
- (g) After Closed Sessions have ended and a meeting reverts back to being open, any members of the public who are present outside of the meeting room must be given reasonable notice that they are able to return to the meeting before it continues.

### **DELEGATIONS**

- (a) Individuals or groups may request an appointment to be heard by Council as a delegation.
- (b) Requests for appointments with Council from individuals or groups shall be made to the CAO in writing or electronically at least seven (7) days prior to a Regular Council or Committee of the Whole meeting.
- (c) The request to be heard as a delegation must clearly identify the reason or purpose of the presentation.
- (d) After reviewing the request to be heard as a delegation, the CAO will schedule the delegation to be heard by Council at a Regular Council meeting or Committee of the Whole meeting.
- (e) The CAO has the authority to deny or postpone delegation requests for any reason, unless otherwise directed by Council.
- (f) Presentations shall be limited to ~~ten~~ fifteen (15) minutes unless prior arrangements and approval have been received by the CAO.
- (g) Presentations shall only speak on the matters which they have submitted to Council, and which have been included in the Agenda.
- (h) Council will not accept submissions from the public on issues that are before the Subdivision and Development Appeal Board, the courts, or that require a statutory Public Hearing.

- (i) Delegations shall not address Council on the same subject matter more than once every three (3) months.
- ~~(j) There can be a maximum of two (2) delegations at any one Council or Committee of the Whole Meeting.~~
- (k) If the matter can be resolved prior to the delegation appearing before Council, Administration has the authority to do so.
- (l) Council will accept delegation presentations as information and will provide a decision, if required, at a later date.

### **PUBLIC CONDUCT AT COUNCIL MEETINGS**

- (a) When in attendance at a Council or Committee of the Whole Meeting, members of the public must maintain order, decorum and quietness and must not:
  - i) Approach or attempt to address Council without prior permission being granted; or
  - ii) Disturb or interrupt the proceedings of Council.
- (b) The Chair may order that a member or members of the public be expelled from the meeting for disturbing or interrupting the proceedings of Council or for otherwise acting improperly during the Meeting.

## **6. SPECIAL PROCEDURES**

### **COMMITTEES AND BOARDS**

- (a) Council shall appoint Council representatives to such committees, boards and commissions as required by legislation, agreement or bylaw as they deem necessary.
- (b) Appointments shall be made at the annual Organizational meeting unless an immediate appointment is required mid-term.
- (c) A Council Committee may at any time be established by Council by bylaw, specifying the business to be dealt with by the committee as captured through a Terms of Reference.
- (d) Of the number of members appointed to compose any committee of the Council, a majority shall constitute a quorum.
- (e) The Reeve is an ex-officio member of all Council Committees and may attend the meeting of the respective committee but shall not be required to do so. When in attendance at any such committee, the Reeve shall have all the rights of a member of the committee. The CAO is an ex-officio non-voting member of all Council Committees.
- (f) Meetings of the Council Committees may be called by the CAO or Committee Chair, and notice must be given to the members of the Committees and the public at least twenty-four (24) prior to the scheduled meeting.
- (g) If at the time scheduled for a meeting of a Council Committee and for the ensuing half hour no quorum is present, the Chair shall take down the names of the members present for the purpose of attending the meeting and the meeting shall be deemed cancelled.
- (h) The CAO and department personnel, **may** attend Committee meetings.
- (i) The minutes of all the transactions of every Council Committee meeting shall be accurately recorded and circulated to the members of the committee prior to the next meeting.
- (j) No action of any Council Committee, unless power to take such action is expressly conferred on the Council Committee, shall be binding on the County unless and until the same has been reported to Council by such Council Committee, and such report has been adopted by Council.
- (k) Appointed Council members shall keep the rest of Council informed of the actions of committees or boards to which they are appointed by Council by providing activity highlights through Councillor reports.

## **PUBLIC HEARINGS**

- (a) Public Hearings shall be held during when required in accordance with Section 216.4 of the Act and shall be advertised in accordance with Section 606 of the Act.
- (b) A Public Hearing may be part of a Regular Council meeting, however, a Special Council meeting for the purpose of holding a Public Hearing may be called.
- (c) **A Public Hearing related to public planning and development matter shall be recorded and livestreamed for the public.**
- (d) A statutorily required Public Hearing on any proposed bylaw or resolution must be held before second reading of the bylaw, or before Council votes on the resolution.
- (e) Wherever possible, persons interested in speaking at the Public Hearing should register with the CAO and forward a written submission no later than seven (7) business days prior to the commencement of the Public Hearing.
- (f) The procedure for conducting a Public Hearing is as follows:
  - (i) The Chair will declare the Public Hearing open and shall outline Public Hearing procedures; a motion is not required.
  - (ii) Administration will be called upon to introduce the proposed bylaw or resolution and provide a brief statement on the intended purpose followed by an applicant (if applicable) who may have up to **fifteen (15)** minutes to provide additional commentary on the application.
  - (iii) The Chair shall then open the floor to public presentations.
  - (iv) Interested persons who have registered shall speak first, followed by other persons who have not registered to speak but wish to address Council.
  - (v) Persons addressing Council shall give their name and legal land description. Anyone who does not identify themselves will not be given the opportunity to speak.
  - (vi) Verbal presentations shall be limited to five (5) minutes to present their position unless Council consents to extend the allotted time.
  - (vii) Council shall limit questions of clarifications to a total of five (5) minutes per presentation, unless Council consents to extend the allotted time.
  - (viii) If written submissions were received prior to the close of the Public Notice, Administration will read aloud the written submissions. They will be retained and form part of the official record.
  - (ix) At the discretion of the Chair, after everyone has had an opportunity to speak once, those interested in speaking a further time to provide new information may be granted further opportunity to speak.
  - (x) At the conclusion of the business of the Public Hearing, the Chair shall declare the Public Hearing closed, or call for continuance and establish a date for reconvening the Public Hearing.
  - (xi) Once the Public Hearing is closed, Council or Administration shall not receive any additional information on the proposed bylaw or resolution without reopening the Public Hearing.
  - (xii) The minutes of the Council meeting during which a Public Hearing is held must contain the names of each speaker and a summary of the nature of representations made at the Public Hearing.
  - (xiii) Debate concerning matters raised at the Public Hearing shall take place during a Regular Council meeting following a Public Hearing and at the discretion of the Reeve and Council.
  - (xiv) When a Public Hearing on a proposed Bylaw or Resolution is held, a member of Council must abstain from voting on the Bylaw or Resolution if the Council member was absent from all of the Public Hearing, and may abstain from voting on the Bylaw or Resolution if the Council member was only absent from part of the Public Hearing.

## **BYLAWS**

- (a) All proposed bylaws shall be subject the requirements for advertising as mandated by the **Act**.
- (b) Where a bylaw is presented at a meeting for enactment, the CAO shall ensure, at minimum, the number, short title and a brief description appears on the Agenda.
- (c) The following shall apply to the passage of all bylaws:
  - i) Every proposed bylaw shall have three (3) separate and distinct readings. One the title or identifying bylaw number must be read at each reading;
  - ii) A proposed bylaw shall be introduced for first reading by way of motion that the bylaw be introduced and read a first time. Council should vote on this motion for first reading of a bylaw without amendment or debate;
  - iii) That bylaw shall be introduced for second reading by way of motion that the bylaw be read a second time. The following options existing for Council preceding the second reading:
    - a. Council may debate the substance of the bylaw;
    - b. Council may propose and consider amendment to the bylaw; and
    - c. Council may refer by way of motion refer the bylaw to Administration or a Committee for further information or review prior to second reading.
  - iv) That bylaw shall be introduced for third reading by way of motion that the bylaw be read a third time. The same options existing for Council preceding the third reading:
    - a. Council may debate the substance of the bylaw;
    - b. Council may propose and consider amendment to the bylaw; and
    - c. Council may refer by way of motion refer the bylaw to Administration or a Committee for further information or review prior to second reading.
  - v) A proposed bylaw shall not be given more that two readings at one meeting unless the Councillors present at the meeting unanimously agree by way of motion that the proposed bylaw may be presented for third and final reading at the same meeting at which it received two readings; and
  - vi) A proposed bylaw shall be passed when a majority of Councillors vote in favour of third reading, provided that any applicable Provincial statute does not require a greater majority.
- ~~(d)~~ After passage, a bylaw shall be signed by the Reeve and CAO. ~~and shall be impressed with the Corporate Seal of the County.~~
- (e) Once a bylaw has successfully **received** three readings and is signed **and sealed** in accordance with the MGA, it is considered an enactment of the County and is effective immediately unless the bylaw or an applicable Provincial statute provides otherwise.
- (f) The previous readings of a proposed bylaw are rescinded if the proposed bylaw:
  - i) Does not received third reading with two (2) years of the date of first reading; or
  - ii) Is defeated on second or third reading.
- (g) Clerical, typographical and grammatical errors in bylaws may be corrected by the CAO provided that the intent of the bylaw is not changed.
- (h) The CAO is responsible to update and keep current all Bylaws of the County that are subject to amendments, expiration or repeal.

## **EDUCATION SESSIONS**

- (a) Sessions for educational purposes may be held as required, based on the following criteria:
  - (i) Sessions are optional and do not require quorum;
  - (ii) Councillor Orientation Training is mandatory and does not require quorum as there may be multiple opportunities for the same session;**
  - (iii) Are strictly educational (one-way information), allowing for clarifying questions;
  - (iv) Do not progress matter within Council's jurisdiction;
  - (v) Minutes shall not be taken;
  - (vi) Information provided may be shared with the public (not confidential);

- (vii) Where no directions or instruction shall be given to Administration; and
- (viii) Where no procedural or business decisions are made by the members of Council present at the session.

**REPEAL AND EFFECTIVE DATE**

- (a) **Bylaws 1290-19, 1313-20 and 1332-22** are hereby repealed.
- (b) Bylaw **1351-24** is passed when it received third reading and is signed by the Reeve and the CAO or designate, as per the MGA

## **Schedule "A"** **Agenda Structure**

The Inaugural and Organizational Meeting agenda includes the following sections as required:

1. Call to Order
2. Oath of Office – Council (Inaugural Organizational Meeting only)
3. Changes to Agenda and Adoption of Agenda
4. Election of Reeve
5. Oath of Office – Reeve
6. Election of Deputy Reeve
7. Oath of Office – Deputy Reeve
8. Motion to Destroy Ballots
9. Motion to Establish Date and Time of Regular Council and Committee of the Whole Meetings
10. Motion to Designate the County's Banking Institution(s)
11. Council Appointment to Boards and Committees Required by Legislation
12. Council Appointment to Internal Boards and Committees
13. Council Appointments to External Boards and Committees
14. Public-at-Large Member Appointments
15. Appointment of Reeve to Boards and Committees – Ex-Officio
16. Other Business
17. Adjournment

The Regular Council Meeting Agenda includes the following sections as required:

1. Call to Order
2. Changes to Agenda and Adoption of Agenda
3. Confirmation of Minutes
4. Delegations
5. Council Priorities
6. Requests for Decision
7. Reports
8. Correspondence and Information Items
9. Councillor Requests (Information Requests and Notices of Motion)
10. Closed Session
11. Open Session
12. Motions Arising out of Closed Session
13. Adjournment

The Committee of the Whole Meeting Agenda includes the following sections as required:

1. Call to Order
2. Changes to Agenda and Adoption of Agenda
3. Confirmation of Minutes
4. Delegations
5. Reports for Discussion
6. Councillor Requests (Information/Program Requests)
7. Closed Session
8. Open Session
9. Motions Arising out of Closed Session
10. **Adjournment**

The Special Council Meeting Agenda includes the following sections as required:

1. Call to Order
2. Deletions from the Agenda and Adoption of Agenda
3. Special Council Meeting Item(s)
4. Closed Session
5. Open Session
6. Motions Arising Out of Closed Session
7. **Adjournment**



**COMMITTEE OF THE WHOLE  
DIVISION REPORT**

**Name:** \_\_\_\_\_

**Division:** \_\_\_\_\_

**For Presentation at** \_\_\_\_\_ **Committee of the Whole Meeting**

**From Date:** \_\_\_\_\_

**To Date:** \_\_\_\_\_

**Resident Concerns:**



**COMMITTEE OF THE WHOLE  
DIVISION REPORT**

**Name:** \_\_\_\_\_

**Division:** \_\_\_\_\_

**For Presentation at** \_\_\_\_\_ **Committee of the Whole Meeting**

**From Date:** \_\_\_\_\_

**To Date:** \_\_\_\_\_

**Resident Concerns:**



**COMMITTEE OF THE WHOLE  
DIVISION REPORT**

**Name:** \_\_\_\_\_

**Division:** \_\_\_\_\_

**For Presentation at** \_\_\_\_\_ **Committee of the Whole Meeting**

**From Date:** \_\_\_\_\_

**To Date:** \_\_\_\_\_

**Resident Concerns:**



**COMMITTEE OF THE WHOLE  
DIVISION REPORT**

**Name:** \_\_\_\_\_

**Division:** \_\_\_\_\_

**For Presentation at** \_\_\_\_\_ **Committee of the Whole Meeting**

**From Date:** \_\_\_\_\_

**To Date:** \_\_\_\_\_

**Resident Concerns:**



**COMMITTEE OF THE WHOLE  
DIVISION REPORT**

**Name:** \_\_\_\_\_

**Division:** \_\_\_\_\_

**For Presentation at** \_\_\_\_\_ **Committee of the Whole Meeting**

**From Date:** \_\_\_\_\_

**To Date:** \_\_\_\_\_

**Resident Concerns:**



**COMMITTEE OF THE WHOLE  
DIVISION REPORT**

**Name:** \_\_\_\_\_

**Division:** \_\_\_\_\_

**For Presentation at** \_\_\_\_\_ **Committee of the Whole Meeting**

**From Date:** \_\_\_\_\_

**To Date:** \_\_\_\_\_

**Resident Concerns:**



**COMMITTEE OF THE WHOLE  
DIVISION REPORT**

**Name:** \_\_\_\_\_

**Division:** \_\_\_\_\_

**For Presentation at** \_\_\_\_\_ **Committee of the Whole Meeting**

**From Date:** \_\_\_\_\_

**To Date:** \_\_\_\_\_

**Resident Concerns:**

Request #	Councillor Name	Request Title	Request	Responding Dept	Response	Response Date	Status
CR30	Deputy Reeve Kuzio	Solar Crosswalk lights in Innisfree	Resident concerned about the speed past the school and millenium building in Innisfree and would County write a letter to Village supporting the installation	Office of the CAO			In progress
CR24-02	Council	Bylaw Enforceme	Discuss Bylaw Enforcement Options with the Town of Vegreville	Office of the CAO			In progress
CR24-09	Councillor Ogradnick	EIPS	Inquire on Liasion meetings	Office of the CAO	Looking to meeting with a few board members in Fall 2024.		In progress
CR24-22	Councillor Anderson	Meeting with CAO of Town of Vermillion	Meet with CAO - Town of Vermillion to discuss the Vermillion Physician Recruitment Committee	Office of the CAO	Called Interim CAO and sent information, Director of Corporate Services attended Committee meeting on August 8.	24-Jun	Completed
CR24-23	Councillor Ogradnick	Recognition Gift	Purchase Gift to recognize the 130th anniversary of the Old Vegreville Community	Office of the CAO	Purchased and delivered to Councillor Ogradnick for presentation	12-Jul	Completed
CR24-24	Deputy Reeve Kuzio	Road Tour of RR135	Tour RR135 in person to dicuss resident concerns	Office of the CAO	Director of Operations and CAO joined Deputy Reeve for tour	14-Jul	Completed
CR24-25	Reeve Kozieczny	Respond to resident concern from Village of Innisfree	Resident from Innisfree requesting the Reeve assist them with a concern they had regarding their property in Innisfree.	Office of the CAO	Responded to resident that we have no jurisdiction in the Village of Innisfree	18-Jul	Completed