



AGENDA

Committee of the Whole

July 10, 2024

10:00 a.m.

-
- 1. CALL TO ORDER**
 - 2. CHANGES TO AGENDA & ADOPTION OF AGENDA**
 - 3. CONFIRMATION OF MINUTES**
 - 4. DELEGATIONS**
 - 4.1 MLA Jackie Armstrong-Homeniuk
Fort Saskatchewan, Vegreville Constituency – 12:00 pm
 - 5. REPORTS FOR DISCUSSION**
 - 5.1 PDS 7005-01 Closure of Undeveloped Road Allowance Review
Administration Presenter:
Davin Gegolick, Director of Planning & Community Services
 - 5.2 Council Procedural Bylaw
Administration Presenter:
Jason Warawa, Director of Corporate Services
 - 5.3 Elected Officials Business Expense Policy CC 3013-01
Administration Presenter:
Pat Podoborzny, CAO
 - 6. COUNCILLOR REQUESTS (INFORMATION / PROGRAM REQUESTS)**
 - 6.1 Division Reports
 - 6.2 Councillor Request Report
 - 7. CLOSED SESSION**
 - 7.1 Library and Recreation Funding
FOIP Section 24, Advice from officials
 - 8. OPEN SESSION**
 - 9. MOTIONS ARISING OUT OF THE CLOSED SESSION**
 - 10. ADJOURNMENT**



Committee of the Whole Meeting Minutes

June 12, 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
Davin Gegolick, Director of Planning and Community Services
Trudy Shukalak, Senior Administrative Support Specialist

1. CALL TO ORDER

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

2. CHANGES TO AGENDA & ADOPTION OF AGENDA

2024-W037

Moved by: Deputy Reeve Kuzio

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

Carried

3. CONFIRMATION OF MINUTES

2024-W038

Moved by: Councillor Wowdzia

THAT the May 21, 2024, Committee of the Whole meeting minutes be adopted as presented.

Carried

4. DELEGATIONS

4.1 Vermilion RCMP Detachment

Presentation of the quarterly Community Policing Report for the Vermilion RCMP Detachment that covers the January 1 to March 31, 2024, reporting period.

External Presenter:

Sergeant Corey Buckingham
Vermilion RCMP Detachment Commander

5. REPORTS FOR DISCUSSION

5.1 Non-Profit Advocacy Letter

The Committee of the Whole was presented with information regarding the disparities in fundraising opportunities for rural non-profit organizations and charities provided by Alberta Gaming, Liquor and Cannabis (AGLC).

Administrative Presenter:

Director of Planning and Community Services Davin Gegolick

2024-W039

Moved by: Councillor Nafziger

THAT Administration prepare an RFD for the June 17, 2024, Council meeting recommending Council send a letter to the local MLA and Minister of Service Alberta and Red Tape Reduction to advocate for fairer fundraising opportunities for rural non-profit organizations and charities provided by AGLC.

Carried

Action Required: Create RFD

5.2 Crossroads Economic Development Alliance Funding Model

The Committee of the Whole was presented with proposed funding model options for the Crossroads Economic Development Alliance.

Administrative Presenter:

Director of Planning and Community Services Davin Gegolick

2024-W040

Moved by: Councillor Nafziger

THAT Administration prepare an RFD for the June 17, 2024, Council meeting recommending Council's endorsement of the Local Government Fiscal Framework (LGFF) funding model for the Crossroads Economic Development Alliance.

Carried

Action Required: Create RFD

5.3 Crossroads Economic Development Alliance Parade Float

The Committee of the Whole was presented with information regarding the decision made by the Crossroads Economic Development Alliance Committee to participate in the Vegreville, Lavoy, Ranfurly, Innisfree and Mannville summer parades by registering a float entry to promote the newly formed Crossroads initiative.

Administrative Presenter:

Director of Planning and Community Services Davin Gegolick

2024-W041

Moved by: Councillor Nafziger

THAT Administration prepare an RFD for the June 17, 2024, Council meeting recommending that the Crossroads Economic Development Alliance participate in the Vegreville, Lavoy, Ranfurly, Innisfree and Mannville summer parades by registering a float entry.

Carried
Action Required: Create RFD

5.4 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

2024-W042

Moved by: Councillor Anderson

THAT the draft Council Procedural Bylaw be accepted for information and presented at the July 2024 Committee of the Whole meeting for Council's recommendations.

Carried

5.5 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-W043

Moved by: Councillor Ogradnick

THAT draft Elected Officials Business Expense Policy CC 3013-01 be accepted for information and presented at the July 2024 Committee of the Whole meeting.

Carried

5.6 Draft Condolence Policy

The Committee of the Whole was presented with a draft condolence policy which recognizes the need to support employees and their families through an expression of sympathy upon the death of an employee or an employee's immediate family, Member of Council or a Member of Council's immediate family.

Administrative Presenter:

CAO Pat Podoborzny

2024-W044

Moved by: Councillor Wowdzia

THAT Administration prepare an RFD for the June 17, 2024, Council meeting recommending the approval of the draft condolence policy.

Carried

Action Required: Create RFD

Reeve Konieczny recessed the meeting at 11:30 a.m.

Reeve Konieczny reconvened the meeting at 11:35 a.m.

6. COUNCILLOR REQUESTS (INFORMATION/PROGRAM REQUESTS)

- 6.1 Divisional Reports
Presented by Reeve and Council
- 6.2 Councillor Request Report

7. CLOSED SESSION

2024-W045

Moved by: Councillor Bentley

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 29, information that is or will be available to the public, and Section 17, harmful to personal privacy at 11:46 a.m.

Carried

- 7.1 Bridge Discussion
FOIP Act Section 29, information that is or will be available to the public

| Name | Reason/Purpose |
|----------------|--------------------------------------|
| Pat Podoborzny | Strategic Leader of the Organization |
| Norm De Wet | Presenter |
| Jason Warawa | Strategic Leader of the Organization |

7.2 Staffing Update
FOIP Act Section 17, harmful to personal privacy

| Name | Reason/Purpose |
|-----------------|--------------------------------------|
| Pat Podoborozny | Strategic Leader of the Organization |
| Norm De Wet | Strategic Leader of the Organization |
| Jason Warawa | Presenter |

Jason Warawa and Norm De Wet left the meeting at 12:15 p.m.

8. OPEN SESSION

2024-W046

Moved by: Councillor Bentley

THAT the Committee of the Whole meeting revert to open session at 12:28 p.m.

Carried

9. MOTIONS ARISING OUT OF CLOSED SESSION

Bridge Discussion

2024-W047

Moved by: Councillor Anderson

THAT the Bridge Discussion be presented at the July 2024, Council meeting.

Carried

10. ADJOURNMENT

Reeve Konieczny adjourned the meeting at 12:30 p.m.

Reeve

Chief Administrative Officer



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: PDS 7005-01 Closure of Undeveloped Road Allowance Review
Date: July 10, 2024

Background:

During the June 17, 2024 Council meeting, discussion on the fair market value of land for road closure applications was brought forward by Council. Principle #7 of 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. The Assessor's FMV is final. However, the rate must be agreed up prior to the bylaw receiving first reading.

Information for the Committee:

Administration surveyed other municipalities to determine how they deal with the sale of road closures. Selling land at fair market value is best practise and adhered to by most municipalities. Some municipalities additionally allow applicants to obtain another opinion on the value of land if there is disagreement on the assessor's fair market value. The details are summarized below:

| Municipality | Land Value Determination | Application Fee | 3.32-acre Road Closure Example (file #01-2024) Approx. Value |
|---------------------------|---|---|---|
| County of Minburn | FMV determined by Assessor | \$1,000 | \$4,700 |
| Beaver County | FMV determined by Assessor. Applicant has the option to obtain another opinion if in disagreement with FMV. | \$150 (by resolution) \$250 (by bylaw) | \$4,700 |
| Two Hills County | \$2,500/acre flat rate | \$1,000 | \$8,300 |
| County of Vermilion River | Old road plans are reverted to title at no cost. Applicant is responsible for surveying, transfer, and subdivision costs. If road is running across the quarter affecting another landowner, FMV is determined by Assessor. | \$250 | \$0 |
| MD of Wainwright | No policy. Deal with applications on a case-by-case basis with the following options: <ul style="list-style-type: none"> - Revert to title (no cost to landowner) - Revert to title at landowner's cost (surveying fees, registration, FMV) - Revert and MD retains the land - Revert and MD sells the land | \$0 | Decided by Council on a case-by-case basis. Last decision was land reverted to title at no cost to the landowner. |

| | | | |
|--------------------------|---|---------|--|
| Athabasca County | Land value calculated annually on July 1 from the Alberta Agricultural Real Estate Transfers Report using the 5-year rolling average per acre of the "all classes" category for Athabasca County, where not less than 10,000 acres are used in the calculation. Purchase price is calculated at 80% of the value, rounded to the nearest \$50. Applicant has the option to obtain a real estate appraisal by a qualified real estate appraiser to determine the FMV. Purchase price will be 80% of the appraised value. | \$300 | \$7,550 |
| County of Grande Prairie | FMV determined by real estate professional, or the landowner provides an offer to purchase which is compared to FMV determined by Assessor. If the values differ significantly, landowner is required to provide a third-party appraisal to justify the price. | \$1,200 | \$4,700 or value provided by the landowner and reviewed by Council |
| Camrose County | FMV or landowner provides an offer to purchase which is reviewed by Council. | \$800 | \$4,700 or value provided by the landowner and reviewed by Council |
| Cypress County | FMV | \$450 | \$4,700 |
| Rocky View County | \$500 flat rate for all transfers | \$2,000 | \$500 |
| Vulcan County | FMV determined by Assessor | \$1,000 | \$4,700 |
| Lac La Biche County | FMV determined by Assessor or highest bidder | \$1,000 | \$4,700 |
| MD of Greenview | FMV determined by Assessor | \$1,500 | \$4,700 |

Recommendation:

THAT administration prepares an RFD for decision at the July 15 Council meeting, amending Policy PDS 7005-01 for providing the applicant the option, at their own expense, to provide a real estate appraisal by a qualified real estate appraiser to determine the FMV of land. Further, that PDS 7005-01 be amended to clearly separate the process for road closures by Bylaw versus closures by Resolution and to update references to Alberta Transportation and Economic Corridors.



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

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 the Assessor on the purchase rates for the area of land. This amount is based on similar and comparable uses of land in the area. ~~The Assessor'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



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: _____



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: DRAFT Council Procedural Bylaw Review

Date: July 10, 2024

Background

The draft Council Procedural Bylaw has been presented to Council in two different parts. Given the lengthiness and complexity of the document, it was left with Council to review the content more thoroughly and identify the areas that require more attention.

To facilitate the review and discussion process the document was intentionally created using the following color-coding scheme:

- Black – no change from current bylaw(s)
- Blue – minor or insignificant changes to existing wording that does not change the context or the intent of that clause
- Green – new wording that largely captures the existing procedures of Council
- Red – new wording that identifies “best practices” for consideration by Council

Given that the black, blue and green coloured sections of the bylaw primarily reflect the current practices of Council, there will not be significant time spent reviewing these sections unless Council wants to introduce changes to the current practices.

The focus of this review will be on the red sections of the draft bylaw as they reflect new procedures or material changes to the current practices of Council.

To ensure that there is a methodical process to work through the document, any sections that are subject to discussion or where a suggested change is presented, Council will be asked through an informal voting process whether to accept the section as-is, to remove it or to proceed with the proposed amendment.

Following the review process, the required changes will be made, and the document will be presented at the August COW for a final review with the goal of passing the bylaw at the August Council meeting.

Recommendation

THAT Council provide the necessary feedback and direction to Administration so that a final draft version of the Council Procedural Bylaw can be presented at the August COW meeting.

Attachment:

Draft Council Procedural Bylaw

COUNTY OF MINBURN NO. 27

BYLAW NO. 13XX-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**) 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 allows 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) **“Public Hearing”** is a meeting of council convened to hear matters including presentations from members of the public pursuant to the *Act*.
- (aa) **“Quorum”** means the majority of the members of council or a committee.
- (bb) **“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.
- (cc) **“Reeve”** means 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*.
- (dd) **“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.
- (ee) **“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*.
- (ff) **“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.*

(d)

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 (COTW).
- (b) The Reeve may call for a meeting of the COTW at any time, including during a Regular or Special Council meeting.
- (c) Council, by majority vote, may schedule a COTW meeting or may resolve itself into a COTW at any time during a duly constituted meeting of Council.
- (d) Notice of the COTW 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 COTW 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 COTW 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 COTW is purposely kept informal to encourage deliberation of information and ideas.
- (h) The business of COTW meetings will follow the format listed in Schedule A.
- (i) The COTW is limited to make the following motions:
 - i) for "procedural" purposes including but not limited to adoption of the agenda, approving previous COTW minutes, adjournment;
 - ii) to make recommendations to Council or other Council Committees regarding a matter discussed at the COTW meeting;
 - iii) to direct Administration in the investigation, preparation and/or the development of a matter being reviewed at the COTW meeting; and
 - iv) to move into a Closed Session or to revert back to an open meeting.
- (j) All COTW recommendations shall be directed to the Regular or Special Meetings of Council for decision by way of motion.
- (k) The COTW has no power to commit funds.
- (l) All COTW 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 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, 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 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.

MEETING 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 or special council meetings by means of electronic communications a maximum of three (3) consecutive meetings, unless otherwise approved by Council by way of Council resolution. ~~There is no limit to the number of times a member of Council may participate electronically in a regular or special Council meeting.~~
- (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 system cannot be implemented during a closed session.
- (g) 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.
- (h) ~~The Chair has the sole authority to deny the use of the electronic meeting location if in his/her opinion the location is disruptive to the Council meeting, is in his/her opinion not secure, and is in his/her opinion located in any place deemed inappropriate.~~
- (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 may be recorded and livestreamed to the public with the exception of Closed Sessions.
- (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 the termination or interruption of a recording.
- (f) If there are technical difficulties while recording, the Chai 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 an 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) 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.
- (c) 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.
- (d) 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 a Council or Committee 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 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 (10) 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/or his designate and department personnel, unless otherwise decided, shall attend Council 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 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.
- (d) 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.
- (e) 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)
 - (iii) 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 ten (10) minutes to provide additional commentary on the application.
 - (iv) The Chair shall then open the floor to public presentations.
 - (v) Interested persons who have registered shall speak first, followed by other persons who have not registered to speak but wish to address Council.
 - (vi) 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.
 - (vii) Verbal presentations shall be limited to five (5) minutes to present their position unless Council consents to extend the allotted time.
 - (viii) Council shall limit questions of clarifications to a total of five (5) minutes per presentation, unless Council consents to extend the allotted time.
 - (ix) 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.
 - (x) 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.
 - (xi) 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.
 - (xii) 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.
 - (xiii) 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.
 - (xiv) 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.
 - (xv) 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 MGA.
- (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. Could 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. Could 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 given 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) Are strictly educational (one-way information), allowing for clarifying questions;
 - (iii) Do not progress matter within Council;s jurisdiction;
 - (iv) Minutes shall not be taken;

- (v) Information provided may be shared with the public (not confidential);
- (vi) Where no directions or instruction shall be given to Administration; and
- (vii) 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 XXXX_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

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
10. Adjournment



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: DRAFT Elected Officials Expense Policy CC 3013-02
Date: July 10, 2024

Background

The current policy, CC 3007-01 was passed on June 15, 2020. Reeve and Council reviewed the updated draft Elected Officials Expense Policy at the April and June 2024 COW meetings and made recommendations for Administration to research and bring the draft policy back to the July COW meeting for further discussion.

The draft policy changes based on Administrations research are highlighted in green throughout the document. The draft policy provides clarity on which expenses will be reimbursed by the municipality and which expenses will not. The new policy will provide clear direction on Elected Officials business expenses; enhance public transparency and enhance public confidence in the oversight of expenses.

Recommendation

THAT Council provide direction on the green highlighted areas and direct Administration to bring the policy to the July Council meeting for approval.

Attachment:

Draft Elected Officials Expense Policy CC 3013-02



Policy

Elected Officials Business Expense Policy

Policy Number: CC 3013-01

Supersedes Policy Number: New

Approved by Council: TBD

Next Review Date: 2028

Resolution No: TBD

Last Review Date: N/A

POLICY STATEMENT

To address matters affecting the County of Minburn, the County's Elected Officials must meet with stakeholders and participate in various community, committee, regional, and national events.

Elected Officials' duties often occur outside regular work hours requiring time away from family and personal life.

The Business Expense Policy provides clarity on which expenses will be reimbursed by the municipality and which expenses will not. The list of events in the policy is meant to provide examples and is not exhaustive. Expenses categorized as Public Relations or Professional Development, subject to conditions set out in the policy, are to be charged from the approved Elected Officials' operating budget.

The reimbursement of expenses adheres to the following principles:

- a) Taxpayer dollars are used prudently and responsibly with a focus on accountability and transparency;
- b) Expenses for travel, meals, and hospitality support County business objectives;
- c) Plans for travel, meals, accommodation, and hospitality are necessary and economical with due regard for health and safety; and
- d) Only legitimate authorized expenses incurred during the course of undertaking County business are reimbursed.

PURPOSE

The purpose of this policy is to provide clear direction on Elected Officials' business expenses; enhance public confidence in the oversight of expenses incurred by the County's Elected Officials; and to enhance accountability and transparency through routine reporting of Elected Officials' business expenses.

DEFINITIONS

Alternate - means the individual(s) who is appointed to a board/committee/commission as an alternate member and is expected to attend on behalf of the appointed elected official when they are unable to attend, or when invited by the appointed elected official or board/committee chair.

ASB – the Agricultural Service Board.

Board - any board or other body established by the Council of the County of Minburn or, any external board or other body to which a Councillor is appointed by the Council of Minburn.

Committee - any committee or other body established by the Council of the County of Minburn or, any external board or other body to which a Councillor is appointed by the Council of the County of Minburn.

CAO - the person appointed by Council to the position of Chief Administrative Officer under the *Municipal Government Act* for the County or designate.

Conference - a formal meeting at which individuals participate in the exchange of ideas, information, and expertise in work-related subject areas.

Convention - an assembly, usually of members of a professional group or delegates, whose primary purpose is to elect officers, report progress and obtain approval for future activities.

Council - the duly elected Council members of the County of Minburn No. 27.

Council Business - the activities conducted by Council in keeping with the provisions of the Municipal Government Act. Examples of Council business includes, but is not limited to, attendance at Council and Committee meetings, municipally-sanctioned events, meetings with the CAO, and meetings with constituents.

Councillors - the Elected Officials of the County of Minburn No.27, excluding the Reeve.

County - the municipality of the County of Minburn No.27 having jurisdiction under the Municipal Government Act and other applicable legislation.

Designate - the person authorized by Council to conduct the duties and functions assigned to the Reeve by Council under the Municipal Government Act and under this or any other bylaw or policy.

Elected Officials – Reeve and Councillors for the County of Minburn.

Expenses - means the costs incurred by Elected Officials when conducting Council business.

Hospitality Event - an event or function where the provision of food, beverages, accommodations, transportation, and other amenities are provided, at public expense, to people who are not engaged in work for The County of Minburn.

Reeve - the Chief Elected Official as defined in the Municipal Government Act.

Resident Meeting - a meeting of a small, focused group of Division residents for informing or discussing a specific issue of interest or concern to those residents rather than to the Division as a whole. A Resident Meeting may be initiated by an Elected Official or by Administration. A Resident Meeting is generally held at a County facility or within a public facility in a Division.

RMA - the Rural Municipalities of Alberta Association.

Professional Development - means a process of enhancing a Council member's ability to perform in relation to their governance role.

Working Session - a function where food, beverages, accommodations, transportation and other amenities are provided only for people who work for the County of Minburn.

GUIDELINES

1. Boards and Committee's Functions

Elected Officials can charge the ticket or registration fee for a function related to any Council Committee appointment.

2. Community Events, Charitable and Non-Profit Fundraisers

a) Tickets and registration fees:

Elected Officials invited to a community or regional charitable event or non-profit fundraiser by the charitable organization can charge the ticket or registration fee to their Elected Officials' Expense Budget.

b) Sponsorships:

Elected Officials may provide door prizes or auction items for community events, charitable and non-profit fundraisers.

3. Federal Political Events

The Federal *Canada Elections Act*, SC 2000, c. C-9, as amended, provides that no person or entity other than an individual who is a citizen or permanent resident shall make a contribution to a registered party, a registered association, a candidate, a leadership contestant or a nomination contestant. A municipality, being a corporation, is an ineligible contributor and cannot make contributions. Accordingly, any tickets, registration fees or donations to any federal registered party, registered association, a candidate, a leadership contestant or a nomination contestant are personal expenses of an Elected Official.

4. Provincial Political Events

The Provincial *Election Finances and Contributions Disclosure Act*, RSA 2000, c. E-2 provides that a municipality is a prohibited corporation and may not make any contributions to a registered party, registered constituency association or registered candidate. Any ticket purchases or contributions, including items for door prizes, auctions, and the costs of attending political conventions, shall be Personal Expenses. An Elected Official attending a fundraiser, if attendance has been approved by County Council, may claim a meal expense as set out in Schedule "A" hereto.

5. Reeve's Representative

If a Councillor is designated by the Reeve to represent the Reeve in an official capacity, the cost of the tickets for that Councillor and his or her spouse or guest, where applicable, pursuant to subsection 6(b), will be charged to the Elected Officials' Expense Budget.

6. Guests

- a) If a guest accompanies an Elected Official to an out-of-town conference or convention, any expenses of the guest for travel, meals, or registration is considered a personal expense.
- b) Notwithstanding section 6(a), when a guest accompanies the Elected Official to a banquet or reception, their ticket may be charged to the Elected Official's Business expense budget.
- c) When an Elected Official is invited to a social or fundraising function in an official capacity, the ticket for a guest may be paid from the Elected Official's Expense Budget.

7. Resident Meetings

- a) Elected Official initiated Resident Meetings may be held at the discretion of the Elected Official and expenses for facility rental and light refreshments may be charged to the Elected Officials' Expense budgets. Expenses incurred for resident meetings initiated by Administration will be charged to the County department initiating the meeting.
- b) An Elected Official may book space at a public facility for committee meetings to which the Elected Official serves in their capacity as an Elected Official. There will be no rental charges for rooms booked in a public facility. In the event space in a community hall is booked for a meeting, the rental cost, if any, will be reimbursed. After hours security costs for events before or after normal business hours and the costs of any refreshments, if required, will be charged to the Elected Official's Expense budget.

8. Business Expenses

Business expenses must remain within the operating budget of an Elected Official. Expenses which exceed an Elected Official's total annual budget must be authorized by Council resolution prior to the expenditure being made. If expenses exceed the Elected Official's total annual budget and have not been authorized by Council prior to the expenditure, then the Elected Official is personally responsible to reimburse the municipality for these costs.

8.1 Mileage Expenses

- a) Elected Officials shall be reimbursed for actual distance travelled outside of the County Boundary, based on the automobile allowance rates posted annually by the Canada Revenue Agency.
- b) Elected Officials completing an Expense Claim shall include details of the business purpose, location, departure dates, and distance travelled with each claim.
- c) If two or more Elected Officials travel together in the same vehicle while on Council business, only one Elected Official may claim mileage for the distance travelled.
- d) An elected official who is required by his/her insurance company to be insured for business use of his/her motor vehicle for travel on County business shall be reimbursed for the full amount of applicable business premium up to a maximum of \$150 a year and pro-rated if coverage applies to a lesser period, upon submission of proof of payment.

8.2 Training and Professional Development

- a) Elected Officials are encouraged to participate in professional training and development opportunities to enhance their skills and knowledge to effectively fulfill their governance roles and responsibilities.
- b) Mandatory and pre-approved training will be budgeted as general training in the Council budget. Mandatory and pre-approved training is identified in Schedule "C".

8.3 Conferences and Conventions

- a) Elected Officials are expected to represent the County of Minburn at conferences and conventions. Pre-approved conferences and conventions are identified in Schedule "B". These will be budgeted in the Council budget, as it is encouraged that all Council will attend.
- b) All additional conferences, meetings and conventions require approval by Council motion.

(or)

a) Elected Officials are expected to represent the County of Minburn at conferences and conventions. Elected Officials expenses must not exceed \$9000 per year, unless authorized by Council prior to the expenditure.

b) For the purpose of calculating annual conferences and convention expenses, all costs associated with attending conferences and conventions will be included.

(or)

a) Elected Officials are expected to represent the County of Minburn at conferences and conventions. Individual Elected Officials expenses must not exceed *\$4500 per year, unless authorized by Council prior to the expenditure.

** additional two conferences per year not listed in pre-approved list*

b) For the purpose of calculating annual conferences and convention expenses, all costs associated with attending conferences and conventions will be included except for the following conferences and conventions which are specifically budgeted for:

- RMA Spring and Fall Conventions
- ASB Provincial Conference
- ASB Regional Conference

8.4 Office Expenses

a) Office expenses including telephone lines, facsimile transmission equipment, internet hook-up and monthly service fees, office space, furniture, cellular phones, local or long-distance charges, postage, photocopying, promotion or entertainment expenses are not eligible for business expense reimbursement.

8.5 Electronic Devices

a) While in office, Elected Officials will be provided with a technology allowance for the purchase a laptop or iPad and printer to assist with carrying out their duties, and for attendance at Council and Council Committee meetings. If the Elected Official leaves before the end of the four-year term, the technology allowance will be prorated for length of service. The current rates are outlined in Schedule "A"

b) Should an Elected Official wish to use their own mobile device instead of a laptop or iPad for Council business, a monthly allocation may be expensed from their technology allowance. The current rates are outlined in Schedule "A"

c) Printer cartridges will be supplied by Administration.

9. Criteria for Reimbursement of Expenses

9.1 Mandatory Requirements – General

- a) Alcohol will not be reimbursed as part of Travel or Meal expense except for Hospitality Events.
- b) Hospitality is only provided when the event involves participants from outside the County. Functions involving only people who work for the County are not considered Hospitality Events; they are considered Working Sessions.

9.2 Elected Official's Responsibilities

- a) Identify and review required business expenses to ensure cost effective options for travel, accommodation, etc. are selected.
- b) Submit a completed Elected Official Business Expense Form to the CAO for each event attended.
- c) Any expenses for the Reeve shall be reviewed and approved by the Deputy Reeve and CAO or designate.
- d) Any expenses for Councillors shall be reviewed and approved by the Reeve and CAO or designate.
- e) Submit Elected Official Business Expense Forms accompanied by all necessary receipts and/or documentation monthly. Receipts must be detailed and show the GST amount. A Visa/Mastercard slip is not a receipt for business expense purposes. **The current Elected Official Business Expense Form is as per Schedule "D".**

9.3 Reimbursement of Expenses

- a) Travel: The most direct, economical and time efficient mode of transportation shall be utilized or, if an Elected Official chooses an alternate method, then reimbursement shall be limited to an amount equal to the cost of the most direct, economical and time efficient mode.
- b) Airfare: Economy class is preferred for travel. Business class may also be booked or if a medical condition or business reason necessitates an upgraded travel class.
- c) Ground Transportation: Taxis or Ride Share are the preferred method of ground transportation. In a situation where a rental car is practical, the size and type of rental car should be appropriate for the number of people in the car, road conditions, and nature of need.
- d) Accommodations: When an Elected Official is required to travel on County business and accommodation away from the Elected Official's regular residence is necessary, the Elected Official may claim the actual cost of accommodation for a single room rate or a per diem for stays in a private residence in an amount set out in Schedule "A".

- e) Meals:
- i. When travelling on County related business, an Elected Official may claim either the actual cost of the meal or the per diem. The actual cost of the meal is the amount shown on the receipt, excluding alcoholic beverages, plus a gratuity not to exceed fifteen (15) percent of the meal cost.
 - ii. The maximum reimbursement for food and beverages cannot exceed \$100 per day, with the cost of one single meal not exceeding \$50, plus taxes and gratuities.
 - iii. Per diems are based on Government of Alberta meal allowance rates.
 - iv. When an Elected Official attends a conference, meeting, or other event where a meal has been provided, the elected official shall not claim a per diem.
 - v. Expense claims for meals shall be submitted with a detailed receipt.
 - vi. When an Elected Official is travelling on County related business, the Elected Official may be reimbursed for the following per diems:
Breakfast—if departure or return time is earlier than 7:30 a.m.
Lunch—if the departure time is earlier or later than 1:00 p.m.
Dinner—if the departure or return time is later than 6:30 p.m.
 - vii. When Elected Officials submit expense claims for County related beverage/meal meetings (excluding alcoholic beverages), the names of those in attendance and the purpose of the meeting shall be recorded on the receipt.
 - viii. If a meal is included in the cost of airfare, an Elected Official shall not claim a per diem or meal expense unless the flight is delayed.
- f) Transportation and Communication: An Elected Official may claim the following expenses with a receipt: bus fare, railway fare, limousine/taxi fare, parking charges, air fare, automobile rental, facsimile or e-mail charges.
- g) Kilometer Rates: An Elected Official who uses their personal vehicle for County business outside of the County of Minburn shall be reimbursed for travel as per Schedule "A".
- h) Medical Insurance: An Elected Official authorized to travel outside of Canada, who is not covered by Extended Health Care, shall arrange for and may claim for the cost of medical insurance to cover the period of authorized travel.
- i) The Miscellaneous category of expenses is to provide for personal items such as internet connectivity, business centre costs and while on County business.

- j) Special Provisions: If an Elected Official incurs business expenses not specifically authorized by this policy, the CAO may, subject to availability of funds in an appropriate budget, authorize payment of such a business expense claim.
- k) A receipt is not required for a reimbursement of an expense for which an allowance can be claimed. This includes expenses such as meal allowances, mileage claims and meter parking.

10. Additional Expenses * do we want to put a dollar amount on this or Council approval process??

- a) In addition to those expenses authorized for Elected Officials in the policy, Elected Officials may have additional business expenses arising from the promotion of the interests of the County of Minburn which, subject to availability of budget funds, and subject to normal administration approvals, will be treated as Elected Officials' Business Expense.
- b) Hospitality Business Expenses: An Elected Official engaged in authorized County business may claim for alcoholic beverages purchased at special events for consumption while promoting the interests of The County of Minburn. Functions or events of this nature are considered Hospitality Events. A detailed expense claim stating the names of all individuals involved and the purpose of the Hospitality Event shall be included with any such claim.

11. Administration

The administration of the regulations set out in this Policy is the responsibility of each individual Elected Official in cooperation with the CAO. The CAO must approve each expense claim prior to payment.

12. Public Disclosure of Elected Official's Business Expense

Elected Officials' expense reports will be posted monthly on the County of Minburn website.

Expense reports must, at a minimum, include the following components:

- i. name of Elected Official who incurred the expense;
- ii. date of transaction(s);
- iii. transaction amount(s); and
- iv. expense category (travel, including transportation, accommodation, meals and incidentals; and hospitality).

Information that would normally be withheld under the *Freedom of Information and Protection of Privacy Act*, such as personal information, must be redacted from supporting documentation and will not be publicly disclosed.

SCHEDULE "A"

Allowance

Mobile Device

\$50.00 per month

Technology Allowance

Up to \$2600.00 per term of office

SCHEDULE "B"

Pre-Approved Conferences and Conventions

Funds will be budgeted annually for Elected Officials to attend the following pre-approved events (includes travel and conference fees):

| Conference/Activity |
|---|
| ASB Provincial Conference |
| ASB Regional Conference |
| Rural Municipalities of Alberta Conventions (Spring and Fall) |

Note: County representation is encouraged, however, attendance by all Councillors is not required.

Others for consideration by Council to list in pre-approved :

| Conference/Activity |
|--|
| Alberta Recycling Fall Conference (CARE) |
| Alberta Recycling Spring Conference |
| Federation of Canadian Municipalities Conference (FCM) |
| Rural Community Health Provider Attraction Conference |
| Association for Rural and Small Libraries Conference (ARSL) |
| Travel Alberta Industry Conference and Tradeshow |
| Alberta Community Crime Prevention (ACCPA) |
| Alberta Economic Development Conference |
| Alberta Recreation and Parks Association (ARPA) |
| Community Planning Association of Alberta Conference (CPAA) |
| Alberta Municipalities Conference |
| Alberta Municipalities Spring Municipal Leader Caucus |
| Family and Community Support Services Association of Alberta Conference (FCSSAA) |
| Alberta Society of Agricultural Societies Conference |
| Alberta Seed Processors AGM |
| CrossRoads – Alberta's Crop Conference |

SCHEDULE "C"

Mandatory and Pre-Approved Training

Mandatory

Before the organizational meeting following a municipal election, or the day a Councillor is elected through a by-election takes the oath of office, all Councillors are required to participate in the following training events:

- Role of Municipalities in Alberta
- Municipal Organization and Function
- Council and Councillor Roles and Responsibilities
- Code of Conduct
- Roles and responsibilities of the CAO and staff

Before the first regularly scheduled council meeting following a municipal election or 90 days from the day a Councillor is elected through a by-election takes the oath of office, Councillors are required to participate in the following training events:

- County of Minburn Elected Official Orientation
 - key municipal plans, policies and projects;
 - budgeting and financial administration
 - public participation; and
 - any other topic prescribed by provincial regulations

Ninety days from the day a Councillor takes the oath of office, Councillors are required to participate in the following training events:

- Media Training (Communications)
- Freedom of Information Privacy (FOIP) for Elected Officials
- Basic Emergency Management for Elected Officials

Pre-Approved

Funds will be budgeted annually for Elected Officials to attend the following pre-approved training events (includes travel and conference fees):

- Elected Officials Education Program – Municipal Elected Leaders Certificate courses
- Brownlee LLP Emerging Trends
- Reynolds Mirth Richards Farmer Municipal Law Seminar

SCHEDULE "D"
Elected Official Business Expense Form



**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 Enforcement | 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 |
| CR24-21 | Councillor Anderson | Terms of Reference | Assist the Vermilion Physician Recruitment with developing their Terms of Reference | Office of the CAO | Reached out to RMRF for advice, CAO working on the terms of reference for the committee to review | 14-Jun | Completed |
| CR24-22 | Councillor Anderson | Meeting with CAO of Town of Vermillion | Meet with CAO - Town of Vermillion to discuss the Vermilion Physician Recruitment Committee | Office of the CAO | Called Interim CAO and sent information, waiting for reply. | 24-Jun | In Progress |
| CR24-23 | Deputy Reeve Kuzio | 100th Birthday Celebration | Prepare a gift for June 21 to present to Sulvia O'Shea for her 100th Bday | Office of the CAO | Prepared frame and given to Deputy Reeve | 20-Jun | Completed |
| CR24-24 | Councillor Ogradnick | Battery Operated Vehicle Road Use Charge | Investigate the Road Use charge implemented by the province of Saskatchewan. | Office of the CAO | Information sent to Council | 18-Jun | Completed |
| CR24-25 | Councillor Nafziger | Gopher Control | Is there an alternate chemical that can be used for gopher control | Operations | Zinc phosphide is an alternate | 17-Jun | Completed |
| CR24-26 | Councillor Ogradnick | Carbon Dioxide and Climate Change | Check into SARIM's resolution stating that carbon dioxide isnt a pollutant and calling on the province to step away from climate change initiatives. | Office of the CAO | Information sent to Council. | 21-Jun | Completed |