



AGENDA

Committee of the Whole

June 12, 2024

10:00 a.m.

-
- 1. CALL TO ORDER**
 - 2. CHANGES TO AGENDA & ADOPTION OF AGENDA**
 - 3. CONFIRMATION OF MINUTES**
 - 4. DELEGATIONS**
 - 4.1 Sgt. Corey Buckingham, Vermilion RCMP – 10:15 a.m.
 - 5. REPORTS FOR DISCUSSION**
 - 5.1 Non-Profit Advocacy Letter
Administration Presenter:
Davin Gegolick, Planning and Community Services
 - 5.2 Crossroads Economic Development Alliance Funding Model
Administration Presenter:
Davin Gegolick, Planning and Community Services
 - 5.3 Crossroads Economic Development Alliance Parade Float
Administration Presenter:
Davin Gegolick, Planning and Community Services
 - 5.4 Council Procedural Bylaw
Administration Presenter:
Jason Warawa, Director of Corporate Services
 - 5.5 Elected Officials Business Expense Policy CC 3013-01
Administration Presenter:
Pat Podoborozny, CAO
 - 5.6 Draft Condolence Policy
Administration Presenter:
Pat Podoborozny, CAO
 - 6. COUNCILLOR REQUESTS (INFORMATION / PROGRAM REQUESTS)**
 - 6.1 Division Reports
 - 6.2 Councillor Request Report

7. CLOSED SESSION

7.1 Bridge Discussion

FOIP Section 29, information that is or will be available to the public

7.2 Staffing Update

FOIP Section 17, harmful to personal privacy

8. OPEN SESSION

9. MOTIONS ARISING OUT OF THE CLOSED SESSION

10. ADJOURNMENT



Committee of the Whole Meeting Minutes

May 21, 2024

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
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 9:00 a.m.

2. CHANGES TO AGENDA & ADOPTION OF AGENDA

2024-W033

Moved by: Councillor Anderson

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

Carried

3. CONFIRMATION OF MINUTES

2024-W034

Moved by: Councillor Wowdzia

THAT the April 10, 2024 Committee of the Whole meeting minutes be adopted as presented.

Carried

Councillor Nafziger joined the meeting at 9:04 a.m.

4. DELEGATIONS

4.1 Bearisto & Associates Engineering and Survey Ltd.

Presentation on the comments gathered from County of Minburn residents and agencies during the consultation period of the drafting of the new Land Use Bylaw.

External Presenter: Baily Lapp, Senior Planner

5. REPORTS FOR DISCUSSION

5.1 Range Road 150 – ATCO Project Update

The Committee of the Whole was presented with updated information regarding the ATCO shoulder pull design of Range Road 150 south of Highway 16 for realignment purposes.

Administrative Presenter:

Director of Operations Norm De Wet

2024-W035

Moved by: Deputy Reeve Kuzio

THAT the Range Road 150 Re-alignment Project update be accepted for information.

Carried

5.2 Flag Protocol Policy AD 1021-01

The Committee of the Whole was presented with proposed amended Flag Protocol Policy AD 1021-01A which has added the specification of which flags will be provided at no charge to the community organizations and Villages located within the County of Minburn.

Administrative Presenter: CAO Pat Podoborzny

2024-W036

Moved by: Councillor Anderson

THAT Administration present the proposed amended Flag Protocol Policy AD 1021-01A at the June 12, 2024, Committee of the Whole meeting with the amendments discussed by Council.

Carried

6. COUNCILLOR REQUESTS (INFORMATION/PROGRAM REQUESTS)

6.1 Divisional Reports

Presented by Reeve and Council

6.2 Councillor Request Report

7. CLOSED SESSION

8. OPEN SESSION

9. MOTIONS ARISING OUT OF CLOSED SESSION

10. ADJOURNMENT

Reeve Konieczny adjourned the meeting at 10:05 a.m.

Reeve

Chief Administrative Officer



2024-04-30

Sgt. Corey Buckingham
Detachment Commander
Vermilion, Alberta

Dear Reeve Konieczny,

Please find the quarterly Community Policing Report attached that covers the January 1st to March 31st, 2024 reporting period. The attached report serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Vermilion Detachment.

I would also like to introduce you to Deputy Commissioner Rob Hill, the new Commanding Officer of the Alberta RCMP. Deputy Commissioner Hill has had a diverse and wide-ranging RCMP career, spanning from the Prairies to the Arctic, with positions along the way that have included Drugs Section in Winnipeg and as the former Detachment Commander of Stony Plain (now amalgamated in to Parkland). With public safety as the beacon guiding our operations, Deputy Commissioner Hill is focussed on community engagement; Reconciliation; employee wellness; and recruiting new police officers and retention. Deputy Commissioner Hill is proud to lead your Alberta RCMP and looks forward to meeting you in the future.

Your ongoing engagement and the feedback you provide guides our Detachment team, and supports the reinforcement of your policing priorities. I always remain available to discuss your community-identified policing priorities and/or any ideas you may have that will enhance our service delivery to address the priorities that are important to you. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

Corey Buckingham

Sgt. Corey Buckingham
Detachment Commander
Vermilion Detachment



RCMP Provincial Policing Report

Detachment Information

Name of Detachment

Vermilion

Name of Detachment Commander

Sgt. Corey Buckingham

Quarter

Q4

Date of Report (yyyy-mm-dd)

2024-05-01

FTE Utilization Plan

2023/24

Select Type of Policing Report

Municipal Policing Report Under

Municipal Policing Report Over

PPSA

Coaldale

Community Consultations

Consultation No. 1

Date (yyyy-mm-dd)

2024-01-09

Meeting Type

Meeting with Elected Officials

Topics Discussed (this field expands)

Regular reporting information sharing

Notes /Comments (this field expands)

Detachment Commander attended regular council meeting with the County of Vermilion River. Presented quarterly report and fielded various questions.

Consultation No. 2

Date (yyyy-mm-dd)

2024-01-11

Meeting Type

Meeting with Stakeholder(s)

Topics Discussed (this field expands)

Regular reporting information sharing, Property Crime, Crime Reduction Initiatives

Notes /Comments (this field expands)

Detachment Commander attended Rural Crime Watch meeting and presented on stats as well as fielded various questions. Discussed differences between RAVE and Voyent Alert systems.

Consultation No. 3

Date (yyyy-mm-dd)

2024-01-24

Meeting Type

Meeting with Elected Officials

Topics Discussed (this field expands)

Regular reporting information sharing, Annual Planning

Notes /Comments (this field expands)

Detachment Commander attended a regular council meeting in Innisfree. Quarterly report was presented followed by a brief discussion about the upcoming years priorities (APP). No major concerns were noted.



Consultation No. 4

Date (yyyy-mm-dd) Meeting Type
2024-01-26 Town Hall

Topics Discussed (this field expands)

Education Session, Property Crime, Crime Reduction Initiatives

Notes /Comments (this field expands)

Detachment Commander held a Town Hall meeting at the Vermilion Regional Centre with assistance from the Town of Vermilion. Town CPO Greg Maughan also provided a brief presentation. Two Members were in attendance. Cst. Hey provided a presentation on emergency vehicle safety. Some concerns were brought up in regards to the current communication system (ie dispatch) which were discussed. It was encouraged for communities to have their own chat groups but to ensure police are contacted.

Consultation No. 5

Date (yyyy-mm-dd) Meeting Type
2024-03-06 Town Hall

Topics Discussed (this field expands)

Education Session, Property Crime

Notes /Comments (this field expands)

Detachment Commander attended County of Vermilion River Open House at Kitscoty Hall. Member from Kitscoty Detachment was also present. Spoke with various community members, CVR employees, and CVR Council. Discussed a variety of topics including property crime.



Community Priorities

Priority No. 1

Priority (this field expands)

Crime Reduction - Property Crime

Current Status and Results (this field expands)

During this quarter, 27 curfew checks were conducted. This initiative was met and will likely be repeated in the following fiscal year.

137/40 curfew checks completed for the 2023/24 fiscal year.

Priority No. 2

Priority (this field expands)

Police / Community Relations - Consultations and Connections

Current Status and Results (this field expands)

Both initiatives achieved and exceeded. Positive feedback has been received from the community in regards to both initiatives.

50/40 public communications completed for the 2023/24 fiscal year.

3/2 town hall meetings completed for the 2023/24 fiscal year.

Priority No. 3

Priority (this field expands)

Police / Community Relations - Police Visibility

Current Status and Results (this field expands)

127 documented traffic stops were completed during this quarter. This initiative has seen positive results and resulted in numerous impaired drivers being apprehended.

459/220 documented vehicle stops completed for the 2023/24 fiscal year.



Crime Statistics¹

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	January - March			January - December		
	2023	2024	% Change Year-over-Year	2022	2023	% Change Year-over-Year
Persons Crime	49	41	-16.00%	194	243	25.00%
Property Crime	182	136	-25.00%	734	648	-12.00%
Other Criminal Code	53	50	-6.00%	209	245	17.00%
Total Criminal Code	284	227	-20.00%	1,137	1,136	0.00%
Drugs Offences	4	4	0.00%	28	24	-14.00%
Other Federal Acts	6	6	0.00%	35	35	0.00%
Other Provincial Acts	36	40	11.00%	176	217	23.00%
Municipal By-Laws	2	0	-100.00%	12	7	-42.00%
Motor Vehicle Collisions	79	58	-27.00%	370	281	-24.00%
Provincial Code Traffic	307	317	3.00%	1,626	1,697	4.00%
Other Traffic	2	0	-100.00%	8	6	-25.00%
Criminal Code Traffic	24	21	-12.00%	99	97	-2.00%
Total Traffic Offences	333	338	2.00%	1,733	1,800	4.00%

¹Data extracted from a live database (PROS) and is subject to change over time.

Trend / Points of Interest (this field expands)

Year over year, and quarter over quarter property crime rates are trending down.

Year over year persons crimes are trending up, however showing a slight decline for Q4.

Reductions in the areas of property crime and motor vehicle collisions could be partially attributed to the Detachment performance plan.



Provincial Service Composition²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	9	7	1	1
Detachment Support	3	2	0	1

2. Data extracted on March 31, 2024 and is subject to change.

3. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

4. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments (this field expands)

Police Officers: Of the nine established positions, seven officers are currently working with none on special leave. There is one hard and one soft vacancy at this time.

Detachment Support: Of the three established positions, two resources are currently working. There is one hard vacancy at this time. There is an active staffing process to fill this position.



Vermilion Provincial Detachment Crime Statistics (Actual) January to March: 2020 - 2024

All categories contain "Attempted" and/or "Completed"

April 8, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		0	0	0	0	1	N/A	N/A	0.2
Robbery		2	2	0	0	0	-100%	N/A	-0.6
Sexual Assaults		1	5	2	3	2	100%	-33%	0.0
Other Sexual Offences		2	1	3	5	1	-50%	-80%	0.2
Assault		22	10	15	20	20	-9%	0%	0.6
Kidnapping/Hostage/Abduction		0	0	0	0	1	N/A	N/A	0.2
Extortion		0	1	0	2	0	N/A	-100%	0.1
Criminal Harassment		8	8	6	7	7	-13%	0%	-0.3
Uttering Threats		12	7	13	12	9	-25%	-25%	-0.1
TOTAL PERSONS		47	34	39	49	41	-13%	-16%	0.3
Break & Enter		38	18	11	30	24	-37%	-20%	-1.6
Theft of Motor Vehicle		20	10	22	18	14	-30%	-22%	-0.4
Theft Over \$5,000		6	5	2	4	6	0%	50%	-0.1
Theft Under \$5,000		49	31	49	36	29	-41%	-19%	-3.5
Possn Stn Goods		21	14	27	37	16	-24%	-57%	1.3
Fraud		12	16	14	13	15	25%	15%	0.3
Arson		0	0	3	3	1	N/A	-67%	0.5
Mischief - Damage To Property		27	13	19	20	20	-26%	0%	-0.7
Mischief - Other		12	15	13	21	11	-8%	-48%	0.4
TOTAL PROPERTY		185	122	160	182	136	-26%	-25%	-3.8
Offensive Weapons		3	5	7	3	9	200%	200%	1.0
Disturbing the peace		6	5	3	7	8	33%	14%	0.6
Fail to Comply & Breaches		29	32	36	36	27	-7%	-25%	0.0
OTHER CRIMINAL CODE		11	8	4	7	6	-45%	-14%	-1.1
TOTAL OTHER CRIMINAL CODE		49	50	50	53	50	2%	-6%	0.5
TOTAL CRIMINAL CODE		281	206	249	284	227	-19%	-20%	-3.0



Vermilion Provincial Detachment Crime Statistics (Actual) January to March: 2020 - 2024

All categories contain "Attempted" and/or "Completed"

April 8, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		6	1	4	4	2	-67%	-50%	-0.5
Drug Enforcement - Trafficking		0	5	3	0	2	N/A	N/A	-0.1
Drug Enforcement - Other		1	0	0	0	0	-100%	N/A	-0.2
Total Drugs		7	6	7	4	4	-43%	0%	-0.8
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		4	1	1	2	2	-50%	0%	-0.3
TOTAL FEDERAL		11	7	8	6	6	-45%	0%	-1.1
Liquor Act		4	1	1	3	1	-75%	-67%	-0.4
Cannabis Act		1	1	0	4	0	-100%	-100%	0.1
Mental Health Act		11	4	13	13	19	73%	46%	2.5
Other Provincial Stats		22	30	15	16	20	-9%	25%	-1.8
Total Provincial Stats		38	36	29	36	40	5%	11%	0.4
Municipal By-laws Traffic		0	0	0	1	0	N/A	-100%	0.1
Municipal By-laws		3	7	1	1	0	-100%	-100%	-1.2
Total Municipal		3	7	1	2	0	-100%	-100%	-1.1
Fatals		1	0	0	0	0	-100%	N/A	-0.2
Injury MVC		9	7	21	7	9	0%	29%	0.0
Property Damage MVC (Reportable)		61	42	67	58	43	-30%	-26%	-2.0
Property Damage MVC (Non Reportable)		11	6	12	14	6	-45%	-57%	-0.2
TOTAL MVC		82	55	100	79	58	-29%	-27%	-2.4
Roadside Suspension - Alcohol (Prov)		0	6	9	14	4	N/A	-71%	1.6
Roadside Suspension - Drugs (Prov)		0	1	0	2	1	N/A	-50%	0.3
Total Provincial Traffic		213	351	305	307	317	49%	3%	16.4
Other Traffic		3	4	2	2	0	-100%	-100%	-0.8
Criminal Code Traffic		16	14	19	24	21	31%	-13%	2.0
Common Police Activities									
False Alarms		17	8	16	15	11	-35%	-27%	-0.5
False/Abandoned 911 Call and 911 Act		14	13	7	20	10	-29%	-50%	-0.1
Suspicious Person/Vehicle/Property		30	37	37	16	29	-3%	81%	-2.3
Persons Reported Missing		2	2	1	0	1	-50%	N/A	-0.4
Search Warrants		2	1	2	1	0	-100%	-100%	-0.4
Spousal Abuse - Survey Code (Reported)		19	19	17	26	26	37%	0%	2.1
Form 10 (MHA) (Reported)		0	0	1	1	3	N/A	200%	0.7



Vermilion Provincial Detachment Crime Statistics (Actual) January to December: 2019 - 2023

All categories contain "Attempted" and/or "Completed"

January 5, 2024

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		1	0	0	0	0	-100%	N/A	-0.2
Robbery		4	3	2	3	3	-25%	0%	-0.2
Sexual Assaults		5	4	11	15	13	160%	-13%	2.7
Other Sexual Offences		4	8	7	5	12	200%	140%	1.3
Assault		81	93	74	90	108	33%	20%	5.1
Kidnapping/Hostage/Abduction		3	2	1	1	1	-67%	0%	-0.5
Extortion		0	0	1	2	7	N/A	250%	1.6
Criminal Harassment		45	30	28	33	37	-18%	12%	-1.3
Uttering Threats		30	49	42	45	62	107%	38%	6.0
TOTAL PERSONS		173	189	166	194	243	40%	25%	14.5
Break & Enter		154	103	79	100	88	-43%	-12%	-13.5
Theft of Motor Vehicle		99	77	51	80	67	-32%	-16%	-6.1
Theft Over \$5,000		27	13	11	28	26	-4%	-7%	1.3
Theft Under \$5,000		261	156	109	170	123	-53%	-28%	-26.2
Possn Stn Goods		62	64	56	95	83	34%	-13%	7.3
Fraud		62	51	72	76	84	35%	11%	6.9
Arson		10	3	3	7	9	-10%	29%	0.2
Mischief - Damage To Property		45	96	78	87	88	96%	1%	7.7
Mischief - Other		172	55	54	91	80	-53%	-12%	-14.8
TOTAL PROPERTY		892	618	513	734	648	-27%	-12%	-37.2
Offensive Weapons		13	23	31	27	39	200%	44%	5.6
Disturbing the peace		25	19	41	27	25	0%	-7%	0.8
Fail to Comply & Breaches		112	125	146	116	143	28%	23%	5.3
OTHER CRIMINAL CODE		29	30	38	39	38	31%	-3%	2.7
TOTAL OTHER CRIMINAL CODE		179	197	256	209	245	37%	17%	14.4
TOTAL CRIMINAL CODE		1,244	1,004	935	1,137	1,136	-9%	0%	-8.3



Vermilion Provincial Detachment Crime Statistics (Actual) January to December: 2019 - 2023

All categories contain "Attempted" and/or "Completed"

January 5, 2024

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	1	N/A	N/A	0.2
Drug Enforcement - Possession		18	17	13	17	17	-6%	0%	-0.2
Drug Enforcement - Trafficking		14	6	16	11	6	-57%	-45%	-1.1
Drug Enforcement - Other		0	2	0	0	0	N/A	N/A	-0.2
Total Drugs		32	25	29	28	24	-25%	-14%	-1.3
Cannabis Enforcement		2	0	1	3	0	-100%	-100%	-0.1
Federal - General		4	9	5	4	11	175%	175%	0.9
TOTAL FEDERAL		38	34	35	35	35	-8%	0%	-0.5
Liquor Act		24	14	9	7	11	-54%	57%	-3.3
Cannabis Act		7	5	8	4	12	71%	200%	0.9
Mental Health Act		51	47	48	67	85	67%	27%	8.8
Other Provincial Stats		80	110	134	98	109	36%	11%	4.6
Total Provincial Stats		162	176	199	176	217	34%	23%	11.0
Municipal By-laws Traffic		2	0	0	6	2	0%	-67%	0.6
Municipal By-laws		12	29	26	6	5	-58%	-17%	-3.7
Total Municipal		14	29	26	12	7	-50%	-42%	-3.1
Fatals		0	2	0	1	0	N/A	-100%	-0.1
Injury MVC		32	29	28	52	27	-16%	-48%	1.3
Property Damage MVC (Reportable)		322	222	240	279	228	-29%	-18%	-13.1
Property Damage MVC (Non Reportable)		13	34	23	38	26	100%	-32%	3.0
TOTAL MVC		367	287	291	370	281	-23%	-24%	-8.9
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	42	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	3	N/A	N/A	N/A
Total Provincial Traffic		1,457	1,285	1,786	1,626	1,697	16%	4%	82.1
Other Traffic		7	18	91	8	6	-14%	-25%	-1.2
Criminal Code Traffic		97	75	71	99	97	0%	-2%	2.4
Common Police Activities									
False Alarms		74	66	55	57	64	-14%	12%	-2.9
False/Abandoned 911 Call and 911 Act		11	52	68	61	55	400%	-10%	9.7
Suspicious Person/Vehicle/Property		82	158	155	96	101	23%	5%	-2.4
Persons Reported Missing		16	9	10	10	12	-25%	20%	-0.7
Search Warrants		4	7	4	3	3	-25%	0%	-0.6
Spousal Abuse - Survey Code (Reported)		80	82	88	98	132	65%	35%	12.0
Form 10 (MHA) (Reported)		0	3	8	8	4	N/A	-50%	1.3

Occurrence Stats (All Violations)

Violation group - Traffic Offences - Traffic Accidents				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9930 0020 Traffic Collision(s) - Non - Fatal Injury	2	0	2	0	0	0.0%
9930 0030 Traffic Collision(s) - Property Damage - Reportable	13	0	13	1	4	38.5%
9930 0040 Traffic Collision(s) - Property Damage - Non - Reportable	4	0	4	0	1	25.0%
	19	0	19	1	5	31.6%

Violation group - Traffic Offences - Provincial Traffic Offences				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9900 0020 Moving Traffic - Intersection Related Violations - Provincial/Territorial	2	0	2	0	1	50.0%
9900 0030 Moving Traffic - Speeding Violations - Provincial/Territorial	19	2	17	3	1	23.5%
9900 0040 Other Moving Traffic Violations - Provincial/Territorial	16	0	16	0	3	18.8%
9900 0070 Other Non-Moving Traffic - Provincial/Territorial	11	1	10	3	1	40.0%
9900 0090 Fail to Stop or Remain at Accident Scene (Provincial/Territorial)	4	0	4	0	0	0.0%
9900 0120 Driving While Disqualified or License Suspension (Provincial/Territorial)	1	0	1	0	0	0.0%
9900 0130 Non-Moving Traffic - Use Of Electronic Handheld Device / Distracting Behaviour Violations - Provincial / Territorial	2	0	2	2	0	100.0%
9910 0020 Roadside Suspensions - alcohol related	1	0	1	1	0	100.0%
	56	3	53	9	6	28.3%

Violation group - Traffic Offences - Other Traffic Related Duties				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8840 0386 Motor Vehicle Act - Other Activities (except traffic warnings)	1	0	1	0	0	0.0%
9960 0020 Checkstop	1	0	1	0	0	0.0%
	2	0	2	0	0	0.0%

Violation group - Traffic offences - Impaired Operation Related Offences				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9230 0070 Operation while impaired (alcohol)/over 80mg% of Motor Vehicle	1	0	1	0	0	0.0%
	1	0	1	0	0	0.0%

Occurrence Stats (All Violations)

Violation group - Traffic offences - Dangerous Operation of Motor Veh./Vessel/Aircraft				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9133 0030 No Pursuit Involved - Flight From Peace Officer	1	0	1	1	0	100.0%
	1	0	1	1	0	100.0%

Violation group - Provincial Statutes {except traffic}				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
7100 0012 Liquor Act (Provincial/Territorial) - Offences Only	1	0	1	1	0	100.0%
7300 0160 Tobacco Tax Act - Provincial/Territorial - Offences Only	1	0	1	2	0	200.0%
8840 0291 Child Welfare Act - Other Activities	1	0	1	0	0	0.0%
8840 0297 Coroner's Act - Sudden Death/Other Activities	1	0	1	0	0	0.0%
8840 0336 Mental Health Act - Other Activities	4	0	4	0	0	0.0%
8840 0341 911 Act - Other Activities	4	0	4	0	0	0.0%
8840 0376 Trespass Act - Provincial/Territorial - Other Activities	1	0	1	0	0	0.0%
	13	0	13	3	0	23.1%

Violation group - Other Criminal Code - Other Criminal Code				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
3410 0060 Failure to comply with order	3	1	2	1	0	50.0%
3430 0010 Disturbing the peace/Causing a disturbance	1	0	1	0	1	100.0%
3520 0010 Fail to comply probation order	3	0	3	2	0	66.7%
	7	1	6	3	1	66.7%

Violation group - Other Criminal Code - Offensive Weapons				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
3370 0010 Weapons possession contrary to order and fail to surrender authorization	1	0	1	1	0	100.0%
3375 0050 Unauthorized possession of a firearm/prohibited weapon or restricted weapon	1	0	1	1	0	100.0%
3375 0065 Possession of a firearm/prohibited weapon when knowing possession unauthorized	1	0	1	1	0	100.0%
3395 0010 Unsafe storage of firearms	1	0	1	1	0	100.0%
	4	0	4	4	0	100.0%

Occurrence Stats (All Violations)

Violation group - National Survey Codes				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8999 3008 Request of Service of Legal Document - Warrant Other than Search Warrants - Provincial Statutes	2	0	2	0	0	0.0%
8999 3012 Search warrant executed-Positive	0	0	0	1	0	0.0%
8999 3057 Prisoners Held	1	0	1	1	0	100.0%
8999 3064 Written Traffic Offence Warnings - Provincial/Territorial	3	0	3	1	2	100.0%
8999 3065 Victim Services Offered - Accepted	1	0	1	0	0	0.0%
8999 3066 Victim Services Offered - Declined	21	1	20	1	7	40.0%
8999 3071 Victim Services - Proactive Referral	2	0	2	0	0	0.0%
8999 3073 Critical Infrastructure Site	1	0	1	0	0	0.0%
	31	1	30	4	9	43.3%

Violation group - FES - Other FES Statutes				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8840 0121 Corrections & Conditional Release Act - Other Activities (including Parole Violations)	1	0	1	0	0	0.0%
8840 0171 Family Orders & Agreements Enforcement Assistance Act - Other Activities	4	0	4	0	0	0.0%
	5	0	5	0	0	0.0%

Violation group - Drug Enforcement - Possession				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
4120 0010 Possession - Schedule I: Cocaine	1	0	1	2	0	200.0%
	1	0	1	2	0	200.0%

Violation group - Crimes Against the Person - Robbery/Extortion/Harassment/Threats				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
1627 0010 Uttering threats against a person	2	1	1	1	3	400.0%
	2	1	1	1	3	400.0%

Violation group - Crimes Against the Person - Assaults {excluding sexual assaults}				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
1420 0010 Assault With Weapon or Causing Bodily Harm	1	0	1	1	0	100.0%
1430 0010 Assault	4	0	4	1	3	100.0%

Occurrence Stats (All Violations)

Violation group - Crimes Against the Person - Assaults {excluding sexual assaults}	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
1450 0030 Discharge Firearm while Being Reckless	1	0	1	1	0	100.0%
	6	0	6	3	3	100.0%
Violation group - Crimes Against Property - Theft under \$5000.00	Reported	Unfounded	Actual	Clearance		
2140 0011 Other theft under \$5000	3	1	2	1	0	50.0%
2140 0120 Theft from mail under \$5000	2	0	2	0	0	0.0%
2142 0011 Theft under or equal to \$5000 From a motor vehicle	1	0	1	0	0	0.0%
	6	1	5	1	0	20.0%
Violation group - Crimes Against Property - Theft over \$5000.00	Reported	Unfounded	Actual	Clearance		
2130 0005 Other theft over \$5000	5	1	4	0	0	0.0%
2135 0100 Theft of car	1	0	1	0	0	0.0%
2135 0101 Theft of truck	5	0	5	0	1	20.0%
	11	1	10	0	1	10.0%
Violation group - Crimes Against Property - Possession of Stolen Goods	Reported	Unfounded	Actual	Clearance		
2153 0010 Possession of property obtained by crime over \$5000	4	0	4	2	0	50.0%
	4	0	4	2	0	50.0%
Violation group - Crimes Against Property - Mischief	Reported	Unfounded	Actual	Clearance		
2170 0090 Mischief - Damage to property	3	0	3	1	0	33.3%
2170 0100 Mischief - Obstruct enjoyment of property	1	0	1	0	0	0.0%
	4	0	4	1	0	25.0%

Occurrence Stats (All Violations)

Violation group - Crimes Against Property - Fraud				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
2166 0010 Identity Fraud	1	0	1	0	0	0.0%
	1	0	1	0	0	0.0%
Violation group - Crimes Against Property - Break and Enter				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
2120 0010 Break and Enter - Business	5	0	5	0	0	0.0%
2120 0040 Break and Enter - Other	3	0	3	0	0	0.0%
	8	0	8	0	0	0.0%
Violation group - Crimes Against Property - Arson (excluding offences related to death)				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
2110 0010 Arson - damage to property	1	0	1	0	0	0.0%
	1	0	1	0	0	0.0%
Violation group - Common Police Activities - Related Police Activities				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8550 0020 Abandoned Vehicles	9	0	9	0	0	0.0%
8550 0030 Suspicious Person/ Vehicle/ Property	6	0	6	0	0	0.0%
8550 0040 Animal Calls	3	0	3	0	0	0.0%
8550 0050 False Alarms	1	0	1	0	0	0.0%
8550 0060 Items Lost/Found - except passports	2	0	2	0	0	0.0%
8550 0140 Breach of Peace	1	0	1	0	0	0.0%
	22	0	22	0	0	0.0%
Violation group - Common Police Activities - Assistance to General Public				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8546 0010 Assist General Public	4	0	4	0	0	0.0%

Occurrence Stats (All Violations)

Violation group - Common Police Activities - Assistance to General Public				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8550 0190 Wellbeing Check	10	0	10	1	0	10.0%
	14	0	14	1	0	7.1%
Totals	219	8	211	36	28	30.3%



Collator Code : K1282

Fiscal Year: 2024 - 2025

Vermilion Det

District / Detachment Information - Renseignements sur le district ou le détachement

Fiscal Year - Année financière: 2024 - 2025

EAST AB DISTRICT
VERMILION PROVINCIAL

Community Name(s) - Nom(s) de la(des) collectivité(s)

- 1. County of Minburn

This letter acknowledges that the stakeholders of the above-noted detachment / district / unit area or community(ies) and the RCMP have consulted and discussed our progress against last year's priority issues. Further it has been agreed that over the coming year we will collectively focus on the following priority issues.

La présente lettre atteste que les responsables de la région du détachement/district/service ou de la ou des collectivités susmentionnées et de la GRC se sont consultés et ont discuté des progrès accomplis par rapport aux enjeux prioritaires de l'année dernière. Il a aussi été convenu que les enjeux suivants constituent les enjeux prioritaires sur lesquels nous concentrerons conjointement nos efforts au cours de l'année à venir.

Community Priority Issue(s) - Enjeu(x) prioritaire(s) pour la collectivité

- 1. Crime Reduction - Property Crime
2. Police / Community Relations - Consultations and Connections
3. Police / Community Relations - Police Visibility

District / Detachment Commander - Chef de district / détachement

Corey Buckingham

District / Detachment Commander

Signature - Signature

Date

Community Representative - Représentant(e) de la collectivité

Pat Podoborzny

Name - Nom

Signature - Signature

Date



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: Non-Profit Advocacy Letter
Date: June 12, 2024

Background:

There is a lack of fairness for rural charities and casino events. During the Community Connect and Learn event on May 27, 2024, Mayor MacPhee strongly encouraged the non-profit organizations and charities to submit letters to local MLAs and Minister Nally to express the concerns surrounding this topic.

Information for the Committee:

- Rural charities receive the lowest revenues while facing the highest wait times. Comparatively, urban non-profit organizations have the opportunity at the highest revenues with some of the shortest wait times.

Proceeds from Casino & Average Wait Times		
Region	Revenue	Wait Times (Months)
Camrose	\$6,100	41
St. Albert	\$7,900	32
Edmonton	\$41,500	23
Fort McMurray	\$25,900	16
Grand Prairie	\$17,300	28
Red Deer	\$10,300	33
Calgary (rural)	\$18,200	37
Calgary	\$47,500	20
Lethbridge	\$12,000	34
Medicine Hat	\$11,500	17

- AGLC assigns groups to casino events within one of the 10 designated regions in Alberta. Only licensed groups based in Edmonton or Calgary may have casino events in those cities. AGLC assigns other groups to a different region or specific casino facility.
- With the closure of the Camrose Resort Casino, 650 charities will lose revenue.
- Since AGLC pools charitable revenues between the Camrose and St. Albert Gaming Regions, the closure of the Camrose Casino also financially impacts the communities in the St. Albert Region. These two regions include all the cities and towns from Lloydminster to Jasper.
- This information has been shared with County of Minburn community groups, encouraging them to submit their own advocacy letters.

Discussion questions:

- Does Council want to support this advocacy by drafting a letter to local MLAs and Minister Nally?

Attachment: Key Points – Letters to Minister Nally

Key Points – Letters to Minister Nally

Mayor Tim MacPhee, Town of Vegreville, would like to encourage local non-profit organizations to write letters to their local MLA's and the Honourable Minister Nally, Ministry of Service Alberta and Red Tape Reduction, to address the unfairness of funding allocation for rural charities. **No non-profit organization is more important than another, and their revenue generation should be treated as such.**

The following key points have been provided to assist each organization in drafting a letter that will advocate for fairness for rural charities.

1. Disparities in Funding Allocation:

- Rural charities receive the lowest revenues while facing the highest wait times. Comparatively, urban non-profit organizations have the opportunity at the highest revenues with some of the shortest wait times.

Proceeds from Casino Events & Average Wait Times ¹		
Region	Revenue	Wait Times (Months)
Camrose	\$6,100	41
St. Albert	\$7,900	32
Edmonton	\$41,500	23
Fort McMurray	\$25,900	16
Grand Prairie	\$17,300	28
Red Deer	\$10,300	33
Calgary (Rural)	\$18,200	37
Calgary	\$47,500	20
Lethbridge	\$12,000	34
Medicine Hat	\$11,500	17

- AGLC assigns groups to casino events within one of 10 designated regions in Alberta. Only licensed groups based in Edmonton or Calgary may have casino events in those cities. AGLC assigns other groups to a different region or specific casino facility.

2. Challenges Unique to Rural Non-profits:

- With the closure of the Camrose Resort Casino, 650 charities will lose revenue.
- Since AGLC pools charitable gaming revenues between the Camrose and St Albert Gaming Regions, the closure of the Camrose Casino also financially impacts the communities in the St Albert region. These two regions include all of the cities and towns from Lloydminster to Jasper.

3. Impact on Rural Communities:

- Articulate the crucial role that non-profit organizations play in rural communities in addressing various social, economic, and environmental issues.
- Describe how the lack of fair opportunities directly impacts the well-being and development of rural areas.
- Share compelling stories and testimonials from rural non-profit organizations that demonstrate their positive impact despite facing challenges.

¹ <https://aglc.ca/gaming/charitable-gaming/distribution-revenue#>

4. **Call for Policy Change:**

In 2018, RMA released a report with an analysis of the charitable gaming revenue gap and a series of common-sense recommendations that would increase the benefit of casino events for rural charities while having a minimal impact on those in Edmonton and Calgary. Those recommendations were as follows:

Recommendation 1: Pool a portion of the revenues generated in each region and distribute equally to all regions

- Pooling 20% of revenues generated in each casino region and sharing them equally among all regions is a first step towards equality. This approach will not require fundamental changes to the current model and will significantly reduce the current revenue gap among regions.

Recommendation 2: Address inequities associated with the model

- Revising the current travel and expense policies will reduce unfair costs that rural organizations incur to volunteer at casinos in comparison to organizations located near casinos. This and other minor changes will not disrupt the model but will help address inequities associated with it.

Recommendation 3: Stakeholders, including the AGLC, RMA and AUMA, should take a collaborative approach to improving the current gaming model

- An inequitable structure disadvantages some organizations and advantages others. Previous consultations have resulted in entrenched positions in which those disadvantaged by the current model call for change and those advantaged call for the status quo. For meaningful improvements to be made, all stakeholders must acknowledge that the current system is not equal, and the model can be improved to better support organizations in all areas of the province.

Recommendation 4: Regularly Review the Model and Proceed Towards Equality

- Over the past several decades, review of the model has been inconsistent, as has government willingness to adopt changes recommended through the review process. The Government of Alberta must commit to regularly reviewing the model (preferably every five years) and striving to move the system closer to complete equality each time until it is achieved.²

By incorporating these talking points into a letter, non-profit organizations can effectively communicate their concerns and advocate for fair opportunities for rural non-profits.

Contact your MLA:

Find the contact details for your local MLA by searching your Postal Code.

<https://www.assembly.ab.ca/members/members-of-the-legislative-assembly>

Contact Minister Nally:

Honourable Dale Nally
Minister of Service Alberta and Red Tape Reduction
Members of Executive Council
Executive Branch
229 Legislature Building
10800 - 97 Avenue
Edmonton, AB
T5K 2B6
ministersa@gov.ab.ca

² <https://rmalberta.com/resolutions/12-23s-casino-opportunities-for-charitable-organizations/>



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: Crossroads Economic Development Alliance Funding Model
Date: June 12, 2024

Background:

The Crossroads Economic Development Alliance initiative is currently being funded through the ACP grant. The County was successful in receiving \$90,000 funding (\$10,000 municipal contribution) through the SCOP grant which will fund a portion of this initiative throughout 2025 and will continue to apply for grants to help fund this initiative in the future. There are some costs, however, which will not fully be covered by grant funding (Regional EDO Salary, operating costs, etc.)

During the May 28, 2024 Crossroads Committee meeting, there was discussion on how these Crossroads Economic Development Alliance costs might be split among the municipal partners in the future – Vegreville, Innisfree, Mannville, and the County of Minburn.

The various funding model options include (based on an example \$100,000 contribution):

LGFF Model

	2024 LGFF	% of Total	Municipal Portion
Village of Innisfree	\$ 210,978.00	7.3%	\$ 7,285.42
Village of Mannville	\$ 358,484.00	12.4%	\$ 12,379.05
Town of Vegreville	\$ 944,849.00	32.6%	\$ 32,627.21
County of Minburn	\$ 1,381,582.00	47.7%	\$ 47,708.32
Total	\$ 2,895,893.00	100.0%	\$ 100,000.00

*Calculations as per 2024 Local Government Fiscal Framework model as set by the province, based on a combination of population, tangible capital assets, length of local roads, and cumulative amortization of tangible capital assets averaged over a five year period.

Equalized Assessment Model

	Equalized Assessment*	% of Total	Municipal Portion
Village of Innisfree	\$ 12,827,955.00	0.8%	\$ 784.03
Village of Mannville	\$ 51,156,999.00	3.1%	\$ 3,126.66
Town of Vegreville	\$ 689,904,984.00	42.2%	\$ 42,166.18
County of Minburn	\$ 882,267,082.00	53.9%	\$ 53,923.13
Total	\$ 1,636,157,020.00	100.0%	\$ 100,000.00

*Calculations as per Provincial 2024 Equalized Assessment Report Dated October 23, 2023

Per Capita Model

	Population*	% of Total	Municipal Portion
Village of Innisfree	187	1.9%	\$ 1,936.82
Village of Mannville	765	7.9%	\$ 7,923.36
Town of Vegreville	5689	58.9%	\$ 58,922.84
County of Minburn	3014	31.2%	\$ 31,216.99
Total	9655	100.0%	\$ 100,000.00

*Based on 2021 Federal Census

Equal Split Model

	% of Total	Municipal Portion
Village of Innisfree	25.0%	\$ 25,000.00
Village of Mannville	25.0%	\$ 25,000.00
Town of Vegreville	25.0%	\$ 25,000.00
County of Minburn	25.0%	\$ 25,000.00
Total	100%	\$ 100,000.00

Recommendation:

THAT Council endorses the Local Government Fiscal Framework (LGFF) funding model for the Crossroads Economic Development Alliance.



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: Crossroads Economic Development Alliance Parade Float
Date: June 12, 2024

Background:

During the May 28, 2024 Crossroads Committee meeting, the Committee agreed to register a float for this summer's parades – Vegreville, Lavoy, Ranfurly, Innisfree, and Mannville. The Committee felt this float is a great opportunity to reinforce the support/collaboration of economic development with the 4 partner municipalities (Vegreville, Innisfree, Mannville, and the County of Minburn) while further publicly promoting the newly formed Crossroads initiative.

The signage would indicate the Crossroads Economic Development Alliance logo, website, and logos from each municipal partner. The Regional EDO, Kathy Dmytriw, would look after driving the float/throwing candy as well as decorating the float. Signage and candy costs would be shared by the 4 partners.

A total of \$2,475 was spent on candy for the parades in 2023: Vegreville, Ranfurly, Minburn, Mannville, and Innisfree (Lavoy didn't have a parade last year).

Discussion questions:

- Does Council support the idea of a Crossroads float?
- Would Council support the use of one County truck for the Lavoy and Ranfurly parades?
- Would any members of Council wish to drive the truck and/or hand out candy on the Crossroads float?



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: DRAFT Council Procedural Bylaw Part 2 of 2

Date: June 7, 2024

Background

To ensure that the proceedings of Council are undertaken in a consistent format and that current as well as "best practices" are taken into consideration, Administration determined that a consolidation and revision to the current procedural bylaw was required.

Given the complexity of the bylaw, it was also determined that it be reviewed with Council in two parts. The first covers off the definitions as well as the framework of the more common meetings. The second part will focus on the inner workings of these meetings and elaborate on the specific processes that are key components of the framework.

In order to provide some additional context to the proposed Procedural Bylaw, the following colour coding of text was used:

- 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

It is expected that the end result will be a thorough and transparent process for both current and future Councillors so that municipal business can be conducted in a methodical manner.

Recommendation

THAT Council review and discuss the proposed Procedural Bylaw taking into consideration both current and desired practices and instruct Administration to incorporate any resulting recommendations and suggestions by Council so that it can be ratified by the end of Quarter 3 2024.

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

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.
- (g) A motion is required to excuse a Member of Council who is not present at a Council or Committee meeting.

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 Chair can advise those present at the meeting that the recording is not available. Notice of the technical difficulties will be provided on the County's public website.
- (g) Meeting recordings will be retained and provided in accordance with the County's records management bylaws, policies and procedures.
- (h) Meetings recordings will only be transcribed by the County if required by the CAO in connection with any litigation, audit, or investigation or if required under the FOIP Act.
- (i) The use of audio or video recording devices by the public during a meeting is prohibited. Media are exempted from this restriction provided it is used for reporting purposes only.

CANCELLATION OF MEETINGS

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

GENERAL RULES OF COUNCIL

- (a) Members who have a reasonable belief that they have a pecuniary interest (as defined in the Act) in any matter before Council, Committee or board of Council, shall, if present, declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter, abstain from discussion and voting on 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.

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) 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.
 - (iii) The Chair shall then open the floor to public presentations.
 - (iv) Interested persons who have registered shall speak first, followed by other persons who have not registered to speak but wish to address Council.
 - (v) Persons addressing Council shall give their name and legal land description. Anyone who does not identify themselves will not be given the opportunity to speak.
 - (vi) Verbal presentations shall be limited to five (5) minutes to present their position unless Council consents to extend the allotted time.
 - (vii) Council shall limit questions of clarifications to a total of five (5) minutes per presentation, unless Council consents to extend the allotted time.
 - (viii) If written submissions were received prior to the close of the Public Notice, Administration will read aloud the written submissions. They will be retained and form part of the official record.
 - (ix) At the discretion of the Chair, after everyone has had an opportunity to speak once, those interested in speaking a further time to provide new information may be granted further opportunity to speak.
 - (x) At the conclusion of the business of the Public Hearing, the Chair shall declare the Public Hearing closed, or call for continuance and establish a date for reconvening the Public Hearing.
 - (xi) Once the Public Hearing is closed, Council or Administration shall not receive any additional information on the proposed bylaw or resolution without reopening the Public Hearing.
 - (xii) The minutes of the Council meeting during which a Public Hearing is held must contain the names of each speaker and a summary of the nature of representations made at the Public Hearing.
 - (xiii) Debate concerning matters raised at the Public Hearing shall take place during a Regular Council meeting following a Public Hearing and at the discretion of the Reeve and Council.
 - (xiv) When a Public Hearing on a proposed Bylaw or Resolution is held, a member of Council must abstain from voting on the Bylaw or Resolution if the Council member was absent from all of the Public Hearing, and may abstain from voting on the Bylaw or Resolution if the Council member was only absent from part of the Public Hearing.

BYLAWS

- (a) All proposed bylaws shall be subject the requirements for advertising as mandated by the 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. Council may refer by way of motion refer the bylaw to Administration or a Committee for further information or review prior to second reading.
 - iv) That bylaw shall be introduced for third reading by way of motion that the bylaw be read a third time. The same options existing for Council preceding the third reading:
 - a. Council may debate the substance of the bylaw;
 - b. Council may propose and consider amendment to the bylaw; and
 - c. Council may refer by way of motion refer the bylaw to Administration or a Committee for further information or review prior to second reading.
 - v) A proposed bylaw shall not be given more than 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
7. Adjournment



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: DRAFT Elected Official Expense Policy CC 3013-01

Date: June 12, 2024

Background

Reeve and Councillors who incur expenses while conducting County business are currently reimbursed for eligible costs based on Policy CC 3007-01 which was passed on June 15, 2020, through Council resolution #89-20. This policy was initially drafted for Council but as there was no separate policy for employees, the policy was adopted for use for the entire organization. As the policy is almost four years old, it was scheduled to be reviewed in 2024. The attached draft policy separates Council from Employees and captures the reimbursement of expenses that are more typically incurred by Council.

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. This new policy will provide clear direction on Elected Officials' business expenses; enhance public transparency and enhance public confidence in the oversight of expenses.

The new policy also includes an updated business expense claim form which addresses per diem charges with more clarity. The yellow highlighted areas were brought up for discussion at the April COW meeting that were to be reviewed again at the June COW meeting.

Recommendation

THAT Council approve the draft policy in principal and direct Administration to bring the policy for approval at the July Council meeting.

Attachment:

DRAFT Elected Officials Business Expense Policy CC 3013-01



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

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

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.

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.

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 Act 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 of time, upon submission of proof of payment.

8.2 Professional Development

- a) Elected Officials expenses must not exceed \$6500 per year, unless authorized by the (Reeve or Council) prior to the expenditure.

(or)

The (Reeve's or Council) approval is not required for attendance at the following Functions which are specifically budgeted:

- RMA Spring and Fall Conventions
- RMA Zone 5 Meetings
- ASB Provincial Conference and Summer Tour
- ASB Regional Conference

The (Reeve's or Council) approval is required for attendance at all other functions.

- b) For the purpose of calculating annual professional development costs, participation and costs associated with attending conferences, seminars, webinars, and workshops will be included as professional development.
- c) Professional development that is considered elected official training will not be included in the calculating of annual professional development expenses.

8.3 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.

8.4 Equipment

- a) While in office, Elected Officials will be provided with a technology allowance to purchase a laptop and a printer to assist with carrying out their duties, and for attendance at Council and Council Committee meetings.
- b) Any equipment provided to Elected Officials remain the property of the County and shall be returned when the individual is no longer an Elected Official.
- c) Should an Elected Official wish to use their own smartphone instead of a laptop for Council business, a monthly allocation of up to \$50 may be expensed from their technology allowance.

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 the Reeve and CAO or designate.
- e) Submit Elected Official Business Expense Forms accompanied by all necessary receipts and/or documentation on a monthly basis. Receipts must be detailed and show the GST amount. A Visa/Mastercard slip is not a receipt for business expense purposes.

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 Chief Administrative Officer 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

- 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 Chief Administrative Officer. The Chief Administrative Officer must approve each expense claim prior to payment.

12. Public Disclosure of Elected Official's Business Expense

Elected Officials' expense reports will be posted quarterly 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"
Elected Official Business Expense Form

COUNTY OF MINBURN No. 27
ELECTED OFFICIAL BUSINESS EXPENSE FORM

AP Vendor No. _____

NAME _____

ADDRESS _____

MEETING OR FUNCTION _____

LOCATION _____

DATE(S) _____

TRAVEL BY VEHICLE _____ km. @ _____ (2024 rate - \$0.70 km) _____

EXPENSES:

Meals – No Receipt Required

Breakfast _____ @ \$20.00 _____

Lunch _____ @ \$25.00 _____

Dinner _____ @ \$35.00 _____

Meals – Receipts Required

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.

Total of all meal receipts _____

Hotel – Receipts Required

Private Accommodation – No Receipt Required

_____ days @ \$100 per day _____

Parking _____ days @ _____ _____

Miscellaneous _____

Miscellaneous _____

TOTAL _____

GL Code	AMOUNT
TOTAL	

Please attach all receipts to support your claim.

Approved

Claimant's Signature

Approved



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: DRAFT Condolence Policy
Date: June 7, 2024

Background

Current Policy CC 3005-01 "Congratulatory, Compassion and Loss Policy" has congratulatory combined with compassion and loss. Congratulatory acts are in reference to the public and Compassion and Loss are in reference to Council and Staff.

County Policy CC 3006-01 "Recognition Plaque/Certificates/Other" also covers congratulatory /commemorative occasions for the public.

Information for the Committee

Current Policy CC 3005-01 "Congratulatory, Compassion and Loss Policy" includes acts of support / encouragement for hospitalization, surgery, etc. of an Employee / Councillor. The new policy is for "condolence" only, other acts of support will be covered off in the Staff Recognition annual budget.

Policy CC 3005-01 also includes sympathy acknowledgements in the loss of an ex-Councillor. It is recommended this statement be removed as the new policy would include "The CAO may authorize expressions of sympathy at his/her discretion where not defined in policy."

Recommendation

THAT Council direct Administration to bring a final policy for endorsement at the June County Council meeting.

Attachment: 1. Draft "Condolence" Policy
2. Policy CC 3005-01 Congratulatory, Compassion and Loss Policy



Policy

Condolence Policy

Policy Number: CC _____

Supersedes Policy Number: New

Approved by Council: TBD

Next Review Date: 2028

Resolution No: TBD

Last Review Date: N/A

POLICY STATEMENT

County Council 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.

DEFINITIONS

"Employee" is a person currently employed by the County of Minburn No. 27, in any capacity.

"Immediate Family" is a spouse (includes common-law), son, daughter, parent, sibling, grandparent or grandchild of the employee or their spouse; a person permanently residing in the employee's household, or with whom the employee permanently resides; or a person under the legal guardianship of the employee or their spouse as defined in the County of Minburn Employee Handbook.

"Member of Council" means a current elected official of the County of Minburn No. 27.

"CAO" means the Chief Administrative Officer of the County of Minburn No. 27.

ELIGIBILITY

This Policy shall apply to all current Employees and Members of Council.

GUIDELINES

An expression of sympathy in the form of a gift or donation of equivalent value to a charity if requested by the Employee or Member of Council. The cost shall not exceed \$100.

PROCEDURE:

1. Upon notification of a death of an employee or an employee's immediate family, Member of Council or a Member of Council's immediate family, an expression of sympathy will be arranged by the Office of the CAO.
2. The expression of sympathy will be accompanied by a card from the Reeve, Council and staff.
3. The CAO may authorize expressions of sympathy at his/her discretion where not defined in policy.



COUNTY COUNCIL

Title: Congratulatory, Compassion and Loss Policy

Supersedes Policy Number: CC 15

Policy Number: CC 3005-01

Next Review Date: September 2022

Approved by Council: January 15, 1996

Last Review Date: September 17, 2018

Resolution No:

POLICY STATEMENT

County Council believes that Employees and Councillors be acknowledged through acts of support, encouragement, or condolences in the event of sickness, distress or loss.

GENERAL PRINCIPLES

The Chief Administrative Officer (CAO) and/or his designates, upon notification arrange to send flowers, food basket or appropriate consideration for:

1. Illness requiring hospitalization, surgery, etc. (Employee, Councillor).
2. Loss (spouse, parents, children, children-in-law, grandparents of the Employee/Councillor and parents of the spouse, ex-Councillors, and others as per the Chief Administrative Officer (CAO)'s discretion).
3. Other congratulatory or acknowledgements of special occasions at the Chief Administrative Officer (CAO)'s discretion.

Value of consideration is to be approximately \$100.00.



Reeve



**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: _____

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Resident Concerns:



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DIVISION REPORT**

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Division: _____

For Presentation at _____ **Committee of the Whole Meeting**

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DIVISION REPORT**

Name: _____

Division: _____

For Presentation at _____ **Committee of the Whole Meeting**

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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:

