

TOWN OF ECKVILLE-COUNCIL AGENDA

Monday, February 26, 2024

Town Office Council Chambers Eckville, AB 6:00 pm
(Councillors may attend via electronic means)

- | | | |
|---|------|--|
| 1. CALL TO ORDER | 1.1 | |
| 2. DELEGATIONS/PUBLIC HEARING | 2.1 | |
| 3. AGENDA | 3.1 | Additional Agenda Items |
| | 3.2 | Adoption of Agenda |
| 4. MINUTES | 4.1 | Regular Council Meeting Minutes – February 12, 2024 pg. 1-3 |
| 5. ACTION ITEMS | 5.1 | RFD-Medicine River Watershed pg. 4 |
| | 5.2 | RFD-Parkland Airshed Management Zone pg. 5-9 |
| | 5.3 | Date for Shredding Event-Discussion |
| | 5.4 | Municipal Breakfast Date-Discussion |
| 6. BYLAWS, POLICIES | 6.1 | |
| 7. REPORTS | 7.1 | Management Report – February 26, 2024 pg. 10-11 |
| | 7.2 | Financial Report - AP Report Feb 14 & 22, 2024 pg. 12-16 |
| 8. COMMITTEE, BOARD REPORTS | 8.1 | |
| 9. CORRESPONDENCE, INFORMATION | 9.1 | Lacombe County Highlights of Reg Council Meeting Feb 8, 2024 pg.17 |
| 10. SEMINARS, MEETINGS, SPECIAL EVENTS | 10.1 | |
| 11. CLOSED SESSION | 11.1 | Section 16: Business interests of a third party |
| 12. COMMITTEE OF THE WHOLE | 12.1 | Council Procedure Bylaw #640/02-Discussion pg.18-33 |
| 13. ADJOURNMENT | 13.1 | |

TOWN OF ECKVILLE – COUNCIL MINUTES

Mtg. Date Feb 26, 2024

Agenda Item 4.1

February 12, 2024
Eckville Town Office, 5023 – 51 Avenue, Eckville, Alberta
(The meeting was available via electronic means)

1. Call to Order

1.1 Mayor Ebden called the meeting to order at 6:02 p.m.

Present: Mayor Ebden
Councillor Meyers
Councillor Engen
Councillor Pacholek
Councillor Palm-Fraser
Councillor See (joined by electronic means)
Councillor Thoreson

Absent: CAO, Jack Ramsden

Staff: Deputy CAO, Darcy Webb
Recording Secretary Heather Allen

Press: None Present

Gallery: None

2. Delegations/Public Hearings

2.1 None

3. Agenda

3.1 Additional Agenda Items
5.4- FCM Conference

3.2 Adoption of Agenda

Res.014.2024

Moved by Councillor Engen that the agenda be adopted with the addition.
Carried Unanimously.

4. Minutes

4.1 Regular Council Meeting Minutes – January 8, 2024

Res.015.2024

Moved by Councillor Pacholek that the minutes of the Regular Meeting of Council held Monday, January 8, 2024 be adopted as presented. **Carried Unanimously.**

4.2 Regular Council Meeting Minutes – January 22, 2024

Res.016.2024

Moved by Councillor Palm-Fraser that the minutes of the Regular Meeting of Council held Monday, January 22, 2024 be adopted as presented. **Carried Unanimously.**

5. Action Items

5.1 RFD- Membership in Alberta Mid-Sized Towns Mayors' Caucus

Res.017.2024

Moved by Councillor Engen That the Town of Eckville approve membership in the Alberta Mid-Sized Towns Mayors' Caucus as per the organization's terms of reference and further that the Town agree to pay the membership fee of \$250. **Carried Unanimously.**

5.2 RFD- Eckville Community Health Centre Funds

Red.018.2024

Moved by Councillor Meyers That the Town of Eckville accept the report submitted by the Red Deer Regional Health Foundation with respect to the Eckville Community Health Care Funds held in trust by the Red Deer Regional Health Foundation as information. **Carried Unanimously.**

5.3 Community Health Foundation – Discussion

Res.019.2024

Moved by Councillor Engen that administration be directed to make application to create a Community Foundation Society and obtain charitable status through the Canada Revenue Agency. **Carried Unanimously.**

5.4 FCM Conference

Res.020.2024

Moved by Councillor Meyers that Councillors be approved to attend either the FCM conference or the AB. MUNIS conference. **Carried Unanimously.**

6. Bylaws /Policies

6.1 None

7. Reports

7.1 Management Report for February 12, 2024

Res. 021.2024

Moved by Councillor Meyers that the Management Report for February 12, 2024 be accepted for information. **Carried Unanimously.**

7.2 Financial Report-AP Report Jan 2, 3, 1, & 25 2024

7.3 CPO Services Quarterly Report

7.4 Animal Control Services December 2023

Res. 022.2024

Moved by Councillor Thoreson the Reports be accepted for information. **Carried Unanimously**

8. Committee & Board Reports

8.1 Councillor Engen reported on Medicine River Watershed

8.2 Councillor Palm-Fraser reported on MPC and AB. Munis 101

8.3 Councillor Pacholek reported on MPC and AB. Munis 101

8.4 Mayor Ebden reported on a Drought Seminar, MPC.

Res. 023.2024

Moved by Councillor See that the Committee and Board Reports be accepted. **Carried Unanimously.**

9. Correspondence, Information Items

9.1 Lacombe County Highlights of Regular Council Meeting Jan 24, 2024

9.2 Fortis Alberta

Res.024.2024

Moved by Councillor Meyers that the Correspondence and Information items be accepted as information. **Carried Unanimously.**

10. Seminars, Meetings, Special Events 10.1 None

11. Closed Session 11.1 None

Mayor Ebden called for a 5 minute recess. Time 7:02. The meeting reconvened at 7:07pm

12. Committee of the Whole 12.1 Council Procedure Bylaw #640/02 - Discussion

13. Adjournment

Res. 025.2024

Mayor Ebden adjourned the meeting. Time 7:32 pm. **Carried Unanimously.**

12.1

Mayor

CAO

Mtg. Date Feb 26, 2024

Agenda Item 5.1

TOWN OF ECKVILLE Request to Council for Decision

Meeting:	Town Council
Meeting Date:	February 26, 2024
Originated By:	Darcy Webb, Deputy CAO/Jack Ramsden, CAO
Title:	Medicine River Watershed Society

BACKGROUND: The Mayor has posed the question of whether it would be in order to donate to the Medicine River Watershed Society.

DISCUSSION/ALTERNATIVES: The Town last donated to the Medicine River Watershed Society in 2019. In April of that year Council passed a motion to donate \$500.

We have been much more active with the group in the last few years. We have assisted with pulling water samples from the river and have appointed a Council representative.

In light of this increased participation, it may be in order to donate again this year.

IMPACT ON BUDGET: \$500 towards the 2024 Operating Budget.

RECOMMENDED ACTION: That the following motion be presented for consideration:

“That the Town of Eckville donate five hundred dollars (\$500) to the Medicine River Watershed Society in 2024 and that this amount be included in the Town’s 2024 Operating Budget.”

Prepared By:  Approved By: _____

TOWN OF ECKVILLE
Request to Council for Decision

Meeting:	Town Council
Meeting Date:	January 22, 2024
Originated By:	Darcy Webb, Deputy CAO/Jack Ramsden, CAO
Title:	Parkland Airshed Management Zone Membership

BACKGROUND: Please see the attached information that PAMZ has provided.

DISCUSSION/ALTERNATIVES: This has come to Council for a decision almost on a yearly basis. We have looked but can't find any record of Town Council agreeing to pay for a membership.

IMPACT ON BUDGET: Membership has not been contemplated at this point. If approved, the 2024 operating budget would be adjusted to cover the membership fee of \$376.38.

RECOMMENDED ACTION: That the following motions be presented for consideration:

"That the Town of Eckville decline to purchase a Parkland Airshed Management Zone 2024 Membership."

Or

"That the Town of Eckville agree to purchase a Parkland Airshed Management Zone 2024 Membership at a cost of \$376.38 plus GST."

Prepared By: _____  Approved By: _____



PAMZ | Parkland Airshed
Management Zone

February 5, 2024

Town of Eckville
Box 578
Eckville, AB
T0M 0X0

Attn: Mayor Ebdon & Council
Re: Parkland Airshed Management Zone 2024 Membership

The Parkland Airshed Management Zone (PAMZ) is a multi-stakeholder non-profit organization consisting of industry, provincial & local governments, and environmental non-government organizations and the public. It was formed in 1997 to monitor and address air quality issues within the west central region of Alberta.

In 2023, PAMZ's achievements included:

- completion of the twenty-six years of operation and twenty-four years operating the PAMZ Regional Air Quality Monitoring Program;
- community health-based air quality monitoring in Lacombe, Nordegg, the City of Red Deer, and Clearwater County;
- working with Alberta Environment and Protected Areas and other stakeholders on the review of the implementation of a regional plan to ensure levels of Fine Particulate and other pollutants do not exceed the Canadian Ambient Air Quality Standards in the future;
- a realignment of its boundaries to include all of Clearwater, Kneehill, Lacombe, Red Deer and Ponoka Counties to ensure all our municipal members are fully accounted for in our air quality issues management and monitoring strategies.

At this time we are extending an invitation to the Town of Eckville to join other local municipalities such as the City of Red Deer, Clearwater, Lacombe, Mountain View & Red Deer Counties, and the Town of Bentley and join PAMZ. These municipalities have recognized the benefits of participating in a multi-stakeholder consensus-based process aimed at ensuring air quality in our region is maintained or improved into the future.

We have taken the liberty of enclosing an invoice for the Town of Eckville's membership fee for 2024, should it decide to become a member of PAMZ. The fee is based on a per capita calculation that is detailed in the attached calculation sheet. If you have any questions about membership in PAMZ please contact the undersigned at your convenience.

Regards,

Kevin Warren
Executive Director, PAMZ

403.862.7096 (toll-free)
403.238.6604 (local)

P.O. Box 1020
Sundre, Alberta T0M 1X0

www.pamz.org

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2024 PAMZ Operating Budget

	2024
REVENUE	
EPEA Companies Fee For Service	\$ 337,935
Non-EPEA Companies Fee For Service	\$ 30,000
Municipalities Fee For Service	\$ 42,000
AEP Riverside O&M Contract	\$ 109,932
AEP Lancaster O&M Contract	\$ 101,112
AEP Community Engagement Branch 2022-23	\$ 14,500
AEP Community Engagement Branch 2023-24	\$ 45,000
	\$ 680,479
EXPENSES	
ADMINISTRATION	
Insurance	\$ 7,370
Meetings/Workshops	\$ 1,800
Office Supplies	\$ 7,000
Auditor	\$ 7,500
Secretarial	\$ 3,200
Bookkeeping	\$ 2,400
NGO & Public Expenses	\$ 1,000
Miscellaneous/Other	\$ 2,500
	\$ 32,770
Communications	
Advertising	\$ -
Annual Report	\$ 1,200
Martha Kostuch Env. Education Fund	\$ 2,500
Communications Committee	\$ 12,000
Communications Consultant	\$ 9,000
PAMZ Website Operating	\$ 2,200
	\$ 26,900
MANAGEMENT	
Management Fees	\$ 110,940
Management Expenses	\$ 4,000
	\$ 114,940
BANK	
Interest & Bank Charges	\$ 300
	\$ 300
CORE AQM PROGRAM	
Caroline Station Operation	\$ 101,720
Martha Portable Station Operation	\$ 60,598
Lancaster Station Operation	\$ 82,881
Martha Site Prep & Power	\$ 2,000
Riverside Station Operation	\$ 90,563
Passives Changeout	\$ 39,900
Passives Analysis	\$ 42,998
Parts	\$ 16,000
Station Communications	\$ 1,900
Contingency	\$ 24,623
Call-out Surveillance	\$ 46,753
	\$ 509,936
TOTAL Expenses	\$ 684,846
Capital Reserve (Start of Year)	\$ 367
Capital Expenditures	\$ 40,000
Capital Contributions	\$ 39,633
Capital Reserve (Year-End)	\$ -
TOTAL Expenses + Cap Contributions	\$ 724,479
TOTAL Revenue	\$ 680,479
2023 Surplus	\$ 44,000
Balance	\$ 0
Operating Reserve (Start of Year)	\$ 40,000
Adjustments	\$ -
Operating Reserve (Year-End)	\$ 40,000

Invoice 2024-032

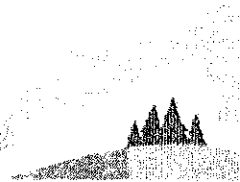
Town of Eckville

2024 PAMZ Fee Allocation

PAMZ 2024 Budget \$680,479
PAMZ Non-Industrial Emissions X 14%
= \$95,267

Area	Municipal		2024 Fee
In PAMZ	Population		
100%	X <u>1,157</u>	X \$95,267 =	\$ 376.38
	292,856		
	Zone Population		

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PAMZ | Parkland Airshed
Management Zone

INVOICE

Invoice #: 2024-032
Invoice Date: January 31, 2024

Town of Eckville
Box 578
Eckville, AB
T0M 0X0

Attn: Accounts Payable

<u>Amount</u>	<u>Description</u>	<u>Price</u>
1	2024 PAMZ AQM Program Fee Assessment Town of Eckville	\$ 376.38
	Sub -Total	\$ 376.38
GST Number: 872803697	GST (5%)	\$ 18.82
	TOTAL	\$ 395.20

Please Remit Payment to:

Parkland Airshed Management Zone
Box 1020
Sundre, AB
T0M 1X0

Ph: 403.862.7046
Email: pamz@pamz.org

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**MANAGEMENT REPORT
TO ECKVILLE TOWN COUNCIL**

February 26, 2024

Mtg. Date Feb 26, 2024

Agenda Item 7.1

Current Activities:

- **Consideration of Joining the Sylvan Lake Regional Water/Wastewater Commission:**

The Commission is looking to have a Board meeting in early March.

The Commission is in the midst of planning for the Stage 5A extension and have extended an invitation for the Town to attend a meeting in early March in order to provide more details regarding Eckville's request to seek membership to the Commission.

They would like to discuss some items like the terms the Town is seeking e.g., date of membership, voting rights, volume requirements, etc.

The updated cost model which includes the 'Hybrid' option that has been proposed should be ready to present to Council at the March 11th regular meeting.

- **Arena Operating Society:** As mentioned in our last report, Bookkeeping Solutions by Lynda has been retained to do payroll for the Arena. We have also received word that the Arena employees have been officially set up under the Arena benefit plan.

- **Public Works Highlights:**

Public works tried a couple of fixes that SFE Global recommend but they didn't work. As a result, they have been asked to come to Eckville and see if they can figure out the issue.

We had another incident at the east lift station on February 12th. A 4 amp fuse blew which caused the pumps to stop and the generator did not kick in. This also impacted the alarms. We have since had Un-interrupted Power Supply units installed at both lift stations which should allow for the call-out system to work.

WSP was out last week and took water samples from the water plant. The plan is to sample well water prior to treatment in order to determine if there is actually a need to keep using the back wash filters.

The Street Sweeper was sent to Industrial Machines in Acheson on February 22nd. It should be back in time for spring street sweeping.

Future / Planned Activities:

- **CASA DE VIDA DEVELOPMENTS INC.** Purchase of Lot 31, Block 2, Plan 0720639. Nothing new to report at this time.
- **Highway 11 Twinning Project:** Nothing new to report at this time.

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Management Report – February 26, 2024

- **New Website and Municipal APP:** Nothing new to report.
- **Year End Audit:** Work on year end is well under way. Our auditor is going to give us a couple of dates she would be available towards the end of the month for holding an audit committee meeting. Field work would begin shortly after.
- **Budget:** Administration is also working on the 2024 operating and capital budgets. We will schedule time with Council when the CAO returns from vacation. On a side note, AB Munis is looking at our benefit account in order to see if there is an opportunity to lower the rate increase.

Jack Ramsden, CAO

Darcy Webb, Deputy CAO

System: 2024-02-14 11:42:29 AM
User Date: 2024-02-14

Town Of Eckville
COMPUTER CHEQUE REGISTER
Payables Management

Mtg. Date Feb 26, 2024 Page: 1
Agenda Item 7.2 User ID: kristina

Batch ID: CHEQUES 2024
Batch Comment: AP

Audit Trail Code: PMCHQ00000861
Posting Date: 2024-02-14

Chequebook ID: ATB - GEN

* Voided Cheques

Cheque Number	Date	Payment Number	Vendor ID	Cheque Name	Amount
027676	2024-02-14	00000000000023520	AGR002	Agriterra Equipment	\$98.56
027677	2024-02-14	00000000000023521	ANI001	327241 Alberta Ltd.	\$1,554.00
027678	2024-02-14	00000000000023522	AUM002	AMSC Insurance Services Ltd.	\$24,963.52
027679	2024-02-14	00000000000023523	CAN11	Canadian Linen and Uniform Ser	\$299.91
027680	2024-02-14	00000000000023524	CEI001	CEI Control Services Ltd.	\$2,817.69
027681	2024-02-14	00000000000023525	CEN04	Central Labs	\$175.00
027682	2024-02-14	00000000000023526	CHE006	Chem International	\$8,053.50
027683	2024-02-14	00000000000023527	CIP01	CIP Office Technology	\$129.36
027684	2024-02-14	00000000000023528	DIA008	Diane Eliuk	\$68.68
027685	2024-02-14	00000000000023529	FCS001	Eckville FCSS	\$10,000.00
027686	2024-02-14	00000000000023530	FLO01	Flowpoint Environmental System	\$108.15
027687	2024-02-14	00000000000023531	HEL002	Hellbound Services Corp	\$3,585.75
027688	2024-02-14	00000000000023532	HIW001	Hi-Way 9 Express Ltd.	\$648.29
027689	2024-02-14	00000000000023533	LAC010	Lacombe Regional Waste Service	\$180.00
027690	2024-02-14	00000000000023534	LIT002	Little Jon's Portable Toilet S	\$357.00
027691	2024-02-14	00000000000023535	LO01	Loop	\$1,182.30
027692	2024-02-14	00000000000023537	MES001	Messer Canada INC.	\$47.68
027693	2024-02-14	00000000000023539	MIY001	Miyako Palmer	\$230.00
027694	2024-02-14	00000000000023541	REC	Receiver General	\$17,416.58
027695	2024-02-14	00000000000023543	REC01	RecordXpress	\$37.98
027696	2024-02-14	00000000000023544	SHE005	Sherry Meyers	\$68.68
027697	2024-02-14	00000000000023545	STE008	Sterling Power Systems Inc.	\$630.00
027698	2024-02-14	00000000000023546	TEL002	TELUS MOBILITY	\$132.67
027699	2024-02-14	00000000000023547	TWO001	Two H Group	\$300.00
027700	2024-02-14	00000000000023548	UFA001	UFA	\$3,333.83
027701	2024-02-14	00000000000023549	WEL001	Wells Fargo Equipment Fin Co	\$483.89
027702	2024-02-14	00000000000023550	WIL001	Wild Rose Assessment Services	\$1,424.15
027703	2024-02-14	00000000000023551	QUA002	Quadient	\$2,389.38

Total Cheques: 28

Cheques Total: \$80,716.55
=====

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System: 2024-02-08 11:39:14 AM
User Date: 2024-02-08

Town Of Eckville
COMPUTER CHEQUE REGISTER
Payables Management

Page: 1
User ID: kristina

Batch ID: CHEQUES 2024
Batch Comment: AP

Audit Trail Code: PMCHQ00000859
Posting Date: 2024-02-08

Chequebook ID: ATB - GEN

2023

* Voided Cheques

Cheque Number	Date	Payment Number	Vendor ID	Cheque Name	Amount
027675	2024-02-08	00000000000023516	LAC001	Lacombe County	\$52,450.74
Total Cheques: 1				Cheques Total:	\$52,450.74

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Type	Cheque Number	Payment Number	Date	Audit Code	Write Off Amount	Discount Taken	Cheque Amount
	Vendor ID	Name		Chequebook ID			
PMT	EFT000000000070 QUA002	0000000000023519 Quadient	2024-02-08	PMCHQ00000860 ATB - GEN	\$0.00	\$0.00	\$2,389.38

Void Date: 2024-02-08 Messages:
 Posting Date: 2024-02-08

EFT

*VOIDED
 incorrect
 Account#*

Account Number	Account Type	Debit Amount	Credit Amount
3-00-00-121-20	CASH	\$2,389.38	\$0.00
4-00-00-270-01	PAY	\$0.00	\$2,389.38
Totals:		\$2,389.38	\$2,389.38

1 Payment(s)

Audit Trail Code: PMCHQ00000860
* Voided transactions

EFT

Chequebook ID	Type	Number	Date	Amount
Paid To/Rcvd From		Description		
ATB - GEN	Cheque	EFT000000000068	2024-02-08	\$3,321.40
Archon IT Services Ltd.				
ATB - GEN	Cheque	EFT000000000069	2024-02-08	\$500.00
Penny Seiling				
ATB - GEN	Cheque	EFT000000000070	2024-02-08	\$2,389.38
Quadiant				
Total Transactions:	3			

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EFT

Audit Trail Code: PMCHQ00000862
* Voided transactions

Chequebook ID	Type	Number	Date	Amount
Paid To/Rcvd From		Description		
ATB - GEN	Cheque	EFT0000000000071	2024-02-22	\$4,388.90
Archon IT Services Ltd.				
ATB - GEN	Cheque	EFT0000000000072	2024-02-22	\$7,250.25
Empringham Disposal Corp.				
ATB - GEN	Cheque	EFT0000000000073	2024-02-22	\$1,575.00
HHID Consulting Ltd.				
ATB - GEN	Cheque	EFT0000000000074	2024-02-22	\$500.00
Penny Seiling				
Total Transactions:	4			

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HIGHLIGHTS OF THE REGULAR COUNCIL MEETING FEBRUARY 8, 2024

QE II WEST AREA STRUCTURE PLAN

A second public meeting to seek feedback on the draft QE II West Area Structure Plan is scheduled for March 21, 2024 at 7:00 p.m. at the Lacombe County Council Chambers.

BLISSFUL BEACH EMERGENCY ACCESS ROAD

The County Manager was directed to enter into a 50/50 cost-sharing agreement with the Summer Village of Sunbreaker Cove for the construction of an emergency access road between the Summer Village of Sunbreaker Cove and Blissful Beach. The County's portion of the cost associated with the construction of the road and all other amenities, including signs and gates, is to be funded from the 2024 Operating Budget.

MIRROR BALL DIAMOND UPGRADE REQUEST

Lacombe County will contribute work in-kind up to \$15,000 and materials up to \$7,000 to the Mirror Association of Ball Diamonds, Campgrounds, and Skating Society for upgrades to the Mirror Ball Diamonds.

TOWN OF SYLVAN LAKE RECREATION COST-SHARING AGREEMENT

The Recreation Cost-Sharing Agreement between the Town of Sylvan Lake and Lacombe County, for the years 2024 to 2028 inclusive, was approved as presented.

AOPA AND AGRICULTURE BYLAWS REVIEW

The County Manager will engage with the Farmer's Advocate Office of Alberta, the Agricultural Operations Practices Act (AOPA), and the Natural Resources Conservation Board (NRCB) to arrange for an education session to gain a better understanding of how agricultural legislation aligns with the County's Municipal Development Plan and Land Use Bylaw.

DWELLINGS ON AGRICULTURAL 'A'; DISTRICT PARCELS – BYLAW NOS. 1406/24 and 1407/24

Bylaw Nos. 1406/24 and 1407/24, bylaws of Lacombe County to amend the Lacombe County Municipal Development Plan and Land Use Bylaw, received first reading. A public hearing for Bylaw Nos. 1406/24 and 1407/24 will be held on March 14, 2024, at 7:00 p.m. at the Lacombe County Council Chambers.

SYLVAN LAKE AND AREA URGENT CARE COMMITTEE

Council received a presentation on the 2023 activities and initiatives of Sylvan Lake Urgent Care Committee and directed the County Manager to prepare a report and recommendation regarding the County's support of the Sylvan Lake and Area Health Foundation, for consideration at a future Council meeting.

**Next Regular Council Meeting is
February 22, 2024 – 9:00 a.m.**

**Next Committee of the Whole Meeting is
April 2, 2024 – 9:00 a.m.**

Lacombe County Administration Building

****For more details from Lacombe County Council meetings, please refer to the meeting minutes. All meeting minutes are posted on the website (www.lacombecounty.com) after approval.**

TOWN OF ECKVILLE

Council Procedure Bylaw No. 640/02

Revised & Consolidated: November 27, 2023

A by-law of the Town of Eckville, in the Province of Alberta, to regulate the proceedings in and transacting of business by the Municipal Council of the Town of Eckville.

NOW THEREFORE, THE MUNICIPAL COUNCIL OF THE TOWN OF ECKVILLE, DULY ASSEMBLED ENACTS AS FOLLOWS:

1. Definitions and Interpretation

1.1. In this bylaw:

“Administrator” means the Chief Administrative Officer appointed by Council or a designated officer where such has been designated and appointed by Council;

“Chief Elected Official” and/or “Mayor” means the person elected by the electors of the Town of Eckville;

“Council” means the Council of the Town of Eckville;

“Council Committee” means a committee, board or other body established by the Council of the Town of Eckville;

“Councillor” includes the chief elected official;

“Town” means the Town of Eckville.

2. Structure

2.1. The Council of the Town of Eckville shall consist of seven (7) councillors.

2.2. The chief elected official shall be elected by a vote of the electors of the whole of the Town and shall be designated the title of ‘Mayor’.

2.3. All Councillors shall be elected by a vote of the electors of the whole of the Town and shall be designated the title of ‘Councillor’.

2.4. The Mayor shall preside when in attendance at a meeting of Council.

Consolidated and Approved by CAO: _____

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- 2.5. The Mayor may, at the discretion of the Mayor, be a member of all Council committees and all bodies to which Council has the right to appoint members under the Municipal Government Act.

3. Agendas

- 3.1. The Agenda for each regular meeting shall be prepared by the Administrator and submitted together with copies of all pertinent correspondence, statements and reports to each member of Council at least two working days prior to each regular meeting.
- 3.2. Any member of Council, town official, delegation or any person wishing to have an item of business placed on the Agenda shall make the submissions in writing, explaining the nature of their submission, to the Administrator not later than four working days prior to the meeting.
- 3.3. No item of business shall be considered by the Council if the item has not been placed on the Agenda unless members of the Council present, by a unanimous vote, agree to the item being placed on the Agenda. The Mayor, any Councillor or the Administrator shall be given the opportunity to state why an item shall receive consideration on the Agenda because of its emergent nature before the motion is put to a vote.

4. Delegations

- 4.1. A Citizen, Group or Organization wishing to bring a matter to the attention of Council, or wishing to have a matter considered by Council, shall complete a Council Delegation Request form outlining the subject or matter to be discussed. This form shall be typewritten or legibly written, signed, and delivered or mailed to the Office of the Chief Administrative Officer.
- 4.2. The Chief Administrative Officer shall place this Council Delegation Request Form on the next Council Agenda for consideration by Council. Council may, at their discretion, approve or deny the Request for Delegation.
- 4.3. In the event that Council approves the Request for Delegation, those requesting the delegation may make oral or written presentation to Council. In the interest of time, the Mayor may require the appointment of a single spokesperson for the Delegation and each delegation shall be limited to 15 minutes unless approved by Council.

5. Council Meetings

Time of Commencement of Regular Meetings

- 5.1. Council shall, at its organizational meeting each year, establish the days and times of its regular meetings, by resolution. If a regular meeting of Council falls on a statutory holiday, the meeting shall be held on the Tuesday following the statutory holiday.

Notice of Meetings

- 5.2. Public notification of the meeting dates, times, and places, or changes to the meeting dates, times or places of regular meetings, special meetings, council committee meetings or meetings conducted by means of electronic or other communication facilities shall be printed by Public Notice placed on a notice board in the front foyer of the Town Office as far in advance as possible and in any event, no later than 24 hours in advance of the meeting time, except where notice is waived by Council under the Municipal Government Act.

Electronic or Other Communication

- 5.3. Any member of Council wishing to participate in a council meeting or council committee meeting by means of electronic or other communication facilities may request that the meeting be conducted by means of electronic or other communication facilities provided the requirements of the Municipal Government Act can be met.
- 5.4. The Council member requesting that the meeting be held through electronic communications shall be responsible for the expenses incurred to accommodate this request.
- 5.5. Any Council member requesting electronic attendance at a meeting because the member is unable to be physically present shall be responsible to ensure the member is fully informed with regards to the meeting agenda and the information contained there in.
- 5.6. If the Council requests a member's presence through electronic communication at a Council meeting that he is unable to physically attend, the Town shall cover the expense this request incurs.

- 5.7. Notwithstanding the foregoing, if a Council member wishes to attend any portion of the meeting which is held in the absence of the public pursuant to the Municipal Government Act (a closed session) by means of electronic or other communication facilities, the Councillor must first provide a signed statement confirming that they have made proper arrangements to ensure the confidentiality of the closed session discussion, substantially in the form set out in Schedule "C" of the Bylaw.

Quorum

- 5.8. A quorum of Council shall be a majority of those members elected and serving on Council, including the Mayor.
- 5.9. If a quorum is not present within half an hour after the time appointed for the meeting of Council, the Administrator shall call the roll and take down the names of the members present and the Council shall stand absolutely adjourned until the next regular meeting, unless a special meeting be duly called in the meantime.
- 5.10. If a quorum is lost for any reason then the meeting is at an end.

Absence of Mayor and Deputy Mayor

- 5.11. If the Mayor or Deputy Mayor are not in attendance within fifteen minutes after the time appointed for a meeting and a quorum is present, the Administrator shall call the meeting to order and a member shall be chosen by the members present to chair the meeting until the arrival of the Mayor or Deputy Mayor.

Agenda and Minutes

- 5.12. Upon the meeting being called to order a motion shall be presented to adopt all or part of the circulated agenda for the meeting. Upon unanimous resolution Council may by resolution add additional items of business to the meeting's agenda.
- 5.13. Upon adoption of the meeting's agenda, a motion shall be presented to adopt the minutes of the preceding meeting or meetings as circulated or as read, as the case may be, which motion shall be voted upon after disposition, either by unanimous consent or amendment of any errors or omissions alleged therein.

Votes of Council

- 5.14. Unless otherwise required by this Bylaw, the Municipal Government Act or any other enactment, a simple majority vote of those members present shall be sufficient to pass any resolution or bylaw.

- 5.15. A Councillor attending a Council meeting must vote on a matter put to a vote at the meeting unless the Councillor is required or permitted to abstain from voting under the Municipal Government Act or any other enactment. Each abstention and the reasons for the abstention must be recorded in the minutes of the meeting.
- 5.16. Before a vote is taken by Council, a Councillor may request that a vote be recorded. When a vote is recorded, the minutes must show the names of the Councillors present and whether each Councillor voted for or against the proposal or abstained.
- 5.17. For the purposes of quorum, a Councillor is deemed to be absent for a vote if the Councillor is required to abstain from the vote, or the Councillor is permitted to abstain from the vote and does abstain.
- 5.18. Whenever a vote on any order, resolution or question before Council cannot be taken because of loss of a quorum, then the order, resolution or question shall be the first business to be proceeded with and disposed of at the next meeting of Council, under that particular order of business.

Adjournment of Meeting

- 5.19. Regular meetings of Council shall adjourn at 10:00 p.m. if then in session, unless otherwise determined by a two-thirds majority vote of the members present, upon motion made and passed either before or after that time while in session. Any business not completed at the time of adjournment shall be the first order of business at the next regular meeting of Council, unless in the meantime a special meeting be called under the Municipal Government Act.

6. Motions

Motions Generally

- 6.1. A motion submitted to Council does not require a seconder.
- 6.2. All motions shall be taken in writing by the Administrator before being debated or put from Mayor or presiding officer.
- 6.3. Any member may require the question or motion under discussion, or any portion thereof, to be read at any time during the debate, but not so as to interrupt a person while speaking.
- 6.4. No motion shall be offered that is substantially the same as one on which the judgement of the meeting has already been expressed during the same meeting.

- 6.5. Whenever the Mayor or other presiding officer is of the opinion that a motion offered to Council is contrary to the rules and privileges of Council, he shall appraise the members thereof immediately, before putting the question, and shall cite the rule or authority applicable to the case without argument or comment. Whenever any matter of privilege arises, it shall immediately be taken into consideration.
- 6.6. No question shall be reconsidered more than once at any one meeting of Council unless a majority of the members of Council present agree.
- 6.7. When a motion has been made and is being considered by the Council, no other motion may be made and accepted except;
- a) a motion to refer the main question to some other person or group for consideration,
 - b) a motion to amend the main question,
 - c) a motion to table the main question,
 - d) a motion to postpone the main question to some future date,
 - e) a motion to adjourn the meeting, provided that a motion to table shall not be debated except as to the time when the matter will again be considered.
- 6.8. Not more than one main motion, amendment thereto, and amendment to the amendment may be on the floor at the time.
- 6.9. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the Mayor or other presiding officer so directs.
- 6.10. After any question is finally put by the Mayor or other presiding officer, no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Mayor or presiding officer as to whether the question has been finally put shall be conclusive.

Amendments to Motion

- 6.11. Every amendment must be relevant to the question on which it is proposed. Any amendment offered which raises a new question can only be considered on a distinct motion after notice.
- 6.12. An amendment proposing a direct negative is out of order.

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- 6.13. Voting on motions and amendments shall be conducted in the reverse of the order in which they were put, that is to say, firstly, upon the amendment to the amendment, if any, secondly, upon the amendment or amendments to the motion, as the case may be, if any, and lastly, upon the motion or the motion as amended as the case may be, except in the case of times and amounts in which case the longest times and the largest amounts shall be put first.

Withdrawing or Changing Motions

- 6.14. A motion may, with the consent of the mover and a majority of the members present, be withdrawn or the wording thereof changed.

Motion to Rescind

- 6.15. A motion to rescind an action of Council may be offered at any time subsequent to the meeting at which the original motion was passed. Any member of Council may make the motion to rescind. A majority vote of the members of Council is necessary for the passage of a motion to rescind.

Motion to Adjourn

- 6.16. A motion to adjourn the meeting shall not be debatable nor amendable, except as to the time, if any, when the meeting shall be reconvened, provided that the Mayor or presiding officer may, subject to an appeal to the meeting, refuse to put a motion for adjournment if, in the opinion of the Mayor or presiding officer, the motion is offered for the purpose of obstructing the meeting.

7. Readings of Bylaws

- 7.1. When a proposed bylaw is read in Council, the Administrator shall certify the reading and the date of the reading on the face thereof. When a bylaw has been read a third time and finally passed, the Administrator shall keep on file correct copies thereof including amendments, if any.
- 7.2. A by-law appearing upon the Council agenda when listed as ready for first reading shall be introduced by a member moving, "That Bylaw No. (quoting the by-law no.) be now read a first time." After first reading, the bylaw may be debated, referred or laid over. If a bylaw fails to receive first reading, then it may be struck from the agenda.
- 7.3. All amendments to a bylaw made in Committee of the Whole shall be reported by Mayor or presiding officer to the Council, who shall receive the whole forthwith. After a report has been received, the proposed bylaw shall be open to debate and amendment.

- 7.4. Every bylaw shall be read a third time before it is signed by the Mayor or Deputy Mayor. If a bylaw fails to receive third reading, it shall remain on the agenda to be dealt with at the next regular meeting of Council.
- 7.5. Every bylaw of general application shall be printed or otherwise duplicated so as to be available to all interested parties, other bylaws shall be recorded and filed as well as amendments thereto and the Administrator shall retain the original of every bylaw on file and properly record amendments thereto.
- 7.6. Every bylaw which has passed in Council shall immediately after being sealed with the seal of the Town, and signed by the Mayor or Deputy Mayor and the Administrator, be securely deposited by the Administrator.

8. Meeting Conduct

- 8.1. The Mayor or presiding officer shall preserve order and decorum and shall decide questions of order subject to an appeal to the Council by resolutions and the decision of the presiding officer shall be final unless reversed or altered by a majority vote of members present.
- 8.2. When the Mayor or presiding officer is called on to decide a point of order or practice, the Mayor or presiding officer shall do so without argument or comment and shall state the rule of authority applicable to same.
- 8.3. The Mayor or presiding officer shall have authority to set a time limit and the number of times that a member may speak on the same question of resolution having due regard to the importance of the matter.
- 8.4. Every member in speaking to any question or motion shall address himself only to the Mayor or presiding officer.
- 8.5. When two (2) or more members desire to speak to a matter the Mayor or other presiding officer shall settle the priority.
- 8.6. During the reading of minutes, reports, communications or other papers, and when a member or any other person is addressing the Council, silence shall be observed and no one shall be allowed to disturb the meeting.
- 8.7. A member called to order shall immediately cease to speak, but may afterwards explain, and the Council, if appealed to, shall decide the same without debate; if there be no appeal the decision of the Mayor or other presiding officer shall be submitted to.

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- 8.8. No member shall:
- a) speak disrespectfully of any person;
 - b) use offensive words in or against the Council or any member thereof or any official or employee of the Town;
 - c) speak except upon a question in debate;
 - d) reflect upon any vote of the Council except for the purpose of moving that such a vote be reconsidered or rescinded;
- 8.9. The Mayor or presiding officer will give each member who wishes to speak, an opportunity to do so before putting the question.
- 8.10. Upon a division of the Council on a particular matter, those who wish to have their vote in opposition recorded may so signify to the Mayor or presiding officer.
- 8.11. Any matter of meeting conduct which is not herein provided for shall be determined by the Mayor or presiding officer.

Expulsion/Exclusion from Meeting

- 8.12. The Mayor or presiding officer may cause to be expelled from and excluded from any meeting any person in attendance, other than a Councillor, who creates any disturbance during a meeting or who, in the opinion of the Mayor or presiding officer, has been guilty of improper conduct and for that purpose, the Mayor or presiding officer may direct such person to be removed by police.

9. Robert's Rules

- 9.1. Any matter which is not provided for shall be determined in accordance with "Robert's Rules of Order-Newly Revised.

10. Council Committees

- 10.1. Council may pass bylaws in relation to the following:
- a) The establishment of and functions of Council committees and other bodies;
 - b) Procedures to be followed by Council, Council committees and other bodies established by Council.

11. Remuneration, Allowances, Expense Payments

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- 11.1. The Mayor and Councillors shall be paid remuneration and allowances for services performed or expenses incurred during the performance of duties as a member of Council as provided in Schedule "A" attached hereto.
- 11.2. Notwithstanding Subsection 11.1 above, each member of Council is entitled to be absent without deduction for up to four (4) regular meetings in a year for personal leave.
- 11.3. One third of the remuneration paid to members of Council shall be considered as an allowance for expenses incidental to the discharge of duties and shall be excluded from income pursuant to the provisions of the Income Tax Act.
- 11.4. Procedures relating to the claim and payment of remuneration and expenses shall be prescribed in Schedule "A" of this bylaw.
- 11.5. If a Councillor resigns or is disqualified from remaining as a member of Council, that Councillor will not be entitled to any remuneration or allowances referred to in the Bylaw as of the date of his or her resignation or disqualification.

12. Amendments To or Repeal of this Bylaw

- 12.1. From the date of the passing of this bylaw, the above rules and regulations only shall be observed for the order and conduct of business in Council thereof and all motions, rules or regulations existing and inconsistent with this bylaw are hereby repealed.
- 12.2. This by-law shall not be repealed, amended or suspended, except so far as the terms hereof permit, unless it is repealed, amended or suspended:
 - a) by a bylaw unanimously passed at a regular or special meeting of the council at which all members thereof are present, or,
 - b) by a bylaw passed at a regular meeting of council, pursuant to a notice in writing given and openly announced at the next preceding meeting of the council and setting out the terms or the substantial effect of the proposed bylaw.

SCHEDULE "A"

COUNCIL REMUNERATION

1) Council Honorariums:

- a) Council Honorarium Pay shall be paid to All Members of Council in monthly instalments and shall provide for:
 - Attendance at a maximum of 24 meetings (regular and or budget) each calendar year; and
 - Pre-meeting preparation & time spent on miscellaneous Council business.
- b) Mayor Honorarium Pay shall be paid to the Mayor on a monthly basis and shall provide for:
 - Attendance at meetings with CAO and administration as needed; and
 - Attendance at Town Office to endorse cheques, contracts, agreements, etc.
- c) Deputy Mayor Honorarium Pay shall be paid to the Deputy Mayor on a monthly basis and shall provide for:
 - Attendance at meetings with CAO and administration as needed in the Mayors absence; and
 - Attendance at Town Office to endorse cheques, contracts, agreements, etc. in the Mayors absence.

2) Council Honorarium Rates:

- a) Mayor - \$732.67 per month
- b) Deputy Mayor - \$560.91 per month
- c) Council Members - \$446.48 per month

3) Council Per Diem Pay:

- a) Council Per Diem Pay shall be paid to All Members of Council on a monthly basis as follows:
 - For attendance at internal Town committee meetings as approved by Council; and
 - For attendance at external committee meetings as approved by Council; and
 - For attendance at conventions, seminars, workshops, special functions, or other events as approved by Council.

4) Council Per Diem Rates:

- a) Minimum (up to 2 hours) - \$ 68.68
- b) Half Day (2 hours to 4 hours) - \$137.36
- c) Full Day (4 hours to 8 hours) - \$274.72 (Maximum Daily Rate)

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5) **Mayor's Hospitality Allowance:** As per approved annual budget

6) **Remuneration from Outside Boards and/or Committees**

Where the Mayor or Councillor receives remuneration from another board or committee, such remuneration should be paid directly to the Town of Eckville. The Council member will submit an expense sheet listing the function attended, remuneration for such attendance and any expenses incurred. Payment will be made at the end of the month following submission of a Timesheet.

7) **Travel and Subsistence Allowances**

- | | |
|--------------------------------------|--|
| a) Mileage | \$0.68 per kilometre for the first 5,000 kilometres driven
\$0.62 per kilometre driven after that |
| b) Meals (receipts not required) | \$23.00 Per meal to a maximum of \$69.00 per day |
| c) Incidental Expenses (no receipts) | \$10.00 flat rate per night |
| d) Hotel Accommodations, parking | 100% |
| e) Registration fees | 100% |

8) **Spousal Allowances**

The Town encourages the attendance of Council spouses/partners at the annual Alberta Urban Municipalities Association (AUMA) Conference and will cover the cost of:

- a) Banquet tickets;
- b) Partners Program fees; and
- c) Meals at approved rates.

9) **Communication Allowances**

The Town recognizes that the Mayor and Council Members make use of their personal telephone, internet service and cellular phones in the execution of their Town duties. To help offset these personal expenses the Town shall reimburse the Mayor and Council Members at a flat rate of \$50.00 per month.

10) **Payment Procedures**

- a) **Honorarium Pay** - will be paid at the end of each month (no Timesheet required).
- b) **Per Diem Pay** - will be paid as Timesheets are submitted to the CAO and approved by the CAO & the Mayor.

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- c) **Travel and Subsistence Allowances** – will be paid as Expense forms are submitted to the CAO and approved by the CAO & the Mayor.
- d) **Spousal Allowances** – will be paid as Expense forms are submitted to the CAO and approved by the CAO & the Mayor.
- e) **Communication Allowances** – will be paid at the end of each month (no Expense form required).

11) **Council Benefits**

All duly sworn in and serving Members of Council shall be entitled to benefits as listed below:

- a) **Extended Health Care with Vision** (100% premiums paid by Town);
- b) **Dental Care** (100% premiums paid by Town);
- c) **\$500 Annual Health Spending Account;**
- d) **Group Life Insurance** (based upon insurance provider policy - 100% premiums paid by Town);
- e) **Accidental Death and Dismemberment** (based upon insurance provider policy – 100% premiums paid by Town);
- f) **Employee Assistance Plan** (100% premiums paid by Town).

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SCHEDULE "B"

ORDER OF BUSINESS IN THE AGENDA

1. Call to Order
2. Delegation
3. Agenda
 - Additions to Agenda
 - Adoption of Agenda
4. Adoption of Minutes
5. Action Items
6. Bylaws, Policies and Projects
7. Reports
 - Foreman's Report
 - Administrator's Report
 - Financial Report
8. Committee and Board Reports
9. Correspondence and Information Items
10. Seminars, Meetings, Special Events
11. In Camera
12. Committee of the Whole
13. Adjournment

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SCHEDULE "C"

I, _____, Councillor/Mayor for the Town of Eckville, confirm that I wish to attend one or more meetings of Council or a council committee by means of electronic or other communication facilities, including the portion of such meetings held in the absence of the public (one or more in-camera discussions).

I confirm that I am aware of my duty to maintain the confidentiality of the in-camera discussions, and will take any and all necessary and appropriate steps to ensure the confidentiality of any in-camera discussions I attend through electronic communications, including without limiting the foregoing by ensuring no other person may access or be privy to such discussions in the location or facility where I attend the meetings remotely.

Signed this ____ day of _____, 20____.

Witness

Councillor Name:

Print Name of Witness

Address of Witness

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REVISION HISTORY

Bylaw 640-02

REVISION HISTORY

Revision #	Section	Date Passed	Bylaw #
1	3.2, 4.2, 11.5, Schedule 'A'	April 14, 2003	648-03
2	Schedule 'A'	September 26, 2005	660-05
3	Schedule 'A'	January 8, 2007	668-06
4	Schedule 'B'	February 11, 2008	677-08
5	4.1.4.2 4.3 4.4, Schedule 'A'	December 8, 2014	724-14
6	Schedule 'A'	December 17, 2018	748-18
7	8.8e, 8.12, 10.1, 10.2, 10.3, 10.4, 10.5	July 22, 2019	754-19
8	5.7	December 9, 2019	759-19
9	Schedule 'A' Sections 2 & 4	November 8, 2021	781-21
10	Schedule 'A' Sections 2, 4 & 7	January 9, 2023	787-23
11	Schedule 'A' Sections 2 & 4 & 7	November 27, 2023	791-23

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