

TOWN OF ECKVILLE-COUNCIL AGENDA

Monday, February 12, 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 – January 8, 2024 pg. 1-3 |
| | 4.2 | Regular Council Meeting Minutes – January 22, 2024 pg. 4 |
| 5. ACTION ITEMS | 5.1 | RFD-Membership in Alberta Mid-Sized Towns Mayors Caucus pg. 5-10 |
| | 5.2 | RFD-Eckville Community Health Centre Funds pg. 11-12 |
| | 5.3 | Community Health Foundation-Discussion |
| 6. BYLAWS, POLICIES | 6.1 | |
| 7. REPORTS | 7.1 | Management Report – February 12, 2024 pg.13-14 |
| | 7.2 | Financial Report - AP Report Jan. 2, 3,11,17,25, 2024 pg. 15-21 |
| | 7.3 | CPO Services Quarterly Report pg.22-24 |
| | 7.4 | Animal Control Services pg. 25 |
| 8. COMMITTEE, BOARD REPORTS | 8.1 | |
| 9. CORRESPONDENCE, INFORMATION | 9.1 | Lacombe County Highlights of Reg Council Meeting Jan 25, 2024 pg.26-27 |
| | 9.2 | Fortis Alberta pg. 28-30 |
| 10.SEMINARS, MEETINGS, SPECIAL EVENTS | 10.1 | |
| 11.CLOSED SESSION | 11.1 | |
| 12.COMMITTEE OF THE WHOLE | 12.1 | Council Procedure Bylaw #640/02-Discussion pg.31-46 |
| 13.ADJOURNMENT | 13.1 | |

Mtg. Date Feb 12, 2024

Agenda Item 4.1

TOWN OF ECKVILLE – COUNCIL MINUTES

January 8, 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 (joined by electronic means)

Absent:

Staff: CAO, Jack Ramsden
Deputy CAO, Darcy Webb
Recording Secretary Heather Allen

Press: None Present

Gallery: None

3. Agenda

- 3.1 Additional Agenda Items -none
3.2 Adoption of Agenda

Res.001.2024

Moved by Councillor Engen that the agenda be adopted as presented. **Carried Unanimously.**

4. Minutes

- 4.1 Regular Council Meeting Minutes – December 11, 2023

Res.002.2024

Moved by Councillor See that the minutes of the Regular Meeting of Council held Monday December 11th, 2023, be adopted as presented. **Carried Unanimously.**

2. Delegations/Public Hearings

- 2.1 Delegation- Austin Weaver and Merry Kuchly with Lacombe Regional Tourism joined the meeting at 6:05. They left the meeting at 6:50pm

Res.003.2024

Moved by Councillor Engen that the Town of Eckville become a member of Lacombe Regional Tourism for 2024. **Carried Unanimously.**

Councillor Pacholek excused himself from further voting and discussion on this subject as he declared he may be in a position of pecuniary interest.

Res.004.2024 Moved by Councillor Meyers that the Town of Eckville pay the first year membership for local businesses to join Lacombe Regional Tourism at a cost of \$195.00 per business or \$100 for non-profits up to a maximum total Town expenditure of \$2500.00. **Carried Unanimously.**

Judy Lorenz joined the meeting at 7:00pm.

7. Reports 7.3 Medical Committee Update

Mayor Ebdon called for a 5 minute recess. Time 7:17

11. Closed Session 11.1 Section 16: Business interests of a third party

Res.005.2024 Moved by Councillor Engen that the meeting move into closed session, excluding all persons except Council Members, CAO, and Deputy CAO in order to discuss an item with Section 16 of the FOIPP Act: Business interests of a third party. Time 7:22 p.m. **Carried Unanimously**

Res.006.2024 Moved by Councillor Meyers that the meeting revert back to open session. Time 7:30pm. **Carried Unanimously.**

Councillor See left the meeting at 7:31pm

Judy Lorenz left the meeting at 7:35pm.

5. Action Items 5.1 Animal Control Services Contract. Discussion

Res.007.2024 Moved by Councillor Pacholek that Administration be directed to investigate the possibility of negotiating a better rate. **Carried Unanimously.**

5.2 RFD- Request to extend offer to Purchase Contract on Lot 31, Bl. 2, Plan 0720639.

Red.008.2024 Moved by Councillor Meyers that the Mayor and CAO be authorized to sign an extension to the "Offer to Purchase Agreement" with Casa de Vita to March 31, 2024 on Lot 31, Block 2, Plan 0720639. **Carried Unanimously.**

6. Bylaws /Policies 6.1 None

7. Reports- Continued 7.1 Management Report for January 8, 2024

Res.009.2024 Moved by Councillor Meyers that the Management Report for January 8, 2024 be accepted for information. **Carried Unanimously.**

7.2 Financial Report-AP Report December 14,19 and 29, 2023

7.4 Animal Control Services December 2023

Res.010.2024 Moved by Councillor Pacholek the Reports be accepted for information. **Carried Unanimously**

8. Committee & Board Reports 8.1 Mayor Ebden reported on the Mayors and Reeves Meeting

Res. 011.2024 Moved by Councillor Palm-Fraser that the Committee and Board Reports be accepted. **Carried Unanimously.**

9. Correspondence, Information Items

- 9.1 Sledding Hill Petition
- 9.2 Lacombe County Highlights of Regular Council Meeting December 2023
- 9.3 Alberta Municipal Affairs Office of the Minister
- 9.4 Alberta Environment & Protected Areas.
- 9.5 Alberta Transportation & Economic Corridors
- 9.6 Lacombe County Policy RC(6) Library Support.

Res.012.2024 Moved by Councillor Engen 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

12. Committee of the Whole 12.1 None

13. Adjournment

Res. 013.2024 Mayor Ebden adjourned the meeting. Time 8:25 pm. **Carried Unanimously.**

12.1

Mayor

CAO

TOWN OF ECKVILLE – COUNCIL MINUTES
Monday, January 22, 2024
Eckville Town Office, 5023 – 51 Avenue, Eckville, Alberta

1. Call to Order

1.0 Mayor Ebden called the meeting to order at 6:00 p.m.

As per Section 5.9 of Council Procedure Bylaw 640/02, the CAO having waited for a period of one half hour past the time appointed for the regular meeting of Council, called the roll and recorded the names of those present and absent from the meeting:

Present: Mayor Ebden
Councillor Palm-Fraser

Absent: Councillor Engen
Councillor Meyers
Councillor Pacholek
Councillor See
Councillor Thoreson

Staff: CAO, Jack Ramsden
Deputy CAO, Darcy Webb

Press: None Present

Gallery: None

Jack Ramsden, CAO, noting that no quorum of Council was present then declared the meeting absolutely adjourned at 6:31 p.m.

Mtg. Date Feb 12, 2024

Agenda Item 5.1

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:	Membership in Alberta Mid-Sized Towns Mayors Caucus

BACKGROUND: Please see the attached Terms of Reference for membership in the Albertas Mid-Sized Towns Mayors Caucus.

DISCUSSION/ALTERNATIVES: Mayor Ebden discussed membership in this organization at an earlier meeting of Council and indicated that she would bring this item back for approval once the terms of reference were completed.

IMPACT ON BUDGET: Operating Budget impact is \$250 per year.

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

“That the Town of Eckville approve membership in the Alberta Mid-Size Towns Mayors Caucus as per the organizations terms of reference and further that the Town agree to pay the membership fee of \$250.”

Prepared By: _____  Approved By: _____

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Alberta Mid-Sized Towns Mayors' Caucus

Terms of Reference

1. Purpose

Strengthen the significance and position of mid-sized towns as a relevant and important voice within the province-wide framework, collaborating, strategizing, and advocating to address matters that directly impact mid-sized towns.

2. MTMC Statement

The MTMC is a solution-based organization focusing on advancing the interests of mid-sized towns. The Alberta Mid-Sized Towns Caucus identifies mid-sized towns as those with populations between 1000 and 14,999, of which there are 84 towns with such populations within our province.

3. Objectives

- a) Recognize the unique needs and interests of the membership and develop strategies to respond and advocate for such.
- b) Provide a forum for information, best practice sharing, and developing solutions to issues that are of mutual interest.
- c) Advocate for mid-size towns through ongoing communication with the following:
 - i) Provincial Government
 - ii) Federal Government
 - iii) Alberta Municipalities
 - iv) other municipalities, including member municipalities
 - v) other groups/organizations as determined by a majority of the membership
- d) Support the enhancement of members through networking and information sharing.

4. Membership Requirements

- a) Members of the MTMC must
 - i) be a municipality located within the Province of Alberta, and:
 - (1) an incorporated town, or
 - (2) a town with a population between 1000 and 14,999.

ii) Pay the annual membership fee in the amount of \$250/year. Memberships run January 1 to December 31, and fees shall be due by January 31.

iii) Member municipalities will be responsible for per diems and expenses.

5. Membership, Representation & Voting

Each member municipality shall have one vote and shall be represented by their respective Mayors. Should a Mayor be unable to attend a meeting, an alternate member from their Council may attend on their behalf and have voting privileges. A Mayor may also send a proxy vote to an agenda item, by emailing their vote to the Chair.

Meetings may take place without a quorum of the MTMC membership; however, matters requiring a vote shall not be called without a quorum of the voting membership being present. Quorum shall be as defined by the *Municipal Government Act* (i.e., the majority of the voting members that comprise the Mid-Sized Towns Mayor's Caucus). Abstentions must be noted in the meeting minutes and tie votes shall be considered defeated. However, the overarching goal of the MTMC shall be consensus building and collaboration.

The Membership Fee shall create a seed funding pool that will be used towards expenses of hosting meetings. Eligible expenses include, but are not limited to, conference room fees, beverages, and snacks. Host Municipalities must keep an accounting of the funds spent on meeting events and send a final report to the Chair Municipality. All funds distributed shall be reviewed and shared with members during the Chair's annual reporting. Host Municipalities shall submit an invoice to the Chair Municipality for reimbursement of costs for hosting meetings.

Any funds remaining in the seed funding pool at the end of each year shall be used for initiatives as determined by the MTMC Voting Membership.

6. Appointment of Caucus Committees

a) Executive Caucus Committee

Every two years in November, the MTMC shall elect a minimum of three mayors to represent the MTMC as the Executive Caucus Committee. The Executive Caucus municipalities shall be assigned funds as outlined in Section 5 above, to cover costs related to hosting the MTMC bi-monthly meetings. The Executive members shall be appointed as follows:

i) Chair

The Chair shall chair the meetings, prepare meeting agendas, and ensure meeting minutes are recorded.

ii) Vice-Chair

The Vice-Chair shall perform the meeting duties of the Chair in the absence of the Chair. The Vice-Chair municipality shall be the secondary administrative municipality, providing assistance to the Chair municipality where necessary

iii) Executive Board Member

The Executive Board Member shall provide additional support where necessary.

iv) Additional Executive Board Members

Where the MTMC membership determines appropriate, an additional two members may be appointed to the Executive as general Board Members.

v) A designated membership municipality will be responsible for accounts payable/ receivable for MTMC. This municipality shall provide the membership with an annual financial report and budget.

vi) Chief Administrative Officers may be invited by their Mayor to participate in the regular meetings of the MTMC and may assist with the MTMC objectives.

7. Meeting Schedule

a) The MTMC shall meet in-person bi-monthly on the 1st Thursday of January, March, May, July, September (ABmunis Conference), and November, commencing at 3:00 p.m. Joining virtually will be an option.

b) Executive Caucus Committee Meeting hosts shall be appointed by the membership annually and shall be distributed as evenly as possible throughout the province in order to create equitable travel for the membership in general. Considering the vast area of representation, virtual meetings will be available. Caucus hosts shall:

- i. Plan and organize the Caucus agenda and activities (see Appendix A).
- ii. Identify and invite government representatives and other guest speakers.
- iii. Coordinate local and provincial post-caucus media release.
- iv. Receive MTMC seed money to aid in the costs of hosting the event, as outlined in-Section 5 of this ToR.

c) Once a year, meet in person at the annual ABmunis conference. The Host shall be determined by the MTMC membership in advance and be provided MTMC seed money as outlined in Section 5 to aid in covering costs of the event.

d) This schedule may be changed through a majority vote of the MTMC membership. Slight adjustments to the general meeting schedule may also be made at the discretion of the Chair where it is determined reasonably necessary.

8. Advocacy

Recognizing that the MTMC can only effectively advocate for a limited number of municipal initiatives or issues, the membership shall ensure to keep advocacy items to a minimum, determining which are of the highest priority and thus garnering the main focus of the membership. Priority ranking may change, as municipal environments and issues change and as determined by the membership.

As the administrating municipalities, the Executive Caucus Committee shall work together to ensure the initiatives are advanced and to build an advocacy framework/plan to present to the MTMC for approval.

The MTMC may take on other small advocacy initiatives where time and resources permit and where the MTMC membership feel such initiatives are necessary and important to the group.

9. Communication

As a Caucus wanting to present a unified voice on advocacy initiatives, it is important to present consistency in messaging. Unless the membership directs otherwise, the Chair of MTMC is recognized as the official spokesperson, and, in the absence of the Chair, it is the Vice Chair. This includes commenting publicly on the decisions and business of MTMC. (this could also be added: MTMC members will refrain from publicly commenting on the decisions or business of MTMC and will defer all such comments to the Chair as the MTMC spokesperson.

Appendix A
Agenda Building and Workflow Best Practice

1. Mayors may request that general items be added to a meeting agenda.
2. Requests to have an outside party attend a meeting, should allow to have a meeting prior to their attendance, in order for the membership to prepare for the visit.
 - a. Invitations to outside parties should remain consistent and be sent by the Chair Municipality on behalf of the members.
3. Matters that may require a formal resolution from member-municipalities must be brought forward with sufficient time to allow for this to happen.
4. For consistency, any correspondence or documentation drafted by a member municipality on behalf of the MTMC,
 - a. shall be sent to the Chair municipality for distribution to the group.
 - b. where necessary, shall be done in a timely manner to align with item 3 outlined within this Appendix A.
 - c. where necessary and once finalized, shall be forwarded to the appropriate party by the Chair municipality.
 - d. Letters of Support shall confirm permission of a municipality and will accompany correspondence or letters sent on behalf of MTMC; where a Letter of Support if it cannot be confirmed or has not been received that municipality shall not be included.

Mtg. Date Feb 12, 2024

Agenda Item 5.2

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:	Eckville Community Health Centre Funds

BACKGROUND: Please see the attached update provided by Red Deer Regional Health Foundation.

DISCUSSION/ALTERNATIVES: Administration has asked for a confirmation of the balance of the Eckville Community Health Care Funds held in trust by the Red Deer Regional Health Foundation.

IMPACT ON BUDGET: N/a

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

“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.”

Prepared By: _____ Approved By: _____



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Red Deer Regional Health Foundation
Transaction Detail By Account
All Transactions

	Type	Date	Num	Name	Memo	Class	Ctr	Split	Amount	Balance
DONATIONS										
THIRD PARTY INCOME										
David Thompson Health Trust										
	Sales Receipt	3/1/2016	5443	David Thompson Health Region Trust	Cash Donation: Proceeds via DTHT (Transfer Funds from DTHT to RDRHF)	RURAL:Eckville CHC		Undeposited Funds	216,106.86	216,106.86
Total David Thompson Health Trust									216,106.86	216,106.86
Total THIRD PARTY INCOME									216,106.86	216,106.86
Commitments Paid to Projects										
	Bill	8/27/2018	CAP 2405	Alberta Health Services (Edmonton) AP	ECG Machine	RURAL:Eckville CHC		Regular A/P	(16,002.56)	(16,002.56)
	Bill	3/2/2023	CAP 3869	Alberta Health Services (Edmonton) AP	Eckville - Construction of treatment room wall	RURAL:Eckville CHC		Regular A/P	(7,140.32)	(23,142.88)
Total Commitments Paid to Projects									(23,142.88)	(23,142.88)
TOTAL									192,963.98	192,963.98

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**MANAGEMENT REPORT
TO ECKVILLE TOWN COUNCIL**

February 12, 2024

Mtg. Date Feb 12, 2024

Agenda Item 7.1

Current Activities:

- **Consideration of Joining the Sylvan Lake Regional Wastewater Commission:** No further update on this item at this time.

MNP has been updating their cost model to include the 'Hybrid' option that has been proposed. Administration has been reviewing their assumptions used and have suggested a couple of 'tweaks'. We will bring the document back to Council when it is ready for presentation.

- **Arena Operating Society:** Progress with respect to the handover of payroll responsibilities has been slow but we may finally be getting there. Bookkeeping Solutions by Lynda has been retained to do payroll for the Arena. The benefit forms for the employees have been sent in to ABMunis so they can now be set up as Arena employees.

- **Public Works Highlights:**

The flow meter at the lagoon has stopped reporting. We have had issues in the past with it not working for a number of different reasons. The company that did the installation has been contacted to see if they can remotely troubleshoot the issue. We may need to look at sourcing a different type of meter that is more reliable.

Since the incident at the east lift station, there is now a 3" trash pump with hoses at both the east and west lift stations.

NCGL Construction, the folks who installed the PLC, put on a training session at the pump house and provided us with 'cheat sheets'. It was a good session and we all feel a bit more comfortable with what the system monitors.

The xmas lights located around Town should be down by the time you read this report.

Snow removal is ongoing. Administration would like to discuss the routes with Council at the February 26th meeting of Council.

The Street Sweeper is being booked for servicing at Industrial Machines in Acheson so that we have it ready for spring street cleaning.

Future / Planned Activities:

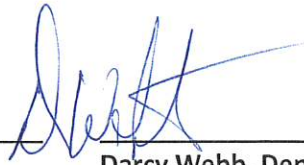
- **CASA DE VIDA DEVELOPMENTS INC.** Purchase of Lot 31, Block 2, Plan 0720639. Nothing new to report at this time.
- **Highway 11 Twinning Project:** Nothing new to report at this time.
- **New Website and Municipal APP:** An in-person training session was held with one of the owners of LOOP. The 'hands-on' training was very beneficial. Our I.T. support folks are

Management Report – February 12, 2024

having a few issues with establishing the link from the webpage to Facebook. It seems there is a security issue blocking any updates. Hopefully this is resolved in the next few days. No word yet on when the APP will go live.

- **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

Batch ID: CHEQUES 2024
 Batch Comment: AP Acheques

Audit Trail Code: PMCHQ00000858
 Posting Date: 2024-02-01
 Mtg. Date: Feb 12 / 2024

Chequebook ID: ATB - GEN

Agenda Item 7.2 **2024**

* Voided Cheques

Cheque Number	Date	Payment Number	Vendor ID	Cheque Name	Amount
027658	2024-02-01	00000000000023499	AGR002	Agriterra Equipment	\$641.28
027659	2024-02-01	00000000000023500	ATB001	ATB Financial Mastercard	\$4,195.87
027660	2024-02-01	00000000000023501	AUM002	AMSC Insurance Services Ltd.	\$12,481.76
027661	2024-02-01	00000000000023502	AUM003	AUMA	\$2,422.50
027662	2024-02-01	00000000000023503	CEN0015	Central Alberta Window Cleanin	\$939.75
027663	2024-02-01	00000000000023504	CEN016	CentralSquare	\$3,087.00
027664	2024-02-01	00000000000023505	CEN04	Central Labs	\$351.00
027665	2024-02-01	00000000000023506	HEL002	Hellbound Services Corp	\$2,131.50
027666	2024-02-01	00000000000023507	LAC002	Lacombe Foundation	\$8,480.00
027667	2024-02-01	00000000000023508	LAC009	Lacombe Regional Tourism & Mar	\$5,883.28
027668	2024-02-01	00000000000023509	MRF001	MRF Geosystems Corporation	\$4,830.00
027669	2024-02-01	00000000000023510	PAR001	Parkland Regional Library	\$2,790.49
027670	2024-02-01	00000000000023511	PRO006	Proform Concrete Services	\$12,301.55
027671	2024-02-01	00000000000023512	RAV001	Raven Printing LTD.	\$955.50
027672	2024-02-01	00000000000023513	TEL001	Telus	\$1,132.90
027673	2024-02-01	00000000000023514	TEL008	Telus Custom Security Systems	\$396.90
027674	2024-02-01	00000000000023515	THE001	The City of Red Deer	\$4,316.00
Total Cheques: 17				Cheques Total:	\$67,337.28

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System: 2024-01-03 11:34:36 AM
User Date: 2024-01-03

Town Of Eckville
COMPUTER CHEQUE REGISTER
Payables Management

Page: 1
User ID: Heather

Batch ID: CHEQUES
Batch Comment: 2023 Cheques

Audit Trail Code: PMCHQ00000852
Posting Date: 2024-01-03

Chequebook ID: ATB - GEN

2023

* Voided Cheques

Cheque Number	Date	Payment Number	Vendor ID	Cheque Name	Amount
027621	2024-01-03	00000000000023461	ARL003	Arlene Boyd	\$366.98
027622	2024-01-03	00000000000023462	LAC010	Lacombe Regional Waste Service	\$300.00
027623	2024-01-03	00000000000023463	TWO001	Two H Group	\$480.00
027624	2024-01-03	00000000000023464	ULI001	Uline Canada Corporation	\$329.70
027625	2024-01-03	00000000000023465	LAP001	LAPP	\$4,745.52

Total Cheques: 5

Cheques Total: \$6,222.20
=====

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Batch ID: CHEQUES2023
Batch Comment: Cheques

Audit Trail Code: PMCHQ00000853
Posting Date: 2024-01-11

Chequebook ID: ATB - GEN

2023

* Voided Cheques

Cheque Number	Date	Payment Number	Vendor ID	Cheque Name	Amount
027626	2024-01-11	00000000000023466	ANI001	327241 Alberta Ltd.	\$1,331.40
027627	2024-01-11	00000000000023467	BLA003	Black Press Group Ltd.	\$534.66
027628	2024-01-11	00000000000023468	CAN11	Canadian Linen and Uniform Ser	\$299.49
027629	2024-01-11	00000000000023469	FLO01	Flowpoint Environmental System	\$106.03
027630	2024-01-11	00000000000023470	LIT002	Little Jon's Portable Toilet S	\$357.00
027631	2024-01-11	00000000000023471	MES001	Messer Canada INC.	\$42.67
Total Cheques: 6					Cheques Total: \$2,671.25

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System: 2024-01-11 1:09:46 PM
User Date: 2024-01-11

Town Of Eckville
COMPUTER CHEQUE REGISTER
Payables Management

Page: 1
User ID: kristina

Batch ID: FCSS CHEQUE
Batch Comment: FCSS Cq 2024

Audit Trail Code: PMCHQ00000854
Posting Date: 2024-01-11

Chequebook ID: ATB - GEN

* Voided Cheques

2024

Cheque Number	Date	Payment Number	Vendor ID	Cheque Name	Amount
027632	2024-01-11	00000000000023472	FCS001	Eckville FCSS	\$7,705.07
Total Cheques:	1			Cheques Total:	\$7,705.07

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Batch ID: CHEQUES
 Batch Comment: Cheques

Audit Trail Code: PMCHQ00000855
 Posting Date: 2024-01-17

Chequebook ID: ATB - GEN

2024

* Voided Cheques

Cheque Number	Date	Payment Number	Vendor ID	Cheque Name	Amount
027633	2024-01-17	00000000000023473	241001	241577 Alberta Ltd.	\$151.73
027634	2024-01-17	00000000000023474	AMT01	Alberta Municipal Taxation Pro	\$225.00
027635	2024-01-17	00000000000023475	AWW001	AWWOA	\$120.00
027636	2024-01-17	00000000000023476	CAM006	CAMA	\$672.00
027637	2024-01-17	00000000000023477	CEN04	Central Labs	\$175.50
027638	2024-01-17	00000000000023478	CIP01	CIP Office Technology	\$129.36
027639	2024-01-17	00000000000023479	COM002	Community Planning Association	\$250.00
027640	2024-01-17	00000000000023480	HO001	Hose Headquarters Ltd.	\$1,457.74
027641	2024-01-17	00000000000023481	LAC001	Lacombe County	\$2,118.44
027642	2024-01-17	00000000000023482	NEX002	NextGen Automation	\$447.73
027643	2024-01-17	00000000000023483	PAL01	Robert Palmer	\$1,968.75
027644	2024-01-17	00000000000023484	PRA002	Prarie Office Plus	\$118.51
027645	2024-01-17	00000000000023485	REC01	RecordXpress	\$37.98
027646	2024-01-17	00000000000023486	RED004	Red Deer Overdoor	\$576.19
027647	2024-01-17	00000000000023487	UTI002	Utility Safety Partners	\$226.60
027648	2024-01-17	00000000000023488	WIL001	Wild Rose Assessment Services	\$1,424.15
027649	2024-01-17	00000000000023489	PEN001	Penny Seiling	\$65.96
Total Cheques: 17					Cheques Total: \$10,165.64

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System: 2024-01-25 10:06:40 AM
User Date: 2024-01-25

Town Of Eckville
COMPUTER CHEQUE REGISTER
Payables Management

Page: 1
User ID: kristina

Batch ID: CHEQUES 2023
Batch Comment: AP 2023

Audit Trail Code: PMCHQ00000856
Posting Date: 2024-01-25

Chequebook ID: ATB - GEN

2023

* Voided Cheques

Cheque Number	Date	Payment Number	Vendor ID	Cheque Name	Amount
027650	2024-01-25	00000000000023490	AMS001	AMSC	\$23,557.66
027651	2024-01-25	00000000000023491	AUM003	AUMA	\$794.66
027652	2024-01-25	00000000000023492	CEN014	Central Alberta Co-op Ltd.	\$929.78
027653	2024-01-25	00000000000023493	CEN04	Central Labs	\$351.00
027654	2024-01-25	00000000000023494	GTI001	GTI Petroleum Ltd	\$1,074.58
027655	2024-01-25	00000000000023495	HEL002	Hellbound Services Corp	\$3,018.75
027656	2024-01-25	00000000000023496	LAC001	Lacombe County	\$2,854.90
027657	2024-01-25	00000000000023497	UFA001	UFA	\$1,112.67
Total Cheques:	8			Cheques Total:	\$33,694.00

20

2023 EFT

Audit Trail Code: PMCHQ00000857
* Voided transactions

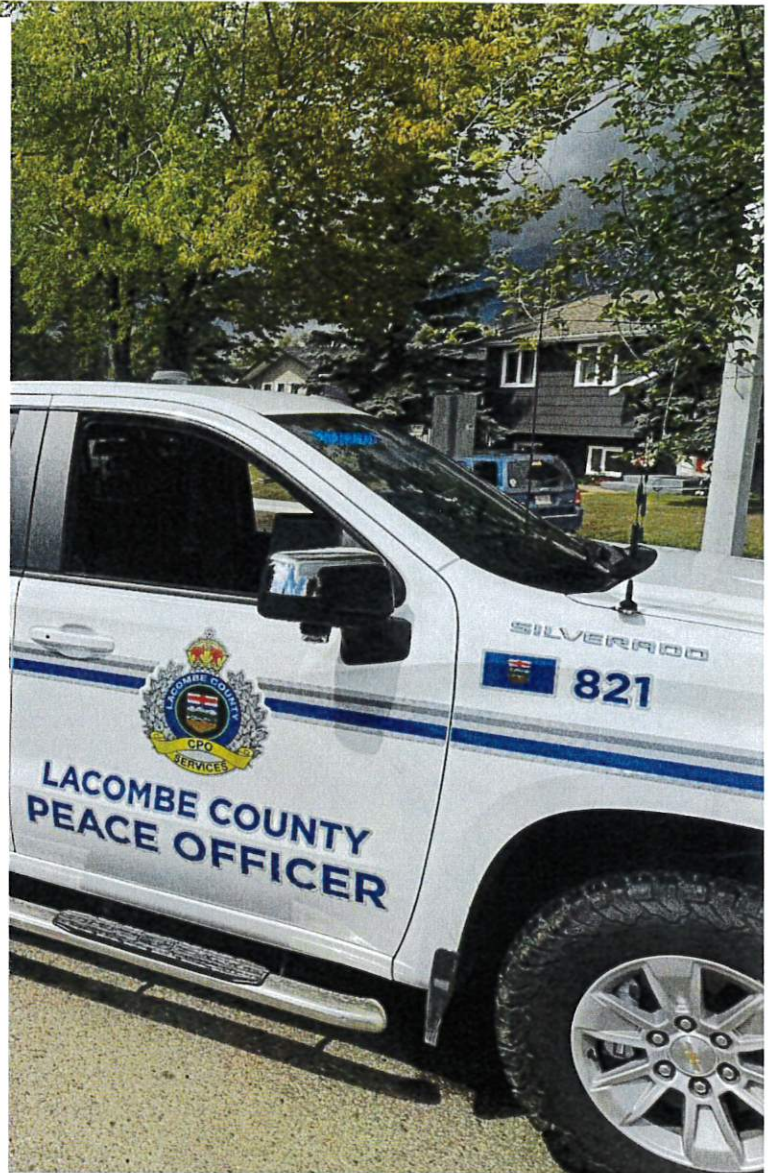
Chequebook ID	Type	Number	Date	Amount
Paid To/Rcvd From		Description		
ATB - GEN	Cheque	EFT0000000000067	2024-01-25	\$7,155.75
Empringham Disposal Corp.				
Total Transactions:		1		

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CPO SERVICES

Quarterly Report

Town of Eckville



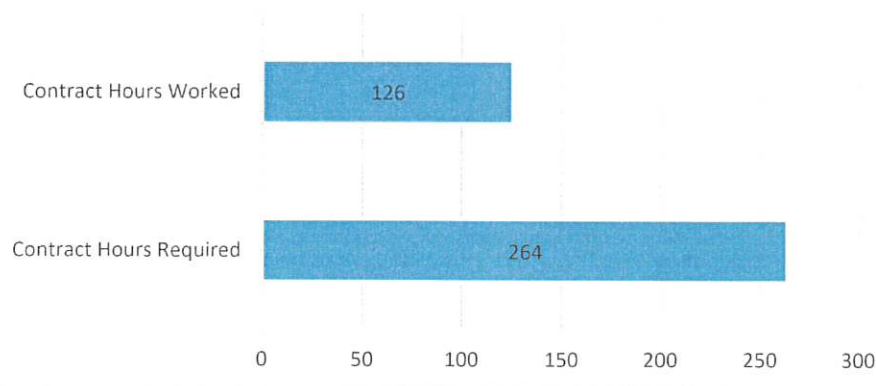
DECEMBER 12, 2023

Lacombe County – CPO Services
Prepared by: Mark Sproule, Manager



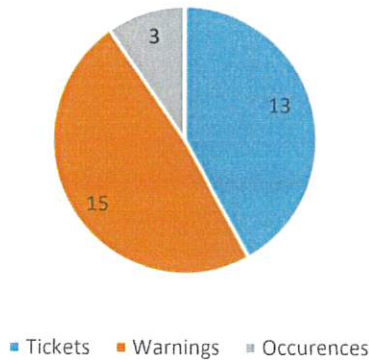
STATISTICAL OVERVIEW

**Eckville Contract Hours - 2023
Second Quarter
(Year to Date)**



'2023 Peace Officer Services, Schedule E of the Peace Officer Services Agreement.'

**Eckville Statistical Data - 2023
Second Quarter**

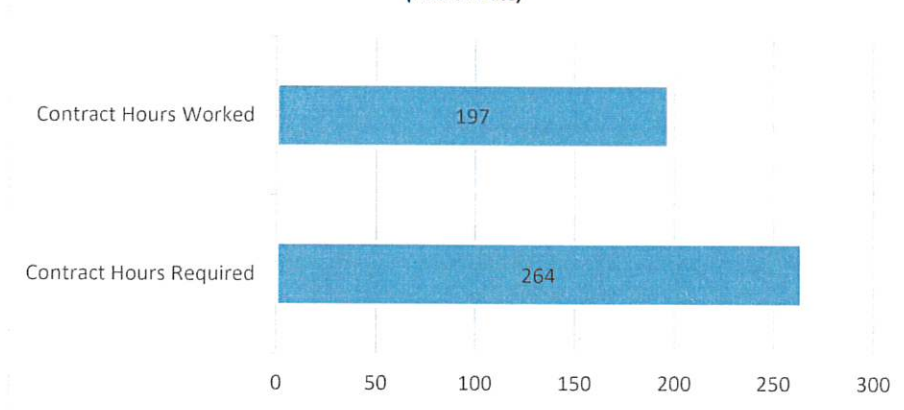


'Data collected from April 1st, 2023 – June 30th, 2023 as per Section 11, Peace Officer Service Agreement.'

23

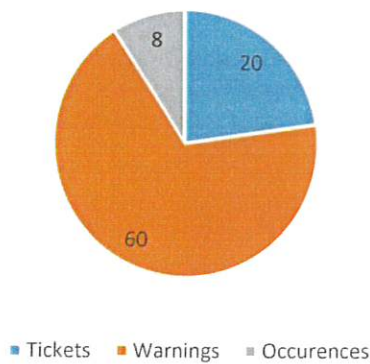
STATISTICAL OVERVIEW

**Eckville Contract Hours - 2023
Third Quarter**
(Year to Date)



'2023 Peace Officer Services, Schedule E of the Peace Officer Services Agreement.'

**Eckville Statistical Data - 2023
Third Quarter**



'Data collected from July 1st, 2023 – September 30th, 2023 as per Section 11, Peace Officer Service Agreement.'

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ANIMAL CONTROL SERVICES o/a 327241 Alberta Ltd
BILLING SUMMARY

Mtg. Date Feb 12, 2024
Agenda Item 7.4

MONTH OF SERVICE January 2024

MUNICIPALITY ECKVILLE

DATE	HOURS	TOTAL	COST	COMPLAINT	RTO	ADOPT	COST
1			0.00				
2			0.00				
3			0.00				
4	2-4	2	230.00	1 Cat		X	100.00
5			0.00				
6			0.00				
7			0.00				
8			0.00				
9			0.00				
10	2-4	2	230.00				
11	8-10	2	230.00				
12			0.00				
13			0.00				
14			0.00				
15			0.00				
16	12-2	2	230.00				
17			0.00				
18			0.00				
19			0.00				
20			0.00				
21			0.00				
22			0.00				
23	11-1	2	230.00				
24			0.00				
25	10-12	2	230.00				
26			0.00				
27			0.00				
28			0.00				
29			0.00				
30			0.00				
31			0.00				

PATROL COSTS	12	\$1,380.00
IMPOUND FEES		\$100.00
SUBTOTAL		\$1,480.00
GST		\$74.00
TOTAL		<u>\$1,554.00</u>

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**HIGHLIGHTS OF THE REGULAR COUNCIL MEETING
JANUARY 25, 2024**

2023 ENVIRONMENTAL ACTION PLAN UPDATE

An update on the 2023 Lacombe County Environmental Action Plan (EAP) was received for information.

2024 ENVIRONMENTAL ACTION PLAN

The projects proposed for the 2024 EAP were approved as presented. The 2024 EAP focuses on energy efficiency, waste creation and disposal, land use in the built and natural environment, water quality and security, and climate change adaptation and mitigation.

COUNCIL EVALUATION

The Council Evaluation process received approval. The Council Evaluation will be conducted concurrent to the County Manager evaluation.

EMPLOYEE ENGAGEMENT SURVEY RESULTS

The results of the 2023 Employee Engagement Survey were provided for information to Council.

HEALTH AND SAFETY MANAGEMENT SYSTEM POLICY REVISION

The County's Certificate of Recognition (COR) audit findings proposed revisions to the Health and Safety Management System Policy that were approved by Council.

HOUSE AT TEES REMOTE SHOP

The County Manager was directed to award the hazardous material cleanup of the house at the Tees Remote Shop, in the amount of \$39,688.00, to ASK Environmental. A suitable contractor shall be secured to conduct the well abandonment at the cost of up to \$3,000.00, with both costs to be funded from the Asset Retirement Obligation Liability Fund. The removal of the remaining portion of the house, outbuildings, and general cleanup of the property, at an estimated cost of \$40,352.00, is to be completed in-house utilizing County resources and funded from the 2024 Operating Budget.

NEW PAVEMENT MASTER PLAN

Council will review the New Pavement Master Plan at the April 2, 2024 Committee of the Whole Meeting.

SANDY POINT PAID PARKING USAGE STATISTICS

Based on information provided in the Sandy Point Paid Parking Usage Report, it is estimated that 3%, or less, of all users of the beach and boat launch at Sandy Point are residents of Lacombe County, with a large majority of the users coming from Lacombe, Red Deer, Edmonton, and Calgary.

Council received the Sandy Point Paid Parking Usage Report for information.

PROPERTY TAX LATE PAYMENT PENALTY CANCELLATION REQUEST

A motion that Lacombe County cancel the \$551.45 in late payment penalties levied on tax account #3903343001 did not receive Council approval.

CITY OF LACOMBE 2024 RC(1) RECREATION CAPITAL FUNDING APPLICATIONS

By resolutions of Council, Lacombe County will contribute up to \$149,779.00 to the City of Lacombe's annual capital projects at the Kinsmen Aquatic Centre and Lacombe Memorial Centre, funded through the Recreation Capital Assistance Reserve.



WHERE PEOPLE ARE THE KEY

SYLVAN LAKE INTERMUNICIPAL DEVELOPMENT PLAN COMMITTEE TERMS OF REFERENCE

The Sylvan Lake Intermunicipal Development Plan Committee Terms of Reference were approved as presented.

MINISTER OF TOURISM AND SPORT TO VISIT MEDICINE LODGE SKI HILL – FEBRUARY 2, 2024

Council will provide representation at a meeting with the Minister of Tourism and Sport during his visit to the Medicine Lodge Ski Hill on February 2, 2024.

WOLF CREEK PUBLIC SCHOOLS SCHOOL SOCIAL WORK PROGRAM PRESENTATION

Barb Reaney and Kevin Newman, representatives of Wolf Creek Public Schools, provided a presentation on the School Social Work Program.

MIRROR BALL DIAMONDS PRESENTATION

Ron Smithman, a representative of the Mirror Association of Ball Diamonds, Campground, and Skating Society, presented proposed changes to the Mirror Ball Diamonds.

BDO AUDIT PLANNING REPORT TO COUNCIL

Council received for information BDO Canada LLP's plan for the audit of the consolidated financial statements of Lacombe County for the period ended December 31, 2023.

Next Regular Council Meeting is

February 8, 2024 – 9:00 a.m.

Next Committee of the Whole Meeting is

February 6, 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.**

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Mtg. Date Feb 12, 2024

Agenda Item 9.2



December 13, 2023

RE: Update regarding FortisAlberta's 2024 Estimated Distribution & Transmission Rates

As a follow up to our correspondence in September 2023, FortisAlberta is expecting to receive the Alberta Utilities Commission (AUC) approval of the 2024 rates in mid-January. The AUC usually approves the annual rates by mid-December but the process was delayed by a few weeks this year. The 2024 rates are higher than the 2023 rates due to three main factors:

1. Inflation alone has contributed to about half of the rates increase;
2. Increased cost of financing the capital that has been invested in the electricity distribution system infrastructure; and
3. Increased costs of new facilities that are required for maintaining reliability or wildfire mitigation.

The attached charts compare total billing amounts from December 2023 and the projection for January 2024. The total billing amounts include transmission, distribution, and energy charges. The first table highlights the estimated percentage change and average change for each rate class based on estimated consumption and demand. The second table highlights the increases to Maximum Investment Levels, which are the maximum amounts by rate class that FortisAlberta is allowed to invest in new and upgraded services.

Once the rates have been approved, FortisAlberta will issue another letter to highlight the rate and investment impacts. Please feel free to contact me or your Stakeholder Relations Manager should you have any questions or require further information.

Sincerely,

A handwritten signature in black ink that reads "Ralph Leriger".

Ralph Leriger
Manager, Stakeholder Engagement
P: (780) 609-1307

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**2024 Estimated Rates - Average Monthly Bill Impacts by Rate Class
BUNDLED BILL Including Energy, Retail, and DT Rates & Riders**

Rate	Rate Class Description	Consumption Usage	Demand Usage	Monthly/Seasonal Bill			
				Dec 2023 Bill	Jan 2024 Bill	\$ Difference	% Change
		300 kWh		\$131.52	\$135.20	\$3.68	2.8%
11	Residential	640 kWh		\$239.75	\$244.58	\$4.83	2.0%
		1200 kWh		\$418.01	\$424.75	\$6.74	1.6%
		900 kWh	5 kVA	\$153.83	\$161.82	\$7.99	5.2%
21	Farm (Breaker Billed)	1,400 kWh	10 kVA	\$589.46	\$604.01	\$14.55	2.5%
		7,500 kWh	25 kVA	\$2,700.80	\$2,739.21	\$38.41	1.4%
22	Farm (Demand Metered)	700 kWh	10 KVA	\$398.20	\$414.69	\$16.49	4.1%
		3000 kWh	20 kVA	\$1,240.83	\$1,270.59	\$29.75	2.4%
		15,000 kWh	60 kVA	\$5,424.51	\$5,504.00	\$79.49	1.5%
		6,000 kWh	20 kW	\$2,775.33	\$2,809.07	\$33.74	1.2%
26	FortisAlberta Irrigation	15,000 kWh	33 kW	\$5,957.97	\$5,955.71	-\$2.25	0.0%
		45,000 kWh	100 kW	\$17,834.59	\$17,830.47	-\$4.12	0.0%
31	Streetlighting (Investment)	5,144 kWh	12,500 W	\$3,867.28	\$4,176.11	\$308.83	8.0%
33	Streetlighting (Non-Investment)	7,900 kWh	20,000W	\$2,534.01	\$2,706.05	\$172.04	6.8%
38	Yard Lighting	5,000 kWh	12,000 W	\$2,662.07	\$2,862.73	\$200.66	7.5%
Rates 31, 33 and 38 is based on 100 High Pressure Sodium (HPS) lights in assorted fixture wattages.							
		1,083 kWh	5 kW	\$414.13	\$413.20	-\$0.93	-0.2%
41	Small General Service	2,165 kWh	10 kW	\$788.96	\$784.23	-\$4.73	-0.6%
		10,825 kWh	50 kW	\$3,787.59	\$3,752.47	-\$35.12	-0.9%
		2,590 kWh	7.5 kW	\$963.00	\$965.78	\$2.78	0.3%
44/45	Oil and Gas Service	5,179 kWh	15 kW	\$1,875.95	\$1,879.78	\$3.83	0.2%
		25,895 kWh	75 kW	\$9,179.59	\$9,191.81	\$12.23	0.1%
		32,137 kWh	100 kW	\$8,361.23	\$7,762.61	-\$598.62	-7.2%
61	General Service	63,071 kWh	196 kW	\$16,372.61	\$15,194.42	-\$1,178.19	-7.2%
		482,055 kWh	1500 kW	\$124,884.08	\$115,855.80	-\$9,028.28	-7.2%
		500 kWh		\$457.51	\$449.81	-\$7.70	-1.7%
62	EV Fast Charging Station Service	4,500 kWh		\$3,752.19	\$3,654.80	-\$97.39	-2.6%
		40,000 kWh		\$32,992.44	\$32,099.16	-\$893.28	-2.7%
		824,585 kWh	2500 kW	\$208,920.50	\$200,000.92	-\$8,919.58	-4.3%
63	Large General Service	1,529,769 kWh	4638 kW	\$380,306.65	\$363,091.60	-\$17,215.05	-4.5%
		3,298,338 kWh	10,000 kW	\$810,134.77	\$772,115.08	-\$38,019.69	-4.7%
65	Transmission Connected Service	The Distribution component will increase to \$49.256273/per day. The Transmission Component is the applicable rate of the AESO.					

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CUSTOMER CONTRIBUTIONS SCHEDULES

**Table 1
2024 Maximum Investment Levels for Distribution Facilities
When the Investment Term is 15 years or more**

Type of Service	Maximum Investment Level
Rate 11 Residential	\$3,016 per service
Rate 11 Residential Development	\$3,016 per service, less FortisAlberta's costs of metering and final connection
Rate 21 and 22 Farm, and Rate 23 Grain Drying	\$6,461 base investment, plus \$924 per kVA of Peak Demand
Rate 26 Irrigation	\$6,461 base investment, plus \$1,028 per kW of Peak Demand
Rate 31 Street Lighting (Investment Option)	\$3,325 per fixture
Rate 38 Yard Lighting	\$919 per fixture
Rate 41 Small General Service	\$6,461 base investment, plus \$1,028 per kW of Peak Demand
Rate 45 Oil and Gas Service	\$6,461 base investment, plus \$1,028 per kW of Peak Demand FortisAlberta invests as required per unmetered to metered service conversion program.
Rate 61 General Service and Rate 62 Electric Vehicle Fast Charging Service	\$6,461 base investment, plus \$1,028 per kW for the first 150 kW, plus \$128 for additional kW of Peak Demand
Rate 63 Large General Service	\$116 per kW of Peak Demand, plus \$127 per metre of Customer Extension

Notes: Maximum investment levels are reduced if the expected Investment Term is less than 15 years.

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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: _____

- 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.

- 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

Consolidated and Approved by CAO: _____

- 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.

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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.

Consolidated and Approved by CAO: _____

- 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

Consolidated and Approved by CAO: _____



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

Consolidated and Approved by CAO: _____

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

Consolidated and Approved by CAO: _____

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