

TOWN OF ECKVILLE-COUNCIL AGENDA

Monday, February 10, 2025

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 | Adoption of Agenda |
| 4. MINUTES | 4.1 | Regular Council Meeting Minutes – January 27, 2025 pg. 1-3 |
| 5. ACTION ITEMS | 5.1 | None |
| 6. BYLAWS, POLICIES | 6.1 | Bylaw #801-25 Councillor Procedure Bylaw 1 st reading pg.4-19 |
| 7. REPORTS | 7.1 | Management Report – February 10, 2025 pg. 20-21A-E |
| | 7.2 | Financial Report-AP January 27,28 & 29, 2025 pg. 22-27 |
| | 7.3 | Animal Control Services December 2024 pg. 28 |
| 8. COMMITTEE, BOARD REPORTS | 8.1 | |
| 9. CORRESPONDENCE, INFORMATION | 9.1 | Consent Agenda:
A. Library System Board pg. 29-75 |
| 10.SEMINARS, MEETINGS, SPECIAL EVENTS | 10.1 | |
| 11.CLOSED SESSION | 11.1 | Section 21: Disclosure harmful to intergovernmental relations |
| 12.COMMITTEE OF THE WHOLE | 12.1 | |
| 13.ADJOURNMENT | 13.1 | |

TOWN OF ECKVILLE – COUNCIL MINUTES

Mtg. Date Feb 10, 2025

Agenda Item 4.1

Monday, January 27, 2025
Eckville Town Office, 5023 – 51 Avenue, Eckville, Alberta
(The meeting was available via electronic means)

1. Call to Order

- 1.1 Mayor Ebdon called the meeting to order at 6:00 p.m.

Present: Mayor Ebdon
Councillor Engen
Councillor Meyers
Councillor Pacholek
Councillor See (joined via electronic means)
Councillor Thoreson (joined via electronic means)

Absent: Councillor Palm-Fraser

Staff: CAO, Jack Ramsden, Deputy CAO Darcy Webb

Press: None Present

Gallery: None

2. Delegations/Public Hearings

- 2.1 Lacombe Regional Tourism – Austin Weaver.

Mayor Ebdon welcomed Austin Weaver to the meeting for an update on the activities of the past year and plans for 2025. Time 6:01pm.

Mayor Ebdon thanked him for attending and Austin Weaver left the meeting at 6:40pm.

3. Agenda

- 3.1 Additional Agenda Items - None
3.2 Adoption of Agenda

Res. 020.2025

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

Carried Unanimously.

4. Minutes

- 4.1 Regular Council Meeting Minutes – January 13th, 2025

Res. 021.2025

Moved by Councillor See that the minutes of the January 13th, 2025, Council Meeting be approved as amended. **Carried Unanimously.**

5. Action Items

- 5.1 RFD - Request to Change Animal Impound Fees.

Res. 022.2025

Moved by Councillor Engen that the Town of Eckville agree to the proposed increase to \$150.00 per cat or dog as requested by Klassic Kennels. This increase will be retroactive to January 1, 2025. **Carried.**

5.2 RFD – Setting Planning Rates and Fees.

Res. 023.2025

Moved by Councillor Pacholek that effective immediately the fee for a subdivision application shall be as follows: an application fee of \$500, a lot fee of \$125.00 per lot, and an endorsement fee of \$125.00 per lot. **Carried Unanimously.**

Res. 024.2025

Moved by Councillor Meyers that effective immediately the fee for a subdivision or development appeal shall be as follows: Residential \$500; Non-Residential \$1,000 with the appeal fee being reduced by half should the appeal be approved. **Carried Unanimously.**

5.3 RFD – Appointment of Auditor

Res. 025.2025

Moved by Councillor Engen that the Town of Eckville Council appoint Melisa Milne of the Red Deer firm of MNP as auditor for the Town of Eckville for the 2024 financial year. **Carried Unanimously.**

5.4 RFD -Targeted Redevelopment Fund.

Res. 026.2025

Moved by Councillor Thoreson that Administration be authorized to reimburse the owner of Roll # 038300 the amount of five thousand dollars (\$5000.00) to help offset their costs to demolish and remove an old mobile home and an old garage as per the "Targeted Redevelopment Program" **Carried Unanimously.**

6. Bylaws, Policies

6.1 None

7. Reports

7.1 Management Report – January 27th, 2025

Res. 027.2025

Moved by Councillor Pacholek that the Management Report for January 27th, 2025, be accepted for information. **Carried Unanimously.**

7.2 Financial Report – AP January 15 & 16, 2025.

Res. 028.2025

Moved by Councillor See that the Financial Report be accepted for information. **Carried Unanimously.**

8. Committee & Board Reports

8.1 Councillor Pacholek reported on the Medicine River Watershed Society.

Res. 029.2025

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

9. Correspondence, Information Items

9.1 Consent Agenda:

- A. Lacombe County Council Meeting Highlights – Jan 9 & 25, 2025
- B. Parkland Regional Library Trustee Orientation
- C. "Thank-You" Eckville Eagles U9 team.

Res. 030.2025

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

10. Seminars, Meetings, 10.1 None
Special Events

11. Closed Session 11.1 None

12. Committee of the 12.1 None
Whole

13. Adjournment 13.1

Res. 031.2025

Mayor Ebdon adjourned the meeting. Time 7:45pm. Carried Unanimously.

Mayor

CAO

DRAFT

TOWN OF ECKVILLE

Council Procedures Bylaw No. 801-25

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. As of October 20, 2025, The Council of the Town of Eckville shall consist of five (5) council members.

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.
- 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 Administrator shall prepare an Agenda Package for each regular council meeting, complete with the proposed itemized agenda and copies of any pertinent correspondence, statements, reports and other documents and shall endeavor to submit the noted agenda package to each member of Council at least two working days prior to each regular meeting.
- 3.2. Any member of Council 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 time sensitive 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 a future Council Agenda for consideration by Council.
- 4.3. Council may, at their discretion, approve or deny the Request for Delegation.

- 4.4. 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 notices of changes to the dates, times, or-location of regular meetings, special meetings, council committee meetings shall be given using any two of the following methods but endeavoring to use all three: the Town of Eckville Website, the Town of Eckville Facebook Page, posted on the Town's Facebook page and the Town of Eckville Bulletin Board.

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 have provided a signed statement confirming that they will make proper arrangements to ensure the confidentiality of the closed session discussion, substantially in the form set out in Schedule "C" of the Bylaw. This statement shall be signed annually by each member of Council at the Town's Organization Meeting.

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 after four (4) hours or at 10:00 p.m. if then in session, unless otherwise determined by a majority vote of the members present, upon motion made and passed before 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 is duly called as per the Municipal Government Act.

6. Motions

Motions Generally

- 6.1. A motion submitted to Council does not require a seconder.

- 6.2. 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.
- 6.3. 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.
- 6.4. 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 apprise 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.
- 6.5. No question shall be reconsidered more than once at any one meeting of Council unless a majority of the members of Council present agree.
- 6.6. 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.
- 6.7. Not more than one main motion, amendment thereto, and amendment to the amendment may be on the floor at the time.
- 6.8. 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.
- 6.9. 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

- 6.10. 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.
- 6.11. An amendment proposing a direct negative is out of order.
- 6.12. Voting on motions and amendments shall be conducted in the reverse of the order in which they were put. For Example, firstly, upon the amendment to the motion and lastly, upon the motion.

Withdrawing or Changing Motions

- 6.13. 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

- 6.14. 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

- 6.15. 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. If a bylaw fails to receive first reading, then it may be struck from the agenda.

- 7.3. All amendments to a bylaw suggested 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. Any matter of meeting conduct which is not herein provided for shall be determined by the Mayor or presiding officer.

Expulsion/Exclusion from Meeting

- 8.11. 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 law enforcement member.

9. Council Committees

- 9.1. 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.

10. Remuneration, Allowances, Expense Payments

- 10.1. 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.
- 10.2. 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.
- 10.3. Procedures relating to the claim and payment of remuneration and expenses shall be prescribed in Schedule "A" of this bylaw.
- 10.4. 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.

11. Amendments To or Repeal of this Bylaw

- 11.1. 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.
- 11.2. 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.

12. General

- 12.1 This Bylaw shall be in effect on the date of the final passing thereof.
- 12.2 This Bylaw repeals and replaces Bylaw No. 640-02 and amendments thereto.

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) |

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, where possible, 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 | \$0.70 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) **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.

9) **Payment Procedures**

- a) **Honorarium Pay** - will be paid at the end of each month (Timesheet required).
- b) **Per Diem Pay** – will be paid as Timesheets are submitted to the CAO and approved by the CAO & the Mayor.
- c) **Travel and Subsistence Allowances** – will be paid as Expense forms are submitted to the CAO and approved by the CAO & the Mayor.
- d) **Communication Allowances** – will be paid at the end of each month (no Expense form required).

10) **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** (80% premiums paid by Town);
- b) **Dental Care** (80% 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).

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
 - Management Report
 - Financial Report
8. Committee and Board Reports
9. Consent Agenda
10. Seminars, Meetings, Special Events
11. Closed Session
12. Committee of the Whole
13. Adjournment



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 801-25

REVISION HISTORY			
Revision #	Section	Date Passed	Bylaw #

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**MANAGEMENT REPORT
TO ECKVILLE TOWN COUNCIL**

February 10, 2025

Mtg. Date Feb 10, 2025
Agenda Item 7.1

Current Activities:

- **Proposed Industrial Subdivision on 57 Avenue** – Developer Manjinder Dhillon will be submitting a formal Subdivision Application in the next few weeks and our Planners at Parkland Community Planning Services will be working preparing it for presentation to the Municipal Planning Commission for consideration. As you may recall the MPC is also the Town's designated Subdivision Approving Authority.
- **Lot Sales:** We are currently in discussion with a couple who are seriously considering the purchase of one of our Westview Manufactured Home Subdivision lots. We have also had discussions with a local builder who was interested in a lot in McDonald Heights. We will keep you informed.

- **Public Works Highlights:**

- **East and West Sewer Lift Stations:** The new control box has been installed in the west lift station, but we are still waiting for the new floats that operate the backup pumping system. The control box for the East Lift Station was scheduled for installation on Thursday, February 6th. At the time of printing the agenda this work was still in progress. We will update Council further at the Council meeting on February 10th.
- **Solar Street Lights:** Our Public Works Crew inspected the batteries in our solar streetlights and found several of these heavy-duty batteries had cracks in the casings. Unfortunately, they were only able to inspect the top two batteries in each standard so there may well be more compromised batteries. We will be trying to set up a virtual meeting with ourselves and representatives of Clearblue to discuss the replacement of some of the heavy duty batteries in our solar street lights.
- **Winter Road Maintenance:** Our Public Works Team continues to plow snow as required and sands corners & streets on a regular basis. The ice breaker has been used on many streets and it has proved to be a real asset. Snow piles are being hauled away by a local Contractor. Thanks for the good work Guys!

Future / Planned Activities:

- **Proposed Changes to our Fire Bylaw:** We were planning to update our current fire bylaw, but after a quick review, we decided that it might be best to wait until we come to some kind of agreement with Lacombe County concerning billing practices and several other items, such as the hiring of our District Fire Chief.

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Management Report –February 10, 2025

- **2024 Financial Audit:** The work on our 2024 audit progresses. Currently, we are working on the background material, etc. necessary for the financial statements. After speaking with Milisa Milne, our auditor, we feel we are on track to present statements at our April 14th Council meeting.
- **Eckville Community Church – Request to Place Signs of Town Owned Land:** We have attached an email and a proposal from Eckville Community Church to place signs at the three entrances to town. I think that the proposal is self-explanatory, and would like to discuss the request with Council at the February 10th council meeting.

Parking Lot:

- **Active Wellsite West of the Town Shop –**
- **2025 Town of Eckville General Election**



Jack Ramsden, CAO

Darcy Webb, Deputy CAO

Jack Ramsden

From: Kevin See <Kevin.See@pclass.org>
Sent: Friday, November 22, 2024 3:48 PM
To: Jack Ramsden
Subject: Request for Development Permit.docx
Attachments: Request for Development Permit.docx

Jack I have attached a request for development document. The stock one from the website did not seem to fit. Please let me know what if anything else will be required.

Thanks

Kevin

21-A

Request for Development Permit

The Eckville Community Church is seeking permission to place three metal signs of size 4' x 3' on Town owned land near the three entrances to the community.



This represents an approximate mockup of the proposed sign.

These are the locations we are hoping to post them:

1. 54th Ave adjacent to the dog park, facing West.
2. 48th Street near the dead sign, facing south and
3. 48th Street near the Town sign, facing North.

21-B



21c



21-D



Please, let me know the next step in the process, or If additional information is required.

Kevin See
Board Chair
Eckville Community Church

21-2

System: 2025-01-27 2:42:48 PM
User Date: 2025-01-27

Town Of Eckville
CHEQUEBOOK POSTING JOURNAL
Payables Management

Page: 1
User ID: kristina
Mtg. Date Feb 10, 2025
Agenda Item 7.2 **EFT**

Audit Trail Code: PMCHQ00000914
* Voided transactions

Chequebook ID	Type	Number	Date	Amount
Paid To/Rcvd From		Description		
ATB - GEN	Cheque	EFT000000000177	2025-01-27	\$1,065.78
Agriterra Equipment				
ATB - GEN	Cheque	EFT000000000178	2025-01-27	\$650.09
AUMA				
ATB - GEN	Cheque	EFT000000000179	2025-01-27	\$1,557.91
GTI Petroleum Ltd				
ATB - GEN	Cheque	EFT000000000180	2025-01-27	\$312.90
Key Agventures Inc				
ATB - GEN	Cheque	EFT000000000181	2025-01-27	\$30,410.87
Lacombe County				
Total Transactions:		5		

22

System: 2025-01-27 11:36:12 AM
User Date: 2025-01-27

Town Of Eckville
CHEQUEBOOK POSTING JOURNAL
Payables Management

Page: 1
User ID: kristina

EFT

Audit Trail Code: PMCHQ00000913
* Voided transactions

Chequebook ID	Type	Number	Date	Amount
Paid To/Rcvd From		Description		
ATB - GEN	Cheque	EFT000000000162	2025-01-27	\$3,345.54
Archon IT Services Ltd.				
ATB - GEN	Cheque	EFT000000000163	2025-01-27	\$19,233.16
AUMA				
ATB - GEN	Cheque	EFT000000000164	2025-01-27	\$672.00
CAMA				
ATB - GEN	Cheque	EFT000000000165	2025-01-27	\$242.17
Canadian Linen and Uniform Serv				
ATB - GEN	Cheque	EFT000000000166	2025-01-27	\$10,500.53
CyberClan				
ATB - GEN	Cheque	EFT000000000167	2025-01-27	\$7,705.04
Eckville FCSS				
ATB - GEN	Cheque	EFT000000000168	2025-01-27	\$2,835.00
Hellbound Services Corp				
ATB - GEN	Cheque	EFT000000000169	2025-01-27	\$787.50
HHID Consulting Ltd.				
ATB - GEN	Cheque	EFT000000000170	2025-01-27	\$670.67
Hi-Way 9 Express Ltd.				
ATB - GEN	Cheque	EFT000000000171	2025-01-27	\$1,102.50
Missing Link Internet Inc.				
ATB - GEN	Cheque	EFT000000000172	2025-01-27	\$466.76
NextGen Automation				
ATB - GEN	Cheque	EFT000000000173	2025-01-27	\$500.00
Penny Seiling				
ATB - GEN	Cheque	EFT000000000174	2025-01-27	\$4,778.76
Quadient				

23

System: 2025-01-27 11:36:12 AM
User Date: 2025-01-27

Town Of Eckville
CHEQUEBOOK POSTING JOURNAL
Payables Management

Page: 2
User ID: kristina

EFT

ATB - GEN	Cheque	EFT000000000175	2025-01-27	\$839.74
	Sparrows Auto Service Ltd			
ATB - GEN	Cheque	EFT000000000176	2025-01-27	\$1,424.15
	Wild Rose Assessment Services			
Total Transactions:		15		

24

System: 2025-01-28 2:32:55 PM
User Date: 2025-01-28

Town Of Eckville
COMPUTER CHEQUE REGISTER
Payables Management

Page: 1
User ID: kristina

Batch ID: CHEQUES
Batch Comment: 2024 Cq

Audit Trail Code: PMCHQ00000916
Posting Date: 2025-01-28

Chequebook ID: ATB - GEN

* Voided Cheques

Cheque Number	Date	Payment Number	Vendor ID	Cheque Name	Amount
028270	2025-01-28	00000000000024259	ANI001	327241 Alberta Ltd.	\$1,795.50
028271	2025-01-28	00000000000024260	CEN014	Central Alberta Co-op Ltd.	\$194.48
028272	2025-01-28	00000000000024261	FIR007	Fireworks Spectaculars Canada	\$5,250.00
028273	2025-01-28	00000000000024262	MES001	Messer Canada INC.	\$49.66
028274	2025-01-28	00000000000024263	RMR001	Reynolds Mirth Richards & Farm	\$864.68
028275	2025-01-28	00000000000024264	UFA001	UFA	\$707.45
028276	2025-01-28	00000000000024265	WBC001	WCB	\$47.09
028277	2025-01-28	00000000000024266	CAN11	Canadian Linen and Uniform Ser	\$308.07
Total Cheques: 8					Cheques Total: \$9,216.93

25

System: 2025-01-28 1:25:59 PM
User Date: 2025-01-28

Town Of Eckville
COMPUTER CHEQUE REGISTER
Payables Management

Page: 1
User ID: kristina

Batch ID: JAN 29/25
Batch Comment: Cheques

Audit Trail Code: PMCHQ00000915
Posting Date: 2025-01-28

Chequebook ID: ATB - GEN

* Voided Cheques

Cheque Number	Date	Payment Number	Vendor ID	Cheque Name	Amount
028257	2025-01-28	00000000000024246	241001	241577 Alberta Ltd.	\$122.33
028258	2025-01-28	00000000000024247	CCS01	Comfortable Climate Solutions	\$554.28
028259	2025-01-28	00000000000024248	FUT001	Future AG. INC.	\$6,851.25
028260	2025-01-28	00000000000024249	MOD01	Modern Electric (Rocky) Inc.	\$249.38
028261	2025-01-28	00000000000024250	NO01	NORS Construction Equipment Ca	\$237.66
028262	2025-01-28	00000000000024251	PAL01	Robert Palmer	\$1,968.75
028263	2025-01-28	00000000000024252	REC	Receiver General	\$15,328.72
028264	2025-01-28	00000000000024253	REC01	RecordXpress	\$18.23
028265	2025-01-28	00000000000024254	TEL001	Telus	\$1,181.91
028266	2025-01-28	00000000000024255	THE001	The City of Red Deer	\$4,218.00
028267	2025-01-28	00000000000024256	UTI002	Utility Safety Partners	\$243.22
028268	2025-01-28	00000000000024257	CAM006	CAMA	\$672.00
028269	2025-01-28	00000000000024258	QUA002	Quadient	\$4,778.76

Total Cheques: 13

Cheques Total: \$36,424.49

System: 2025-01-29 9:55:55 AM
User Date: 2025-01-29

Town Of Eckville
VENDOR CHEQUE REGISTER REPORT
Payables Management

Page: 1
User ID: Heather

Ranges:	From:	To:	From:	To:
Cheque Number	First	Last	Cheque Date	2025-01-26
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last		Last

Sorted By: Cheque Date

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
* EFT000000000164	CAM006	CAMA	2025-01-27	ATB - GEN	PMCHQ00000913	\$672.00
* EFT000000000174	QUA002	Quadiant	2025-01-27	ATB - GEN	PMCHQ00000913	\$4,778.76
Total Cheques:	2				Total Amount of Cheques:	\$0.00

27

ANIMAL CONTROL SERVICES o/a 327241 Alberta Ltd
BILLING SUMMARY

Mtg. Date Feb 10, 2025

Agenda Item 2.3

MONTH OF SERVICE December 2024

MUNICIPALITY ECKVILLE

DATE	HOURS	TOTAL	COST	COMPLAINT	RTO	ADOPT	COST
1			0.00				
2	2-4	2	230.00				
3			0.00				
4	3-5	2	230.00				
5			0.00				
6			0.00				
7			0.00				
8			0.00				
9	3-5	2	230.00				
10			0.00				
11			0.00				
12			0.00				
13			0.00				
14			0.00				
15			0.00				
16			0.00				
17			0.00				
18			0.00				
19	4-6	2	230.00				
20	2-4	2	230.00				
21			0.00				
22			0.00				
23			0.00				
24			0.00				
25			0.00				
26			0.00				
27			0.00				
28			0.00				
29			0.00				
30	10-12 / 5-7	4	460.00	1 Cat		X	100.00
31			0.00				

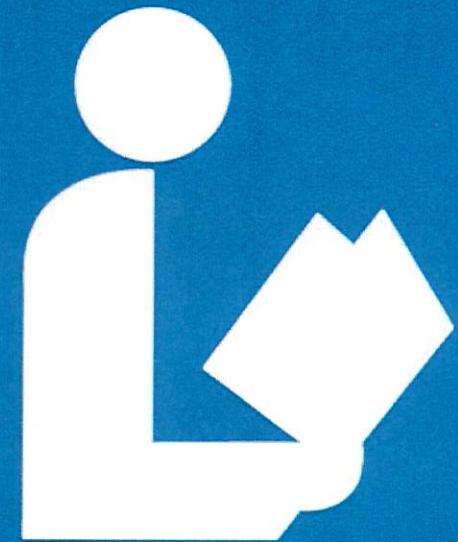
PATROL COSTS	14	\$1,610.00
IMPOUND FEES		\$100.00
SUBTOTAL		\$1,710.00
GST		\$85.50
TOTAL		\$1,795.50

28

Library System Board Orientation

Public Library Services Branch
Municipal Affairs

February 2025



Alberta

Agenda

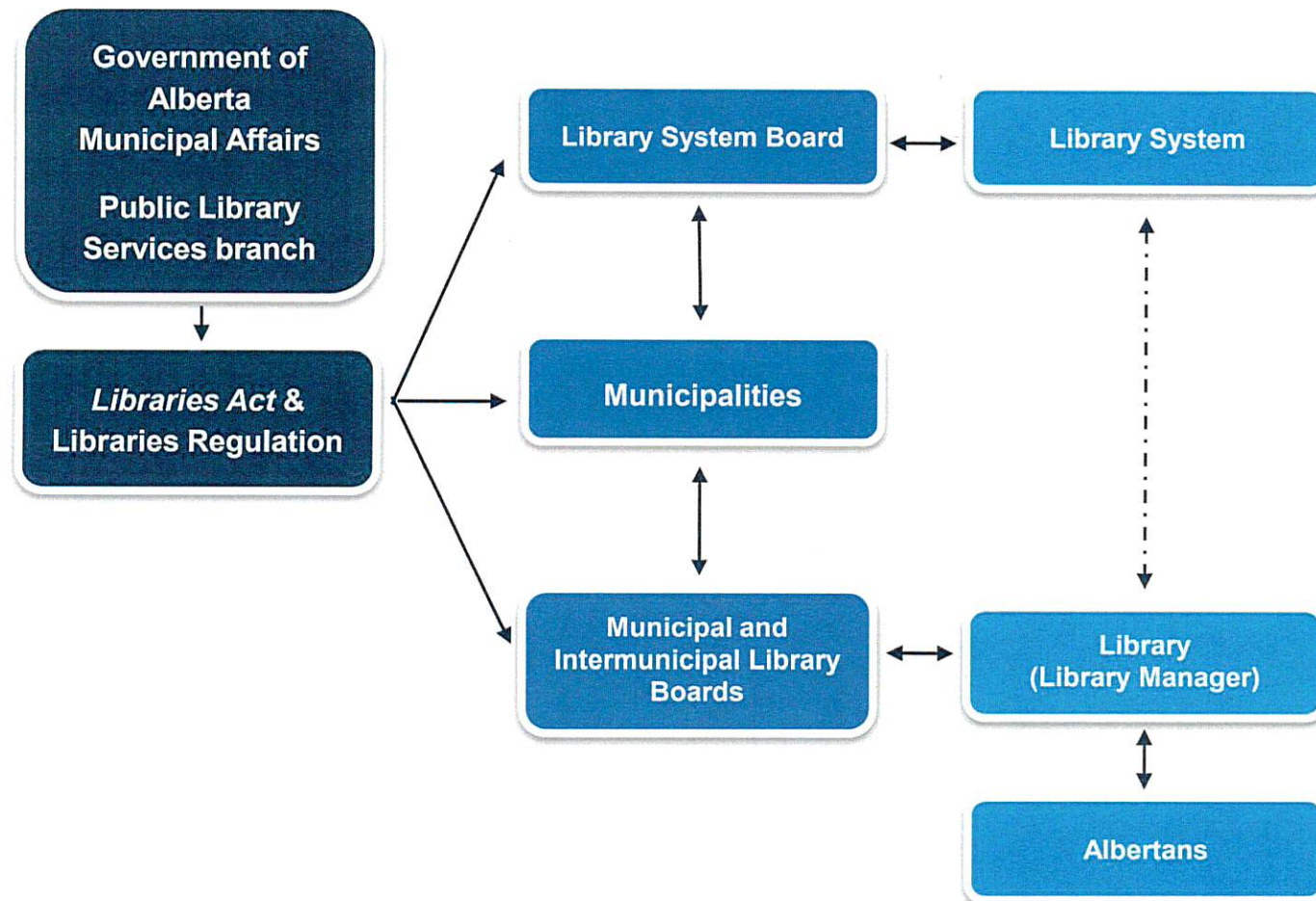
1. Library Structure in Alberta
2. Library System Boards: Policy Framework
3. Governance
4. Governance Tools
5. The Library System Board Member
6. Funding
7. Key Relationships

Library Structure in Alberta



Key points in understanding the structure

- Structure is defined by the *Libraries Act*
- Municipally-based service
- Service is governed by independent boards
- Emphasis on local needs and local autonomy
- Supported by regional and provincial collaboration



What are library systems? An overview

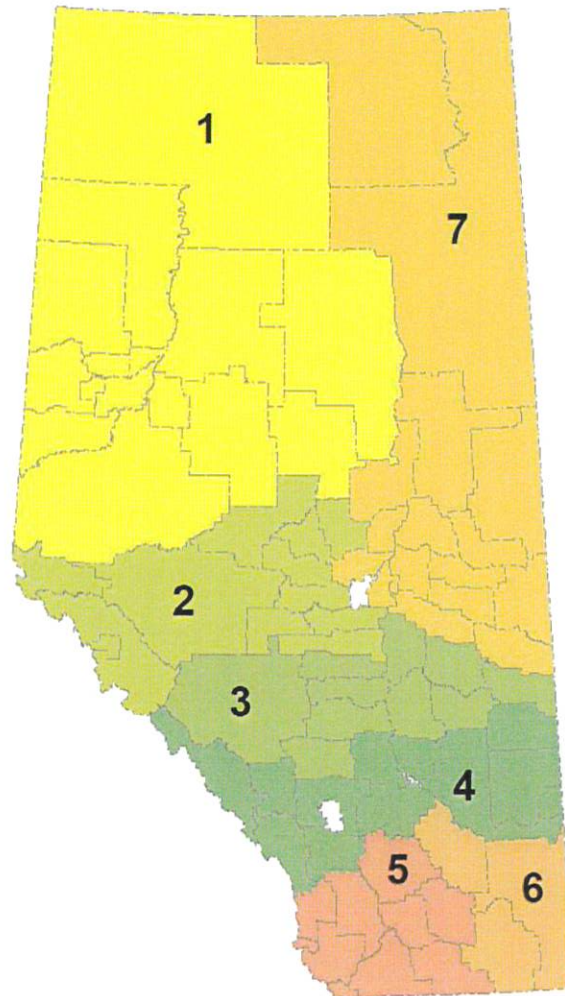
- Collaboration between jurisdictions with a goal of improving library service on a regional level
 - A jurisdiction is a municipality, improvement district, special area or Metis settlement
- Created under the authority of the *Libraries Act*
- Governed by a library system board
- Services provided according to system agreement

Role of the library system

- Support library service in member municipalities
 - Participating libraries are the clients
- Services vary but typically include:
 - Centralized purchasing, cataloguing, etc.
 - Collections and other resources (e.g., eResources, kits)
 - IT infrastructure and support
 - Training and consultation
- Key partner in the provincial public library network

Joining a library system

- Local decision
 - Joining is optional
- Boundaries are set in legislation
- Joining system is a deliberate process
 - Existing local library board must agree to receive service
 - Council complies with and signs system agreement
 - Chair of library board also signs the system agreement
 - Council applies to Minister for approval of system membership



1. Peace
2. Yellowhead
3. Parkland
4. Marigold
5. Chinook Arch
6. Shortgrass
7. Northern Lights

Library System Boards

Policy Framework

Libraries Act

Defines governance structure

Pertaining to system library boards:

- Part 2: Library Systems
- Part 5: General

Libraries Regulation

Defines management practices

Pertaining to system library boards:

- Part 1: Boards Generally
- Part 4: Library System Boards
- Part 5: Completion of Library Systems

Highlights from the *Libraries Act*

Appointment

16 A library system board consists of

- (a) one member for each municipality, Metis settlement and school authority that is a member of the library system who is appointed by the council of the municipality, Metis settlement or school authority,
- (b) one member for each improvement district that is a member of the library system, who is appointed by the Minister responsible for the *Municipal Government Act*,
- (c) one member for each special area that is a member of the library system, who is appointed by the Minister responsible for the *Special Areas Act*, and
- (d) any additional members appointed in accordance with the regulations.

Highlights from the *Libraries Act*

17 The library system board, subject to any enactment that limits its authority and the agreement described in section 13, has full management and control of the library system and shall, in accordance with the regulations and in co-operation with other boards, organize, promote and maintain comprehensive and efficient library services (...)

Highlights from the *Libraries Act*

Budget

18(1) The library system board shall, on or before a date specified by each municipality, improvement district, special area and school authority that is a party to the agreement described in section 13, submit to each of them a budget and an estimate of the money required during the ensuing fiscal year to operate and manage the library system, including the amounts to be paid by each of them.

(2) Budget approval and compliance with the amounts to be paid by each party to the agreement described in section 13 shall be in accordance with the terms of that agreement.

1983 cL-12.1 s24

Highlights from the *Libraries Act*

Board member disqualification

31(1) A person is disqualified from remaining a member of a board if the person fails to attend, without being authorized by a resolution of the board to do so, 3 consecutive regular meetings of the board.

(2) If a member of a board is disqualified from remaining a member under subsection (1), the person is deemed to have resigned the person's seat on the board.

1983 cL-12.1 s35

Highlights from the *Libraries Act*

Chair of board

32 A board shall elect a chair and any other officers it considers necessary from among its members.

1983 cL-12.1 s36

Highlights from the *Libraries Act*

Meetings

33(1) A board shall meet at least once every 4 months and at any other times it considers necessary.

(2) If the regulations require a library system board to have an executive, that executive must meet at least once every 3 months and at any other times it considers necessary.

1983 cL-12.1 s37;1998 c19 s13

Highlights from the *Libraries Act*

Record of meetings

34(1) All minutes, resolutions and bylaws of a board shall be signed by the chair or a person acting for the chair.

(2) Minutes, resolutions and bylaws signed under subsection (1) shall be admitted in evidence as proof, in the absence of evidence to the contrary, of their contents without proof of the signature or official character of the person appearing to have signed them.

(3) A board shall store all minutes, resolutions and bylaws of the board in a secure physical or electronic location.

RSA 2000 cL-11 s34;2024 c7 s7

Highlights from the Libraries Regulation

Meetings open to public

5(1) Every meeting of a board is open to the public.

(2) A person or group may make representations to a board at its meeting if the representations relate to the board and its programs.

Highlights from the Libraries Regulation

Public Library Network

35 Every jurisdiction and school authority that is a member of a library system shall, for the purpose of managing its library services or public libraries, meet the requirements of the Public Library Network.

AR 141/98 s35;90/2024

Public Library Network: policy framework

- Goal: equitable access for Albertans
- Main components:
 - Resource sharing
 - ILL, delivery, MELibraries.ca
 - Electronic resources
 - SuperNet connectivity
 - Services to patrons with print disabilities
 - NNELS.ca; CEALibrary.ca
 - Service to Indigenous communities
 - Voices of the Land

Library system board: role in the network

- Abide by established provincial Public Library Network policies
 - Network Operational Partners
- Technology
- Staffing
- Planning and policy framework
- Communication and training
- Funding

Library System Boards

Governance

Library system board

- Corporation & public body
- Governing board with full management and control
 - Responsible for the system and its services
 - Operates by the terms and conditions set out in the system agreement
 - All member jurisdictions have equal say
- Accountable to member jurisdictions, their library boards, and the province

Contents of the system agreement

Contents of agreement

25(1) An agreement shall at a minimum contain the following terms:

- (a) a formal indication of the parties' desire to enter into an agreement;
- (b) a starting date for the agreement;
- (c) provision for parties to become members of the library system after the starting date;
- (d) terms setting out the powers and duties of the library system board;
- (e) provision for the establishment of an executive committee of not more than 10 persons when the number of members of the library system board is more than 20, and a statement of the powers and duties of that committee;

Contents of the system agreement

- (f) terms specifying how to calculate the estimate of the money required under section 18 of the Act, the date on which payment of the money becomes due and how the money is to be paid;
- (g) an explanation of the financial relationship between the library system board and the parties to the agreement;
- (h) an explanation of the financial relationship between the library system board and the municipal library boards and intermunicipal library boards;
- (i) terms setting out the services that the library system board will provide, including a commitment to make all library resources acquired by the board available to all residents served by the library system;
- (j) an explanation of the relationship between the library system board, the municipal library boards, the intermunicipal library boards and the board of the resource centre respecting the provision of library services, subject to section 19 of the Act;
- (k) provision for expansion of the library system to all jurisdictions within the prescribed boundaries;
- (l) repealed AR 90/2024 s23;
- (m) terms governing the method for amendment, extension and renewal of the agreement;
- (n) terms governing the notification municipal library boards and intermunicipal library boards are to receive of any amendment, extension or renewal of the agreement.

Library system board appointments

- Libraries Act sec. 16; Libraries Regulation sec. 32
- Each member jurisdiction appoints one representative
 - Individuals do not need to be councillors
 - Terms should have a start date and end date
 - Term can be up to 3 years, up to 9 consecutive years
 - Alternates are allowed
- Board size varies based on membership

Library System Boards

Governance Tools

Governance tools

- Work of the board is high level and strategic
- Shape and guide service with key documents, referred to as *governance tools*
 - Plan of Service
 - Policies
 - Budget
- Board sets the direction; staff implement



Plan of Service

- Strategic plan for library boards
- Libraries Regulation, Section 18
 - Includes a mission statement, goals, and objectives
 - Based on a needs assessment of participating library boards & school authorities, and library service in general
 - Reviewed and filed with Minister at least every 5 years
- A means to align system service with member needs
- More than a legislative requirement

Policies

- Shapes the service that is provided to system participants
 - Best practices for library system operations
- Board responsibility – but drafted by board or staff
 - Review regularly – every 2-3 years
- Libraries Regulation, Section 7

Budget and financial accountability

- Budget
 - Driven by service needs
 - Not set in stone; it's an estimate and may change
- Financial accountability
 - Understanding the implications of the budget and financial report
 - Ensuring the allocation of money aligns with priorities;
 - Ensuring that financial policies are in place.

The Library System Board Member



System board member responsibilities

- **The system and board have a responsibility to their members**
- Liaison to council
- Liaison to local library board
- Participate in discussions/activities
- Maintain positive relationships
- Keep up-to-date on the library world

Fiduciary Duty

- Duty of care
 - Duty to act with care, competence and diligence
- Duty of loyalty
 - duty to act in the best interests of the library board
- Duty to act within in the scope of authority
 - duty to act within the scope of laws, rules, and regulations
- Disclose conflicts of interest
 - Actual or perceived

Liability

- The responsibility of the board and/or board members for the consequences of their conduct that fails to meet an acceptable standard in the eyes of the law
 - Determined by the courts
- Individual liability can be limited, but not completely eliminated
 - By reason of the separate legal existence of the corporation
 - By purchase of directors' liability insurance

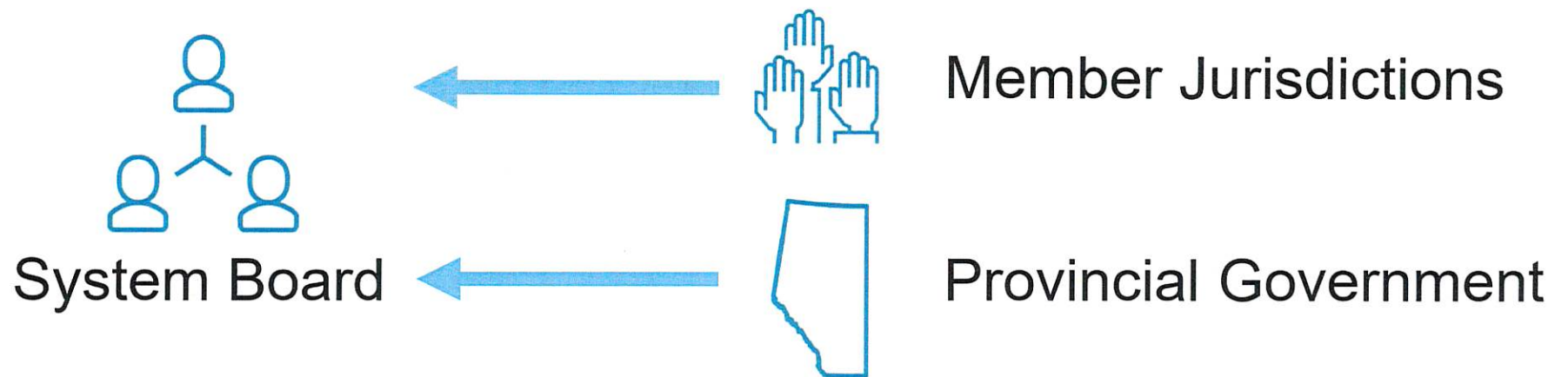
Responsibilities in practice

- Do your homework
- Uphold confidentiality
- Support the mission and decisions of the board
- Have a unified voice
- Be knowledgeable about and comply with pertinent legislation
- Ensure board decisions are being implemented
 - Follow board policies

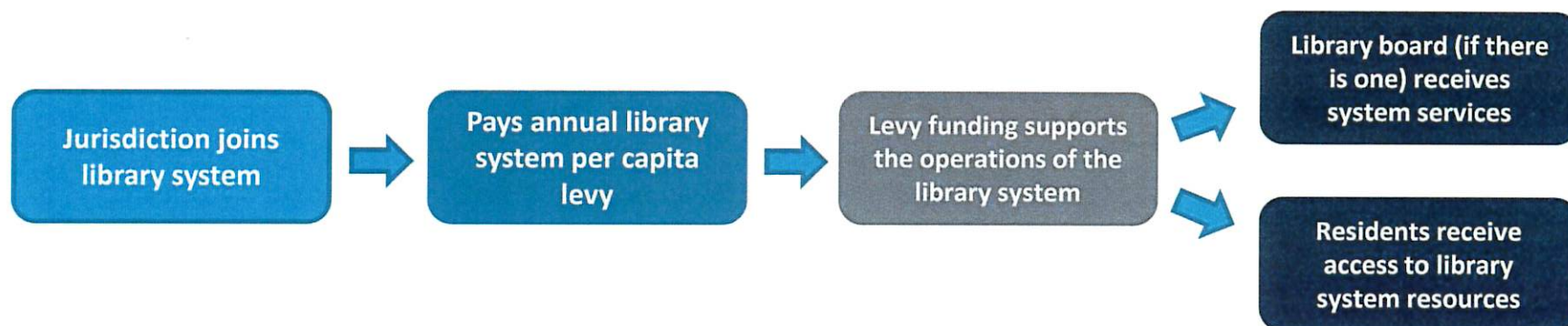
Funding



System funding



Member jurisdiction funding



Provincial Government funding

- Operating Grant
 - Supports library system operations and participation in Public Library Network
- Library Services Grant
 - Provided for municipalities without a local library board
- On-reserve/On-settlement Grant
 - Enables people living on-reserve and on-settlement to receive public library service

Library Services Grant

- Provided by the province through provincial tax dollars
- Recipient is the library system board
- Library system board is accountable to the province for the funding
- Library system board decides what is done with the funding

Municipal Funding

- Provided by a municipality through local tax dollars
- Recipient is the local library board
- Local library board is accountable to the municipality for funding
- Local library board determines how to use the funding

Library System Boards

Key Relationships

Member jurisdictions

- Every member has an equal voice
- Take the representative role seriously
- Balance individual and collective needs
- Communicate

Participating library boards

- Library boards and their libraries are your clients
 - Respect autonomy of local boards
 - Be mindful of local library needs
 - Value the perspectives of member library staff
 - Be agile and responsive

Summary

- Governance structure is defined by the *Libraries Act*
- Systems play an important role in the provincial Public Library Network
- Members *are* the system and direct service
- Board governs through budget, policy, and planning
- Board members must uphold their fiduciary duty
- System serves participating library boards and their libraries

Questions?

(780) 427-4871
libraries@gov.ab.ca
www.albertalibraries.ca



Alberta