

AGENDA

1. Call to Order
2. Agenda: Amendments and Adoption
3. Adoption of the Minutes: a) Minutes of Regular Meeting – Wednesday, August 4, 2021 – 6:00 P.M.
4. Delegation: a) Mr. Curt Peterson – 49th Street Infrastructure Project – Request for Decision 21-49
b) Mr. Chris George, P.Eng., Red Deer Region Manager, MPE Engineering – Lagoon Project
5. Bylaws: a) Procedural Bylaw 466/21 – Request for Decision 21-51
6. Unfinished Business: None
7. New Business: a) New Mower – Request for Decision 21-50
b) Auditor Proposals – Request for Decision 21-52
8. Financial Reports: a) July 2021 Bank Reconciliation
9. Committee Reports: None
10. Administrative Reports: a) CAO Report
b) Admin Support Staff Reports
c) Cyberus Protection Services
11. Correspondence and Information: a) Thank you note
b) Alberta Municipal Affairs – Senate Election and Referendum Grant Allocation
c) Government of Alberta - Public Library Legislation
12. Closed Meeting a) FOIP Sec. 25 – Economic Interest of a Public Body – Re: 4831 – 50th Street
b) FOIP Sec. 25 – Economic Interest of a Public Body – Re: 4919 – 50th Street
13. Adjournment

VILLAGE OF ALIX
MISSION STATEMENT

Through Village Council policies and leadership, we foster an open, cooperative government that encourages public participation and ensures levels of services our citizens expect and deserve.

Minutes of the Regular Meeting of the Village of Alix Council, held on Wednesday, August 4, 2021, at 6:00 P.M.

Present: Mayor Rob Fehr, Councillors Barbara Gilliat, Tim Besuijen, Edwin Cole and Vicki Soltermann

Also Present: Michelle White, Chief Administrative Officer

Call to Order: Mayor Fehr called the meeting to order at 6:00 P.M.

Amendments/Deletions to Agenda: Mayor Fehr called for amendments to the agenda.

Approval of Agenda:

Resolution #155/21: Moved by Councillor Besuijen that the Village of Alix Council approve the agenda with the following amendments:

Add: New Business: (d) Library Bookkeeper – Request for Decision 21-48.

Closed Meeting: (b) FOIP Sec. 25 – Economic Interest of a Public Body – Re: 4831 50th Street

CARRIED

Minutes: a) Regular Meeting – July 7, 2021

Resolution #156/21: Moved by Councillor Gilliat that the Minutes of the Regular Meeting of the Village of Alix Council held on Wednesday, July 7, 2021, be accepted as presented.

CARRIED

b) Special Meeting – July 14, 2021

Resolution #157/21: Moved by Councillor Soltermann that the Minutes of the Special Meeting of the Village of Alix Council held on Wednesday, July 14, 2021, be accepted as presented.

CARRIED

Delegation: a) Chris George, MPE Engineering – Village Lagoon Project update

Mr. Chris George, P.Eng., Red Deer Region Manager, MPE Engineering, entered the meeting at 6:04 P.M.

Mr. George retired from the meeting at 6:37 P.M.

Resolution # 158/21 Moved by Councillor Cole to proceed with tendering the cell # 5 lagoon project.
CARRIED

Bylaws: a) Community Standards Bylaw 465/21 – Request for Decision 21-46

Resolution #159/21: Moved by Councillor Gilliat that the Village of Alix Council give second reading to Community Standards Bylaw 465/21, being a bylaw to regulate Community Standards for Safety, Health, Welfare, Nuisances and Livability as amended.
CARRIED

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Resolution #160/21: Moved by Councillor Besuijen that the Village of Alix Council give third and final reading to Community Standards Bylaw 465/21.
CARRIED

Unfinished Business: None

New Business: a) FCSS Funding – Request for Decision 21-44

Resolution #161/21: Moved by Councillor Soltermann that the Village of Alix Council hereby grant \$12,200 in Family and Community Support Services (FCSS) funding to the Alix Mirror Wellness Supports Society. Funding is to be paid in equal portions during the third and fourth quarters of 2021.
CARRIED

b) Tourism Grant – Request for Decision 21-45

Resolution #162/21: Moved by Councillor Besuijen that the Village Council hereby directs administration to proceed with applying for the Travel Alberta “Tourism Asset Investment” grant.
CARRIED

c) Alix Rodeo Request – Request for Decision 21-47

Resolution #163/21: Moved by Councillor Gilliat that the Village Council hereby sponsors the 2021 Alix Rodeo at a value of \$1,000.

CARRIED

d) Library Bookkeeper – Request for Decision 21-48

Resolution #164/21: Moved by Councillor Cole that the Village Council hereby approves the Alix Library Board's appointment of Arlene Gauthier as the financial reviewer for the Alix Public Library, effective for the 2020 financial year.

CARRIED

Financial Reports:

a) Accounts Payable Cheque Listing – June 10 - July 22, 2021

b) Bank Reconciliation – June 30, 2021

c) Tax Trial Balance – July 29, 2021

d) Year to Date Budget – July 29, 2021

Resolution #165/21: Moved by Councillor Cole that the Village of Alix Council accept the Financial Reports as presented.

CARRIED

Committee Reports: None

Administrative Reports: a) CAO Report

b) Director of Public Works Report

c) Admin Support Staff Report

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d) Cyberus Protection Services

Resolution #166/21: Moved by Councillor Gilliat that the Village of Alix Council accept the Administrative Report as presented.

CARRIED

Correspondence and
Information:

a) Alberta Police Interim Advisory Board (APIAB) Update

b) Quarterly Community Policing Report – Sergeant Bruce Holliday

- c) Lacombe County Fire Service Report
- d) Telus – Canada’s Transition to Next Generation 9-1-1 Service
- e) Alberta Municipal Affairs – Gas Tax Fund Allocation 2021
- f) Alberta Municipal Water/Wastewater Partnership – Wastewater Lagoon Upgrade Phase 2
- g) 49th Street Project – Len, Tammi, & Danica Henke
- h) Stettler Regional Board of Trade – Steel Wheel Stampede
- i) Accu-Flo Meter Service Ltd. – Golf Tournament
- j) Town of Rocky Mountain House – Cancellation of Household Hazardous Waste Funding
- k) 2021 AUMA Convention – Meeting with Minister of Municipal Affairs
- l) Crowsnest Pass – Bill C-21, Changes to the Criminal Code and Firearms Act
- m) Village of Caroline – Proclamation
- n) Town of Claresholm – Code of Conduct
- o) Town of Claresholm – Royal Canadian Mounted Police (RCMP) Retroactive Pay
- p) Canadian National CN – Interim Extreme Weather Plan

Resolution #167/21: Moved by Councillor Gilliat that Correspondence Items (a) through (p) be accepted as information.

CARRIED

Closed Meeting:

- a) FOIP Sec. 21 – Intergovernmental Relations – Re: Intermunicipal Development Plan Review
- b) FOIP Sec. 25 – Economic Interest of a Public Body – Re: 4831 50th Street

Resolution #168/21: Moved by Councillor Soltermann that the Village of Alix Council go into a Closed Meeting at 7:38 P.M. to discuss FOIP Section 21. Intergovernmental Relations re: Intermunicipal Development Plan and FOIP Section 25, Economic Interest of a Public Body re: 4831 50th Street.

CARRIED

Resolution #169/21: Moved by Councillor Cole that the Village of Alix Council return to the Public Meeting at 7:54 P.M.

CARRIED

Resolution #170/21 Moved by Councillor Cole that the Village of Alix Council accept the offer to purchase for 4831 50th Street.

CARRIED

Adjournment:

Resolution #171/21: Moved by Councillor Gilliat that this Regular Meeting of the Village of Alix Council be adjourned at 7:57 P.M.

CARRIED

Mayor

Chief Administrative Officer

ADMINISTRATION REPORT



Date: August 13, 2021 RFD 21-49
Memo To: Village Council
From: Michelle White
Subject: 49th Street Project, background

1. **PURPOSE** – To give Council an accounting of activities relating to the 49th Street Infrastructure Upgrade Project.
2. **BACKGROUND** – **August 23, 2017:** MPE presented the revised 2017-2019 Capital Plan to Council. Plan was approved by Council resolution #170/17. This plan included 49th Street project at a cost of \$1,070,000 and was scheduled to occur in 2020.
 - **April 24, 2018:** RFD 18-20 presented to Council. It included a recommendation from the CAO and Public Works Foreman that the 49th Street project be given a higher priority than the 53rd lift station project.
 - **December 5, 2018:** Capital budget notes presented to Council included “Public Works is already working on the 49th Street water/sanitary upgrades scheduled for 2020.” The Multi Year Capital Budget was passed by resolution # 323/18. It included the 49th Street project in 2020 at an estimated cost of \$1,070,000.
 - **April 17, 2019:** RFD 19-15, Resident of 4832 49th Street requested reimbursement for sewer line freeze up expenses. This address had previously had freeze ups in 2011, 2016, 2018 and 2019. The resident knew what the problem was and took steps to fix it, but no video was done of the line this time so resolution #100/19 stated the Village would pay ½ of costs for thawing the line.
 - **November 6, 2019:** RFD 19-46 gave background on the 49th Street project and included a staff recommendation on how it could be scaled back to an estimated cost of \$473,574. Resolution #259/19 approved the Multi Year Capital Budget at that meeting with the 49th Street project still scheduled for 2020 but at the reduced cost estimate. This RFD also contained an excerpt from MPE Engineering 2017-2019 Capital Plan *“It was determined that the United Church and two other properties share a sewer service having their sewer services combine on private property before discharging into the sanitary sewer. A backup on one property can affect all three depending on where the blockage occurs.”*
 - **April 20, 2020:** Letters were sent to properties in the area affected by the 49th Street project dig site stating the Village intended to go ahead with the project during the summer of 2020.
 - **May 20, 2020:** CAO report included an update stating “Engineering work has started on the 49th Street water/sewer project.”
 - **July 8, 2020:** CAO report gave an update on the 49th Street project re: geotechnical, preliminary engineering and Alberta Environment approval.
 - **July 23, 2020:** A pre-bid meeting was held on location (49th Street) with engineers, Public Works and potential bidders.

- **July 29, 2020:** Another letter went out to properties in the area affected by the 49th Street dig. The letter advised to contact the office by August 7th for anyone wanting more information on private property service line replacement costs.
- **August 5, 2020:** CAO report advised that 49th Street bids close on July 30th and that letters to residents are going out. Information about the project was also put on the back of the utility bills to advise all residents of the detour area once the project started.
- **August 12, 2020:** A meeting was held in Council Chambers at 10:30 am with Public Works Foreman, CAO, Ms. Carlson, Ms. Henke and Mr. Peterson. The meeting was to discuss these 3 properties that have a sewer connection off the back of the lots and that the Village would no longer be maintaining that line after the 49th Street project was completed.
- **August 25, 2020:** Special meeting was held to review MPE Engineering bid summary. Resolution #179/20 declined the tenders because they were too high above budget. The resolution stated the project would be re-tendered in spring of 2021.
- **August 26, 2020:** Letter sent to properties in the area affected by the 49th Street dig stating the project has been delayed to spring of 2021.
- **November 18, 2020:** Multi Year Capital Budget was approved by resolution #278/20. The 49th Street project was included showing a total budget of \$473,574 with \$35,692 of that being spent in 2020.
- **February 17, 2021:** CAO report advised Council we were already talking with MPE about re-tendering the 49th Street project.
- **March 17, 2021:** CAO report advised Council the project has been put out for tenders. A pre-tender meeting was held March 10th and bids closed on March 18th.
- **April 7, 2021:** RFD 21-21 was presented to Council. Resolution #072/21 was made awarding the contract to UG Excavating. The RFD also stated "the 3 properties being provided a new front-of-lot sewer service connection may decide not to realign the sewer line on their private property to hook up to the new service... Future maintenance of the old line would no longer be provided as property owners are being given a properly engineered new service connection to their property line."
- **June 16, 2021:** CAO report advised Council of a pre-construction meeting held on location at 49th Street June 3rd. Also advised that the sewer main on 49th between 47th and 48th Avenues had been cleaned in preparation for the new liner.
- **July 14, 2021:** Mayor Fehr called a special meeting to hear concerns of an individual representing a property owner affected by the 49th Street Project, RFD 21-43 was provided. At that meeting resolution #153/21 was made directing administration to gather additional information for Council.
- **August 4, 2021:** Additional information requested in resolution #153/21 was provided to Council in the CAO report. An e-mail from Len, Tammi and Danica Henke was included in the agenda package and received as information.
- NOTE: This list does not include e-mail correspondence between administration and affected property owners.

3. **OPTIONS** – This RFD was prepared for information purposes only.
4. **DISCUSSION** – Additional outreach to residents was done by UG Excavating. A Notice of Construction letter, Notice of Temporary Water Disruption and Notice of Temporary Water Servicing were provided to each property. Letters had a name and contact number for Jamal, lead contact with UG Excavating for the 49th Street project. If no one was home to receive the notices, they were taped to the door. UG also contacted everyone who signed up at the office to get information about cost of replacing service lines on private property. I received a confirmation e-mail with the list and what their responses were.
5. **FINANCIAL IMPLICATIONS** – E-mails from Village staff regarding MOST grant funding were sent to local non-profit organizations, including Mr. Peterson on November 17, 2020 and January 7, 2021. At the March 3, 2021 regular meeting, resolution #047/21 awarded \$4,500 of MOST funding to the United Church Women (UCW).

On January 13, and February 4, 2021 an e-mail was sent to Village non-profit organizations regarding the \$5,000 grant from Community Futures East Parkland.

There was also an Alberta Faith-based & Cultural facility relaunch grant available. Intake for that grant closed March 1st.

An e-mail was sent to Mr. Peterson from Village staff on August 5, 2021 regarding the Community Facility Enhancement Program (CFEP) grant available to non-profit organizations. The next deadline for applications to this program is September 15th.

6. **LEGAL** – The old sewer line running across all 3 properties and out to Lake Street is not on the Village “as-built” infrastructure drawings.

There are no Utility Right of Way (ROW) agreements on title where the line runs. Records were checked back to 1984 on Lot 18, Block D, Plan 2441A1 and there is no easement on title regarding municipal sewer line. There is currently a garage over the area Public Works feels the sewer line runs. This means the Village has no authority to enter onto any private property to dig up the line for the purpose of repair or maintenance.

The Wastewater Code of Practice requires engineered plans to be sent for approval by Alberta Environment for any extensions or new installations of wastewater collection main lines. There is no record of approval for the old sewer line going out to Lake Street.

Utility Bylaw 421/16; section 14.

INSTALLATION OF WATER AND SEWER CONNECTIONS

14.1 The owner of any building situated on land abutting on any street, or public place wherein there is a sewer or water main, now existing or hereafter located shall:

- (a) Install in the building, connections with the sewage system and water mains, and any apparatus and appliances required to ensure the proper sanitary condition of the building and premises

MGA s 34(1) If the system or works of a municipal public utility that provide a municipal utility service are adjacent to a parcel of land, the municipality must, when it is able to do so and subject to any terms, costs or charges established by council, provide the municipal utility service to the parcel on the request of the owner of the parcel.

MGA s 37(1) The owner of a parcel of land is responsible for the construction, maintenance and repair of a service connection of a municipal public utility located above, on or underneath the parcel.

MGA s 38(1) Despite section 37, the council may as a term of providing a municipal utility service to a parcel of land give the municipality the authority to construct, maintain and repair a service connection located above, on or underneath the parcel.

MGA s 39(1) After the municipality has constructed, maintained or repaired the service connection located above, on or underneath a parcel of land under section 37 or 38, the municipality must restore any land entered on as soon as practicable.

(2) The municipality's costs relating to the construction, maintenance or repair under section 37 or 38 and restoration costs under this section are an amount owing to the municipality by the owner of the parcel.

7. **POLITICAL/PUBLIC IMPLICATIONS** – Two of the affected properties were advised by e-mail on July 27, 2021 that a 6 inch service line was being installed to the property line because the grade of the service was below the 2% standard.
8. **OTHER COMMENTS** – Plan drawings registered with Land Titles were checked back to 1958 and no easements for the sewer line were ever found to be registered. We are unaware of who originally installed the line or when it may have been done as no physical or digital records of the line could be found.
9. **RECOMMENDATIONS** – This RFD is intended as background and supporting information for Council. No resolution is being recommended at this time, other than to accept this report as information.



Author

ADMINISTRATION REPORT



Date: August 20, 2021 RFD 21-51
Memo To: Village Council
From: Michelle White
Subject: Procedural Bylaw

1. **PURPOSE** – To present Council with an updated Procedural Bylaw for approval.
2. **BACKGROUND** – The previous Village Procedural Bylaw passed in 2016 and was amended in 2019 to change “In-Camera” to “Closed Meeting.” This was done to comply with the MGA amendments passed in 2018.
3. **OPTIONS** –
 1. To give one reading of Bylaw 466/21 at this meeting and bring it back at a future meeting for the 2nd and 3rd readings.
 2. To give all 3 readings of Bylaw 466/21 at this meeting.
4. **DISCUSSION** – Since the bylaw had to be opened up for a change, I took the opportunity to incorporate in Amending Bylaw 445/19. There were several other changes made and a section on remote meeting attendance was added. Council members have copies of the old Procedural Bylaw in your orientation binders if you would like to compare the two and note what the proposed changes are.
5. **FINANCIAL IMPLICATIONS** – None
6. **LEGAL** – The Municipal Accountability Program (MAP) review stated the following:

“Council passed bylaw 423/16 on October 19, 2016 establishing meeting procedures for council and council committees. Section 8.1 of the bylaw states that council may cancel meetings with written consent. This section is in contravention of section 180 and 181 of the MGA, which speaks to council acting only by bylaw or resolution passed at an open public meeting with quorum present.”

“Bylaw 423/16 must be amended or repealed and replaced to comply with the MGA procedures for cancelling meetings, which requires a motion of council...”

Municipalities are given one year to comply with the findings of a MAP inspection. In the compliance plan submitted to Municipal Affairs, we stated September 30, 2021 for compliance on the Procedural Bylaw.

7. **POLITICAL/PUBLIC IMPLICATIONS** – This bylaw has minimal impact on the general public, other than attendance at a meeting as a delegation or member of the gallery. There is not likely need to hold this bylaw over for public comment or consultation.
8. **OTHER COMMENTS** – One change of note is in section 29.2 – I changed the word ‘shall’ to ‘may.’ This section used to say an action as a result of a Councillor report had to be brought back to a future meeting. By changing one word, it gives Council the option to deal with the matter at the same meeting the report is being given, or refer the matter back to administration and have it addressed at a future meeting.
9. **RECOMMENDATIONS** – Option #2 – I recommend the following resolutions:

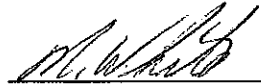
“that the Village of Alix Council give first reading to Procedural Bylaw #466/21 being a bylaw to regulate

the proceedings and conduct of Council and Council Committee meetings.”

“that the Village of Alix Council give second reading to Procedural Bylaw #466/21.”

“that the Village of Alix Council give permission for third and final reading to Procedural Bylaw #466/21 at this time.”

“that the Village of Alix Council give third and final reading to Procedural Bylaw #466/21.”



Author

VILLAGE OF ALIX BYLAW 466/21

Being a bylaw of the Village of Alix, in the Province of Alberta to regulate the proceedings and conduct of Council and Council Committee meetings.

WHEREAS the Municipal Government Act, S.A. 2000, Chapter M-26, as amended, provides that a Council may pass bylaws in relation to the procedure and conduct of Council, and committees established by Council, and may regulate the conduct of Councillors and members of committees established by Council;

AND WHEREAS Council has deemed it necessary to regulate the procedure and conduct at meetings of council and committees established by Council;

AND WHEREAS Council has deemed it necessary to regulate procedures for receiving and responding to communications and submissions to Council:

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE VILLAGE OF ALIX, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. TITLE

1.1 This Bylaw may be cited as the "Procedural Bylaw".

2. DEFINITIONS

2.1 In this Bylaw:

(a) "Act" means the Municipal Government Act, S.A., as amended;

(b) "Agenda" means the list and order of business items for any meeting of Council, or Committees;

(c) "Bylaw" means a bylaw of the Village;

(d) "Chief Administrative Officer" means the Chief Administrative Officer of the Village of Alix, duly appointed by Council, whose duties are set out in the Act.

(e) "Chairperson" means the Member elected from among the Members of a Committee to preside at all meetings of the Committee;

(f) "Closed Meeting" means a part of the meeting closed to the public at which no resolution or bylaw may be passed, except a resolution to revert to a meeting held in public;

(g) "Committee" means a committee, board, commission, authority, task force or any other public body established by Council pursuant to this bylaw;

(h) "Council" means the Mayor and Councillors of the Village of Alix .

(i) "Députy Mayor" means the Member of Council appointed pursuant to this Bylaw to act as Mayor in the absence or incapacity of the Mayor;

(j) "Mayor" means the Chief Elected Officer of the Village of Alix, as appointed under the Act, whose duties are set out in the Act.

(k) "Member" means a Member of Council duly elected and continuing to hold office, or a Member of a Committee duly appointed by Council;

(l) "Notice of Motion" is the means by which a Member of Council brings business before Council;

(m) "Officer" means the Chief Administrative Officer, Director of Corporate Services, Director of Public Works, or their delegates, all of whom shall be recorded in the official minutes;

(n) "Point of Information" means a request or statement directed to the Presiding Officer, or through the Presiding Officer to another Member or to the administration, for or about information relevant to the business at hand, but not related to a Point of Procedure;

(o) "Point of Order" means the raising of a question by a Member with the view of calling attention to any departure from this Bylaw or the customary proceedings in debate or in the conduct of Council's business;

(p) "Point of Privilege" means all matters affecting the rights and exemptions of Council collectively or the propriety of the conduct of individual Members and includes but is not limited to, the following;

(i) the organization or existence of Council,

- (ii) the comfort of Members,
- (iii) the conduct of Administration or members of the public in attendance at the meeting, and
- (iv) the reputation of Members or Council as a whole;

(q) "Point of Procedure" means a question directed to the Presiding Officer to obtain information on a matter of parliamentary law or the rules of Council to assist a Member to:

- (i) make an appropriate motion,
- (ii) raise a Point of Order,
- (iii) understand the procedure, or
- (iv) understand the effect of a motion;

(r) "Presiding Officer" means the Mayor, or in the absence of the Mayor, the Deputy Mayor, or in the absence of the Deputy Mayor any other Member of Council chosen to preside at the meeting;

(s) "Public Hearing" means a meeting of Council convened to hear matters pursuant to the Act;

(t) "Question of Privilege" means raising of a question which concerns a Member, or Council collectively, when a Member believes that another Member has spoken disrespectfully towards them or Council, or when they believe their comments have been misunderstood or misinterpreted by another Member;

(u) "Quorum" is the majority of all Members, fifty (50) percent plus one (1), unless Council provides otherwise in this Bylaw;

(v) "Regular Meeting" means meetings of Council held according to a regular schedule as outlined in this Bylaw;

(w) "Special Meeting" means a meeting called by the Mayor pursuant to the Act;

(x) "Terms of Reference" means those terms pertinent to the establishment and mandate of a Committee and which are in addition to or beyond the parameters of this Bylaw; and

(y) "Village" means the Corporation of the Village of Alix .

3. APPLICATION

3.1 This Bylaw applies to:

- (a) all Council meetings, and
- (b) all Committee meetings, except when Council has granted permission to the Committee to establish its own procedures.

3.2 The precedence of the rules governing the procedure of Council is:

- (a) the *Municipal Government Act*;
- (b) other provincial legislation;
- (c) this Bylaw, and;
- (d) the current edition of *Robert's Rules of Order and Parliamentary Procedure*.

3.3 To the extent that a matter is not dealt with in the *Municipal Government Act* or this Bylaw, Council shall have regard to *Robert's Rules of Order and Parliamentary Procedure*.

3.4 Subject to the appeal process described in this Bylaw, the Presiding Officer or Chairperson shall interpret procedure.

3.5 In the absence of a statutory obligation, any provision of this Bylaw may be temporarily altered or suspended by an affirmative vote of two-thirds of all Members present. A motion to temporarily alter or suspend this Bylaw is not debatable or amendable and applies only during the meeting at which the motion was passed.

4. ORGANIZATIONAL MEETING

4.1 Council shall hold an annual Organizational Meeting each year not later than two weeks after the third Monday in October.

4.2 The Chief Administrative Officer shall set the time and place for the Organizational Meeting, the business of the meeting being limited to:

- (a) election of Mayor and Deputy Mayor for the following year; and

(b) the appointments of Members to Committees which Council is entitled to make; and

(c) any other business required by the Act, or which Council or the Chief Administrative Officer may direct.

4.3 All Members of Council must take the official oath prescribed by the Oath of Office Act or Solemn Affirmation upon being elected.

4.4 Until the Mayor, being duly elected in accordance with the Act has taken the Oath of Office, the Chief Administrative Officer shall be the Presiding Officer of the Organizational Meeting.

4.5 Appointments of Council Members to Committees shall be for a term of one year, unless otherwise specified.

5. MEETINGS OF COUNCIL

5.1 Regular Meetings of Council shall be held in the Council Chambers unless notice is given in accordance with the Act and this Bylaw that the Regular Meeting will be held elsewhere.

5.2 Regular Meetings of Council shall be held on the First and Third Wednesday of every month except for July, August and December when the Meeting shall be held on the first Wednesday of the month only.

5.3 If a Regular Meeting of Council falls on a Statutory Holiday, the meeting will be cancelled unless otherwise rescheduled by a resolution of Council.

5.4 Special Meetings may be called, and notice of such Special Meetings shall be given in accordance with the provisions of the Act and this Bylaw.

5.5 A Member who has a pecuniary interest in a matter before Council shall disclose the general nature of the pecuniary interest, and abstain from discussing the matter or voting on the matter, and leave the room until discussion and voting on the matter are concluded, as prescribed in the Act.

6. NOTICE OF MEETINGS

- 6.1 For all meetings requiring notice, the notice must be:
- (a) issued a minimum of 24 hours prior to the meeting date;
 - (b) in writing and specify the time, date, location and purpose of the meeting;
 - (c) emailed to each Council or Committee Member; and
 - (d) posted at the Village administration building and on the Village website.

6.2 Despite Section 6.1, the Mayor may call a Special Meeting of Council, on shorter notice without giving notice to the public, provided two-thirds (2/3) of the whole Council give written consent to holding the Meeting before the Meeting begins.

7. CANCELLATION OF MEETINGS

7.1 A Regular Meeting may be cancelled by a majority of Members at a previously held meeting.

7.2 A Special Meeting may be cancelled by a majority of Members at a previously held meeting.

8. AGENDA

8.1 The Agenda shall list the items and order of business for the meeting.

8.2 The Executive Assistant shall ensure copies of the Agenda are:

- (a) available for Councillors no later than 3:00 PM on the fourth day before the day on which the meeting is held.
- (b) distributed to all Officers who are entitled to receive copies.

8.3 The Executive Assistant shall ensure the Agenda and all reports and supplementary materials (unless they must or may be withheld under the Act or any other statute dealing with access to information) available on the municipal website to the media and public, but only after they have been provided to the Council Members.

8.4 All submissions for the Agenda of all Public Hearings and Regular Meetings of Council shall be received by the Executive Assistant no later than 4:00 p.m. on the seventh complete day before the day on which the meeting is held.

8.5 Subject to subsection 8.6 of this Bylaw, only material which has been received in accordance with subsection 8.4 of this Bylaw shall be considered at the meeting for which the Agenda is prepared.

8.6 If an emergent matter needs to be brought before Council at any meeting the item shall:

(a) be accompanied by a brief explanation from an Officer indicating the reasons for, and the degree of urgency of the item; and

(b) be considered as an addendum to the Agenda.

9. COMMUNICATIONS

9.1 When a person wishes to have a letter or other communication considered by Council, it shall be directed to the Chief Administrative Officer and shall:

(a) be legible and clearly set out the matter and issue and any request made of Council;

(b) be signed by at least one person who provides a printed name and address;

(c) be on paper or in a printable form; and

(d) not be libelous, impertinent or improper.

9.2 If the above requirements are met, the Chief Administrative Officer must:

(a) send a copy of the communication or a summary of it to all Council Members for information;

(b) make reasonable efforts to respond to the person sending the communication to advise that person of any action taken on the subject of the communication; and

(c) if applicable, refer the communication to administration for a report or a direct response, and inform the Council Members of the referral; or

(d) if it relates to an item already on an Agenda, deliver a copy of the communication to Council Members with the Agenda or at the meeting; or

(e) take any other appropriate action on the communication, including placing it on the Agenda for a Regular Meeting of

Council.

9.3 If the requirements are not met the Chief Administrative Officer may file the communication, or dispose of it, unless the Chief Administrative Officer determines the communication to be libelous, impertinent or improper, in which case the Chief Administrative Officer must summarize the communication and inform Council that it is being withheld.

9.4 Council may:

(a) direct that any communication that has been deemed libelous, impertinent or improper and being withheld, be forwarded to Council;

(b) refer any communication to the administration or a Committee for a report or recommendation;

(c) give other instructions on the communication;

(d) consider motions on the substance of the communication; or

(e) accept the correspondence as information.

10. DELEGATIONS

10.1 A member of the public may request in writing to be included on an Agenda as a delegation. The request must be submitted in writing and shall:

(a) include a summary of the information that will be presented to Council;

(b) not exceed five typewritten pages;

(c) be submitted to the Executive Assistant no later than 4:00 p.m. on the seventh complete day before the day on which the next Council meeting is being held, with the Chief Administrative Officer having discretion to bring forward items submitted late that may be of an emergent nature.

10.2 No delegation shall address Council for more than fifteen (15) minutes, exclusive of the time required to answer questions put to him/her by a Council Member, unless granted a time extension by Council.

10.3 Where the Mayor or other Presiding Officer determines that sufficient time has been granted to a delegation to present the matter, the Mayor or other Presiding Officer may limit the length of time granted to the delegation.

11. ORDER OF BUSINESS AT MEETINGS

11.1 The normal Order of Business for the Regular Meeting of Council shall be as set out in Schedule 'A' except:

(a) when a previous meeting has been adjourned for lack of a quorum and no special meeting has been called to deal with the business of the adjourned meeting, the agenda items from the adjourned meeting must be dealt with before any items on the current agenda; or

(b) when Council alters the Order of Business by a two-thirds (2/3) vote.

12. QUORUM

12.1 When a quorum is present at the time set for commencement of a Council meeting, the Presiding Officer shall call the meeting to order.

12.2 If there is a quorum present at the time set for commencement of a meeting, but the Mayor and Deputy Mayor are absent, the Chief Administrative Officer shall call the meeting to order and shall call for a Presiding Officer to be chosen by resolution.

12.3 If a quorum is not constituted within fifteen minutes from the time set for commencement of a Council meeting, the Chief Administrative Officer shall record the names of all the Members present and adjourn the meeting.

12.4 If a Council meeting is adjourned for:

(a) failure to constitute a quorum; or

(b) due to loss of quorum as a result of a Member leaving the meeting;

the Agenda delivered for that Council meeting shall be considered at the next Regular Meeting of Council unless a Special Meeting is conducted to complete such business.

13. ADJOURNMENT

13.1 A Regular Meeting shall adjourn no later than 10:00 pm. If in session at that time, except to conclude the matter under discussion, Council shall recess and reconvene at 6:00 pm on the next business day unless:

(a) otherwise directed by Council; or

(b) Council, by resolution of a two-thirds (2/3) vote, taken as soon before 10:00 pm as the business permits, agree to an extension of the meeting beyond 10:00 pm.

13.2 A Member may move a motion to adjourn a meeting at any time, except when:

- (a) another Member has the floor;
- (b) a call for a vote has been made;
- (c) the Members are voting;
- (d) Council is in a Closed Meeting; or
- (e) a previous motion to adjourn has been defeated and no other intervening proceedings have taken place.

13.3 A motion to adjourn shall be put without comment or debate.

13.4 When all items of an approved Agenda have been dealt with, the Presiding Officer may adjourn the meeting without requiring a motion or vote by Council.

14. RECESS

14.1 Any Member may move that Council recess for a specific period. After the recess, business will be resumed at the point when it was interrupted. This motion may not be used to interrupt a speaker.

14.2 A motion to recess may be amended only as to length of time, but neither the motion nor the amendment is debatable.

14.3 If no speaker is addressing Council, the Presiding Officer may call a recess for a specific period.

15. MINUTES OF COUNCIL

15.1 The Executive Assistant shall ensure minutes of a Council meeting are prepared and that a copy is distributed to each Member of Council for the next meeting.

15.2 The Presiding Officer shall present the minutes to Council with a request for a motion to confirm the minutes.

15.3 Any Member of Council may make a motion requesting that the minutes be amended to correct any inaccuracy or

omission.

15.4 Minor changes may be made to the minutes to correct errors in grammar, spelling and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence. No change shall be allowed which would alter the actual decision made by Council.

15.5 No Member of Council may introduce any extraneous evidence to support a challenge to the accuracy of the minutes unless the evidence has been compiled or made under the direction or control of the Executive Assistant.

15.6 If a Member wishes to challenge the accuracy of the minutes of a previous meeting, the Member must make the challenge known to the Executive Assistant before Council has officially confirmed the minutes.

16. CONTROL AND CONDUCT OF COUNCIL MEETINGS

16.1 Council meetings will be held in public and no person may be excluded except for:

(a) improper conduct; or

(b) Council may, by resolution, have a Closed Meeting to discuss any matter if a statute authorizes the holding of that meeting in the absence of the public

16.2 Subject to being overruled by a majority vote of Members, which vote shall be taken without debate, the Presiding Officer:

(a) shall maintain order and preserve decorum and may, if necessary, call a Member to order;

(b) shall decide points of order without debate or comment other than to state the relevant section of this Bylaw;

(c) shall determine which Member has a right to speak;

(d) shall ensure that all Members who wish to speak on a motion have spoken and that the Members are ready to vote and shall call the vote; and

(e) shall rule when a motion is out of order.

16.3 When the Presiding Officer wishes to debate or make a motion, he/she shall step down as Chairperson and request another Member to become Chairperson, in the following order:

(a) Deputy Mayor;

(b) Any other Member of Council. If no other Member of Council is willing to become Chairperson, the Presiding Officer will continue as the Chairperson, however, will be allowed to make a motion and/or debate under the same rights and restrictions as other Members.

16.4 A person who is not a Member or Officer shall not address Council unless they first obtain permission from the Presiding Officer.

16.5 Members of the public gallery during a Council meeting:

(a) shall not address Council without permission;

(b) shall maintain order and quiet; and

(c) shall not applaud or otherwise interrupt any speech or action of the Members, or any other person addressing Council.

16.6 The Presiding Officer may, in accordance with the Act, expel and exclude any person who creates a disturbance or acts improperly.

16.7 When a Member or Officer wishes to speak at a Council meeting they shall obtain the approval of the Presiding Officer before doing so.

16.8 When a Member or Officer is addressing the Presiding Officer every other Member shall:

(a) Remain quiet and seated;

(b) Not interrupt the speaker except on a Point of Order, Point of Procedure or Question of Privilege; and

(c) Not carry on a private conversation.

16.9 When a Member is addressing Council the Member shall:

(a) Not speak disrespectfully of others;

(b) Not shout, raise his/her voice or use offensive language;

(c) Not reflect on any vote of Council except when moving to rescind it and shall not reflect on the motives of the Members

who voted on the motion, or the mover of the motion;

(d) Assume personal responsibility for any statement quoted to Council or upon request of Council shall give the source of the information.

16.10 When a Member wishes to leave the Council chambers while a Meeting of Council is in progress he/she shall rise and await the Presiding Officer's permission before leaving.

16.11 No member shall, subject to the Act, leave the Council Chamber after a question is put to a vote until the vote is taken.

17. POINT OF INFORMATION, ORDER, PROCEDURE AND QUESTION OF PRIVILEGE

17.1 When any Point of Order, Point of Procedure or Question of Privilege arises, it shall be immediately taken into consideration by the Presiding Officer.

17.2 When a Point of Information is raised, the Presiding Officer shall answer the question or direct the question to the appropriate Member or Officer.

17.3 When a Question of Privilege arises, the Presiding Officer shall rule upon the admissibility of the question and if the Presiding Officer rules favorably, the Member who raised the Question of Privilege shall be permitted to pursue the question.

17.4 When the Presiding Officer is called upon to decide a Point of Order or to answer a Point of Procedure, the point shall be stated without unnecessary comment, and the Presiding Officer shall state the rule or authority applicable in the case.

17.5 When the Presiding Officer is of the opinion that any motion is contrary to the rules of Council, he/she shall advise the Members immediately and quote the rule or authority applicable and no argument or comment shall be permitted.

17.6 The decision of the Presiding Officer shall be final unless a challenge is made pursuant to Section 18 of the Bylaw.

18. CHALLENGE TO THE RULING OF THE PRESIDING OFFICER

18.1 When a Member wishes to challenge the ruling of the Presiding Officer, the motion, "That the decision of the Presiding Officer be overruled" shall be made, and the question shall be put immediately without debate.

18.2 The Presiding Officer shall be governed by the vote of the majority of the Members present, and the names of the Members voting shall be recorded in the Minutes.

18.3 If the Presiding Officer refuses to put the question "That the decision of the Presiding Officer be overruled" Council shall request the Deputy Mayor to proceed, in accordance with Section 18.1

18.4 Any resolution carried under the circumstances mentioned in Section 18.3 of this Bylaw, is effectual and binding as if carried under the chairmanship of the Presiding Officer.

19. MOTIONS IN COUNCIL

19.1 A Member who wishes to submit a motion in excess of 25 words shall do so in writing.

19.2 After a motion has been moved, and prior to any vote, it is the property of Council and may not be withdrawn without the consent of a majority of Council.

19.3 The following motions are not debatable by Members:

- (a) to call the question
- (b) to take a recess
- (c) Point of Privilege
- (d) Point of Order
- (e) to limit debate on a matter before Members
- (f) to postpone the matter, except in relation to the time Council will next consider the motion
- (g) adjournment

19.4 When a motion has been made and is being considered, no Member may make any other motion except to:

- (a) amend the motion;
- (b) refer the main motion to some other group for consideration;
- (c) postpone the main motion; or

(d) recess the meeting.

19.5 Except as specifically provided elsewhere in this Bylaw, after a motion has been made, a Member may with the consent of Council, change the wording of the motion or agree to a change proposed by another Member if the change does not alter the intention of the motion.

20. MOTIONS CONTAINING DISTINCT PROPOSITIONS

21.1 A motion containing several distinct propositions is not out of order for that reason alone.

20.2 When a motion contains two or more propositions, and when

(a) any Member requires; or

(b) the Presiding Officer orders

Council shall vote on each proposition separately.

21. MOTIONS OUT OF ORDER

21.1 Subject to an appeal in accordance with Robert's Rules of Order, it is the duty of the Presiding Officer to determine if a motion or amendment is in order and the Presiding Officer may decline to put a motion before Council if it is out of order or contrary to law.

21.2 The Presiding Officer shall advise Council and shall cite the applicable rule or authority when determining that a motion is out of order.

22. AMENDMENTS

22.1 No amendment shall be made to a motion:

(a) to refer a question to some other body for consideration;
or

(b) to adjourn a meeting.

22.2 While a motion is under discussion by Council a Member may not move an amendment which:

(a) does not relate to the subject matter of the main motion;
or

(b) is directly contrary to the main motion.

22.3 The Presiding Officer shall allow only one amendment at a time to the main motion and only one amendment to that amendment may be allowed at a time.

22.4 The Presiding Officer shall put amendments to a vote in the reverse order to which they have been moved.

22.5 When all amendments are voted on, the Presiding Officer shall ask for a vote on the main motion, incorporating any carried amendments.

23. DEBATE ON MOTIONS

23.1 Informal discussion of an item is permitted prior to making a motion.

23.2 No Member may speak more than twice on any motion, except under the following circumstances:

(a) when a Member feels they have been misquoted or misunderstood, they may, after receiving permission from the Presiding Officer, explain a material part of their speech, but may not introduce any new matter and there shall be no debate on the explanation;

(b) when a Member has moved the motion, they may close the debate after all other Members have been given an opportunity to speak;

(c) before the debate has been closed and the vote called, provided no other Member has the floor, a Member may, request that the motion be read aloud or ask a question which:

23.2.c.1 relates directly to the debate,

23.2.c.2 contains no argument, and

23.2.c.3 introduces no new material on the motion.

23.3 Unless Council by a majority vote extends the time, no Member shall speak longer than:

(a) ten minutes on any original motion; or

(b) three minutes on any amendment; or

(c) three minutes for closing debate on an original motion or on an amendment.

23.4 When a Member has closed debate, the Presiding Officer shall declare the motion and ask for a vote.

23.5 When the motion has been declared, no Member shall debate further on the motion or speak, except to request that the motion be read aloud.

24. TABLING, POSTPONING AND REFERRING MOTIONS

24.1 Motions to table any matter are not permitted.

24.2 A motion to postpone any matter shall include in the motion:

- (a) a specific time to which the matter is postponed; or
- (b) provision that the matter is to be postponed indefinitely.

24.3 A motion to postpone a matter is amendable and debatable.

24.4 Any matter that has been postponed to a particular date, or indefinitely, shall not be considered by Council before the date set, except on a majority vote of the Members present.

24.5 When dealing with subject matters where a Committee has been appointed for that purpose, or an Officer would normally deal with such matters, Council may, without amendment or debate, refer the question to the appropriate body.

24.6 A Member who is moving a referral motion shall be required to include in the motion:

- (a) the terms on which the motion is being referred;
- (b) the time when the matter is to be returned; and
- (c) whatever explanation is necessary as to the purpose of the motion.

25. VOTING ON MOTIONS

25.1 When this Bylaw requires that a motion be made, a bylaw be passed, or any other action be taken by a vote of:

- (a) a simple majority of Council;
- (b) two-thirds (2/3) of Council or any other fraction of

Members; or

(c) all Members,

the requirements shall be interpreted as meaning such majority, fraction or total of the Members who are present, provided the Act, or some other relevant statute does not specify differently.

25.2 A question or motion shall be declared lost when it:

(a) does not receive the required number of votes; or

(b) receives an equal division of votes.

25.3 Each Member present shall vote on every motion as prescribed by the Act, unless the Act or other provincial or federal enactment requires or permits the Member to abstain, in which case the Member shall cite the legislative authority for abstaining, and the Chief Administrative Officer shall record the abstention and reasons in the minutes.

25.4 A Member shall not vote on a matter if they are absent from the meeting when the vote is called.

25.5 Any Member, prior to the vote being taken, may ask for a recorded vote and the Chief Administrative Officer shall record the names of those who vote for and those who vote against a motion in the Minutes.

25.6 Votes on all motions must be taken as follows:

(a) the Presiding Officer must declare the motion and call for the vote;

(b) Members must:

25.6.b.1 vote by a show of hands;

25.6.b.2 vote verbally if participating by a communication facility;

25.7 After the Presiding Officer declares the result of the vote, Members may not change their vote for any reason.

25.8 When this Bylaw or any other Bylaw, regulation or other enactment requires a majority greater than a simple majority to pass a motion on any matter, the motion may not be rescinded or amended by less than the majority required.

25.9 It is only necessary for each Member to vote separately on a recorded vote.

26. RECONSIDERING, RESCINDING OR RENEWING A MOTION

26.1 A Councillor who voted with the prevailing side may move to reconsider a motion only at the same meeting or during any continuation of the meeting at which it was decided.

26.2 A motion to reconsider may not be applied to:

- (a) a vote which has caused an irrevocable action; or
- (b) a motion to reconsider.

26.3 A motion to rescind a motion which has been passed or to renew a defeated motion may be offered subsequent to the meeting at which the motion was passed or defeated if the rescinding or renewal motion is:

- (a) made by a Councillor who voted with the prevailing side;
- (b) brought more than one year after the date of the original motion; or
- (c) brought after a general election which has taken place since the date of the original motion.

26.4 Notice of Motion to rescind or renew a motion must be given or dispensed with pursuant to the provisions of this Bylaw.

26.5 No motion to rescind may be made when:

- (a) a vote has caused an irrevocable action; or
- (b) the question can be reached by reconsidering the motion.

27. BYLAWS

27.1 When a Bylaw is presented to Council for enactment, the Executive Assistant shall publish the number and title of the Bylaw in the Agenda.

27.2 The Executive Assistant shall copy the Bylaw in full and forward it with the Agenda.

27.3 Every Bylaw shall have three readings. Only the title or identifying number must be read at each reading.

27.4 A Bylaw shall not be given more than two readings at one Meeting unless the Members present unanimously agree by resolution that the Bylaw may be presented to Council for third reading.

27.5 A Bylaw shall be introduced for first reading by a motion that the Bylaw be read a first time.

27.6 After a motion for first reading of the Bylaw has been presented, Members may debate the substance of the Bylaw, and propose and consider amendments to the Bylaw.

27.7 Any proposed amendments shall be put to a vote, if required, and, if carried, shall be considered as having been incorporated into the Bylaw at first reading.

27.8 When all amendments have been accepted or rejected, the Presiding Officer shall call the question.

27.9 When a Bylaw is subject to a statutory Public Hearing, a Public Hearing date and time shall be established prior to proceeding to second reading.

27.10 When a Bylaw must receive approval of a Minister of the Crown, it must be forwarded for such approval prior to proceeding to second reading.

27.11 All aspects of the passage of a Bylaw at first reading shall apply to second or third readings of any Bylaw.

27.12 In conformance with the Act:

(a) if a Bylaw does not receive third reading within two years from the date of first reading, the previous readings are deemed to have been rescinded; and

(b) if a Bylaw is defeated on second or third reading the previous readings are deemed to have been rescinded.

27.13 The Executive Assistant is designated to consolidate one (1) or more Bylaws as deemed convenient and in doing so, must:

(a) incorporate all amendments to the Bylaw into one (1) Bylaw; and

(b) omit a provision that has been repealed or that has expired.

28. NOTICES OF MOTION

28.1 A Member may make a motion introducing any new matter only if:

(a) Notice is given at a previous regular Council meeting and a legible copy of the content of the notice is made available to the Executive Assistant; or

(b) Council on a two-thirds (2/3) vote waives the requirement for Notice.

28.2 A Notice of Motion must give sufficient detail so that the subject of the motion and any proposed action can be determined, and it must state the date of the meeting at which the motion will be made. A notice must be given without discussion of the matter, but any written copies distributed may include explanatory paragraphs.

28.3 To be placed on the meeting agenda, the Notice of Motion and any supporting documents must be submitted in the form of a Council report to the Executive Assistant by 4:00 p.m. on the seventh complete day preceding the meeting.

28.4 If a motion is not made at the meeting indicated in the notice it will appear on the agenda for, it may be made at any of the next two regular meetings. After the third regular meeting, it will be removed from the agenda and may only be made by a new Notice of Motion.

29. COUNCILLOR REPORTS

29.1 Each Councillor will be provided a maximum of five (5) minutes for the purpose of providing a verbal update on Committees or community events in which municipal participation has been approved by Council.

29.2 Any action required as a result of a Councillor Report may be brought forward as a separate business item or Notice of Motion.

30. COMMITTEES

30.1 Council may establish Committees as are necessary or advisable for the orderly and efficient handling of the affairs of the Village and shall establish the Terms of Reference for said Committees.

30.2 The Terms of References for Committees may be amended by resolution of Council from time to time, as required.

30.3 When establishing a Committee, Council must adopt a

Terms of Reference for the Committee that:

- (a) names it;
- (b) establishes membership, purpose and authority;
- (c) sets a regular meeting schedule and the process for calling any additional meetings;
- (c) sets the term or directs that the Committee exists on an on-going basis at the pleasure of Council; and
- (d) allocates any necessary budget or other resources.

30.4 Council may appoint, by resolution, Councillors, employees, public-at-large, or other members to Committees in accordance with the approved Terms of Reference.

30.5 The Mayor shall be an ex-officio member of all Committees to which Council has the right to appoint members, unless otherwise prohibited by statute or Bylaw, and, as such member of the Committee, shall be counted to determine quorum and has all the rights and privileges of the other Committee members including the right to make motions and vote.

30.6 At its first meeting each year, a Committee shall elect a Chairperson and Vice-Chairperson for a one (1) year term from among the Members unless Council or the Terms of Reference designates:

- (a) the Chairperson of a Committee; or
- (b) the manner in which the Chairperson shall be selected.

30.7 A Member of a Committee can remain in the position of Chairperson for a maximum of four terms of office.

30.8 A Chairperson of a Committee may be removed from office by a vote of a majority of the Members of the Committee. No motion to remove the Chairperson shall be in order unless Notice of Motion has been given in writing at a regular meeting of the Committee held at least seven days prior to the meeting at which the motion is considered.

30.9 The Chairperson of a Committee shall preside at every meeting and shall vote on all questions.

30.10 In the absence or inability of the Chairperson to preside over a meeting, the Vice-Chairperson shall preside and shall exercise the same powers, duties and responsibilities that

the Chairperson would be entitled to exercise if present.

30.11 In the absence or inability of both the Chairperson and Vice-Chairperson to preside over a meeting, the members present, if they constitute a quorum, shall elect one of the members present to preside for that meeting.

30.12 A Committee shall conduct its meetings in public in accordance with the provisions of the Act.

30.13 Minutes must be prepared for all Committee meetings and must:

- (a) include all decisions and other proceedings;
- (b) include the names of Committee members present at and absent from the meeting;
- (c) include any abstentions made under the Act by any member and the reason for abstention;
- (d) include the signatures of the Chair and the Recording Secretary; and
- (e) be retained in a safe manner and be available upon request.

30.14 When a Committee is of the opinion that a meeting should be held as a Closed Meeting, the motion passed to authorize the Closed Meeting shall provide a brief description of the topic and state the section of FIOP that allows closure for that topic, and the meeting shall be conducted in accordance with the Act.

30.15 A Member of a Committee who has a pecuniary interest in a matter before the Committee shall disclose the general nature of the interest, and abstain from discussing the matter or voting on the matter, and leave the room until discussion and voting on the matter are concluded, as prescribed in the Act.

30.16 Any Member absent from three (3) consecutive regular meetings of a Committee, unless such absence is authorized by resolution of the Committee, will automatically forfeit his/her membership as of the date of the third consecutive meeting absent from. Any Member forfeiting his/her membership may be eligible for re-appointment in the future but not for the unexpired portion of the term forfeited.

30.17 No Committee or any Member of a Committee has:

(a) power to pledge the credit or course of action of the Village or enter into any agreement on behalf of the Committee or Village;

(b) power to authorize any expenditure to be charged against the Village without prior approval by Council; or

(c) authority to act except as established in the Terms of Reference for the Committee.

30.18 Councillors appointed to a Committee by Council shall be responsible to keep Council informed as to Committee activities.

30.19 A Committee shall report to Council, as required.

30.20 The Chief Administrative Officer may appoint a staff person to each Committee who shall:

(a) ensure required notice is given, and accurate minutes are kept, for all Regular and Special Meetings of the Committee;

(b) provide advice, research, information and additional support staff as required by the Committee; and

(c) not be a Member of the Committee and may not vote on any matter.

31. PUBLIC HEARINGS

31.1 Unless otherwise approved by resolution of Council, the following shall represent the procedure to conduct a public hearing:

(a) The Presiding Officer shall call the Public Hearing to order;

(b) Background shall be given on the proposed Bylaw or resolution;

(c) Presentations shall be limited to five (5) minutes, exclusive of the time required to answer questions put to him/her by a Council Member, unless granted a time extension by Council.

(d) Persons speaking will be given an opportunity to speak only once;

(e) Order of presentations shall be as follows:

(i) Those in support

- (ii) Those opposed
- (iii) Those deemed affected.

(f) The Presiding Officer shall not allow cross examination of presenters and it will not be necessary for those giving information to verify their qualifications.

31.2 The Presiding Officer will allow staff to make closing comments.

31.3 If there is more than one Public Hearing on the Agenda, the Presiding Officer shall adjourn one Public Hearing before opening another.

31.4 After the close of the Public Hearing, Council:

(a) may pass the Bylaw or resolution;

(b) may make any amendments to the Bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing;

(c) can defeat the Bylaw or resolution.

32. REMOTE ATTENDANCE AT COUNCIL MEETINGS

32.1 Members may attend meetings by means of electronic communication, provided the location is able to support its use. All members of Council participating in the meeting must be able to communicate effectively.

32.2 A member of Council may attend a Regular Meeting or Special Meeting by means of electronic communication a maximum of three (3) times per calendar year, unless otherwise approved by the Mayor, or required as a result of an emergency situation.

32.3 Members of Council attending a meeting via electronic communications are deemed to be present at the meeting for whatever period of time the connection via electronic communication remains in effect.

32.4 The Presiding Officer shall announce to those in attendance at the meeting that a Member of Council is attending the meeting by means of electronic communication.

32.5 When a vote is called, Members attending the meeting by means of electronic communications shall be asked to state their vote only after all other Members present at the meeting have cast their votes by a show of hands.

33. GENERAL

33.1 If any portion of this Bylaw is declared invalid by a Court of competent jurisdiction, then the invalid portion shall be severed, and the remainder of the Bylaw shall be deemed valid.

33.2 That Bylaws #423/16 and 445/19 be repealed in their entirety.

33.3 That this Bylaw comes into effect upon third and final reading.

Read a first time, _____, 2021

Read a second time, _____, 2021

Read a third time, _____, 2021

Mayor

Chief Administrative Officer

Village of Alix - Procedural Bylaw

Schedule 'A'

ORDER OF BUSINESS AT MEETINGS

The normal order of business for the regular meeting of Council shall be as follows:

- (a) Call to Order
- (b) Agenda - Amendments and Adoption
- (c) Adoption of Minutes
- (d) Delegations
- (e) Bylaws
- (f) Unfinished Business
- (g) New Business
- (h) Financial Reports
- (i) Committee Reports
- (j) Administrative Reports
- (k) Correspondence and Information
- (l) Closed Meeting (If Required)
- (m) Adjournment

ADMINISTRATION REPORT



Date: August 18, 2021 RFD 21-50
Memo To: Village Council
From: Michelle White
Subject: New Mower

1. **PURPOSE** – To determine if Council will amend the capital budget for the purpose of purchasing a new mower.
2. **BACKGROUND** – The 2021 Capital Budget had \$28,000 allocated for the purchase of a new mower. This funding was to come from municipal taxes rather than a grant.
3. **OPTIONS** –
 1. To delay the mower purchase to 2022
 2. To use additional tax revenue to fund the cost difference
 3. To use sale proceeds from the old loader to fund the cost difference
4. **DISCUSSION** – The Public Works Foreman had originally sourced a mower for \$21,000 so a portion of the budgeted \$28,000 had been used to purchase a sander. This leaves \$20,650 in the budget for a new mower. Unfortunately the F2690 model was “under powered” for the Village’s needs.
5. **FINANCIAL IMPLICATIONS** – The following bids came in for mowers:

John Deer Stettler	\$31,967.00
John Deer Wetaskiwin	\$31,430.55
Oakcreek Golf & Turf LP Edmonton	\$31,176.00

NOTE: John Deer Wetaskiwin said they would deliver the mower at no cost.

6. **LEGAL** – Council has the ability to amend the budget by resolution as necessary.
7. **POLITICAL/PUBLIC IMPLICATIONS** –
8. **OTHER COMMENTS** – When a new loader was purchased earlier this year, the old one was sold for \$42,525. This is unbudgeted revenue that Council may decide to put into Streets Reserves for future capital projects/purchases.
9. **RECOMMENDATIONS** – Option #3 – I recommend the following resolutions:

“that the Village of Alix Council hereby moves \$31,000 from Streets, General Revenue to Streets Reserves.”

“that the Village of Alix Council hereby amends the 2021 Capital Budget by increasing the amount from \$28,000 to \$39,525 to replace the Large Mower. This line item is to be separated into Large Mower at \$32,175 and Sander at \$7,350.”

A handwritten signature in black ink, appearing to read 'Michelle White', written over a horizontal line.

Author

ADMINISTRATION REPORT



Date: August 24, 2021 RFD 21-52
Memo To: Village Council
From: Michelle White
Subject: Auditor proposals

1. **PURPOSE** – To determine who will be doing the Village's 2021 audit.
2. **BACKGROUND** – A request for proposals for audit services was advertised in the Chautauqua and East Central Alberta Review with a closing date of August 20th.
3. **OPTIONS** –
 1. To accept this report as information
 2. To make a resolution appointing an auditor (audit firm) for the 2021 year
4. **DISCUSSION** – Three bids were received by the deadline. Calls were made to colleagues to check references. I feel comfortable that the Village would receive a quality audit from any of the firms listed below.

5. **FINANCIAL IMPLICATIONS** –

	2021 Audit	2022/23 Audit(s)	LAPP Audit
Ascend LLP	\$20,050	\$20,050	\$1,425
Gitzel & Company	\$20,500	\$16,750*	\$1,250 - \$1,500
MNP	\$18,000	\$18,000	\$2,500

* Plus Alberta CPI cost of living increase

NOTE: LAPP audit is only needed every 3 years. It was last completed in 2020.

Audit fees calculated over a 3 year period resulted in only a \$200 cost savings between Gitzel and MNP. Hourly rates were then factored in to determine the recommendation below.

6. **LEGAL** – MGA s. 280(1) "Each council must appoint one or more auditors for the municipality."
7. **POLITICAL/PUBLIC IMPLICATIONS** –
8. **OTHER COMMENTS** – It is common to have a slightly higher audit fee in a transition year.

To assist with ranking bids, factors such as lowest price, project experience and supervisory personnel are factored in. All companies have extensive municipal audit experience and equal levels of supervisory personnel named.

9. **RECOMMENDATIONS** – Option #2, I recommend the following resolution:

"that the Village of Alix Council appoints Gitzel & Company as the Auditors for the Village of Alix for the 2021 year."

Author

**VILLAGE OF ALIX
BANK RECONCILIATION
FOR THE MONTH ENDING:
July 31, 2021**

SERVUS CREDIT UNION

	CHEQUING	INVESTMENTS
Balance from Bank Statement:	2,886,039.21	4,017.34
Plus: Deposits in Transit	100,316.87	
Less: Outstanding Cheques	(42,578.79)	
 Reconciled Bank Balance:	 <u>2,943,777.29</u>	 <u>4,017.34</u>
 GL balance @ : July 31, 2021	 <u>2,943,777.29</u>	 <u>4,017.34</u>
Variance:	-	-

THIS STATEMENT SUBMITTED TO COUNCIL THIS 1ST DAY OF SEPTEMBER, 2021

CAO REPORT AUGUST 2021

1. Interesting Fact – Since this Council was elected and I started working for the Village of Alix in October 2017, we have completed 40 new bylaws... and counting!
2. AUMA Conference – We have registered for 3 spots at the November AUMA conference. It is worth noting that November 17th is a Council meeting night, it is also the first day of the conference. Council will need to decide if the second meeting in November is to be cancelled or moved to another date since we will not have quorum.
3. Support Letters for RCMP – Council has seen several letters of support for the RCMP from other municipalities in previous agenda packages. Due to the current and anticipated volume of these letters they are no longer being included in the agenda packages but will be e-mailed out directly. Since the last meeting we received a letter from the Village of Elnora.
4. CAO Performance Evaluation – The MGA legally requires Council to do a performance evaluation for the CAO every year. Since this is an election year, it would be best if Council were able to do this before October 18th.

Report Council Meeting -September

Emergency Management Information

June I was recertified for first aid.

Social work and Disaster Network launch Workshop

Webinar from 10:00 – 12:00 June 22. This webinar was very informative. I have since realized that our reception kit is very outdated. Our paperwork is date 2001, so I am in the process for getting this updated.

File review Specialist, Community Recovery Service held a workshop on June 23 9:00-12:30.

The presentation outlined the DRP (Disaster Recovery Plan) application process, documentation required, general eligibility of items under the DRP, timelines, and other important information. This workshop also touched on the Municipal Wildfire Assistance Program (MWAP) and the difference between the two.

Emergency Social Service Facility Management course was held on July 8. Glenna Carlson and I attended this virtually. After this course we have found our ESSR Kit (Emergency Social Service Reception kit) is quite outdated. I have taken on the task of making sure we are up to date with all registration kit information.

Currently I'm working on updating our ESS (Emergency Social Services) information and forms, this information has not been updated since 2001. In this process I will be putting together new registration forms and registration spread sheet for our Municipality. I'm going to present this project to the LREM team on September 15 at the annual meeting. We will be working on getting a 2-part form for the future, when a reception center is used.

September 21 we are having our annual Agency meeting to discuss our tabletop date and next year the region is hosting a training for all 10 of LREMP Municipalities. This is very exciting as I will be in helping with the planning of such a big event.

LREMP(Lacombe Regional Emergency Management Plan)

Meeting July 13 this meeting is to discuss the new organizational chart. This meeting was very information for how the organizational chart can work in large or small events.

ESS. Kits (Emergency Social Service)

On June 10, we had our first meeting to discuss putting together a reception kit for the smaller communities that are within LREMP (Lacombe Regional Emergency Management Plan). I priced out the items that will be included in the kit and will put them together for 5 communities.

We had a follow up meeting on June 17th. I had put together an item list with prices, and had the go ahead to start the ordering process. I hope to have this project completed at the end of the summer. In the fall this kit will be introduced to the smaller communities.

As of August, this project is complete. I have spent 50 plus hours on this project and am very please on how it has turned out. In October Michelle and I will be setting up one kit to show the other Municipalities how fast and efficient it is to get your Reception/Registration Centre set up. For the time spent on the project our Municipality contribution was paid for by LREMP and we also received a new laminator free of charge.

LREMP Web Site

Continuing to update our information.

Covid 19

June 10th stage 2 started. July we are back to phase 1.

Wildfire Prevention

Continuing to post information on social media and on the digital sign.

Signage

Continuing to replace the posters at a few of the parks for sanitation reminder. We no longer do social distancing signs.

Restorative Justice

Currently I have been in contact with the Bashaw Victim Service Supervisor, we are going to work together and combine our resources in establishing a Restorative Justice Program.

Janene Anderson

Director of Emergency Management

Report for Council Meeting – August - September 2021

Economic Development

Coupon/Tourism Book

The coupon books have been distributed at Saving Grace on adoption days. Unfortunately, no businesses have seen a coupon be used yet.

Wayfinding

I am starting phase 2 of the Wayfinding project. I am looking into prices to have our smaller signs replaced and adding a couple medium sized signs that match the list concept of our big signs.

Business Relations

- On July 9th I went with the Alix Gator to photograph him in front of all business store fronts and amenities. These photos with a description on the business or amenity were posted on our Village of Alix and Alix Chamber Facebook pages from July 12th – August 10th. In total there were **45** store fronts and amenities highlighted. This has increased our online presence with post engagements on social media ranging from 280 people to 1,606 people per post and increasing everyday.
- I recently had a meeting with a lady from Community Futures East Parkland. This meeting evolved into potential opportunities we can provide to our community. Some highlights are: helping Chamber with a Strategic Plan, putting Community Futures in touch with our Administration at our school to potentially have a Youth Entrepreneur day, and partnering with Business Link to facilitate some training days for businesses and business owners.

Chamber Information

I worked with Chamber to update what is advertised for businesses at the Chamber's gas station sign. Three new businesses have added their information and one business updated their existing sign.

Google

I went onto google maps and was able to add location markers to Alix that we didn't have listed such as Alix Public Library, Village Shoppe, Nature Trail, Community Hall, Alix Lions Den, Museum etc. In under 3 weeks, the locations I added had 1,000 views on them. The Alix Nature Trail location also hit 1,000 views in just one month.

In connection with google and our online presence I have went through some of the top websites that come up when you search certain amenities in Alix such as our Campground, Library, and Museum to ensure that the contact information that sites have is updated and correct.

General Information

Training

On August 3rd I completed two training courses through the University of Alberta.

'Stress Management in the Workplace' and 'Violence and Harassment in the Workplace'.
These are funded by the Alberta Government.

Social Media

Our Village Facebook page continues to grow. As of August 24th, 2021, we have 565 page likes and 627-page followers. Information is continuing to be put out for all things related to the Village. Since starting the promotional highlights of our businesses and amenities on July 12th and having promoted our page with a Facebook ad during the summer months our posts have reached 207% more people and post engagements have gone up by 404%.

Chelsie Giesbrecht



Cyberus Protection Services Village of Alix Patrol Report

Summary July 19 – 25, 2021

July 20th had a suspicious vehicle pass through town keeping distance from the patrol vehicle and leaving in a hurry as the patrol vehicle attempted to turn around to get a description of the vehicle. July 20th speeding vehicle along highway headed east that was worth noting. July 24th responded to an alarm going off at a local business. July 24th two vehicles were noted not able to be listed as suspicious but appeared to leave town after seeing a patrol vehicle. July 25th had an individual sitting at the side of the IDA appearing to text every time we passed. Due to the time of night I proceeded to see if everything was okay. Individual informed they were just chatting with friends, individual moved on. July 25th concerned community member called about individual behind IDA during the day. Was same individual. Informed about the library possibly being a better place to use their phone where it would be less confusing to people, as well the library has wifi.

Summary July 26 – Aug 1, 2021

July 28th find 2020's Yukon and GM truck driving together, stopped side by side like they were talking through the window, then left town. 29th stunting happening before shift began, RCMP were notified. 29th speeding truck travelled through town from Lakeside Sargeant and left town towards Lacombe on Highway 12. 30th two vehicles parked on roadways in unusual places with trailers attached, noted and did a quick look on social media to see if they were missing. Aug 1st on off hours received a call from a shop owner concerned another main street shop was unattended with the door open. Instructed them to call the RCMP. They stated nothing in the store seemed out of place and had closed the door.

Tanya Meston

From: James Toews [REDACTED]
Sent: Saturday, August 21, 2021 1:07 PM
To: info
Subject: Thanks

Just wanted to drop the town a note of how much we enjoyed our past weekend in your area. We camped and golfed at Haunted Lake but also canoed Alix Lake and enjoyed the hiking trail around the lake. Thanks Alix!
James Toews

[REDACTED]



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Calgary-Hays

AR105523

August 5, 2021

His Worship Rob Fehr
Mayor
Village of Alix
PO Box 87
Alix AB T0C 0B0

Dear Mayor Fehr:

On October 18, 2021, the Government of Alberta intends to conduct a provincewide election of nominees for Canada's Senate, as well as a referendum. Senate and referendum voting will be conducted alongside the general municipal election. To support local governments administering these votes, the Senate Election Grants Regulation under the *Alberta Senate Election Act* and Referendum Payments Regulation under the *Referendum Act* require the Minister of Municipal Affairs to make payments to the local authorities that are administering the votes.

The regulations state:

- where an election under the *Local Authorities Election Act* is required in a municipality or ward, the elected authority or other body that conducts the vote under the *Alberta Senate Election Act* or *Referendum Act* in that municipality or ward shall be paid a grant of \$1 per capita or \$1,000, whichever is greater; or
- where no election under the *Local Authorities Election Act* is required in a municipality or ward, the elected authority or other body that conducts the vote under the *Alberta Senate Election Act* or *Referendum Act* in that municipality or ward shall be paid \$2 per capita or \$2,000, whichever is greater.

Given there will be both senate elections and referendum questions occurring as part of the 2021 municipal general election, municipalities holding local elections will be eligible for a grant of \$1 per capita or \$1,000 (whichever is greater) for the senate election vote and \$1 per capita or \$1,000 (whichever is greater) for the referendum for a total interim grant of \$2 per capita or \$2,000 (whichever is greater).

Should it then later be determined that a municipality does not need to hold a local election, the municipality will then be eligible for an additional grant of \$1 per capita or \$1,000 (whichever is greater) for the senate election vote and \$1 per capita or \$1,000 (whichever is greater) for the referendum for a total combined grant of \$4 per capita or \$4,000 (whichever is greater).

.../2

Based on this formula, and to streamline the process, the **Village of Alix** will receive an initial grant payment of **\$2,000** in August to conduct the 2021 Senate election and referendum. If a local election is not held under the *Local Authorities Election Act* in the **Village of Alix** on October 18, a second payment of **\$2,000** will be made in October.

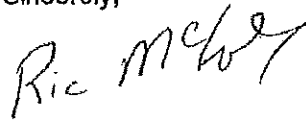
If the Senate election and/or referendum are cancelled, the **Village of Alix** will be required to return the initial grant payment to the Government of Alberta, if requested by the province.

Some municipalities may be administering the Senate election and referendum on behalf of the Minister of Municipal Affairs for a neighbouring entity, and will receive the payments calculated for the neighbouring entity. These municipalities will receive a separate letter confirming the additional amounts once the contracts are finalized.

Conducting the Senate election and the referendum at the same time as local elections will leverage efficiencies and economies of scale, while ensuring all Albertans have the ability to participate in the vote.

Thank you for your work in strengthening democracy in Alberta.

Sincerely,

A handwritten signature in black ink that reads "Ric McIver". The signature is written in a cursive style with a large, stylized "R" and "M".

Ric McIver
Minister

cc: Michelle White, Chief Administrative Officer, Village of Alix

Public Library Legislation

Introduction

Public library service in Alberta

In Alberta, public library service is a local service with a focus on local community needs. Under the authority of the *Libraries Act*, a municipality may choose to provide public library service at the local level by establishing a library board and at the regional level by joining a library system.

Alberta public libraries have a strong history of local autonomy. A public library board, upon its creation, is a governing board and a corporation with full management and control of public library service delivery.

The *Libraries Act* and Libraries Regulation

The *Libraries Act* and Libraries Regulation govern public library service in Alberta.

The *Libraries Act* sets the legal framework for public library service through the establishment of library boards, which manage public library service on behalf of the municipality. The Libraries Regulation sets out sound management practices for library boards. By providing a framework for library boards to work within, the act and regulation are considered enabling legislation. They tell library boards the broad rules they need to follow, but not necessarily how they should go about it.

The *Libraries Act* and Regulation sit alongside other provincial legislation such as the *Municipal Government Act*. All provincial legislation works in harmony and one act does not supersede another. While public library service is considered a local service, library boards do not fall under the provisions of the *Municipal Government Act*.

Public library funding is not governed by the *Libraries Act* or Libraries Regulation. Municipal funding for public library services is decided at the local level, with municipal councils responsible for determining the amount of financial support provided. Provincial funding falls under the parameters of the Municipal Affairs Grants Regulation and the accompanying Public Library Grant Program Guidelines.

Public Library Stakeholder Engagements to Date

In fall 2019, the Public Library Services Branch within Municipal Affairs began a series of in-person engagements with Alberta public library stakeholders to identify areas under provincial library legislation perceived as being regulatory burdens. All public library board members and library staff were invited to participate. Those in attendance were taken through a review of the existing legislation and then given the opportunity to provide feedback through facilitated group discussions and anonymous workbooks.

Eleven in-person engagement sessions were held across the province from September 2019 to January 2020 in the communities of Slave Lake, Grande Prairie, Lethbridge, Okotoks, Wainwright, Lac La Biche, Brooks, Drumheller, Red Deer, Stony Plain, and Edmonton. For those unable to attend the in-person sessions, an online survey was available from September 25 to December 13, 2019. The online survey received 68 responses and 92 stakeholders attended the in-person sessions, for a total of 160 participants.

The completion of this work was paused due to the challenges and competing priorities of the COVID-19 pandemic.

On June 23, 2021, the Honourable Ric McIver, Minister of Municipal Affairs, invited key library stakeholders to a virtual meeting to confirm a proposed engagement plan on identifying further opportunities for red tape reduction in the *Libraries Act*. It was agreed that fall 2021 was a good time for the entire library community to provide feedback. Virtual engagement sessions on four broad topics are scheduled for September, and a survey is available to collect written feedback.

